



CITY COUNCIL MEETING AGENDA

City of New Prague

Tuesday, January 02, 2024 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

OPTIONAL ONLINE CONNECTION. MEETINGS ARE IN PERSON.

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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. December 18, 2023, City Council Meeting Minutes
- b. Claims for Payment: **\$183,584.18**
- c. Approval of Hiring Electric Generation Operator
- d. LG220 MN Lawful Gambling Application for Exempt Permit for the New Prague Clay Target Club on May 30, 2024, involving a raffle at Park Ballroom, 300 Lexington Avenue South
- e. 2023 Write-Offs

4. CITY ENGINEER PROJECTS UPDATE

- a. January 2, 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

- a. The Broz LLC, 212 Main Street West - Approval of the Issuance of an On-Sale Intoxicating Liquor License, Sunday Liquor License, and 3.2% On-Sale Liquor License

7. ORDINANCE(S) FOR INTRODUCTION

8. ORDINANCE(S) FOR ADOPTION

9. RESOLUTIONS

- a. Resolution #24-01-02-01 - Appointing Official City Depositories

10. GENERAL BUSINESS

- a.** 2024 Appointments
 - i. Mayoral Appointments to Boards and Commissions
 - ii. City Council Vice President
 - iii. 2024 Legal Representation - City Attorney
 - iv. Consulting Professionals - City Engineer and City Financial Advisor
 - v. New Prague Volunteer Fire Department Fire Chief and Officers
 - vi. Designate Official Newspaper
- b.** Board and Commissioner Attendance Records
- c.** Municipal State Aid Street (MSAS) Engineering Services Proposal for 2024 - SEH

11. MISCELLANEOUS

- a.** Discussion of Items not on the Agenda

12. ADJOURNMENT

UPCOMING MEETINGS AND NOTICES:

January 8	12:00 p.m. Community Center Board
January 9	6:00 p.m. Park Board
January 10	7:30 a.m. EDA Board
January 15	Holiday – City Offices Closed
January 16	6:00 p.m. City Council
January 22	4:00 p.m. Joint Powers Board – Fitness & Aquatic Center
January 23	6:30 p.m. Golf Board
January 24	6:30 p.m. Planning Commission
January 29	3:30 p.m. Utilities Commission



CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, December 18, 2023 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 Bruce Wolf

ABSENT

- Councilmember Rik Seiler

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

- a. Pledge of Allegiance

2. APPROVAL OF REGULAR AGENDA

Motion made by Councilmember Wolf, Seconded by Councilmember Ryan to approve the Regular Agenda. Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (4-0).

3. CONSENT AGENDA

Motion made by Councilmember Bass, Seconded by Councilmember Wolf to approve the Consent Agenda. Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (4-0).

- a. Meeting Minutes
 - i. November 20, 2023, Special City Council Meeting Minutes - Closed
 - ii. November 30, 2023, Special City Council Meeting Minutes
 - ii. December 4, 2023, City Council Meeting Minutes
 - iii. December 11, 2023, Special City Council Meeting Minutes
- b. Claims for Payment: **\$115,925.98**
- c. LG220 MN Lawful Gambling Application for Exempt Permit for the American Legion Post 45 on March 3, 2024, and April 28, 2024, involving a raffle at Park Ballroom, 300 Lexington Avenue South
- d. Adopt 2024 City Calendar
- e. 2024 Tobacco Licenses
- f. 2024 Commercial Refuse Hauler/Recyclable Collector Licenses
- g. 2024 THC Licenses
 - i. New Prague Tobacco

ii. South West Tobacco

4. CITY ENGINEER PROJECTS UPDATE

- a. December 18, 2023
Public Works Director Matt Rynda provided a brief update. No action was taken.

5. SOUTHWEST METRO DRUG TASK FORCE JOINT POWERS AGREEMENT

- a. John Howard, SWMDTF Commander
SWMDTF Commander John Howard addressed the Council.
Motion made by Councilmember Bass, Seconded by Mayor Jirik.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (4-0).

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

- a. Ordinance #346 - Amending Chapter 53 of the City Code Regarding Refuse Collection
Motion made by Councilmember Ryan, Seconded by Councilmember Bass to approve the Second Reading and Adoption of Ordinance #346.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (4-0).

10. RESOLUTIONS

- a. Resolution #23-12-18-01 - 2023 Amended City Budget
Finance Director Robin Pikal addressed the Council. Motion made by Councilmember Wolf, Seconded by Councilmember Bass to approve Resolution #23-12-18-01.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (4-0).
- b. Resolution #23-12-18-02 - Adopting 2024 City Budget
City Administrator Josh Tetzlaff provided context and a few questions were addressed. Motion made by Mayor Jirik, Seconded by Councilmember Wolf to approve Resolution #23-12-18-02.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (4-0).
- c. Resolution #23-12-18-03 - 2024 Official Fee Schedule
General Manager Bruce Reimers advised of a few updates. Motion made by Councilmember Ryan, Seconded by Councilmember Bass to approve Resolution #23-12-18-03.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (4-0).
- d. Resolution #23-12-18-04 - Authorizing Publication by Title and Summary of Ordinance 346 Related to Refuse Collection
Motion made by Mayor Jirik, Seconded by Councilmember Ryan to approve Resolution #23-12-18-04.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (4-0).

11. GENERAL BUSINESS

- a. Tax Levy Update
Upon the direction of Council, City Administrator Tetzlaff sent a letter signed by Mayor Jirik to Department of Revenue Commissioner Paul Marquart on December 12, 2023, requesting relief to certify the levy at \$5,114,295 as intended. City Administrator Tetzlaff and Mayor Jirik met with Commissioner Marquart on December 14, 2023. The Department of Revenue spoke with Scott County. Commissioner Marquart advised that for any sort of relief to happen, the County must be the body who petitions for the relief. Scott County has a County Board meeting Tuesday, December 19, 2023, and at that meeting the Board of Commissioners will consider a resolution authorizing a correction to the error of the proposed levy. If the resolution is not approved, the City can still choose to not certify the levy. Informational only; no action needed or taken.
- b. Golf Management Contract
City Administrator Tetzlaff provided context. After discussion, Motion made by Councilmember Wolf, Seconded by Councilmember Bass to approve.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (4-0).
- c. Golf Fleet Vehicles
City Administrator Tetzlaff provided an overview. Motion to table this item made by Councilmember Ryan, Seconded by Mayor Jirik.
Voting Yea: Mayor Jirik, Councilmember Ryan
Voting Nay: Councilmember Bass, Councilmember Wolf
Motion failed (2-2).
Motion then made by Councilmember Wolf, Seconded by Councilmember Ryan to authorize the purchase of the golf carts for no more than the amount presented.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (4-0).
Motion made by Councilmember Wolf to table the purchase of the utility vehicles, which was Seconded by Councilmember Bass.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (4-0).
- d. Compensation Pay Plan 2024
City Administrator Tetzlaff provided an overview. Motion made by Councilmember Bass, Seconded by Councilmember Wolf to approve.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (4-0).
- e. 2024 Visioning Document
City Administrator Tetzlaff provided context. Motion made made by Councilmember Bass to approve the 2024 Visioning Document, Seconded by Mayor Jirik.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (4-0).
- f. 2024-2033 Capital Improvement Plan
City Administrator Tetzlaff provided background. Motion made by Councilmember Bass, Seconded by Councilmember Wolf to approve the 2024-2033 Capital Improvement Plan.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (4-0).
- g. Personnel Policy Handbook Updates
Finance Director Pikal provided context. Motion made by Mayor Jirik, Seconded by Councilmember Ryan to approve.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (4-0).

12. MISCELLANEOUS

- a. Meeting Minutes
 - i. Utilities
 - ii. Golf
 - iii. Park
 - iv. EDA
- b. Metropolitan Mosquito Control District
- c. Discussion of Items not on the Agenda
 - i. Public Works Director Rynda advised the City has posted for a Wastewater Treatment Operator. He also advised that the cost of the renovations at the Parks shop will be closer to \$80,000-\$84,000, when he previously estimated them to be around \$75,000. Council still supports him in moving forward.
 - ii. Finance Director Pikal informed Council that the auditors conducted their preliminary field work on-site at City Hall about one month ago, and they will return in February or March to complete their work.
 - iii. Councilmember Wolf shared that he attended a School Board meeting and the schools thanked the New Prague Police Department for being involved with their programming. Police Chief Applen reported that two of his officers attended the Community Education car seat safety certification class. Councilmember Wolf inquired of Police Chief Applen if he had anything additional to add to what SWMDTF Commander John Howard shared. Police Chief Applen stated he agrees that substance abuse is trending upward, especially regionally. The New Prague Police Department has worked more with the Task Force in the last year than they have previously. Improved staffing levels does attribute to this. Chief Applen stated it's difficult to place a trend line on the marijuana laws as they're so new right now. Fentanyl is still a big problem, and every officer carries Narcan with them. Chief Applen further advised that his department conducted a couple employment interviews recently.

13. ADJOURNMENT

Motion made by Councilmember Bass, Seconded by Councilmember Wolf to adjourn the meeting at approximately 7:50 p.m.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (4-0).

ATTEST:

Duane J. Jirik
Mayor

Joshua M. Tetzlaff
City Administrator

CITY OF NEW PRAGUE
 ACCOUNTS PAYABLE
 01/02/2024

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
FUND 101 - GENERAL FUND			
<u>RURAL FIRE - TO BE REIMBURSED</u>			
MN STATE FIRE DEPARTMENT ASSOCIATION	2024 MSFDA MEMBERSHIP DUES	\$145.00	
NEW PRAGUE UTILITIES	RURAL FIRE - UTILITIES	\$590.65	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$622.56	
TOTAL:			\$1,358.21
<u>COUNCIL</u>			
AMAZON CAPITAL SERVICES	BINDER CLIPS	\$14.64	
TOTAL:			\$14.64
<u>ADMINISTRATION</u>			
SAFEASSURE CONSULTANTS	SAFETY TRAINING	\$1,072.30	
TOTAL:			\$1,072.30
<u>ELECTIONS</u>			
LE SUEUR COUNTY AUDITOR-TREASURER	2024 ANNUAL ELECTION FEE	\$1,200.00	
TOTAL:			\$1,200.00
<u>ATTORNEY</u>			
SCOTT COUNTY ATTORNEY'S OFFICE	NOVEMBER COURT FINES	\$861.77	
TOTAL:			\$861.77
<u>PLANNING</u>			
SAFEASSURE CONSULTANTS	SAFETY TRAINING	\$765.93	
TOTAL:			\$765.93
<u>GOVERNMENT BUILDING</u>			
NEW PRAGUE UTILITIES	GOVT BUILDING - WATER/SEWER	\$155.84	
NEW PRAGUE UTILITIES	GOVT BUILDING -ELECTRIC	\$1,169.25	
TOTAL:			\$1,325.09
<u>POLICE</u>			
ECKBERG LAMMERS P.C.	FTO CERTIFICATION COURSE	\$649.00	
JEFF BELZER NEW PRAGUE FORD	LUBE, OIL, FILTER SERVICE	\$70.33	
LEXIPOL. LLC	POLICY MANUAL & BULLETINS	\$6,588.89	
MSCIC	TRAINING CONFERENCE	\$300.00	
SAFEASSURE CONSULTANTS	SAFETY TRAINING	\$612.74	
SCOTT COUNTY TREASURER	2023 JOINT PROSECUTION	\$10,660.96	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$1,148.60	
TOTAL:			\$20,030.52
<u>FIRE</u>			
MN STATE FIRE DEPARTMENT ASSOCIATION	2024 MSFDA MEMBERSHIP DUES	\$145.00	
NEW PRAGUE UTILITIES	FIRE - ELECTRIC	\$462.91	
NEW PRAGUE UTILITIES	FIRE - WATER/SEWER	\$127.75	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$385.58	
TOTAL:			\$1,121.24
<u>BUILDING INSPECTOR</u>			
SAFEASSURE CONSULTANTS	SAFETY TRAINING	\$612.74	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$81.48	
TOTAL:			\$694.22
<u>ANIMAL CONTROL</u>			
MINNESOTA CRITTER GETTER	ANIMAL CONTROL - QTR 1	\$3,900.00	
TOTAL:			\$3,900.00
<u>PUBLIC WORKS</u>			
SAFEASSURE CONSULTANTS	SAFETY TRAINING	\$306.37	
TOTAL:			\$306.37

CITY OF NEW PRAGUE
 ACCOUNTS PAYABLE
 01/02/2024

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>STREET</u>			
AMAZON CAPITAL SERVICES	FURNANCE VENT SWITCH	\$38.49	
NEW PRAGUE UTILITIES	STREETS - ELECTRIC	\$433.44	
NEW PRAGUE UTILITIES	STREETS - WATER/SEWER	\$158.76	
RIVER COUNTRY COOP	DIESEL	\$1,939.57	
SAFEASSURE CONSULTANTS	SAFETY TRAINING	\$1,991.41	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$893.13	
ZIEGLER INC.	CAT LOADER - WINDSHIELD	\$636.28	
ZORO TOOLS INC.	SHOVELS	\$76.27	
TOTAL:			\$6,167.35
<u>STREET LIGHTS</u>			
NEW PRAGUE UTILITIES	STREETLIGHTS	\$6,513.82	
TOTAL:			\$6,513.82
<u>AQUATICS CENTER / FITNESS CENTER</u>			
NEW PRAGUE AREA SCHOOLS	2024 FITNESS CAPITAL PAYMENT #6 OF 7	\$12,857.14	
TOTAL:			\$12,857.14
<u>PARKS</u>			
AMAZON CAPITAL SERVICES	LABEL MAKER, FOLDERS	\$96.02	
NEW PRAGUE UTILITIES	PARKS - WATER/SEWER	\$55.68	
NEW PRAGUE UTILITIES	PARKS -ELECTRIC	\$1,025.86	
RENT N SAVE PORTABLE SERVICES	PORTABLE RESTROOMS	\$155.00	
SAFEASSURE CONSULTANTS	SAFETY TRAINING	\$919.11	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$720.83	
TOTAL:			\$2,972.50
<u>LIBRARY</u>			
NEW PRAGUE UTILITIES	LIBRARY - ELECTRIC	\$689.73	
NEW PRAGUE UTILITIES	LIBRARY - WATER/SEWER	\$81.00	
TOTAL:			\$770.73
GENERAL FUND TOTAL:			\$61,931.83
FUND 233 - SPECIAL REVENUE - CRIME PREVENTION			
SCOTT COUNTY ATTORNEY'S OFFICE	FORFEITURE 16000748	\$150.00	
SCOTT COUNTY ATTORNEY'S OFFICE	FORFEITURE 17000201	\$642.47	
TOTAL:			\$792.47
FUND 421 - CAPITAL PROJECTS - CIP 2022			
HESELTON CONSTRUCTION LLC	2022 CIP	\$22,502.82	
TOTAL:			\$22,502.82
FUND 422 - CAPITAL PROJECTS - CIP 2023			
S E H	CIP 2023 - SUNRISE / SUNSET	\$2,359.00	
TOTAL:			\$2,359.00
FUND 423 - CAPITAL PROJECTS - CIP 2024			
S E H	CIP 2024	\$55,402.90	
TOTAL:			\$55,402.90
FUND 602 - ENTERPRISE - SANITARY SEWER			
GRAINGER	CHAIN	\$52.87	
GRAINGER	LUBRICANT	\$91.00	
GRAINGER	PLEXIGLASS	\$101.03	
MN VALLEY TESTING LABS	TESTING	\$135.08	
MN VALLEY TESTING LABS	TESTING ANALYSIS	\$253.66	
NEON LINK	ONLINE PAYMENT FEES	\$184.35	
NEW PRAGUE UTILITIES	WWTP - ELECTRIC	\$22,661.56	
NEW PRAGUE UTILITIES	WWTP - WATER/SEWER	\$297.63	

CITY OF NEW PRAGUE
 ACCOUNTS PAYABLE
 01/02/2024

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
PVS TECHNOLOGIES INC	FERRIC CHLORIDE	\$12,338.82	
QUALITY FLOW SYSTEMS INC.	INLET BAFFLE - 37 LIFT STATION	\$2,180.00	
RIVER COUNTRY COOP	LP GAS - FORKLIFT	\$35.75	
SAFEASSURE CONSULTANTS	SAFETY TRAINING	\$1,225.48	
SALTCO	MONTHLY SALT	\$70.00	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$125.74	
ZIEGLER INC.	GENERATOR OIL SAMPLES	\$147.38	
ZORO TOOLS INC.	SAFETY SOLVENT	\$110.61	
TOTAL:		<u>\$40,010.96</u>	<u>\$40,010.96</u>
 FUND 606 - ENTERPRISE - STORM UTILITY			
NEON LINK	ONLINE PAYMENT FEES	\$22.12	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$3.55	
TOTAL:		<u>\$25.67</u>	<u>\$25.67</u>
 FUND 651 - ENTERPRISE - AMBULANCE			
NEW PRAGUE UTILITIES	AMBULANCE - ELECTRIC	\$462.91	
NEW PRAGUE UTILITIES	AMBULANCE - WATER/SEWER	\$95.62	
TOTAL:		<u>\$558.53</u>	<u>\$558.53</u>
TOTAL ACCOUNTS PAYABLE FOR COUNCIL APPROVAL:			\$183,584.18



MEMORANDUM

DATE: December 20, 2023
TO: New Prague Utilities Commissioners
FROM: Bruce Reimers, General Manager
RE: Approval of hiring Electric Generation Operator

On October 7, 2023, I received a written notice from Evan Fuller that it was his intent to end employment with the NPUC and would be taking a full-time job with a former employer.

In accordance with the City’s personnel policy, General Manager Reimers posted the opening internally and publicly advertised the position. The Utility received seven applications. Two applicants met the minimum qualifications and received in-person interviews.

Following the interview process, staff and I have concluded that Zachary Schelhaas meets the qualifying criteria for the Electric Generation Operator position.

Mr. Schelhaas comes to us with several years of experience as a Master Diesel Technician with Nuss Truck & Equipment and other maintenance technician experience.

Recommendation: Commission approve the hiring of Zachary Schelhaas as Electric Generation Operator.



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: NEW PRAGUE CLAY TARGET CLUB - MINNESOTA LAWFUL GAMBLING
LG220 APPLICATION FOR EXEMPT PERMIT
DATE: DECEMBER 22, 2023

Attached is a Minnesota Lawful Gambling LG220 Application for Exempt Permit for the New Prague Clay Target Club to conduct a raffle at an event on May 30, 2024, at Park Ballroom, located at 300 Lexington Avenue South, New Prague.

Recommendation

Staff recommends approval of the Lawful Gambling Permit for the New Prague Clay Target Club 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: New Prague Clay Target Club Previous Gambling Permit Number: X-92866-23-013

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 45-1504438

Mailing Address: 7551 240th St. E.

City: Lakeville State: MN Zip: 55044 County: Scott

Name of Chief Executive Officer (CEO): Kevin Drill

CEO Daytime Phone: 952-297-5105 CEO Email: kddrill@yahoo.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 45 / Park Ballroom

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

Check one:

City: New Prague Zip: 56071 County: LeSueur

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 5/30/24

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.

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: 1/2/2024

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.)

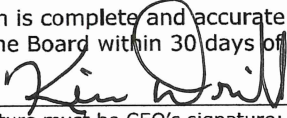
Print Township Name: _____

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: 12/18/23

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

Print Name: Kevin Drill

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.



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: 2023 PROPOSED WRITE-OFF'S
DATE: DECEMBER 28, 2023

At the end of the calendar/fiscal year, utility accounts that are no longer collectable are reviewed and presented to be expensed as a write-off. In 2023, the uncollectable amount is \$0.21.

SANITARY	STORM	TRASH	TOTAL
\$0.19	\$0.01	\$0.01	\$0.21

Recommendation

Staff recommends Council approve the write-off of \$0.21.



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: December 28, 2023

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 will be on hold until the spring.

2024 STREET AND UTILITY IMPROVEMENTS PROJECT

A 40% design meeting and private utility meeting have been held on the project. A field review of trees was conducted to determine required removals. The neighborhood open house meeting is scheduled for January 10th. A 90% review meeting will be held soon. It is expected that documents will be presented at the next council meeting for consideration of authorizing bidding of the project.

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.

cdk
x:\ko\newpr\common\council meetings\010224 cc project updates.docx



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 December 5, 2023

Subject: On-Sale Liquor License with Sunday Sales Application to The Broz LLC, dba – The Broz LLC

The New Prague Police Department conducted a background check pursuant to City Ordinance 110.16(B) on the licensee(s), Christopher Ryan Davis, and Nichole Jill Davis issued to The Broz LLC, dba – The Broz LLC

Minnesota Criminal History: None

Minnesota Driver's License Check: No Record

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

After reviewing Minnesota Administrative Rule 7515.0410 Eligibility Requirements, the background check did not reveal any disqualification.

- A. The applicants are over 21 years of age.
- B. No information to believe Applicant(s) is not of good, moral character and reputation.
- C. Applicant has not been convicted within five years of a license violation relating to alcoholic beverages or any felony.
- D. Parties with business interest did not have interest in a license which was revoked within the last five years.
- E. The premises are (will be) part of corporate assets.
- F. No information to believe discrimination of service would occur.

There were no disqualifiers identified in the investigation of Christopher Ryan Davis and Nichole Jill Davis issued to The Broz LLC.

Recommendation: Approve On-Sale intoxicating Liquor License and approve Sunday Liquor License application to The Broz LLC, dba – The Broz LLC.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License

Cities and Counties: You are required by law to complete and sign this form to certify the issuance of the following liquor license types: 1) City issued on sale intoxicating and Sunday liquor licenses 2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License New Prague License Period From: 12/01/2023 To: 3/31/2024

Circle One: New License License Transfer Suspension Revocation Cancel (former licensee name) (Give dates)

License type: (check all that apply) [X] On Sale Intoxicating [X] Sunday Liquor [X] 3.2% On sale [] 3.2% Off Sale

Fee(s): On Sale License fee: \$1,000 (private) Sunday License fee: \$68 (private) 3.2% On Sale fee: \$136 (private) 3.2% Off Sale fee: \$

Licensee Name: The Broz LLC (corporation, partnership, LLC, or Individual) DOB Social Security #

Business Trade Name The Broz LLC Business Address 212 Main St W City New Prague

Zip Code 56071 County Le Sueur Business Phone 952-290-3291 Home Phone

Home Address City

Licensee's Federal Tax ID # 93-2604917 Licensee's MN Tax ID# 9141183 (To apply call IRS 800-829-4933)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

Table with 4 columns: Partner/Officer Name (First Middle Last), DOB, Social Security #, Home Address. Rows include Christopher Ryan Davis and Nichole Jill Davis.

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:

- 1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license. 2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

[] Yes [X] No During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name: Cluett Insurance Policy # WIS111323A

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.

City Clerk or County Auditor Signature (title) Date

ON SALE INTOXICATING LIQUOR LICENSEES ONLY, must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7507, or visit our website at https://dps.mn.gov/divisions/age/Pages/default.aspx

State of Minnesota License Applicant Information

Under Minnesota law (M.S. 270.72), the agency issuing you this license is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the Social Security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we must advise you that:

- This information may be used to deny the issuance, renewal or transfer of your license if you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest;
- The licensing agency will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Act, the Department of Revenue is allowed to supply this information to the Internal Revenue Service;
- Failing to supply this information may jeopardize or delay the issuance of your license or processing your renewal application.

Please fill in the following information and return this form along with your application to the agency issuing the license. **DO NOT RETURN THIS FORM TO THE DEPARTMENT OF REVENUE.**

Please print or type

Name of license being applied for and license number (if renewal):		License Number #:	
on sale intoxicating, Sunday Liquor, 3.2% on sale			
Licensing Authority (name of city, county, or state agency issuing license):			
City of New Prague, State of Minnesota			
License Renewal Date:			

PERSONAL INFORMATION:			
Davis	Christopher R.		
Applicant's last name	Applicant's first name and middle initial	Social Security Number	
27341 Balsa Ave	Webster	MN	55088
Applicant's address	City	State	Zip Code

BUSINESS INFORMATION:			
The Broz LLC			
Business name			
212 Main St W	New Prague	MN	56071
Business address	City	State	Zip Code
9141183			
Minnesota tax identification number	Federal tax identification number		
	93-2604917		
If a Minnesota tax identification is not required, please explain on the reverse side of this form.			

Applicant Signature:

<i>Chris Davis</i>	Owner	11/10/2023
Signature	Title	Date



CC0515

Mailing Address:
PO Box 64217
St. Paul, MN 55164-0217

Certificate of Compliance Minnesota Workers' Compensation Law

This form must be completed by the business license applicant.

Email: dli.license@state.mn.us
Website: dli.mn.gov
Phone: (651) 284-5034

Print in ink or type

Minnesota Statutes § 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minn. Stat. chapter 176. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

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

License or certificate number (if applicable)	Business telephone number 952-290-3291	Alternate telephone number
---	---	----------------------------

Business name (Provide the legal name of the business entity. If the business is a sole proprietor or partnership, provide the owner's name(s), for example John Doe, or John Doe and Jane Doe.)
The Broz LLC Chris Davis & Nichole Davis - each 50% owner.

DBA ("doing business as" or "also known as" an assumed name), if applicable

Business address (must be physical street address, no P.O. boxes) 212 Main St W	City New Prague	State MN	ZIP code 56071
County Le Sueur	Email address events@thebroz.com		

You must complete number 1 or 2 below.

Note: You must resubmit this form to the authority issuing your license if any of the information you have provided changes.

1. I have a workers' compensation insurance policy.

Insurance company name (not the insurance agent)
Cluett Insurance

Policy number: WIS111323A	Effective date: 11/13/2023	Expiration date: 11/13/2024
------------------------------	-------------------------------	--------------------------------

I am self-insured for workers' compensation. (Attach a copy of the authorization to self-insure from the Minnesota Department of Commerce; see <https://mn.gov/commerce/industries/insurance/licensing/self-insurance>.)

2. I am not required to have workers' compensation insurance because:

- I only use independent contractors and do not have employees. (See Minn. Stat. § 176.043 for trucking and messenger courier industries; Minn. Stat. § 181.723, subd. 4, for building construction; and Minnesota Rules chapter 5224 for other industries.)
- I do not use independent contractors and have no employees. (See Minn. Stat. § 176.011, subd. 9, for the definition of an employee.)
- I use independent contractors and I have employees who are not required to be covered by the workers' compensation law. (Explain below.)
- I only have employees who are not required to be covered by the workers' compensation law. (Explain below.) (See Minn. Stat. § 176.041 for a list of excluded employees.)

Explain why your employees are not required to be covered

I certify the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify I am authorized to sign on behalf of the business.

Print name:
Chris Davis

Applicant signature (required) <i>Chris Davis</i>	Title Owner	Date 11/10/2023
--	----------------	--------------------

If you have questions about completing this form or to request this form in braille, large print or audio.



DEPARTMENT OF PUBLIC SAFETY
ALCOHOL AND GAMBLING ENFORCEMENT DIVISION
445 Minnesota Street Suite 1600
St. Paul, MN 55101
Phone (651) 201-7507 TDD (651) 282-6555
Fax (651) 297-5259

CARD N Section 6, Item a.

(Office Use Only)

APPLICATION FOR RETAILER'S (BUYER'S) CARD FOR LIQUOR AND WINE
PLEASE RETURN THIS APPLICATION WITH FEE \$20.00

Issuing Authority	Type Code	Buyer's Card Expires	Identification #
Print Name of Licensee (As shown on license)	Business Name (DBA)		
The Broz LLC			
Business Address	County	Business Phone	
212 Main St W	Le Sueur	952-290-3291	
City, State, Zip Code	Authorized Signature		
New Prague, MN 56071			



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: 2024 OFFICIAL DEPOSITORIES
DATE: DECEMBER 28, 2023

Under Minnesota Statute 118A.02, the governing body of each government entity shall designate, as a depository of its funds, one or more financial institutions.

Below is the list of official depositories currently utilized by the City:

- First Bank & Trust of New Prague
- MinnWest of New Prague
- Wells Fargo Bank N.A. of New Prague
- Wells Fargo Advisors of New Prague
- 4M Fund - Minnesota Municipal Money Market Fund

A draft of Resolution #24-01-02-01 has been included in your packet that includes designating these institutions for 2024 as the City’s official depositories.

Recommendation

Staff recommends the approval of Resolution #24-01-02-01, Appointing the 2024 Official Depositories for City Funds.

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

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

**RESOLUTION APPOINTING 2024
OFFICIAL DEPOSTORIES FOR CITY FUNDS**

WHEREAS, Minnesota State Statute 118A.02 requires that the City Council designate Financial Institutions as depositories for City funds.

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

- 1) The First Bank & Trust of New Prague be designated as the official general depository for 2024 for the City's general operating checking accounts.
- 2) The following be designated as official depositories for the City's temporary investment program for 2024:
 - a. First Bank & Trust of New Prague
 - b. MinnWest Bank of New Prague
 - c. Wells Fargo Bank N.A. of New Prague
 - d. Wells Fargo Advisors of New Prague
 - e. 4M Fund - Minnesota Municipal Money Market Fund
- 3) Investment counselors may be utilized during the 2024 year for the acquisition of commercial paper, banker's acceptances, and governmental securities.
- 4) The designation of the foregoing depositories are contingent upon receipt by the City of New Prague of evidence of sufficient collateral in the amount and kinds as required by the State Statutes.
- 5) The City Administrator and Finance Director shall have authority to wire transfer funds from one official depository to another for the purpose of investing City funds.

Adopted by the City Council of the City of New Prague, Minnesota, this 2nd day of January, 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
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: MAYORAL APPOINTMENTS TO BOARDS AND COMMISSIONS
DATE: DECEMBER 7, 2023

In accordance with City Charter Sections 2.02 and 3.05, there are Councilmembers that serve on various City Boards and Commissions.

The current representatives on the various Boards and Commissions are as follows:

<u>Board/Commissions</u>	<u>Councilmember</u>
Utility Commission.....	Bruce Wolf
Park Board.....	Maggie Bass
Planning Commission.....	Shawn Ryan
Golf Board.....	Shawn Ryan
EDA.....	Duane Jirik and Bruce Wolf
Cedar Lake Sanitary District.....	Rik Seiler
Ambulance Advisory Committee.....	Duane Jirik
New Prague Area Community Center Board.....	Rik Seiler
Joint Planning Commission w/ Helena Township...	Shawn Ryan

If there are changes that need to be made, now would be the opportunity to make those changes for 2024.

Recommendation

Staff recommends the appointment of Council members to the above stated Boards and Commissions.



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: 2024 COUNCIL VICE PRESIDENT
DATE: DECEMBER 7, 2023

According to Section 2.06 of the City Charter, the City Council shall chose from its members a Vice President to serve as President in the Mayor’s absence or if other need arises. While not specifically stated, this has generally been done by the City on an annual basis.

Currently, Shawn Ryan is serving as the Vice President, after being appointed to this position in January 2023.

Recommendation

Staff recommends discussing and appointmenting a Council Vice President for 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: APPOINTMENT OF CITY ATTORNEY
DATE: DECEMBER 21, 2023

According to City Charter Section 3.05, the City Council shall make appointments of various positions. When those positions are contract in nature and subject to change on a yearly basis, it is prudent for the City Council review any proposed changes and re-appoint those positions. When the positions are filled by City employees, yearly re-appointment isn't necessary, since each employee's continuing employment with the City acts as a continuous appointment to their position.

One of the positions that is filled by contracted service is the City Attorney. Scott J. Riggs of Kennedy & Graven has acted as the City's City Attorney since April 2003. For continued service, Mr. Riggs, is proposing an hourly rate of \$196 (up \$8 or 4.26%) for general civil and prosecution matters, \$231 (up \$9.50 or 4.29%) for litigation, general city development projects, real estate, cable and telecom matter, and employment matters, and \$276 (\$11 or 4.15%) for reimbursable/developer pass through matters.

I have attached a letter from Mr. Riggs outlining these proposed rates.

Recommendation

Staff recommends appointment of Kennedy & Graven as the City's legal counsel in 2023.



Fifth Street Towers
150 South Fifth Street, Suite 700
Minneapolis MN 55402-1299
(612) 337-9300 telephone
(612) 337-9310 fax
http://www.kennedy-graven.com
Affirmative Action, Equal Opportunity Employer

SCOTT J. RIGGS
Attorney at Law
Direct Dial (612) 337-9260
email: sriggs@kennedy-graven.com

December 21, 2023

VIA EMAIL

City of New Prague City Council
c/o Mr. Joshua M. Tetzlaff
City Administrator
118 Central Avenue North
New Prague, MN 56071

RE: 2024 Rates for Legal Services

Dear Honorable Mayor and Council Members:

I am writing to thank you for allowing Kennedy & Graven, Chartered the opportunity to serve as legal counsel for the City of New Prague and in reference to proposed rates for legal services for the upcoming year.

For 2024, I propose that legal rates for the City of New Prague would be as follows: \$196.00 per hour for general civil and prosecution matters, \$231.00 per hour for litigation, general city development projects, real estate, cable and telecommunication related matters, and employment matters, and \$276.00 per hour for reimbursable/developer pass through matters (e.g., projects for which the City is to be reimbursed for legal costs by a developer). Rates for bond work would be charged in accordance with our regular governmental rates for this type of work. These are the same rates that I will be generally charging in 2024 to other clients that I serve as the city attorney.

I have thoroughly enjoyed both being involved in the growth and development of the City and working with the city council and staff members. Thank you once again for allowing Kennedy & Graven, Chartered to continue to serve the City as legal counsel.

Sincerely,

KENNEDY & GRAVEN, CHARTERED

Scott J. Riggs
New Prague City Attorney

SJR:jms



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: STEVE RYNDA, FIRE CHIEF
JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: APPOINTMENT OF 2024 FIRE DEPARTMENT OFFICERS
DATE: DECEMBER 7, 2023

At the December 2023 meeting, the Fire Department voted to recommend the following members as officers:

<u>Position</u>	<u>Recommendation</u>
Chief	Steve Rynda (Not voted. In the second year of a two-year term)
1st Assistant Chief	Curt Novotny
2nd Assistant Chief	Greg Pint
Captain #1	Ryan Kubes
Captain #2	Brandon Busch
Captain #3	Mark Novak
Lieutenant #1	Jake Kartak
Lieutenant #2	Brandon Anderson
Training Officer	Jake Kartak
Secretary	Tim Dvorak

Recommendation
Staff recommends approving the Fire Department Officers for 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: 2024 OFFICIAL NEWSPAPER
DATE: DECEMBER 7, 2023

Under Minnesota Statute 412.831, the City Council is required to designate a local newspaper of general circulation in the City as its official newspaper. This will be the newspaper that publications of the City will take place, including ordinances and other matters that are required to be published. For 2023, the City designated the New Prague Times as the official newspaper.

Recommendation

Staff recommends designating the New Prague Times as the City’s Official Newspaper for 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: 2023 BOARD AND COMMISSION ATTENDANCES
DATE: DECEMBER 28, 2023

Each spring, the City Council looks at openings on boards and commissions and appointments members to fill those openings. Sometimes the openings are filled by incumbents who wish to be re-appointed and other times, the Council places new members on these boards.

One of the main responsibilities of a board and commission member is to be present so that meetings are able to take place. Section 30.10(H) of the City Code addresses attendance for boards and commissions. According to City Code:

If a commission or board member misses three meetings within a year without being excused prior to the meeting, such member may be removed therefrom any time during or at the end of the appointive year. Any board or commission member may be removed by the City Council for misfeasance, malfeasance, nonfeasance, or without cause by a majority vote of the City Council. The removed person’s position may be filled as in the case of any other vacancy. The removal process shall be without a hearing, and it shall not be necessary that the City Council establish cause for removal. This paragraph (H) does not apply to the removal of an Economic Development Authority commissioner, as the removal process shall instead be conduct pursuant to Minnesota statutes.

I am not bringing forward any recommendations at this time to remove any members from any boards. I wanted to merely bring forward attendance information so that the Council is more aware of the dealings of the various boards and commissions. This will allow the Council to better oversee the boards and commissions to which it appoints. I plan on bringing this forward each year in January for the City Council’s information.

When looking at the attached attendance records, the letter “P” signifies that a person was either present, or able to be present if a meeting was canceled. Green boxes signify that a meeting was canceled due to either weather or lack of agenda items. Orange boxes signify meetings that were canceled due to a lack of quorum.

2023 Planning Commission Attendance

Section 10, Item b.

Regular Meetings

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Dan Meyer	P	***	P	P	P	P	P	P	P	P	P	^^^
Jason Bentson	P	***	P		P	P			P		P	^^^
Brandon Pike	P	***	P	P	P	P	P	P	P		P	^^^
Ann Gengel		***	P	P	P	P		P	P			^^^
Shawn Ryan		***	P		P	P		P	P		P	^^^

Special Meetings

	Mar	May	Nov
Dan Meyer	P		
Jason Bentson			
Brandon Pike	P	P	
Ann Gengel		P	P
Shawn Ryan		P	

P = Present

Orange Box = Canceled due to lack of a quorum

*** Canceled due to inclement weather

^^^ Canceled due to no agenda items

2023 Park Board Attendance

Section 10, Item b.

	<u>Regular Meetings</u>											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Joe Barten	P	P	P		P	P	P		P	P	P	P
Alan Hansen		P					P					
Brian Molitor *		P	P	P	P		P		---	---	---	---
Matthew Becka	P		P	P	P	P	P	P		P	P	P
Jessica Dohm	P	P	P	P	P		P	P	P	P	P	P
Christine Wolf	P	P	P	P	P	P	P	P		P	P	P
Maggie Bass	P	P	P	P	P	P	P		P	P	P	P
Youth Rep	---	---	---	---	---	---	---	---	---	---	---	---

P = Present

Orange Box = Canceled due to lack of a quorum

* Resigned 9/10/2023

2023 EDA Attendance

Section 10, Item b.

Regular Meetings

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Brent Quast	*	P	P	P	P	P		P	P	P		P
Troy Pint	*	P	P	P	P	P	P	P	P	P	P	P
Eric Krogman	*	P	P	P	P		P	P	P	P		P
Nick Slavik	*	P		P	P			P	P	P		P
Pete Sletten	*				P	---	---	---	---	---	---	---
Austin Reville	---	---	---	---	---	P	P	P	P	P	P	P
Duane Jirik	*	P	P		P	P		P	P		P	
Bruce Wolf	*			P	P	P	P	P	P			P

Special Meetings

	Jul	Sep
Brent Quast		P
Troy Pint	P	P
Eric Krogman	P	P
Nick Slavik		P
Pete Sletten	---	---
Austin Reville	P	P
Duane Jirik		P
Bruce Wolf	P	P

P = Present

Orange Box = Canceled due to lack of a quorum

* Some data is incomplete due to not keeping attendance data on meetings that did not have a quorum prior to August 2023

2023 Golf Board Attendance

Section 10, Item b.

	<u>Regular Meetings</u>											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Den Gardner	P	P	P	P	P	P	P	P	P		P	
Tom Mach	P	P	P	P	P	---	---	---	---	---	---	---
Jennifer Berglund	P		P	P	P	P	P		P		P	
Adam Brister		P	P	P		P		P	P		P	
Rich Carlson	P	P	P	P	P		P	P	P		P	
Bob Cunniff		P	P	P	P	P	P	P	P		P	P
Adam Gill	---	---	---	---	---	P	P	P	P		P	P
Shawn Ryan					P					P		P

P = Present

Orange Box = Canceled due to lack of a quorum

2023 Utilities Commission Attendance

Section 10, Item b.

	<u>Regular Meetings</u>											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Dan Bishop	P	P	P	P	P	P	P	P	P	P	P	P
Richard Jordan	P	P	P	P	P	P	P	P	P	P	P	P
Paul Busch		P	P	P	P	P	P	P	P		P	P
Tom Ewert	P	P		P		P	P		P		P	P
Bruce Wolf	P	P	P	P	P	P	P		P	P	P	P

P = Present

Orange Box = Canceled due to lack of a quorum



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: KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: MUNICIPAL STATE AID STREET (MSAS) ENGINEERING SERVICES PROPOSAL FOR 2024 - SEH
DATE: DECEMBER 20, 2023

In 2004, after the city’s population reached 5,000 people, the City of New Prague became a designated state aid city. This designation allows the City access to the Highway Users Tax Distribution Fund (Gas Tax) for maintenance and construction of certain roadways within the City. The funds are a distribution of gas tax dollars allocated to municipalities and are distributed to state aid cities through MnDOT State Aid. The City is required to contract with a qualified engineering firm to complete the necessary services to benefit from the State Aid System dollars.

From 2004 through April 2009, the City contracted with Bonestroo, but since then has contracted with SEH. Most recently, the City contracted with SEH from January 1, 2023 through December 31, 2023 with a contract amount of \$6,800. The contract amount for services in 2022 was \$6,800.

The new proposal from SEH provides State Aid services from January 1, 2024 through December 31, 2024 in the amount of \$6,800 for routine services (No increase from the 2023 proposal). For non-routine services, there is an additional \$1,500 not to exceed fee proposed for adjustments to the state aid system related to possibly removing a portion of 1st Street SE from the state aid system and adding the mileage elsewhere.

The 2023 budget for engineering, including the specific MSA related work, is \$20,000. It should also be noted that the City’s annual allotment of State Aid Maintenance Funds (estimated at \$114,490 in 2024) covers the entire cost of the engineering services required by the state aid program, so gas tax dollars pay for the engineering services, not the City’s general tax dollars. It is also notable that the City’s allotment of construction funds is estimated to be \$343,472 for 2024.

Staff Recommendation

Staff recommends that the City Council approve the proposal for MSA Services with SEH as outlined in the December 20, 2023 proposal as attached.



Building a Better World
for All of Us®

December 20, 2023

RE: City of New Prague
2024 MSAS Administration

Ken Ondich
Community Development Director
City of New Prague
118 Central Avenue North
New Prague, MN 56071

Dear Ken:

Attached is our proposal for engineering services as they relate to administration of the City's Municipal State Aid System (MSAS) during the 2024 calendar year.

BACKGROUND

The City of New Prague has been eligible to participate in the Municipal State Aid Street (MSAS) funding program since 2003 when the City's population first exceeded 5,000. The purpose of the MSAS system is to provide the community with financial resources from the Highway Users Tax Distribution Fund (State Gas Tax) for construction and maintenance of "highways and streets of interest" within the community.

As of July 28, 2023, the City had \$1,146,396 within the construction balance. The 2024 allocation is expected to be \$457,962 with \$343,472 (75%) going toward construction and \$114,490 (25%) toward maintenance. It is expected that much of the city's construction balance will be spent in 2024 and 2025 on planned capital improvements projects.

PROPOSED SERVICES AND FEES

The Municipal State Aid Street (MSAS) program of rules, procedures, and formulas (Needs) is set up and governed by representative City Engineers with oversight by the MnDOT Office of State Aid for Local Transportation, (SALT). The process was established to equitably apportion and distribute the municipal share of the State Aid Funding. The requirements of this program have not changed much over the years and we are able to split the services required to administer the program under routine and non-routine.

Task 1.0: Routine Services

These services relate to the routine services provided to the City related to the MSAS. This includes review and certification of mileage, mapping updates, annual review of the system MnDOT, Needs updates, attendance at Spring/Fall Board Meetings, and general discussions with staff regarding potential updates or changes. We propose to complete these services at a lump sum fee of \$6,800, the same as 2023.

Task 2.0: Non-Routine Services: Non-routine services might include any revisions to the designated state aid routes in the city. Changes are possible in 2024 as a portion of First Street SE has been discussed to be removed from the system and a different street segment added. This will require specific process to be followed for this modification. We propose to complete these services at an hourly not to exceed fee of \$1,500, only with prior approval by City staff.

Engineers | Architects | Planners | Scientists

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

507.388.1989 | 877.316.7636 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

Ken Ondich
December 20, 2023
Page 2

Please contact me with any questions or comments.

Sincerely,
SHORT ELLIOTT HENDRICKSON INC.



Chris Knutson, PE (Lic. MN)
Project Manager / City Engineer

x:\ko\in\newpr\common\proposals\2024 msas\2023 msas proposal letter to ko.docx

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of New Prague ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective May 4, 2009, this Supplemental Letter Agreement dated December 20, 2023 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2024 MSAS Administration.

Client's Authorized Representative: Ken Ondich
Address: 118 Central Ave N, New Prague, Minnesota, 56071
Telephone: 952.758.4401 **email:** kondich@ci.new-prague.mn.us

Project Manager: Chris Knutson
Address: 11 Civic Center Plaza, Suite 200, Mankato, Minnesota 56001
Telephone: 507.237.8383 **email:** cknutson@sehinc.com

Scope: The Services to be provided by Consultant: See attached letter dated Dec 20, 2023.

Schedule: Services to be completed in calendar year 2024.

Payment:

For Task 1.0, the lump sum fee is \$6,800 including expenses and equipment.


For Task 2.0, the fee is hourly estimated to be \$1,500 including expenses and equipment. Work under this task will not be started without prior notification to the city.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1 and A-2. Additional work, if required, shall be compensated in accordance with the standard rate schedule.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

Short Elliott Hendrickson Inc.

City of New Prague

By: 
Full Name: _____
Title: Chris Knutson, CSM

By: _____
Full Name: _____
Title: _____

By: _____
Full Name: _____
Title: _____

**Exhibit A-1
to Supplemental Letter Agreement
Between City of New Prague (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated December 20, 2023**

**Payments to Consultant for Services and Expenses
Using the Hourly Basis Option**

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Hourly Basis Option

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

B. Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services but instead are reimbursable expenses required in addition to hourly charges for services and shall be paid for as described in this Agreement:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

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C. Equipment Utilization

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

**Exhibit A-2
to Supplemental Letter Agreement
Between City of New Prague (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated December 20, 2023**

**Payments to Consultant for Services and Expenses
Using the Lump Sum Basis Option**

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

B. Expenses Not Included in the Lump Sum

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

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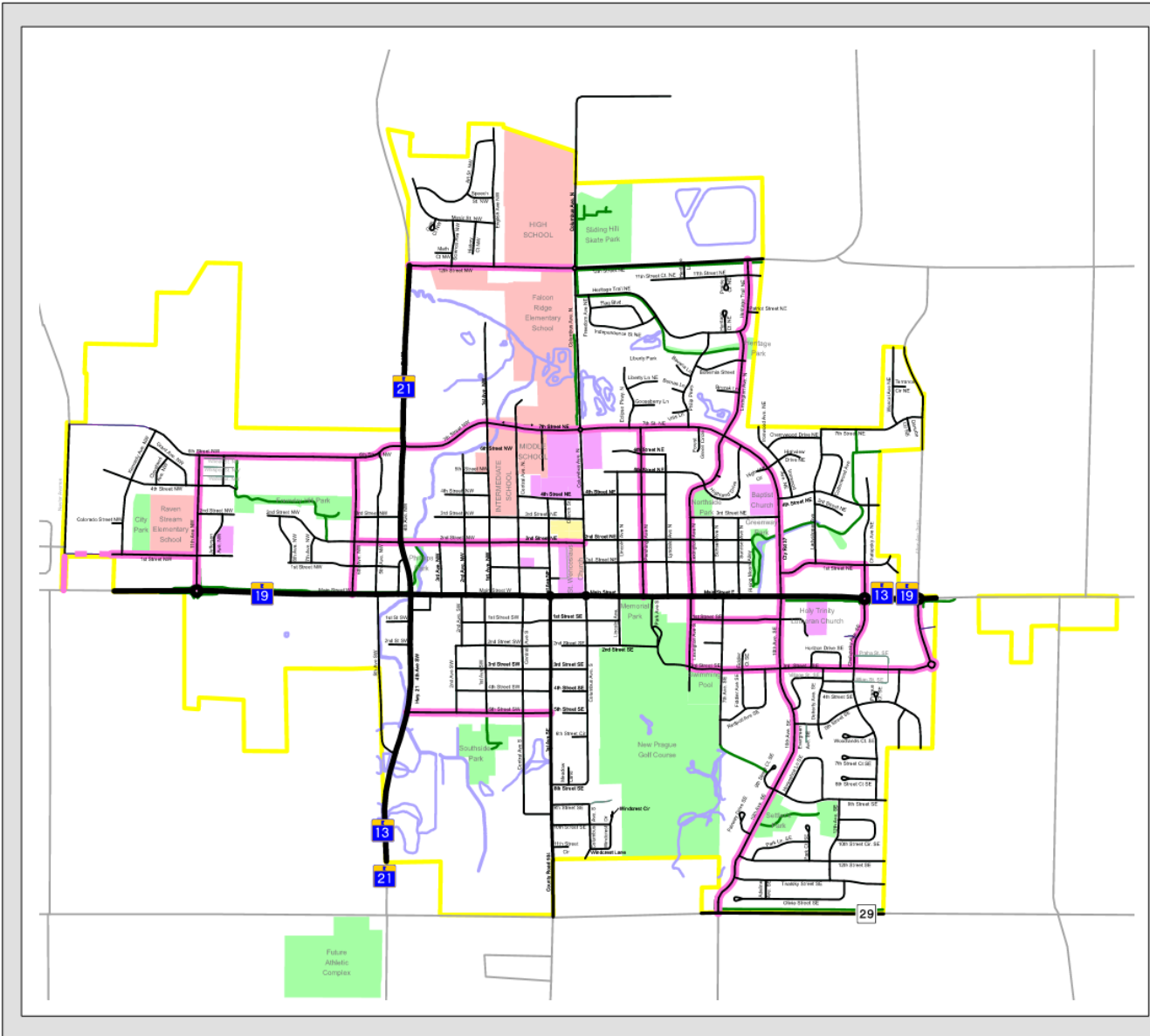
City of New Prague
State Aid Construction Fund Balance Review
 12/20/2022

Year	Total Allocation	% Increase	Maintenance Allocation	Construction Allocation	Estimated Draws	Balance	Projects
2004	\$ 114,081		\$ 28,520	\$ 85,561	\$ -	\$85,561	
2005	\$ 159,621	39.9%	\$ 39,905	\$ 119,716	\$ -	\$205,277	
2006	\$ 163,909	2.7%	\$ 40,977	\$ 122,932	\$ -	\$328,209	
2007	\$ 169,669	3.5%	\$ 42,417	\$ 127,252	\$ -	\$455,461	
2008	\$ 183,231	8.0%	\$ 45,808	\$ 137,423	\$ 223,536.63	\$369,347	TH 21 / 6th Street: \$63,071.46 ; TH 19 East Roundabouts: \$160,465.17
2009	\$ 197,012	7.5%	\$ 49,253	\$ 147,759	\$ 514,024.79	\$3,082	5th Street SW: \$200,000 ; TH 19 / 11th Avenue: \$314,024.79
2010	\$ 197,929	0.5%	\$ 49,482	\$ 148,447	\$ -	\$151,529	
2011	\$ 217,115	9.7%	\$ 54,279	\$ 162,836	\$ 90,040.54	\$224,324	2nd St. Box Culvert, (Eligible: \$121,456.86 less \$31,416.32 excess in 2009)
2012	\$ 246,558	13.6%	\$ 61,640	\$ 184,918	\$ 1,223,242.00	(\$814,000)	2012 Allotment of \$184,918 + \$224,324 balance + Advance of \$814,000 = \$1,223,242 (Est. Eligible MSA > \$1.5M)
2013	\$ 262,570	6.5%	\$ 65,643	\$ 196,927		(\$617,073)	
2014	\$ 272,531	3.8%	\$ 68,133	\$ 204,398		(\$412,675)	
2015	\$ 289,914	6.4%	\$ 72,479	\$ 217,435	\$ 303,502.50	(\$498,742)	Advance in 2015: \$303,502.50
2016	\$ 293,383	1.2%	\$ 73,346	\$ 220,037	\$ 33,705.39	(\$312,411)	Advance in 2016: \$33,705.39
2017	\$ 292,951	-0.1%	\$ 73,238	\$ 219,713		(\$92,697)	
2018	\$ 329,839	12.6%	\$ 82,460	\$ 247,379		\$154,682	
2019	\$ 337,722	2.4%	\$ 84,431	\$ 253,292		\$407,973	
2020	\$ 391,225	15.8%	\$ 97,806	\$ 293,419	\$ 473,253.00	\$228,139	Off-system expenditure in 2020 for TH 19 project (95% request)
2021	\$ 389,983	-0.3%	\$ 97,496	\$ 292,487		\$520,626	
2022	\$ 439,030	12.6%	\$ 109,758	\$ 329,273		\$849,899	
2023	\$ 420,762	-4.2%	\$ 105,191	\$ 315,572	\$ 49,908.05	\$1,115,562	Off-system expenditure in 2020 for TH 19 project (5% balance). HSIP Costs ineligible and match. Expenditures for potential trail and sidewalk with AT grants not shown.
2024	\$ 424,970	1.0%	\$ 106,242	\$ 318,727	\$ 1,192,000.00	\$242,290	CIP Project (2024). Estimate to be updated. Schedule to be confirmed
2025	\$ 429,219	1.0%	\$ 107,305	\$ 321,914	\$ 870,000.00	(\$305,796)	CIP Project (2025). Estimate to be updated. Schedule to be confirmed. Advanced.
2026	\$ 433,512	1.0%	\$ 108,378	\$ 325,134		\$19,338	Potential 10th Avenue SE mill and overlay. Costs not shown. Timing may shift later.
2027	\$ 437,847	1.0%	\$ 109,462	\$ 328,385		\$347,723	
2028	\$ 442,225	1.0%	\$ 110,556	\$ 331,669		\$679,391	
2029	\$ 446,647	1.0%	\$ 111,662	\$ 334,986		\$1,014,377	
2030	\$ 451,114	1.0%	\$ 112,778	\$ 338,335		\$1,352,712	

2004 - 2022: \$ 4,948,274 \$ 1,237,070 \$ 3,711,204 \$ 2,861,305 **\$1,115,562 <==== Estimated construction fund balance 2023**
\$ 2,856,447 <===== According to SAAS Expenditure Detail (shows \$4,858.27 still encumbered for 237-104-001 on 6/22/2011)

Projected
 2023 to 2030: \$ 3,486,295 \$ 871,574 \$ 2,614,721 \$ 2,111,908

= Estimated Values



City of New Prague Municipal State Aid System 2022

MSA Routes adopted by the New Prague
City Council on 4/18/22

- Municipal State Aid Streets
- Non-Existent Municipal State Aid Streets
- Parks
- Schools
- Hospital
- Church
- Water
- City Limits
- Future Trail
- Existing Trail
- City Streets
- County Roads
- State Highways
- Railroad



0 0.25 0.5 Miles

Current to: December 2022
Prepared by: New Prague Planning Department
File: Z:\MSA\MSA\New Prague MSA Map 2022.mxd

Disclaimer: This map was prepared using the City's GIS and is based on the County and City Street Data maintained by the County and City. While the City believes that the data is accurate, the City does not warrant that data in the GIS is error free and the City does not represent that the GIS data can be used for purposes such as navigation or any other purposes requiring the exact measurement of distance and direction or the precise depiction of geographic features. This disclaimer is pursuant to Minnesota Statutes 466.03 Subd. 21. The user of this map acknowledges that the City shall not be liable for any damages that may arise from this map or the information it contains.

Supporting Minnesota's Vital System of Transportation



Bridge 69A70, Duluth Township (St. Louis County)

Minnesota's economic strength and vitality depends on an effective transportation system. To support the state's system of streets, roads and bridges, the Minnesota Department of Transportation distributes funds for highway maintenance and construction to counties, cities and townships based on a formula determined by the legislature.

The department's State Aid for Local Transportation division works closely with local levels of government to ensure the state maintains a safe, effective and coordinated highway network.

Funding from the Minnesota Highway Users Tax Distribution Fund is used to support more than 142,000 miles of trunk highways, county state aid highways, municipal state aid streets and township roads.

The HUTDF is a dedicated funding source comprised primarily of fuel tax revenues, license fees, motor vehicle sales tax revenue and interest.

For fiscal year 2022, MnDOT distributed over \$1 billion to local governments from the HUTDF.

In addition to funding support, the SALT division provides technical assistance in highway and bridge design, construction and maintenance; authorizes grants for local road and bridge construction; coordinates local federally funded projects; and provides overall management of the state aid system.

SALT links MnDOT with city and county engineers to transfer technical expertise and determine ways to improve the state's transportation system.

Minnesota Roads

Trunk Highway	11,703
County State Aid Highways ¹	30,671
Municipal State Aid Streets ²	3,767
County Roads	13,855
Township Roads	55,548
Other Municipal Streets	19,382
Other Minor Systems	7,939
<hr/>	
	142,865

¹ In 87 counties
² In 150 cities of population greater than 5,000



Highway Users Tax Distribution Fund for local roads and bridges 2022



North Owasso Boulevard, City of Shoreview

Bridges

Trunk Highways	3,988
County Roads	8,178
City Streets	1,413
Township Roads	6,250
<hr/>	
	19,829 bridges

Reported bridges are on state trunk highways, county roads, city streets, and township roads, and do not reflect number of bridges owned by each agency type.

STATE AID FOR LOCAL TRANSPORTATION

mndot.gov/stateaid
651-366-3800
January 2022

