



CITY COUNCIL MEETING AGENDA

City of New Prague

Monday, February 05, 2024 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

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1. CALL TO ORDER

- a. Pledge of Allegiance

2. APPROVAL OF REGULAR AGENDA

3. CONSENT AGENDA

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

- a. Meeting Minutes
 - i. January 16, 2024, City Council Meeting Minutes
- b. Claims for Payment: **\$746,102.96**
- c. LG220 MN Lawful Gambling Application for Exempt Permit for MN River Valley Chamber of MN Deer Hunters Association on March 23, 2024, involving a raffle at Park Ballroom, 300 Lexington Avenue South
- d. LG220 MN Lawful Gambling Application for Exempt Permit for Ducks Unlimited New Prague on March 1, 2024, involving a raffle at Park Ballroom, 300 Lexington Avenue South
- e. Police Officer Position Appointment
- f. Emergency Operations Plan
- g. Purchase of Toolcat
- h. 2024 Property and Casualty Liability Insurance - Removal of Med Pay
- i. Police Facility Site Survey

4. CITY ENGINEER PROJECTS UPDATE

- a. February 5, 2024

5. PUBLIC INVITED TO BE HEARD ON MATTERS NOT ON THE AGENDA

(Speakers limited to 5 minutes.)

6. PUBLIC HEARING(S) – 6:00 PM

7. ORDINANCE(S) FOR INTRODUCTION

- a. Ordinance #347 - Vacating Certain Easements in the Plat of Pond Third Addition

8. ORDINANCE(S) FOR ADOPTION

9. RESOLUTIONS

- [a.](#) Resolution #24-02-05-01 - Fee Schedule Amendment for Memorial Park Baseball Stadium Team Fees
- [b.](#) Resolution #24-02-05-02 - Setting a Public Hearing to Vacate Certain Easements in the Plat of Pond Third Addition

10. GENERAL BUSINESS

- [a.](#) Annual Community Development Reports
 - i. Vacant Lot Inventory
 - ii. Annual Business Inventory
 - iii. 2023 Growth Statistics
- [b.](#) Aquatic and Fitness Center Joint Powers Board

11. MISCELLANEOUS

- [a.](#) Expanded Library Hours
- [b.](#) Meeting Minutes
 - i. Planning
 - ii. Utilities

12. ADJOURNMENT

UPCOMING MEETINGS AND NOTICES:

February 7	6:30 p.m. Cedar Lake Water & Sanitary Sewer District
February 12	12:00 p.m. Community Center Board
February 13	6:00 p.m. Park Board
February 14	7:30 a.m. EDA Board
February 19	Holiday – City Offices Closed
February 20	6:00 p.m. City Council
February 26	3:30 p.m. Utilities Commission
February 27	6:30 p.m. Golf Board
February 28	6:30 p.m. Planning Commission
March 4	6:00 p.m. City Council



CITY COUNCIL MEETING MINUTES

City of New Prague

Tuesday, January 16, 2024 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

Mayor Duane Jirik called the meeting to order at 6:00 p.m.

PRESENT

Mayor Duane Jirik
Councilmember Shawn Ryan
Councilmember Maggie Bass
Councilmember Rik Seiler
Councilmember Bruce Wolf

Staff present: City Administrator Josh Tetzlaff, Planning/Community Development Director Ken Ondich, and Public Works Director Matt Rynda

a. Pledge of Allegiance

2. APPROVAL OF REGULAR AGENDA

Motion made by Councilmember Seiler, Seconded by Councilmember Wolf to approve the Regular Agenda. Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf

Motion carried (5-0).

3. CONSENT AGENDA

Motion made by Councilmember Wolf, Seconded by Councilmember Bass to approve the Consent Agenda. Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf

Motion carried (5-0).

a. Meeting Minutes

- i. December 27, 2023, Special City Council Meeting Minutes
- ii. January 2, 2024, City Council Meeting Minutes

b. Claims for Payment: **\$1,394,740.80**

c. 2024 Labor Agreement with LELS and City Police Union

d. Fire Department Radios

e. LG230 MN Lawful Gambling Application to Conduct Off-Site Gambling for New Prague Firemen's Relief Association on February 9, 2024, involving pull-tabs at the Knights of Columbus Hall, 411 4th Avenue SW, New Prague

f. Purchase of 2023 Chevrolet 1500 Truck

g. LG220 MN Lawful Gambling Application for Exempt Permit for Angels Among Us on April 13, 2024, involving a raffle at St. Wenceslaus, 215 Main Street East, New Prague

h. 1-Day Temporary On-Sale Liquor License for Angels Among Us on April 13, 2024

i. Large Assembly Permit - Easter Egg Hunt at Southside Park, March 30, 2024

- j. Monthly Financial Summary Report

4. CITY ENGINEER PROJECTS UPDATE

- a. January 16, 2024
City Engineer Chris Knutson provided a memo with updates regarding various projects taking place around the city. No action was taken.

5. 2024 STREET AND UTILITY IMPROVEMENT PROJECT

- a. Resolution #24-01-16-01 - 2024 Street and Utility Improvement Project Approving Plans and Specifications and Ordering Advertisement for Bids
Motion made by Councilmember Seiler, Seconded by Councilmember Ryan to approve Resolution #24-01-16-01.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0).

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

No members of the public spoke at this meeting.

7. PUBLIC HEARING(S) – 6:00 PM

8. ORDINANCE(S) FOR INTRODUCTION

9. ORDINANCE(S) FOR ADOPTION

10. RESOLUTIONS

- a. Resolution #24-01-16-02 - Supporting MnDOT Active Transportation Grant Applications - Trail Along 6th Street NW and Sidewalk Along 12th Avenue SE
Planning/Community Development Director Ken Ondich provided background. Motion made by Councilmember Bass, Seconded by Councilmember Wolf to approve Resolution #24-01-16-02.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0).

11. GENERAL BUSINESS

- a. Small Area Plan Proposals for City Center Area
Planning/Community Development Director Ken Ondich addressed the Council and provided updates. Motion made by Councilmember Seiler, Seconded by Councilmember Ryan to approve the Small Area Plan.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0).
- b. Praha Outdoor Performance Stage Facility
City Administrator Josh Tetzlaff, Park Board Chair Joe Barten, and POPS Committee members Eddie Shimota, Steve Frost, and Den Gardner addressed the Council.
Motion made by Councilmember Bass, Seconded by Councilmember Seiler to build the Praha Outdoor Performance Stage at the City Center site.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler
Voting Nay: Councilmember Wolf (supported Memorial Park on POPS Committee)
Motion carried (4-1).
- c. Lease for Concessions with Orioles at Memorial Park Baseball Stadium

Planning/Community Development Director Ken Ondich provided background. Motion made by Councilmember Bass, Seconded by Mayor Jirik to approve the lease.

Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf

Motion carried (5-0).

12. MISCELLANEOUS

- a. Meeting Minutes
 - i. Utilities
 - ii. Park
 - iii. EDA (regular and closed)
- b. Discussion of Items not on the Agenda
 - i. Councilmember Seiler inquired if the Planning Commission is full and asked about alternates. City Administrator Tetzlaff advised that in the State of Minnesota alternates from other boards are not allowed.
 - ii. Councilmember Wolf asked about the status of the recreational study. John McNamara will be providing an update to Council soon. Councilmember Wolf requested for Mr. McNamara to include Information on baseball usage in his update.
 - iii. Councilmember Ryan inquired of the new building near MVE. Planning/Community Development Director Ondich advised it's a single-family home.
 - iv. City Administrator Tetzlaff informed Council that Legislative Day on the Hill will be held on March 7, 2024.
 - v. Public Works Director Rynda advised that the new section of watermain that was installed along 10th Avenue NE has two leaks on it. It's all under warranty. Also, the City is accepting applications for the Wastewater Operator until January 26, 2024.

13. ADJOURNMENT

Motion made by Councilmember Seiler, Seconded by Councilmember Bass to adjourn the meeting at 7:18 p.m.

Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf

Motion carried (5-0).

ATTEST:

Duane J. Jirik
Mayor

Joshua M. Tetzlaff
City Administrator

CITY OF NEW PRAGUE
 ACCOUNTS PAYABLE
 2/05/2024

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
FUND 101 - GENERAL FUND			
<u>RURAL FIRE - TO BE REIMBURSED</u>			
ACME TOOLS	LADDER	\$176.00	
CENTERPOINT ENERGY	NATURAL GAS	\$272.42	
ECSI	ANNUAL FIRE ALARM MONITORING	\$120.00	
MUNICIPAL EMERGENCY SERVICE	TURNOUT GEAR	\$7,304.22	
NEW PRAGUE UTILITIES	RURAL FIRE - UTILITES	\$632.50	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$16.60	
VERIZON WIRELESS	TABLETS	\$30.05	
VOYAGER FLEET SYSTEMS	FUEL	\$508.67	
TOTAL:			<u><u>\$9,060.46</u></u>
<u>OTHER - TO BE REIMBURSED</u>			
NORTH AMERICAN SAFETY INC	JIM C - UNIFORMS	\$91.50	
SEH	BISHOP - 1305 1ST ST NE	\$386.00	
TOTAL:			<u><u>\$477.50</u></u>
<u>COUNCIL</u>			
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$549.96	
VERIZON WIRELESS	TELEPHONE	\$82.48	
TOTAL:			<u><u>\$632.44</u></u>
<u>ADMINISTRATION</u>			
ABDO	2023 AUDIT SERVICES	\$7,116.87	
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	\$76.52	
QUADIENT FINANCE USA INC	POSTAGE FEE	\$2.05	
US BANK CREDIT CARD	SCALE	\$17.97	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$1,614.55	
VERIZON WIRELESS	TELEPHONE	\$53.61	
TOTAL:			<u><u>\$8,881.57</u></u>
<u>ENGINEER</u>			
SEH	2023 MSAS SERVICES	\$2,040.00	
SEH	ENGINEERING FEES	\$1,115.60	
TOTAL:			<u><u>\$3,155.60</u></u>
<u>PLANNING</u>			
AMAZON CAPITAL SERVICES	AED INSPECTON TAGS	\$1.20	
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	\$32.59	
DEPUTY REGISTRAR	VEHICLE TABS	\$21.25	
METRO SALES INC	COPIER LEASE	\$152.07	
MSA PROFESSIONAL SERVICES INC	COMPREHENSIVE PLAN UPDATE	\$22,956.60	
SCOTT COUNTY RECORDER	RECORDING FEE	\$46.00	
US BANK CREDIT CARD	GO TO MY PC	\$20.60	
US BANK CREDIT CARD	TABLET & CASE	\$250.86	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$54.36	
VERIZON WIRELESS	TELEPHONE	\$82.48	
TOTAL:			<u><u>\$23,618.01</u></u>
<u>GOVERNMENT BUILDING</u>			
CENTERPOINT ENERGY	NATURAL GAS	\$728.21	
NEW PRAGUE UTILITIES	GOVT BUILDING - WATER/SEWER	\$171.32	
NEW PRAGUE UTILITIES	GOVT BUILDING -ELECTRIC	\$1,169.25	
WOLD ARCHITECTS AND ENGINE	POLICE FACILITY SCHEMATIC DESIGN	\$32,610.30	
TOTAL:			<u><u>\$34,679.08</u></u>
<u>POLICE</u>			
AMAZON CAPITAL SERVICES	DVD-R DISCS	\$15.97	
AMAZON CAPITAL SERVICES	GUN CLEANING SUPPLIES	\$321.43	
AT&T MOBILITY	WIRELESS CELLS	\$566.91	
AXON ENTERPRISES INC.	FLEET 2 UNLIMITED	\$6,192.00	

CITY OF NEW PRAGUE
 ACCOUNTS PAYABLE
 2/05/2024

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
AXON ENTERPRISES INC.	OFFICER SAFETY PLAN - BWC & TASER	\$25,821.00	
CATHERINE SPICER	MEAL REIMBURSEMENT	\$31.51	
CATHERINE SPICER	PARKING REIMBURSEMENT	\$4.00	
CULBRETH, EDWARD	MEAL REIMBURSEMENT	\$31.28	
CULBRETH, EDWARD	PARKING	\$3.00	
DEPUTY REGISTRAR	FORFEITURE TITLE	\$58.00	
DEPUTY REGISTRAR	UNMARKED CAR - TABS #0688	\$15.25	
DEPUTY REGISTRAR	VEHICLE TABS	\$16.25	
GLOCK PROFESSIONAL INC	TRAINING -FOLKERTS	\$250.00	
IAPE INC	PROPERTY / EVIDENCE MEMBERSHIP	\$65.00	
JEFF BELZER NEW PRAGUE FORD	SQUAD MAINTENANCE	\$128.88	
LE SUEUR COUNTY SHERIFF'S OFFICE	DRUG TASK FORCE MEMBERSHIP	\$5,000.00	
NEIL FLUM	MEAL REIMBURSEMENT	\$35.58	
OFFICE OF MN IT SERVICES	LANGUAGE LINE	\$19.87	
OFFICE OF MN IT SERVICES	LANGUAGE LINE	\$6.30	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$558.28	
VOYAGER FLEET SYSTEMS	FUEL	\$1,065.33	
TOTAL:			\$40,205.84
<u>FIRE</u>			
ACME TOOLS	LADDER	\$176.00	
CENTERPOINT ENERGY	NATURAL GAS	\$272.42	
ECSI	ANNUAL FIRE ALARM MONITORING	\$120.00	
LISA KACZOR	CPR & AED TRAINING	\$570.00	
MN FIRE SERVICE CERTIFICATION BOARD	HAZ MAT OPERATIONS	\$357.00	
MN STATE FIRE CHIEFS ASSN	LEADERSHIP CLASS	\$570.00	
MUNICIPAL EMERGENCY SERVICE	TURNOUT GEAR	\$7,304.22	
NEW PRAGUE UTILITIES	FIRE - ELECTRIC	\$462.91	
NEW PRAGUE UTILITIES	FIRE - WATER/SEWER	\$169.59	
VERIZON WIRELESS	TABLETS	\$30.05	
VOYAGER FLEET SYSTEMS	FUEL	\$292.40	
TOTAL:			\$10,324.59
<u>BUILDING INSPECTOR</u>			
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	\$39.98	
AMAZON CAPITAL SERVICES	PHONE CASE	\$29.35	
C. BLOCK INSPECTIONS	INSPECTIONS	\$6,050.21	
DEPUTY REGISTRAR	VEHICLE TABS	\$42.50	
METRO SALES INC	COPIER LEASE	\$152.07	
US BANK CREDIT CARD	DEB TRAINING	\$150.00	
US BANK CREDIT CARD	TABLET & CASE	\$250.86	
US BANK CREDIT CARD	TIRES	\$598.92	
VERIZON WIRELESS	TELEPHONE	\$82.48	
VOYAGER FLEET SYSTEMS	FUEL	\$38.71	
TOTAL:			\$7,435.08
<u>STREET</u>			
AMAZON CAPITAL SERVICES	BEACON	\$34.99	
AMAZON CAPITAL SERVICES	CHAIR LEG COVERS	\$33.98	
AMAZON CAPITAL SERVICES	EXIT SIGN BATTERY	\$12.86	
CENTERPOINT ENERGY	NATURAL GAS	\$522.44	
DEPUTY REGISTRAR	VEHICLE TABS	\$274.12	
GRAINGER	BATTERIES	\$64.49	
HELENA TOWNSHIP	ALTON AVE MAINTENANCE	\$2,000.00	
METRO SALES INC	COPIER LEASE	\$227.06	
NEW PRAGUE UTILITIES	STREETS - ELECTRIC	\$433.44	
NEW PRAGUE UTILITIES	STREETS - WATER/SEWER	\$190.42	
NORTH AMERICAN SAFETY INC	SAFETY VESTS	\$22.00	
NORTH AMERICAN SAFETY INC	STREETS UNIFORMS	\$565.90	
SCOTT COUNTY TREASURER	2ND HALF SALT 2023	\$2,163.00	
VERIZON WIRELESS	TELEPHONE	\$246.27	
VOYAGER FLEET SYSTEMS	FUEL	\$574.39	

CITY OF NEW PRAGUE
 ACCOUNTS PAYABLE
 2/05/2024

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
ZIEGLER INC.	CAT LOADER - HYD FITTING	\$137.65	
ZORO TOOLS INC.	TINTED SAFETY GLASSES	\$65.04	
TOTAL:			<u>\$7,568.05</u>
 <u>STREET LIGHTS</u>			
NEW PRAGUE UTILITIES	STREETLIGHTS	\$6,941.67	
TOTAL:			<u>\$6,941.67</u>
 <u>PARKS</u>			
AAI GARAGE DOOR	PARKS GARAGE - GARAGE DOOR	\$400.00	
AMAZON CAPITAL SERVICES	AED INSPECTON TAGS	\$4.80	
CENTERPOINT ENERGY	NATURAL GAS	\$848.64	
CENTRAL FIRE PROTECTION INC	PARKS GARAGE - FIRE EXTINGUISHER	\$602.00	
CONNELLY PLUMBING & HEATING INC	NEW PARKS GARAGE-PLUMBING	\$229.00	
CTM SERVICES INC	TOWELS & SQUEEGEE	\$159.27	
DEPUTY REGISTRAR	VEHICLE TABS	\$131.75	
FRIEDGES, CODY	NEW PARKS GARAGE - KEROSENE	\$33.29	
NEW PRAGUE UTILITIES	PARKS - WATER/SEWER	\$61.86	
NEW PRAGUE UTILITIES	PARKS -ELECTRIC	\$1,196.70	
NORTH AMERICAN SAFETY INC	PARKS UNIFORMS	\$293.95	
NORTH AMERICAN SAFETY INC	SAFETY VESTS	\$44.00	
TIM'S SMALL ENGINE SERVICE	EAB - CHAIN & OIL	\$83.12	
VERIZON WIRELESS	IPADS	\$10.02	
VERIZON WIRELESS	TELEPHONE	\$118.19	
VOYAGER FLEET SYSTEMS	FUEL	\$237.88	
TOTAL:			<u>\$4,454.47</u>
 <u>LIBRARY</u>			
AMAZON CAPITAL SERVICES	AED INSPECTON TAGS	\$1.20	
CENTERPOINT ENERGY	NATURAL GAS	\$329.47	
NEW PRAGUE UTILITIES	LIBRARY - ELECTRIC	\$689.73	
NEW PRAGUE UTILITIES	LIBRARY - WATER/SEWER	\$212.78	
TOTAL:			<u>\$1,233.18</u>
 <u>UNALLOCATED</u>			
LANESBURGH TOWNSHIP	2024 TAXES	\$1,501.38	
LANESBURGH TOWNSHIP	TIKALSKY ANNEXATION	\$156.90	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$327.00	
TOTAL:			<u>\$1,985.28</u>
 GENERAL FUND TOTAL:			<u>\$160,652.82</u>
 FUND 233 - SPECIAL REVENUE - CRIME PREVENTION			
SCOTT COUNTY ATTORNEY'S OFFICE	FORFEITURES	\$54.00	
TOTAL:			<u>\$54.00</u>
 FUND 318 - DEBT SERVICE - TIF-NP SENIOR HOUSING			
PRAHA VILLAGE LLC	TIF PAYMENT	\$51,841.01	
TOTAL:			<u>\$51,841.01</u>
 FUND 422 - CAPITAL PROJECTS - CIP 2023			
SEH	CIP 2023 - SUNRISE / SUNSET	\$4,345.00	
TOTAL:			<u>\$4,345.00</u>
 FUND 423 - CAPITAL PROJECTS - CIP 2024			
SEH	CIP 2024	\$52,831.80	
TOTAL:			<u>\$52,831.80</u>

CITY OF NEW PRAGUE
 ACCOUNTS PAYABLE
 2/05/2024

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
FUND 602 - ENTERPRISE - SANITARY SEWER			
ABDO	2023 AUDIT SERVICES	\$3,630.43	
BOLTON & MENK INC.	SANITARY SEWER FEASIBILITY	\$6,557.50	
CENTERPOINT ENERGY	NATURAL GAS	\$10,076.84	
DEPUTY REGISTRAR	VEHICLE TABS	\$91.37	
GOPHER STATE ONE CALL	LINE LOCATES	\$10.12	
GRAINGER	ABSORBENT PADS	\$138.96	
GRAINGER	VALVES	\$88.41	
HACH COMPANY	INLINE DO PROBE	\$3,222.62	
LUBE-TECH & PARTNERS LLC	GEAR OIL SCH634- 55 GALLON	\$4,377.49	
MACQUEEN EQUIPMENT	90 DEGREE SWIVEL	\$338.03	
METRO SALES INC	COPIER LEASE	\$49.27	
MN PUBLIC FACILITIES AUTHO	BOND INTEREST PAYMENT - PFA	\$418,003.41	
MN VALLEY TESTING LABS	TESTING ANALYSIS	\$136.50	
NEW PRAGUE UTILITIES	WWTP - ELECTRIC	\$22,835.48	
NEW PRAGUE UTILITIES	WWTP - WATER/SEWER	\$1,607.66	
NORTH AMERICAN SAFETY INC	WWTP UNIFORMS	\$282.95	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$210.60	
SALTCO	MONTHLY SALT	\$70.00	
US BANK CREDIT CARD	FILTER ELEMENTS	\$26.53	
US BANK CREDIT CARD	GIS MAPPING	\$30.00	
US BANK CREDIT CARD	LICENSE RENEWAL	\$40.00	
US BANK CREDIT CARD	OIL SAMPLES	\$9.38	
US BANK CREDIT CARD	VALVES	\$320.23	
VERIZON WIRELESS	IPADS	\$10.02	
VERIZON WIRELESS	TELEPHONE	\$186.46	
VOYAGER FLEET SYSTEMS	FUEL	\$162.83	
ZORO TOOLS INC.	SHACKLE	\$61.64	
TOTAL:		\$472,574.73	\$472,574.73
FUND 606 - ENTERPRISE - STORM UTILITY			
ABDO	2023 AUDIT SERVICES	\$287.41	
AMAZON CAPITAL SERVICES	SWEEPER - GLASS SEALANT	\$83.95	
DEPUTY REGISTRAR	VEHICLE TABS	\$2.13	
GOPHER STATE ONE CALL	LINE LOCATES	\$10.13	
MACQUEEN EQUIPMENT	90 DEGREE SWIVEL	\$338.02	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$3.60	
US BANK CREDIT CARD	GIS MAPPING	\$30.00	
VERIZON WIRELESS	IPADS	\$10.02	
VERIZON WIRELESS	TELEPHONE	\$6.19	
VOYAGER FLEET SYSTEMS	FUEL	\$6.87	
TOTAL:		\$778.32	\$778.32
FUND 651 - ENTERPRISE - AMBULANCE			
ABDO	2023 AUDIT SERVICES	\$31.46	
CENTERPOINT ENERGY	NATURAL GAS	\$272.42	
ECSI	ANNUAL FIRE ALARM MONITORING	\$120.00	
LOCKSAFE INC.	GARAGE DOOR REPAIR	\$1,050.00	
NEW PRAGUE UTILITIES	AMBULANCE - ELECTRIC	\$462.91	
NEW PRAGUE UTILITIES	AMBULANCE - WATER/SEWER	\$137.47	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$10.20	
TOTAL:		\$2,084.46	\$2,084.46
TOTAL ACCOUNTS PAYABLE FOR COUNCIL APPROVAL:			\$745,162.14

Section 3, Item b.

Vendor Name	Net Invoice Amount
CENTERPOINT ENERGY	
NATURAL GAS	\$400.89
CINTAS	
TOWELS / LINEN	\$211.28
ECOLAB PEST ELIMINATION	
PEST CONTROL/AIR QUALITY PROGR	\$211.80
HERMEL WHOLESALE	
CLEANING SUPPLIES	\$90.70
FOOD	\$56.35-
NEW PRAGUE CHAMBER OF COMM	
DUES	\$82.50
Grand Totals	<u>\$940.82</u>



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: MINNESOTA DEER HUNTERS ASSOCIATION: MINNESOTA RIVER VALLEY
CHAPTER - MINNESOTA LAWFUL GAMBLING LG220 APPLICATION FOR EXEMPT
PERMIT
DATE: JANUARY 17, 2024

Attached is a Minnesota Lawful Gambling LG220 Application for Exempt Permit for the Minnesota Deer Hunters Association – Minnesota River Valley Chapter to conduct a raffle at an event on March 23, 2024, at Park Ballroom, located at 300 Lexington Avenue South, New Prague.

Recommendation

Staff recommends approval of the Lawful Gambling Permit for Minnesota Deer Hunters Association – Minnesota River Valley Chapter and recommends requesting a waiver of the waiting period.

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

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

Application Fee (non-refundable)

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

ORGANIZATION INFORMATION

Organization Name: MN River Valley Chapter of MN Deer Hunters Association Previous Gambling Permit Number: X- 70040
Minnesota Tax ID Number, if any: 28515 Federal Employer ID Number (FEIN), if any: _____
Mailing Address: 15541 Highland Ave NW
City: Prior Lake State: MN Zip: 55372 County: Scott
Name of Chief Executive Officer (CEO): Dale Bruce Tribby
CEO Daytime Phone: 952-737-9029 CEO Email: dbtribby@gmail.com
(permit will be emailed to this email address unless otherwise indicated below)
Email permit to (if other than the CEO): _____

NONPROFIT STATUS

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Park Ballroom
Physical Address (do not use P.O. box): 300 Lexington Ave S, New Prague MN 56071
Check one:
 City: New Prague Zip: 56071 County: ~~Le Sueur~~ Le Sueur
 Township: _____ Zip: _____ County: _____
Date(s) of activity (for raffles, indicate the date of the drawing): Saturday, March 23rd, 2024
Check each type of gambling activity that your organization will conduct:
 Bingo Paddlewheels Pull-Tabs Tipboards Raffle

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

LG220 Application for Exempt Permit

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

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

The application is acknowledged with no waiting period.

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

The application is denied.

Print City Name: City of New Prague

Signature of City Personnel: _____

Title: City Administrator Date: _____

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

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

The application is acknowledged with no waiting period.

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

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

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

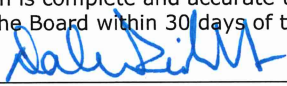
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: 1/16/24

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

Print Name: _____

REQUIREMENTS

Complete a separate application for:

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

_____ a copy of your proof of nonprofit status; and

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

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

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

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

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



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: DUCKS UNLIMITED NEW PRAGUE - MINNESOTA LAWFUL GAMBLING LG220 APPLICATION FOR EXEMPT PERMIT
DATE: JANUARY 29, 2024

Attached is a Minnesota Lawful Gambling LG220 Application for Exempt Permit for Ducks Unlimited New Prague to conduct a raffle at an event on March 1, 2024, at Park Ballroom, located at 300 Lexington Avenue South, New Prague.

Recommendation

Staff recommends approval of the Lawful Gambling Permit for Ducks Unlimited New Prague and recommends requesting a waiver of the waiting period.

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Ducks Unlimited New Prague Previous Gambling Permit Number: X-32334-24-20

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 27-2774985

Mailing Address: 20676 340th St

City: Le Center State: MN Zip: 56057 County: Le Sueur

Name of Chief Executive Officer (CEO): Ruth Hoefs

CEO Daytime Phone: 612-756-1500 CEO Email: rashoefs@gmail.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

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

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

A current calendar year Certificate of Good Standing
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): American Legion Post /Park Ballroom

Physical Address (do not use P.O. box): 300 Lexington Ave S

Check one:

City: New Prague Zip: 56071 County: Le Sueur

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): March 1, 2024 - Friday

Check each type of gambling activity that your organization will conduct:

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

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

LG220 Application for Exempt Permit

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

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

The application is acknowledged with no waiting period.

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

The application is denied.

Print City Name: City of New Prague

Signature of City Personnel: _____

Title: City Administrator Date: _____

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

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

The application is acknowledged with no waiting period.

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

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Ruth Hoef Date: 1/24/2023
(Signature must be CEO's signature; designee may not sign)

Print Name: Ruth Hoef

REQUIREMENTS

Complete a separate application for:

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

_____ a copy of your proof of nonprofit status; and

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

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

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

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

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

New Prague Police Department



City of New Prague In the Counties of Scott & Le Sueur
118 CENTRAL AVENUE NORTH, SUITE 3, NEW PRAGUE, MINNESOTA 56071

- Phone: (952) 758-2791
- Fax: (952) 758-6279
- Website: www.ci.new-prague.mn.us

Tim Applen, Chief of Police

MEMORANDUM

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

From: Tim Applen, Chief of Police/Emergency Manager

Date: Friday, January 19, 2024

Subject: Appointment of Emily Eastman for the Police Officer position.

On January 19, 2023, City Staff advertised for a Police Officer position in the New Prague Times, on the League of Minnesota Cities website, MN Police Officer’s Opportunity Line website (MN POST website), and the City of New Prague Website. The posting remained ongoing until positions were able to be filled.

In an ongoing effort to fill open Police Officer positions interviews are conducted as qualified applications are received. Two applications were received in early December, interviews were conducted with each applicant on December 13th, 2023. After speaking with Ms. Eastman, a pre-employment background investigation was completed along with a psychological and medical exam. Ms. Eastman successfully completed the pre-employment screenings.

Emily holds a Bachelor of Science Degree in Law Enforcement from Minnesota State University Mankato, an Associate of Science Degree in Law Enforcement and Criminal Justice from Minneapolis Community and Technical College and Skills Certificate form Hennepin Technical College. Additionally in December of 2023 Emily earned her Master of Arts Degree in Criminal Justice from Moorhead State. Emily is currently employed as a Security Officer for the Mall of America and has been with this employer since October of 2021. With Ms. Eastman’s training, education, demeanor, and personality, she will make a great addition to the New Prague Police Department. She will serve the citizens of New Prague in a professional manner, with integrity.

I would recommend the appointment of Ms. Emily Eastman to Police Officer position with an effective starting date of February 13, 2024, based on the successful completion of all elements in the conditional offer.

An initial starting wage of \$35.66 per hour/Step 1 (\$74,172.80 per year) on the 2024 Police Union Agreement Schedule “A”. Vacation accrual schedule is based on length of service and can be found in the LELS Labor Agreement Article 11.1. 80 hours of vacation will be prorated based on the employment start date, February 12th, 2024, and credited to the leave bank.

RECOMMENDATION: Appointment of Ms. Emily Eastman as a Police Officer per the recommendation listed above.



New Prague Police Department

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

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

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

• Website: www.ci.new-prague.mn.us

Tim Applen, Chief of Police

MEMORANDUM

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

From: Tim Applen, Chief of Police/Emergency Manager

Date: Tuesday January 23, 2024

Subject: City of New Prague Emergency Operations Plan

On January 16, 2024, the City Council was provided with an updated City of New Prague Emergency Operations Plan for review. An emergency operations plan, or EOP, is a document that describes how people, property, and the environment will be protected during an emergency. The EOP details who is responsible for carrying out specific actions, establishes lines of authority and organizational relationships and outlines how actions will be coordinated. The EOP provides guidance for all types of hazards which may impact the city. The EOP guides personnel in the performance of their duties before, during, and through initial emergency recovery.

The last update to the Emergency Operations Plan was in 2014. As positions, resources, equipment, and protocols change, it is vital to maintain current information in the City's EOP plan.

Through coordination with local, county, state, and federal resources, the City of New Prague EOP plan has been updated. The updated EOP plan will help in our preparedness and response for all types of hazards in the City of New Prague.

Recommended Action: Approve updated City of New Prague Emergency Operations Plan.



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: MATTHEW RYNDA, PUBLIC WORKS DIRECTOR
SUBJECT: PURCHASE OF TOOLCAT UW56
DATE: JAUARY 29, 2024

This machine will be used to clean/remove snow, repair all fields and much more. The city has had a Toolcat since 2013 and there isn't a machine like this that is comparable to what we need it to do. Prices below are for the same machine from two different dealers, including trading in the 2013 Toolcat we currently have.

<u>Company</u>	<u>Brand</u>	<u>Total Cost</u>
Lano Equipment	Toolcat UW56	\$77,335.27
	2013 Toolcat Trade in	\$10,000.00
	Total	\$67,335.27
Tri-State Bobcat	Toolcat UW56	\$67,702.82
	2013 Toolcat Trade in	\$5,000.00
	Total	\$62,702.82

Recommendation

It is the recommendation of staff that the City Council authorize the purchase and trade in of the Toolcat UW56 from Tri-State Bobcat. We currently have \$70,00.00 in the 2024 Parks budget for the purchase of the Toolcat.





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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: ROBIN PIKAL, FINANCE DIRECTOR
CC: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: 2024 PROPERTY & CASUALTY RENEWAL – REMOVAL OF MED PAY
DATE: JANUARY 29TH, 2024

The City’s property & casualty coverage through the League of MN Cities is renewed annually. For 2024 coverage, our Insurance Agent, James Lundquist with Nesbit Insurance Services, recommended that we consider eliminating med-pay coverage which would reduce the City’s annual premium by \$7,474 in 2024. Med-Pay has a \$2,500 deductible and per LMCIT: “The medical payments coverage only comes into play in situations where the city is not legally liable for the injury (if the city is legally liable for the injury, it will be covered as a liability claim). In many cases, the medical payments coverage pays costs that would otherwise be covered by the individual’s own health insurance”. Mr. Lundquist explained that most commonly, med pay claims are for slips and falls, which as stated by the League, are typically covered by individual insurance. Of the 26 Cities Nesbit Insurance works with, we are only 1 of 2 that has this coverage, the other city must have it due to a contract requirement.

Recommendation

Staff recommends Council approves the removal of med pay, an optional coverage, from the property and casualty renewal, effective Jan. 1, 2024.



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: POLICE FACILITY SITE SURVEY
DATE: FEBRUARY 1, 2024

As part of the design process that is taking place for the proposed police facility, a site survey is being done. This survey work helps to better inform the cost estimates of the overall project, as it gives the architects a better understanding of exactly what they are working with.

Wold had two bids submitted for the site survey work, with the results below:

- Sunde
Total Estimated Cost: \$6,850
Alternate: \$2,400
- Bolton & Menk, Inc.
Topographic & Boundary Survey: \$8,950
Wetland Delineation & Report: \$2,000
No Wetland Memo: \$1,200

It is Wolds recommendation that we proceed with the bid from Sunde Land Surveying, which would be estimated at \$6,850. Staff concurs with this recommendation.

Recommendation

Staff recommends approval of using Sunde to do the site survey work.

January 26, 2024

WOLD ARCHITECTS & ENGINEERS

332 Minnesota St - Suite W2000
St Paul, MN 55101

Attention: **Jacob Wollensak and Michael Stephens**

Re: ***BLTU Survey for New Prague Police Department Addition - New Prague, MN***

Dear Jacob & Michael:

This proposal is in response to your request for a cost estimate for a boundary, location, topographic, and utility survey of the above referenced site. Our survey work will be done in accordance with the survey specifications provided to us. The following is an outline of tasks and our anticipated estimate for the cost of this survey project as presented to us and per the requirements.

1.) RESEARCH AND ANALYSIS WORK:

If this proposal is approved by you, we will perform research work on the site prior to the time our field crew is dispatched for the onsite boundary, topographic, location, and utility work. We would not begin any research work on this site until we receive your formal authorization to proceed with the survey.

2.) BOUNDARY SURVEY:

A full (complete) boundary survey will be performed, placing iron survey monuments at all property corners of said site in accordance with Chapter 505 of the Minnesota State Statutes.

3.) LOCATION SURVEY:

The prominent features situated on the property would be located in accordance with your instructions. Any visible encroachments of utility lines crossing the property would be located for the purpose of rectifying any encroachment problems and also determining whether legal easements exist for the utility lines. All our work would be done in accordance with the aforementioned requirement list.

4.) TOPOGRAPHIC & UTILITY SURVEY:

A topographic map would be performed of the property at one foot contour intervals. All elevations would be shot in accordance with your requirement list. Our survey would extend onto adjoining roadways to the opposite side of the road in the survey area. Numerous spot elevations would be taken where the property is relatively flat. The adjacent utilities would be verified (where accessible). Utility plans would be acquired from the city and verified (where accessible). A Gopher One Utility Locate and a private utility locate are included in this proposal.

Corporate Office

9001 East Bloomington Freeway – Ste 118
Bloomington, MN 55420-3435
Phone: 952.881.2455/Fax: 952.888.9526

WWW.SUNDE.COM

5.) CERTIFICATE OF SURVEY:

Capsulizing our work, we would submit to you a pictorial survey of the property at a scale of your preference portraying all the items we have located during the course of our field work. Based on our research and the title insurance commitment, if provided to us, the Certificate would show the extent of the known deeds and easements which are currently of record so that you can easily see the property which now exists of record and any encumbrances against this property. This Certificate of Survey would be signed by a Registered Land Surveyor, licensed for surveying in the State of Minnesota.

It is our proposal to perform this work for a lump sum of **\$6,850.00** (***This fee includes \$750.00 for a private utility locate***). The time involved to perform all the work covered in this proposal is estimated at **3½ weeks** from the date of written authorization. You will be contacted if anything unforeseen occurs which would change either the cost or time estimates given herein.

NOTE: The above cost and timeframe is based on no significant snowfall event occurring between now and the end of the field surveying. If a significant snowfall occurs, we will need to shovel and remove compacted ice and snow plowed up at the road edges and sidewalks. This increases the time in which it takes to complete our work which would increase this cost. If this happens, we will contact you immediately to discuss the options.

Alternate

- A No Wetland Report will be prepared stating that no wetlands exist on the property with data reinforcing this as prepared by Pinnacle Engineering. **COST: \$2,400.00**

Please check box and return with signed Acknowledgement if Alternate is approved.

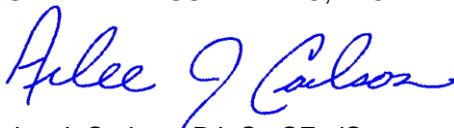
All invoices will be directed to the recipient of this Proposal unless otherwise instructed and will be sent monthly. We hope your attention regarding the payment of this fee due to direct costs such as salaries, reproduction work, etc. while working on this project. If there is a purchase order number required for payment, we would need to obtain that from you prior to commencing work on this project. **Please note our payment policy of 15 days from the date of invoice, unless other arrangements have been agreed upon before the project begins. Please note all delivery and mailing services are not included in the proposal price and will be charged as additional expense(s).**

We have placed an Acknowledgment on the attached sheet which explains our payment policy. It also specifies the terms on which this proposal is based as well as the method of payment for our services. Formal authorization to proceed with this work must be received prior to the commencement of our work and/or release of any survey documents, by signing the Acknowledgment and returning a copy to us.

After you have had the opportunity to review the contents of this proposal, please feel free to contact us with any questions you may have. Thank you for the opportunity to submit this proposal to you.

Respectfully submitted,

SUNDE LAND SURVEYING, LLC.



Arlee J. Carlson, P.L.S., CFedS
President/Principal

Acknowledgment

Corporate Office

9001 East Bloomington Freeway – Ste 118
Bloomington, MN 55420-3435
Phone: 952.881.2455/Fax: 952.888.9526

WWW.SUNDE.COM

PAYMENT POLICY

All invoices for professional fees and project expenses are due upon receipt. It is also understood that payment for professional services is not contingent upon land closings, payment from others or city approvals. Invoices which are unpaid after fifteen (15) days are considered past due. Invoices which remain unpaid for thirty (30) days are considered delinquent. On all delinquent accounts, a finance charge of 1.5% per month will be computed on the balance due.

If payment is not made within sixty (60) days, we retain the right to discontinue services until arrangements are made to make payment.

If we file for account collection, all legal fees will be the responsibility of the party signing below. This will include attorney's fees, filing fees and all court costs incurred. To avoid legal action and attorney's fees please pay promptly per the signed agreement.

If a retainer statement is required, we will commence our surveying services when payment of the retainer amount is received. Questions concerning fees can be discussed in confidence at any time during our normal business hours. The Client agrees to pay Sunde Land Surveying, LLC. in full for the performance of the specified work.

ACKNOWLEDGMENT

We have read the foregoing proposal and policy concerning payment of fees and expenses of Sunde Land Surveying, LLC. dated January 26, 2024 fully understand it and agree to hire Sunde Land Surveying, LLC. to perform the services at the estimated costs quoted with the understanding that payment will be made per the above policy. It is also understood that payment for professional services is not contingent upon land closings, payment from others or approvals from City or other agencies.

Ordered By:

(Please print or type information)

(Company and/or Person Ordering this Work) (Print or Type Name)

(Street Address)

(City, State & Zip)

Phone: Direct Phone: Cell:

Email: Fax:

Billing Information:

(Please print or type information)

(Company and/or Person Responsible for Payment of Work) (Print or Type Name)

(Billing Address)

(City, State & Zip)

Phone: Direct Phone: Cell:

Email: Fax:

Invoices will be sent to the email address provided under "Billing Information."

* Purchase Order/File #: (Client Reference PO Number or File Number for Project(s))

Signed By:

(Responsible Party) (Signature) (Print/Type Name)

Dated this day of, 20



**BOLTON
& MENK**

Real People. Real Solutions.

12224 N Section 3, Item i.
Burnsville, MN 55337-1649

Ph: (952) 890-0509
Fax: (952) 890-8065
Bolton-Menk.com

January 31, 2024

Jacob Wollensak
Michael Stephens
Wold Architects & Engineers
Email: jwollensak@woldae.com
Email: mstephens@woldae.com

RE: City of New Prague Police Department Additions
Address: 505 – 5th Ave. NW, New Prague, MN 56071

Dear Mr. Wollensak and Mr. Stephens:

Bolton & Menk, Inc. is pleased to present a proposal to perform a topographic and boundary survey in support of the proposed additions to the City of New Prague Police Department.

Bolton & Menk puts a high priority on ensuring that our company's efforts are consistent with our clients' needs. Please review the attached documents and contact me if this proposal does not meet your expectations.

If you have any questions or comments, please contact me at 952-890-0509 Ext. 2509 or email at Eric.Wilfahrt@bolton-menk.com.

Sincerely,
BOLTON & MENK, INC.

Eric Wilfahrt, L.S.
Principal Survey Manager

Attachments: Scope of Services Budget (2 pages)
Terms and Proposal (2 pages)
Exhibit A - Survey Limits (1 page)
Exhibit B – Topographic & Boundary Survey Specifications (4 pages)
Wetland Scope of Services (1 page)

Cc: Bill Diede (bill.diede@bolton-menk.com), Krista Monkeliën (krista.monkeliën@bolton-menk.com)

SCOPE OF WORK

Task 1 – Topographic & Boundary Survey

Bolton and Menk, Inc. will complete the scope of work in compliance with the items identified on the attached Exhibit B (Topographic and Boundary Survey Specifications). The proposed survey limits are identified on the attached Exhibit A (Survey Limits).

Task 2 – Wetland Services

Bolton and Menk, Inc. will complete necessary wetland services outlined in the attached Wetland Scope of Services.

DELIVERABLES

Deliverables will include all items outlined under Section “VII. Deliverables” in the attached Exhibit B (Topographic and Boundary Survey Specifications).

ASSUMPTIONS

This proposal is based upon the following assumptions:

- Fieldwork will be performed and completed during current weather (i.e., snow, ice) conditions as of the date of this proposal. If site conditions change (i.e. significant snowfall) prior to the approval and start/completion of fieldwork, which may hinder the efficiency of field data collection, we will notify the client immediately and an additional fee may need to be negotiated.
- Bolton & Menk, Inc. maintains professional services and Errors and Omissions insurance. A certificate of insurance can be provided upon request.
- We will not provide information regarding depth of underground utility lines (except storm and sanitary lines), pressure of water or gas lines, buried tanks, or septic fields on the properties unless that information is provided by the client. We do not have the knowledge or expertise to derive that information reliably. Bolton & Menk, Inc. will work with the client to hire sub consultants to acquire this information if necessary.
- Bolton & Menk staff will only acquire invert elevations that can be measured without entering confined space (manholes, underground tanks, etc.) structures.
- We will only delineate all individual trees by its general type (deciduous or coniferous) but will not provide English or botanical names for each tree. Wooded areas will be outlined.
- Engineering and surveying services not specifically identified herein are not part of this proposal.
- Any additional studies, tasks, or coordination (e.g., environmental or archaeological studies, permit applications, meetings representing the client, etc.) not explicit in the proposed Scope of Work will be performed by others or as additional services.
- The scope of services provided above is inclusive of all tasks offered under this contract and fee. Parties agree that additional understandings that conflict with this document (including oral agreements) must be negotiated in writing.
- Bolton & Menk, Inc. will place a Minnesota Gopher One Call request for field markings and maps and subcontract with a private utility locator prior to field work beginning; utilities shown will be based on visual observation, utility company markings, private locator markings, or plans made available to Bolton & Menk will be graphically shown on the survey map. Those utilities not visible or marked as a result of the Gopher One Call request or private utility locate request will not be shown.
- Wetlands, in some cases, the reviewing agencies request additional information and/or an on-site meeting during the review process. If our attendance is requested at a meeting to discuss the acceptance of the delineated boundaries or the agencies request additional information, this service will be provided on an hourly basis at our Wetland Specialist rate.

FEES

Bolton & Menk, Inc’s lump sum fees for the above-described Scope of Work are as follows:

Scope of Services	
Task 1 – Topographic & Boundary Survey	\$8,950
Task 2.1 – Wetland Delineation & Report	\$2,000
Task 2.2 – No Wetland Memo	\$1,200

SCHEDULE

Bolton & Menk, Inc. has the staff to meet any reasonable time frame. We expect the preliminary survey will be delivered within 14 business days and the fully complete survey will be delivered within 18 business days, after approval to proceed.

(Note: Gopher State One Call provides 4 business days for utility companies to mark their utilities in the field along with 15 business days for utility companies to send us their utility maps. The request for maps will be submitted after the field marking request clears.)

APPROVALS AND SIGNATURES

Wold Architects & Engineers (Client) acknowledges that it is legally authorized representative of the property owner with sufficient interest and authority to enter into this agreement for the purposes of making improvements to and upon the property.

Bolton & Menk, Inc. and Client agree to the Terms and Conditions as stated above and on the reverse side of this Agreement. The undersigned represents that it is the Client or has been authorized to accept this Agreement on behalf of the Client. Unless also executed by a person(s) or firm guaranteeing payment, the undersigned accepts financial responsibility for all services and costs of collection incurred by Bolton & Menk, Inc., including reasonable attorney’s fees, in the event of default by the Client.

Accepted by:

Print Name/Title

Signature and Date

The accompanying Proposal (hereinafter referred to as "Proposal") is subject to the following terms and conditions. These Terms of Proposal (hereinafter referred to as "Terms") are an integral part of the accompanying Proposal as if stated directly therein. No change or deviation from these Terms will be binding without the written approval of Bolton & Menk, Inc. (BMI). Such changes may require an adjustment in the proposed fee, schedule, or scope of Proposal.

A. Services: BMI proposes to perform the services outlined in the Proposal for the stated fee arrangement. Changes required by the Client or other controlling entities (regulatory agencies, contractors, courts, etc.) from the scope or schedule of services described in the Proposal are "Additional Services" and will be invoiced on an hourly basis in addition to the stated fee arrangement.

B. Information from Client: Unless otherwise stated, Client agrees to provide BMI with all site information necessary to complete the proposed services. This information should include current site property descriptions (from abstract, title opinion or title commitment); other legal documents affecting the site; copies of previous surveys, maps, utility locates, engineering studies and plans; existing or required soils and geotechnical reports; governmental, regulatory and utility reviews and determinations; and all other pertinent information. BMI may rely on accuracy of Client provided information. Client shall promptly inform BMI of any alleged defects in the services.

C. Access to Site: Unless otherwise stated, Client agrees to provide BMI with access to the site, including adjoining properties, for activities necessary for the performance of work. It is understood that in the normal course of work, unavoidable property damage may occur due to excavations, tree and brush trimming, marking lines, etc. BMI will take reasonable precautions to minimize damage due to its activities. The cost to correct resulting damage has not been included in the fee and the Client agrees to reimburse BMI for any costs associated with required restoration work.

D. Standard of Care: Professional services provided under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of BMI's profession currently practicing under similar conditions. **BMI makes no warranties, expressed or implied, or otherwise with respect to any services performed or furnished.**

E. Certifications: Any certification provided by BMI is a professional opinion based upon knowledge, information, and beliefs available to BMI at the time of certification. Such certifications are not intended as and shall not be construed as a guarantee or warranty. BMI shall not be required to certify the existence of conditions whose existence BMI cannot reasonably ascertain.

F. Utilities: Unless otherwise explicitly stated in the proposal, if utility surveys are included in scope of services, utilities will be located from available utility records, utility company locates and surface evidence of underground improvements. Some subsurface improvements may not be disclosed by such methods and Client assumes responsibility for exploratory excavations

and other work to assure utility locations. BMI assumes no liability for matters arising from subsurface utilities that vary from locations depicted on previous plans or locates provided by Client or utility companies.

G. Project Approval: Due to site limitations, code interpretation, regulatory reviews, political considerations, and Client directed design and improvements; BMI makes no representations as to acceptability or approvability of the project, or, zoning requests, permit applications, site and development plans, plats and similar documents. Client's obligation for payment of fees owed BMI is not contingent upon project approval.

H. Opinions or Estimates of Project Costs: Where included as part of project scope or otherwise, opinions or estimates of project cost will generally be based upon public construction cost information. Since BMI has no control over the cost of labor, materials, competitive bidding process, weather conditions and other factors affecting the cost of construction, all cost estimates are opinions for general information of the Client and BMI does not warrant or guarantee the accuracy of construction cost opinions or estimates. Project financing should be based upon actual, contracted construction costs with appropriate contingencies.

I. Construction Phase Services: Client is notified that BMI shall not be responsible for means, methods, techniques, sequences, or procedures of construction selected by any contractor employed on the project nor for the safety precautions or programs incident to the work of any contractor.

J. Ownership and Alteration of Documents: All documents, including reports, drawings, field data, notes, plans, specifications and documents or electronic media prepared or furnished by BMI under this agreement remain the property of BMI. Upon payment of all amounts owed, the Client is granted a limited license to BMI's submittals for Client's reasonable use and to make and retain copies for such use. However, BMI's submittals are not intended for reuse by the Client or third parties on other projects or alteration by others without the written consent of BMI. Electronic media may be furnished for convenience of Client; however, only signed and certified paper copies of submittals may be relied upon as documentation of professional services provided.

K. Billings and Payments: Invoices for BMI's services shall be submitted, at BMI's option, either upon completion of such services or on a monthly basis. Unless credit to Client is approved, payment is due upon receipt of services and deliverables. If, at sole discretion of BMI, credit is advanced to Client, invoices shall be due and payable within 30 days after the invoice date. If the invoice is not paid within 30 days, BMI may,

without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of its services. BMI reserves the right to withhold any deliverables until all unpaid fees are paid in full. Amount of retainer (if applicable) will be applied to amount owed on final invoice.

L. Late Payments: Accounts unpaid 30 days after the invoice date will be subject to a monthly service charge of 1.5% on the unpaid balance. If any portion or all of an account remains unpaid 60 days after billing, the Client shall pay all costs of collection, including reasonable attorney fees.

M. Waiver: To the fullest extent permitted by law, Client and BMI waive against each other, and the other's employees, partners, officers, agents, insurers, and subcontractors, claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or any way related to this Agreement, from any cause or causes. Client waives claims against BMI individual employees and agrees any claim, demand or suit shall be asserted only against the BMI corporate entity.

N. LIMITATION OF LIABILITY: In recognition of the relative risks, rewards, and benefits of the project to both the Client and BMI, the risks have been allocated such that the Client agrees that BMI's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claimed expenses arising out of the performance of this agreement from any cause or causes, shall not exceed **total compensation paid to BMI**. Such claims include, but are not limited to, BMI's negligence, errors, omissions, strict liability, breach of contract, or breach of warranty.

O. Certificates of Insurance: BMI will maintain, at its expense, statutory worker's compensation insurance coverage, automobile liability insurance, commercial general liability insurance and professional liability coverage for claims arising from bodily injury, death or property damage which may arise from the negligent performance by BMI or its employees. BMI will, upon request, furnish Certificates of Insurance documenting terms of coverages. BMI will not be required to extend coverages beyond those which are usual and customary for similar firms practicing similar surveying and engineering services unless BMI is reimbursed for additional premium expenses.

P. Dispute Resolution: Any claims or disputes made during or after the performance of services between BMI and the Client, with the exception of claims by BMI for non-payment of services rendered, shall first be submitted to mediation for resolution prior to initiating any other legal proceedings.

Q. Agreement: If the Proposal is accepted, the Client and BMI will enter into an Agreement incorporating the accompanying Proposal, these Terms and such additional terms and conditions as may be mutually acceptable to BMI and Client. In the absence of a separate, executed written agreement, the accompanying Proposal and these Terms of Proposal shall constitute the whole and complete agreement between BMI and the Client.

R. Termination of Services: The Agreement created under Paragraph Q may be terminated by the Client or BMI should the other fail to perform its obligations hereunder; or, by BMI if the presence of an unknown or undisclosed federally, state or locally regulated hazardous material is encountered. In the event of termination, the Client shall pay BMI for all services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses.

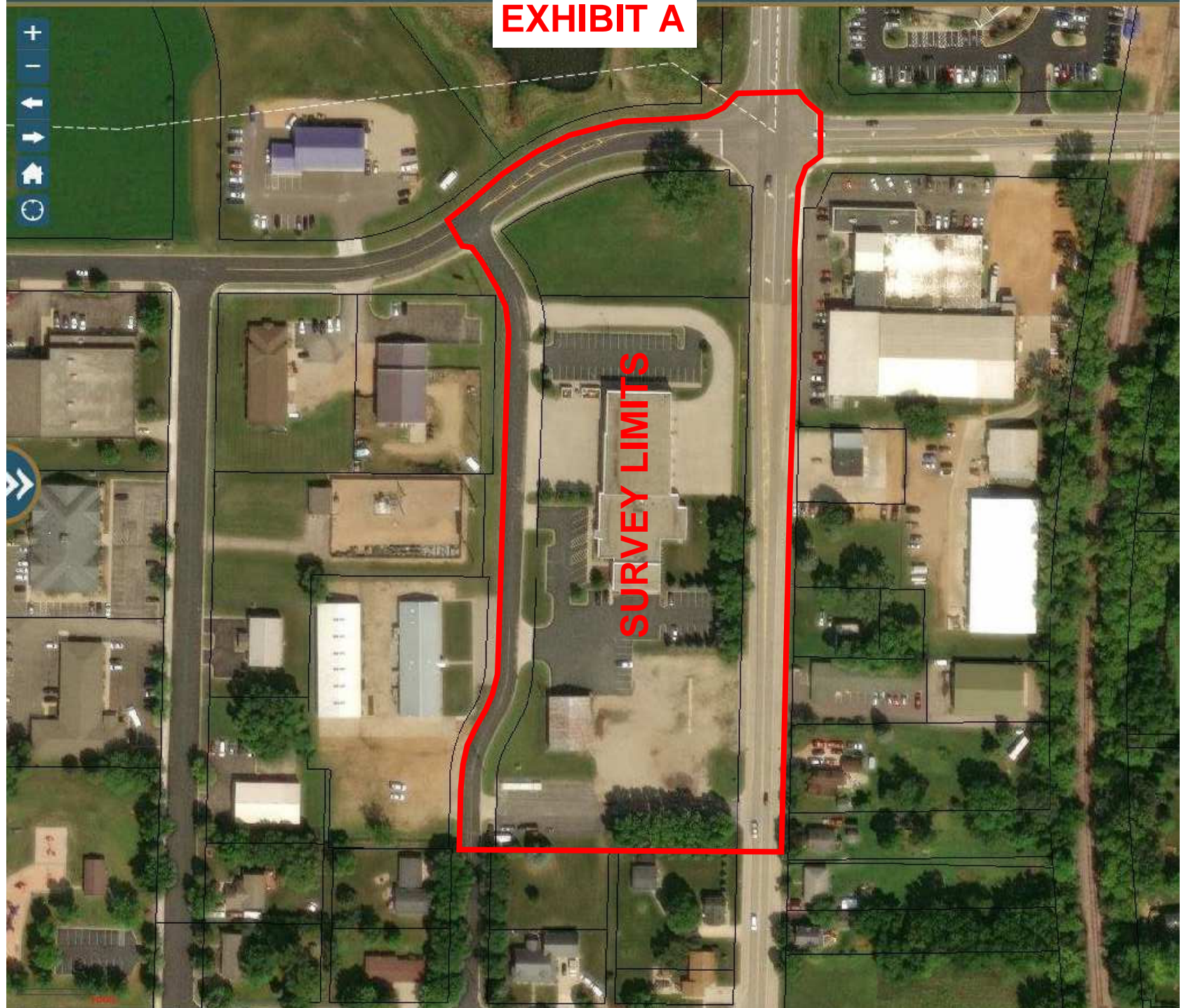
S. Withdrawal of Proposal: This Proposal constitutes a non-binding offer to perform services and BMI reserves the right to withdraw or modify this proposal, without liability to the Client, at any time prior to receipt of written acceptance from the Client and execution of a signed agreement in accordance with Paragraph Q.

T. LIEN RIGHTS: Pursuant to the representations by the CLIENT in this Agreement and improvements to be made to the project property, BMI reserves the right to file a lien against the project property in the event of delinquent or non-payment of monies owed to BMI by the CLIENT. In accordance with Minnesota law, the CLIENT and PROJECT PROPERTY OWNER are hereby advised:

“(a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.

(b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.”

EXHIBIT A



TOPOGRAPHIC & BOUNDARY SURVEY SPECIFICATIONS

The Topographic and Boundary Survey shall include the following information:

I. **Survey Limits**

- A. As shown on the attached sketch.

II. **Boundary Survey Requirements**

- A. Show boundary lines, giving length and bearing (including reference or basis) on each straight line, interior angles, radius, points of tangency and length of curved lines. Where no permanent monuments exist, set permanent iron pins at property corners and state on the drawings whether corners were found or set and describe each.
- B. Furnish a legal description that conforms to the record title boundaries. Prior to making this survey and insofar as possible, the Surveyor shall acquire data including, but not limited to, deeds, maps, certificates, or abstracts of title, section line, and other boundary line locations in the vicinity.
- C. Note area (in acres) of property.
- D. Note identity, jurisdiction and width of adjoining streets and highways, and associated right of ways, width, and type of pavement. Identify street monuments and show distance to the nearest intersection.
- E. Show recorded or otherwise known easements and rights of way and identify owners (holders). Provide any and all research necessary to accurately show and describe easements and other encumbrances on the property that are within the survey limits.
- F. Show zoning of property. If more than one zone, show the extent of each. Show zoning of adjacent property and property across the streets or highways.

III. **Topographic Survey Requirements**

- A. Show property lines and easements that are within the survey limits. Provide any and all research necessary to accurately show and describe easements and other encumbrances on the property that are within the survey limits.
- B. Monuments placed (or a reference monument or witness to the corner) at all major corners of the boundary of the property, unless already marked or referenced by existing monuments or witnesses.
- C. Flood zone classification (with proper annotation based on federal Flood Insurance Rate Maps or the state or local equivalent) depicted by scaled map location and graphic plotting only. Provide for areas within the survey limits only.
- D. Gross land area.
- E. Vertical relief at one foot contour interval with the source of information, datum, and originating benchmark identified. (Please note that this survey is required to be made on the ground. The use of GIS/LiDAR information will not be allowed as part of this survey).

- F. Buildings
1. Exterior dimensions of all buildings at ground level.
 2. Square footage of exterior footprint of all buildings at ground level.
 3. Measured height of all buildings above grade. The point of measurement shall be identified.
 4. Finish floor elevation of each exterior building door.
- G. Substantial features observed in the process of conducting the survey (in addition to the improvements and features required above) such as parking lots, billboards, signs, landscaped areas, centerline of streets, top of curbs, top of catch basins and manholes, sidewalks, edge of paving, etc. Identify and label on survey, all visible site features and limits of each (e.g. asphalt pavement, concrete walk, concrete slab, concrete curb and gutter, bituminous curb, turf, wood chip planting bed, etc.)
- H. Striping, number and type (e.g. accessible) of parking spaces in parking areas, lots and structures.
- I. Location of utilities existing on or serving the surveyed property as determined by:
1. Observed evidence together with evidence from plans obtained from utility companies, as-built plans, or previous plans researched by the surveyor, and markings by utility companies and other appropriate sources (with reference as to the source of information). **Private utility locates will be required.**
 - a) Railroad tracks, spurs, and sidings
 - b) Gas mains
 - c) Wells
 - d) Watermain, hydrants and valves
 - (1) Where watermain cannot be visually located but is shown on plans or drawings researched by the Surveyor, show these watermains and features on the survey and indicate "per plan" on the survey.
 - e) Storm and sanitary sewer manholes, catch basins, valve vaults, and other surface indications of subterranean utilities
 - f) Wires and cables (including their function, if readily identifiable) crossing the surveyed property, and all poles on or within ten feet of the surveyed property. Without expressing a legal opinion as to the ownership or nature of the potential encroachment, the dimensions of all encroaching utility pole crossmembers or overhangs
 - g) Utility company installations on the surveyed property.
 - h) **Include the cost of hiring a private utility locator with this survey proposal.**
- J. Location of wetland areas as delineated by appropriate authorities.
1. **A wetland delineation, or a letter affirming wetlands are not present on the site, shall be obtained for the site.** Wetland services shall be subcontracted; therefore, all costs shall be included in the lump sum proposal.
- K. Survey bottom of pond/wetland below water level.

- L. Locate improvements within any offsite easements or servitudes benefitting the surveyed property that are disclosed in the Record Documents or previous plans researched by the surveyor and that are observed in the process of conducting the survey (surveyor shall obtain necessary permissions).
- M. This survey is being prepared for engineering and design purposes, therefore, in addition to the aforementioned items, we are requesting the following:
1. Provide a minimum of three (3) permanent benchmarks within the mapping limits with detailed descriptions and elevations to nearest 0.01'. The vertical datum used shall correspond to sea level datum.
 2. As a minimum requirement, for the purpose of establishing contour lines at a one foot intervals, determine and show legibly on the survey spot elevations on a 50 foot (max) grid. In addition to this requirement, locate (horizontally and vertically) all significant breaks in grade.
 3. Provide the location, size and direction of flow of all sewers and culverts within 100' of the mapping limits. Also, provide the location of catch basins, manholes, underground tanks, etc. and inverts of pipe at each pipe. Place utility labels on survey adjacent to relevant structure(s).
 4. Provide the water (and/or ice) elevation for each water body within the mapping limits and record the date determined.
 5. Provide location and descriptions of sanitary septic systems within the survey limits, including holding tanks, drainfields, and other related features.
 6. Trees: Provide location and diameter (at 3' above the ground) of all individual trees except in thickly wooded areas.
 - a) In thickly wooded areas, provide an outline of the wooded area(s).
 - b) For individual trees, provide species and ground elevation to nearest 0.1' at the upper slope side.
 7. Record and perpetuate field control used to conduct this survey, such that supplemental work and/or verification of survey, may be accomplished by others.
- N. **The use of rectified orthophotography, photogrammetric mapping, airborne/mobile laser scanning or other similar products, shall not be used as a basis for showing the location of the surveyed features for this survey or for determining topography and elevations on site.**

IV. Surveying Standards and Standards of Care

- A. The maximum allowable Relative Positional Precision for this survey shall be 2 cm (0.07 feet) plus 50 parts per million (based on the direct distance between the two corners being tested). It is recognized that in certain circumstances, the size or configuration of the surveyed property, or the relief, vegetation or improvements on the surveyed property will result in survey measurements for which the maximum allowable Relative Positional Precision may be exceeded. If the maximum allowable Relative Positional Precision is exceeded, the surveyor shall note the reasoning.

V. Research

- A. The Surveyor shall be responsible for obtaining the appropriate data to complete this survey. This shall include but not be limited to the following: plats, maps, record maps, utility maps, utility locations, record documents, record legal descriptions, and record easements. This information shall be obtained from the appropriate authority such as utility operators and government agencies.

VI. Expenses

- A. Provide a lump sum fee for this survey. All expenses to complete this survey shall be included in said fee. This shall include but not be limited to the following:
1. Title Work
 2. Wetland delineation
 3. Tree identification
 4. Mileage
 5. Prints
 6. Private locates

VII. Deliverables

- A. The surveyor shall furnish copies of the plat or map. Digital copies of the plat or map shall be provided in addition to hard copies. The deliverables for this survey will include the following:
1. Final drawings of the complete topographic survey shall be prepared at a scale not to exceed 1" = 50', which best fits standard 30" x 42" sheet.
 2. Provide one signed .pdf document of the final survey. Also, provide electronically to our office, an AutoCAD® file (Civil 3D Version 2018 or later .dwg file) for preliminary and final surveys. Each sheet shall bear the certification of the licensed professional responsible for the work.
 3. Provide an electronic surface model for the site topography, either in a LandXML file format, or surface information embedded in the AutoCAD .dwg file.

Police Department Additions Wetland Services – 1/30/2024

Bolton & Menk, Inc. has been asked to prepare a scope of work for wetland services for the Police Department Additions project on behalf of the City of New Prague. We propose to thoroughly investigate the available background information needed prior to visiting the site. This includes compiling information as follows:

1. Available Aerial Photographs.
2. Scott County LiDAR Maps.
3. National Wetlands Inventory Maps.
4. Scott County Soil Survey Maps.
5. MNDNR Public Waters Maps.

As such, we will complete the following tasks:

Task 2.1 – Level 2 Wetland Delineation & Report: We will visit the site to delineate all aquatic resource boundaries within the designated study area. The delineation will include performing transects and sampling in the vicinity of those wetlands, placing 3-foot pin flags at the limits of any wetlands found. Our delineator will use a sub-meter GPS unit to accurately locate and map each point and prepare a written report of our findings.

Task 2.2 – No Wetland Memo: If no aquatic resources are believed to be present within the project area, a No Wetland Memo will be completed and submitted to the LGU in lieu of a delineation report.

As such, our proposal for aquatic resource delineation services are as follows:

Task 2.1 – Level 2 Wetland Delineation & Report.....	<u>\$2,000.00 Lump Sum</u>
Base Delineation Fee	\$2,000.00 Lump Sum
 Task 2.2 – No Wetland Memo	 <u>\$1,200.00 Lump Sum</u>
Base Delineation Fee	\$1,200.00 Lump Sum
.....	
Total Wetland Services – If Aquatic Resources are Present\$2,000.00
 Total Wetland Services – If No Aquatic Resources are Present.....	 ..\$1,200.00



Building a Better World
for All of Us®

MEMORANDUM

TO: Mayor and City Council
Joshua Tetzlaff, City Administrator

FROM: Chris Knutson, PE (Lic. MN)

DATE: February 1, 2024

RE: Project Updates

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

2023 STREET AND UTILITY IMPROVEMENTS

The project has reached substantial completion and is on hold until the spring.

2024 STREET AND UTILITY IMPROVEMENTS PROJECT

The project started advertising on February 1st and will open bids on February 23rd. A second utility meeting is scheduled for next week.

HSIP 10TH AVENUE SE-1ST STREET SE RRFB

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

MSAS UPDATE

MnDOT State Aid released funding information for 2024 in late January. The City will receive \$497,443 this year compared to \$428,541(2023) and \$439,030(2022). As with previous years, 75% of this allocation goes to construction and the remaining 25% goes to maintenance. As of December 31, 2023, the City had \$1,146,396 in its construction account.

Distribution of state aid funding is based on population and the municipal street system “Needs”. A slight increase in the city’s population and a higher distribution rate per person resulted in the higher population allocation. The overall municipalities share of the Highway Users Tax Distribution increased by 9.2%. This combined with the addition of Columbus Avenue N to the City’s street system increased the allocation to the city’s Needs. All 151 cities receiving funding for their state aid system received an increase in funding this year.

Year	Population Allocation	Needs Allocation	Total Allocation.
2024	\$233,997	\$263,446	\$497,443
2023	\$214,499	\$214,042	\$428,541
2022	\$219,778	\$219,252	\$439,030

cdk
x:\ko\newpr\common\council meetings\011624 cc project updates.docx



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KYRA CHAPMAN, PLANNER
SUBJECT: SET PUBLIC HEARING DATE AND INTRODUCE ORDINANCE FOR VACATION OF CERTAIN EASEMENTS IN THE PLAT OF POND THIRD ADDITION, AS PROPOSED BY CHARLIE SVOBODA & LISA FISHER
DATE: JANUARY 29, 2024

In November 2023, the preliminary and final plat for Pond Third Addition was approved, splitting a single parcel into four lots. Charlie Svoboda recently purchased the two middle properties of the plat and applied for a minor subdivision, which would combine the two lots into one parcel, to construct a residential home. Minor subdivisions (to combine lots) do not automatically vacate the easement between the two properties; therefore, an easement vacation is required.

A public hearing needs to be scheduled before the vacation can be approved to gather input from utility companies and affected properties. Staff recommends holding this public hearing on Monday, March 4th, 2024. A public notice would be published in the Thursday February 15th, 2024 and Thursday February 22nd, 2024 New Prague Times. The proposed ordinance approving the vacation is also attached so that the introduction of the ordinance can be completed at tonight’s meeting to allow for possible adoption of the ordinance following the public hearing on March 4th.

Staff Recommendation

Staff recommends approval of the attached resolution setting the public hearing date for Monday, March 4th, 2024. Staff also recommends that the Council introduce the attached ordinance at tonight’s meeting.

RESOLUTION #24-02-05-02

SETTING A PUBLIC HEARING TO VACATE CERTAIN EASEMENTS IN THE PLAT OF POND THIRD ADDITION

WHEREAS, the City Council pursuant to Section 12.06 of the City Charter desires to consider the vacation of easements as described:

The 5’ drainage and utility easement adjacent to the east line of Lot 2, Block 1, Pond Third Addition, Scott County, Minnesota.

The 5’ drainage and utility easement adjacent to the west line of Lot 3, Block 1, Pond Third Addition, Scott County, Minnesota.

And as depicted on the attached Exhibit A.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEW PRAGUE, SCOTT AND LESUEUR COUNTIES, MINNESOTA:

1. The City Council will consider the vacation of those drainage and utility easements as identified in this resolution and on the attached exhibit and a public hearing shall be held on such proposed vacation on the 4th day of March, 2024, before the City Council in the City Hall located at 118 Central Ave. N., New Prague, Minnesota at 6:00 p.m. or shortly thereafter.
2. The City Clerk is hereby directed to give published, posted and mailed notice of such hearing as required by law.

Passed by the City Council on this 5th day of February, 2024.

Duane J. Jirik, Mayor

ATTEST: _____
Joshua M. Tetzlaff, City Administrator

ORDINANCE #347

**AN ORDINANCE
VACATING CERTAIN EASEMENTS IN THE PLAT OF POND THIRD ADDITION**

WHEREAS, the New Prague City Council previously passed Resolution #_____ noting the City of New Prague’s interest in vacating certain drainage and utility easements as identified in the resolution and the exhibit to the resolution, pursuant to Section 12.06 of the New Prague City Charter, legally described as follows:

The 5’ drainage and utility easement adjacent to the east line of Lot 2, Block 1, Pond Third Addition, Scott County, Minnesota.

The 5’ drainage and utility easement adjacent to the west line of Lot 3, Block 1, Pond Third Addition, Scott County, Minnesota.

And as depicted on the attached Exhibit A.

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

WHEREAS, a public hearing to consider the vacation of the Property was held on the 4th day of March, 2024, before the City Council in the City Hall located at 118 Central Avenue North, New Prague, Minnesota, after due published and posted notice had been given, as well as personal mailed notice to all affected property owners by the City Clerk on the 20th day of February, 2024 and all interested and affected persons were given an opportunity to voice their concerns and be heard; and

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

WHEREAS, the Council in its discretion has determined that the vacation of the Property will benefit the public interest because the Property will no longer be used for easement purposes as the property is being combined and a structure will be constructed over the area.

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

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

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

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

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

The 5’ drainage and utility easement adjacent to the east line of Lot 2, Block 1, Pond Third Addition, Scott County, Minnesota.

The 5’ drainage and utility easement adjacent to the west line of Lot 3, Block 1, Pond Third Addition, Scott County, Minnesota.

And as depicted on the attached Exhibit A.

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

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

The 5’ drainage and utility easement adjacent to the east line of Lot 2, Block 1, Pond Third Addition, Scott County, Minnesota.

The 5’ drainage and utility easement adjacent to the west line of Lot 3, Block 1, Pond Third Addition, Scott County, Minnesota.

And as depicted on the attached Exhibit A.

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

SECTION 2. This ordinance shall take effect and be in force upon its publication, in accordance with Section 3.13 of the City Charter, and pending approval of the lot combination of Lot 2, Block 1, Pond Third Addition and Lot 3, Block 1, Pond Third Addition.

Introduced to the City Council of the City of New Prague, Minnesota, the 5th day of February, 2024.

The required 10 days posted notice was completed on the City Website and City Hall Bulletin Board on or before February 6th, 2024.

Passed by the City Council of the City of New Prague, Minnesota, this 4th day of March, 2024 and to be published on the 14th day of March, 2024.

Duane J. Jirik, Mayor

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

Subscribed and sworn before me, a Notary Public this _____ day of _____, 2024.

Notary Public

ATTEST: _____
Joshua M. Tetzlaff, City Administrator

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

Subscribed and sworn before me, a Notary Public this _____ day of _____, 2024.

Notary Public

THIS INSTRUMENT DRAFTED BY:

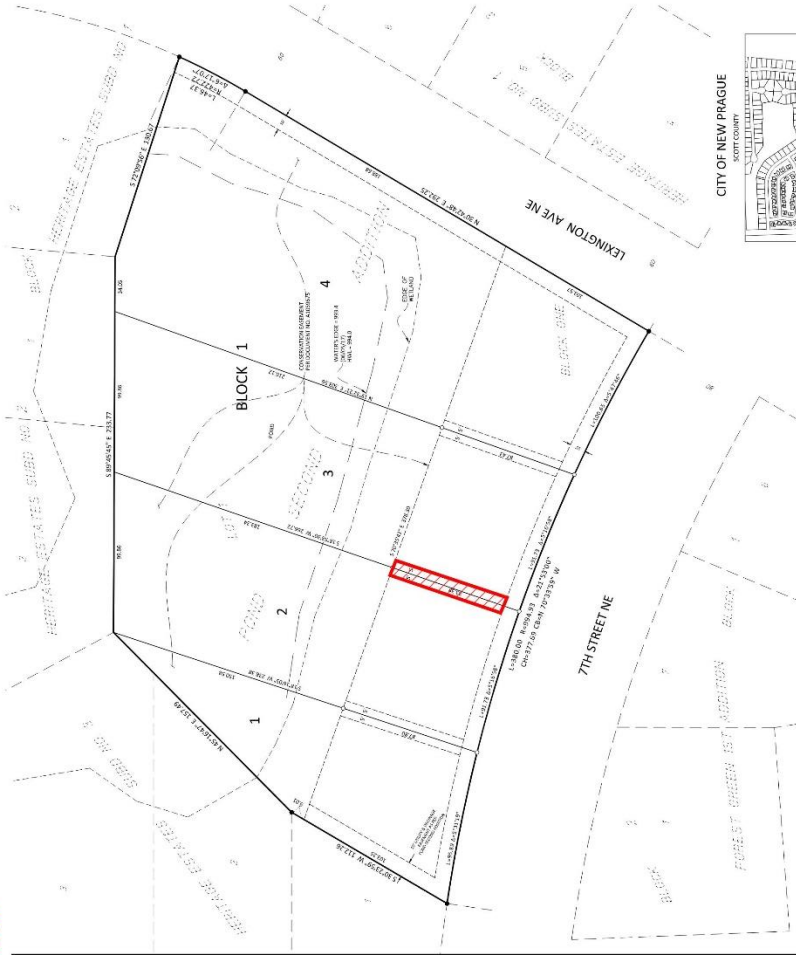
Kyra J. Chapman
City of New Prague
118 Central Ave. N.
New Prague, MN 56071
(952) 758-4401

Exhibit A

OFFICIAL PLAT COPY

**Exhibit A - Easement
Vacation**

POND THIRD ADDITION



NOTICE TO THE PUBLIC: This plat is subject to all laws, ordinances, rules, regulations, and orders of the City of New Prague, Minnesota, and all laws, ordinances, rules, regulations, and orders of the State of Minnesota. The plat is subject to all laws, ordinances, rules, regulations, and orders of the State of Minnesota, and all laws, ordinances, rules, regulations, and orders of the City of New Prague, Minnesota. The plat is subject to all laws, ordinances, rules, regulations, and orders of the State of Minnesota, and all laws, ordinances, rules, regulations, and orders of the City of New Prague, Minnesota.

PROPERTY INFORMATION

OWNER: [Name]

ADDRESS: [Address]

LEGAL DESCRIPTION: [Description]

PLAT INFORMATION

PLAT NUMBER: [Number]

DATE OF RECORDATION: [Date]

RECORDING OFFICE: [Office]

PREPARED BY: [Firm Name]



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA TETZLAFF – CITY ADMINISTRATOR
FROM: KEN ONDICH – PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
MATT RYNDA – PUBLIC WORKS DIRECTOR
SUBJECT: PARK BASEBALL STADIUM TEAM FEES – FEE SCHEDULE AMENDMENT
DATE: JANUARY 24, 2024

Over the past few months, the Park Board has been discussing suggested increases for ball team fees for use of softball/baseball fields within the City. A 25% increase was included for all ball teams, except for teams utilizing Memorial Park Baseball Stadium, on the 2024 Fee Schedule that was adopted in December. Discussions were ongoing with teams that utilize Memorial Park Baseball Stadium which have now been completed.

Discussions specifically took place with New Prague Area Schools, New Prague Orioles and New Prague Legion Team representatives. City Staff explained that annual upkeep of Memorial Park Baseball Stadium exceeds \$53,000 per year (based on billable labor rates on the City’s Fee Schedule) while revenue received was less than \$800 in total from the teams utilizing the field. Staff suggested, with the Park Board’s approval, that the following should be team fees for any ball team utilizing Memorial Park Baseball Stadium:

Adult Teams - \$358.75 + \$40 per game played (plus sales tax)

Youth Teams - \$180.00 + \$40 per game played (plus sales tax)

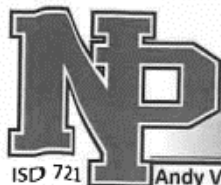
The base team fees match those fees for games played at other fields, the only additional fee is the per game fee of \$40 on top of the base fee. It is anticipated that the new fee structure will increase revenues for the field to approximately \$3,500 per year based on past years schedules.

During discussions, only New Prague Schools indicated difficulty with the proposed fees. In fact, New Prague Area Schools submitted a letter (see attached) requesting a waiver of their fees (estimated to be approximately \$1,300) for 2024 due to not being included in their budget. It is noted that a lease agreement between the City and School District concluded in 2023 which provided for the district paying the City \$15,000 per year for use of the Memorial Park Baseball Stadium. Staff does not recommend waiving the team fee for the School District in 2024 so that all teams are treated the same.

Staff Recommendation

Approval of the attached “Resolution Amending the Official 2024 Fee Schedule”.

1. School District Letter Requesting Fee Waiver for 2024 – Undated
2. Resolution Amending Official City Fee Schedule



ISD 721

Andy Vollmuth, Superintendent of Schools
avollmuth@isd721.org

410 Central Avenue North, Suite 100
New Prague, MN 56071
phone: 952-758-1700; fax: 952-758-1799
www.npaschools.org

NEW PRAGUE AREA SCHOOLS

Janelle Sasse, Executive Assistant
jsasse@isd721.org

To: Josh Tetzlaff, New Prague City Administrator
Re: Payment for use of City Baseball Field

Josh:

District and City staff met on January 18, 2024 to discuss the request that the district pay for use of Memorial Park baseball field. In the past we have cared for the field during the District's season in lieu of making a payment to the City for the use of the field. I understand that going forward the City will be responsible for the upkeep of the field during our season and, in turn, the District will pay a fee to use the field.

The District is agreeable to the plan but would like to request to delay the payment to the City during the 2024 spring season. It was not in the District's budget and the request for payment did not come in time to levy for the expense. We are asking for the City to forgive the payment this spring/summer and commence with payments for the 2025 season.

Thank you for your consideration in this matter.

Andy

**CITY OF NEW PRAGUE
RESOLUTION #24-02-05-01**

RESOLUTION AMENDING THE OFFICIAL 2024 FEE SCHEDULE

WHEREAS, several sections of the City Code allow the City Council to adopt permit fees which will be effective in the City; and,

WHEREAS, the City Council has historically reviewed and updated its Official Fee Schedule each year and made amendments during the year as necessary; and,

WHEREAS, the Park Board and City Staff have reviewed and suggested changes to the existing 2024 Fee Schedule that would become effective upon approval of this resolution; and,

NOW, THEREFORE BE IT RESOLVED, by the City Council of New Prague, MN, that the following fees are to be added to the 2024 Official City Fee Schedule effective immediately, until amended:

Memorial Park Baseball Stadium Team Fees

Adult Teams - \$358.75 + \$40 per game played (plus sales tax)

Youth Teams - \$180.00 + \$40 per game played (plus sales tax)

This resolution is approved effective immediately upon its passage and without publication.

Adopted by the City Council of the City of New Prague on this 5th day of February, 2024.

Duane J. Jirik, Mayor

ATTEST: _____

Joshua M. Tetzlaff, City Administrator

RESOLUTION #24-02-05-02

SETTING A PUBLIC HEARING TO VACATE CERTAIN EASEMENTS IN THE PLAT OF POND THIRD ADDITION

WHEREAS, the City Council pursuant to Section 12.06 of the City Charter desires to consider the vacation of easements as described:

The 5’ drainage and utility easement adjacent to the east line of Lot 2, Block 1, Pond Third Addition, Scott County, Minnesota.

The 5’ drainage and utility easement adjacent to the west line of Lot 3, Block 1, Pond Third Addition, Scott County, Minnesota.

And as depicted on the attached Exhibit A.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEW PRAGUE, SCOTT AND LESUEUR COUNTIES, MINNESOTA:

1. The City Council will consider the vacation of those drainage and utility easements as identified in this resolution and on the attached exhibit and a public hearing shall be held on such proposed vacation on the 4th day of March, 2024, before the City Council in the City Hall located at 118 Central Ave. N., New Prague, Minnesota at 6:00 p.m. or shortly thereafter.
2. The City Clerk is hereby directed to give published, posted and mailed notice of such hearing as required by law.

Passed by the City Council on this 5th day of February, 2024.

Duane J. Jirik, Mayor

ATTEST: _____
Joshua M. Tetzlaff, City Administrator



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: EDA & PLANNING COMMISSION
FROM: KEN ONDICH – PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
KYRA CHAPMAN - PLANNER
SUBJECT: ANNUAL COMMERCIAL BUILDING AUDIT 2024
DATE: 1/25/24

On January 9th, 2024, staff completed a review of commercial and industrial properties in New Prague and some properties adjoining the City and also conferred with Chamber Director Brooke Sticha on the findings of the review. A listing of occupancy and changes dating back to 2020 is attached to this memo. This cover memo makes a few observations and summarizes the changes that have occurred in the last year.

In summary, there have been 11 new business openings in New Prague and the immediate area (as opposed to 14 last year), by either new business start-ups or businesses moving into New Prague; there have been 23 business closings/changes as compared to 22 last year. Closings means actual business closings or moving out of New Prague and Changes means changes in ownership, name changes, change in business location within the city, changes in services, or expansions. There are 26 vacancies of various commercial spaces/lots (compared to 31 vacancies last year).

Some of the new businesses include:

- Brick’s Boatworks opened up their new headquarters in the industrial park.
- Cedar Press Coffee opened permanently.
- T-Mobile opened a new store at the East Town Plaza Strip Mall.
- Starlight Productions opened downtown.
- Smoke & Fire opened.
- Bishop Investments is constructing their own building on 1st Street NE.
- Outlaw Saloon opened.
- Hair Force opened downtown.
- Lark Studio arts opened downtown.

Some notable changes include:

- MVE Biological Solutions is nearing completion of 26,000 sq. ft. in building additions at 201 7th Street NW.
- Scott Equipment purchased a lot in the industrial park to build an office building to support their manufacturing operations.
- The Broz, LLC has new ownership.
- Sugar Rose Bakeshop moved to a building downtown.
- NP Power Nutrition closed.
- Tech Support Minnesota moved to a new location on the east side of town.
- Tobacco E-Cig's Center expanded and moved locations within the New Prague Commons Strip Mall.
- Pizza Ranch temporarily closed.
- Pioneer Saloon closed.
- Hanzel Refinishing and Upholstering closed.
- Quality Flow constructed a large storage building.
- Daleko Arts closed.
- Corner Bar was sold to new owners.

**New Prague Business Inventory
2024**

Section 10, Item a.

Address	Occpant Status 1/16/20	Occpant Status 1/13/21	Occpant Status 1/6/22	Occupant Status 1/2/2023	Occupant Status 1/9/2024
411 4th Av. SW	Knights of Columbus	Knights of Columbus	Knights of Columbus	Knights of Columbus	Knights of Columbus
409 4th Av. SW	Dairy Queen	Dairy Queen	Dairy Queen	Dairy Queen	Dairy Queen
407 4th Av. SW	ASI Car Wash Business/Reclaim Equipment Inc.	ASI Car Wash Business/Reclaim Equipment Inc.	ASI Car Wash Business/Reclaim Equipment Inc.	ASI Car Wash Business/Reclaim Equipment Inc.	ASI Car Wash Business/Reclaim Equipment Inc. (Plat and building permit applied for new warehousing building)
401 4th Av. SW	Vacant (Alterations)	XpresSystems Inc.	XpresSystems Inc.	XpresSystems Inc.	XpresSystems Inc. (Plat and building permit applied for new warehousing building)
307 4th Av. SW	ASI Car Wash Business/Reclaim Equipment Inc.	ASI Car Wash Business/Reclaim Equipment Inc.	ASI Car Wash Business/Reclaim Equipment Inc.	ASI Car Wash Business/Reclaim Equipment Inc.	ASI Car Wash Business/Reclaim Equipment Inc. (Plat and building permit applied for new warehousing building)
205 1/2 4th Ave SW	Lasting Impressions Salon	Lasting Impressions Salon	Lasting Impressions Salon	Lasting Impression Salon	Lasting Impression Salon
205 4th Av. SW	New Prague Auto	New Prague Auto	New Prague Auto	New Prague Auto (New Owners)	New Prague Auto
201 4th Av. SW	EP Electric Pump - G&K Rental	EP Electric Pump - G&K Rental	EP Electric Pump - G&K Rental	EP Electric Pump - G&K Rental & Appointments USA	EP Electric Pump - G&K Rental & Appointments USA
408 Main St. W. Suite 100	The Depot	The Depot	The Depot	The Depot	The Depot
410 Main St W	Vacant Space - Apartments in the Rear on 2nd Level and One on Main Level with additional vacant commercial spaces in the rear	Vacant Space - Apartments in the Rear on 2nd Level and One on Main Level with additional vacant commercial spaces in the rear	Vacant Space - Apartments in the Rear on 2nd Level and One on Main Level with additional vacant commercial spaces in the rear	2 If By Sea Tactical, Apartments in the Rear on 2nd Level and One on Main Level	2 If By Sea Tactical, Apartments in the Rear on 2nd Level and One on Main Level
404 Main St. W.	West End Liquors	West End Liquors	West End Liquors	West End Liquors	West End Liquors
400 Main St W	Skuzacek Quality Meats	Skuzacek Quality Meats	Skuzacek Quality Meats	Skuzacek's Quality Meats	Skuzacek's Quality Meats
100 2nd Ave. SW	Vacant (closed 12/31/19)	Vacant (New Owner)	Mach Lumber Storage, The Urban Flea Market, Vacant Warehouse	Mach Lumber Storage, The Urban Flea Market, MVE and ASI Storage, vacant Mill	CUP approved for 2 If By Sea Indoor Firing Range, Mach Lumber Storage, MVE and ASI Storage, vacant mill
212 Main St. W.	Weddings at the Broz	Weddings at the Broz	Weddings at the Broz	Weddings at the Broz	Weddings at the Broz (The Broz, LLC new owners)
210 Main St. W.	Weddings at the Broz	Weddings at the Broz	Weddings at the Broz	Weddings at the Broz	Weddings at the Broz (The Broz, LLC new owners)
201 2nd Av. SW	Mach Lumber	Mach Lumber (new shed)	Mach Lumber	Mach Lumber	Mach Lumber
302 2nd Av. SW	Connelly Plumbing and Heating - Steve Rynda Construction and Landscaping	Connelly Plumbing and Heating - Steve Rynda Construction and Landscaping	Connelly Plumbing and Heating - Steve Rynda Construction and Landscaping	Connelly Plumbing and Heating - Steve Rynda Construction and Landscaping	Connelly Plumbing and Heating - Steve Rynda Construction and Landscaping
306 2nd Av. SW	Emma Krumbes Pie & Bread Co.	Emma Krumbes Pie & Bread Co.	Emma Krumbes Pie & Bread Co.	Emma Krumbes's Pie & Bread Co.	Emma Krumbes's Pie & Bread Co.

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2024**

Section 10, Item a.

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138 Main St. W.	Edina Realty	Vacant	North American Title	Doma	Near North Title Group (name change)
136 Main St. W.	Dr. Dvorak Dental Office	Dr. Dvorak Dental Office	Dr. Dvorak Dental Office	Dental On First	Dental On First
130 Main St. W.	Endeavor Trikes - Snap Fitness - To the Pointe Dance Academy	Endeavor Trikes - Snap Fitness - To the Pointe Dance Academy	Endeavor Trikes - Snap Fitness - To the Pointe Dance Academy	Endeavor Trikes - Snap Fitness - To the Pointe Dance Academy	Endeavor Trikes - Snap Fitness - To the Pointe Dance Academy
126 & 128 Main St. W.	Salon de Beaute - Boutique and Jennifer Busch Photography	Salon de Beaute - Boutique and Vacant	Salon de Beaute - Boutique and Vacant	Salon de Beaute - Boutique and Agricultral Relations Council Foundation	Salon de Beaute - Boutique and Agricultral Relations Council Foundation
122 Main St. W.	Edward Jones	Edward Jones (exterior renovations)	Edward Jones	Edward Jones	Edward Jones
120 Main St. W.	Farmhouse Market (added 2 lodging rooms on 2nd level)	Farmhouse Market	Farmhouse Market	Praha Inn (Upstairs,), Vacant Main Floor	Sugar Rose Bakeshop, Praha Inn
114 Main St. W.	Lucid Tattoo Coffee Bar & Oddities	Lucid Tattoo Coffee Bar & Oddities / Sterling Contracting, LLC (in Back)	Vacant / Sterling Contracting, LLC (in Back)	Chalk It Up (Under Construction)	(in progress of Bargain Lodge moving in)
112 Main St. W.	New Prague Floral & Such	New Prague Floral & Such	New Prague Floral & Such	New Prague Floral & Such	New Prague Floral & Such
110 Main St. W.	Radio Shack (The Electronic Connection)	Radio Shack (The Electronic Connection)	Radio Shack (The Electronic Connection)	Radio Shack (The Electronic Connection)	Radio Shack (The Electronic Connection)
106 Main St. W.	China Royal	China Royal	China Royal	China Royal	China Royal
102 Main St. W.	To The Pointe Dance Academy	To The Pointe Dance Academy	To The Pointe Dance Academy	To The Pointe Dance Academy	To The Pointe Dance Academy
100 Main St. W.	Corner Bar	Corner Bar	Corner Bar	Corner Bar	Corner Bar
102 Main St. E.	The Consignment Lodge (Main Floor) - Upstairs Vacant	The Consignment Lodge(Reduced Hours)(Main Floor) - Upstairs Vacant	Vacant(Main Floor) - Upstairs Vacant (Structural Repairs Occurred)	The Bargain Lodge - Upstairs Vacant, Duck Cup Memorial (rear)	The Bargain Lodge (in process of moving out) - Upstairs Vacant, Duck Cup Memorial (rear, but will be taking this entire space soon)
104 Main St. E.	Downtown Sound - Troy Flemming Guitar Studio	Downtown Sound - Troy Flemming Guitar Studio	Downtown Sound - Music Lessons Studios	Downtown Sound - Music Store	Downtown Sound - Music Store
106 Main St. E.	Dominos Pizza - Apartments Upstairs	Dominos Pizza - Apartments Upstairs	Dominos Pizza - Apartments Upstairs	Dominos Pizza - Apartments Upstairs	Dominos Pizza - Apartments Upstairs
108 Main St. E.	Patty's Place	Patty's Place	Patty's Place	Cedar Press Coffee LLC (under construction)	Cedar Press Coffee LLC
110 Main St. E.	Daleko Arts	Daleko Arts	Daleko Arts	Daleko Arts	Starlight Productions
112 Main St. E.	Sue's Quilt Shop	Sue's Quilt Shop	Sue's Quilt Shop	Sue's Quilt Shop	Sue's Quilt Shop
116 Main St. E.	NP Nutrition & Supplements	NP Nutrition & Supplements	NP Nutrition & Supplements	NP Nutrition & Supplements	Vacant
118 Main St. E. Suite 1	Vacant	Vacant	Deputy Registrar Office	Deputy Registrar Office	Deputy Registrar Office
118 Main St. E. Suite 2	Electric Beach Tanning Salon	Electric Beach Tanning Salon	Electric Beach Tanning Salon	Electric Beach Tanning Salon	Electric Beach Tanning Salon
120 Main St. E.	Tikalsky Laser	Tikalsky Laser	Tikalsky Laser	Tikalsky Laser	Tikalsky Laser
122 Main St. E.	New Prague Tobacco - Downtown	New Prague Tobacco - Downtown	New Prague Tobacco - Downtown	New Prague Tobacco Vape & CBD Downtown	New Prague Tobacco Vape & CBD Downtown
124 Main St. E.	New Prague Post Office	New Prague Post Office	New Prague Post Office	New Prague Post Office	New Prague Post Office
126 Main St. E.	Crawfords Standard Service (no fuel)	Crawfords Standard Service	Crawfords Standard Service	Vacant	Vacant
200 Main St. E.	Suel Printing	Suel Printing	Suel Printing	Suel Printing	Suel Printing

**New Prague Business Inventory
2024**

Section 10, Item a.

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204 Main St. E.	Scott Law Firm - Bruce Scott Realty - Scott Insurance Services	Scott Law Firm - Bruce Scott Realty - Scott Insurance Services	Scott Law Firm - Bruce Scott Realty - Scott Insurance Services	Bruce Scott Law Firm PA & Beacon Real Estate Group	Bruce Scott Law Firm PA & Beacon Real Estate Group
208 Main St. E.	Kitty's Hair Fashions	Kitty's Hair Fashions	Kitty's Hair Fashions	Kitty's Hair Fashions	Kitty's Hair Fashions
210 Main St. E.	Salon Paws	Salon Paws	Salon Paws	Salon Paws	Salon Paws
222 Main St. E.	Traxler Wealth Management - Pamper the Soul	Traxler Wealth Management - Vacant	Traxler Wealth Management - Vacant	Traxler Wealth Management - Vacant	Traxler Wealth Management - Vacant
226 Main St. E.	Truelife Real Estate Solutions / Brad Carlson Agency	Truelife Real Estate Solutions / Brad Carlson Agency	Truelife Real Estate Solutions / Brad Carlson Agency	Truelife Real Estate Solutions / Brad Carlson Agency / Vacation Rental Added on 2nd Floor	Truelife Real Estate Solutions / Brad Carlson Agency / Vacation rental on 2nd Floor
232 Main St. E.	South Metro Homes / Global Real Estate Solutions - Cultivated Ink Tattoo Studio - Massage or Knot	South Metro Homes / Global Real Estate Solutions - Cultivated Ink Tattoo Studio - Massage or Knot - CSS Office	South Metro Homes / Global Real Estate Solutions - Cultivated Ink Tattoo Studio - Massage or Knot - CSS Office	South Metro Homes / Global Real Estate Solutions - Cultivated Ink Tattoo Studio - Massage or Knot - CSS Office	South Metro Homes / Global Real Estate Solutions - Cultivated Ink Tattoo Studio - Massage or Knot - CSS Office
104 Columbus Ave. S.	Daniel Hedin Leasing the Space	Daniel Hedin Leasing the Space	Daniel Hedin Leasing the Space	Daniel Hedin Leasing the Space	Daniel Hedin Leasing the Space
300 Main St. E.	New Prague Public Utilities	New Prague Public Utilities	New Prague Public Utilities	New Prague Public Utilities	New Prague Public Utilities
308 Main St. E.	Hartmann Well Co. - Apartments Upstairs	Hartmann Well Co. - Apartments Upstairs	Hartmann Well Co. - Apartments Upstairs	Hartmann Well Co. - Apartments Upstairs	Hartmann Well Co. - Apartments Upstairs
314 Main St. E.	Soak Laundromat - Erickson Family Chiropractic - Vacant - Vacant Space	Soak Laundromat - - New Prague Family & Sports Chiropractic - Erickson Family Chiropractic - Vacant - Vacant	Soak Laundromat - - New Prague Family & Sports Chiropractic - Superior Remodeling - The Well Youth Center	Soak Laundromat-Superior Remodeling-The Well Youth Center-Health Source Chiropractic, New Prague Counseling	Soak Laundromat-Superior Remodeling-The Well Youth Center-Health Source Chiropractic, New Prague Counseling
400 Main St. E.	Library	Library	Library	Library	Library
400 Lexington Ave. S.	New Prague Golf Club	New Prague Golf Club - Kitchen Alteration	New Prague Golf Club	New Prague Golf Course	New Prague Golf Course
300 Lexington Ave. S.	Park Ballroom	Park Ballroom	Park Ballroom	Park Ballroom	Park Ballroom
205 Lexington Ave. S.	CSSW Ltd. - Tech Support of Minnesota	CSSW Ltd. - Tech Support of Minnesota	CSSW Ltd. - Tech Support of Minnesota	CSSW Ltd. -Tech Support of Minnesota	CSSW Ltd. -Minnesota Nonpublic School Accrediting Association
101 Lexington Ave. S.	New Prague Dental	New Prague Dental	New Prague Dental	New Prague Dental	New Prague Dental
610 Main St. E.	Bruzek Funeral Home	Bruzek Funeral Home - Alterations	Bruzek Funeral Home	Bruzek Funeral Home	Bruzek Funeral Home
825 1st. St. SE	Carbone's	Carbone's	Carbone's	Carbone's	Smoke & Fire
100 10th Av. SE	Speedway - McDonalds	Hy-Vee Fast & Fresh Express - McDonalds	Hy-Vee Fast & Fresh Express - McDonalds	Hy-Vee Fast & Fresh Express - Vacant	Hy-Vee Fast & Fresh Express - Vacant
200 10th Ave. SE	Vacant	Hy-Vee (Under Construction)	Hy-Vee	Hy-Vee	Hy-Vee
202 10th Ave. SE	Vacant Lot	Hy-Vee (Under Construction)	Hy-Vee	Hy-Vee	Hy-Vee
801 1st St. SE	Sugar Rose Bakeshop	Sugar Rose Bakeshop	Sugar Rose Bakeshop	Sugar Rose Bakeshop	T-Mobile

**New Prague Business Inventory
2024**

Section 10, Item a.

Address	Occpant Status 1/16/20	Occpant Status 1/13/21	Occpant Status 1/6/22	Occupant Status 1/2/2023	Occupant Status 1/9/2024
803 1st St. SE	Mainstream Boutique	Mainstream Boutique	Mainstream Boutique	Mainstream Boutique	Mainstream Boutique
805 1st St. SE	Great Clips	Great Clips	Great Clips	Great Clips	Great Clips
807 1st St. SE	New Prague ATA Family Martial Arts	New Prague ATA Family Martial Arts	New Prague ATA Family Martial Arts	New Prague ATA Family Martial Arts	New Prague ATA Family Martial Arts
809 1st St. SE	El Tequila	El Tequila	El Tequila	El Tequila	El Tequila
815 1st St. SE	Geisen Family Chiropractic	Geisen Family Chiropractic	Geisen Family Chiropractic	Geisen Family Chiropractic	Geisen Family Chiropractic
817 1st St. SE	ID Threadz	ID Threadz	ID Threadz	ID Threadz	ID Threadz
819 1st St. SE	Star Nails	Star Nails	Star Nails	Star Nails	Star Nails
821 1st St. SE	Massage 4 U	Massage 4 U	Massage 4 U	Massage 4 U	Massage 4 U
823 1st St. SE	Uncle Earl's Pet Center	Uncle Earl's Pet Center	Uncle Earl's Pet Center	Uncle Earl's Pet Center	Uncle Earl's Pet Center
1101 1st St. SE	First Bank and Trust	First Bank and Trust	First Bank and Trust	First Bank and Trust	First Bank and Trust
1100 1st St. SE	Praha Village	Praha Village	Praha Village	Praha Village	Praha Village
1701 1st St. SE					Scooters Coffee (applied for a buidling permit and minor subdivision).
1300 Main St. E.	Holy Trinity Lutheran Church	Holy Trinity Lutheran Church (Expansion)	Holy Trinity Lutheran Church	Holy Trinity Lutheran Church	Holy Trinity Lutheran Church
100 Chalupsky Ave SE	Walgreens	Walgreens	Walgreens	Walgreens	Walgreens
102 Chalupsky Ave. SE	Vacant Lot	Vacant Lot	Vacant Lot	Vacant Lot	Vacant Lot
201 Chalupky Ave. SE			Vacant (New Construction)	Vacant	Tobacco E-Cig's Center
203 Chalupsky Ave. SE			Vacant (New Construction)	Vacant	Tobacco E-Cig's Center
205 Chalupsky Ave. SE			Vacant (New Construction)	Vacant	Vacant
207 Chalupsky Ave. SE			Vacant (New Construction)	Edward Jones	Edward Jones
209 Chalupsky Ave SE	Vacant	Southwest Eyecare	Southwest Eyecare	Southwest Eyecare	Southwest Eyecare
211 Chalupsky Ave SE	Vacant	Southwest Eyecare	Southwest Eyecare	Southwest Eyecare	Southwest Eyecare
213 Chalupsky Ave SE	Verizon Wireless Store	Verizon Wireless Store	Verizon Wireless Store	Verizon Authorized Retailer - Victra	Verizon Authorized Retailer - Victra
215 Chalupsky Ave SE	New Prague Vape & Tobacco	New Prague Vape & Tobacco	New Prague Vape & Tobacco	New Prague Vape & Tobacco	Vacant
217 Chalupsky Ave SE	Papa Murphy's	Papa Murphy's	Papa Murphy's	Papa Murphy's	Papa Murphy's
219 Chalupsky Ave SE	Hairchitects	Hairchitects	Hairchitects	Hairchitects	Hairchitects
221 Chalupsky Ave SE	Anytime Fitness	Anytime Fitness	Anytime Fitness - interior alterations	Anytime Fitness	Anytime Fitness
225 Chalupsky Ave SE	Heartland Credit Union	Heartland Credit Union	Heartland Credit Union	Heartland Credit Union	Heartland Credit Union

**New Prague Business Inventory
2024**

Section 10, Item a.

Address	Occpant Status 1/16/20	Occpant Status 1/13/21	Occpant Status 1/6/22	Occupant Status 1/2/2023	Occupant Status 1/9/2024
200 Alton Ave SE	Coborns (Expansion of Main Store, Liquor Store) - Caribou Coffee	Coborns - Caribou Coffee	Coborns - Caribou Coffee	Coborns - Caribou Coffee	Coborns - Caribou Coffee
103 Chalupsky Ave. SE	O'Reilly Auto Parts	O'Reilly Auto Parts	O'Reilly Auto Parts	O'Reilly Auto Parts	O'Reilly Auto Parts
101 Chalupsky Ave. SE	Vacant Lot	Vacant Lot	Permit Applied for New McDonalds	McDonalds	McDonalds
100 Alton Ave SE				Vacant Lot (purchased by Heartland Credit Union)	Vacant Lot
102 Alton Ave SE				Vacant Lot	Vacant Lot
1185 280th St.	Jeff Belzers Ford, Chrysler, Jeep, Dodge, Ram (Alterations and Annexed into the City)	Jeff Belzers Ford, Chrysler, Jeep, Dodge, Ram	Jeff Belzers Ford, Chrysler, Jeep, Dodge, Ram	Jeff Belzers Ford, Chrysler, Jeep, Dodge, Ram	Jeff Belzers Ford, Chrysler, Jeep, Dodge, Ram
939 280th St. W.	Jeff Belzers New Prague Chevrolet (Annexed into the City)	Jeff Belzers New Prague Chevrolet	Jeff Belzers New Prague Chevrolet	Jeff Belzers New Prague Chevrolet	Jeff Belzers New Prague Chevrolet
169 280th St. W.	Tri County Auto Body	Tri County Auto Body	Tri County Auto Body	Tri County Auto Body	Tri County Auto Body
3105 LeRoy Av.	Deutsch Construction	Deutsch Construction	Deutsch Construction	Deutsch Construction	Deutsch Construction
200 E. 280th St.	HillSpring Church	HillSpring Church	HillSpring Church	HillSpring Church	HillSpring Church
27980 Koeper Ave	Hands of Friendship	Hands of Friendship	Hands of Friendship	Hands of Friendship	Hands of Friendship
27851 Koeper Ave	McGuire Landscaping	McGuire Landscaping	McGuire Landscaping	McGuire Landscaping	McGuire Landscaping
530 280th St. W.	Spirit of Life Church	Spirit of Life Church	Spirit of Life Church	Spirit of Life Church	Spirit of Life Church
27934 Koeper Ave.	Praha Distributing	Praha Distributing	Praha Distributing	Praha Distributing	Praha Distributing
27920 Koeper Ave.	Vacant	Vacant	Vacant	Vacant	Vacant
27800 Koeper Ave.	Advanced Seeding and Erosion Control	Advanced Seeding and Erosion Control	Advanced Seeding and Erosion Control	Advanced Seeding and Erosion Control	Advanced Seeding and Erosion Control
1530 280th St. W.	KA Witt - Pinpoint Realty	KA Witt - Pinpoint Realty	KA Witt - Pinpoint Realty	KA Witt - Pinpoint Realty	KA Witt - Pinpoint Realty
1409 Main St. E.	Gerold Bros. Construction / The Well	Gerold Bros. Construction / The Well	Gerold Bros. Construction / Vacant	Vacant / Prodena Auction Services	Hertaus Flooring (submitted a building permit)/ Prodena Auction Services
1401 Main St. E.	NAPA Auto Parts - MN Auto Depot	NAPA Auto Parts - MN Auto Depot	NAPA Auto Parts - MN Auto Depot	NAPA Auto Parts - MN Auto Depot	NAPA Auto Parts - MN Auto Depot
1501 1st St. NE	Memories & Milestones Academy - Vacant suite	Memories & Milestones Academy (Expansion Underway)	Memories & Milestones Academy (Expansion Completed)	Memories & Milestones Academy (New Ownership)	Early Childhood Academy (new name)
101 Chalupsky Ave. NE	Vacant Lot	Kwik Trip	Kwik Trip	Kwik Trip	Kwik Trip
1305 1st Street NE					Bishop Investments (office under construction)
1400 1st. St. NE	Parkview Medical Clinic- Optimal Sports Physical Therapy	Parkview Medical Clinic- Optimal Sports Physical Therapy	Parkview Medical Clinic- Optimal Sports Physical Therapy	Parkview Medical Clinic - Optimal Sports Physical Therapy	Parkview Medical Clinic - Optimal Sports Physical Therapy
1403 1st St NE				Lonsdale Construction	Lonsdale Construction
1407 1st St. NE	Lonsdale Construction Company / Vacant - 3 Apartments Upstairs	Lonsdale Construction Company / MN Grain & Feed Association - 3 Apartments Upstairs	Lonsdale Construction Company / MN Grain & Feed Association - 3 Apartments Upstairs	MN Grain & Feed Association - 3 Apartments Upstairs	Tech Support Minnesota, Apartments Upstairs
1200 1st St. NE	Quality Inn & Suites	Quality Inn & Suites	Quality Inn & Suites	Quality Inn & Suites	Quality Inn & Suites

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Address	Occpant Status 1/16/20	Occpant Status 1/13/21	Occpant Status 1/6/22	Occupant Status 1/2/2023	Occupant Status 1/9/2024
1306 1st St. NE	Giesenbrau Bier Co.	Giesenbrau Bier Co.	Giesenbrau Bier Co. (outdoor patio expansion)	Giesenbrau Bier Co.	Giesenbrau Bier Co.
1300 1st St. NE	ACE Hardware	ACE Hardware	ACE Hardware	ACE Hardware	ACE Hardware
1201 1st St. NE	New Day Church	New Day Church	New Day Church	New Day Church	New Day Church
1301 1st St. NE	Re/Max Advantage Plus - American Family Kreuser Office - Distinctive Mortgages - No. American Title - Vacant	Re/Max Advantage Plus - American Family Kreuser Office - Distinctive Mortgages - No. American Title - Trademark Title	Re/Max Advantage Plus - American Family Kreuser Office - Distinctive Mortgages - Trademark Title	Re/Max Advantage Plus - American Family Kreuser Office - Distinctive Mortgages - Trademark Title	Re/Max Advantage Plus - American Family Kreuser Office - Distinctive Mortgages - Trademark Title
1102 1st St. NE	Pizza Ranch	Pizza Ranch	Pizza Ranch	Pizza Ranch	Pizza Ranch (temporarily closed)
1100 1st St. NE	Roundbank	Roundbank	MinnWest Bank	MinnWest Bank	MinnWest Bank
1101 1st St. NE	Goldsmith Eye Care	Goldsmith Eye Care	Goldsmith Eye Care	Goldsmith Eye Care	Goldsmith Eye Care
203 10th Ave NE				Valley Accounting & Tax - Keepsake Insurance Agency, LLC	Valley Accounting & Tax - Keepsake Insurance Agency, LLC
205 10th Ave. NE	New Prague Ceska Louisville Insurance - Valley Accounting & Tax - Keller Property Management - Keepsake Insurance	New Prague Ceska Louisville Insurance - Valley Accounting & Tax - Keller Property Management - Keepsake Insurance	New Prague Ceska Louisville Insurance - Valley Accounting & Tax - Keller Property Management - Keepsake Insurance	New Prague Ceska Louisville Insurance	New Prague Ceska Louisville Insurance
211 10th Ave. NE	Main Street Dental	Main Street Dental	Main Street Dental	Main Street Dental	Main Street Dental
212 Ladyslipper Av.	Midwest Assistance / Ameriprise	Midwest Assistance / Ameriprise	Midwest Assistance / Ameriprise	Midwest Assistance / Ameriprise	Midwest Assistance / Ameriprise
212 10th Ave. NE	Mayo Clinic Health Systems New Prague	Mayo Clinic Health Systems New Prague	Mayo Clinic Health Systems New Prague	Mayo Clinic Health Systems New Prague	Mayo Clinic Health Systems New Prague
200 10th Ave. NE	Fishtale Grill	Fishtale Grill	Fishtale Grill	Fishtale Grill	Fishtale Grill
104 10th Ave. NE	Subway - Vacant	Subway - The Yoga Tree	Subway - The Yoga Tree	Subway - The Yoga Tree	Subway - The Yoga Tree
102 10th Ave. NE	Holiday (internal alterations)	Holiday	Holiday	Holiday	Holiday
1003 Main St. E.	NP Vet Clinic	NP Vet Clinic	NP Vet Clinic	NP Vet Clinic	NP Vet Clinic
411 Main St. E.	Adelphia Metals	Adelphia Metals	Adelphia Metals	Adelphia Metals	Adelphia Metals
301 Main St. E.	H&R Block - Secure Base Counseling Center	H&R Block - Secure Base Counseling Center	H&R Block - Secure Base Counseling Center	H&R Block - Seure Base Counseling Center	H&R Block - Seure Base Counseling Center
115 1st Ave. SE	Kubes Realty - South Suburban Oral Surgeons - Kayla Paler Photography - Restoration Fitness & Wellcare - Brusseau Diversified Wealth Management - South Metro Counseling - Scott Equipment	Kubes Realty - South Suburban Oral Surgeons - Restoration Fitness & Wellcare - Brusseau Diversified Wealth Management - South Metro Counseling - Scott Equipment - Shimota Project Management	Kubes Realty - South Suburban Oral Surgeons - Restoration Fitness & Wellcare - Brusseau Diversified Wealth Management - South Metro Counseling - Scott Equipment - Shimota Project Management	Kubes Realty-South Suburban Oral Surgeons-Brusseau Diversified Wealth Management-South Metro Counseling-Scott Equipment-Shimota Project Management-Amy Wold Licensed Psychologist	Kubes Realty - South Suburban Oral Surgeons - Brusseau Diversified Weackh Management - South Metro Counseling - Scott Equipment - Shimota Project Management - Amy Wold Licensed Psychologist
227 Main St. E.	St. Wenceslaus Church & School	St. Wenceslaus Church & School	St. Wenceslaus Church & School	St. Wenceslaus Church & School	St. Wenceslaus Church & School

**New Prague Business Inventory
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Address	Occpant Status 1/16/20	Occpant Status 1/13/21	Occpant Status 1/6/22	Occupant Status 1/2/2023	Occupant Status 1/9/2024
201 Main St. E.	Back & Neck Clinic	Back & Neck Clinic - Alteration	Back & Neck Clinic	Back & Neck Clinic	Back & Neck Clinic
129 Main St. E.	MinnTrust Mortgage - Apartment Upstairs	Vacant - Apartment Upstairs	Vacant - Apartment Upstairs	Innovative Waste Recyclcing - Apartment Upstairs	Innovative Waste Recyclcing - Apartment Upstairs
127 Main St E	Vacant	Vacant	1319 Woodfire Tavern	1319 Woodfire Tavern	1319 Woodfire Tavern
125 Main St. E.	Czech'ers Sports Bar	Czech'ers Sports Bar	1319 Woodfire Tavern	1319 Woodfire Tavern	1319 Woodfire Tavern
123 Main St. E.	Cedar and Sage	Cedar and Sage	Cedar and Sage	Cedar and Sage	Cedar and Sage
123A Main St. E.	Velvet Touch Catering	Velvet Touch Catering	Velvet Touch Catering	Velvet Touch Catering	Velvet Touch Catering
121 Main St. E.	Massage on Main	Hertaus Floors	Hertaus Floors	Hertaus Floors	Hertaus Floors
121 Main St. E. Suite A	Hertaus Floors	Hertaus Floors	Hertaus Floors	Hertaus Floors	Hertaus Floors
119 Main St. E.	Wornson Goggins	Wornson Goggins	Wornson Goggins	Wornson Goggins	Wornson Goggins
111 Main St. E.	Tupy Insurance	Tupy Insurance	Tupy Insurance	Tupy Insurance	Tupy Insurance
107 E. Main Street	Vacant	Vacant	The Local 105	The Local 105	The Local 105
105 Main St. E.	Vacant	Vacant	The Local 105	The Local 105	The Local 105
103 Main St. E.	Scott County Abstract & Title - Murray & Associates LLC	Scott County Abstract & Title - Murray & Associates LLC	Scott County Abstract & Title - Murray & Associates LLC	Scott County Abstract & Title - Murray & Associates LLC	Scott County Abstract & Title - Murray & Associates LLC
101 Central Av. N.	Dr. Doug Vayda	Dr. Doug Vayda	Dr. Doug Vayda	Dr. Doug Vayda	Dr. Doug Vayda
101 Main St. E.	New Prague Chamber of Commerce	New Prague Chamber of Commerce	New Prague Chamber of Commerce	New Prague Chamber of Commerce	New Prague Chamber of Commerce
107 Central Av. N.	Vacant - Keller Williams Realty - Vacant - Vacant	Vacant - Keller Williams Realty - Vacant - Vacant	Vacant - Keller Williams Realty - Vacant - Vacant	Carol Lambrecht - Keller Williams Preferred Realty - Vacant - Vacant	Carol Lambrecht - Keller Williams Preferred Realty - Vacant - Vacant
111 Central Av. N.	US Bank	US Bank - Alterations	US Bank	US Bank	US Bank
201 Central Av. N.	Faithpoint Lutheran Church	Faithpoint Lutheran Church (For Sale)	House of Grace Church	House of Grace Church	House of Grace Church
118 Central Av. N.	City of New Prague	City of New Prague	City of New Prague	City of New Prague	City of New Prague
101 Main St. W.	City Purchased - "Central Plaza" Plans Underway	City Purchased - "Central Plaza" Plans Underway	Central Plaza (pending construction)	Central Plaza	Central Plaza
103 Main St. W.	Pioneer Bar	Pioneer Bar	Pioneer Bar	Pioneer Bar	Outlaw Saloon
105 Main St. W.	Schoenecker Agency Farmers Insurance - Small Town Girl	Schoenecker Agency Farmers Insurance - Small Town Girl	Schoenecker Agency Farmers Insurance - Small Town Girl	Schoenecker Agency Farmers Insurance - Small Town Girl	Schoenecker Agency Farmers Insurance - Small Town Girl

**New Prague Business Inventory
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Address	Occpant Status 1/16/20	Occpant Status 1/13/21	Occpant Status 1/6/22	Occupant Status 1/2/2023	Occupant Status 1/9/2024
111 Main St. W.	O'Neill Brothers - Hear Hear - Ultimate Hearing - Permit to Carry - Assured Polygraph	O'Neill Brothers - Hear Hear - Ultimate Hearing - Vacant - Insurarates Insurance Agency Jamie Prip	O'Neill Brothers - Hear Hear - Ultimate Hearing - Sandra Fleming Piano Studio - Insurarates Insurance Agency Jamie Prip - The Thoughtful Realtor	O'Neil Brothers-Hear Here Hearing Center-Sandra Fleming Piano Studio-Insurarates Insurance Agency Jaime Prip - The Thoughtful Realtor (Natalie Watson)-Assured Polygraph	O'Neil Brothers-Hear Here Hearing Center-Vacant-Insurarates Insurance Agency Jaime Prip - The Thoughtful Realtor (Natalie Watson)-Assured Polygraph
115 Main St. W.	BevComm	Bevcomm - Internal Alterations	Bevcomm	Bevcomm	Bevcomm
119 Main St. W. Suite B	Marquardt Jewelers	Marquardt Jewelers	Marquardt Jewelers (new upper level apartments)	Marquardt Jewelers	Marquardt Jewelers
119 Main St. W. Suite B	Barr Taxidermy	Barr Taxidermy	Barr Taxidermy	Barr Taxidermy	Barr Taxidermy
119 Main St W Suite C				Driftwood Builders	Close At Title
119 Main St. W. Suite D	350Five	350Five	K-Bid	Mikhail Bondarenko handyman service	Arty's Auto
121 Main St. W.	Lau's Bakery	Lau's Bakery	Lau's Bakery	Lau's Bakery	Lau's Bakery
123 Main St. W.	Hanson Sew Much More	Main Street Massage	Main Street Massage	Main Street Massage	Main Street Massage
125 Main St. W.	International Quality Home Care/Omega Medical Supply, LLC	International Quality Home Care/Omega Medical Supply, LLC	International Quality Home Care/Omega Medical Supply, LLC	Vacant	Minnesota Grain and Feed Association
133 Main St. W.	Kubes Furniture & Flooring - ReSee	Kubes Furniture & Flooring - ReSee	Kubes Furniture & Flooring - ReSee	Kubes Furniture & Flooring - Resee	Kubes Furniture & Flooring - Resee
131 Main Street W.	Vacant - Apartments Upstairs	Kubes Furniture & Flooring - Apartments Upstairs	Kubes Furniture & Flooring - Apartments Upstairs	Kubes Furniture & Flooring - Apartments Upstairs	Kubes Furniture & Flooring - Apartments Upstairs
201 Main St. W.	State Farm Insurance (McGillen) - NP Music Institute	State Farm Insurance (McGillen) - NP Music Institute	State Farm Insurance (McGillen) - NP Music Institute	State Farm Insurance (McGillen) - NP Music Institute	State Farm Insurance (McGillen) - NP Music Institute
203/205 Main St. W.	Dorzinski Barber - Hairbenders - US Car & Truck Auto Buyers - Advanced Concepts Skincare - Gliszinski Law Office	Dorzinski Barber - Vacant - Advanced Concepts Skincare - Gliszinski Law Office	Dorzinski Barber - Vacant - Advanced Concepts Skincare - Gliszinski Law Office	Vacant - Vacant - Advanced Concepts Skincare - Gliszinski Law Office	Hair Force Barbershop- Calvary Church - Advanced Concepts Skincare - Gliszinski Law Office
207 Main St. W.	City Club Bar - Apartments upstairs	City Club Bar - Apartments upstairs	City Club Bar - Apartments upstairs	City Club Bar - Apartments upstairs	City Club Bar - Apartments upstairs
215 1/2 Main St. W.	Humble Pie / Storage Area (Alterations)	Humble Pie / Storage Area	Humble Pie / Storage Area	Lark Studio Arts (under construction) / Storage Area	Lark Studio Arts / Storage Area
217 Main St. W.	Wells Fargo	Wells Fargo	Wells Fargo	Wells Fargo	Wells Fargo
309 Main St. W.	Strike Force Bowl	Strike Force Bowl	Strike Force Bowl	Strike Force Bowl	Strike Force Bowl
325 Main St. W.	Joe's Shoe Repair	Joe's Shoe Repair	Joe's Shoe Repair	Joe's Shoe Repair	Joe's Shoe Repair
329 Man St. W.	Flipside	Flipside	The Rusty Spoke (remodeling underway)	The Rusty Spoke (remodeling underway)	The Rusty Spoke (remodeling underway)
401 Main St. W.	The Car Lot New Prague	The Car Lot New Prague	The Car Lot New Prague	The Car Lot New Prague	The Car Lot New Prague
201 4th Av. NW	Caseys	Caseys	Caseys	Casey's	Casey's

**New Prague Business Inventory
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Address	Occupant Status 1/16/20	Occupant Status 1/13/21	Occupant Status 1/6/22	Occupant Status 1/2/2023	Occupant Status 1/9/2024
201 4th Av. NW	New Prague Touchless Car Wash	New Prague Touchless Car Wash	New Prague Touchless Car Wash	New Prague Touchless Car Wash	New Prague Touchless Car Wash
27252 Helena Blvd	Lakers Sanitary	Lakers Sanitary	Lakers Sanitary	Lakers Sanitary	Lakers Sanitary
409 2nd St. NW	Lakers Sanitary	Lakers Sanitary	Lakers Sanitary	Lakers Sanitary	Lakers Sanitary
415 4th Ave NW	New Prague Animal Care	New Prague Animal Care	New Prague Animal Care	New Prague Animal Care	New Prague Animal Care
413 4th Av. NW	Central Fire Protection - The Detail Shop - Property Expressions Too - Vacant	Central Fire Protection - Vacant - Property Expressions Too	Central Fire Protection - Vacant - Property Expressions Too	Central Fire Protection - Vacant - Property Expressions Too	Central Fire Protection - Vacant - Property Expressions Too
417 4th Ave. NW	Vacant	Vacant	Vacant	Vacant	Vacant
509 4th Ave NW	Al's Car Wash	Al's Car Wash	Al's Car Wash	Al's Car Wash	Al's Car Wash
605 4th Av. NW	Scott Equipment	Scott Equipment	Scott Equipment	Scott Equipment	Scott Equipment
407 7th St. NW	Chart	Chart	Chart (Hydrogen Test Site Added)	Chart	Chart
201 7th Street NW	Chart A.I.	MVE Biological Solutions	MVE Biological Solutions (interior remodel)	MVE Biological Solutions (expansion underway)	MVE Biological Solutions (expansion underway)
435 Main St. W.	Speedway	Speedway	Speedway	Speedway	Speedway
104 4th Av. NW	Kwik Trip (Alterations)	Kwik Trip	Kwik Trip	Kwik Trip	Kwik Trip
609 Main St. W.	Wencel Kubes Custom Cabinets	Wencel Kubes Custom Cabinets	Wencel Kubes Custom Cabinets	Wencel Kubes Custom Cabinets	Wencel Kubes Custom Cabinets
(West of Town)	Used mostly for personal storage by Palmer Welcome	Used mostly for personal storage by Palmer Welcome	Used mostly for personal storage by Palmer Welcome	Used mostly for personal storage by Palmer Welcome	Used mostly for personal storage by Palmer Welcome
442 Main St. W.	New Prague Park and Sell	New Prague Park and Sell (For Sale)	New Prague Park and Sell (For Sale)	New Prague Park and Sell (For Sale)	New Prague Park and Sell (For Sale)
438 Main St. W.	Hanzel Refinishing & Upholstering	Hanzel Refinishing & Upholstering	Hanzel Refinishing & Upholstering	Hanzel Refinishing & Upholstering	Vacant
436 Main Street W	Vacant	Vacant	Vacant	Vacant	Vacant
208 4th Av. SW	Ettlins Café	Ettlins Café	Ettlins Café	Ettlins Café	Ettlins Café
400 4th Av. SW	CVF Racing - Storage	Nick Slavik Painting and Restoration	Nick Slavik Painting and Restoration (interior alterations)	Nick Slavik Painting and Restoration	Nick Slavik Painting and Restoration
470 5th Ave. SW	Four Seasons Tires, LLC	Four Seasons Tires, LLC	Four Seasons Tires, LLC	Four Seasons Tires, LLC	Four Seasons Tires, LLC
500 4th Av. SW	Tracker Management - D&K Auto Repair	Tracker Management - D&K Auto Repair	Tracker Management - D&K Auto Repair	Tracker Management - DNK Auto Repair	Tracker Management - U-Haul Neighborhood Dealer
603 4th Av. SW	Palmer Welcome Auto	Palmer Welcome Auto	Palmer Welcome Auto	Palmer Welcome Auto	Palmer Welcome Auto
830 4th Ave. SW.	Pillar of Grace Church	Calvary Church (Temporary Location)	Word of Life Church	Word of Life Church	Word of Life Church
2191 4th Ave. SW	Nieman Roofing	Nieman Roofing	Nieman Roofing	Nieman Roofing	Nieman Roofing

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698 15th St. SW	A&W Automotive	A&W Automotive	A&W Automotive	A & W Automotive	A & W Automotive
1574 3rd Av. SW Suite 1	Cities Edge Collision and Glass	Cities Edge Collision and Glass	Cities Edge Collision and Glass	Cities Edge Collision and Glass	Cities Edge Collision and Glass
1574 3rd Av. SW Suite 2	Vacant	Vacant	Vacant	Vacant	Vacant
1658 3rd Av. SW	Pete's Repair	Pete's Repair	Pete's Repair	Legacy Autoworx (formerly Pete's Repair), Euroworx	Legacy Autoworx , Euroworx
1776 3rd Ave SW	New Prague Mini Storage	New Prague Mini Storage	New Prague Mini Storage	New Prague Mini Storage	New Prague Mini Storage
294 15th Street SW	Otero Trucking	Otero Trucking	Otero Trucking	Vacant	Vacant
1111 4th Av. NW	Radon - Vacant Lot now occupied by a billboard	Radon (For Sale)	Radon, Ivy Brook Parking (exterior storage)	Radon, Ivy Brook Parking (new electronic variable message sign)	Radon, Ivy Brook Parking
100 12th St. NW	New Prague Area Community Center	New Prague Area Community Center	New Prague Area Community Center	New Prague Community Center (rennovations)	New Prague Community Center
4975 Le Sueur Av.	KA Witt Facility	KA Witt Facility	KA Witt Facility	KA Witt Facility	KA Witt Facility
27252 Helena Blvd.	Laker's New Prague Sanitary	Laker's New Prague Sanitary	Laker's New Prague Sanitary	Laker's New Prague Sanitary	Laker's New Prague Sanitary
200 12th St. NE	New Prague Gymnastics Club	New Prague Gymnastics Club	New Prague Gymnastics Club	New Prague Gymnastics Club	New Prague Gymnastics Club
510 6th St. NW	Neil Dornbush & Assoc. - Dornbusch Asset Management	Neil Dornbush & Assoc. - Dornbusch Asset Management	Neil Dornbush & Assoc. - Dornbusch Asset Management	Anderson Process	Anderson Process
520 6th St. NW	Rahn Industries	D&D Mechanical	D&D Mechanical	D & D Mechanical	D & D Mechanical
600 6th St. NW	Busch Brothers - Midwest Food Processing - Lutgen Technologies - Filetech - Central McGowan, Inc.	Busch Brothers - Midwest Food Processing - Lutgen Technologies - Filetech - Central McGowan, Inc.	Busch Brothers - Midwest Food Processing - Lutgen Technologies - Filetech - Central McGowan, Inc.	Busch Brothers (Orion Machining) - Midwest Food Processing -Lutgen Technologies	Busch Brothers (Orion Machining) - Midwest Food Processing -Lutgen Technologies
624, 626, 628 6th Street NW	BevComm - D&D Mechanical - CVF Racing	BevComm (Storage) - CVF Racing (Expanded)	BevComm (Storage) - CVF Racing (Expanded)	Bevcomm (Storage) - CVF Racing	Bevcomm (Storage) - CVF Racing
700 6th St. NW	I.P.S. Industrial Pneumatic Systems	I.P.S. Industrial Pneumatic Systems	I.P.S. Industrial Pneumatic Systems	I.P.S. Industrial Pneumatic Systems	I.P.S. Industrial Pneumatic Systems
800 6th St. NW	Quality Flow - Quality Control & Integration - Sprint Cell Tower	Quality Flow - Quality Control & Integration - Sprint Cell Tower	Quality Flow - Quality Control & Integration - Sprint Cell Tower	Quality Flow - Quality Control & Integration -Sprint Cell Tower	Quality Flow - Quality Control & Integration -Sprint Cell Tower (new storage building under construction)
906 6th St NW	Great River Energy	Great River Energy	Great River Energy	Great River Energy	Great River Energy
504 6th Av. NW Suite 1	Mayo Clinic Rehabilitation Services	Mayo Clinic Rehabilitation Services	Mayo Clinic Rehabilitation Services	Mayo Clinic Rehabilitation Services	Mayo Clinic Rehabilitation Services
502 6th Ave. NW	Electromed (Addition in 2019)	Electromed	Electromed	Electromed	Electromed

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505 6th Av. NW	Vacant	Vacant	Vacant	Vacant	Vacant
503 6th Av. NW	Picha Electric	Picha Electric	Picha Electric	Picha Electric	Picha Electric
412 5th Av. NW	Steele 7 Associates LLC	Steele 7 Associates LLC (Technipac)	Steele 7 Associates LLC (Technipac)	Vacant (for sale)	City of New Prague Park Maintenance Building
411 5th Ave. NW	Semi Truck Storage	Semi Truck Storage	Semi Truck Storage	Semi Truck Storage	Semi Truck Storage
505 5th Ave. NW	New Prague Fire & Ambulance Facility	New Prague Fire & Ambulance Facility	New Prague Fire & Ambulance Facility	New Prague Fire & Ambulance Facility	New Prague Fire & Ambulance Facility
1001 Columbus Av. N.	Mala Strana Nursing Home	Mala Strana Nursing Home	Mala Strana Nursing Home	Mala Strana Nursing Home	Mala Strana Nursing Home
201 2nd St. NE	Mayo Clinic Health Systems New Prague (2019 Alterations)	Mayo Clinic Health Systems New Prague (2020 Alterations)	Mayo Clinic Health Systems New Prague	Mayo Clinic Health Systems New Prague	Mayo Clinic Health Systems New Prague
311 Columbus Av. N.	Queens Court (senior housing 1st floor - hospital offices 2nd floor)	Queens Court (senior housing 1st floor - hospital offices 2nd floor)	Queens Court (senior housing 1st floor - hospital offices 2nd floor)	Queens Court (senior housing 1st floor - hospital offices 2nd floor)	Queens Court (senior housing 1st floor - hospital offices 2nd floor)
313 Columbus Ave. N.	Peace Center	Peace Center	Peace Center	Peace Center	Peace Center
1101 1st Ave. NW	Chart Inc. Large Tank Facility	Chart Inc. Large Tank Facility (exterior storage expansion)	Chart Inc. Large Tank Facility	Chart Inc. Larhe Tank Facility	Chart Inc. Larhe Tank Facility
206 3rd Ave. NW	Storage - Superior Remodeling - Storage - Storage	Storage - Superior Remodeling - Storage - Storage	Storage - Storage - Storage - Storage	Storage - Storage - Storage - Storage	Storage - Storage - Storage - Storage
507 1st Street SW	Terra Somniorum Publishing - 2nd Level Apartment	Terra Somniorum Publishing - 2nd Level Apartment	Terra Somniorum Publishing - 2nd Level Apartment	Terra Somniorum Publishing - 2nd Level Apartment	Terra Somniorum Publishing - 2nd Level Apartment
1826 Rolling Meadows Ct	Seurer Custom Welding and Prop Repair	Seurer Custom Welding and Prop Repair	Seurer Custom Welding and Prop Repair	Seurer Custom Welding and Prop Repair	Seurer Custom Welding and Prop Repair
501 6th Street NW	Braith Auto	Braith Auto	Braith Auto	Braith Auto (expansion)	Braith Auto
601 6th Street NW	Vacant Lot	Vacant Lot	Vacant Lot	Vacant Lot	Scott Equipment (submitted a building permit for new office building)
603 6th Street NW	Paul Hanzel Homes / Dynamic Woodworks	Paul Hanzel Homes / Dynamic Woodworks	Paul Hanzel Homes / Dynamic Woodworks	Paul Hanzel Homes/Dynamic Woodworks	Paul Hanzel Homes/Dynamic Woodworks
605 6th Street NW	Vacant Lot	Vacant Lot	Vacant Lot	Vacant Lot	Vacant Lot
701 6th Street NW	Vacant Lot	Vacant Lot	Vacant Lot	Vacant Lot	Vacant Lot
703 6th Street NW	Vacant Lot	Vacant Lot	Vacant Lot	Vacant Lot	Vacant Lot
801 6th Street NW	Vacant Lot	Vacant Lot	Vacant Lot	Vacant Lot	Brick's Boatworks



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: EDA & PLANNING COMMISSION
FROM: KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: SUMMARY OF 2023 GROWTH STATISTICS
DATE: JANUARY 25, 2024

Attached to this memo is the “Summary of 2023 Growth Statistics” report as compiled by the Community Development Department. This report is provided as information to the Council, Planning Commission and EDA on an annual basis.

A few key points to note are the following:

- Number of new single-family construction permits decreased from 14 in 2022 to 11 in 2023.
- Value of the constructed new single-family home permits only decreased by approximately \$236,132 from 2022 to 2023.
- Average new construction single family home values increased from \$176,456 in 2022 to \$203,113 in 2023.
- There were 0 multifamily units constructed in 2023.
- The number of commercial/industrial permits decreased from 46 in 2022 to 42 in 2022.
- Value of commercial/industrial permits increased slightly from \$5,064,005 in 2022 to \$6,155.308 in 2023. Some commercial/industrial projects completed in 2023 include addition to MVE Biological Solutions, Brick’s Boatworks, relocation/expansion of tobacco shop at New Prague Commons, Sugar Rose renovations downtown, T-Mobile store renovations at East Town Plaza, and Quality Flow storage building just to name a few.
- The number of public permits increased from 6 in 2022 to 13 in 2023.
- The value of public permits increased from \$87,019 in 2022 to \$659,367 in 2023. Some of the public permits included dugouts at Foundry Hill Park, office alterations at new City Park Department office area, and a garage addition at St. Wenceslaus Church.

2023 remained a very busy year for construction activity once again, however roofing and siding permits are starting to come down as we get further removed from the large hail events in 2021/2022.

Staff Recommendation:

No action is needed. This memo was provided for informational purposes only.

City of New Prague

Summary of 2023 Growth Statistics



NEW PRAGUE

A Tradition of Progress

Published by the New Prague Community Development Department
January 12, 2023

2023 PERMIT SUMMARY
January - December

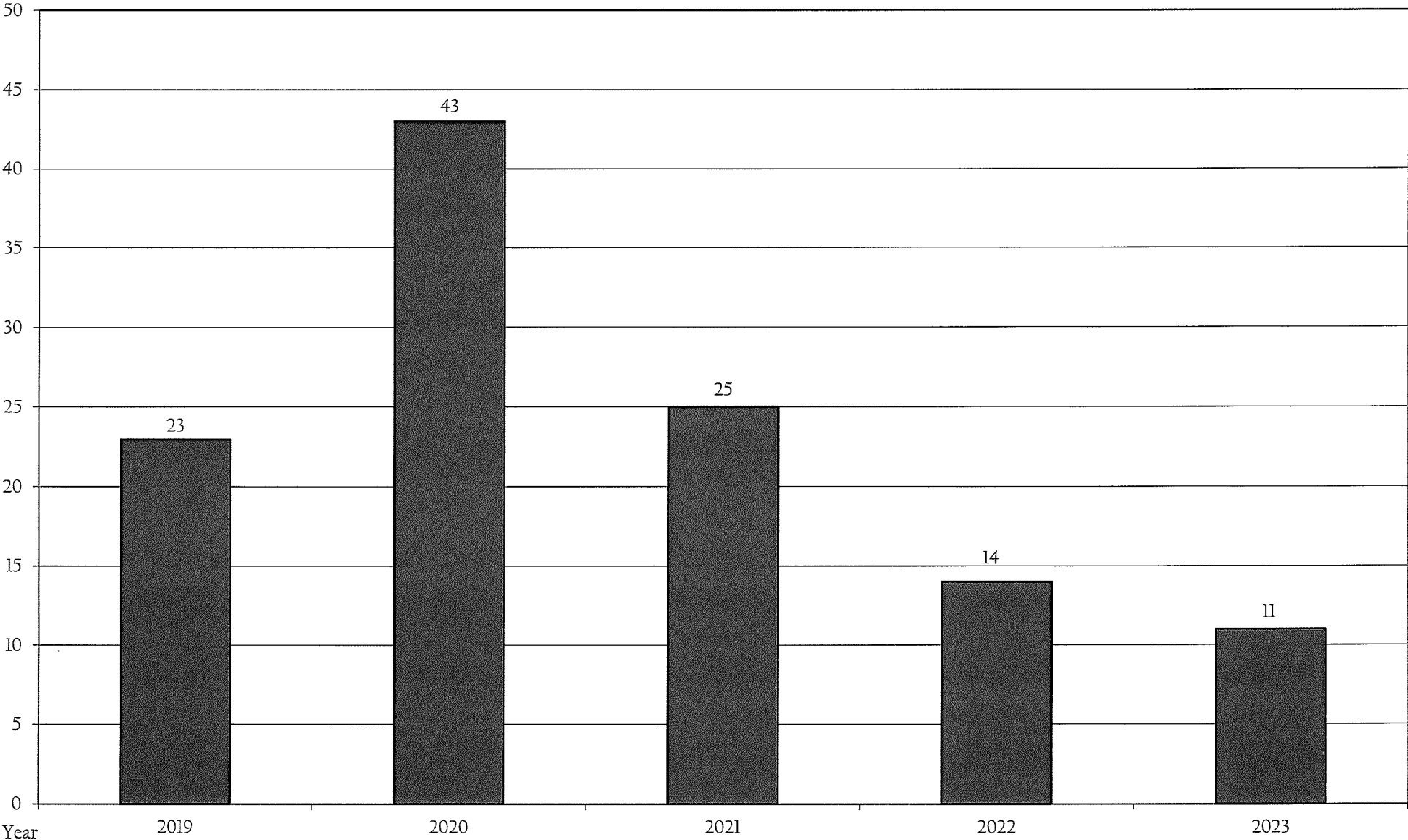
Section 10, Item a.

	LeSueur County		Scott County		Totals	
	Number	Value	Number	Value	Number	Value
Single Family Homes	4	\$751,770.40	7	\$1,482,481.60	11	\$2,234,252.00
Townhomes (owner occupied)	0	\$0.00	0	\$0.00	0	\$0.00
Multi - Family (renter occupied)	0	\$0.00	0	\$0.00	0	\$0.00
*Misc.	203	\$3,987,303.72	224	\$3,697,143.75	427	\$7,684,447.47
Commercial/Industrial	14	\$496,212.00	28	\$5,659,096.00	42	\$6,155,308.00
Public - Schools, Churches, City, Hospital	2	\$39,867.00	11	\$619,500.00	13	\$659,367.00
	223	\$5,275,153.12	270	\$11,458,221.35	493	\$16,733,374.47

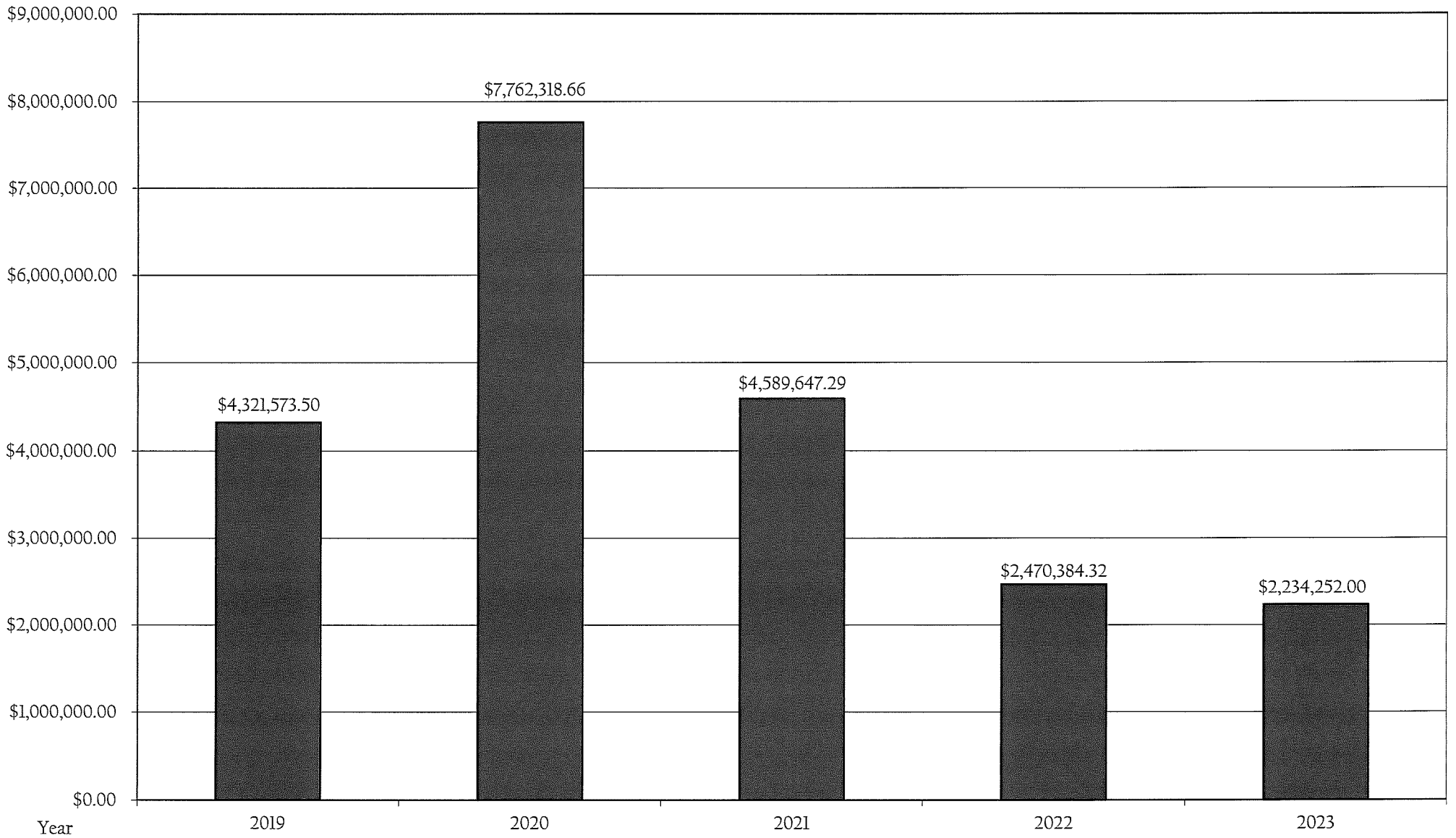
*Includes permits for: Alterations Bathroom, Kitchen, Deck, Finish Basement, Foundation Repair, Patio Door, Porch, Reside, Reroof, Windows, Rafter Repairs, Additions; Above Ground Pool;

Large Commerical/Industrial/Public projects include: Chalk it Up - Alteration; MVE Biological - Addition; NP Station - Tenant Buildout, Tobacco Shop - Fire Suppression, Philipp Square - Fire Alarm Panel/Sensor Replacement, Traxler Financial - Reroof, Randy Kubes- Reroof, SMR Management - Reroof, KA Witt - Reroofs, Philipps Square - Window/Door, Willow Tree - Doors, Holy Trinity - Pergola, St. Wenc - Garage Addition, Brick's Boatworks - New, Community Center - Reroof, D&R Hartman - Reroof, St. Wenc - Reroof; NP Utility - Reroof & Reside; MVE Bio - Fire Alarm & Fire Suppression; NPCL - Reroof; Velvet Touch - Reroof; Sugar Rose - Alteration New Location; Rusty Spoke Alterations; NP Vet Memorial - 2 Pillars; KA Witt - Reside; Chuck Tupy Insurance - Reroof - MVE Bio - Phase III; House of Grace - Reroof; Reroof; City Foundary Hill - 2 Dugouts; T-Mobile - Alteration; 514 E Main LLC - Reroof; Quality Flow Systems - Addition; MVE Bio - Reroof/Reside Existing Building; Randy Kubes Building (Starlight Production) - repairs exit signs, stage etc.; Seurer Properties - Reroof; City Parks Dept - Aleration Removed Wall; MVE Bio - Fire Suppression; Casey's - Repair Front of building; Holiday - Fuel Dispensing; Church of Grace - Reside; NP Schools - Reroof; Commuity Baptist - Reside; Parkview Office - Reroof; Rusty Spoke - Fire Suppression, NP Mill - Overhead Garage Doors, MVE Bio - Fire Suppression - Old Building; Kubes Furniture - Reroof; Dominos - Reroof; Tony Kubes Building - Reside; St. Wenc. - Adding a non-bearing wall.

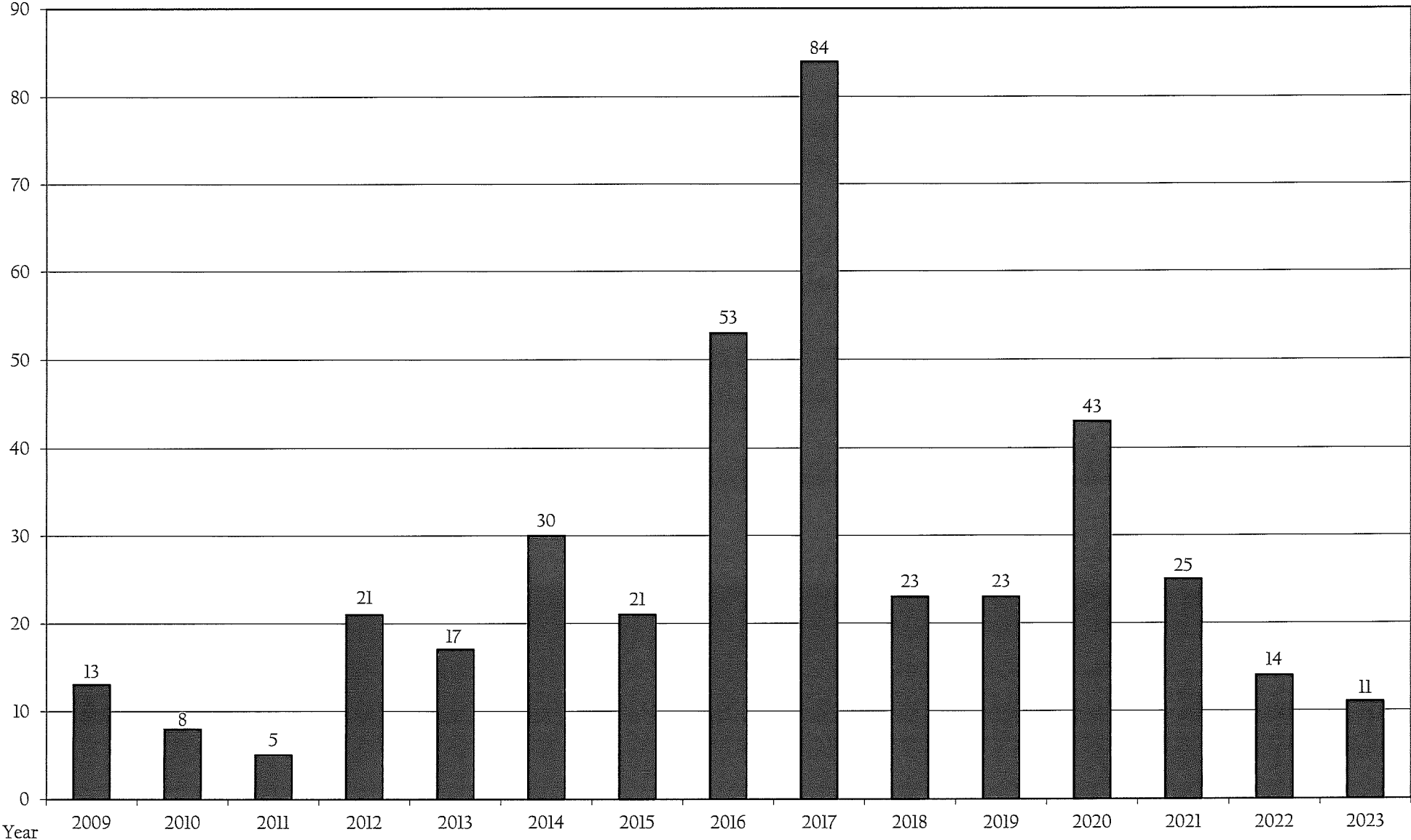
Housing Units - Single Family Homes & Townhomes 5 Year (2019 - 2023)



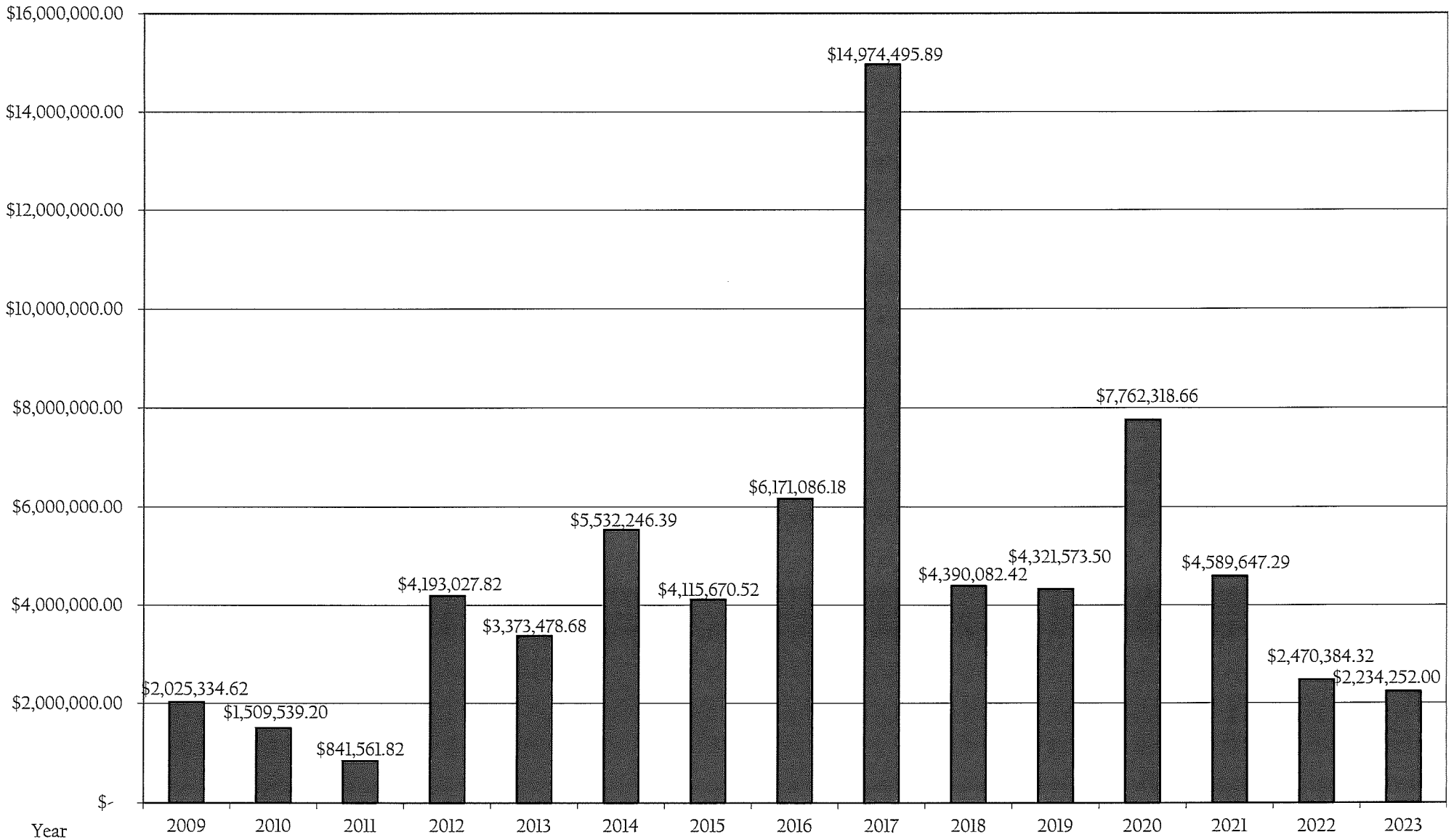
Values of Housing Units - Single Family Homes & Townhomes 5 Year (2019 - 2023)



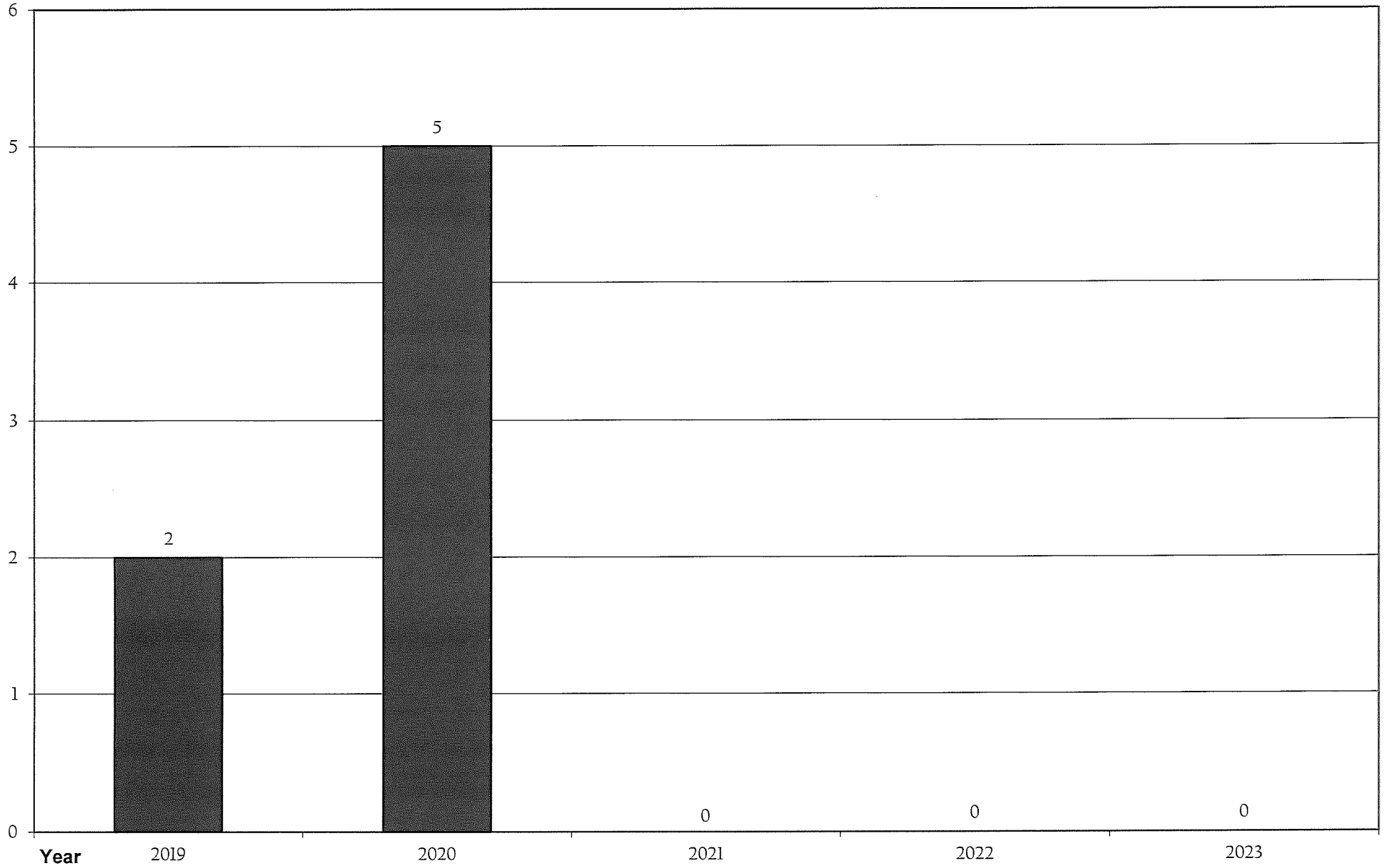
Housing Units - Single Family Homes & Townhomes 15 Year (2009 - 2023)



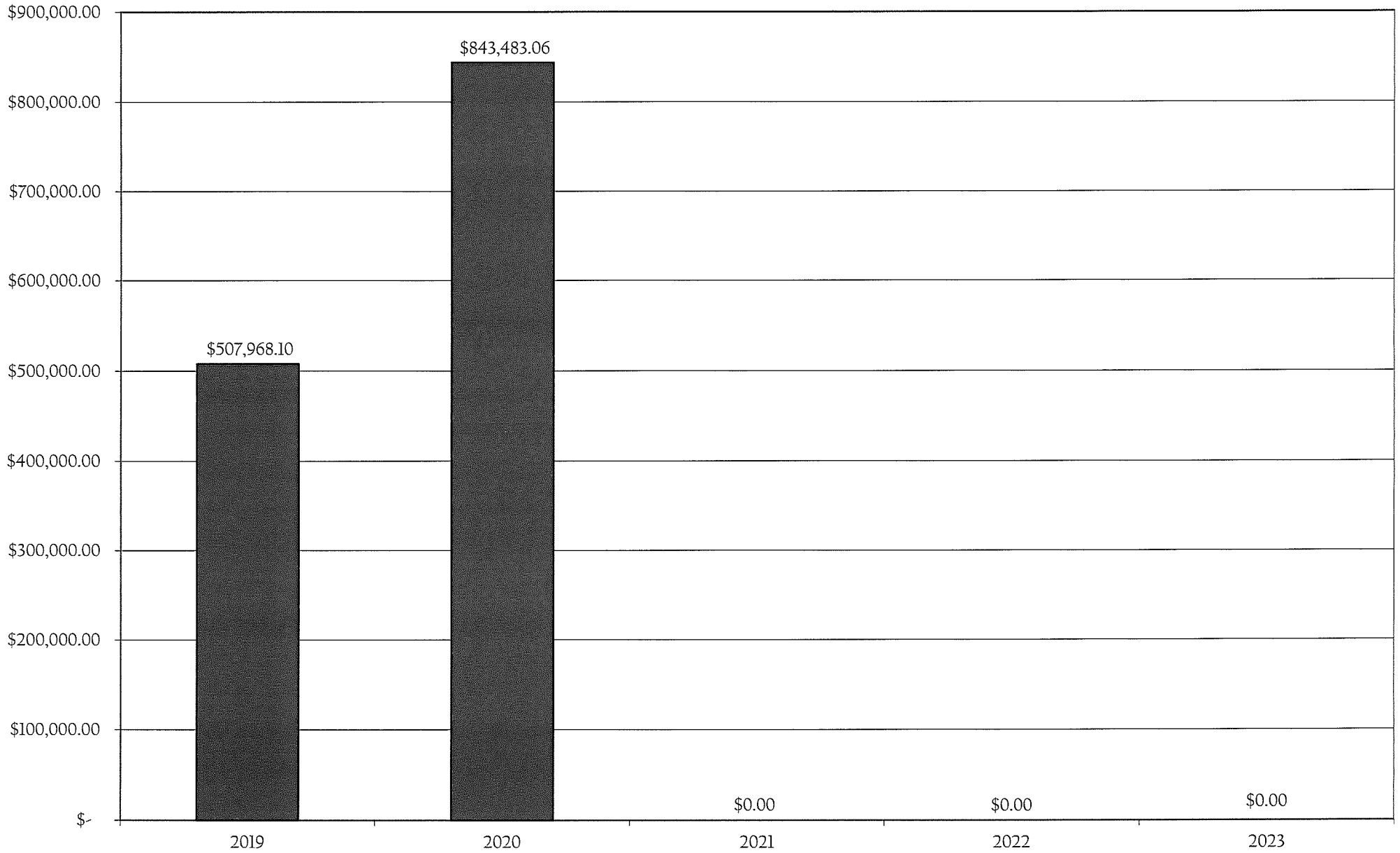
Values of Housing Units - Single Family Homes & Townhomes 15 Year (2009 - 2023)



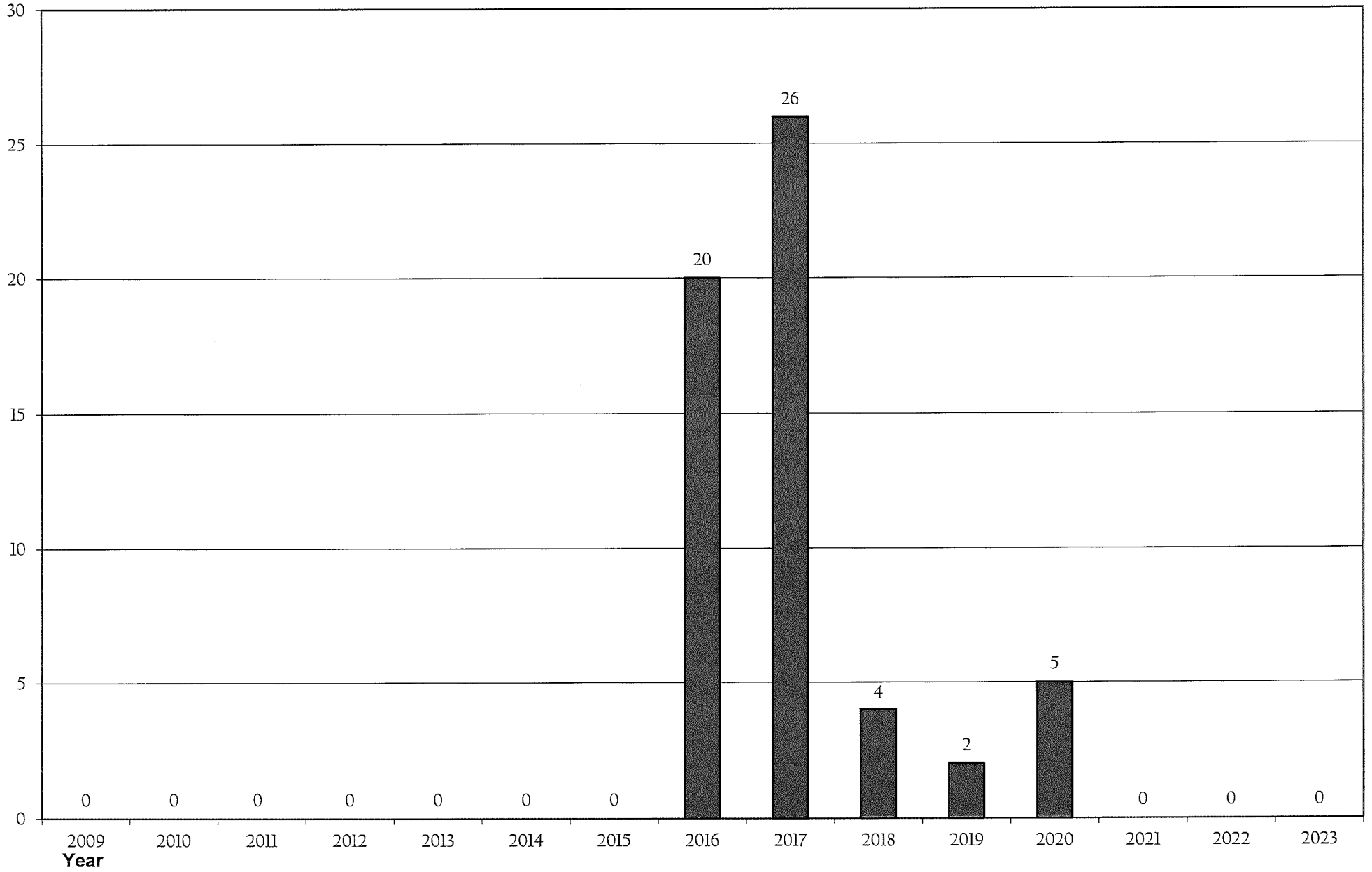
Townhouse Permits 5 Year (2019 - 2023)



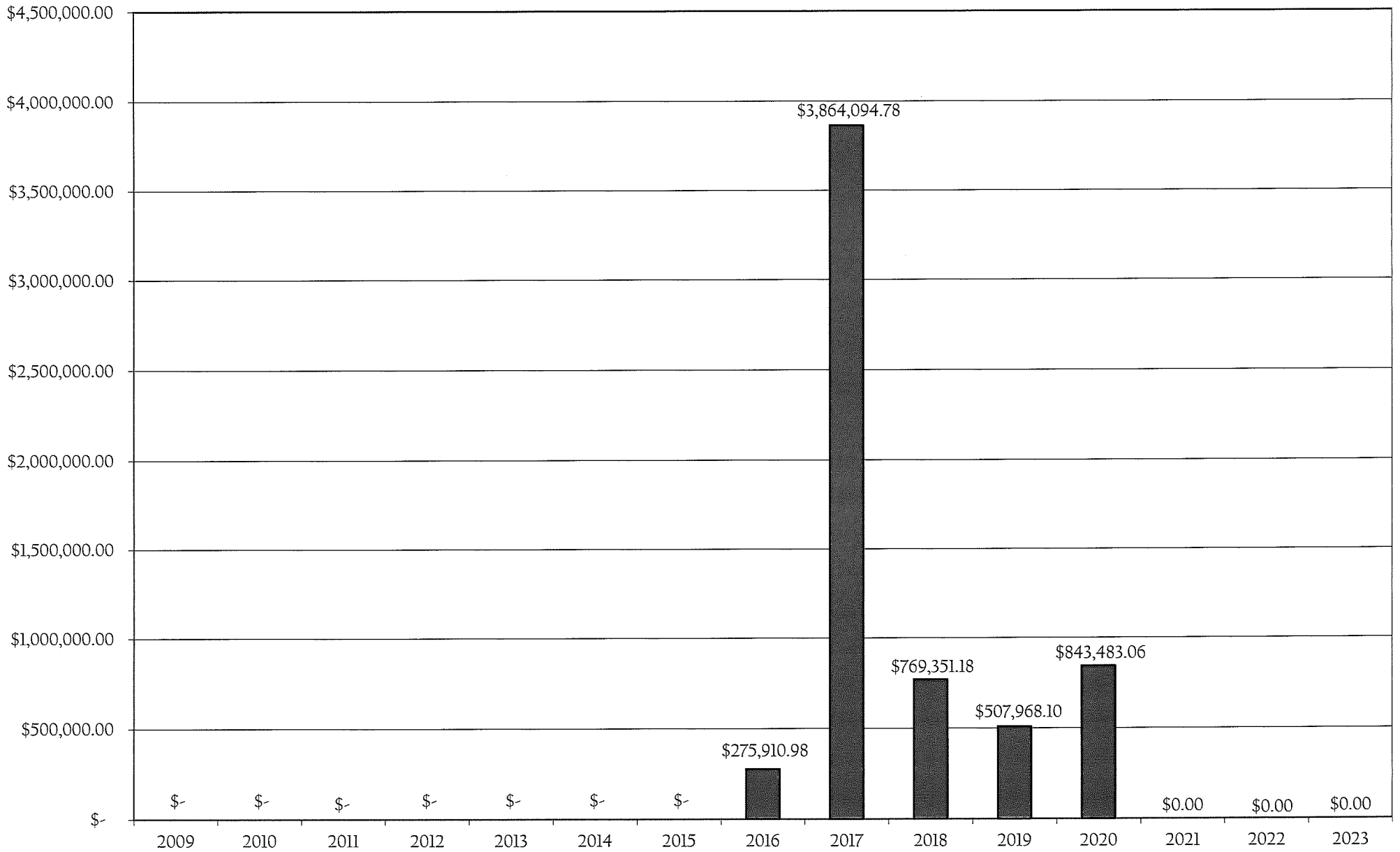
Values of Townhouses 5 Year (2019 - 2023)



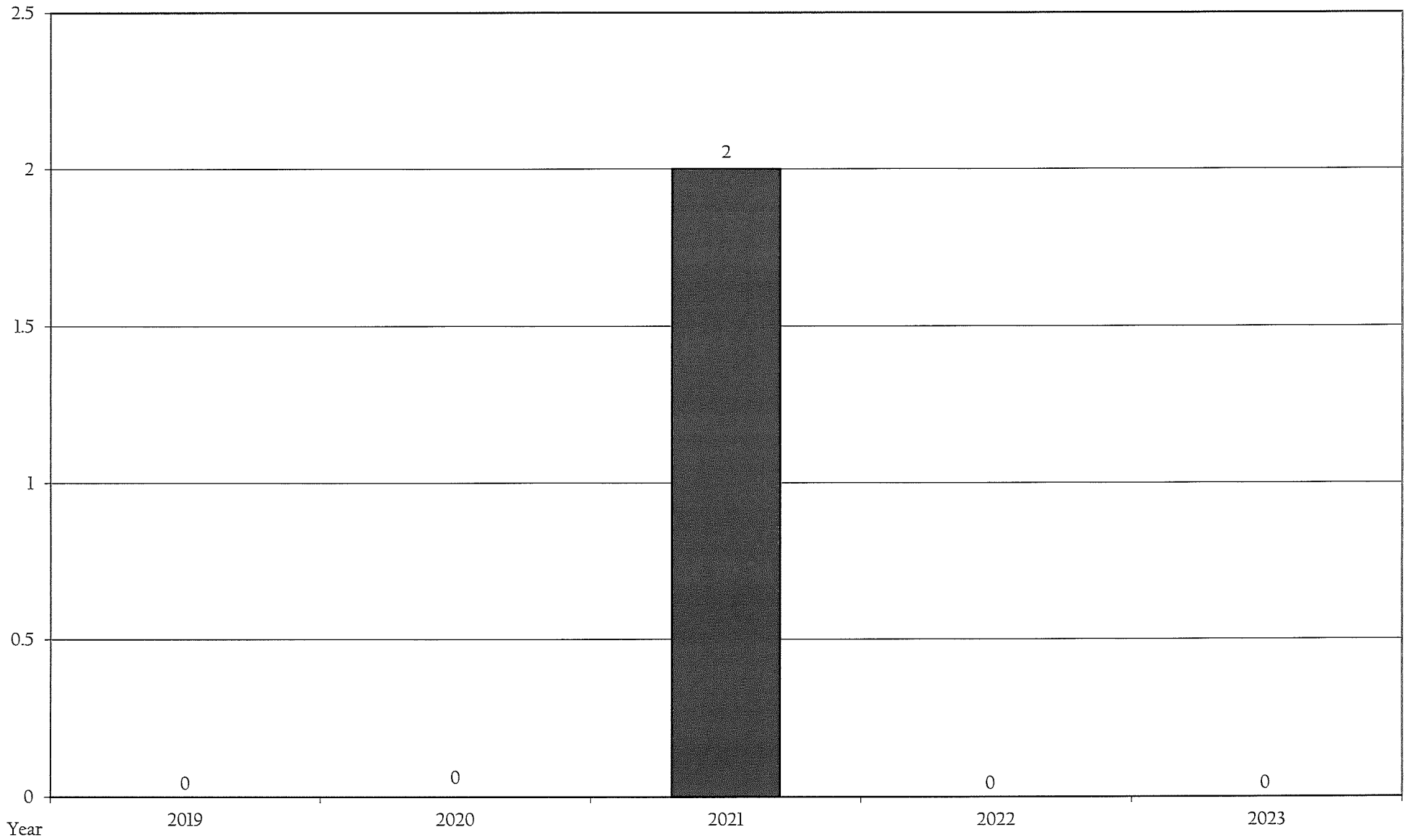
Townhouse Permits 15 Year (2009 - 2023)



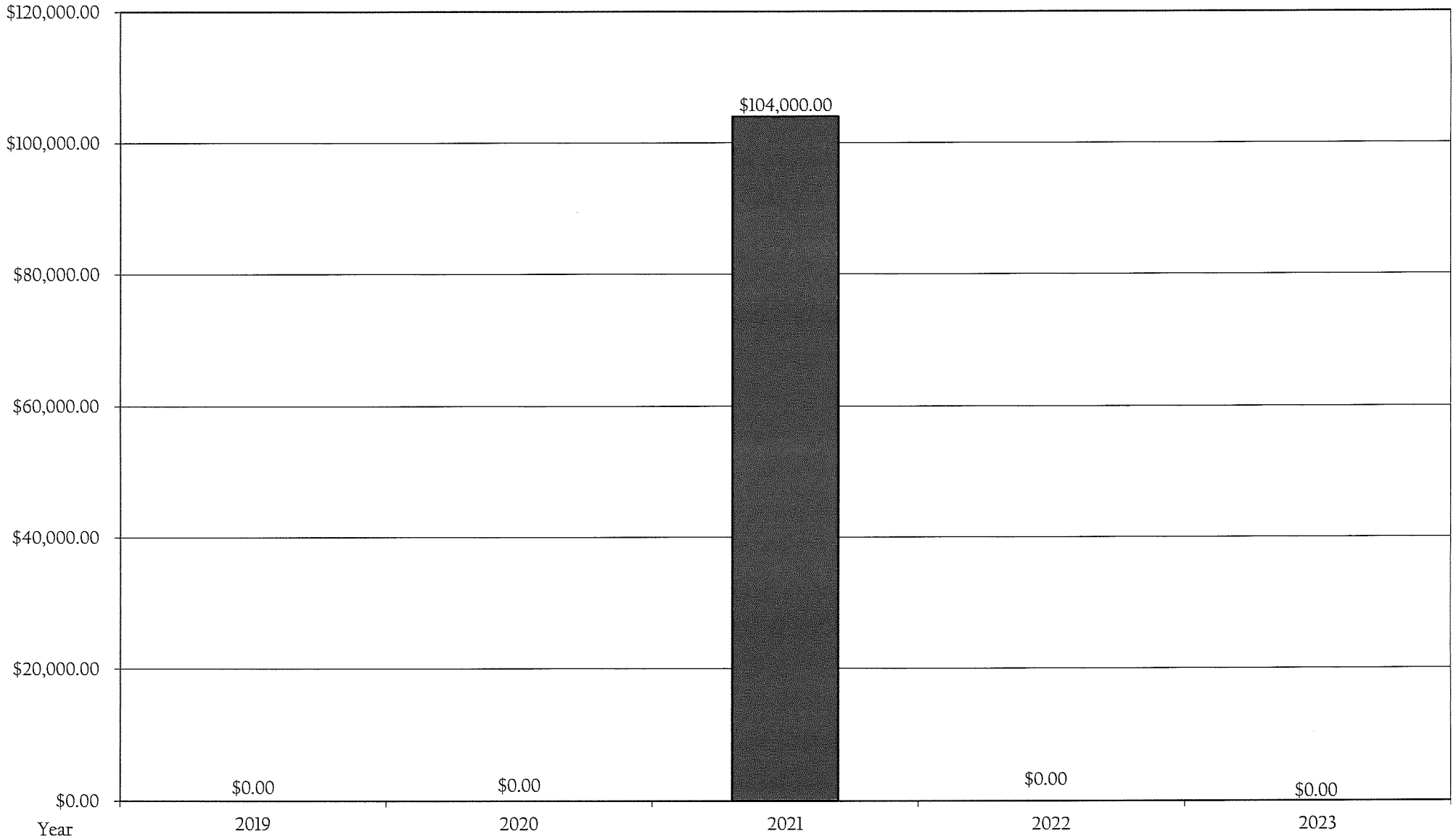
Values of Townhouses 15 Year (2009 - 2023)



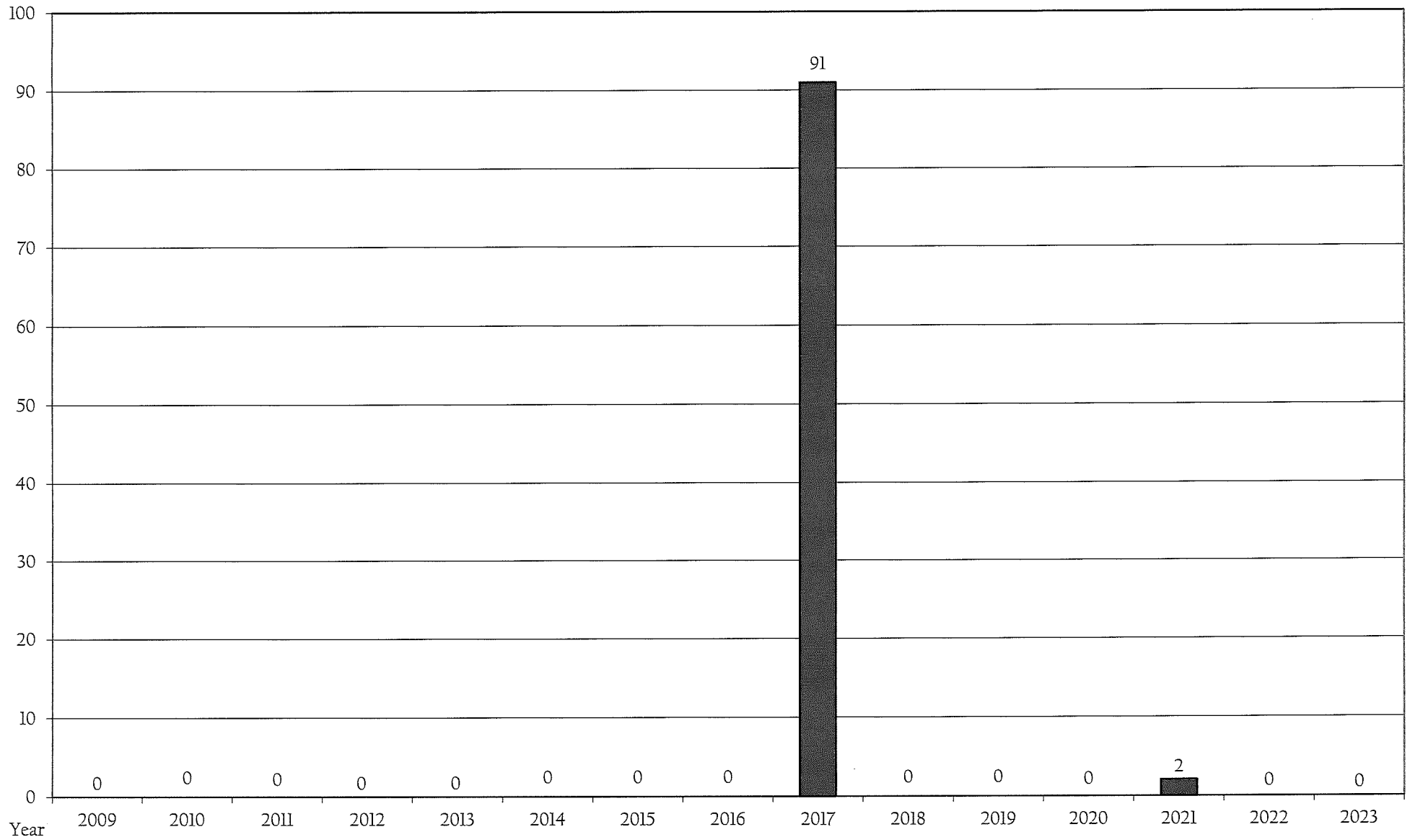
Multi Family Permits 5 Year (2019 - 2023)



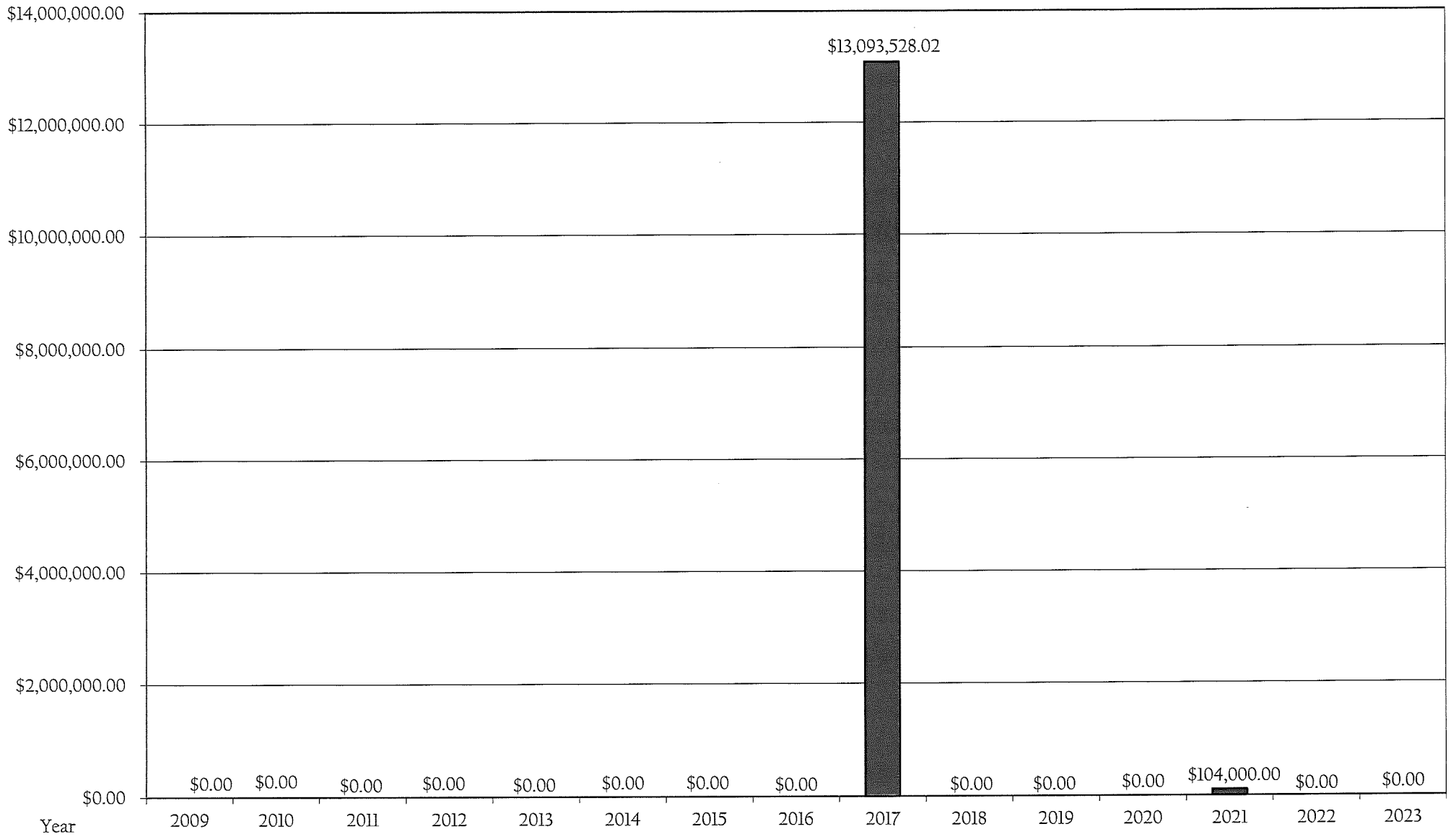
Values of Multi Family Permits 5 Year (2019 - 2023)



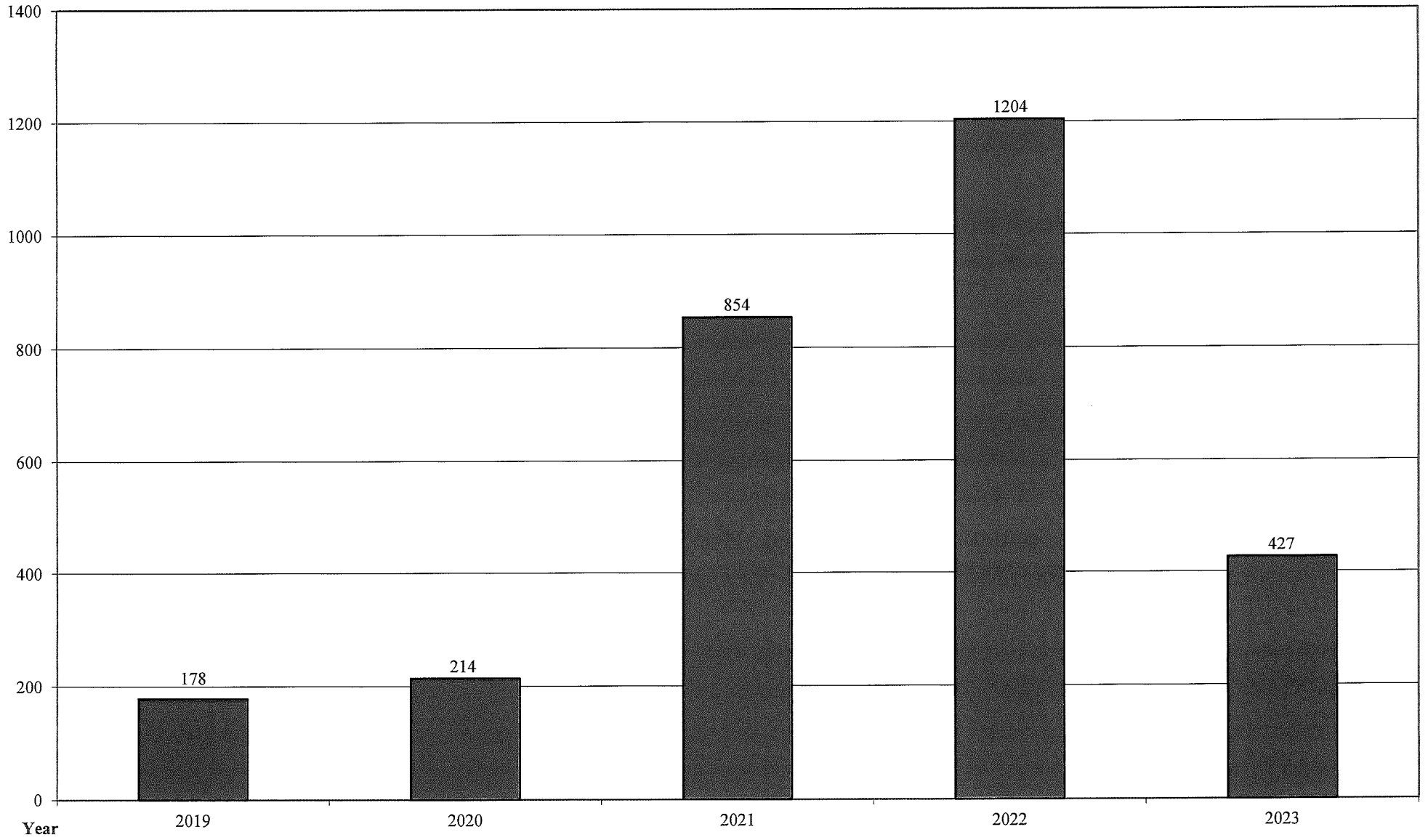
Multi Family Permits 15 Year (2009 - 2023)



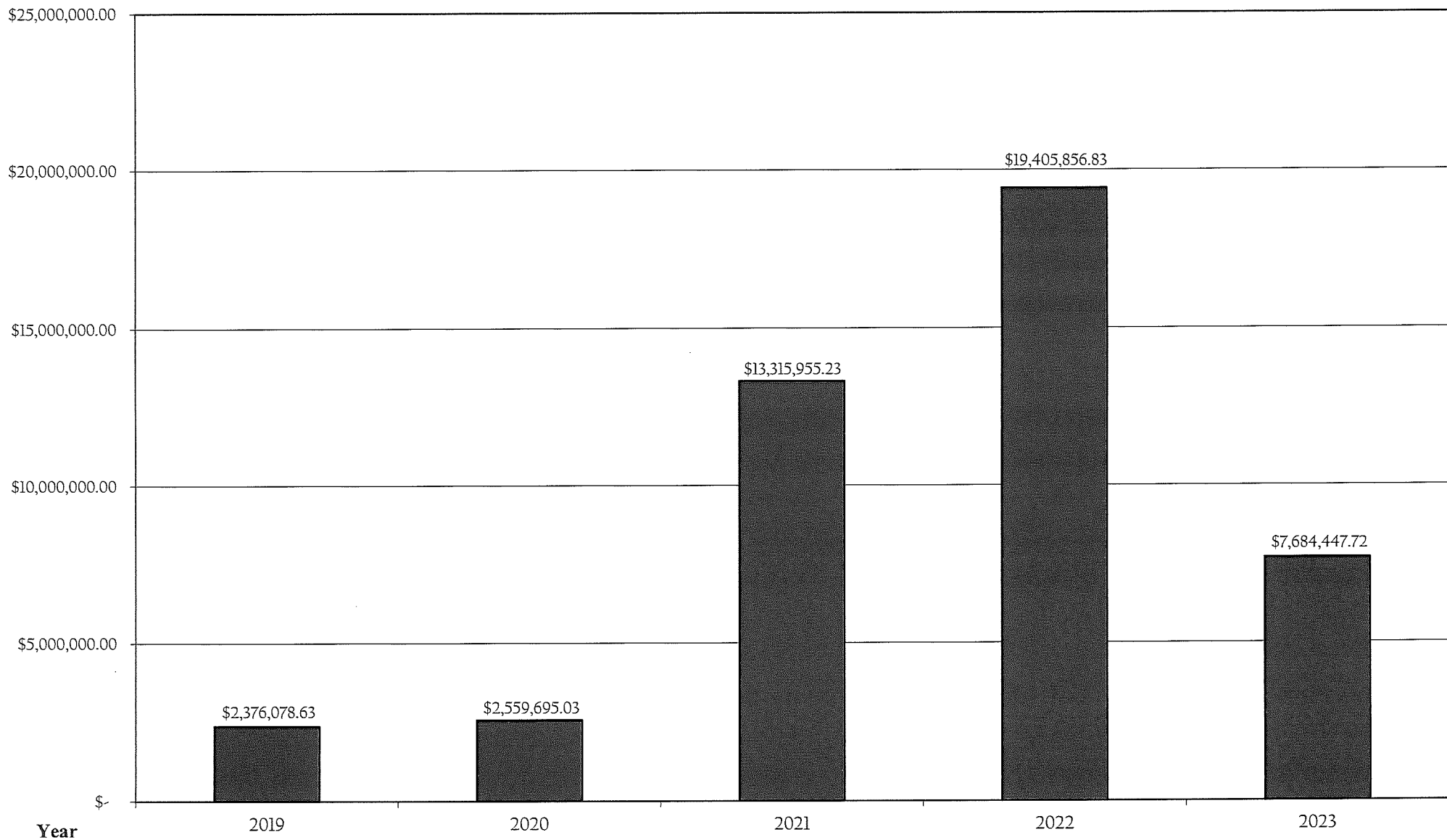
Values of Multi Family Permits 15 Year (2009 - 2023)



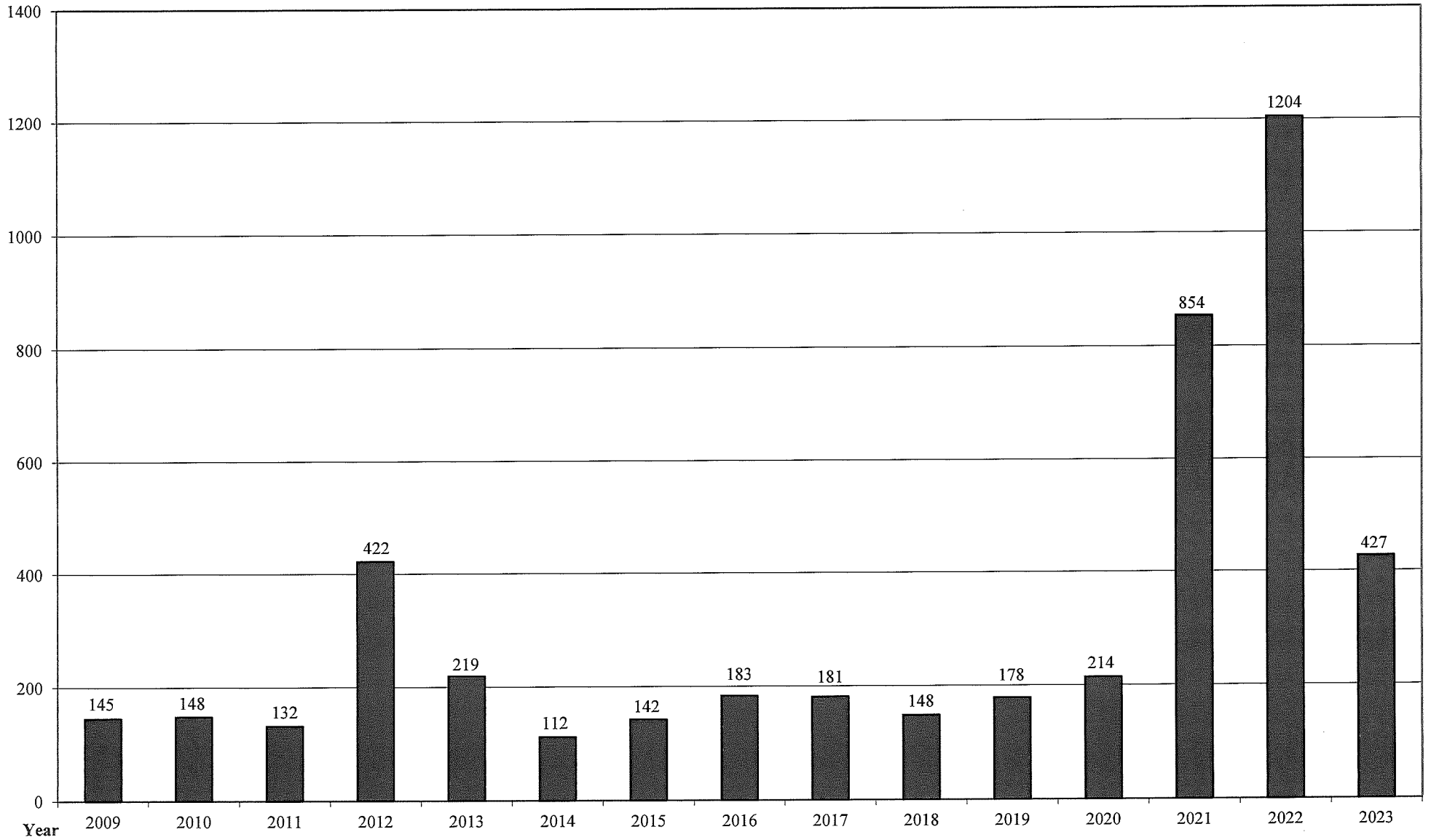
Misc. Permits 5 Years (2019 - 2023)



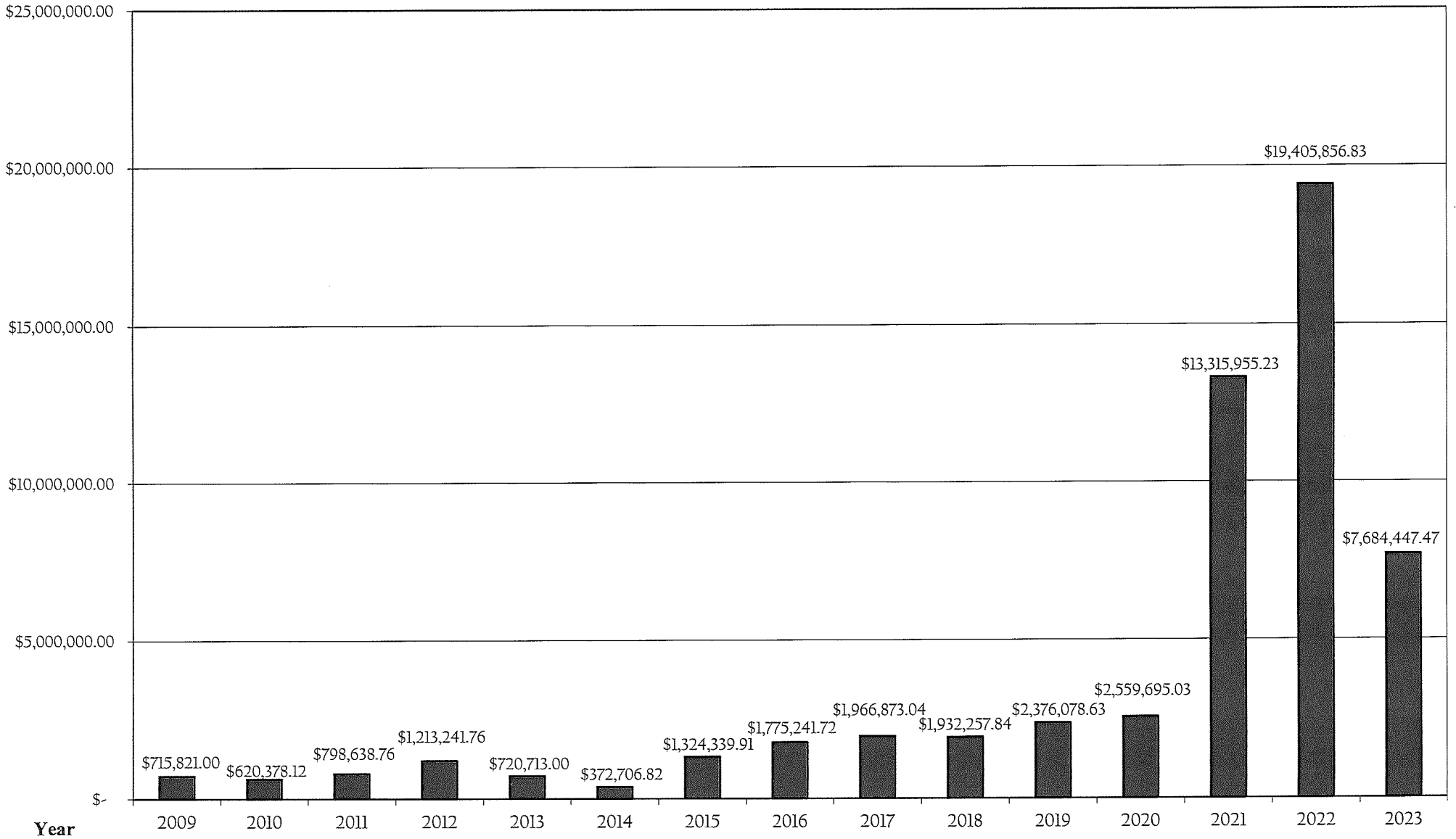
Values of Misc. Permits 5 Year (2019 - 2023)



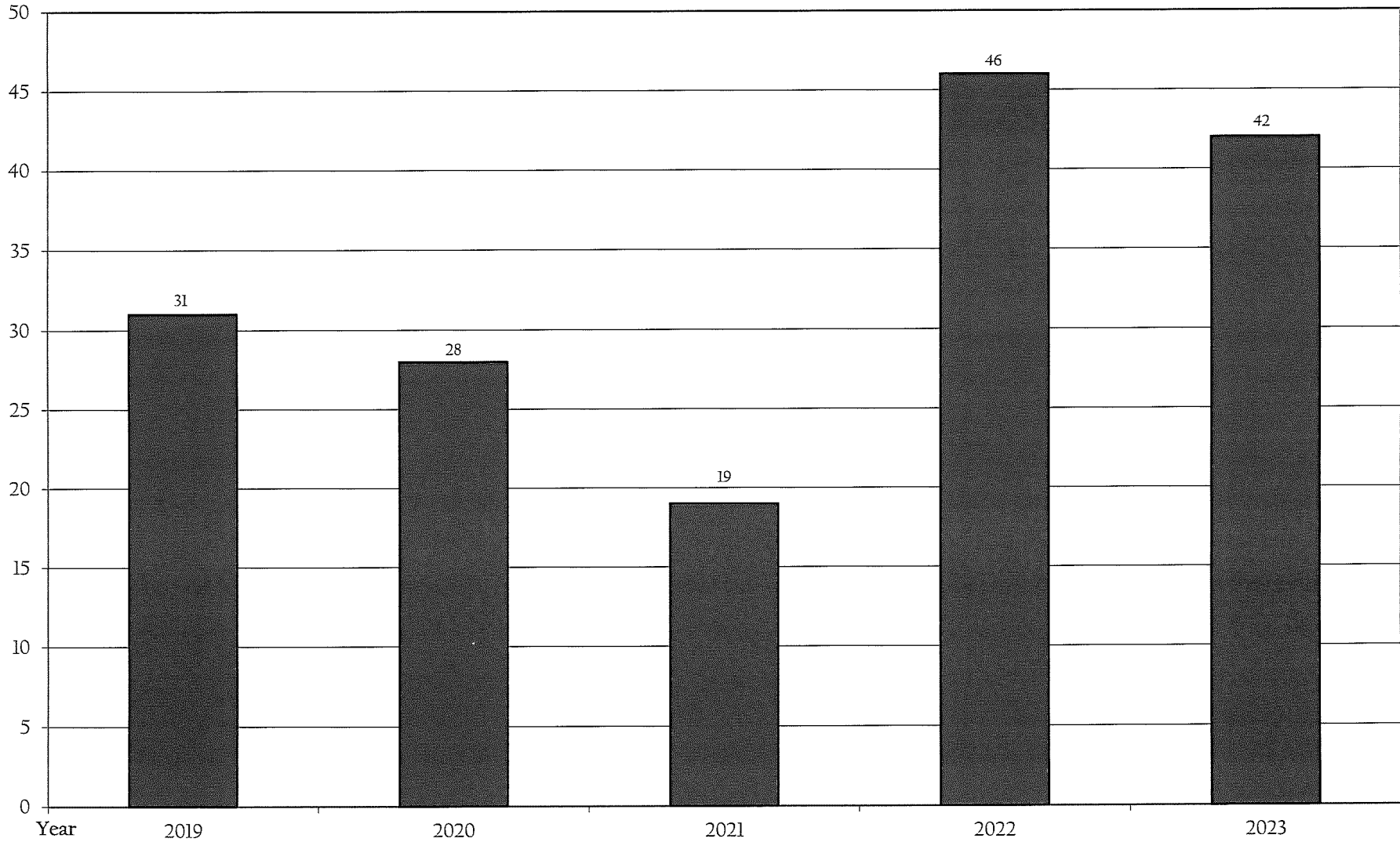
Misc. Permits 15 Years (2009 - 2023)



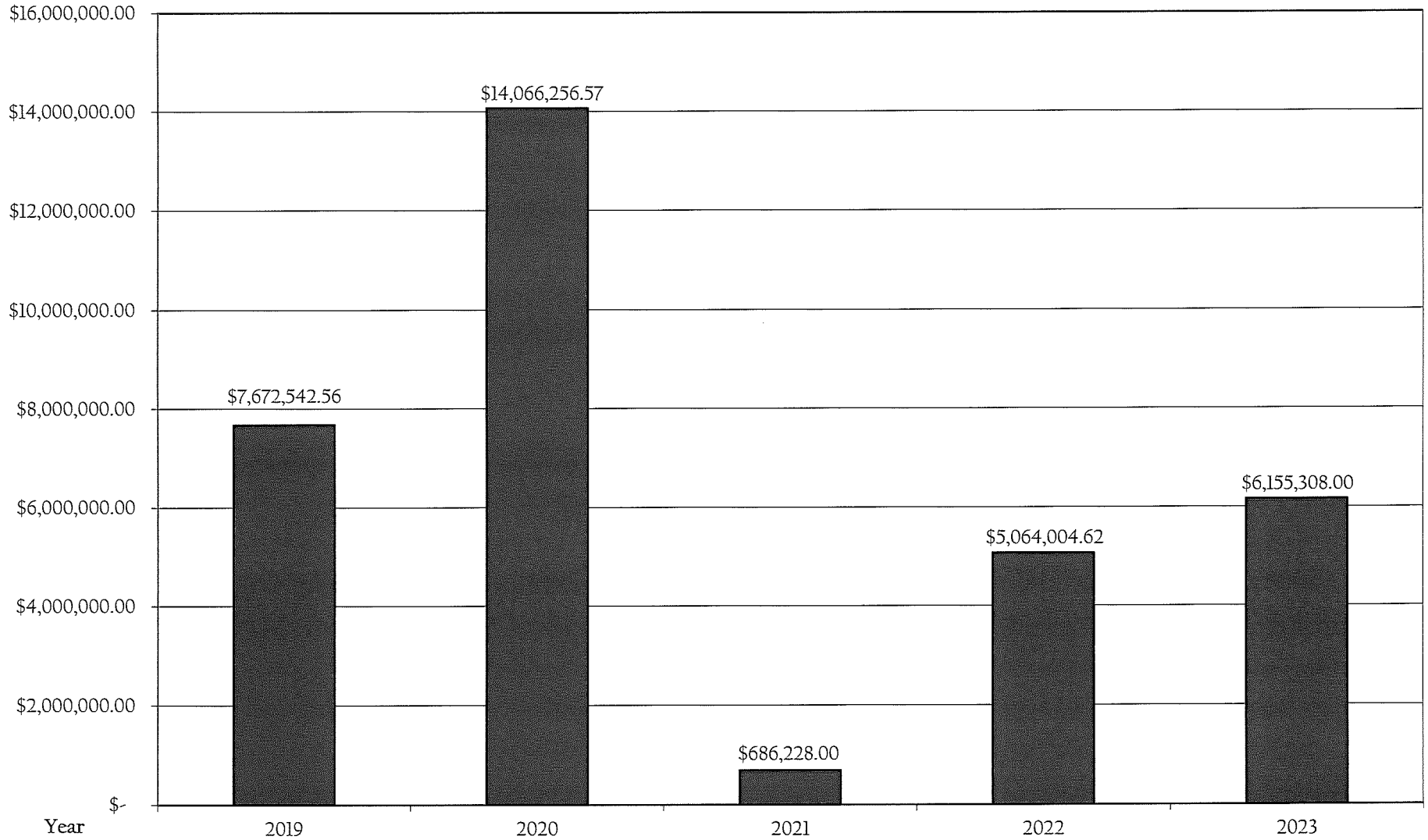
Values of Misc. Permits 15 Year (2009 - 2023)



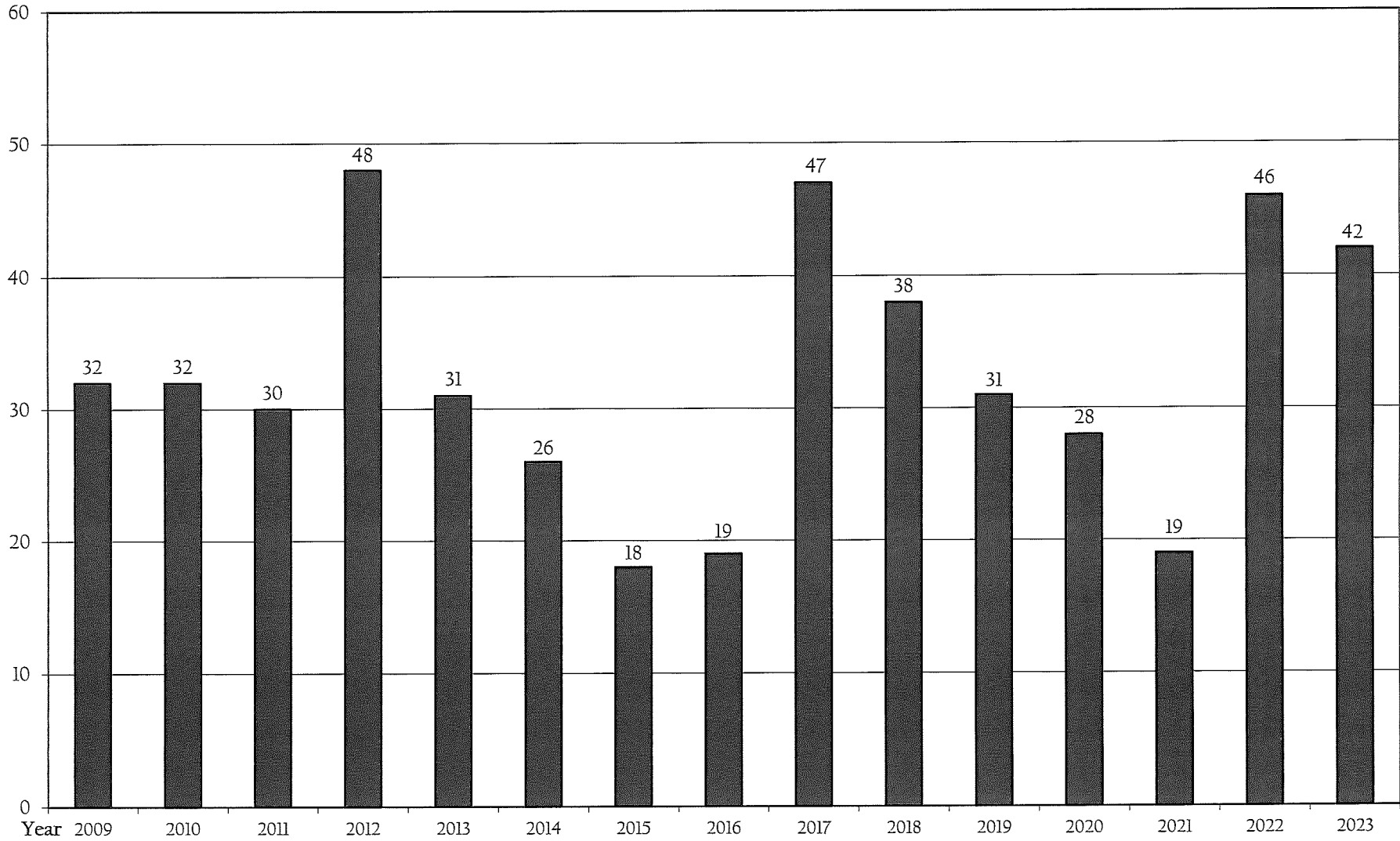
Commercial / Industrial Permits 5 Year (2019 - 2023)



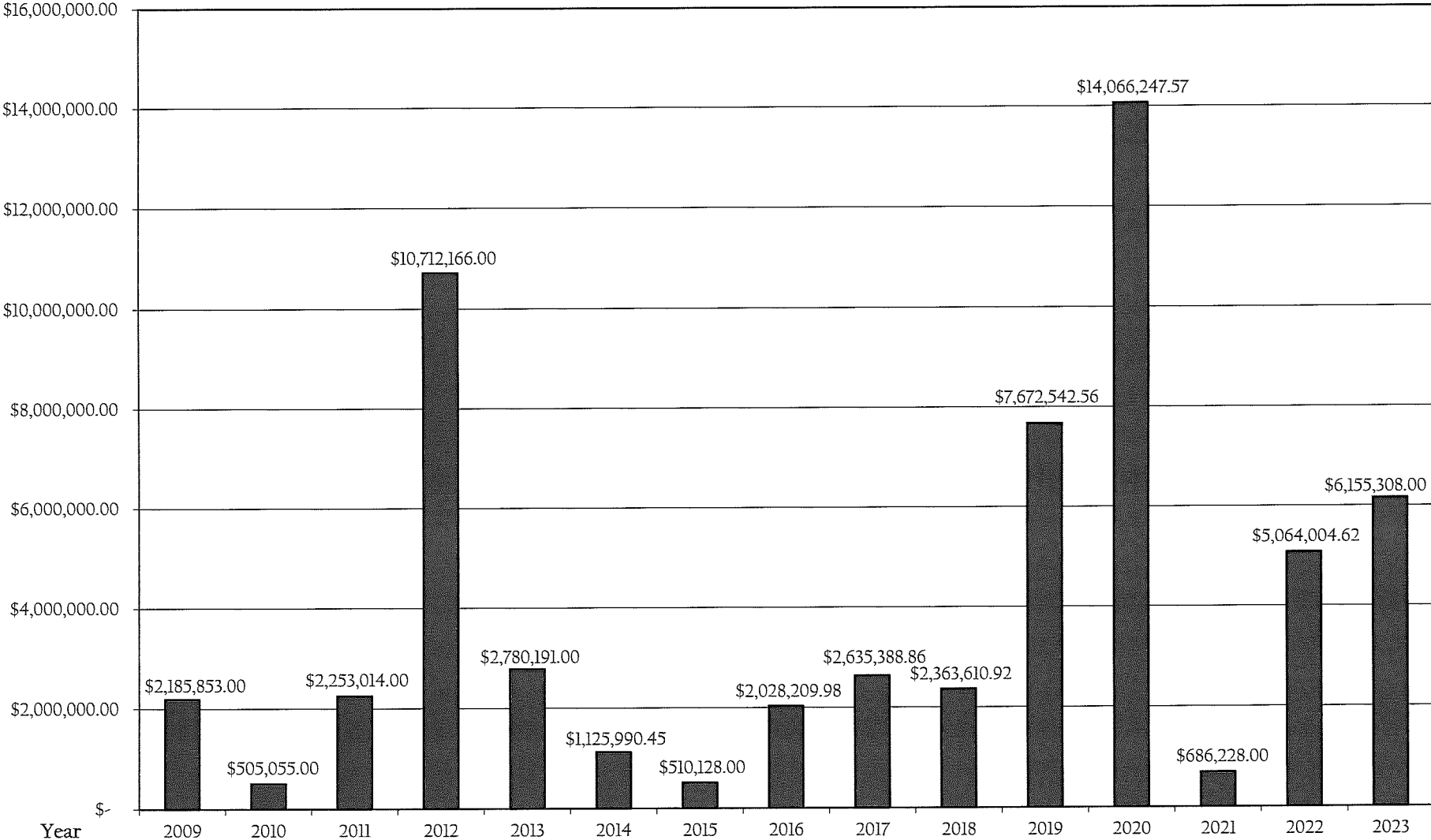
Values of Commercial / Industrial Permits 5 Year (2019 - 2023)



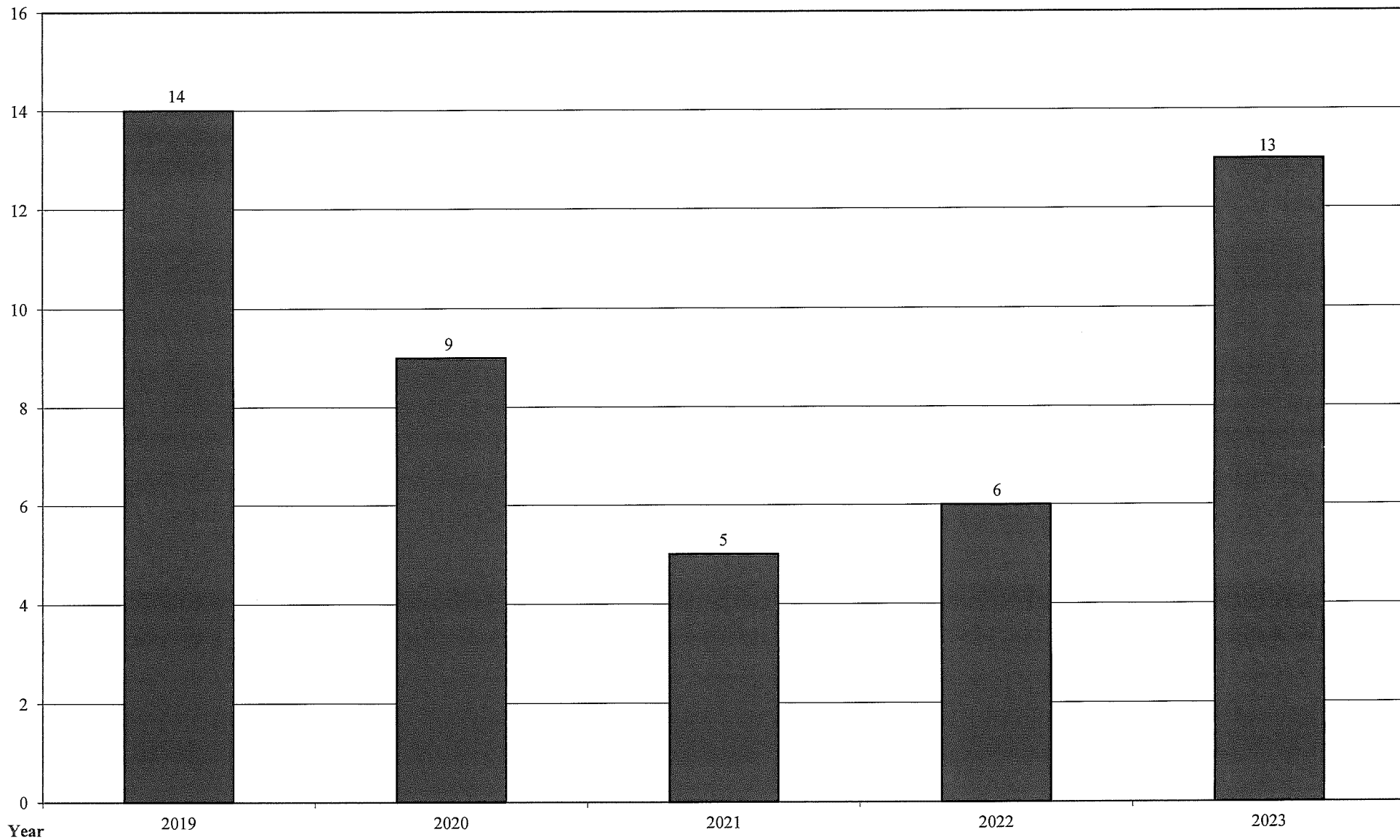
Commercial / Industrial Permits 15 Year (2009 - 2023)



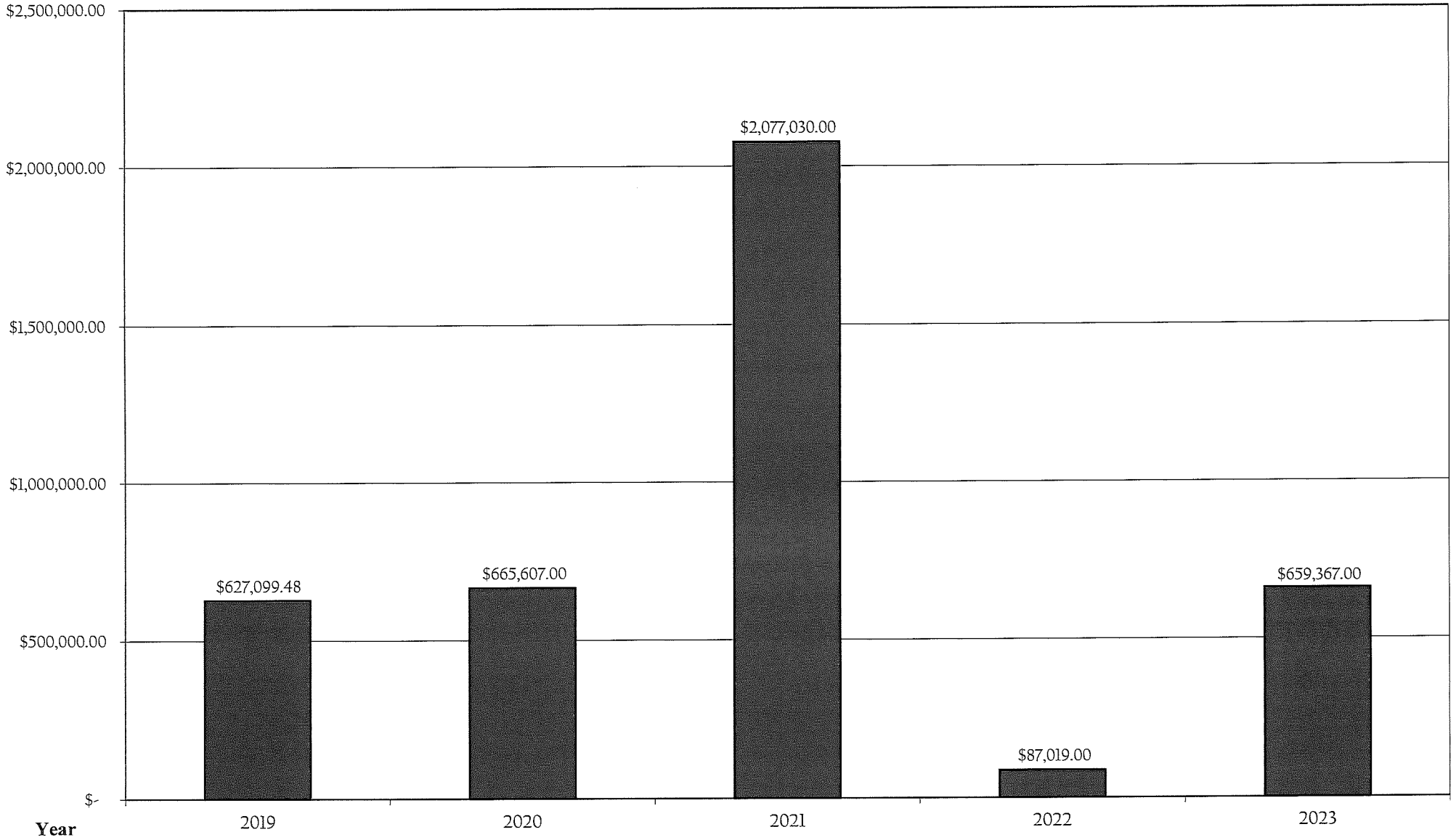
Values of Commercial / Industrial Permits 15 Year (2009 - 2023)



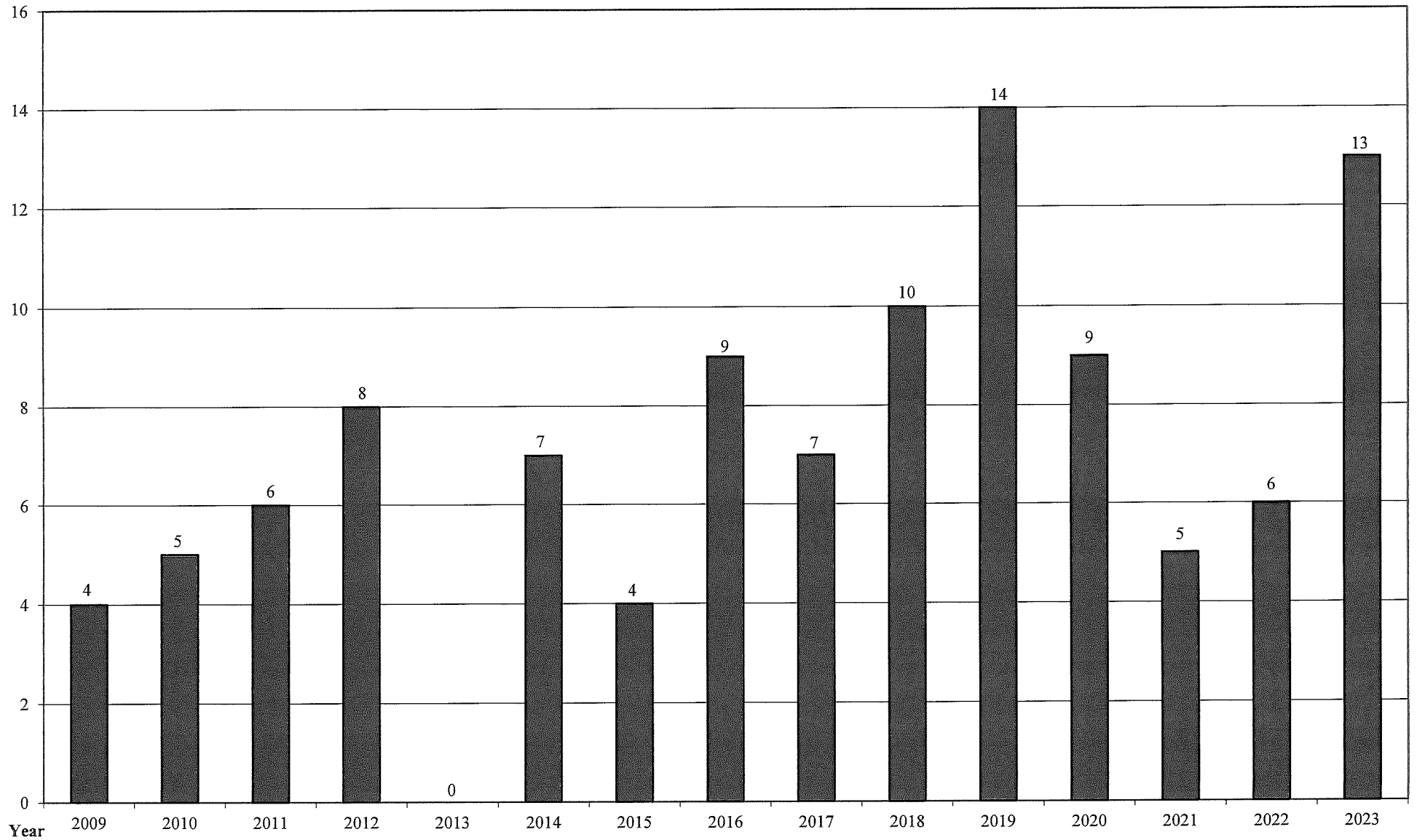
Public Permits 5 Years (2019 - 2023)



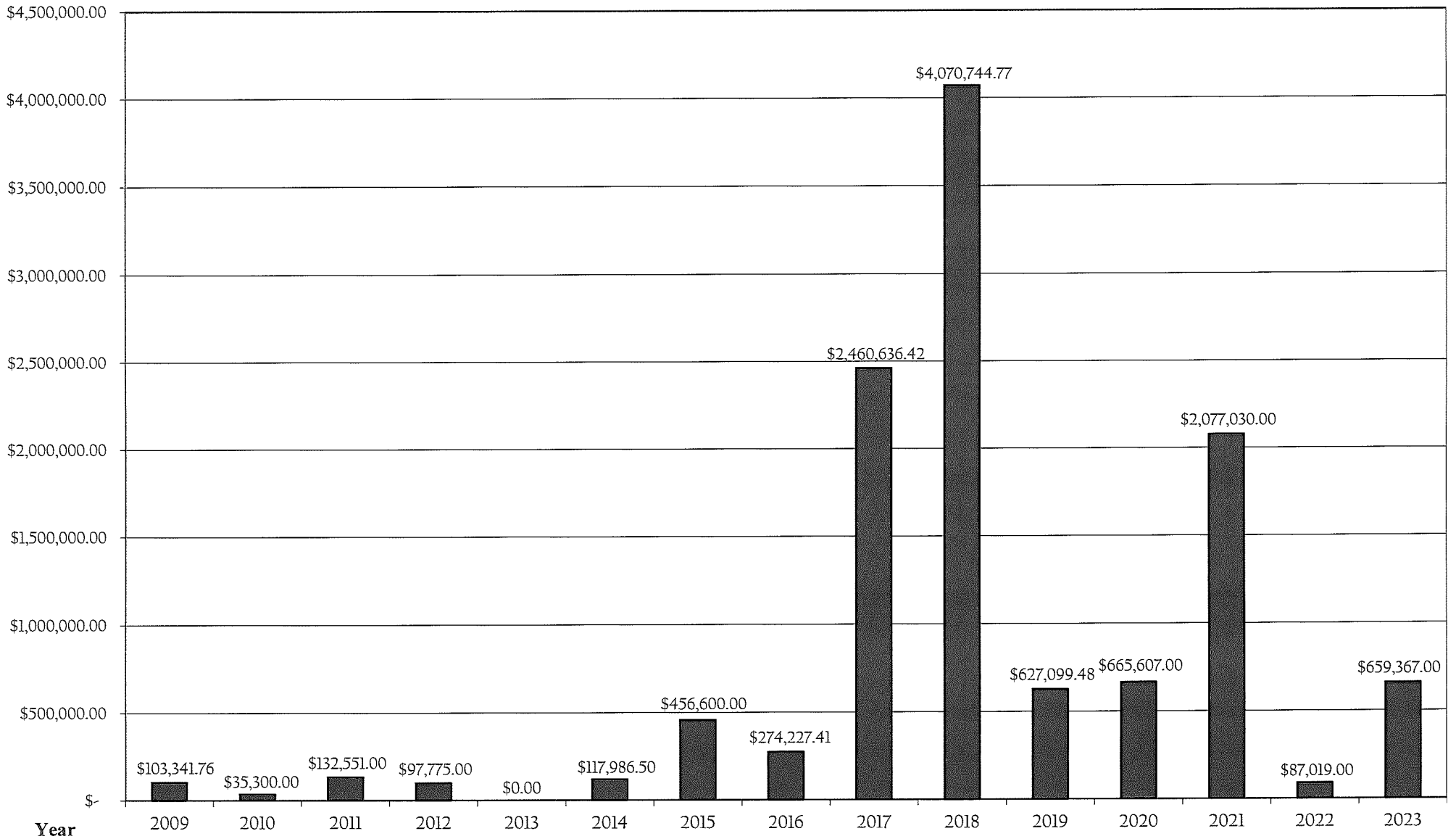
Values of Public Permits 5 Year (2019 - 2023)



Public Permits 15 Years (2009 - 2023)



Values of Public Permits 15 Year (2009- 2023)





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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: EDA & PLANNING COMMISSION
FROM: KYRA CHAPMAN, PLANNER
SUBJECT: 2024 LOT INVENTORY: COMMERCIAL, INDUSTRIAL, RESIDENTIAL
DATE: JANUARY 4, 2024

Planning staff recently updated the inventory of all vacant lots within the city limits and identified only those lots that have municipal utilities available to them and are ready to build on. Attached to this memo are maps of the three categories of lots.

Residential Lots: Currently, there are 37 vacant residential lots available as opposed to 43 lots last year. 19 of the lots are located in Scott County, however, 3 of the lots are vacant multi-unit townhome lots meant to house 6-to-8-unit buildings. In Le Sueur County there are 18 vacant lots. Even though the vacant lots are indicated on the map, this does not signify that all the lots are for sale. Although there was a total of 11 new home permits issued in 2023, the preliminary and final plat of Pond 3rd Addition split the residential property into four parcels.

Commercial Lots: There are a total of 8 vacant commercial lots available within the city compared to 11 vacant lots last year. The total acreage of the commercial lots amasses to 18.73 acres. In 2023, Lot 6, Block 4 Highview 10th Addition and Lot 2, Block 2, Simon Acres 1st Addition were combined into a single parcel, which is currently undergoing construction to become an office space.

Industrial Lots: Of the City’s shovel-ready sites, only 4 lots are vacant. Besides the shovel ready parcels, there are two other available vacant industrial lots. The first available vacant lot is located north of the fire station, and is owned by Randy Kubes and amasses to 0.96 acres. The second lot located north of the industrial park (totaling 76 acres) could be annexed and developed.

Staff Recommendation:

Staff recommends that the City Council, EDA and Planning Commission review the reports as information.



City of New Prague
Vacant Lot Inventory

Commercial, Industrial & Residential Properties

January 2024



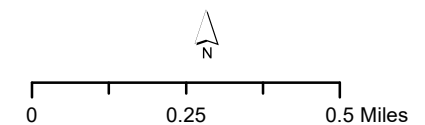
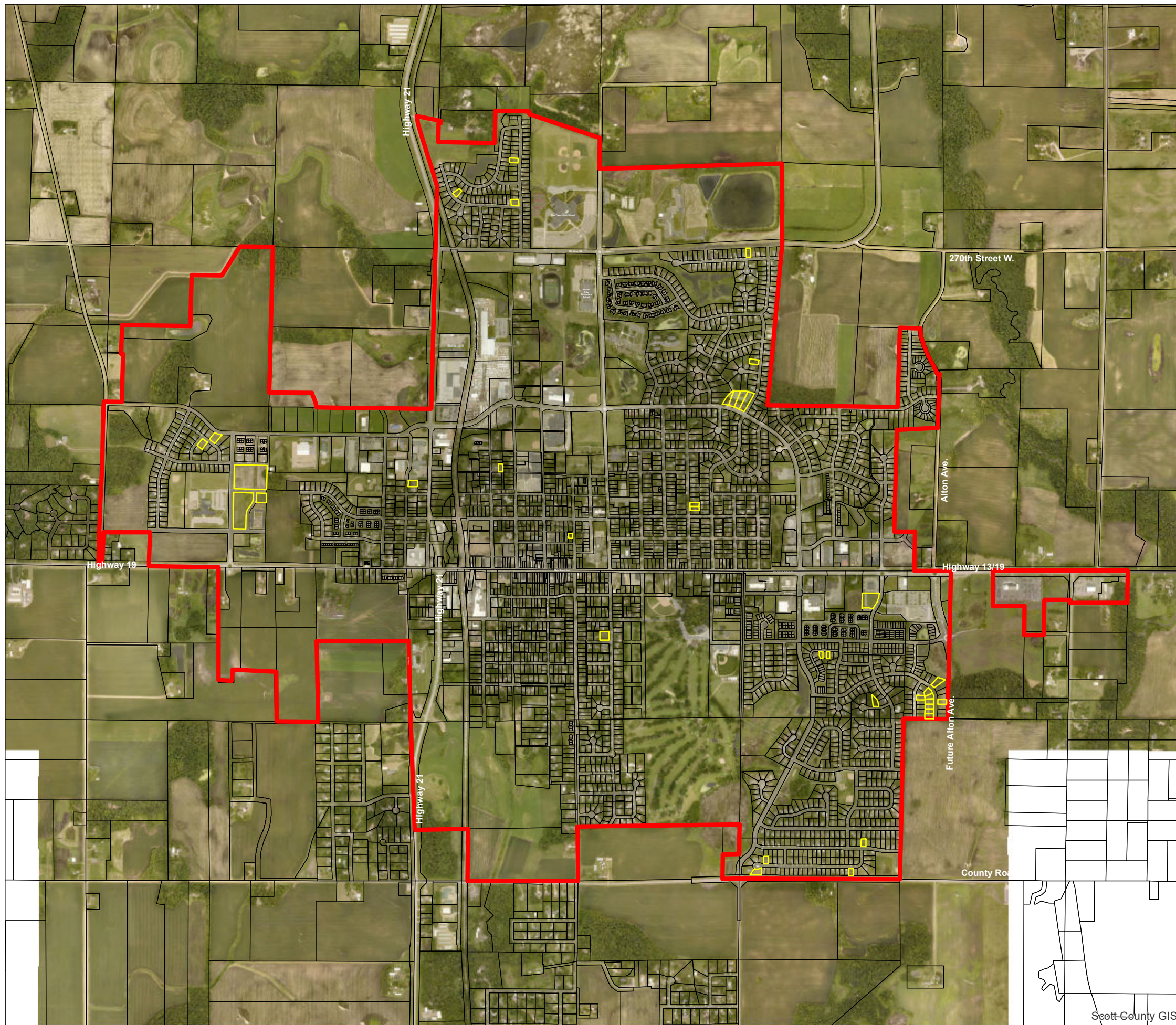
Residential Lots Available for Development With Municipal Utilities January 4, 2024

Notes:

Scott County Lots: 19*
(*3 of these lots are zoned RM for up to 105 units).

LeSueur County Lots: 18*
(*2 lots are zoned RH. One parcel is 1.35 acres for up to 43 apartment units and other is 1.6 acres large.)

Total Lots: 37



**Contacts for Vacant Residential Land
Updated: 1/4/24**

Randy Kubes
612-599-7440
<http://www.kubesrealty.com/>
Owner/Developer of Various Lots in:
Tikalsky Acres
Homefield Addition 1 & 2
Raven Stream Village

K.A. Witt Construction
952-758-2108
<http://www.kawitt.com/>
Owner/Developer of Various Lots in:
Heritage Estates #11
Eastland

For Tikalsky Estates Property:
Pete Dwyer
petejdwyer@gmail.com
651-343-9269
&
Gene Dwyer
eugene1799@gmail.com
651-592-2008

For Pond 3rd Addition Properties

Mike Weinandt
mikeweinandt@yahoo.com
612-282-3790

Deutschland First Addition

Marv Deutsch
952-758-3669

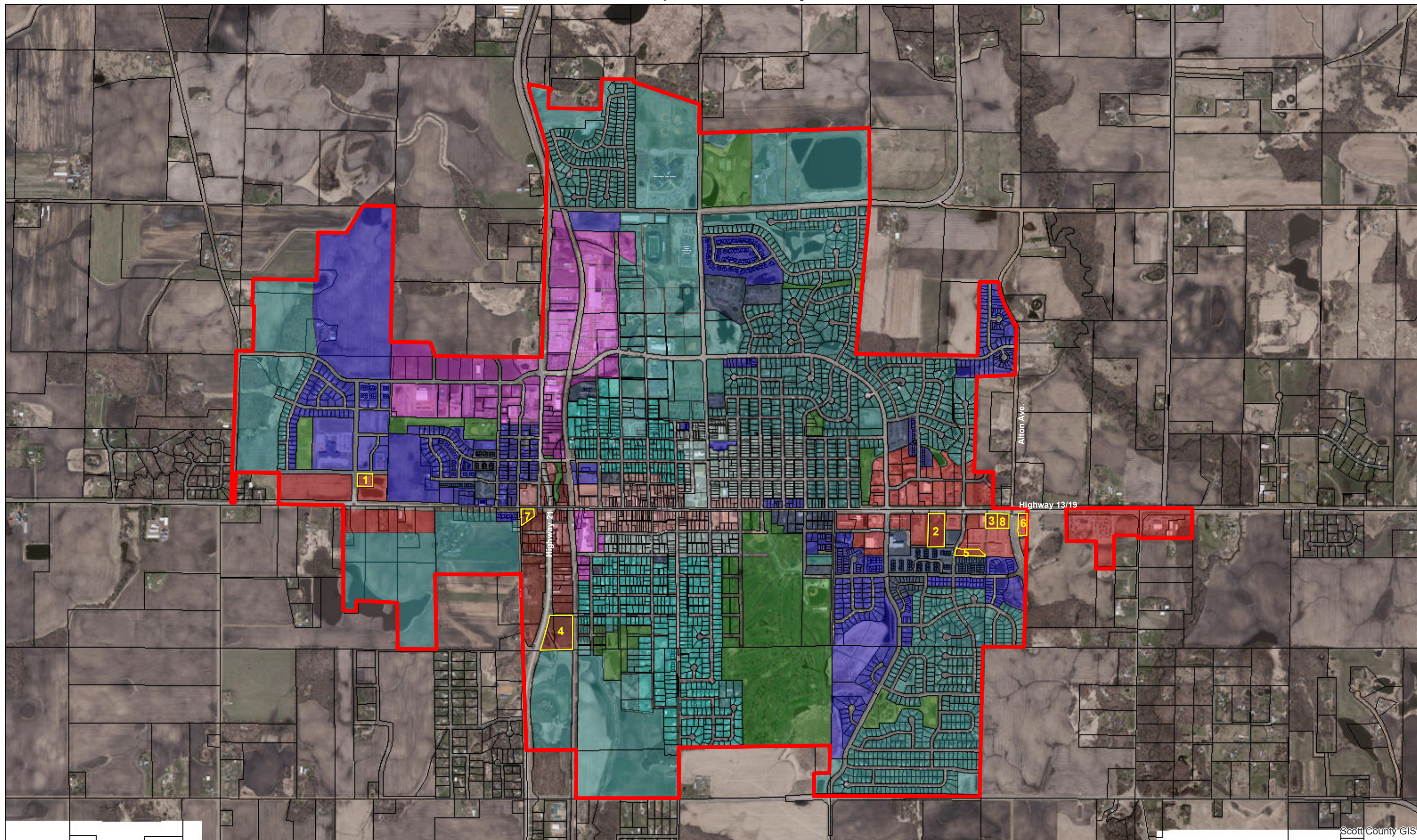
Many local realtors are also able to help in your search as well as found in this link from the New Prague Chamber of Commerce:

<http://www.newprague.com/>

Or on the City's website:

www.ci.new-prague.mn.us then go to Departments – EDA – New Resident Guide

New Prague Vacant Commercial Sites Available for Development
With Municipal Utilities - January 2024



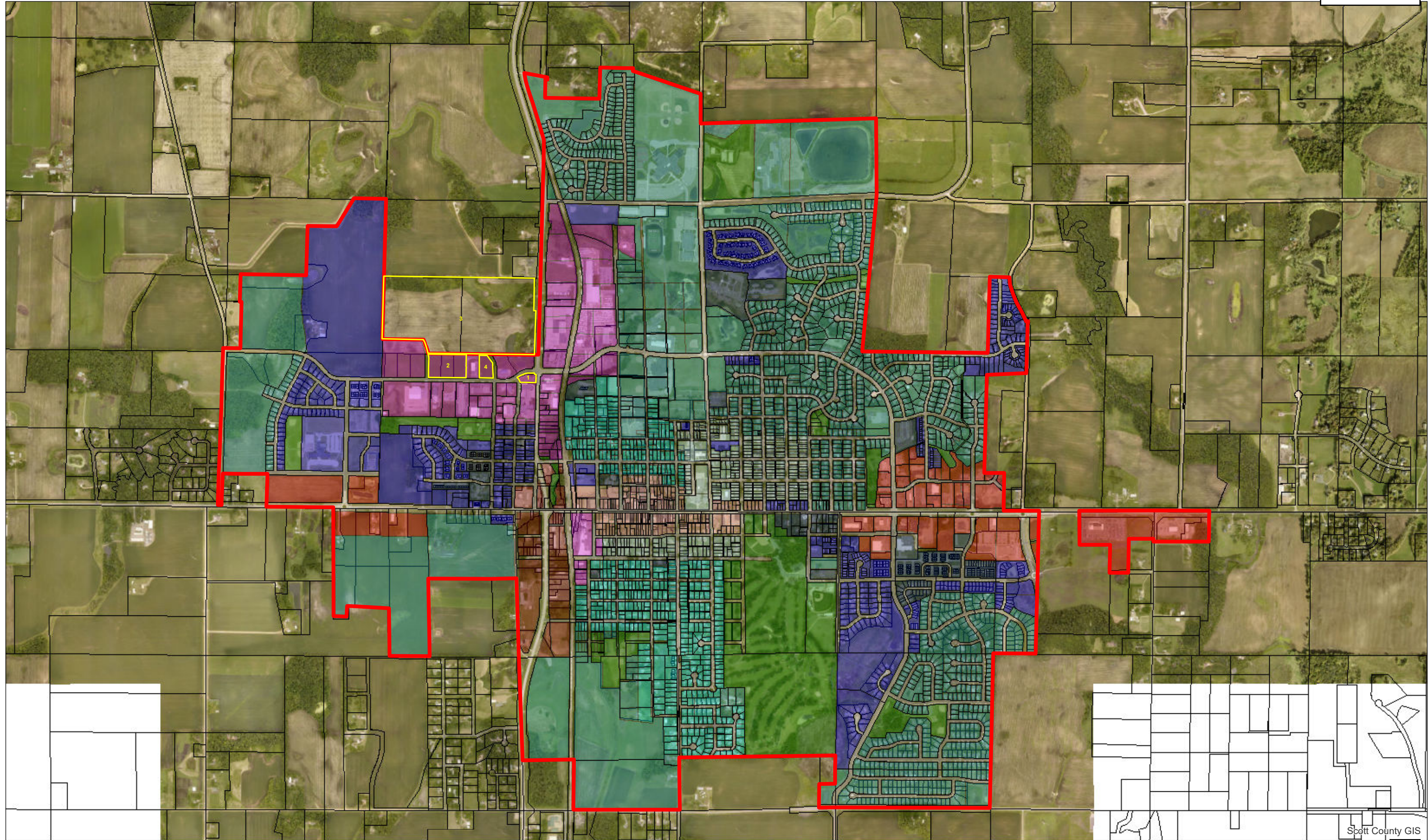
Contacts for Vacant Commercial Land Updated: 1/4/24

1. Pat Sullivan
952-457-0479
1.33 acres
2. Roger and Barb Beckius
952-758-4976
4.4 acres
3. New Prague Commons, LLC (Urban Associates)
Bill Abel
612-597-5570
williamabel.mn@gmail.com
0.97 acres
4. Palmer Welcome
952-758-3509
6.55 acres
5. New Prague Commons, LLC (Urban Associates)
Bill Abel
612-597-5570
williamabel.mn@gmail.com
1.4 acres
6. Witt Development, Inc.
952-758-4429
1.52 acres
7. Kubes Realty – Randy Kubes
952-445-9110
1.38 acres
8. Heartland Credit Union
5500 South Robert TRL, Inver Grove Heights, MN 55077
1.18 acres

***Note: 18.73 acres total**

New Prague Vacant Industrial Sites Available for Development
With Municipal Utilities - January 2024

Section 10, Item a.



**Contacts for Vacant Industrial Land
Updated: 1/4/24**

1. Randy Kubes
612-599-7440
0.96 acres

2. City of New Prague
Joshua M. Tetzlaff – City Administrator
Ken Ondich – Planning / Community Development Director
14.35 Acres for sale
“Shovel Ready” Industrial Lots Ranging in Size from 1.97 to 2.49 Acres in size
952-758-4401

3. Bejan Darbandi
410-303-4832
76 acres (future annexation to City)

4. Scott Equipment Co
952-758-2591
2.084 acres



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: AQUATIC AND FITNESS CENTER BOARD
DATE: FEBRUARY 1, 2024

Last month, Matt Rynda submitted his letter stating his intent to step down from the Aquatic and Fitness Center Joint Powers Board. Matt has served over the last two years as one of the three seats the City has on the board and wanted to step away to spend more time with his family.

It is the City Council’s duty to replace the position on the board as the City is allowed three representatives, per the Joint Power Agreement with the School District. When seeking interest from people who currently sit on boards or commission, Matt Becka of the Parks Board expressed interest in the position and would be willing to fill the open seat.

Recommendation

Staff recommends appointing Matt Becka to the Aquatic and Fitness Center Joint Powers Board.



Announcing Expanded Staffed Library Hours in 2024

January 23, 2024

Greetings City partners,

I'm pleased to share that in March 2024, we are expanding staffed hours in Scott County Libraries. In the next few pages, you'll find a chart depicting the proposed new hours, updated contact information for library staff, and information about our Extended Access program. There are many moving parts to this, which is why we're also providing this communication in a printable for easier processing.

Over the next two months, Library Administration and Branch Managers will handle most of the logistics involved in changing our open hours. However, we will need assistance from City staff on facility-related tasks listed below. An updated contact list for our Branch Managers and Library Administration is included for your benefit if you have any questions about impacts to your branch.

We're excited to provide residents with additional staffed open hours, but we understand this is a partnership with your city and that even a modest increase in open hours could impact utility and maintenance costs. If you have any questions or concerns, please don't hesitate to contact me.

We'll continue to provide information as it becomes available. We deeply appreciate the resources and support provided to us by our City partners. I look forward to working together to shape the future of Scott County libraries.

Jennifer Schultz | Scott County Library Director
jschultz@scottlib.org | (952) 496-8568

Logistics Handled by Library Administration:

- Public announcements - to be released on or around February 5, 2024 (*please keep this information confidential until then*)
- Updating printed window hours signage and digital services (Google Maps, etc.)
- Modifying County-managed door schedules

What We'll Need from City Partners:

- Review the attached new schedule
- Notify both Jen Schultz (jschultz@scottlib.org) and the Branch Manager for your library if you foresee any impacts to cleaning schedules or facility maintenance, particularly if you have concerns about a budget impact.
- Notify Kristy Rieger (krieger@scottlib.org) if you'd like to do any coordinated City/Library communications on social media, etc.
- **Prior Lake** - modify City-managed door schedule





Proposed Hours Changes - Starting March 4, 2024

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Belle Plaine 952-873-6767 <i>Extended Access</i> 6am - 10pm	Closed	2:00 - 8:00	10:00 - 4:00 12:00 - 6:00	2:00 - 8:00 10:00 - 6:00	10:00 - 4:00	Closed	Closed
Elko New Market 952-496-8030 <i>Extended Access</i> 6am - 10pm	10:00 - 4:00	2:00 - 8:00	10:00 - 4:00 2:00 - 8:00	Closed	10:00 - 4:00	Closed	Closed
Jordan 952-496-8050 <i>Extended Access</i> 6am - 10pm	2:00 - 8:00	10:00 - 4:00	2:00 - 8:00	Closed	Closed	10:00 - 2:00 9:00 - 2:00	Closed
Law Library 952-496-8713	8:00 - 4:30	8:00 - 4:30	8:00 - 4:30	8:00 - 4:30	8:00 - 4:30	Closed	Closed
New Prague 952-496-8026 <i>Extended Access</i> 6am - 10pm	12:00 - 8:00	10:00 - 6:00	12:00 - 8:00	10:00 - 6:00	Closed	10:00 - 2:00 9:00 - 2:00	Closed
Prior Lake 952-447-3375	12:00 - 8:00 10:00 - 8:00	10:00 - 6:00 10:00 - 8:00	12:00 - 8:00	10:00 - 6:00 10:00 - 8:00	10:00 - 4:00	10:00 - 2:00 9:00 - 2:00	Closed
Savage 952-707-1770	10:00 - 6:00 10:00 - 8:00	12:00 - 8:00 10:00 - 8:00	10:00 - 6:00 12:00 - 8:00	12:00 - 8:00 10:00 - 8:00	10:00 - 4:00	10:00 - 2:00 9:00 - 2:00	Closed 12:00 - 4:00
Shakopee 952-233-9590	2:00 - 8:00 10:00 - 8:00	10:00 - 6:00 10:00 - 8:00	2:00 - 8:00 12:00 - 8:00	10:00 - 6:00 10:00 - 8:00	10:00 - 4:00	10:00 - 2:00 9:00 - 2:00	Closed 12:00 - 4:00

Updated Library Contacts 2024

City Relationships, Safety & Security

Jennifer Schultz, Library Director
jschultz@scottlib.org | (952) 496-8568

Facilities, Meeting Rooms, & Signage

Sarah Geffre, Programs Coordinator
sgeffre@scottlib.org | (952) 496-8010

Belle Plaine, Jordan, & Shakopee Libraries

Kristy Limberg, Branch Manager
klimberg@scottlib.org | (952) 233-9593

Communications / Website, Technology, & Extended Access Program

Kristy Rieger, Technology Manager
krieger@scottlib.org | (952) 496-8646

Elko New Market & New Prague Libraries

Lori Weldon, Branch Manager
lweldon@scottlib.org | (952) 496-8027

Events, Programming, & Partnerships

Lisa Pollard, Learning & Outreach Manager
lpollard@scottlib.org | (952) 496-8645

Prior Lake & Savage Libraries

Olivia Todd, Branch Manager
otodd@scottlib.org | (952) 707-1772

Collection & Delivery Logistics

Sarah Ethier, Collection Development Manager
sethier@scottlib.org | (952) 496-8643

Intentionally Combining Staffed Hours with Self Service

We're expanding staffed library hours in part due to the success of Extended Access (EA), Scott County Library's self-service program. In short: implementing self-service periods has resulted in enthusiastic community demand for more library services overall. Since 2021, our hybrid service model - one of the first of its kind - has granted Scott County residents more opportunities to use libraries than most communities in the US. The model is also catching on, self service periods are now being launched in Dakota and Washington County Libraries. Thank you for helping us pioneer an innovative new service model. In 2024, we plan to launch EA in three more locations: Belle Plaine, Savage, and Prior Lake.

What City partners should know about Extended Access:

- EA is an add-on library card benefit, not a replacement for regular staffed library services.
- Library cardholders are not automatically granted self service privileges. Every EA user must visit a library in person to complete an orientation with staff and sign an agreement.
- The hours at each branch are 6am - 10pm. Everyone must leave at 10pm.
- Security cameras are recording at all times. We coordinate with law enforcement and other safety professionals to the best of our ability to ensure response procedures remain consistent.
- Maintaining a safe, welcoming atmosphere is our top priority. If you ever have concerns about the integrity of your buildings, please contact Library Director Jennifer Schultz.

How often self service is used:


To give a sense of how often the service is (or might be) used in your buildings, the data snapshot below shows the number of times Scott County residents unlocked the Jordan, Elko New Market, and New Prague Libraries last year. We also saw our registered user base more than double from 417 in 2022 to 963 by the end of 2023. If you're interested in more information about Extended Access use, general foot traffic, or other activities at your library, please let us know!

Unlocks Per Month

2023	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	EOY TOTAL	DAILY AVG
JO	401	344	427	375	387	476	472	483	407	452	410	387	5,021	15
ENM	118	158	154	170	171	189	212	195	196	171	183	195	2,112	6
NP						122	186	172	205	232	182	227	1,326	7
REG USERS (+NEW)	467 (+50)	514 (+47)	556 (+42)	587 (+31)	646 (+59)	716 (+70)	760 (+44)	818 (+58)	862 (+44)	898 (+36)	935 (+37)	963 (+28)	963 (+546)	

Resident Feedback: Who's Benefitting?

"Sometimes me + my younger child have 1 1/2 hrs to kill before dropping him off + picking up the older one. Extended access provides a spot for us to hang out that's beneficial for both kids. To have the ability to come in whenever I want to is amazing."



Families

- Safe place to spend time with young children
- Homeschooling
- Convenient for busy family schedules

"My family and I really love and appreciate the extended access to the library. We hope this option stays, because we are able to enjoy and use the library more than we ever have. [...]. We love everything about our Elko New Market library. Thank you for making this possible."

"Belle Plaine had a customer come in this evening raving about EA. They JUST recently got cards and I signed them up for EA right away. So they swung by Jordan over the weekend and were highly impressed! Her son is enrolled in a reading program where he has to read 1 million words. He complained there weren't any books at school (all checked out) so they were able to go and get some at Jordan."



Early risers

- Commuters
- Seniors
- Quiet time preference
- Studying before class

"We are so happy with this additional option. It will work especially well in the winter when we need to go to the library while the sun is up, or when we are already out with the car."

"It was a great experience and provided me a distraction free space to do my homework. I was so much more productive!"



Technology users

- Remote workers
- Limited connectivity or no home internet
- Print, fax, & copy needs
- Mobile device users

"I use the library a lot to check my email, because I don't have internet access at home. It really helps me to be able to come here 7 days a week. THANK YOU!!!"

"I really appreciated being able to do the work I wanted to do at a time convenient to me, when I was going to be near the library, and not just during hours."

Meeting Minutes
New Prague Planning Commission
Wednesday, November 15, 2023

1. Call Meeting to Order

The meeting was called to order at 6:30 p.m. by Chair Dan Meyer with the following members present Brandon Pike, and Jason Bentson. Absent were Shawn Ryan (arrived at 6:31 pm) and Ann Gengel.

City Staff Present: Ken Ondich – Planning / Community Development Director, and Kyra Chapman – Planner

2. Approval of Meeting Minutes
A. November 1st, 2023 Special Meeting

A motion was made by Pike and seconded by Bentson to approve the November 1st special meeting minutes. Motion carried (3-0).

Ryan arrived at 6:31pm.

3. OLD BUSINESS

A. None.

4. NEW BUSINESS

A. Request for Variance #V4-2023 and Conditional Use Permit #C5-2023 – Indoor Firing Range & Limited Retail Sales at 100 2nd Ave SW in the I-1 Light Industrial Zoning District
ATR LLC (Austin Reville) – applicant
(Public Hearing Required)

Planning Director Ondich presented the report for the proposed firing range at the Mill (100 2nd Ave SW). The New Prague Flouring Mill was established in 1896 but Miller Milling closed the business in 2019. Today the new owner, New Prague Mill, LLC uses the warehouse for storage purposes. Current owner of 2 If By Sea Tactical, Austin Reville, is proposing to build a firing range in the south eastern portion of the Mill. The total area of the business would be 10,000 sq ft with 8 shooting lanes and a retail space. Of that area, 2,000 sq ft of space will be dedicated as retail space, classroom, office, and storage. The applicant has applied for a variance and a conditional use permit for the proposed firing range. Firing ranges in the I1-Light Industrial District require conditional use permits. A conditional use permit is also needed since retail sales in the industrial

district are limited to 30% of the building space or 5,000 sq ft. Under the current zoning ordinance, firing ranges cannot be located less than 1,000 lineal feet, from building to building of any church, school, or establishment licensed to dispense intoxicating or non-intoxicating beverages. Currently, the proposed site is less than 1,000 feet away but more than 500 feet away from multiple businesses that sell alcoholic beverages. The applicant is requesting a variance to allow the firing range to be no less than 500' from an establishment that sells liquor. The property is unique in that it is abutting several zoning districts and located in the old central part of town which was developed prior to zoning laws within the City. Notably, the outer wall of the firing range building would be 115' to the nearest home at 212 2nd Street SW. Under Minnesota statute, sound measured at the nearest residential property cannot exceed 63dB(A).

Meyer asked what would happen if another business came into the building or nearby sold alcoholic beverages. It would handicap or prevent further growth of the firing range, which would put an unfair burden on them.

Planning Director Ondich stated that there is nothing in the ordinance that says this at this time, however, an ordinance amendment could be made.

Meyer suggested that language could be written to prevent a non-conforming situation, instead of always requiring the business to apply for a variance.

Planning Director Ondich stated that if the Planning Commission wanted to maintain their review authority, they shouldn't change the ordinance.

Pike inquired if the conditional use permit and the variance were being granted for the whole building or the tenant space.

Planning Director Ondich clarified that it was for the specific tenant space, not the entire building.

Meyer asked what the noise was like at the Mill before it closed and how it would compare to the proposed firing range.

Planning Director Ondich mentioned that when the Mill was still operating, there was a constant drone. Some audible pops may be heard outside the building if the proposed firing range is built. If there are noise complaints of the firing range, the police would inform the community development department, who would then use a device to measure the decibels or noise.

A motion was made by Pike seconded by Ryan to open the public hearing at 7:10 pm. Motion carried (4-0).

Gary Whiteis at 1406 9th St SE explained that he has been a part time employee at 2 If By Sea Tactical and that the business follows very tight measures and regulations. The proposed firing range will be an asset to the community.

Pike asked the applicant to expand on what the retails sales will be.

Austin Reville, the applicant, replied that they currently work out of a store that is 770 sq ft large compared to the proposed 2,000 sq ft retail space. The store would continue to sell guns, ammunition, safety equipment, t-shirts, and rentals. The rentals won't leave the building, because federal regulations require them to stay in the store.

Pike referred to the City's ordinance that stated that guns cannot be stored on the premise unless in a vault.

Reville mentioned that their current store strings up their guns with security cables every night. Any handguns are stored inside a lockable cabinet. There will be a secure storage facility for the rental equipment. The store will meet the state regulations.

Pike inquired about sound buffering of the building.

Reville remarked that the entire shooting range will have 8-inch concrete fill cinderblock with a concrete lid and rubberized panels for sound dampening. There are doors between the firing range and main area, so people are unable to walk into the range. At the Modern Sportsman range in Burnsville, no noise can be heard outside.

Pike asked what the expected traffic will be at the site.

Reville replied that the shooting range will hopefully attract 2,000-3,000 people per year. Many of those customers will be repeats. There will be days and times that will be busier or lighter than others. For instance, weekdays and mornings will be less busy compared to weekends and evenings.

Gerry Brown from 1611 3rd St SE explains that the nearest shooting range is about 35 minutes away. Having a shooting range in New Prague will attract people to the City and bring commerce.

Pike inquired what process employees will take in dealing with intoxicated customers.

Reville stated that he doesn't intend to have his business open during Dozinky Festival due to the possibility that people may be intoxicated. It's federal statute that it's illegal to purchase and shoot firearms if the individual is under the influence of cannabis. Staff will visually inspect the customer. If the customer smells of cannabis, employees will refuse their business.

Pike asked if Reville was okay with staff's proposed reduced business hours.

Reville stated that the original proposed times were based on what was written in the ordinance. The proposed reduced times are fine.

A motion was made by Ryan seconded by Bentson to close the public hearing at 7:22 pm. Motion carried (4-0).

A motion was made by Ryan seconded by Bentson to forward a recommendation to city council to approve C5-2023 and V4-2023 to allow an indoor firing range and limited retail sales in the I1-

Light Industrial District with the findings and conditions listed in the staff report. Motion carried (4-0).

5. Miscellaneous

A. Complete Streets Policy Discussion

Planner Chapman introduced the Complete Streets Policy discussion. She explained that Complete Streets is a framework in which transportation is maintained, designed, and used to provide safe, and accessible travel for all individuals. The framework attempts to consider the needs of all modes of transportation such as pedestrians, motorists, bicyclists, emergency vehicles, transit users, and commercial vehicles. Some design features of a Complete Streets Policy may include sidewalks, bike lanes, special bus lanes, median islands, safe crossing, bump outs, etc. Several Minnesota communities have adopted a Complete Streets Policy such as Bloomington, Minneapolis, New Hope, Burnsville, and Osseo. One reason it would be beneficial to adopt a Complete Streets Policy is because the City would score higher on grant applications and are more likely to receive grant funding.

Planning Director Ondich mentioned that staff is currently writing a grant application for a transportation improvement and one of the grant questions asked if the City has a Complete Streets Policy in place.

Planner Chapman stated that many transportation grants ask if the applicant has a Complete Streets Policy in place. Staff are currently writing a grant application for MnDOT’s LRIP grant, and one question asked if New Prague has a Complete Streets Policy in place. The grant also inquired how the proposed transportation project relates to Complete Streets even if the applicant hasn’t adopted a Complete Streets Policy.

Ryan asked how limiting a Complete Streets Policy would be. In the past, many residents have argued that they rarely use the sidewalks.

Planning Director Ondich stated that a Complete Streets Policy will make the City consider transportation alternatives. The City already considers different transportation features, but it would be beneficial to refer back to a report or policy. Staff wanted to introduce the possibility of adopting a Complete Streets Policy before the Comprehensive Plan is complete.

Pike explained that transportation has moved up to the second goal in the Comprehensive Plan. At a minimum the City could adopt more transportation ordinances. Perhaps the City could call the report “Smart Streets”, which recommends transportation improvements rather than making them a requirement. The City should plan or have a more proactive than reactive approach when it comes to transportation.

Meyer asked if there are police reports of roads or intersections of frequent concern. Perhaps the City could improve these specific areas of concern.

Planning Director Ondich stated that there have been police reports of specific areas. Several months ago, staff applied for the Active Transportation grant due to concerns of pedestrian visibility, vehicle parking, and congestion along 12th Ave SE when there are baseball games at Settlers Park. Another good reference is Minnesota Crash Mapping Analysis Tool (MnCMAT2), which is a software created by MnDOT that shows crash data from the past 10 years. The software provides a lot of information that a police report would show.

Planner Chapman elaborated that MnCMAT2 provides detailed information such as the lane location, road condition, severity of the collision, location of the damage, and the time of the crash.

B. Comprehensive Plan Update

Planning Director Ondich mentioned that the public open house for the Comprehensive Plan will occur on December 7th. The meeting will give residents an opportunity to provide feedback on the Land Use Chapter of the Comprehensive Plan. There will be at least two maps provided, showing building constraints and proposed trails. At this time, no set time has been selected and the event may occur either at City Hall or event space at the brewery.

Ryan noticed that the draft of the Land Use Chapter features the percentages or make up of existing land uses. He wondered if the report had percentages of land use comparisons to other cities.

Planning Director Ondich stated that that comparison was not included but staff could ask MSA to add that information.

C. Monthly Business Updates

The update was accepted and reviewed as written.

6. Adjournment

A motion was made by Ryan, seconded by Pike, to adjourn the meeting at 7:55 pm. Motion carried (4-0).

Respectfully submitted,



Kyra J. Chapman
Planner



UTILITIES COMMISSION MEETING MINUTES

City of New Prague

Wednesday, December 27, 2023 at 8:30 AM

Power Plant - 300 East Main St

1. CALL TO ORDER

The meeting was called to order by Commission President Dan Bishop on Wednesday, December 27, 2023, at 8:30 a.m.

Commissioners present: Dan Bishop, Dick Jordan, Paul Busch, Tom Ewert, and Bruce Wolf
Staff present: GM Bruce Reimers, EOS Ken Zweber, and Finance Director Robin Pikal

2. APPROVAL OF AGENDA

Motion made by Commissioner Jordan and seconded by Commissioner Ewert to approve the agenda. Motion carried (5-0).

3. APPROVAL OF MINUTES

- a. November 27, 2023, Utilities Meeting Minutes
Motion made by Commissioner Wolf, seconded by Commissioner Busch, to approve the November minutes. Motion carried (5-0).

4. UTILITY AND SMMPA BILLS

- a. Approval of accounts payable in the amount of **\$161,110.78** and the SMMPA billing of **\$458,752.64**.
Motion made by Commissioner Ewert, seconded by Commissioner Wolf, to approve the SMMPA and utility bills. Motion carried (5-0).

5. FINANCIAL REPORTS

- a. Investment Report
- b. Financial Report
- c. Water and Kilowatt Hours Sales
Motion made by Commissioner Jordan and seconded by Commissioner Ewert to approve the financial reports as presented. Motion carried (5-0).

6. APPROVAL OF 2023 PROPOSED WRITE-OFF'S

- a. Memo
Motion made by Commissioner Bishop, seconded by Commissioner Jordan, to approve the 2023 write-offs in the amount of \$1,768.98. Motion carried (5-0).

7. APPROVE THE HIRING OF GENERATION OPERATOR POSITION

- a. Zachary Schelhaas
GM Reimers informed the commission that staff had conducted two interviews out of seven applicants for the power operator position and pending satisfactory outcomes of a background check and drug testing, he would recommend the commission approve the full-time hire of Zachary Schelhaas. Motion

made by Commissioner Ewert, seconded by Commissioner Wolf, approving the hiring. Motion carried (5-0).

8. SMMPA BOARD OF DIRECTORS MEETING

- a. November 8, 2023 (Enclosed)
- b. December 13, 2023 (Bruce)

GM Reimers informed the commission on the following:

- SMMPA staff formed a board on future generation needs along with potential types of generation and locations that would be suitable for gas supply and access to transmission facilities. The board directed SMMPA staff to start preliminary work with the engineering firm DGR on a site located in Owatonna. SMMPA staff also informed the board and member representatives that SMMPA would be offering quick start contracts for members who would like to install more generation in their communities and final pricing will be in the \$7.00/Kw range. GM Reimers told the commission that he felt New Prague should consider installing a minimum of 6 mw of new generation and that he had put money in the 2024 budget to start the engineering process to give some preliminary cost estimates for additional generation facilities. After further discussion, the commission agreed that New Prague has benefited from being able to have enough local generation to carry the community during local transmission outages and provide generation support to the MISO transmission network at a cost that is beneficial to the City of New Prague and SMMPA. A motion was made by Commissioner Wolf and seconded by Commissioner Jordan directing GM Reimers to start preliminary planning for additional generation facilities. Motion carried (5-0).

9. GENERAL MANAGER'S REPORT

GM Reimers reported on the following:

- Electric staff is finishing fall projects with the extended nice weather allowing new services to be installed at MVE Biological and Jeff Belzer’s Chevrolet. The water department has also been working on GIS mapping and treatment plant maintenance.

10. OTHER BUSINESS

None.

11. ADJOURNMENT

Motion made by Commissioner Jordan, seconded by Commissioner Busch to adjourn the December 27, 2023, meeting at 9:53 a.m. Motion carried (5-0).

NEXT COMMISSION MEETING – Monday, January 29, 2024

Respectfully Submitted,

Bruce Reimers
General Manager