



CITY COUNCIL MEETING AGENDA

City of New Prague

Monday, July 07, 2025 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. June 16, 2025 City Council Meeting Minutes
- b. Claims for Payment: **\$318,330.21**
- c. Appointment of Accounting Technician
- d. Call for Public Hearing on the Issuance of an On-Sale Intoxicating, Sunday Liquor and Off-Sale Liquor License for Neisen's Corner Bar II
- e. LG220 MN Lawful Gambling Application for Exempt Permit for Scott Le Sueur Waterfowlers, Inc. on November 20, 2025, involving a raffle at the Park Ballroom, 300 Lexington Avenue South
- f. LG220 MN Lawful Gambling Application for Exempt Permit for Fore Children's Foundation on August 22, 2025, involving a raffle and pull-tabs at New Prague Golf Club, 400 Lexington Avenue South
- g. Request to Purchase Sprayer for Parks Department

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

Speakers limited to 5 minutes

5. PUBLIC HEARING(S) – 6:00 PM

- a. None

6. CITY ENGINEER PROJECTS UPDATE

- a. July 7, 2025

7. ORDINANCE(S) FOR INTRODUCTION

- a. None

8. ORDINANCE(S) FOR ADOPTION

- a. None

9. RESOLUTIONS

- a. #25-07-07-01 - Approving Variance #V5-2025 - Front Deck / Landing at 305 4th Street NW by Matthew Egan
- b. #25-07-07-02 - Approving Variance #V6-2026 - Drive-Through in Front Yard at 100 Alton Ave. SE by LaMacchia Group

10. GENERAL BUSINESS

- a. Petition to Request Public Vote
- b. Compensation Study Peer List Discussion
- c. Long-Term Financial Plan

11. MISCELLANEOUS

- a. North Memorial Ambulance Update
- b. Meeting Minutes
 - i. May 27, 2025 Utility Commission Meeting Minutes
 - ii. May 27, 2025 Golf Board Meeting Minutes
 - iii. May 28, 2025 Planning Commission Meeting Minutes
- c. Discussion of Items not on the Agenda

12. ADJOURNMENT

UPCOMING MEETINGS AND NOTICES:

July 8	6:00 p.m. Park Board
July 9	7:30 a.m. EDA Board
July 21	6:00 p.m. City Council
July 22	6:30 p.m. Golf Board
July 28	3:30 p.m. Utility Commission
July 30	6:30 p.m. Planning Commission
August 4	6:00 p.m. City Council



CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, June 16, 2025 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Mayor Charles Nickolay.

PRESENT

Mayor Charles Nickolay

Councilmember Shawn Ryan

Councilmember Maggie Bass

Councilmember Rik Seiler

Councilmember Bruce Wolf

Staff present: Planning/Community Development Director Ken Ondich, Finance Director Robin Pikal, Police Chief Tim Applen, Public Works Director Matt Rynda, and Fire Chief Steve Rynda.

a. Pledge of Allegiance

2. APPROVAL OF REGULAR AGENDA

Motion to approve the regular agenda, with the change to removing the oath of office for Charles Nickolay since it was done earlier in the day.

Motion made by Councilmember Seiler, Seconded by Councilmember Bass.

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

Motion carried (5-0)

3. OATH OF OFFICE TO NEWLY APPOINTED OFFICIAL

This item was removed from the agenda during the approval of the regular agenda.

a. Charles Nickolay - Mayor (June 2025 - 2026)

4. CONSENT AGENDA

Motion to approve the consent agenda.

Motion made by Councilmember Bass, Seconded by Councilmember Seiler.

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

Motion carried (5-0)

a. Meeting Minutes

i. June 2, 2025 City Council Meeting Minutes

b. Claims for Payment: **\$1,202,271.45**

c. Financial Summary Report

d. Temporary On-Sale Liquor License - Church of St. Wenceslaus

e. West End Liquor THC License Application

f. Resolution #25-06-16-01 - Acceptance of a Basketball hoop donation at Foundry Hill Park

g. Trail Seal Coating Project

- h. Amendment to POPS Donation Agreement
- i. Temporary (1-4 Day) On-Sale Liquor License for the Chamber of Commerce - Dozinky Days Festival and Car Cruise on September 19-20, 2025, Central Avenue North (on street)
- j. Temporary On-Sale 3.2 Beer Permit for the Chamber of Commerce - Czech Out New Prague on August 7, 2025, at Memorial Park, 400 Main Street East, 5-9pm
- k. Appointment of Planner

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

Dennis Tietz (Le Sueur County Commissioner) and Gary Whiteis (1406 9th St SE) spoke.

6. PUBLIC HEARING(S) – 6:00 PM

- a. None

7. CITY ENGINEER PROJECTS UPDATE

Public Works Director Matt Rynda provided an update.

- a. June 16, 2025

8. ORDINANCE(S) FOR INTRODUCTION

- a. None

9. ORDINANCE(S) FOR ADOPTION

- a. None

10. RESOLUTIONS

- a. #25-06-16-02 - Interim Use Permit for Spa / Salon
 Planning/Community Development Director Ken Ondich presented the resolution for an interim use permit for a spa/salon.
 Motion to approve resolution #25-06-16-02 - Interim Use Permit for Spa / Salon
 Motion made by Councilmember Seiler, Seconded by Mayor Nickolay.
 Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
 Motion carried (5-0)
- b. #25-06-16-03 - Variance for Driveway / Sign
 Planning/Community Development Director Ken Ondich presented the resolution for a variance for driveway/sign.
 Motion to approve resolution #25-06-16-03 - Variance for Driveway / Sign
 Motion made by Councilmember Wolf, Seconded by Councilmember Ryan.
 Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
 Motion carried (5-0)

11. GENERAL BUSINESS

- a. 2025 Compensation Study Recommendation
 Finance Director Robin Pikal presented the Compensation Study recommendation and answered questions.
 Motion to approve entering into a contract with AutoSolve for the 2025 Compensation Study.
 Motion made by Mayor Nickolay, Seconded by Councilmember Ryan.
 Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
 Motion carried (5-0)

12. MISCELLANEOUS

Mayor Nickolay announced he will be taking Duane Jirik's spot on the EDA going forward, as well as Shawn Ryan's seat on the Golf Board effective immediately.

Miscellaneous discussion on the Police Station Addition was had.

Councilmember Shawn Ryan made a motion to stop construction on the Police Station Addition. Motion died for lack of a second.

- a. UDC Project Timeline
- b. Meeting Minutes
 - i. May 13, 2025 Park Board Meeting Minutes
 - ii. May 14, 2025 EDA Board Meeting Minutes

13. ADJOURNMENT

Motion to adjourn the meeting at 6:58 p.m.

Motion made by Mayor Nickolay, Seconded by Councilmember Seiler.

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

Motion carried (5-0)

ATTEST:

Charles Nickolay
Mayor

Joshua M. Tetzlaff
City Administrator

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
07/7/2025

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
FUND 101 - GENERAL FUND			
<u>RURAL FIRE - TO BE REIMBURSED</u>			
AMAZON CAPITAL SERVICES	RETURNED APPAREL	\$48.00	
CEDAR BROOK GARDEN CENTER	FLOWERS - RURAL FIRE	\$165.00	
CENTERPOINT ENERGY	NATURAL GAS	\$96.80	
MES SERVICE COMPANY LLC	FIREFIGHTER GEAR	\$765.86	
NEW PRAGUE UTILITIES	RURAL FIRE - UTILITES	\$415.44	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$33.20	
STAR GROUP LLC.	OIL DRY	\$57.96	
TRUCK CENTER COMPANIES	TANKER 2 - HEADER	\$791.97	
VERIZON WIRELESS	TABLETS	\$60.77	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$389.67	
TOTAL:			\$2,824.67
<u>OTHER - TO BE REIMBURSED</u>			
THE TESSMAN COMPANY	DRS - CLAY	\$922.60	
US BANK CREDIT CARD	APPAREL RETURNS	-\$569.25	
TOTAL:			\$353.35
<u>ESCROW REFUNDS</u>			
KA WITT CONSTRUCTION INC	ESCROW - 801 11TH ST NE	\$1,650.00	
TOTAL:			\$1,650.00
<u>COUNCIL</u>			
AMAZON CAPITAL SERVICES	APPAREL - CHUCK	\$28.86	
SILHOUETTES	APPAREL	\$40.00	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$274.98	
VERIZON WIRELESS	TELEPHONE	\$62.60	
TOTAL:			\$406.44
<u>ADMINISTRATION</u>			
ABDO	PERSONNEL HANDBOOK	\$204.00	
AMAZON CAPITAL SERVICES	PRINTER TONER	\$9.33	
AMERICAN MAILING MACHINES	POSTAGE SUPPLIES	\$63.98	
AUTOSOLVE, INC	COMPENSATION STUDY	\$4,745.00	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$27.34	
SILHOUETTES	APPAREL	\$16.00	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$322.35	
VERIZON WIRELESS	TELEPHONE	\$50.21	
TOTAL:			\$5,438.21
<u>TECH NETWORK</u>			
US BANK CREDIT CARD	WEB SERVICE BILLING	\$0.61	
TOTAL:			\$0.61
<u>PLANNING</u>			
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	\$6.54	
AMERICAN MAILING MACHINES	POSTAGE SUPPLIES	\$33.71	
BOLTON & MENK INC.	UNIFIED DEVELOPMENT CODE	\$2,279.00	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$20.82	
LE SUEUR COUNTY RECORDER	RECORDING FEE	\$46.00	
METRO SALES INC	COPIER LEASE	\$49.50	
SCOTT COUNTY RECORDER	RECORDING FEE	\$46.00	
SILHOUETTES	APPAREL	\$24.00	
US BANK CREDIT CARD	GO TO MY	\$20.60	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$27.18	
VERIZON WIRELESS	TELEPHONE	\$75.58	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$24.00	
VOYAGER FLEET SYSTEMS	FUEL - REBATE	-\$5.58	
TOTAL:			\$2,647.35

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
07/7/2025

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>GOVERNMENT BUILDING</u>			
AMAZON CAPITAL SERVICES	RETURNED CLOCK	-\$28.99	
CENTERPOINT ENERGY	NATURAL GAS	\$270.88	
HOLTMEIER CONSTRUCTION INC	CITY CENTER GRADING	\$61,423.68	
MEI TOTAL ELEVATOR SOLUTIONS	ELEVATOR MAINTENANCE	\$73.11	
NEW PRAGUE UTILITIES	GOVT BUILDING - WATER/SEWER	\$298.68	
NEW PRAGUE UTILITIES	GOVT BUILDING -ELECTRIC	\$1,374.72	
TOTAL:			<u><u>\$63,412.08</u></u>
<u>POLICE</u>			
AMAZON CAPITAL SERVICES	PACKING TAPE	\$12.74	
AMERICAN MAILING MACHINES	POSTAGE SUPPLIES	\$11.63	
CORY SCHMITZ	MEAL FOR TRAINING	\$23.27	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$4.51	
KIESLER POLICE SUPPLY	PISTOLS	\$12,388.80	
MN CRITTER GETTER	ANIMAL CONTROL	\$3,900.00	
PETERSON COUNSELING AND CONSULTING	CONSULTING SERVICE/RETAINER FEE	\$615.00	
SILHOUETTES	APPAREL	\$32.00	
US BANK CREDIT CARD	SUPPLIES	\$44.75	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$279.14	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$1,481.67	
TOTAL:			<u><u>\$18,793.51</u></u>
<u>FIRE</u>			
CEDAR BROOK GARDEN CENTER	FLOWERS - FIRE STATION	\$165.00	
CENTERPOINT ENERGY	NATURAL GAS	\$96.80	
MES SERVICE COMPANY LLC	FIREFIGHTER GEAR	\$765.86	
NEW PRAGUE UTILITIES	FIRE - ELECTRIC	\$301.93	
NEW PRAGUE UTILITIES	FIRE - WATER/SEWER	\$113.52	
STAR GROUP LLC.	OIL DRY	\$57.96	
VERIZON WIRELESS	TABLETS	\$60.78	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$252.91	
TOTAL:			<u><u>\$1,814.76</u></u>
<u>BUILDING INSPECTOR</u>			
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	\$6.53	
AMERICAN MAILING MACHINES	POSTAGE SUPPLIES	\$3.92	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$0.50	
METRO SALES INC	COPIER LEASE	\$49.50	
SILHOUETTES	APPAREL	\$8.00	
VERIZON WIRELESS	TELEPHONE	\$83.21	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$71.28	
TOTAL:			<u><u>\$222.94</u></u>
<u>PUBLIC WORKS</u>			
SILHOUETTES	APPAREL	\$16.00	
US BANK CREDIT CARD	ORGANICS GRANT - BAGS	\$129.98	
TOTAL:			<u><u>\$145.98</u></u>
<u>STREET</u>			
AMERICAN MAILING MACHINES	POSTAGE SUPPLIES	\$0.16	
CENTERPOINT ENERGY	NATURAL GAS	\$135.73	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$0.25	
METRO SALES INC	COPIER LEASE	\$49.50	
NEW PRAGUE UTILITIES	STREETS - ELECTRIC	\$290.33	
NEW PRAGUE UTILITIES	STREETS - WATER/SEWER	\$226.38	
RIVER COUNTRY COOP	DIESEL	\$1,191.20	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$81.00	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$137.50	
VERIZON WIRELESS	TELEPHONE	\$87.03	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$812.74	

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
07/7/2025

Section 3, Item b.

VENDOR
ZORO TOOLS INC.
TOTAL:

DESCRIPTION
HOSE REEL

AMOUNT	TOTAL
\$192.58	
	\$3,204.40

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
07/7/2025

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>STREET LIGHTS</u>			
NEW PRAGUE UTILITIES	STREETLIGHTS	\$3,965.75	
TOTAL:			<u>\$3,965.75</u>
<u>PARKS</u>			
AMAZON CAPITAL SERVICES	FILTERS	\$86.78	
CEDAR BROOK GARDEN CENTER	FLOWERS, FERTILIZER	\$2,086.59	
CENTERPOINT ENERGY	NATURAL GAS	\$63.71	
FASTENAL	SAFETY GLASSES	\$55.58	
GENERATION BUILDING CENTER	SONO TUBE	\$26.98	
MACH LUMBER INC	EPOXY	\$51.00	
MAVRICK BIRDSSELL	CDL PERMIT	\$29.25	
MTI DISTRIBUTING INC	LAWN MOWER REPAIR	\$994.30	
MTI DISTRIBUTING INC	MOWER PARTS	\$327.28	
NEW PRAGUE UTILITIES	PARKS - WATER/SEWER	\$1,175.52	
NEW PRAGUE UTILITIES	PARKS -ELECTRIC	\$2,785.26	
O'REILLY AUTOMOTIVE INC	BATTERY	\$120.06	
RENT N SAVE PORTABLE SERVICES	PORTABLE RESTROOM	\$760.00	
TIM'S SMALL ENGINE SERVICE	EAB GRANT - BLOWER	\$750.27	
US BANK CREDIT CARD	PESTICIDES LICENSE	\$15.33	
VERIZON WIRELESS	IPADS	\$10.02	
VERIZON WIRELESS	TELEPHONE	\$83.14	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$788.11	
TOTAL:			<u>\$10,209.18</u>
<u>PARK BOARD</u>			
NEW PRAGUE AREA COMMUNITY EDUCATION	PICKELBALL STORAGE BENCH	\$199.96	
TOTAL:			<u>\$199.96</u>
<u>LIBRARY</u>			
BORDER STATES ELECTRIC SUPPLY	LIGHT BULBS	\$124.60	
CEDAR BROOK GARDEN CENTER	FLOWERS - LIBRARY	\$90.00	
CENTERPOINT ENERGY	NATURAL GAS	\$131.03	
LAKERS NEW PRAGUE SANITARY	TRASH	\$233.23	
NEW PRAGUE UTILITIES	LIBRARY - ELECTRIC	\$872.49	
NEW PRAGUE UTILITIES	LIBRARY - WATER/SEWER	\$121.06	
TOTAL:			<u>\$1,572.41</u>
<u>UNALLOCATED</u>			
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$327.00	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$327.00	
TOTAL:			<u>\$654.00</u>
GENERAL FUND TOTAL:			<u>\$117,515.60</u>
<u>SPECIAL REVENUE - RENTAL</u>			
THOMAS MASBERG	REFUND FOR JUNE 2025	\$600.00	
TOTAL:			<u>\$600.00</u>
<u>FUND 233 - SPECIAL REVENUE - CRIME PREVENTION</u>			
SCOTT COUNTY ATTORNEY'S OFFICE	FORFEITURE 24006756	\$150.00	
TOTAL:			<u>\$150.00</u>
<u>FUND 311 - DEBT SERVICE - CIP 2011</u>			
COMPUTERSHARE TRUST COMPANY	2011 BOND INTEREST	\$985.79	
TOTAL:			<u>\$985.79</u>
<u>FUND 315 - DEBT SERVICE - BOND REFUNDING 2013B</u>			
COMPUTERSHARE TRUST COMPANY	PAYING AGENT FEE	\$750.00	
TOTAL:			<u>\$750.00</u>

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
07/7/2025

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
FUND 316 - DEBT SERVICE - CIP 2014			
COMPUTERSHARE TRUST COMPANY	2014 BOND INTEREST	\$6,450.00	\$6,450.00
FUND 317 - DEBT SERVICE - CIP 2015			
US BANK	2015A BOND INTEREST PAYMENT	\$2,700.00	\$2,700.00
FUND 319 - DEBT SERVICE - CIP 2019			
US BANK	2019A INTEREST PAYMENT	\$22,150.00	\$22,150.00
FUND 320 - DEBT SERVICE - 2020A REFUNDING			
COMPUTERSHARE TRUST COMPANY	PAYING AGENT FEE	\$750.00	
US BANK	2020 BOND INTEREST PAYMENT	\$11,334.84	\$12,084.84
TOTAL:			
FUND 424 - CAPITAL PROJECTS - CIP 2025			
CHOSEN VALLEY TESTING INC	CIP 2025 - TESTING	\$4,994.00	
CORE & MAIN	CIP 2025 - A1 COVERS	\$250.00	
CORE & MAIN	CIP 2025 - AI COVERS	\$579.35	\$5,823.35
TOTAL:			
FUND 425 - CAPITAL PROJECTS - POLICE STATION			
AMERICAN ENGINEER TESTING INC	POLICE ADDITION CONSTRUCTION MAT	\$9,295.00	
WOLD ARCHITECTS AND ENGINEERS	POLICE ADDITION	\$8,261.15	\$17,556.15
TOTAL:			
FUND 602 - ENTERPRISE - SANITARY SEWER			
AMERICAN MAILING MACHINES	POSTAGE SUPPLIES	\$0.08	
AUTOSOLVE, INC	COMPENSATION STUDY	\$821.25	
CENTERPOINT ENERGY	NATURAL GAS	\$4,531.27	
CENTERPOINT ENERGY	NATURAL GAS	\$3,342.23	
COMPUTERSHARE TRUST COMPANY	2011 BOND INTEREST	\$207.86	
COMPUTERSHARE TRUST COMPANY	2014 BOND INTEREST	\$1,125.00	
CORE & MAIN	TAPPING TOOL	\$760.00	
DIGI-KEY	PROXIMITY SWITCH	\$177.99	
FLOW MEASUREMENT AND CONTROL	FLOW METER CALIBRATION	\$469.00	
INTERSTATE CHIROPRACTIC LLC	RANDOM TESTING	\$25.00	
INTERSTATE CHIROPRACTIC LLC	RANDOM TESTING	\$25.00	
NEW PRAGUE UTILITIES	WWTP - ELECTRIC	\$27,726.90	
NEW PRAGUE UTILITIES	WWTP - WATER/SEWER	\$453.87	
POLYDYNE INC	CLARIFLOC - CE-2469	\$3,772.00	
POLYDYNE INC	CLARIFLOC - CE2470	\$9,844.00	
PVS TECHNOLOGIES INC	FERRIC	\$11,579.50	
QUALITY FLOW SYSTEMS INC.	LIFT STATION SERVICE	\$364.00	
RIVER COUNTRY COOP	LP GAS - FORKLIFT	\$35.75	
RMB ENVIRONMENTAL LABORATORIES	WET TESTING	\$1,840.00	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$210.60	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$210.60	
SALTCO	MONTHLY SALT FEE	\$70.00	
US BANK	2015A BOND INTEREST PAYMENT	\$1,200.00	
US BANK	2019A INTEREST PAYMENT	\$3,000.00	
US BANK	2020 BOND INTEREST PAYMENT	\$3,983.96	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$81.00	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$81.00	
UTILITY CONSULTANTS INC.	SAMPLES	\$2,214.33	
UTILITY LOGIC	PUCH CAMERA SPRING KIT	\$187.50	
VERIZON WIRELESS	IPADS	\$7.52	
VERIZON WIRELESS	TELEPHONE	\$170.24	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$208.99	

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
07/7/2025

Section 3, Item b.

TOTAL:	VENDOR	DESCRIPTION	AMOUNT	TOTAL
				\$78,726.44

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
07/7/2025

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
FUND 606 - ENTERPRISE - STORM UTILITY			
AUTOSOLVE, INC	COMPENSATION STUDY	\$91.25	
COMPUTERSHARE TRUST COMPANY	2011 BOND INTEREST	\$182.52	
COMPUTERSHARE TRUST COMPANY	2014 BOND INTEREST	\$750.00	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$3.60	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$3.60	
US BANK	2015A BOND INTEREST PAYMENT	\$450.00	
US BANK	2019A INTEREST PAYMENT	\$3,900.00	
US BANK	2020 BOND INTEREST PAYMENT	\$2,912.54	
UTILITY LOGIC	PUCH CAMERA SPRING KIT	\$187.50	
VERIZON WIRELESS	IPADS	\$7.52	
VERIZON WIRELESS	TELEPHONE	\$5.85	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$7.20	
TOTAL:			<u><u>\$8,501.58</u></u>
FUND 651 - ENTERPRISE - AMBULANCE			
CENTERPOINT ENERGY	NATURAL GAS	\$96.80	
NEW PRAGUE UTILITIES	AMBULANCE - ELECTRIC	\$301.93	
NEW PRAGUE UTILITIES	AMBULANCE - WATER/SEWER	\$91.29	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$10.20	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$10.20	
TOTAL:			<u><u>\$510.42</u></u>
FUND 802 - WELLNESS PROGRAM			
US BANK CREDIT CARD	WELLNESS	\$55.09	
TOTAL:			<u><u>\$55.09</u></u>
TOTAL ACCOUNTS PAYABLE FOR COUNCIL APPROVAL:			<u><u>\$274,559.26</u></u>

Vendor Name	Net Invoice Amount
BEVCOMM	
TELEPHONE / CABLE / INTERNET	\$390.45
BREAKTHRU BEVERAGE MINNESOTA	
BEER	\$614.00
CENTERPOINT ENERGY	
NATURAL GAS	\$561.00
CENTRAL MCGOWAN INC	
C02/NITROGEN TANK RENTAL	\$77.31
LATE FEE	\$2.00
CINTAS	
TOWELS / LINENS	\$704.21
COLLEGE CITY BEVERAGE	
BEER	\$930.20
BEER KEG	\$185.00
BEER KEG CREDIT	\$60.00-
LIQUOR/SELTZERS	\$1,709.83
NON-ALCOHOLIC BEVERAGES	\$134.43
CONNELLY PLUMBING & HEATING INC	
AC UNIT REPAIR	\$110.00
DR. FRESH TAP	
CLEAN TAP LINES	\$75.00
ECOLAB PEST ELIMINATION	
AIR QUALITY / PEST CONTROL	\$537.63
GOLF ASSOCIATES SCORECARD	
SCORECARDS	\$199.53
HERMEL WHOLESALE	
FOOD	\$3,197.60
SUPPLIES	\$405.28
LAKERS NEW PRAGUE SANITARY	
TRASH - GOLF CLUB	\$406.90
LAU'S BAKERY	
BUNS	\$165.78
MTI DISTRIBUTING INC	
O RING	\$21.96
PEPSICO BEVERAGE SALES LLC	
BEVERAGES	\$1,462.06
QUALITY FLOW SYSTEMS INC.	
PUMP HOUSE ELECTRONICS	\$30,172.65
RON'S NORTHFIELD REFRIGERAT	
FREEZER REPAIR	\$473.00
ST. ANDREWS PRODUCTS CO.	
PENCILS	\$303.13
TOW DISTRIBUTING CORP	
BEER	\$1,172.00
BEER - CREDIT	\$120.00-
KEG CREDIT	\$60.00-
Grand Totals	\$43,770.95



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
SUBJECT: APPOINTMENT OF JESSICA LAMBRECHT FOR THE ACCOUNTING TECHNICIAN POSITION
DATE: JUNE 25TH, 2025

On June 10th, the Accounting Technician position was posted internally. We had one applicant, Jessica Lambrecht, who was interviewed on June 18th.

Jessica obtained her Bachelor of Science degree in Accounting from Bemidji State and an Associates of Arts from Normandale Community College.

Jessica's current role is the Utility Billing Specialist; she was hired in November 2024. Jessica's work history includes employment as an Accountant for the City of Belle Plaine, Dispatcher/Freight Payables/Invoicing for Holicky Bros Inc., and progressed through various accounting roles at CHS in Mankato, ultimately becoming Accounting Supervisor 1.

Along with Jessica's education and pertinent work history, her experience with customer service, handling of sensitive data and familiarity within the Finance/Utilities Office will make her a great addition to the Accounting Technician role.

I recommend Jessica Lambrecht be appointed to the Accounting Technician position with an anticipated start date of June 8th, 2025. Starting salary Step 8 of the structured pay scale on Grade 9 at \$34.26 per hour (\$71,260.80 annually). Jessica will continue to accrue vacation and sick time as defined in the New Prague Employee Handbook.

Recommendation

Appoint Jessica Lambrecht as Accounting Technician



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: CALL FOR PUBLIC HEARING ON THE ISSUANCE OF AN ON-SALE
INTOXICATING, SUNDAY LIQUOR AND OFF-SALE LICENSE FOR NEISEN'S
CORNER BAR II INC.
DATE: JUNE 25, 2025

The City of New Prague has received a new liquor license application for an On-Sale Intoxicating, Sunday Liquor and Off-Sale license for Neisen's Corner Bar II.

The location of the liquor establishment is 100 Main Street W.

In accordance with City Code Section 110.16 Issuance of License (Subd. C), prior to approving an application for issuance of a license, the Council shall provide an opportunity for public comment for or against issuance of the license.

City Staff would recommend calling for a Public Hearing on the issuance of the license for Monday, July 21, 2025, at 6:00 p.m. The proposed effective date of the license would be August 1, 2025.

Recommendation

Mayor and Council review and call for Public Hearing on Monday, July 21, 2025, at 6:00 p.m.



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 MN License Period From: _____ To: _____ *Date of Approval*

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

License type: (check all that apply) ☒ On Sale Intoxicating ☒ Sunday Liquor ☐ 3.2% On sale ☐ 3.2% Off Sale

Fee(s): On Sale License fee: \$ _____ Sunday License fee: \$ _____ 3.2% On Sale fee: \$ _____ 3.2% Off Sale fee: \$ _____

Licensee Name: Neisen's Corner Bar II Inc DOB 09/10/93 Social Security # _____
 (corporation, partnership, LLC, or Individual)

Business Trade Name 11 11 Business Address 100 Main St W City New Prague

Zip Code 56071 County Le Sueur Business Phone 952 594 9029 Home Phone 952 594 9029

Home Address 29687241st Ave City Bellevue MN 56011

Licensee's Federal Tax ID # 33-3263220 Licensee's MN Tax ID# 9971026
 (To apply call IRS 800-829-4933)

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

<u>Ryan Bert Neisen</u>	<u>9/10/93</u>		<u>29687241st Ave</u>
Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
<u>Daniel Charles Neisen</u>	<u>4/28/62</u>		<u>24341 Mariden Ave</u>
Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
_____ Partner/Officer Name (First Middle Last)	_____ DOB	_____ Social Security #	_____ Home Address

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 ☒ 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: Midcountry Insurance Policy # 195384.201

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 _____ Date _____
 (title)

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.**

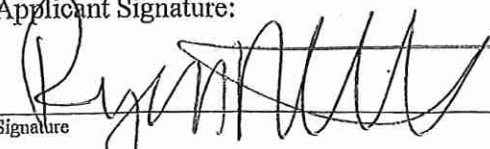
Please print or type

Name of license being applied for and license number (if renewal):		License Number #:
on sale intoxicating, Sunday & off sale		
Licensing Authority (name of city, county, or state agency issuing license):		
City of New Prague		
License Renewal Date: Date approved - March 31 st , 2026		

PERSONAL INFORMATION:		
Applicant's last name Reisen	Applicant's first name and middle initial Ryan B	Social Security Number
29687 241st Avenue	Belle Plaine	MN 56011
Applicant's address	City	State Zip Code

BUSINESS INFORMATION:		
Neyens Corner Bar & Inc		
Business name		
100 Main St W	New Prague	MN 56071
Business address	City	State Zip Code
33326 3220		
Minnesota tax identification number		Federal tax identification number
If a Minnesota tax identification is not required, please explain on the reverse side of this form.		

Applicant Signature:

 Signature	owner Title	6/2/25 Date
--	----------------	----------------



Minnesota Department of Public Safety
ALCOHOL AND GAMBLING ENFORCEMENT
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
OFFICE (651) 201-7510 FAX (651) 297-5259 TTY (651) 282-6555
DPS.MN.GOV

Section 3, Item d.

APPLICATION FOR OFF SALE INTOXICATING LIQUOR LICENSE
No license will be approved or released until the \$20 Retailer ID Card fee is received

PLEASE COMPLETE THIS APPLICATION IN ITS ENTIRETY.
INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT ACTION.

Licensee's MN Sales and Use Tax ID # 9971026 To apply for a MN sales and use tax ID #, call (651) 296-6181
Licensee's Federal Tax ID # 33-3243220 Licensees must register with the Federal Tax and Trade Bureau (TTB),
for information call (513) 684-2979 or 1-800-937-8864

Applicant:

Licensee Name (Business, Partnership, Corporation) <u>Neisen Corner Bar II Inc</u>		Business Name (DBA) <u>11</u>		Social Security #	
Physical Business Address <u>100 Main St W</u>		License Period From To		DOB (Individual Applicant) <u>9-10-93</u>	
City <u>New Prague</u>		County <u>Le Sueur</u>	State <u>MN</u>	Zip Code <u>56071</u>	
E-mail Address <u>rneisen93@hotmail.com</u>		Business Phone Number <u>not yet</u>		Applicant's Home Phone # <u>952 594 9029</u>	

If a Corporation, LLC, or Partnership - state name, date of birth, Social Security # address, title, and Percent Owned by each officer.

Partner Officer (First, middle, last)	DOB	SS#	Title	Percent	Home Address
<u>Ryan Bert Neisen</u>	<u>9/10/1993</u>		<u>Owner President</u>	<u>50</u>	<u>29687 241st Ave Belle Plaine MN</u>
<u>Daniel Charles Neisen</u>	<u>4/28/1962</u>		<u>Owner Secretary</u>	<u>50</u>	<u>24341 Meridian Ave Belle Plaine</u>

- If a corporation, date of incorporation 3-1-25, state incorporated in Minnesota If a subsidiary of any other corporation, so state _____
If incorporated under the laws of another state, is corporation authorized to do business in the state of Minnesota?
Yes ☐ No ☒
- Describe premises to which license applies; such as (first floor, second floor, basement, etc.) or if entire building, so state. Main level
- Is establishment located near any state university, state hospital, training school, reformatory or prison?
☐ Yes ☒ No. If yes, state approximate distance. _____
- Name and address of building owner Neisen Investments LLC 101 east Main St - Belle Plaine MN 56011
Has owner of building any connection, directly or indirectly, with applicant? ☒ Yes ☐ No



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: SCOTT LE SUEUR WATERFOWLERS, INC. - MINNESOTA LAWFUL GAMBLING
LG220 APPLICATION FOR EXEMPT PERMIT
DATE: JUNE 25, 2025

Attached is a Minnesota Lawful Gambling LG220 Application for Exempt Permit for Scott Le Sueur Waterfowlers, Inc. to conduct a raffle at an event on November 20, 2025, at The Park Ballroom, 300 Lexington Avenue South, New Prague.

Recommendation

Staff recommends approval of the Lawful Gambling Permit for Scott Le Sueur Waterfowlers, Inc. and recommends requesting a waiver of the waiting period.

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit4/23
Page 1 of 3

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: Scott LeSueur Waterfowlers

Previous Gambling Permit Number: X-94614-24

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 84-3149767

Mailing Address: 511 1st Street South

City: Montgomery State: MN Zip: 56069 County: LeSueur

Name of Chief Executive Officer (CEO): Andrew Harms

CEO Daytime Phone: 507-364-5044 CEO Email: harm.sway@hotmail.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): scottlesueurwaterfowlers@gmail.com

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): The Park Ballroom

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

Check one:

☒ City: New Prague Zip: MN County: 56071

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 11-20-2025

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: _____

Signature of City Personnel: _____

Title: _____ 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: 6/4/25
(Signature must be CEO's signature; designee may not sign)

Print Name: Andrew Harms**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)).

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 Depart-

ment 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.

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.

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

An equal opportunity employer

**Office of the Minnesota Secretary of State
Certificate of Good Standing**

I, Steve Simon, Secretary of State of Minnesota, do certify that: The business entity listed below was filed pursuant to the Minnesota Chapter listed below with the Office of the Secretary of State on the date listed below and that this business entity is registered to do business and is in good standing at the time this certificate is issued.

Name:	Scott LeSueur Waterfowlers Inc
Date Filed:	09/24/2019
File Number:	1104053100023
Minnesota Statutes, Chapter:	317A
Home Jurisdiction:	Minnesota

This certificate has been issued on: 06/19/2025



A handwritten signature in black ink that reads "Steve Simon".

Steve Simon
Secretary of State
State of Minnesota



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: FORE CHILDREN'S FOUNDATION - MINNESOTA LAWFUL GAMBLING
LG220 APPLICATION FOR EXEMPT PERMIT
DATE: JUNE 30, 2025

Attached is a Minnesota Lawful Gambling LG220 Application for Exempt Permit for Fore Children's Foundation to conduct a raffle and pull-tabs at an event on August 22, 2025, at the New Prague Golf Club, 400 Lexington Avenue South, New Prague.

Recommendation

Staff recommends approval of the Lawful Gambling Permit for Fore Children's Foundation and recommends requesting a waiver of the waiting period.

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

Section 3, Item f.

Page 1 of 3

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: Fore Children's Foundation

Previous Gambling Permit Number: X- 95340-24-002

Minnesota Tax ID Number, if any: 88-2246925

Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 6081 E 250th St.

City: Elko New Market State: MN Zip: 55020 County: Scott

Name of Chief Executive Officer (CEO): Jordan Kraus

CEO Daytime Phone: 612-816-4964 CEO Email: jordankruas_childrensfundraiser@yahoo.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): shaylahayes_childrensfundraiser@yahoo.com

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): New Prague Golf Club and Banquet

Physical Address (do not use P.O. box): 400 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): 08/22/2025

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: _____

Signature of City Personnel: _____

Title: _____ 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: June 30th 2025

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

 Print Name: Jordan Kraus
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 Depart-

ment 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.

How You May Spend Gambling Funds	How You May Not Spend Gambling Funds
<p>Allowable expenses - Gambling funds may be spent for allowable expenses, such as:</p> <ul style="list-style-type: none"> • gambling equipment (pull-tabs, bingo paper, bingo blower, paddlewheel tickets, tipboard games); • advertising; • printing raffle tickets; or • any services or goods that are directly related to the conduct of your gambling. <p>Charitable contributions - Gambling funds may be spent for the following charitable contributions (lawful purpose):</p> <ul style="list-style-type: none"> • to or by 501(c)(3) organization and 501(c)(4) festival organizations; • relieving the effects of poverty, homelessness, or disability; • problem gambling programs approved by the Minnesota Department of Human Services; • public or private nonprofit school; • scholarships (if a contribution is made to a scholarship fund, it must be made to a nonprofit organization whose primary mission is to award scholarships); • church; • recognition of military service (open to public) or active military personnel in need; • activities and facilities benefiting youth under age 21; • citizen monitoring of surface water quality, with data submitted to Minnesota PCA; • unit of government (NOTE: A direct contribution to a law enforcement or prosecutorial agency is not allowed); • wildlife management projects or activities that benefit the public-at-large, with DNR approval; • grooming and maintaining snowmobile or all-terrain trails that are grant-in-aid trails, or other trails open to public use, with DNR approval; • supplies and materials for DNR training and educational programs; • nutritional programs, food shelves, and congregate dining programs primarily for persons who are 62 or older or disabled; • community arts organizations or programs; • humanitarian service recognizing volunteerism or philanthropy; and • acquisition and repair of real property and capital assets (contact the Gambling Control Board for requirements). 	<ol style="list-style-type: none"> 1. Controlled contribution - An organization may not retain any control over any contribution made from gambling funds. The only exception is for expenditures by a 501(c)(3) organization or a 501(c)(4) festival organization to its general fund. 2. Financial gain - A contribution or expenditure may not be made if it results in any monetary, economic, financial, or material benefit to the organization making the contribution or expenditure. 3. Government - An expenditure may not be made for: <ul style="list-style-type: none"> • influencing the nomination or election of a candidate for public office; • promoting or defeating a ballot question; or • any activity intended to influence an election or a governmental decision-making process. 4. Law enforcement - A direct contribution may not be made to a law enforcement or prosecutorial agency. 5. Pension - A contribution may not be made to a government pension or retirement fund, such as a fire relief association. 6. Conflict of interest - A contribution or expenditure may not be made if it is not allowed under the conflict of interest provisions of the Minnesota Nonprofit Corporation Act, Minnesota Statutes, Section 317A.255. 7. Alcohol - An expenditure may not be made for the purchase of any intoxicating liquor, wine, or malt beverages. 8. Fundraising - An expenditure may not be made for fundraising costs, except as allowed for a 501(c)(3) organization or 501(c)(4) festival organization from its general fund. 9. Other organizations - With few exceptions, gambling funds may not be contributed to other organizations or clubs such as veterans, fraternal, Lions, etc. unless it is a 501(c)(3) organization. 10. Other contributions - A contribution may not be made to a 501(c)(3) organization or another entity with the intent or effect of not complying with lawful purpose restrictions or requirements.

Business Record Details »

Minnesota Business Name

Fore Children's Foundation**Business Type**

Nonprofit Corporation (Domestic)

MN Statute

317A

File Number

1313363400024

Home Jurisdiction

Minnesota

Filing Date

5/11/2022

Status

Active / In Good Standing

Renewal Due Date

12/31/2026

Registered Office Address603 Main St N
Lonsdale, MN 55046
USA**Registered Agent(s)**

(Optional) Currently No Agent

PresidentJordan Kraus
6081 E 250TH ST
ELKO NEW MARKET, MN 55020-9447
USA**Filing History****Filing History**Select the item(s) you would like to order:

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	5/11/2022	Original Filing - Nonprofit Corporation (Domestic) (Business Name: Fore Children's Foundation)	
<input type="checkbox"/>	2/22/2024	Involuntary Dissolution - Nonprofit Corporation (Domestic)	



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 STAND ON SPRAYER/FERTILIZER
DATE: JUNE 26, 2025

This machine will be used to spray and fertilize all city and parks facilities.

<u>Company</u>	<u>Brand</u>	<u>Total Cost</u>
Tri-State Bobcat	Toro Spray Master 60	\$18,641.00
Van-Wall Equipment	John Deere Turfco T5000	\$21,250.61
A & J Outdoor Power	Z-Spray Max	\$19,445.37

Recommendation

It is the recommendation of staff that the City Council authorize the purchase of the Toro Spray Master 60 from Tri-State Bobcat. In the 2025 Parks budget we earmarked money for the purchase of the stand on sprayer.



MEMORANDUM

TO: Mayor and City Council
Joshua Tetzlaff, City Administrator

FROM: Chris Knutson, PE (Lic. MN)

DATE: July 1, 2025

RE: Project Updates

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

2024 STREET AND UTILITY IMPROVEMENTS PROJECT

The contractor has provided a turf maintenance/restoration plan for the rest of the project. All contract work with the exception of saw/seal of the pavement has been completed.

2025 STREET AND UTILITY IMPROVEMENTS PROJECT

The contractor anticipates paving the south four blocks of Lincoln Avenue N tomorrow. Concrete is scheduled for next week for the remaining block of Lincoln Avenue N, west block of 1st Street NE, and south 2 blocks of Pershing Avenue N. Utilities are nearly complete project wide.

CITY CENTER GRADING PLAN – PHASE 1

A pay application is included with the consent agenda. The work is substantially complete.

CITY CENTER STORM POND

Final design is underway with plan completion anticipated for the end of July

LEAD SERVICE LINE REPLACEMENTS

The 2025 lead service line replacement project is currently being advertised for bidding. Construction is expected later this year. The 2026 lead service line project is expected to start design in the fall.

cdk
x:\ko\newpr\common\council meetings\060225 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: KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: PLANNING COMMISSION SUMMARY - REQUEST FOR VARIANCE #V5-2025 FOR A REDUCTION FROM THE REQUIRED 30' FRONT YARD SETBACK TO 12' 3" TO ALLOW A FRONT DECK / LANDING LOCATED AT 305 4TH STREET NE AS PROPOSED BY MATTHEW P. EGAN.
DATE: JUNE 26, 2025

Planning Commission Summary

The Planning Commission heard the above variance request at their June 25th meeting. The applicant, Matthew P. Egan, is requesting to reduce the 30' setback requirement to 12' 3" to allow a front deck / landing located at 305 4th Street NE. The variance requested would allow the a front deck / landing to be extended in width by 2' compared to the previous front deck / landing but would not extend any closer to the front property line. The additional width would allow more room for navigating into and out of the home's front door.

There were no comments received from the public regarding the request.

The Planning Commission recommended approval of the variance request on a unanimous vote (4-0) based on the six findings and one condition listed in the staff report (and attached resolution which approves the variance).

Staff Recommendation

Staff recommends approval of the attached resolution "...Approving Variance (#V5-2025)...".

RESOLUTION #25-07-07-01

RESOLUTION OF THE NEW PRAGUE CITY COUNCIL APPROVING VARIANCE #V5-2025 FOR A REDUCTION FROM THE REQUIRED 30' FRONT YARD SETBACK TO 12' 3" TO ALLOW A FRONT DECK / LANDING LOCATED AT 305 4TH STREET NE, AS PROPOSED BY MATTHEW P. EGAN, NEW PRAGUE, MINNESOTA

WHEREAS, Matthew P. Egan, applicant and owner of the following real estate in the County of Scott to wit:

Lot 2, Schoenbauer Subdivision, Scott County, Minnesota.

is requesting a variance for a reduction from the required 30' front yard setback to 12' 3" to allow a front deck / landing located at 305 4th Street NE, on the above-described property; and

WHEREAS, the New Prague Planning Commission has finished a review of the application and made a report pertaining to said request (#V5-2025), a copy of said report has been presented to the City Council; and,

WHEREAS, the New Prague Planning Commission on the 25th day of June, 2025, after due consideration of presented testimony and information, voted unanimously (4-0) to forward the matter to the City Council with a recommendation for approval; and,

WHEREAS, the New Prague City Council finds:

- A. The requested variance is to allow a front deck/landing to be located 12' 3" is in harmony with the general purposes and intent of this Ordinance because front decks/landings as part of a single-family home are a permitted use in the RL-90 Single Family Residential Zoning District.
- B. The requested variance is consistent with the comprehensive plan because the subject property including the home and the front deck / landing are a permitted use in the RL-90 Single Family Zoning.
- C. The applicant will continue to use the property in a reasonable manner, considering that the only change will be a 2' wider front deck / landing which will be built no closer than the previously existing front deck / landing at 12' 3" from the front lot line.

- And with the following condition:

- NOW, THEREFORE BE IT RESOLVED**, by the City Council of New Prague, Minnesota, that the request for variance #V5-2025 for a reduction from the required 30' front yard setback to 12' 3" to allow a front deck / landing located at 305 4th Street NE, proposed by Matthew P. Egan, is hereby approved based on the above findings and condition.

Passed this 7th day of July, 2025.

(CORPORATE ACKNOWLEDGMENT)

Notary Public

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State of Minnesota)
)ss.
County of Scott & Le Sueur)

(CORPORATE ACKNOWLEDGMENT)

Subscribed and sworn before me, a Notary Public this _____ *day of* _____, 2025.

Notary Public

THIS INSTRUMENT DRAFTED BY:

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



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

MEMORANDUM

TO: PLANNING COMMISSION

FROM: KEN ONDICH – PLANNING / COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: REQUEST FOR VARIANCE #V5-2025 FOR A REDUCTION FROM THE REQUIRED 30' FRONT YARD SETBACK TO 12' 3" TO ALLOW A FRONT DECK / LANDING LOCATED AT 305 4TH STREET NE, AS PROPOSED BY MATTHEW P. EGAN.

DATE: JUNE 12, 2025

Background / History

The subject site is located at 305 4th Street NE and is located in the RL-90 Single Family Residential Zoning District. The proposed 4' x 8' front deck / landing would require a reduction in the front setback from 30' to 12' 3". The previous front deck / landing was also located 12' 3" from the front lot line so the request not necessarily increasing the non-conformance other than the width is increasing by 2' within a required setback.

The homes in this neighborhood mostly predate the existence of any zoning ordinance in the City of New Prague and range in age from pre-1900 (south side of 4th Street NE) to the homes on either side of the subject home being built in 1961 to the west and 1972 to the east. The lots in the block were platted in 1958. Homes further east were built in the late 1950's. The subject home was constructed in 1972.

All the homes on the block do not meet the current zoning ordinance requirements for front setbacks. While the homes north of 4th are zoned RL-90 Single Family residential and have a required minimum setback of 30', the homes on the south side of 4th Street NE are zoned RL-70 Single Family Residential and have a required minimum setback of 25'.

As additional background, the City has been working with the applicant for a little over a year regarding the replacement of the previously existing front deck/landing (approximately 4' x 6') which was damaged during a storm in 2023. Mr. Egan did apply for a permit for the 4' x 8' front deck / landing and was informed at the time that the permit would not be granted unless it were reduced in size to be no larger than the existing front deck / landing or a variance was applied for. No further activities took place regarding the permit until October 2024 when City staff noticed a partially completed front deck / landing on the home and a violation letter was issued and the applicant ultimately appealed to the City Council on December 2, 2024 where the appeal was tabled and was never brought back for further discussion while staff worked with the applicant to locate property lines and submit a variance application.

Legal Description

Lot 2, Schoenbauer Subdivision, Scott County, Minnesota.

Zoning

The subject property is located in the RL-90 Single Family Residential Zoning District.

According to Section 604 of the Zoning Ordinance, the minimum front yard setback in the RL-90 Single Family Residential Zoning District is 30'. The applicant is requesting for a 12' 3" front yard setback to allow a front deck / landing.

Neighborhood Conditions and Nearby Land Uses

North — Multifamily apartments zoned RH High Density Residential

South — Single family residential homes zoned RL-70 Single Family Residential

East — Single family residential homes zoned RL-90 Single Family Residential

West – Single family residential home and cemetery zoned RL-90 Single Family Residential

Front decks / landings as part of single-family homes are permitted uses in single family residential zoning districts.

The single-family homes on the north side of the block are in general alignment at approximately 16' from the property line along 4th Street NE and do not meet the minimum 30' setback requirement to either the homes or front decks/landings. The two homes to the east both have an approximately 3' to 4' entrance/landing as well as one home on the south side of the block. The westernmost home on the south side of the block is much closer to the property line at approximately 6'. The other landings would appear to meet minimum building code requirements which requires a 36" depth from the door. A variance was granted in 2015 at 400 Lincoln Ave. N. (V1-2025) that allowed a large garage addition at 19' to the front property line along 4th Street NE.

The homes in this neighborhood mostly predate the existence of any zoning ordinance in the City of New Prague and range in age from pre-1900 (south side of 4th Street NE) to the homes on either side of the subject home being built in 1961 to the west and 1972 to the east. The lots in the block were platted in 1958. Homes further east were built in the late 1950's. The subject home was constructed in 1972.

With the proposed variance, the applicants front deck/landing would be no closer to the front lot line and only 2' wider than the previously existing front deck / land and staff does not believe this to be detrimental to the neighborhood character, certainly because one home is already located much closer to the front lot line.

Applicant's Statement of Practical Difficulty

The applicant submitted the following letter to support their variance request.

Matthew Egan
305 4th ST NE
New Prague, MN 56071

To whom it may concern,

I submit this variance application to request that a 4-foot deep by 8-foot wide landing and stairs be allowed on the street side of my property. This landing facilitates the ingress and egress of persons at my front door.

The original landing was 4-feet deep by 6-feet wide, prior to being removed during a residing project. The increase in size (24 inches wider) is to allow more room for persons or things to be moved through the front door and is also more aesthetically pleasing. Without this landing, the front door of my home is unusable.

I believe this request to be more than reasonable. The property located at 400 Lincoln Ave N (3 homes away) was granted a variance a few years ago for a large garage addition, and the home at 501 Columbus Ave N. is even closer to 4th ST NE than all of the homes on the north side of my block.

I spoke in front of the City Council on this issue in December of 2024, and appealed the requirement for a survey which would have cost me three to four thousand dollars. Over the last 5 months I have worked with Ken Ondich to determine where the property lines are. I located what lot pins were able to be found and Ken measured the property lines. Ken was able use the data we collected along with the as-built road construction data from Columbus AVE and then determine exactly where the lot lines are. I have included a copy of the plat map showing the property lines and the location of the landing. I have also included pictures of the landing as it exists today.

I welcome any questions you may have about this variance request. I hope that this application is accepted, I can apply for a permit, have an inspection, and we can all move on with life.

Respectfully,
Matthew Egan

Public Works Comments

The Public Works Director (Matt Rynda) and Utilities General Manager (Bruce Reimers) were not solicited for comments on this variance request as it does not involve any public works or utility related matters.

Building Official Comments

Building Official Scott Sasse indicated that a building permit is still required for the front deck / landing and that the work still needs to be inspected to ensure compliance with building code as well.

Criteria for Granting Variance – Section 507

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

The Zoning Ordinance identifies criteria for granting variances as noted below. These items must be evaluated by the Planning Commission and City Council when considering variance requests. It is important to note that variances should only be granted in situations of practical difficulties. A variance may be granted only in the event that all of the circumstances below exist. Staff has attempted to evaluate the established criteria for this specific request. Staff's comments are highlighted in yellow below:

- A. The variance is in harmony with the general purposes and intent of this Ordinance. (The requested variance is to allow a front deck/landing to be located 12' 3" is in harmony with the general purposes and intent of this Ordinance because front decks/landings as part of a single-family home are a permitted use in the RL-90 Single Family Residential Zoning District.)
- B. The variance is consistent with the comprehensive plan. (The requested variance is consistent with the comprehensive plan because the subject property including the home and the front deck / landing are a permitted use in the RL-90 Single Family Zoning.)
- C. The applicant proposes to use the property in a reasonable manner not permitted by this Ordinance, the City Code or the City Subdivision Ordinance. (The applicant will continue to use the property in a reasonable manner, considering that the only change will be a 2' wider front deck / landing which will be built no closer than the previously existing front deck / landing at 12' 3" from the front lot line.)
- D. Unique circumstances apply to the property which do not apply generally to other properties in the same zone or vicinity and result from lot size or shape, topography or other circumstances over which the owner of the property since enactment of this Ordinance has had no control. The unique circumstances do not result from the actions of the applicant. (Unique circumstances apply to this property which do not generally apply to other properties in the vicinity because the homes in the neighborhood were constructed prior to the adoption of a zoning ordinance in the City which placed the homes closer to the front property line along 4th Street NE at less than the currently required 30' setback.)

- E. The variance does not alter the essential character of the neighborhood. (The variance does not alter the essential character of the neighborhood because adjacent lots are zoned residential and all adjacent single family homes do not meet the minimum 30' front setback requirement with one home located approximately 6' from the front property line which is much closer than the proposed front deck / landing.)
- F. That the variance requested is the minimum variance which would alleviate the practical difficulties. Economic conditions alone do not constitute practical difficulties. (The variance requested is the minimum variance which would alleviate the practical difficulty because it would provide more room for navigating into and out of the home's front door while not locating closer to the front lot line than the previous front deck/landing.)
- G. The Board of Adjustment may impose such conditions upon the premises benefited by a variance as may be necessary to comply with the standards established by this Ordinance, or to reduce or minimize the effect of such variance upon other properties in the neighborhood, and to better carry out the intent of the variance. The condition must be directly related to and must bear a rough proportionality to the impact created by the variance. No variance shall permit a lower degree of flood protection than the Regulatory Flood Protection Elevation for the particular area or permit standards lower than those required by federal, state or local law. (A building permit must be obtained and the structure inspected to ensure compliance with building codes.)

Staff Recommendation

Staff recommends **approval** of Variance #V5-2025 from the required 30' front setback to 12' 3" to allow a front deck / landing to be located at 305 4th Street NE for the following reasons:

- A. The requested variance is to allow a front deck/landing to be located 12' 3" is in harmony with the general purposes and intent of this Ordinance because front decks/landings as part of a single-family home are a permitted use in the RL-90 Single Family Residential Zoning District.
- B. The requested variance is consistent with the comprehensive plan because the subject property including the home and the front deck / landing are a permitted use in the RL-90 Single Family Zoning.
- C. The applicant will continue to use the property in a reasonable manner, considering that the only change will be a 2' wider front deck / landing which will be built no closer than the previously existing front deck / landing at 12' 3" from the front lot line.
- D. Unique circumstances apply to this property which do not generally apply to other properties in the vicinity because the homes in the neighborhood were constructed prior to the adoption

of a zoning ordinance in the City which placed the homes closer to the front property line along 4th Street NE at less than the currently required 30' setback.

- E. The variance does not alter the essential character of the neighborhood because adjacent lots are zoned residential and all adjacent single-family homes do not meet the minimum 30' front setback requirement with one home located approximately 6' from the front property line which is much closer than the proposed front deck / landing.
- F. The variance requested is the minimum variance which would alleviate the practical difficulty because it would provide more room for navigating into and out of the home's front door while not locating closer to the front lot line than the previous front deck/landing.

And with the following condition:

1. A building permit must be obtained and the structure inspected to ensure compliance with building codes.

Attachments

- 1) Site Map Aerial – Dated 5/15/25
- 2) Zoning Map – Dated 5/15/25
- 3) Detail Map – Dated 5/15/25
- 4) Google Streetview and other photos – Various Dates



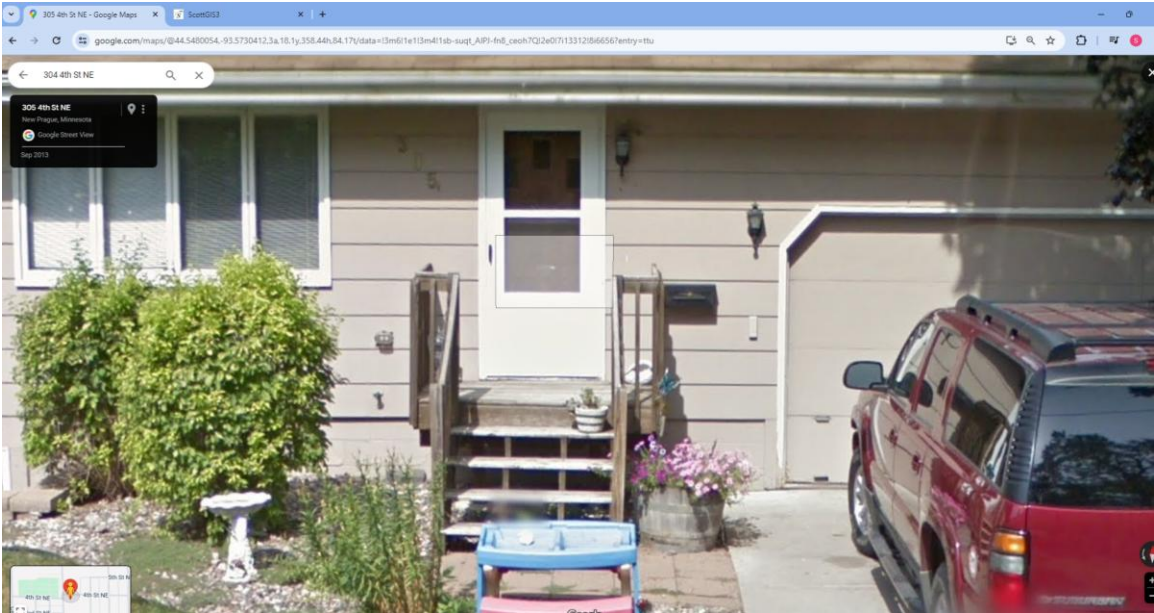
Front Yard Setback - Variance #V5-2025
June 25, 2025 Planning Commission Meeting
Page 7 of 13



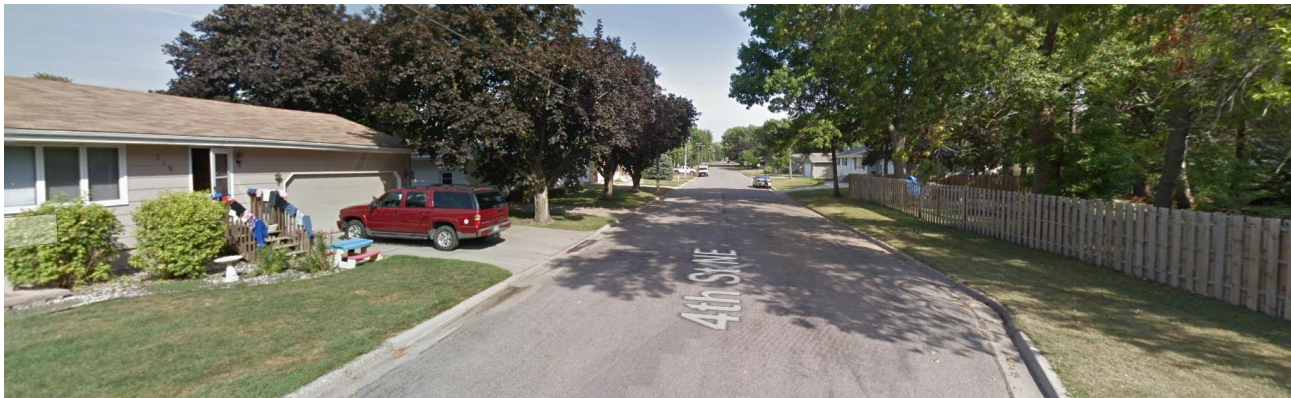
Front Yard Setback - Variance #V5-2025
June 25, 2025 Planning Commission Meeting
Page 8 of 13



Front Yard Setback - Variance #V5-2025
June 25, 2025 Planning Commission Meeting
Page 9 of 13



Original Landing and Stairs (Google Streetview from September 2013).



Google Streetview from September 2013 with original front deck/landing



Looking NE from 4th Street NE at subject property and front deck / landing.



Looking north from 4th Street NE



Looking north of 4th Street NE at front deck / landing. This is 2’ wider than the original.



View along 4th Street NE looking west.



View from 4th Street NE looking west.



Google Streetview from September 2013 from homes west of and including the subject home. The home on the south side of the street is much closer to the road than the subject homes proposal.



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: PLANNING COMMISSION SUMMARY - REQUEST FOR VARIANCE #V6-2025 TO ALLOW A DRIVE-THRU WITH MICROPHONE/SPEAKERS TO BE LOCATED IN THE FRONT YARD ALONG MAIN STREET E. / TH13/19, LOCATED AT 100 ALTON AVE. SE, AS PROPOSED BY THE LAMACCHIA GROUP.
DATE: JUNE 26, 2025

Planning Commission Summary

The Planning Commission heard the above variance request at their June 25th meeting. The applicant, LaMacchia Group, on behalf of Heartland Credit Union, is requesting a variance to allow a drive-thru with microphone/speakers to be located in the front yard along Main Street E. / TH13/19, located at 100 Alton Ave. SE. Additional landscaping and an additional window was added to the front elevation to improve the aesthetics above typical ordinance requirements for drive-thru lanes.

There were no comments received from the public regarding the request. Comments were, however, received from Mike Ehrlich with the LaMacchia Group and Kathleen Harrington with Heartland Credit Union regarding how the drive-thru uses video and a speaker system and that groundbreaking is anticipated August 1st with completion anticipated in April of 2026.

The Planning Commission recommended approval of the variance request on a unanimous vote (4-0) based on the six findings listed in the staff report (and the attached resolution which approves the variance).

Staff Recommendation

Staff recommends approval of the attached resolution "...Approving Variance (#V6-2025)...".

RESOLUTION #25-07-07-02

**RESOLUTION OF THE NEW PRAGUE CITY COUNCIL APPROVING VARIANCE
#V6-2025 TO ALLOW A DRIVE-THRU WITH MICROPHONE/SPEAKERS TO BE
LOCATED IN THE FRONT YARD ALONG MAIN STREET E. / TH13/19, LOCATED
AT 100 ALTON AVE. SE, AS PROPOSED BY THE LAMACCHIA GROUP, NEW
PRAGUE, MINNESOTA**

WHEREAS, LaMacchia, applicant, and Heartland Credit Union, owner, of the following real estate in the County of LeSueur to wit:

Lot 2, Block 1, New Prague Commons Third Addition, according to the plat thereof, LeSueur County, Minnesota.

is requesting a variance to allow a drive-thru with microphone/speakers to be located in the front yard along Main Street E. / TH13/19, located at 100 Alton Ave. SE, on the above-described property; and

WHEREAS, the New Prague Planning Commission has finished a review of the application and made a report pertaining to said request (#V6-2025), a copy of said report has been presented to the City Council; and,

WHEREAS, the New Prague Planning Commission on the 25th day of June, 2025, after due consideration of presented testimony and information, voted unanimously (4-0) to forward the matter to the City Council with a recommendation for approval; and,

WHEREAS, the New Prague City Council finds:

- A. The requested variance is in harmony with the general purposes and intent of this Ordinance because drive-thru businesses / financial institutions are a permitted use in the B-2 Community Commercial Zoning District.)
- B. The requested variance is consistent with the comprehensive plan because drive-thru businesses / financial institutions are a permitted use in the B-2 Community Commercial Zoning District.

- NOW, THEREFORE BE IT RESOLVED**, by the City Council of New Prague, Minnesota, that the request for variance #V6-2025 to allow a drive-thru with microphone/speakers to be located in the front yard along Main Street E. / TH13/19, located at 100 Alton Ave. SE, as proposed by the LaMacchia Group on behalf of Heartland Credit Union, is hereby approved based on the above findings.

Passed this 7th day of July, 2025.

State of Minnesota)
)ss.
County of Scott & Le Sueur)

Subscribed and sworn before me, a Notary Public this _____ *day of* _____, 2025.

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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 _____, 2025.

Notary Public

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



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

MEMORANDUM

TO: PLANNING COMMISSION
FROM: KEN ONDICH – PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: REQUEST FOR VARIANCE #V6-2025 TO ALLOW A DRIVE-THRU WITH MICROPHONE/SPEAKERS TO BE LOCATED IN THE FRONT YARD ALONG MAIN STREET E./TH13/19, LOCATED AT 100 ALTON AVE. SE, AS PROPOSED BY THE LAMACCHIA GROUP.
DATE: JUNE 16, 2025

Background / History

The applicant, LaMacchia Group, has submitted a building permit and variance request to construct a financial institution building with a drive-thru (2 lanes) at 100 Alton Ave. SE which is a permitted use in the B-2 Community Commercial Zoning District. The building is proposed at 3,250 sq. ft. and includes a 48-occupant community room that would be available for public use even after their regular operating hours.

A variance request was made due to the fact that the drive-thru is designed to have its microphone/speakers located in the front of the building along Main Street (TH13/19) while Section 720 of the Zoning Ordinance states that microphones/speakers shall be located in a rear yard or other unobtrusive location if the rear yard is adjacent to a public street.

The property was originally platted as New Prague Commons First Addition in 2007, then as New Prague Commons Second Addition in 2013, and finally as New Prague Commons Third Addition in 2022 which created the specific lot with the proposed development.

Legal Description

Lot 2, Block 1, New Prague Commons Third Addition, according to the plat thereof, LeSueur County, Minnesota.

Neighborhood Conditions and nearby land uses

North – Kwik Trip, a residential single-family home and K.A. Witt Construction (zoned B-2 Community Commercial for those properties within city limits and guided the same for those not within city limits)

South – Coborn’s Grocery Store (Zoned B-2 Community Commercial) and further south townhomes (zoned RM Medium Density Residential)

East – Alton Ave. SE, Scooters Coffee, vacant land and Belzer Car Dealerships (zoned B-2 Community Commercial)

West – Walgreens, Chalupsky Ave. SE, McDonald’s, O’Reilly Auto Parts (Zoned B-2 Community Commercial) Additionally, the former McDonalds and East Town Plaza Strip Mall were approved for drive-thru order boards in front yards previously. More details are provided later in this report.

Zoning

The property is zoned B2 – Community Commercial Zoning District. The following is an excerpt of the Zoning Ordinance section for the B2 – Community Commercial Zoning District.

2. Permitted Uses

- A. Clinics
- B. Day care facilities
- C. Drive-thru businesses**
- D. Essential services
- E. Hotels
- F. Motels
- G. Office Uses**
- H. Physical Recreation or Training
- I. Recreation, public
- J. Restaurants, Class I
- K. Restaurants, Class II
- L. Restaurants, Class III
- M. Retail and Service Establishments**
- N. Seasonal Produce Stands
- O. Temporary Buildings/Uses
- P. Brewpubs

3. Permitted Accessory Uses

- A. Uses incidental to the principal uses such as off-street parking and loading and unloading area, storage or merchandise**

Per zoning ordinance definitions, the front yards of the site are to the north and east (along Main St. E. / TH13/19 and also along Alton Ave. SE), the rear yard is along the south property line because the rear yard is always opposite the narrowest frontage along a roadway, and the side yard is along the west property line (adjacent to the vacant lot).

The plans show a drive-thru on the north side of the proposed building which is located in the front yard along Main Street E. / TH13/19. According to Zoning Ordinance Section 720 for Drive-Thru Businesses, *all order boards or microphones, and speakers shall be located in the rear of the*

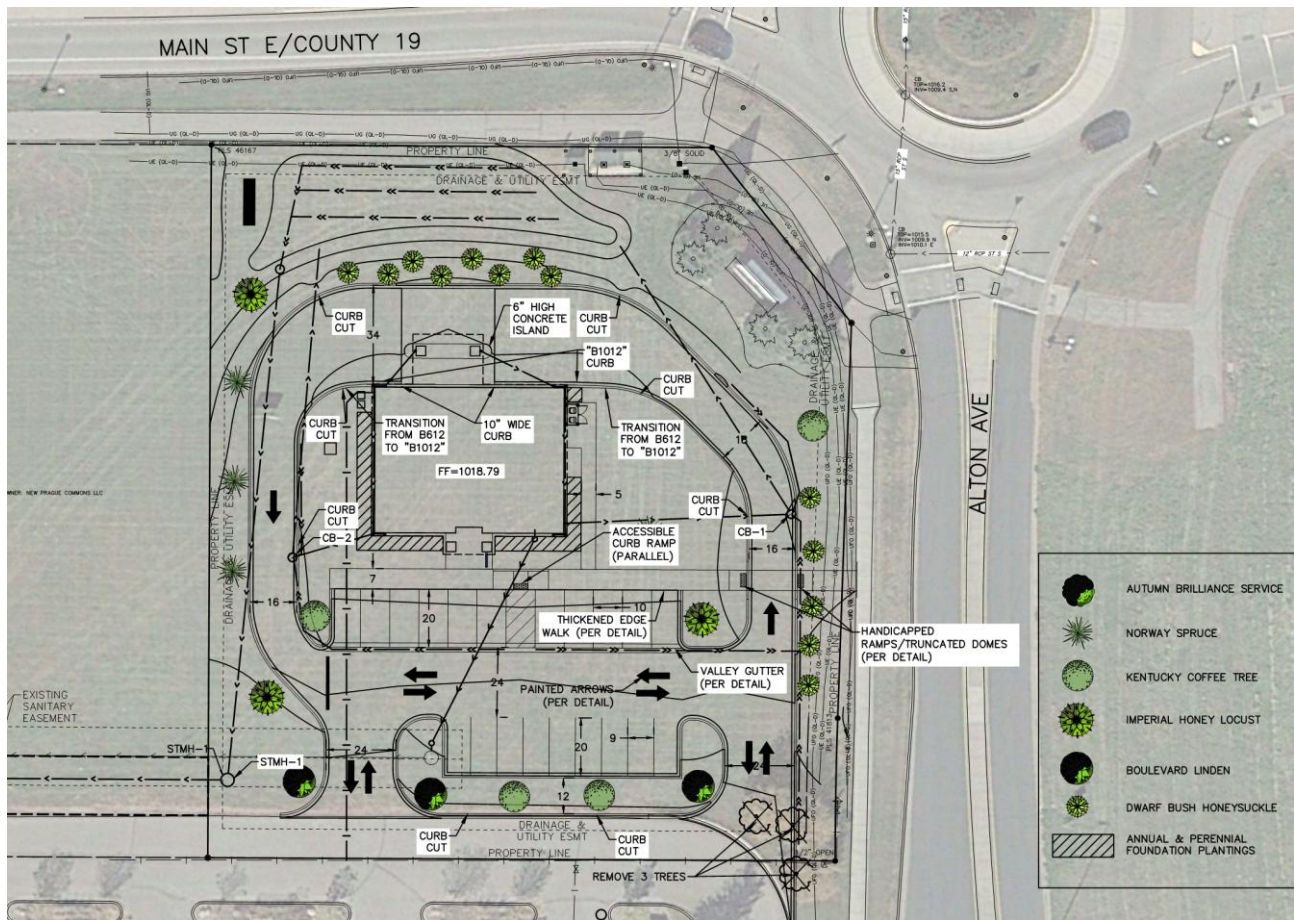
building or other unobstructive location if the rear yard is adjacent to a public street or alley and shall not be directed towards residential areas.

The plans show that there's also an ATM and night drop on the north elevation of the building. Because the drive-thru has a microphone/bank teller intercom under the canopy, it must meet Section 720 of the Zoning Ordinance or obtain a variance. As this lot fronts two public roads, the only acceptable locations per the ordinance would be the west and south sides of the site.

Statement of Practical Difficulties

The applicant provided the following statements regarding the practical difficulties for the site that they believe requires the drive-thru on the north side of the building:

1. *The ATM/Night Deposit along the building will not have a microphone/speaker. The outboard lane will have a video/microphone/speaker. For reference, the noise source is 68' away from the north property line and 96' feet away from the curb.*
2. *All of the project's stormwater runs along the west side of the property. Because we have to locate our pond on the north property line and run that overflow back to the south. We would need to push the building so far east (based on avoiding the underground storm piping) that the building would be directly behind the very large Coborn's sign and landscaping that the building wouldn't be visible.*
3. *Based on the Floor Plan, the Drive-Thru must be located adjacent to the teller line. Teller lines are best located on the north side of the building. This enables us to provide natural lighting in occupied spaces (offices) located south and west.*
4. *Best practices for Drive-Thru design dictate that we try to keep Drive-Thru traffic away from the front door. This helps pedestrian safety. In addition to the safety aspect, we wanted the front door adjacent to the south property for additional parking for Community Room events.*
5. *We are prepared to provide additional landscaping along the curb area to give visual and audio separation between the drive through and TH13/19.*



Staff Notes

As noted earlier, staff recognizes that just a few blocks to the west, the former McDonalds drive-thru order board was allowed to be located in the front yard along Main Street / TH13/19 via a variance that was included in Conditional Use Permit #C5-2003 with the rationale that the order board was best placed at this location to allow more queue space for vehicles and because the order board was not facing residential homes. Additionally, a drive-through with order window was allowed at the East Town Plaza Strip Mall in the front yard along 7th Ave. SE with an amendment to Conditional Use Permit #C8-2004 which was approved in 2005 with the rationale that a berm and landscaping would prevent issues with the adjacent homes west of the drive-thru. Both sites also contain multiple road frontages which created unique difficulties in locating order boards/microphones out of a front yard.

Staff believes that the double road frontages (and while the south isn't technically a front as it's just a private driveway it does function similar to a road frontage) also poses a practical difficulty for this site in finding an unobtrusive location for the microphone / speaker as part of the drive-thru. Staff agrees with the applicants statements of practical difficulties specifically noting that:

- The microphone/speaker at the drive through is located in a front yard, however it is 68' from the north property line and 96' from the curb and while a residential home is located across

the highway to the north, it is a considerable distance away and the highway would pose a far greater noise impact than a single microphone/speaker.

- The stormwater located at the northwest side of the site does dictate placement of the building and staff recognizes the desire for the building to maintain visibility as a highway fronted property and not be hidden behind the developments monument signage and landscaping.
- The separation of the drive through traffic from the parking lot area is good not only for the queueing of vehicles but also for safety of vehicles backing out of parking spaces not having to worry about additional vehicles using the drive-thru.
- To off-set the appearance and sound from the drive-thru order board and microphone/speaker, the applicant has proposed additional landscaping in front of the drive-through area to mitigate the appearance and noise. Additionally, a spandrel glass window was added to the north elevation to add aesthetic value to an elevation that when originally proposed only had one window where it now looks much closer to other elevations on the building.

Engineering / Public Works, Public Safety Considerations

At the time of writing this staff report, comments had not yet been received.

Building Official Comments

Building Official Scott Sasse will provide a separate review memo as part of the building permit review process.

Criteria for Granting Variance – Section 507

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

The Zoning Ordinance identifies criteria for granting variances as noted below. These items must be evaluated by the Planning Commission and City Council when considering variance requests. It is important to note that variances should only be granted in situations of practical difficulties. A variance may be granted only in the event that all of the circumstances below exist. Staff has attempted to evaluate the established criteria for this specific request. Staff's comments are highlighted in yellow below:

- A. The variance is in harmony with the general purposes and intent of this Ordinance. (The requested variance is in harmony with the general purposes and intent of this Ordinance because drive-thru businesses / financial institutions are a permitted use in the B-2 Community Commercial Zoning District.)
- B. The variance is consistent with the comprehensive plan. (The requested variance is consistent with the comprehensive plan because drive-thru businesses / financial institutions are a permitted use in the B-2 Community Commercial Zoning District.)

- C. The applicant proposes to use the property in a reasonable manner not permitted by this Ordinance, the City Code or the City Subdivision Ordinance. (The applicant will use the property in a reasonable manner which would simply allow a microphone/speaker as part of a drive-thru to be located within the front yard of the building which is not normally allowed by the zoning ordinance.)
- D. Unique circumstances apply to the property which do not apply generally to other properties in the same zone or vicinity and result from lot size or shape, topography or other circumstances over which the owner of the property since enactment of this Ordinance has had no control. The unique circumstances do not result from the actions of the applicant. (Unique circumstances apply to this property over which the property owners had no control and which do not generally apply to other properties in the vicinity because the lot abuts two public roads on the north and east sides and additionally abuts a private driveway on the south side which limits locations for a microphone/speaker in compliance with the zoning ordinance to be located outside of a front yard.)
- E. The variance does not alter the essential character of the neighborhood. (The variance does not alter the essential character of the neighborhood because drive-thru businesses are a permitted use in the B-2 Community Commercial Zoning District, two drive-thru's with microphones/speakers were allowed a few blocks to the west with similar multi road frontage locations and the applicant has proposed additional landscaping between the front lot line and the drive-thru to mitigate sounds and appearance while also noting that the microphone/speaker is located a great distance from the property line.)
- F. That the variance requested is the minimum variance which would alleviate the practical difficulties. Economic conditions alone do not constitute practical difficulties. (The variance requested is the minimum variance which would alleviate the practical difficulties because it would allow the microphone/speaker as part of the drive-thru to be located in a location on the stie which would allow the separation of the drive-thru traffic from the parking lot and additionally provide additional landscaping between the front property line and microphone/speaker than is normally required by the zoning ordinance.)
- G. The Board of Adjustment may impose such conditions upon the premises benefited by a variance as may be necessary to comply with the standards established by this Ordinance, or to reduce or minimize the effect of such variance upon other properties in the neighborhood, and to better carry out the intent of the variance. The condition must be directly related to and must bear a rough proportionality to the impact created by the variance. No variance shall permit a lower degree of flood protection than the Regulatory Flood Protection Elevation for the particular area or permit standards lower than those required by federal, state or local law. (N/A).

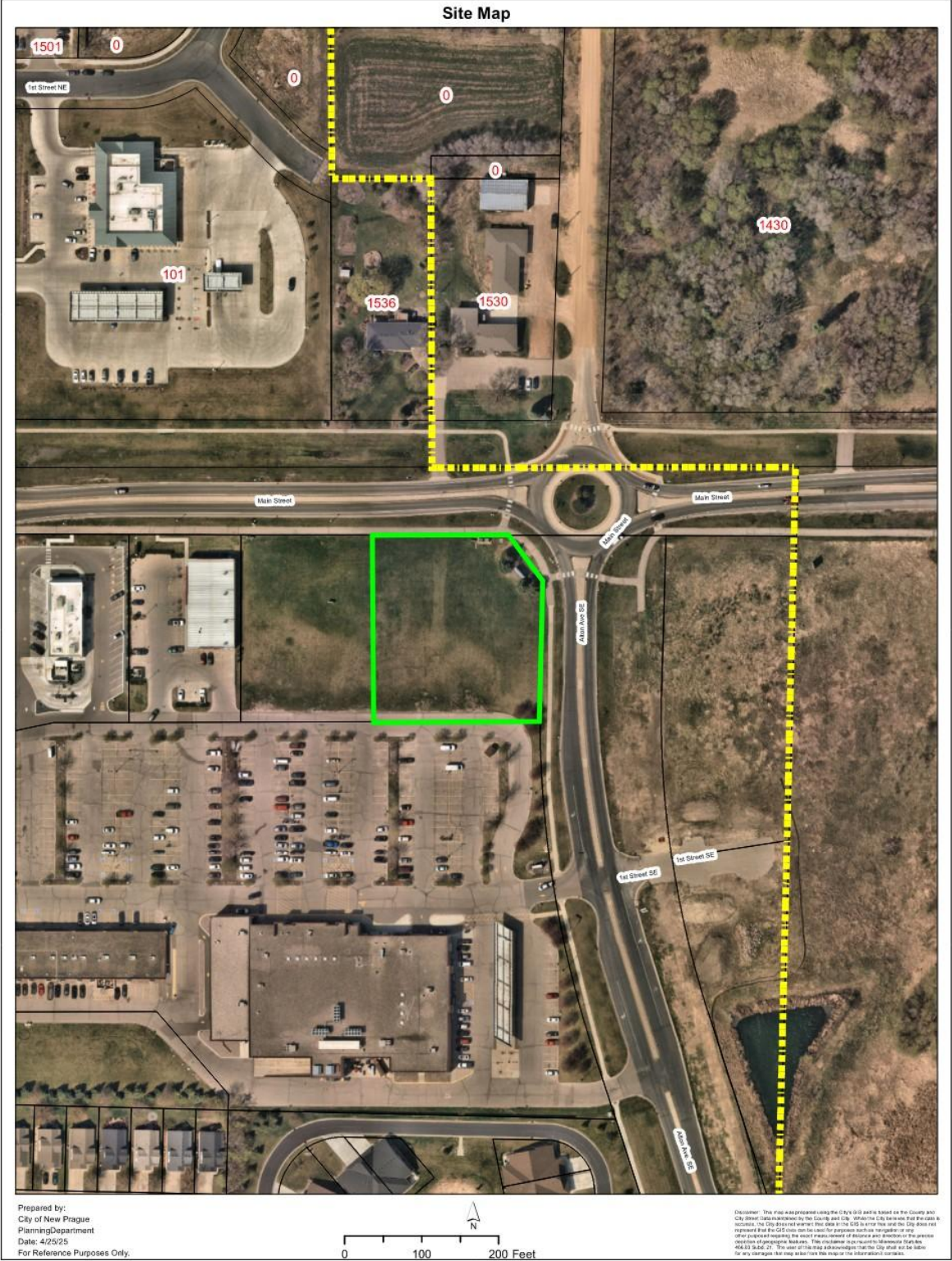
Staff Recommendation

Staff recommends **approval** of Variance #V6-2025 to allow a drive-thru with microphone/speakers to be located in the front yard along Main Street E./TH13/19, located at 100 Alton Ave. SE, as proposed by the Lamacchia Group, with the following findings:

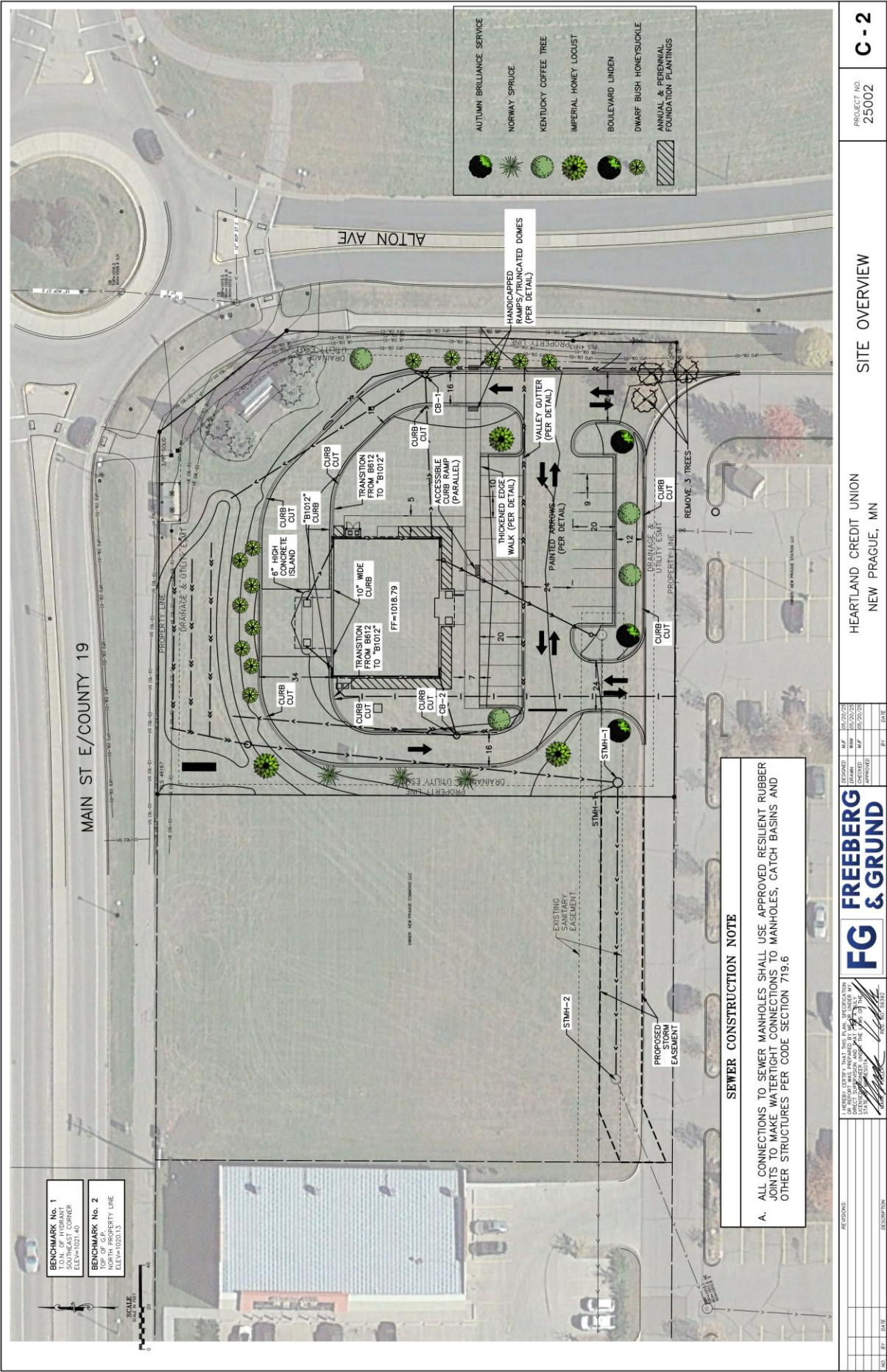
- A. The requested variance is in harmony with the general purposes and intent of this Ordinance because drive-thru businesses / financial institutions are a permitted use in the B-2 Community Commercial Zoning District.)
- B. The requested variance is consistent with the comprehensive plan because drive-thru businesses / financial institutions are a permitted use in the B-2 Community Commercial Zoning District.
- C. The applicant will use the property in a reasonable manner which would simply allow a microphone/speaker as part of a drive-thru to be located within the front yard of the building which is not normally allowed by the zoning ordinance.
- D. Unique circumstances apply to this property over which the property owners had no control and which do not generally apply to other properties in the vicinity because the lot abuts two public roads on the north and east sides and additionally abuts a private driveway on the south side which limits locations for a microphone/speaker in compliance with the zoning ordinance to be located outside of a front yard.
- E. The variance does not alter the essential character of the neighborhood because drive-thru businesses are a permitted use in the B-2 Community Commercial Zoning District, two drive-thru's with microphones/speakers were allowed a few blocks to the west with similar multi road frontage locations and the applicant has proposed additional landscaping between the front lot line and the drive-thru to mitigate sounds and appearance while also noting that the microphone/speaker is located a great distance from the property line.
- F. The variance requested is the minimum variance which would alleviate the practical difficulties because it would allow the microphone/speaker as part of the drive-thru to be located in a location on the stie which would allow the separation of the drive-thru traffic from the parking lot and additionally provide additional landscaping between the front property line and microphone/speaker than is normally required by the zoning ordinance.

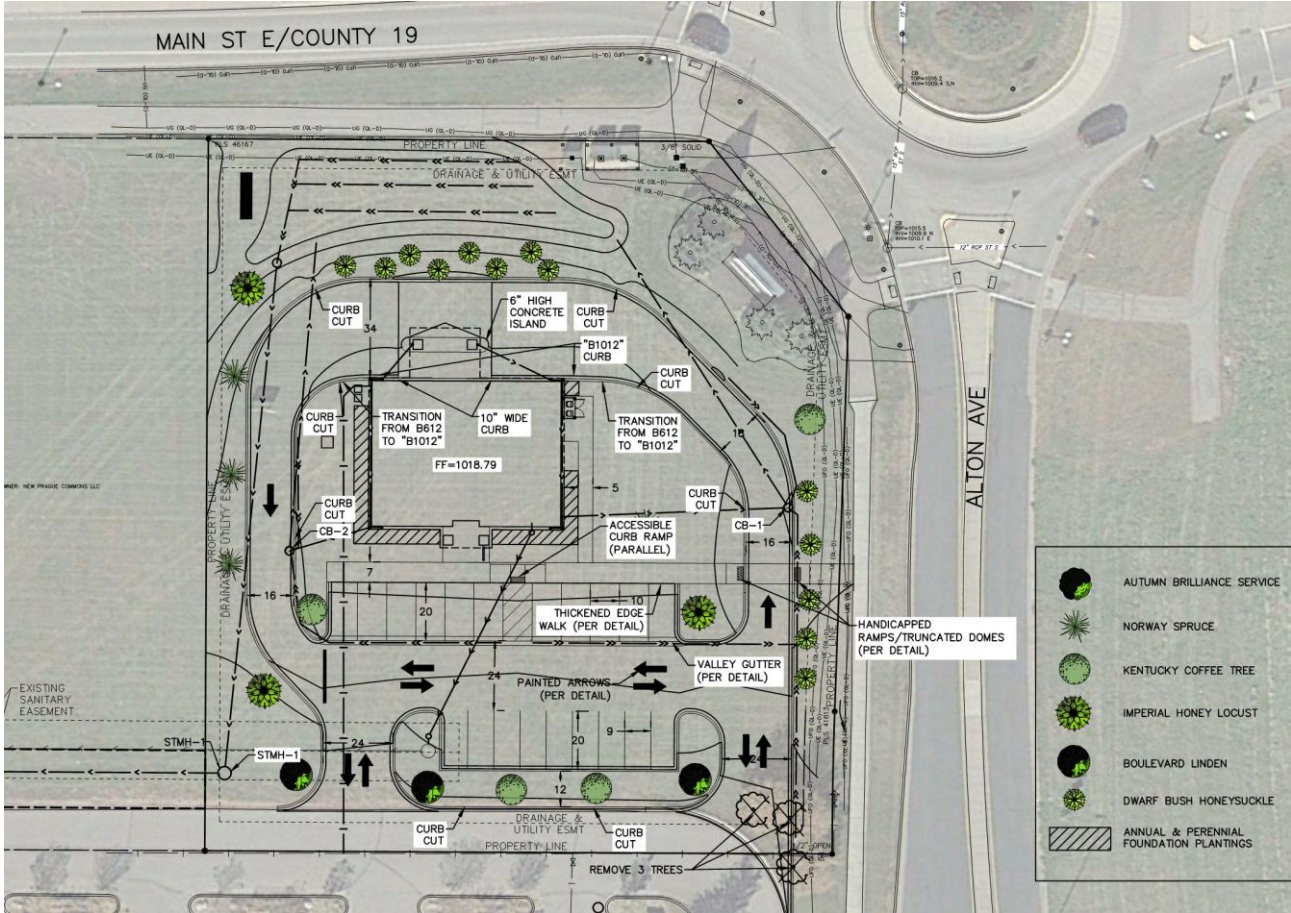
Attachments

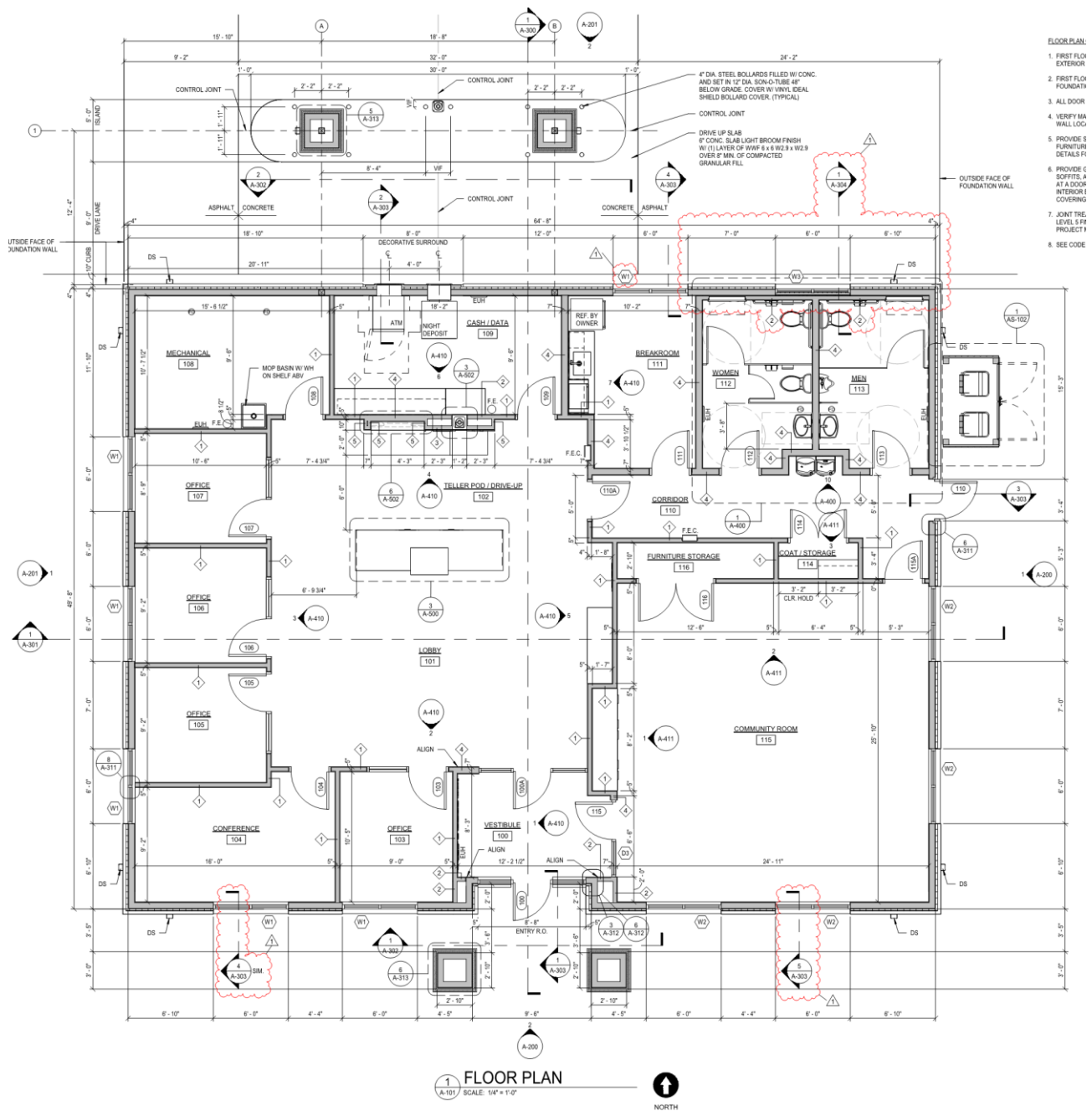
- 1. Site Map Aerial – Dated 4/25/25
- 2. Zoning Map Aerial – Dated 4/25/25
- 3. Site Overview – Dated 5/20/25
- 4. Floor Plan – Dated 5/20/25
- 5. Building Elevations – Dated 5/20/25
- 6. Pictures – Dated 6/11/25

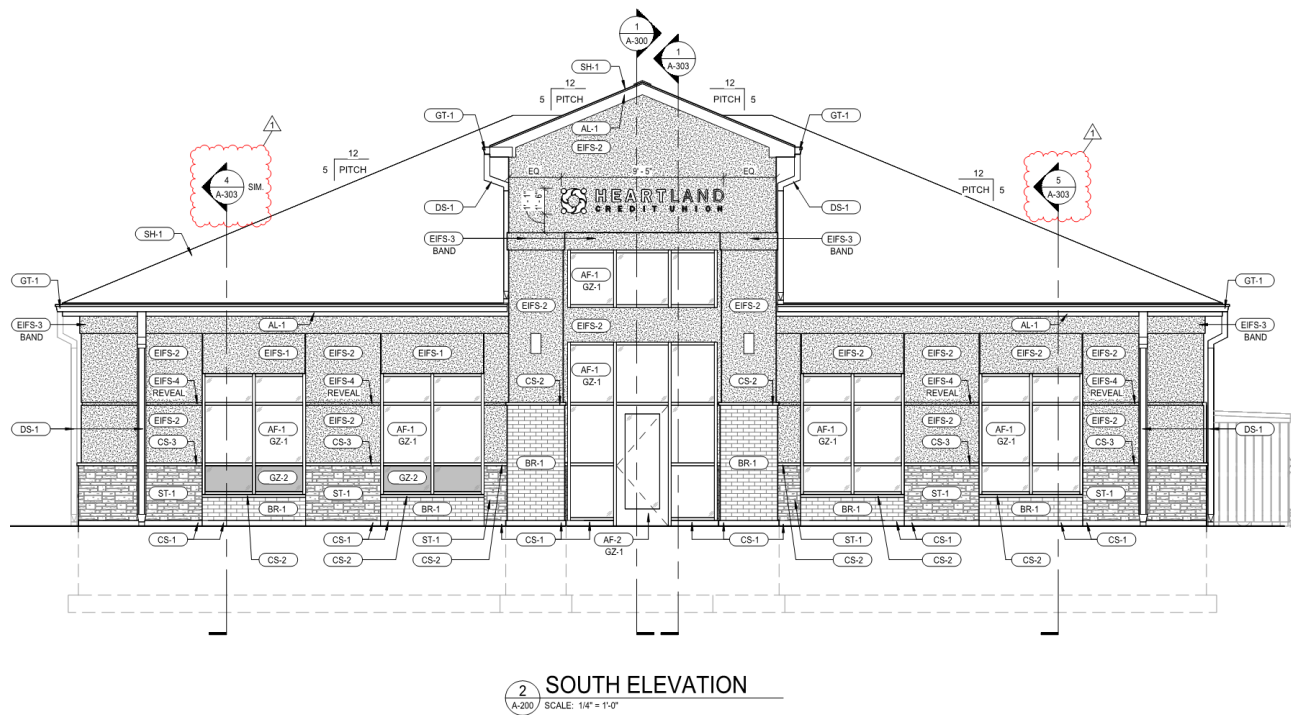
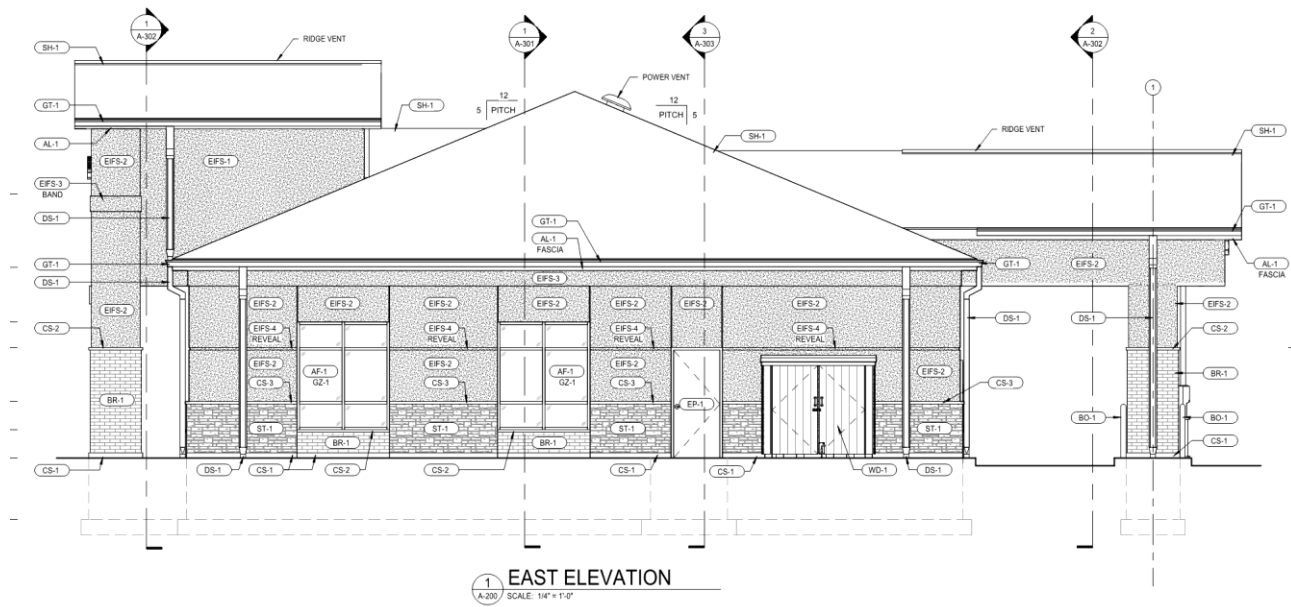


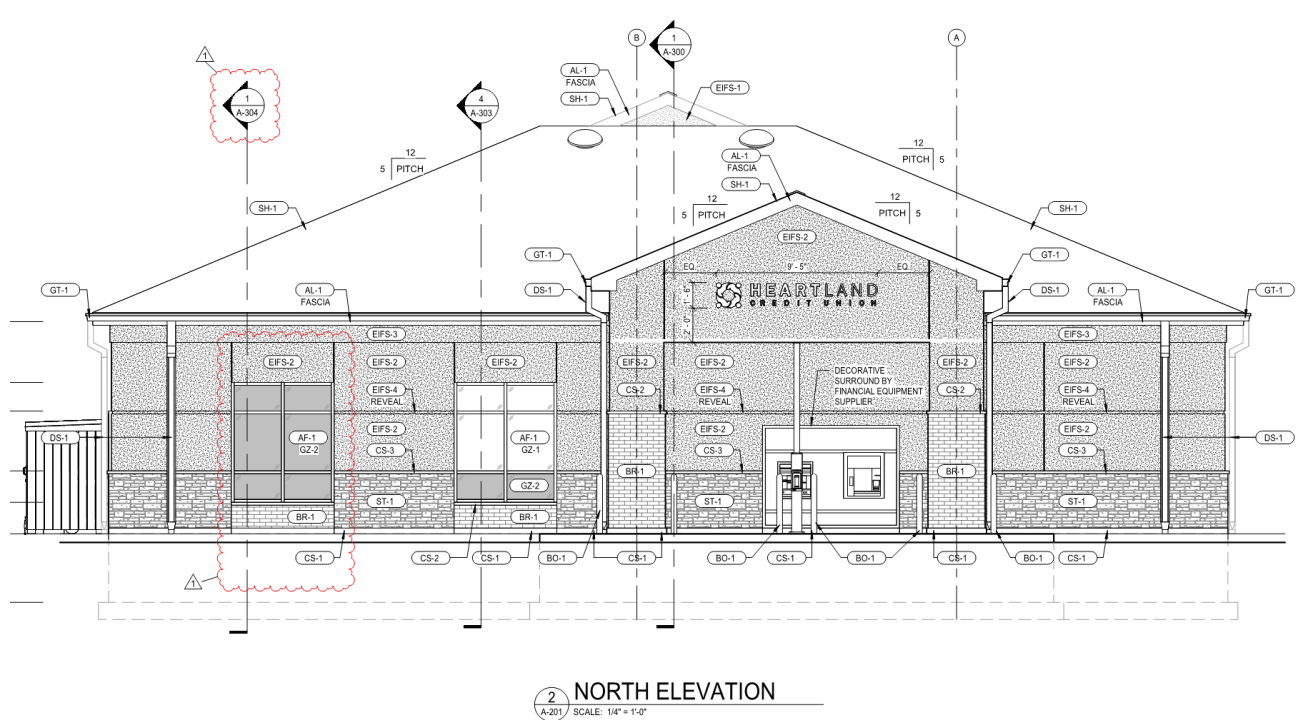
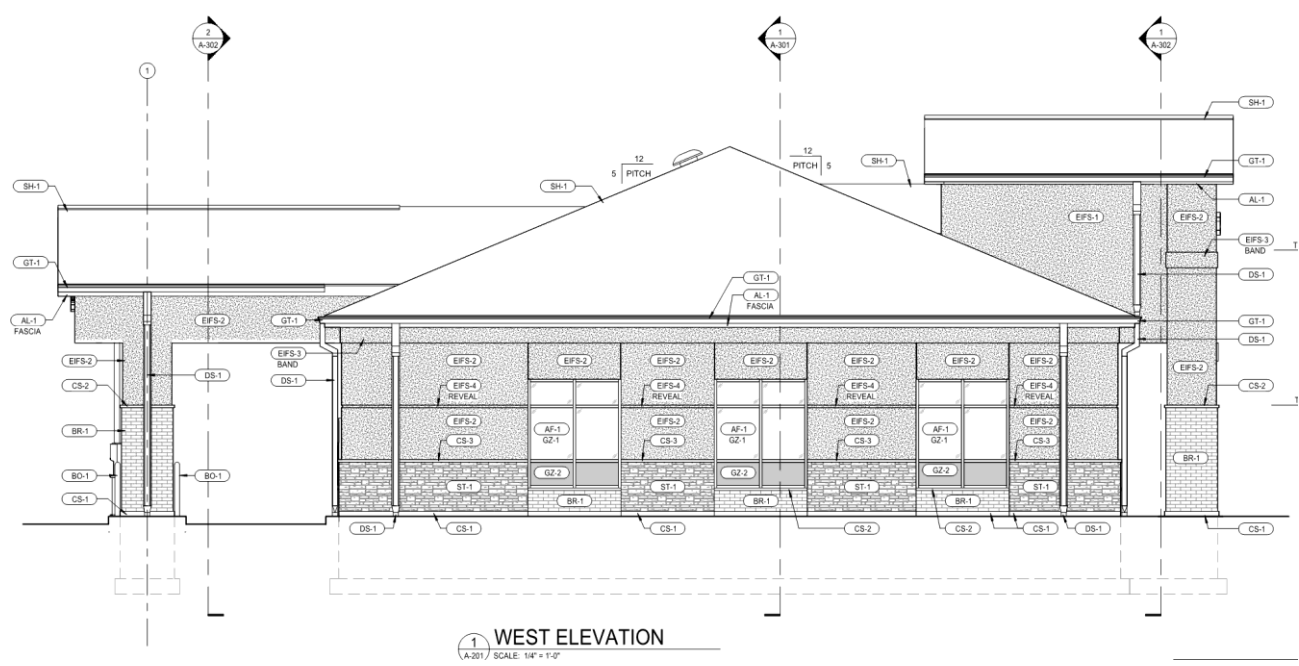




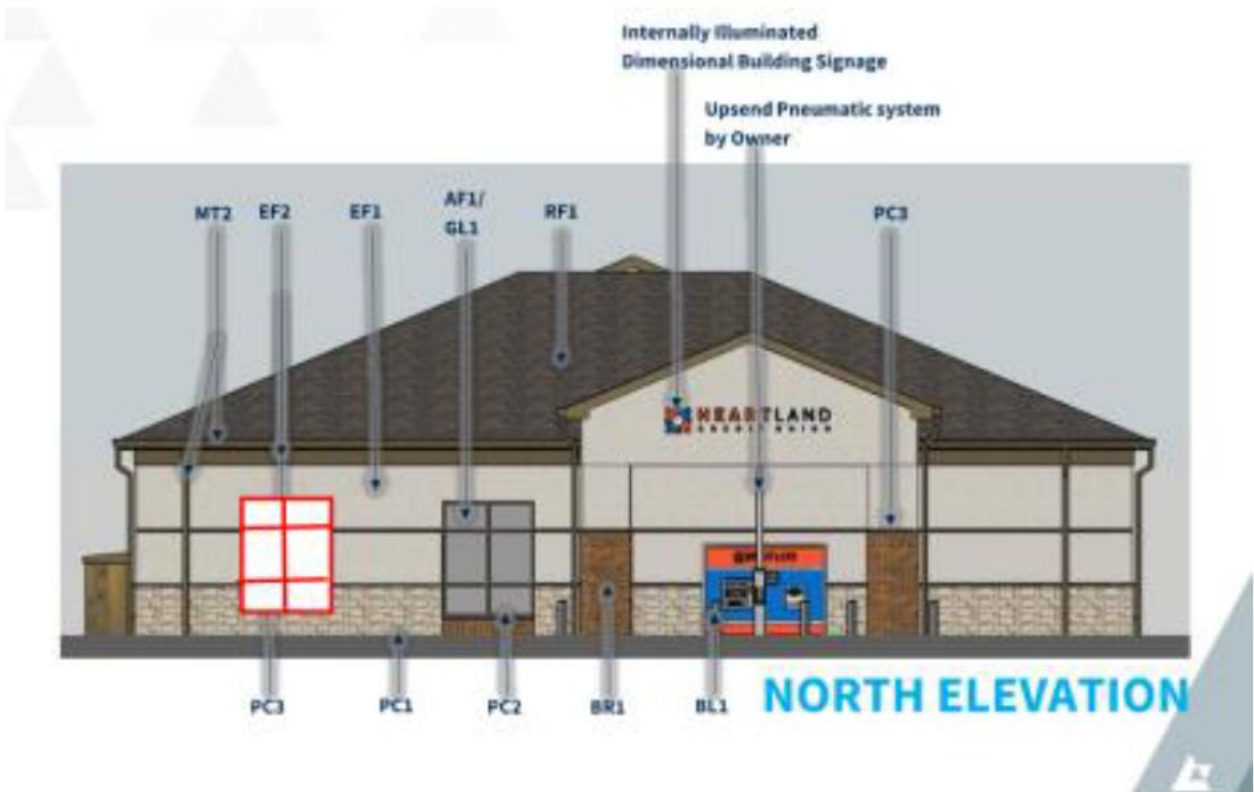








(This north elevation is what would face Main Street / TH13/19 – the eastern window is “spandrel glass” which means it is just for aesthetic purposes and does not actual function as a see-through window)





Looking NE at subject site from internal private driveway.



Looking NW at site from internal private driveway.



Looking East along the south side of site from adjacent vacant lot.



Looking west along the north end of site from the trail adjacent to Main Street / TH13/19



Looking SE at the site from the trail along the north side of the property.



Looking NW towards Kwik Trip and Main St. E./TH13/19



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: COMPENSATION STUDY PEER LIST DISCUSSION
DATE: JULY 2, 2025

As the City works with AutoSolve on the Compensation Study, one of the items that has been discussed by the Council in the past is how the “peer list” is put together. AutoSolve is currently working through the formulation of that list, so I wanted to have a larger discussion about it with the Council so that there is a known expectation of what is being used.

The first question to answer when putting together the peer list is what the City Council would like to see from the study. Does the Council want the compensation study to measure the regional market against itself and determine where it stands, or does the Council want the compensation study to measure the City against its known competitors for labor and to position itself accordingly? These are two very different answers that will directly impact who the City measures itself against.

For example, if the City Council wants to measure the regional market and assess where it stands in that geographical market, cities that are be different than itself may be used because they are within 30 miles of New Prague and have similar job positions. Those much smaller, or much larger, cities may not be competitors for labor but are in the region. While this can measure the regional market for a job title, it may not be the best method of measurement if a City has seen a lot of people leaving the organization for other Cities that offer higher pay/benefits.

If the City Council wants to measure itself against known competitors for labor and compete to keep or attract talent away from those competitors, some of those small cities may purposely be chosen to be left off since their pay/benefits are not attracting talent away. While two cities may have an accounting position, cities of vastly different sizes may not be competing within the same labor pool or against the same cities for talent. A larger city may have the means to pay more and thus choose a higher wage knowing that it is also competing with other large cities who are paying that higher wage instead of lowering its wage to match smaller cities that then make it uncompetitive with larger cities in the area. That higher level of pay/benefits generally increases the talent pool for open positions and helps to retain known talent to prevent turnover and the associated costs.

How the City Council wants to use this compensation study is an important discussion to be had that will directly help build out the peer list. Once that question is answered, the City is able to then dig into whether it will look at the three-county area or expand the reach slightly to account for cities that have attracted talent away or cities that are within a commuting distance to attract talent. The City is also able to decide where it wants to position itself. Does it want to position itself in the middle of the market, as some cities choose to, or

does the Council want to position itself in the upper or lower part of the market? How a City positions itself in the labor market can have a direct impact on the quality of labor it is able to attract and retain.

AutoSolve did ask that the peer list be no more than 15-20 organizations. I believe that some organizations should be measured against, regardless of how the Council wants to measure the market are:

- City of Belle Plaine
- City of Jordan
- City of Elko New Market
- City of Prior Lake
- City of Savage
- City of Shakopee
- City of Northfield
- Le Sueur County
- Scott County
- Great River Energy *
- Minnesota Valley Energy *

* Organizations selected to measure Electric Linemen against since most cities do not have the position.

** AutoSolve has indicated they have access to information that allows some positions to be compared against the private sector in the area.

How the City Council wants to approach the study will determine how the remainder of the list is built out. If the City Council wants to measure the regional market, the list may also include:

- City of Montgomery (est. 3,508 pop)
- City of Cedar Lake (3,059)
- City of Lonsdale (4,937)
- City of Le Sueur (4,221)
- City of Le Center (2,517)

If the City Council wants to measure against cities who have become direct competitors in the labor market, as evidenced by employees who have left since the last compensation study was conducted and the distance people have shown a willingness to drive for increased pay/benefits, the list may include:

- City of Lakeville
- City of St. Peter
- City of Farmington
- City of Faribault
- City of Apple Valley
- City of Burnsville
- City of Mankato

I would like to have a discussion with the Council on how it would like to approach this study, and then how they would like the peer list to look.



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: LONG-TERM FINANCIAL PLAN
DATE: JULY 2, 2025

One of the items on the Visioning Document is to have a Long-Term financial plan put together that can give a picture of the City's financial needs over the next five years. A plan such as this, when used during the yearly budgeting process, can help a City make decisions and get an idea of how their decisions make affect future budgets. It'll give the Council and staff a better picture of how future infrastructure projects and equipment needs can fit into the budget and what needs may be.

Since it is on the Visioning Document, I reached out to a couple firms that perform such services and received quotes; Ehlers Public Finance Advisors and Abdo. Ehlers is currently our financial advisor and Abdo has done the City's auditing for a number of years now.

After reading through the two proposals (attached for your review), I would recommend proceeding with Abdo to perform the City's long-term financial plan. A combination of their proposal and the City's continued familiarity with them as an organization and team make me confident with the process.

The cost for providing these services to the City would be \$25,000. While not budgeted directly to keep the 2025 levy lower, this project should fit into the overall budget through savings on a number of capital items seen thus far as well as higher than budget revenues seen already for interest earnings. The proposal states that should they be selected, Abdo will begin the process during the Fall of 2025.

Recommendation

Staff recommends proceeding with Abdo for a Long-Term Financial Plan.



Proposed by

Brad Falteysek, CPA

Partner | Abdo

brad.falteysek@abdosolutions.com

P 952.715.3004

March 10, 2025

SERVICE PROPOSAL FOR

City of New Prague

118 Central Ave N, New Prague, Minnesota 56071

abdosolutions.com | Mankato, MN - Edina, MN - Scottsdale, AZ



Josh Tetzlaff, City Administrator
 City of New Prague
 118 Central Ave N
 New Prague, Minnesota 56071

Dear Josh,

Thank you for the opportunity to submit this proposal to the City of New Prague (the City) for partnering with the City on a long-term financial plan to address the City's need for resources to fund upcoming capital improvement projects and manage debt service requirements and tax levies.

Based on our experience with the type of work outlined in the proposal, we are confident our experience and expertise will allow us to exceed your expectations. In this proposal, Abdo will demonstrate to you that we are the best choice for the City as a partner to project tax levies, debt service needs, and capital funding needs. Because we understand your goals, we will also:

- Prepare projections for the years ending December 31, 2025, through 2029 including:
 - Cash flow projections for all capital funds and major capital projects
 - Evaluation of debt services fund inflows and outflows
 - Projecting tax levy and rate changes, based on your assumptions for growth and development
 - Project expected transfers from the general fund to the capital reserves, including necessary funding for department equipment purchases and future projects.
- Evaluate funding sources and other assumptions provided by Management

LONG-TERM PLAN PROJECTION

The City has requested a proposal for preparing the projection (long range financial plan) which comprises the projected cash balances of City funds for the periods ending December 31, 2025, through 2029, including the related summaries of significant assumptions and accounting policies. A projection presents, to the best of management's knowledge and belief, the City's expected cash balances for the projection period assuming managements expected borrowing, capital purchases, expenditure change, and revenue change assumptions. It is based on management's assumptions, reflecting conditions it expects to exist and the course of action it expects would be taken during the projection period assuming the aforementioned assumptions. The projection is designed to provide management and Council a tool for future planning and might not be useful for other purposes.

The Firm is independent of the City as defined by auditing standards generally accepted in the United States of America.

Abdo acknowledges the City has retained an independent registered municipal advisor (IRMA) to assist and advise the City in evaluating information relating to the issuance of municipal securities and/or municipal financial products. Abdo acknowledges the City will rely on advice from their IRMA. Abdo will have no recourse against the City or its IRMA, regarding action or inaction relating to evaluating, commenting on, or responding to financial projects or information received under this Agreement. Abdo acknowledges it is not the registered independent municipal advisor retained by the Municipal Entity Client.

We look forward to meeting with you to discuss our proposal and appreciate this opportunity to present Abdo for your consideration. We will contact you within two weeks to discuss your interest in our services and provide any further information you may need.

Abdo



Brad Falteysek, CPA

Partner | Abdo

LIGHTING THE PATH FORWARD

The Abdo Difference

At Abdo, we believe in the importance of relationships. This core value is the foundation of our approach to delivering the best experience and outcomes for our clients. It's inherent in our people and the way we work. We know that for our clients to be successful, it takes more than having experience and credentials – we take the time to listen to their unique motivations, goals, and challenges. We truly care about their journey and where their path leads.

Our process is built around a deep commitment to every client:

*We light the path forward so you can proceed with **confidence**.*

*We're the **partner** you can trust to help you along the way.*

*We're the **catalyst** who empowers you to reach your goals.*



Your Team

Based on our ability to provide the requested services, our shared core values, and an understanding of your unique needs, we have the resources, knowledge, people and services to light the path forward for your city.

We have assembled a team with relevant experience who are committed to working with you to ensure success. Each team member is briefly profiled below, and full biographies can be found in Appendix C.



BRAD FALTEYSEK, CPA

Government Partner
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P 952.715.3004



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Manager
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Government Experience

You can have confidence in our 60 years of quality auditing services and partnership in the government space. Since 1963, we've served entities just like yours. With an unwavering commitment to streamlining processes, training staff, and finding technology-based solutions, we proudly offer excellence in auditing. Out of our 250-strong, talented staff, over 70 team members are 100% focused on government clients, including services for over 100 cities and various municipalities. By serving local municipalities across Minnesota and Iowa, we have become experts in the nuances of how to best support your city. Our expertise affords you an audit experience that's painless. We do this by communicating up front, coming better prepared, and being available throughout the year to support you.

PROCESS

Our methods are centered around incorporating technology to deliver unparalleled solutions for local governments. In addition to our audit experience, our firm expertly performs outsourcing for governments giving us a wealth of experience in a finance director role. We don't believe in a one-size-fits-all mentality, so together we'll focus on the needs that are relevant to your and provide the right services to meet them with a tailored approach.

FOCUS

Through continuous training and growth opportunities, we've established an environment with a focus on serving local governments. We spend more than 100 hours training and onboarding to ensure success for our clients. We truly hope that you partner with our team to forge a brighter path forward for your city.

OUR QUALIFICATIONS

- GFOA, MnGFOA, ACMA, and GFOAz Association members
- We speak and train on government accounting and auditing topics
- Audit services for 100+ cities
- Our clients represent top tier governments with 20 municipal clients receiving the GFOA's Certificate of Achievement for Excellence in Financial Reporting
- Audit services for 15+ EDA's and HRA's
- Audit services for 35+ other governmental entities
- Audit or attestation services for 80+ Fire Relief Association's

Long-term Planning Approach

PROJECT APPROACH

The following information outlines the approach we will take for the project.

INITIAL ASSESSMENT

The first step to this project is to review and analyze data provided by the City. After this review, Abdo will meet with the city team to discuss overall anticipated project expectations, outcomes and timelines.

LONG-TERM PLAN

The objective of our consulting engagement is to prepare a projection in accordance with guidelines for the presentation of a projection established by the American Institute of Certified Public Accountants (AICPA) based on information provided by you. We will conduct our consulting engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the consulting engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the projection.

Our consulting engagement cannot be relied upon to identify or disclose any misstatements in the projection, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.



[SEE AN SAMPLE REPORT](#)



CITY EXPECTATIONS

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to prepare the projection in accordance with guidelines for the presentation of a projection established by the AICPA. You have the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your projection in accordance with SSAR

- The selection of accounting principles to be applied in the preparation of the projection.
- The design, implementation, and maintenance of internal control relevant to the preparation and presentation of the projection that is free from material misstatement, whether due to fraud or error.
- The prevention and detection of fraud.
- To ensure that the City complies with the laws and regulations applicable to its activities.
- The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare the projection. Devote uninterrupted time to working with us as needed.
- Make candid representations about your plans and expectations.
- Make all management decisions and perform all management functions.
- Provide an individual responsible to review and accept our work.
- To provide us with:
 - Documentation and other related information that is relevant to the preparation and presentation of the projection,
 - Additional information that may be requested for the purpose of the preparation of the projection, and
 - Unrestricted access to persons within the City with whom we determine it necessary to communicate.

The projection will not be accompanied by a report. However, you agree that the projection will clearly indicate that no assurance is provided on it.

UNANTICIPATED SERVICES

While the fixed price entitles the City to unlimited consultation with us, if your question or issue requires additional research and analysis beyond the consultation, the work will be subject to an additional price, payment terms, and scope to be agreed upon before the service is performed and a change order will be issued to document this understanding.

Furthermore, the parties agree that if an unanticipated need arises (training to different groups, researching a new issue, etc.) we hereby agree to perform this additional work at a mutually agreed upon price. This service will be priced separately to the City, using a change order.

PRICE GUARANTEE

If you ever receive an invoice without first authorizing the service, payment terms, and price, you are not obligated to pay for that service.

FINANCIAL INVESTMENT

Long-term Plan	\$25,000
Total	\$25,000

Payment Schedule:

Contract Execution	\$5,000
Project Completion	\$20,000

In an effort to reduce environmental impact, you will receive printable, downloadable PDFs of your report. To receive one (1) paper report, you will be charged \$150 for a set-up fee. Additional paper copies will be charged at the rate of \$50 per report.

This quote is valid for thirty (30) days.

Abdo will begin preparing the long-term plan for the City in the fall of 2025. Completion of the long-term plan is expected to be within sixty (60) days from inception of the project however; this is dependent on the time frame in which the City provides information to Abdo for the long-term plan development.

The stated fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

QUALITY ASSURANCE

Quality is critical the success and integrity of this project. Our internal processes ensure that all work is reviewed and approved prior to moving to the next phase of a project. Our processes require that work is reviewed by a staff member at a higher level than the person that completed it and ultimately the work is signed off on by the Abdo.

CONCLUSION

Throughout this process we will be in constant communication with the city team to ensure their needs are being met. By utilizing our operational experience as well as our knowledge of governmental accounting, our 50 plus years of experience providing services to Minnesota municipalities and our knowledge of regulations in the State of Minnesota we will provide the City information and recommendations for financial processes. We are excited about this opportunity and the benefits the City will recognize as this long-term plan is finalized.

Technology



We believe technology should enhance our service offerings, making our work less intrusive, our time with you more productive and everyone’s data more secure. The use of technology in our consulting services enables us to streamline our processes and helps to automate certain functions of our work so we are able to spend more time analyzing our results and working directly with you.

Through the outbreak of COVID-19, our team has been able to seamlessly move to a completely remote work environment with no loss of productivity, cooperation, or communication. Since March 17, 2020, our staff has been successfully conducting remote consulting using the latest video conferencing and secure file sharing technology. Through Zoom, Microsoft Teams, or whatever technology your city may use, our team will continue to work through normal procedures, including regular meetings with you during the planning to ensure effective collaboration with your team. Through SuraLink, you'll be able to see what documents have been uploaded, what documents are still needed, and keep track of important audit or tax workpapers securely and easily.

We take the security of our client's data - and our own - very seriously. A number of systems are in place to ensure the safety of your city’s data. We operate on a remote distributed infrastructure leveraging Microsoft’s Cloud Platform Azure. This not only allows our staff to securely work from any computer, anywhere, any time, but also provides large-scale, cutting-edge technology and security for your data. Your data is housed in secure data centers that reside exclusively in the U.S. and not on laptops or local servers which could be stolen or misplaced. We continually provide security awareness training to our staff members to ensure they are good digital stewards of your data. In addition to this, we also consult bi annually with 3rd party security experts to conduct risk assessments and conduct annual penetration tests.

IT ALSO MEANS:



All firm staff use dual authentication to ensure that every login to our remote environment is secure and authorized.



All data is saved on redundant servers and data centers so if one server fails, another immediately takes over with no data lost.



All data is backed up continually which means we always have an extra copy for safe-keeping.



All incoming emails, attachments, and embedded links are scanned for viruses prior to landing in our inbox, which allows us to operate with more protection from phishing emails, malware attacks, and other digital threats.

Our cloud platform, Azure, is globally trusted by companies and governments and has numerous security compliance standard they adhere to. Reports of these can be provided as requested.

Why Partner with Abdo

LIGHTING THE PATH FORWARD

In a world of ever-changing complexity, people need caring, empathetic and highly skilled professionals they can depend on to provide the right advice and solutions for them. Our clients seek growth and success, but also want security and confidence. For over 60 years, Abdo has provided insights for our clients to help them achieve their goals.

That same innovative spirit is also what has earned us the title of being one of the top accounting firms in the Midwest. Abdo is a better firm today because of the efforts we made to support a culture driven by our core values of growth, relationships, and teamwork.

With this foundation in place, we have successfully helped our clients identify and break through their own growth barriers. Every challenge they face is an opportunity for us to listen, understand and empower them with solutions and a plan to achieve their goals. It's fulfilling to serve as the catalyst that helps them overcome obstacles that block their progress.

When it comes to our working relationships, we are partners. We're confidants. We're the catalyst that sparks true business growth, providing guidance through every challenge and opportunity along the way.

ABOUT ABDO

Abdo is a full-service accounting and consulting firm that delivers customized strategies and innovative solutions to help businesses, governments and nonprofits succeed. With more than 200 professionals and over six decades of experience, Abdo is ranked as one of the top accounting firms in the Midwest. It is a licensed CPA firm with offices located in Minneapolis and Mankato, Minnesota, Scottsdale, AZ, and Salt Lake City, Utah. Abdo's commitment to its clients is to gain in-depth knowledge of their unique challenges, opportunities, and needs. Through this consultative approach, Abdo partners with organization leaders to light the path forward to confidently reach their goals.

"Listening to our clients' needs, understanding their challenges, and adjusting how we work together is key to our partnership with the people we serve."

-- **Steve McDonald, CPA** | *Managing Partner*



An ongoing quest to be better, together

OUR COMMITMENT TO DIVERSITY, EQUITY, & INCLUSION

At Abdo, we recognize the need for continuous improvement in diversity, equity and inclusion initiatives throughout our firm and the accounting industry at large. We aim to build a firm that provides opportunities for people that are as diverse as the clients we serve. We believe that when we understand each other better, we grow better together.

Over the past several years, we have increased our efforts to promote diversity, equity, and inclusion within our firm and community through training opportunities, guest speakers, and cultural awareness activities. Our Diversity, Equity, and Inclusion Committee continues to implement new ideas, projects, and initiatives to move our firm forward through learning, understanding, and improving on these issues.

We continue to increase our number of women at the highest leadership level. We strive for continued growth in our ability to attract and retain women and people of color within our firm and we are working towards greater equity and diversity for all within our industry.

Abdo is committed to advancing the interest in accounting careers for students of color at both the high school and college level. In 2022, the firm was chosen as one of just ten firms in the nation to host an ethnic minority accounting student as part of the AICPA's PCPS George Willie Ethnically Diverse Student Scholarship and Internship Program. The recipient of this scholarship remains with the firm today as a senior associate in our tax department.

In order to build a more inclusive work environment, the firm has implemented diversity and inclusion education through partnering with expert speakers and trainers. Please let us know if you have any ideas on how we can improve diversity, equity, and inclusion at Abdo.



59%

of our employees
are female



56%

of our
management level
employees are
female



18%

of our interns this
year are people of
color

DEI Initiatives



ABDO DIVERSE SCHOLARSHIP & INTERNSHIP PROGRAM

Abdo was a proud co-sponsor of the AICPA PCPS George Willie Ethnically Diverse Student Scholarship & Internship, which allows 10 ethnically diverse accounting students the opportunity to be awarded internships with a firm that has been selected by the AICPA. Upon conclusion of this successful partnership, we were inspired to create our own DEI Sponsorship program, annually awarding a rising diverse accounting student a scholarship & internship.



PARTNERSHIP WITH NABA

Abdo is proud to sponsor the Minnesota State University, Mankato Chapter of NABA (National Association of Black Accountants) Inc. NABA is committed to increasing the number of African Americans in the accounting and finance professions and to promoting their success. As a firm, we are invested in not only increasing diversity within our organization but support diversifying the industry as a whole. We are committed to providing guidance and mentorship along with financial support to this organization.



GREATER MANKATO GROWTH DEI COLLABORATIVE

Abdo is a founding sponsor and member of Greater Mankato Growth's (the Mankato region's chamber of commerce) DEI Collaborative. This collaborative was formed to discuss what we could do as individuals, organizations, and the community to increase diversity and make our community a welcoming one. Together, we explored our individual biases, developed action plans to make a difference within our organization, and pledged to continue the work to make our community inclusive.

CEO ACTION PLEDGE

We are proud signatories of the CEO Action Pledge, a pledge signed by CEOs from different sectors, sizes, and geographical area to support more inclusive workplaces. As part of this pledge, we work toward goals including DEI education and recruiting. We promise to have the difficult conversations and make our firm, and this industry—one that better reflects the communities we live and work.



YWCA

We are committed to the continued support and advancement of women in our firm and in our communities. One of the ways we do this is through a partnership with YWCA Mankato, an organization whose mission is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all. We are proud sponsors of the Elizabeth Kearney Women's Leadership Program, Women's Leadership Conference, and Women of Distinction event.



COMMUNITY INVOLVEMENT

Every year, we come together as a firm to participate in what we call a "Day of Action." This gives us an opportunity to give back to organizations within our communities that support underserved populations. You can catch us volunteering at a food shelf, building houses, or helping at an After School Program. In addition, the firm pledges 24 hours of VTO (Volunteer Time Off), for each employee to volunteer at the nonprofit of their choosing. We truly believe we are better, together.

License & Independence

LICENSED TO PRACTICE

Abdo and its entire CPA staff hold licenses to practice in a variety of states across the country. All licenses are in good standing and each staff member maintains an annual cycle of continued professional education as required by CPA licensure. Our CPAs are all members in good standing with the Society of CPAs in the state in which they live and work. They are also members of the American Institute of Certified Public Accountants (AICPA) which helps our team stay up to date on regulations and industry standards. This commitment to continual improvement mirrors our Firm’s core value of growth and development and ensures that the work we are proposing here is held to the highest standards in the industry.

INDEPENDENCE

Our standards require that we be without bias with respect to your operations. Abdo (the Firm) is independent of City of New Prague as defined by auditing standards generally accepted in the United States of America.

The Firm is a member of the American Institute of Certified Public Accountants Division of Firms and has received an unmodified opinion on its Peer Review, a copy of which can be provided upon request. Our Peer Review was completed in 2023 and resulted in a pass rating.

The Firm has not had any federal or state desk reviews or field reviews of its audits in the last three years. We have had no disciplinary action taken or pending against the Firm during the past three years with state regulatory bodies or professional organizations.

We maintain library facilities which include current professional literature and specific information for the industries that we serve. The firm library is also reviewed as part of the external quality review program.



Appendix A

AGREEMENT FOR FINANCIAL SERVICES

Agreement for Financial Services

THIS AGREEMENT, is made and entered into on March 10, 2025 by and between the City of New Prague, Minnesota (hereinafter referred to as the "Client"), and Abdo (hereinafter referred to as the "Contractor").

Articles of Agreement & Recitals

WHEREAS, the Client is authorized and empowered to secure from time to time certain professional services through contracts with qualified consultants; and

WHEREAS, the Contractor understands and agrees that:

1. The Contractor will act as an Independent Contractor in the performance of all duties under this Agreement. Accordingly, the Contractor shall be responsible for payment of all taxes, including federal, state and local taxes and professional/business license fees arising out of the Contractor's activities;
2. The Contractor shall have no authority to bind the Client for the performance of any services or to obligate the Client. The Contractor is not an agent, servant, or employee of the Client and shall not make any such representations or hold himself/herself out as such;
3. The Contractor shall be the exclusive outsourced accounting service provider for the Client during the term of this Agreement;
4. The Contractor shall perform all professional services in a competent and professional manner, acting in the best interests of the Client at all times.
5. The Contractor shall not accrue any continuing contract rights for the services performed under this Agreement.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, it is agreed as follows:

ARTICLE I

INCORPORATION OF RECITALS

The recitals and agreement set forth above are hereby incorporated into this Agreement.

ARTICLE II

LIABILITY INSURANCE

Section 1 Liability Insurance: The Contractor shall obtain professional liability insurance, at their expense with liability insurance coverage minimums in the amount of \$2,000,000, which Contractor must secure and maintain during the term of this Agreement. Contractor will provide Client with proof of liability insurance coverage under this Agreement in writing upon request by the Client.

ARTICLE III

DURATION OF THE AGREEMENT

Section 1 Duration: This Agreement shall commence upon date of execution by all parties and will remain in effect until completion of the project or December 31, 2025 unless earlier terminated as provided in Sections 2 and 3.

Section 2 Client's Termination Rights: The Client may terminate this Agreement upon sixty (60) days written notice in the event the Client determines in its sole discretion that it is not in the Client's best interest to continue using Contractor's services. The Client may terminate on ten (10) days written notice if the Contractor fails to perform its obligations under this Agreement.

Section 3 Contractor's Termination Rights: Contractor may terminate this Agreement upon thirty (30) days written notice to Client in the event Client does not pay Contractor compensation as required under Article 5, Section 9 within fifteen (15) days after invoice is received by Client. In the event of non-payment within thirty (30) days, Contractor shall give the Client an opportunity to cure the default by giving a notice of such non-payment and an additional five (5) days after the Client's receipt of the notice to remit such payment, prior to giving a notice of termination. Contractor can also terminate the Agreement with one hundred twenty (120) days written notice if the Contractor believes it is in its best interests to terminate the Agreement.

ARTICLE IV

GENERAL

Section 1 Authorized Client Agent: The Client's authorized agent for the purpose of administration of this Agreement is the City Administrator. Said agent shall have final authority for approval and acceptance of the Contractor's services performed under this Agreement and shall further have responsibility for administration of the terms and conditions of this Agreement. All notices under this Agreement shall be sent to the person and address indicated below on the signature lines.

Section 2 Amendments: No amendments or variations of the terms and conditions of this Agreement shall be valid unless in writing and signed by the parties.

Section 3 Assignability: The Contractor's rights and obligations under this Agreement are not assignable or transferable.

Section 4 Data: Any data or materials, including, but not limited to, reports, studies, photographs, negatives, or any and all other documents prepared by the Contractor or its outside consultants in the performance of the Contractor's obligations under this Agreement shall be the exclusive property of the Client, and any such data and materials shall be remitted to the Client by the Contractor upon completion, expiration, or termination of this Agreement. Further, any such data and materials shall be treated and maintained by the Contractor and its outside consultants in accordance with applicable federal, state and local laws. Further, Contractor will have access to data collected or maintained by the Client to the extent necessary to perform Contractor's obligations under this Agreement. Contractor agrees to maintain all data obtained from the Client in the same manner as the Client is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 or other applicable law (hereinafter referred to as the "Act"). Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the Client. Upon receipt of a request to obtain and/or review data as defined in the Act, Contractor will immediately notify the Client. The Client shall provide written direction to Contractor regarding the request within a reasonable time, not to exceed fifteen (15) days. The Client agrees to indemnify, hold harmless and defend Contractor for any liability, expense, cost, damages, claim, and action, including attorneys' fees, arising out of or related to Contractor's complying with the Client's direction. Subject to the aforementioned, Contractor agrees to defend and indemnify the Client from any claim, liability, damage or loss asserted against the Client as a result of Contractor's failure to comply with the requirements of the Act. Upon termination and/or completion of this Agreement, Contractor agrees to return all data to the Client, as requested by the Client.

ARTICLE IV - CONTINUED**GENERAL (CONTINUED)**

Section 5 Entire Agreement: This Agreement is the entire agreement between the Client and the Contractor, and it supersedes all prior written or oral agreements. There are no other covenants, promises, undertakings, or understandings outside of this Agreement other than those specifically set forth. Any term, condition, prior course of dealing, course of performance, usage of trade, understanding, or agreement purporting to modify, vary, supplement, or explain any provision of this Agreement is null and void and of no effect unless in writing and signed by representatives of both parties authorized to amend this Agreement.

Section 6 Severability: All terms and covenants contained in this Agreement are severable. In the event any provision of this Agreement shall be held invalid by any court of competent jurisdiction, this Agreement shall be interpreted as if such invalid terms or covenants were not contained herein, and such holding shall not invalidate or render unenforceable any other provision hereof.

Section 7 Contractor Fiscal Decision Waiver: Contractor is responsible for providing the Client with timely and accurate financial recommendations and information that allows the Council the ability to make final financial decisions. Contractor will provide final financial recommendations but is not responsible for the final decisions made regarding financial matters.

Section 8 Compensation: The parties agree that the Contractor shall be paid compensation for the services provided hereunder, payable for work performed in accordance with this Agreement, based on the fees indicated on the Value page of this proposal. Additional fees will not be incurred without prior approval of the Client.

Initial invoice for anticipated first month fees will be sent within 10 days of the execution of this agreement. Monthly installment fees will be invoiced throughout the remainder of this Agreement. If the Agreement is for an hourly fee basis, invoices will be sent monthly.

Section 9 Additional Services: Should the Client request additional services in addition to the Contracted Services, the Contractor will provide the Client with proposed fees for the services to be provided. The Client shall provide a written or electronic confirmation prior to the proposed services implementation.

Section 10 Outside Contractors: It shall be the responsibility of Contractor to compensate any other outside consultants retained or hired by Contractor to fulfill their obligations under this Agreement and shall be responsible for their work and Contractor, by using outside contractors, shall not be relieved of its obligations under this Agreement.

Section 11 Municipal Advisor: Abdo acknowledges the Client may/has retained an independent registered municipal advisor (IRMA) to assist and advise the Client in evaluating information relating to the issuance of municipal securities and/or municipal financial products. Abdo acknowledges the Client will rely on advice from their IRMA. Abdo will have no recourse against the Client or its IRMA, regarding action or inaction relating to evaluating, commenting on, or responding to financial projects or information received under this Agreement. Abdo acknowledges it is not the registered independent municipal advisor retained by the Municipal Entity Client.

Appendix B

AGREEMENT FOR THE PROVISION OF
PROFESSIONAL SERVICES

Agreement for the Provision of Professional Services

WHEREFORE, this Agreement was entered into on the date set forth below and the undersigned, by execution hereof, represent that they are authorized to enter into this Agreement on behalf of the respective parties and state that this Agreement has been read by them and that the undersigned understand and fully agree to each, all and every provision hereof, and hereby, acknowledge receipt of a copy hereof.

City of New Prague

118 Central Ave N

New Prague, Minnesota 56071



SIGNATURE

Josh Tetzlaff

Abdo, LLP

5201 Eden Avenue, Suite 250

Edina, Minnesota 55436

A handwritten signature in black ink, appearing to read "Brad Falteysek", written over a horizontal line.

Brad Falteysek, CPA

Partner | Abdo

March 10, 2025

Appendix C

TEAM BIOS



TEAM MEMBER BIO



Brad Falteysek

CPA

Government Partner

brad.falteysek@abdosolutions.com

Direct Line 952.715.3004

Brad joined the Firm in 1998. He graduated Cum Laude from Winona State University, and worked for two years with the Minnesota Office of the Legislative Auditor's Office. He is registered and licensed to practice as a CPA in Minnesota. His work includes audit and accounting for many of the Firm's governmental clients, including audits regulated under Uniform Guidance.

EDUCATION

- Bachelor of Science in Accounting, Winona State University
 - *Minor in Economics*
 - *Graduated Cum Laude*
- Continuing professional education as required by the AICPA and U.S. Government Accountability Office

PROFESSIONAL MEMBERSHIPS

- Minnesota Government Finance Officers Association
 - *At-large Board Member in 2023*
- Minnesota Society of Certified Public Accountants
- American Institute of Certified Public Accountants
- Minnesota Association of School Business Officials
- Government Finance Officers Association

QUALIFICATIONS

- 26 years of experience auditing local governments and schools in Minnesota
- Over 90 percent of billable time related to governmental clients
- Experienced in municipal government utility rate studies, long-term financial plans and budgeting assistance
- Presented at the Minnesota Association of School Business Officials Annual Conference, the Minnesota Government Finance Officers Association Annual Conference, and the Minnesota Clerks and Finance Officers Association Annual Conference



TEAM MEMBER BIO



Abby Schmidt

CPA

Manager
abby.schmidt@abdosolutions.com
Direct Line 507.344.9282

Abby joined the firm in October 2018 after graduating from Minnesota State University, Mankato. Abby works with the firm's government department, auditing cities, school districts and charter schools, as well as housing and redevelopment authorities. She is experienced in new standard implementation, specifically GASB 87 (leases) and GASB 96 (subscription-based information technology arrangements).

EDUCATION

- Bachelor of Science in Accounting, Minnesota State University, Minnesota
 - *Graduated Summa Cum Laude*
- Continuing professional education as required by the AICPA and U.S. Government Accountability Office

PROFESSIONAL MEMBERSHIPS

- American Institute of Certified Public Accountants
- Minnesota Society of Certified Public Accountants

QUALIFICATIONS

- 6 years of experience auditing cities, school districts, and HRA's
- Over 90 percent of billable time relates to governmental clients
- Experienced in GASB 87 (Leases) and GASB 96 (Subscription-Based Information Technology Arrangements) implementation



TEAM MEMBER BIO



Robbie Smith

Associate
robbie.smith@abdosolutions.com
Direct Line 952.715.3022

Robbie joined the Firm in 2022 as an Associate with the Government group after completing his accounting and finance degree from Southwest Minnesota State University. His work includes assisting in the audits of many of the Firm’s governmental clients. Prior to joining Abdo, Robbie spent two springs as a tax and audit intern at a firm in Marshall, Minnesota and one summer as a cost accounting intern for a cabinet manufacturer in Waconia, Minnesota.

EDUCATION

- Bachelor of Science in Accounting and Finance, Southwest Minnesota State University
 - *Summa Cum Laude*
- Master of Business Administration degree, Southwest Minnesota State University
 - *Concentration in Leadership*
- Continuing professional education as required by the AICPA and U.S. Government Accountability Office

MEMBERSHIPS

- GFOA Associate

QUALIFICATIONS

- 2+ years of experience in auditing local governments and schools in Minnesota
- 1 year of experience in audit and attest services primarily for farms and small businesses
- Over 90 percent of billable time relates to governmental clients
- Works extensively with Microsoft Office
- Experience in annual TIF reporting for local municipalities

February 21, 2025

Joshua Tetzlaff
City Administrator
City of New Prague
118 Central Ave N
New Prague, MN 56071-1534

RE: Proposal for a Long-Term Financial Management Plan and Utility Rate and Connection Fee Study

Dear Josh,

On behalf of Ehlers, we are pleased to present this proposal to undertake customized long-term financial planning for the City of New Prague ("City"). We are excited to have this opportunity to work with the City and demonstrate our team's collective commitment and qualifications to deliver dynamic and practical financial planning tools.

We understand the City is considering major investments in its facilities and infrastructure in the near future, including a new police facility and upgrades to the sewer treatment plant. These projects could impact taxpayers, and the City is striving to maintain its financial health as well as a sustainable level of property taxes and utility rates. Ehlers proposes to assist the City by creating two integrated financial plans: a Financial Management Plan and a Utility Rate and Connection Fee Study. The City can opt to complete one or both studies. Together, the plans will give the City confidence to fund its projects with an understanding of how they will impact the financial position of the City.

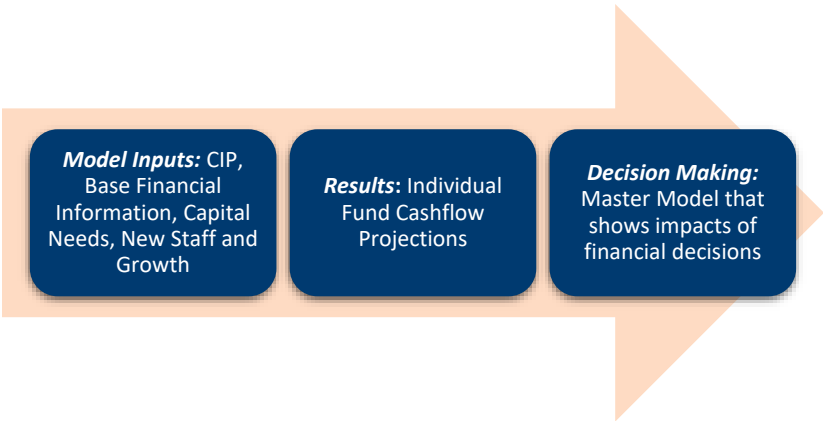
For over 65 years, Ehlers has helped municipal clients build strong and vibrant communities through financial planning, investment advisory, debt issuance and management, and economic development consulting services. **Our firm has completed 100+ long-term financial plans and more than 250 other fiscal studies in the last five years alone.**

Financial Management Plan

A Financial Management Plan (“FMP”) is a 10-year operating budget and capital improvement plan with a funding strategy developed through facilitated discussions with staff and City Council. It will guide the City’s financial future and determine how the City can fund its capital needs and other activities.

The FMP allows the City to ask critical questions about completing its capital improvements. For example, what will happen to the tax rate if the City undertakes project X? How can projects be financed to take advantage of expiring debt? What if we delay projects? Are there opportunities to lower the City’s local tax rate? The FMP provides a tool to explore these questions and develops a comprehensive funding strategy for the long-term needs of the City.

Ehlers will build a customized Excel model for the City with cashflow projections for each fund that roll-up into a summary forecast.



We propose including the following funds in the FMP:

- General Fund
- Park Improvements Fund
- Equipment Fund
- The following Debt Service Funds:
 - HRA – Senior Housing
 - 2007 CIP
 - 2009 CIP
 - 2011 CIP
 - 2013B Refunding Bonds
 - 2014 CIP
 - 2015 CIP
 - 2019 CIP
 - 2020A Refunding Bonds
 - 2020-2021 CIP
 - 2022 CIP
 - 2023 CIP
- General Projects Fund
- T.H. 19 Project Fund
- EDA Fund

As part of developing the FMP, Ehlers will engage the Council in facilitated discussions to develop consensus regarding the financial direction of the City. We will overview what the FMP is, the process that is undertaken with staff, inputs and impacts, policy decisions and projections. By understanding the financial impacts of decisions, the Council can establish spending priorities and develop consensus about an acceptable level of property taxes and other revenues. The FMP will provide the Council and public with an understanding of how today's decisions will affect constituents in the future.

Staff and Council Meetings for the FMP

The scope of work anticipates up to two meetings with staff and two meetings with the City Council. During the initial staff meeting, we will discuss policy issues to prepare a baseline model of the City's financial condition that incorporates existing operations, new staff and initiatives, plus all proposed capital expenditures. This baseline model will show financial impacts related to fund balances, tax impacts, and apparent trends and will be reviewed in a subsequent meeting with staff. This is the starting place for the conversation with Council. At the first Council workshop we will show the financial impact of accomplishing all the City's goals and determine if priorities need to be set between competing funding demands.

Based on staff and Council direction, we then refine the FMP with up to two scenarios that alter the timing of capital projects and staffing additions, among other considerations. After soliciting additional feedback, we will develop a fiscal strategy and make recommendations on financial policies at a second Council meeting or work session.

Financial Management Plan Deliverables

The FMP will deliver an achievable, comprehensive financial plan that has been reviewed by and agreed upon by the City Council.

The FMP includes:

- Annual projected budget numbers for each of the next 10 years
- Inclusion of all capital improvements identified by the City
- Inclusion of additional staffing and related equipment (if applicable)
- Tax impacts
- Facilitated discussions to reach consensus on prioritization of projects
- Presentation materials and attendance at up to two public meetings

Most importantly, the FMP process will result in a feasible funding plan for the City's operations and capital projects, as further described in [Appendix A](#).

Utility Rate and Connection Fee Study

We understand the City recently completed a water rate study where Ehlers can build on work already done, bringing it up to date while also incorporating the operating and capital needs of the sewer fund. Significant capital projects, including a potential new filter plant or extension of the sewer treatment plant will put pressure on the utility funds. The Utility Rate Study will provide a platform for the City to evaluate the sufficiency of the existing rates and make rate-setting decisions for the water and sewer utilities to ensure all operating and capital costs are covered.

The Utility Rate Study will result in:

- A full understanding of the anticipated financial needs of the utility systems
- Options and recommendations for utility rates and fees for the next 10 years
- Recommendations for appropriate cash balances and a strategy for maintaining reserves
- A funding plan for future capital projects and utility replacement
- A flexible planning tool that will help the City respond to changing circumstances, weather patterns, and changes in customer usage

The scope of work can be found in [Appendix B](#).

The Connection Fee Study will review the findings from the City's most recent sanitary sewer feasibility study and evaluate the costs of connecting to existing and future sewer infrastructure and with a focus on more affordability.

The Connection Fee Study for sewer will result in:

- The allocation of the value of unused capacity to future sewer users using the "Buy-In Approach" to establish connection fees
- A financial review of the City's Trunk Sewer Fund
- A comparison of existing and proposed connection fees to those charged by neighboring and comparable communities

Utility Rate Study and Connection Fee Study Project Deliverables

Upon completion, the City will have:

- Rate recommendations for the water and sewer funds for the next 10 years
- The rate study results in a PowerPoint presentation outlining inflationary rate-setting recommendations for the City Council to consider and a memo memorializing rate setting decisions
- Financial projections
- Established priorities developed with staff and City Council for capital spending
- A financial plan for maintaining adequate cash balances and funding capital projects
- A transparent decision-making process

Project Team & Schedule

The Project Team for the FMP will consist of Rebecca Kurtz, Keith Dahl, Jeanne Vogt and Megan Sandell. Rebecca &/or Keith will attend the Council meetings, as well as meetings with City staff, and oversee the project. Jeanne and Megan will complete the numerical analysis.

Proposed Cost

Ehlers proposes to complete the project at the not-to-exceed cost of:

- | | |
|---|----------|
| • Financial Management Plan: | \$30,000 |
| • Debt Study for 22 debt service funds: | \$18,000 |
| • Utility Rate Study: | |
| ◦ Water Fund Update | \$5,000 |
| ◦ Sewer Fund | \$10,000 |
| • Sewer Connection fee Study: | \$10,000 |

We propose that the project will be billed hourly at the hourly rate of \$295, for actual hours worked so that the final cost may be less. As the project unfolds, Ehlers will invoice monthly for the work completed in the prior month with descriptions of project activities and time expended. *If the City anticipates issuing debt in 2025, the cost of the FMP and rate study can be financed along with the capital project.*

Ehlers is committed to delivering, and showing value, in our work. Thank you for engaging with us in your financial planning discussion. We appreciate your consideration and look forward to discussing how Ehlers can best serve the City.

Sincerely,



Rebecca Kurtz
Senior Municipal Advisor
(651) 697-8516



Keith Dahl
Municipal Advisor
(651) 697-8595

Appendix A: Scope of Work

The Financial Management Plan (“FMP”) will be completed in the following general steps.

- Step 1.** Review City’s current financial position, policies, and practices.
- Step 2.** Aggregate and outline all future capital needs and program requests from City staff and consultants. A comprehensive list of major capital items and operational needs will be developed with the staff leadership.
- Step 3.** Assist in identifying other policy issues to be discussed and establish a framework for such discussion.
- Step 4.** Evaluate the impact of any tax base changes. Potential changes in the tax base due to growth, redevelopment or anticipated business closures will be included in the FMP model, as well as expiring TIF Districts (if applicable).
- Step 5.** Create the FMP Base Model that shows the impact of including all capital requests. The Model will follow the City’s financial statements and show projected ending fund balances for each fund for each of the next ten years.
- Step 6.** Analyze options to best meet the City’s needs. Options might include varying the timing of capital projects, changing capital funding policies, or modeling alternative revenue sources. The financial impact, including determining bond rating impact(s), of up to two (2) scenarios will be shown.
- Step 7.** Prepare an achievable, comprehensive financial plan that helps the City fund capital and operating priorities and builds Council consensus.

Appendix B

Scope of Work for Utility Rate Study

Ehlers proposes to take the following steps in completing the Utility Rate Study. Our approach is flexible and has proven to deliver the information, recommendations, and facilitated discussion essential to setting utility rates with confidence and accuracy.

Step 1. Gather data from City staff

Rate studies are a team effort. Ehlers will work with you to ensure that we receive the necessary data for the study.

Step 2. Complete a review of the City's Capital Improvement Plan

- We will use information from City staff and consulting engineers, if applicable, to compile a detailed Capital Improvement Plan for the water and sanitary sewer funds.
- We will ensure all utility-related costs, such as equipment and capital improvement projects are included in the Capital Improvement Plan.

Step 3. Solicit feedback on concrete objectives that the City wants to achieve with the study.

At our initial meeting, Ehlers will work with staff to make sure we fully understand the utility's financial situations, including outstanding and planned capital projects, the City's short and long-term goals, and future estimates of land use and growth.

Step 4. Complete rate study and financial plan

This step will focus on providing up to two options for water and wastewater user rates for residential and commercial customers. Ehlers will:

- Assemble and review existing historical utility system financial information
- Develop a pro forma cash flow statement for each fund showing total operating revenues and total expenses, including operations and maintenance costs, depreciation, department servicing, net operating income, capital improvements, etc. to test the adequacy of existing and proposed rates
- Review rates and user charges to determine if the rates and charges are sufficient to pay for operations and capital improvements
- Identify any additional issues, such as:
 - ✓ The use of debt vs. cash to pay for future capital improvements, with an emphasis on financing capital improvements with cash.
 - ✓ Minimum cash balance for the funds
 - ✓ Address city-identified issues
- Develop inflationary rate recommendations for each utility for the next ten years

Step 5. Provide up to two options for new water rate structures (optional)

- Analyze twelve months of utility billing data
- Restructure rates to achieve equity in use vs. payment, assure tiers are set appropriately so majority of users aren't captured in the 1st two tiers and to create tiers that promote conservation
- Ensure new rate structures will achieve revenue requirements for the water and sanitary sewer funds

Step 6. Review preliminary findings with City staff

- Review preliminary findings and seek direction for any revisions.
- Facilitate discussion to prioritize projects, if necessary, and develop proposed charges.

Step 7. Prepare Recommendations

The rate analysis will give recommendations for the staff and Council to consider. The recommendations will be customized for the City of New Prague and will address annual adjustments to rates, cash balance policies, and the timing of capital improvements.

Step 8. Presentation to Council and the Community

The rate analysis will include one City Council workshop or meeting.



City of New Prague

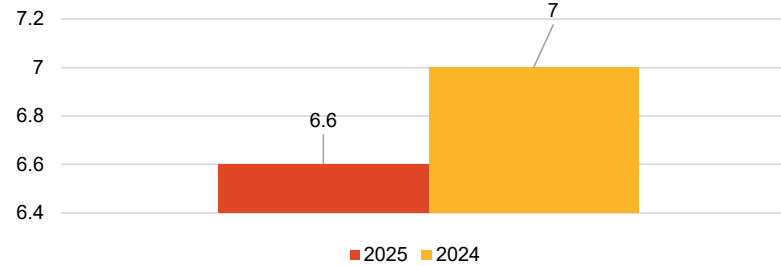
NORTH AMBULANCE OPERATIONS REVIEW

January 1, 2025 to March 31, 2025

New Prague Average Response Time

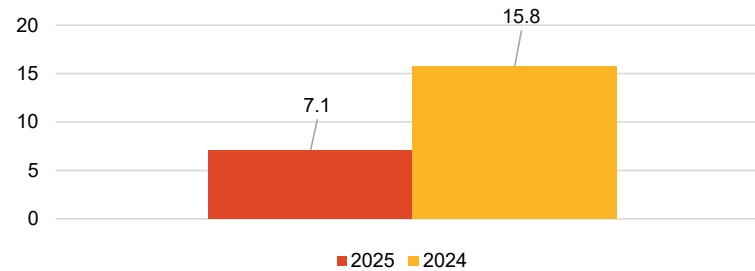
911 Response Time:

Average Unit Notified by Dispatch to Unit Arrived on Scene

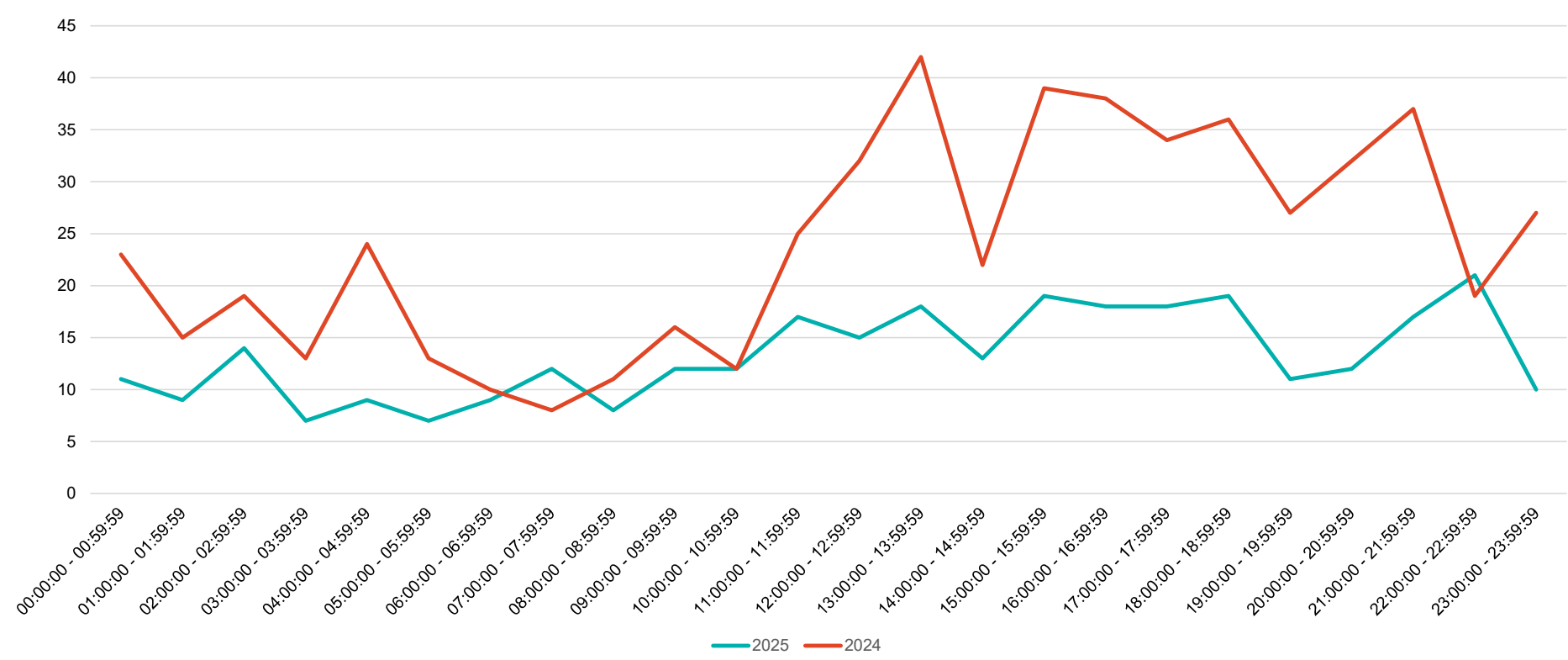


Interfacility Transfer Response Time:

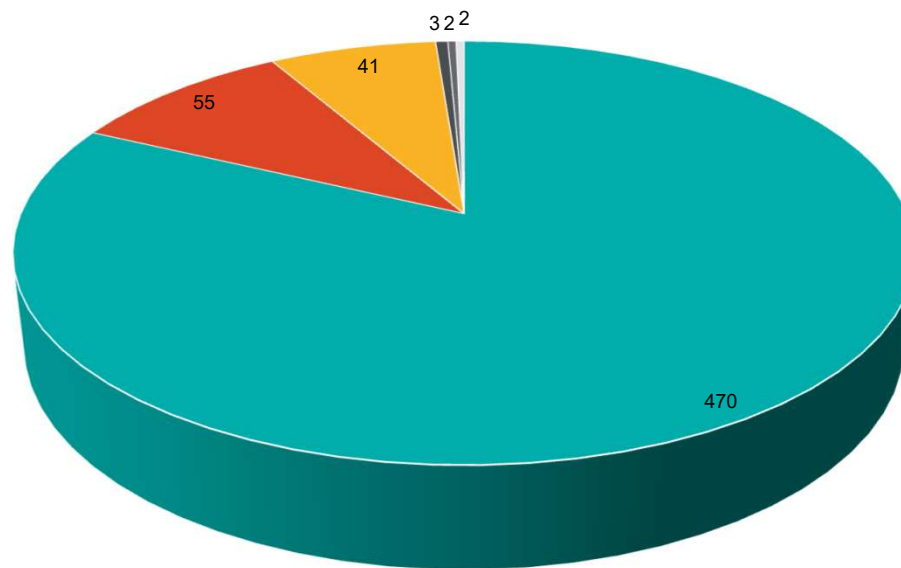
Average Unit Notified by Dispatch to Unit Arrived on Scene



New Prague Calls per hour of day

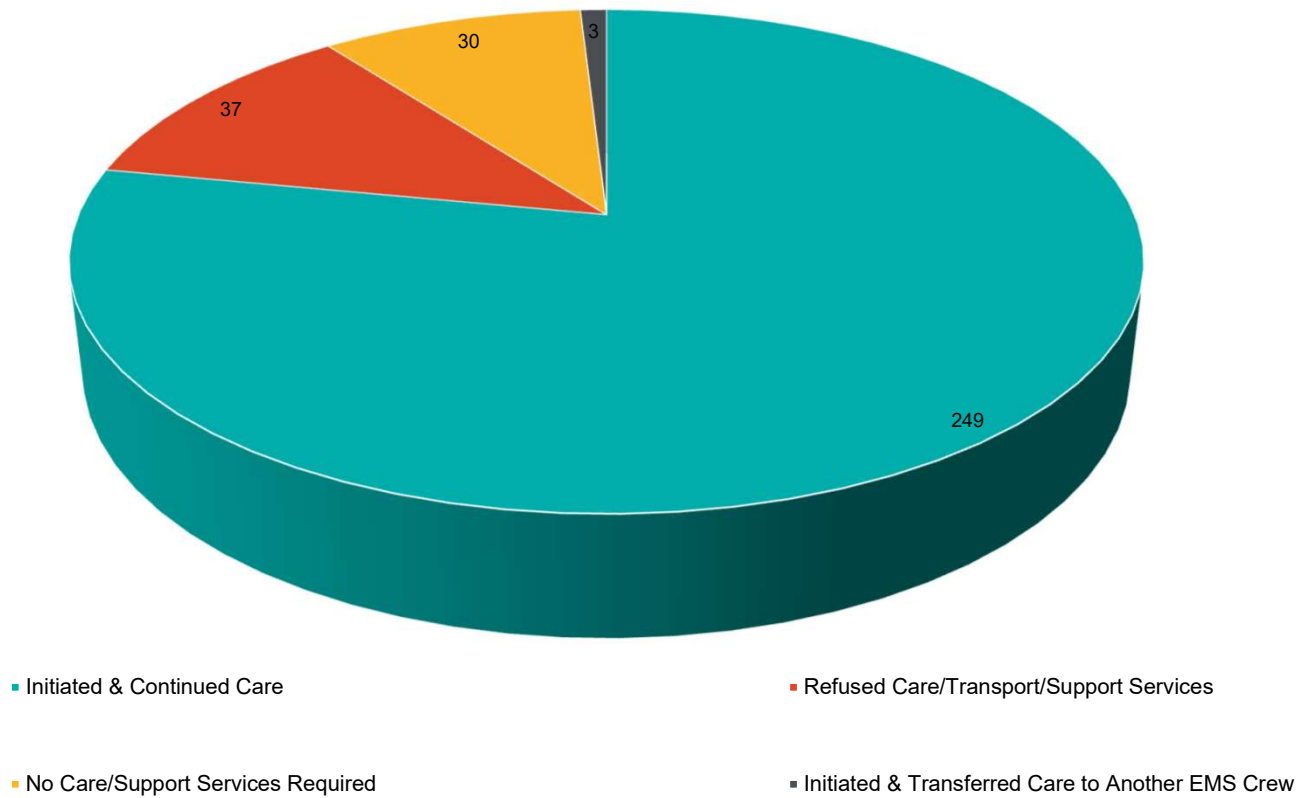


New Prague Responses 01.01.2024 through 03/31/2024

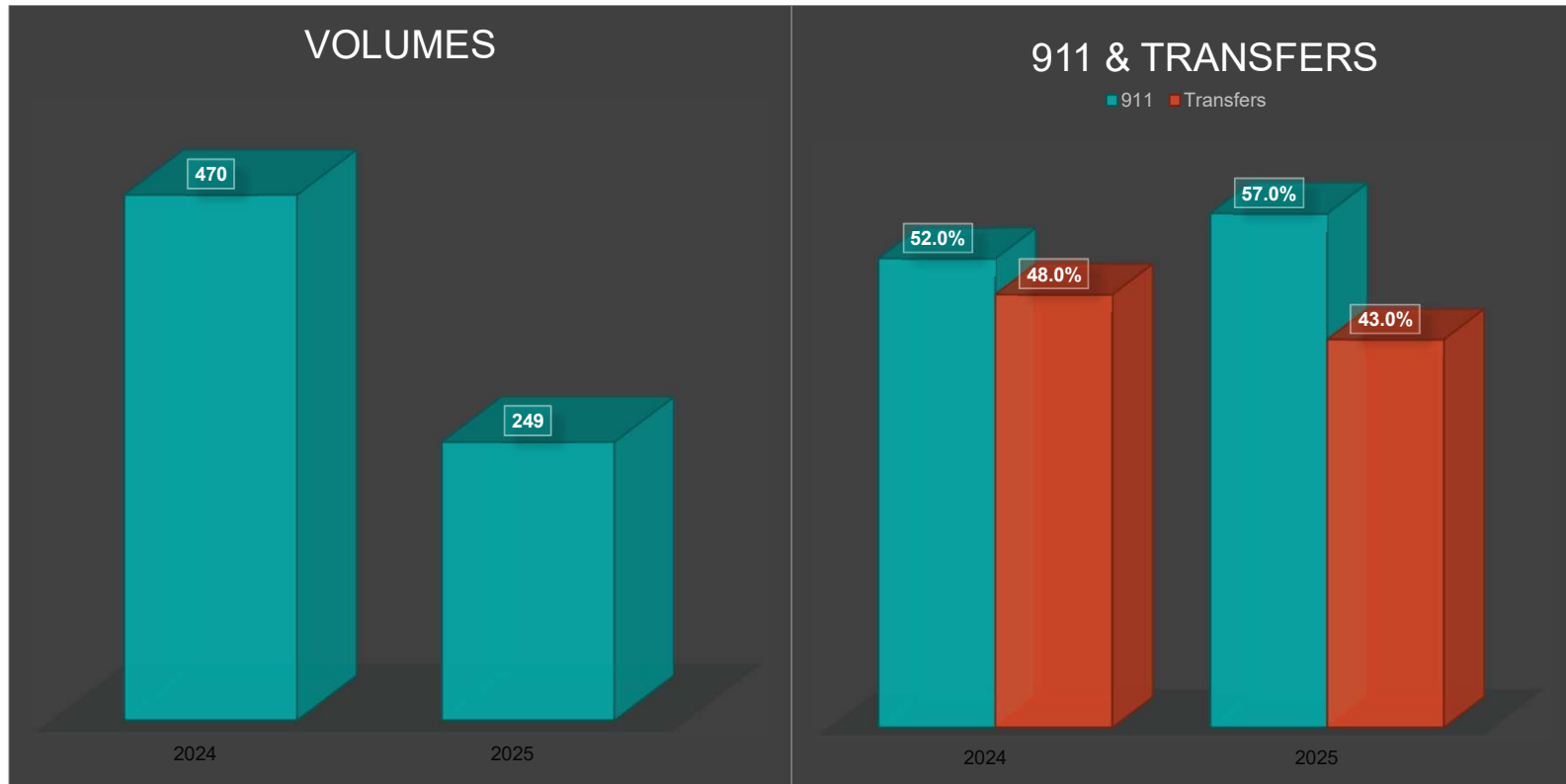


- Initiated & Continued Care
- Refused Care/Transport/Support Services
- No Care/Support Services Required
- Standby, Coverage, Events
- Other
- Initiated & Transferred Care to Another EMS Crew

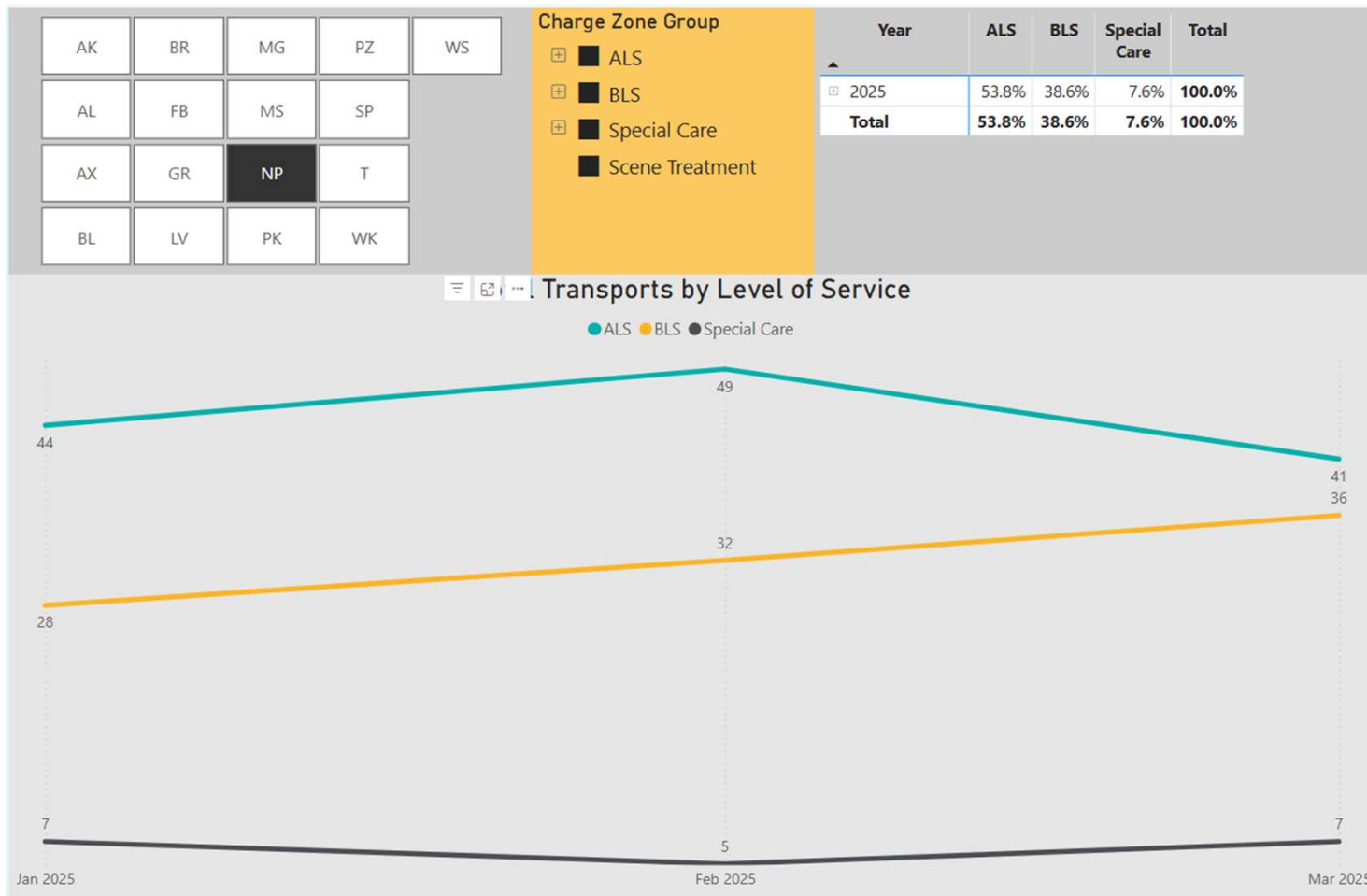
New Prague Responses 01.01.2025 through 03/31/2025



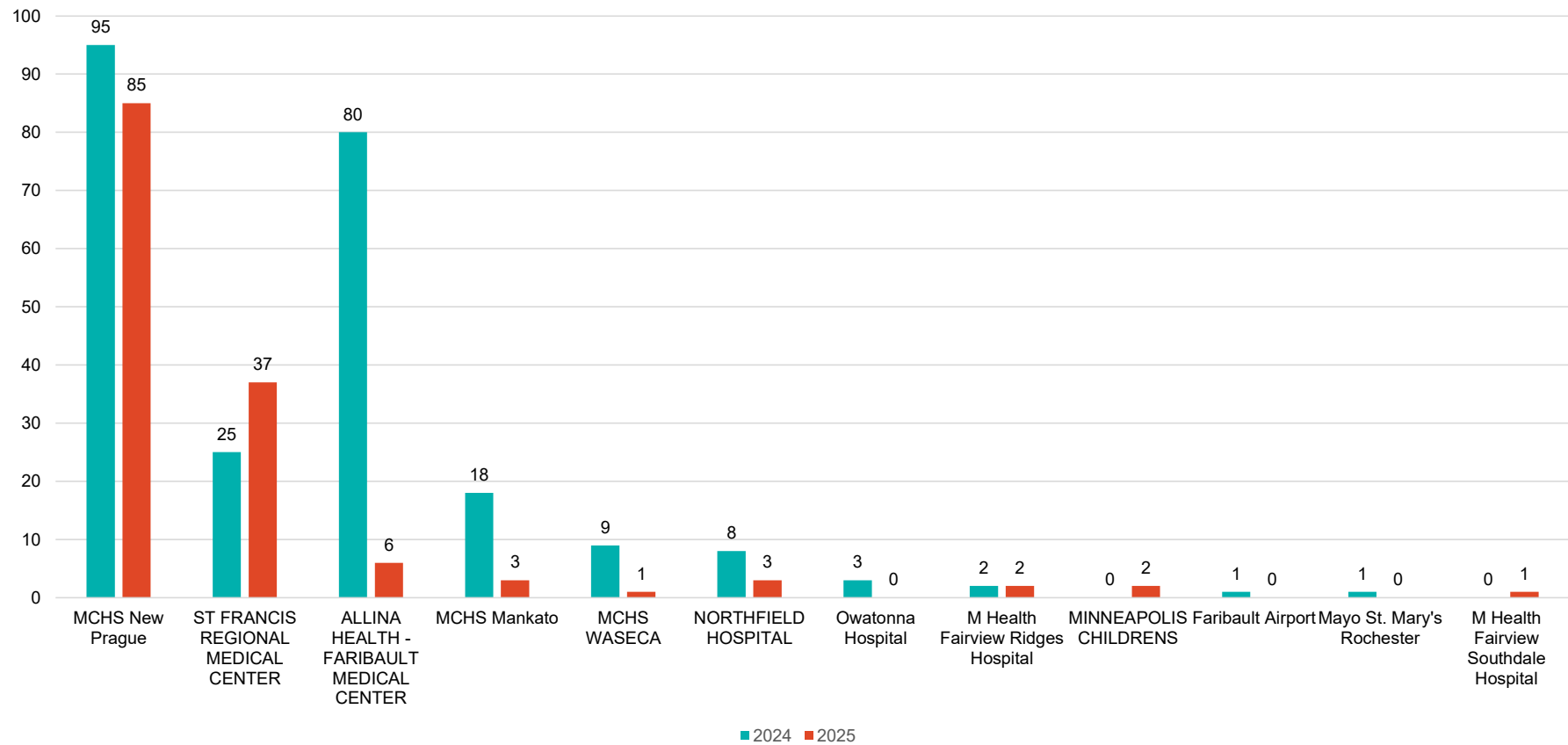
Volumes & 911 vs Transfer %



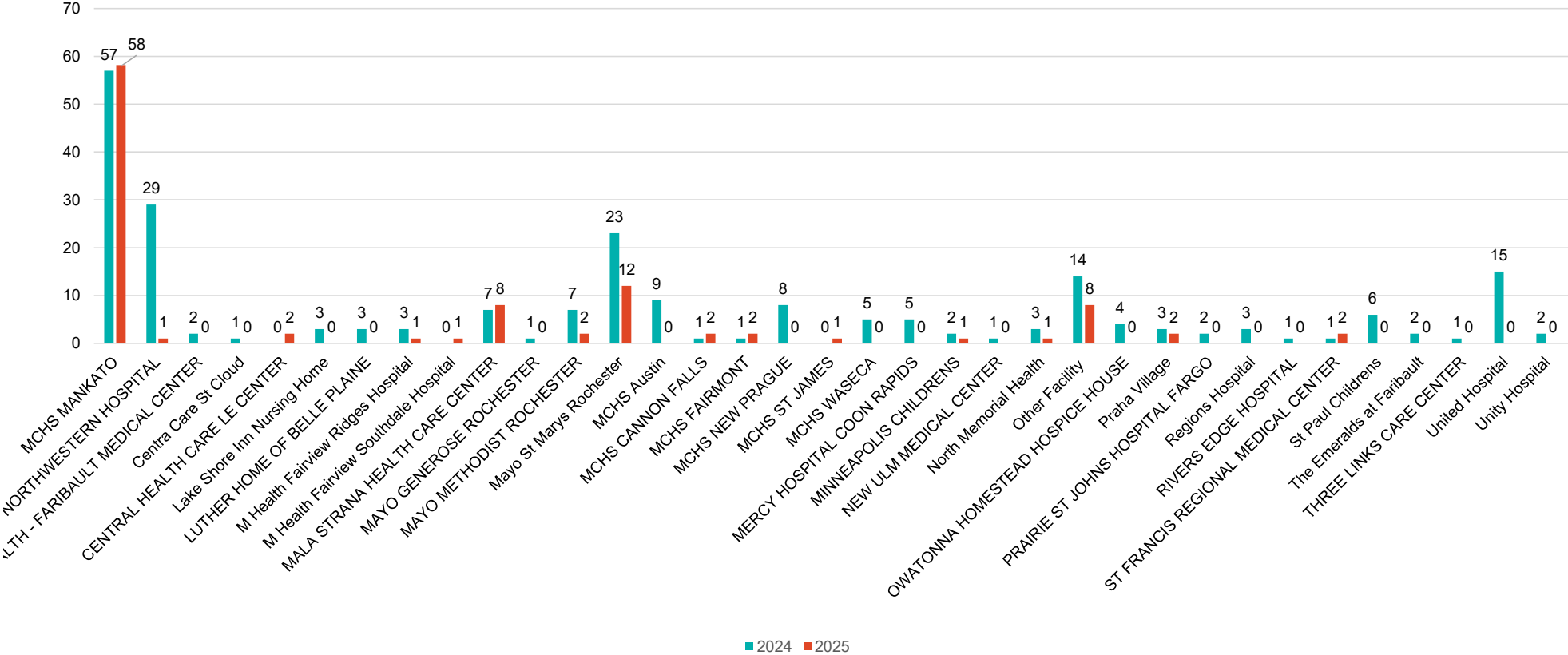
Level of Service Provided



911 Patient Destinations



Transfer Patient Destinations





New Prague Ambulance Income Statement

For Three Months Ended March 31, 2025

(Unaudited)
(\$000's)

	Actual YTD 2025	Budget YTD 2025	F(U) Actual vs Budget
Revenue:			
Ambulance Services Revenue	\$265	\$245	8.2%
Other Revenue	\$23	\$23	0.0%
Total Operating Revenue	\$287	\$267	7.5%
Direct Expense			
Compensation	284	272	-4.4%
Supplies	10	14	28.9%
Purchased Services	16	18	7.7%
Utilities and Fuel	12	10	-20.1%
Maintenance and Repairs	16	29	43.1%
Rental	4	4	-0.1%
Tax & Insurance	6	8	25.5%
Other Expense	2	3	56.1%
Depreciation	5	5	0.0%
Total Direct Expense	355	362	2.1%
Indirect Expense			
Indirect Expense (10%)	35	36	2.1%
Total Indirect Expense	\$35	\$36	2.1%
Total Operating Expense	\$390	\$399	2.1%
Net Operating Income (Loss)	(\$103)	(\$131)	21.8%
Net Operating Margin	-35.8%	-49.2%	13.4%
Statistics			
Key Stat / Transports	249	234	6.4%
Net Patient Revenue / Transports	\$1,063	\$1,045	1.7%
FTE's	11.4	11.8	2.7%

New Prague Q1 2025 Financials

- Q1 ended in loss of \$103K; unfavorable to plan by 21.8%
- Favorable Ambulance Services revenue driven by increased higher volumes than anticipated. Volumes were 6.4% higher than budget. Favorable rate variance with net revenue / unit added to the favorable patient revenue variance.
- Other revenue related to the state emergency aid dollars budgeted to offset 2025 operational expenses
- Increased compensation expense driven by backfilling for higher than expected paid-time-off & higher sign-on bonuses; partly offset by favorable employee benefits variance
- Utilities and fuel unfavorable to budget due to higher volumes driving fuel costs
- Vehicle maintenance variance favorable due to shifting of vehicles
- All other non-labor variances favorable largely due to timing



Questions

????



UTILITIES COMMISSION MEETING MINUTES

City of New Prague

Tuesday, May 27, 2025 at 3:30 PM

Power Plant - 300 East Main St

1. CALL TO ORDER

The meeting was called to order by Commission President Dan Bishop on Tuesday, May 27th, 2025 at 3:32 p.m.

Commissioners Present: Dan Bishop, Chuck Nickolay, Tom Ewert, Paul Busch and Bruce Wolf

Staff Present: General Manager Bruce Reimers, OES Ken Zweber and Finance Director Robin Pikal

2. APPROVAL OF AGENDA

Motion made by Commissioner Ewert, seconded by Commissioner Busch, to approve the agenda as presented.

Motion carried (5-0)

3. APPROVAL OF MINUTES

a. April 28, 2025 Utilities Meeting Minutes

Motion made by Commissioner Nickolay, seconded by Commissioner Ewert, to approve the April Minutes as presented.

Motion carried (5-0)

4. UTILITY AND SMMPA BILLS

a. Approval of accounts payable in the amount of \$291,320.69 and the SMMPA billing of \$483,543.35.

Motion made by Commissioner Ewert, seconded by Commissioner Busch, to approve the accounts payable as presented.

Motion carried (5-0)

5. FINANCIAL REPORTS

a. Investment Report

b. Financial Report

c. Water and Kilowatt Hours Sales

Motion made by Commissioner Bishop, seconded by Commissioner Busch, to approve the financial reports as presented.

Motion carried (5-0)

6. PROFESSIONAL SERVICES AGREEMENT WITH SEH FOR CONSULTANT WORK ON LEAD SERVICE LINE REPLACEMENTS

a. Lead Line Service Replacement Proposal

GM Reimers reviewed a proposal from SEH in the amount of \$40,000 to provide professional services, engineering, bid letting and project representation and inspection to replace 20 lead services in the 2025 CIP construction area. GM Reimers said that the engineering fees along with the cost of the service

replacements will be covered by the Drinking Water Revolving Fund at an estimated cost of \$386,000.

Motion by Commissioner Wolf, seconded by Commissioner Nickolay, to approve the professional services agreement.

Motion carried (5-0)

7. SMMPA BOARD OF DIRECTORS MEETING

a. April 9, 2025

GM Reimers informed the Commission of the following:

-SMMPA will be terminating the service agreement with ZEF energy at the end of 2026 for the car chargers. NPUC will then need to decide if they want to replace the charger or remove it from service.

-SMMPA will be taking bids for the revolving credit agreement in the amount of 68 million. The revolving credit will likely be rolled into future bonding.

8. GENERAL MANAGER'S REPORT

GM Reimers reported on the following:

-Finance Director Pikal asked for the Commissions input on trying to transition customers over to electronic billing. Director Pikal stated that staff is looking into different ways to try and get customers to transition over to electronic billing, including asking all new customers to receive electronic billing and starting a campaign that will switch customers to electronic billing unless they opt out.

After discussion, a motion was made by Commissioner Ewert and seconded by Commissioner Bishop, directing management to take the steps necessary to move the electronic billing initiative forward with an understanding that it could be limited to the capability of the billing software and customer acceptance.

Motion carried (5-0)

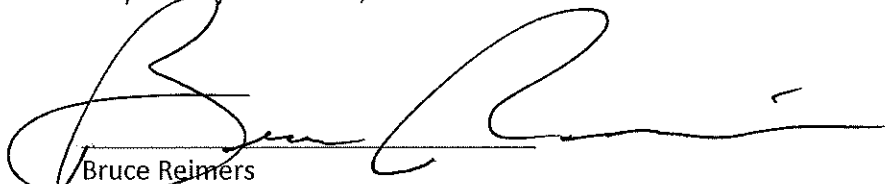
9. OTHER BUSINESS

None

10. ADJOURNMENT

Motion by Commissioner Ewert, seconded by Commissioner Busch, to adjourn the meeting at 4:22 pm.

Respectfully Submitted,



Bruce Reimers
General Manager



MEETING MINUTES

New Prague Golf Board

On site meeting at NPGC
Tuesday, May 27th, 2025

The meeting was called to order at 6:30pm by Board President Den Gardner. The following Board Members were present for the meeting: Den Gardner, Adam Gill, Bob Cunniff, Adam Brister, Graham Kuehner, and Jen Berglund. Councilmember Shawn Ryan was unable to attend. Also present: City of New Prague Finance Director, Robin Pikal and GPE Owner/Contract Manager Kurt Ruehling.

- **Approval of April 22nd, 2025 Meeting Minutes:**
 - A short discussion regarding the Golf Board proposal to increase Golf Board size took place. Gardner led the discussion. Council did not want to increase the size of Golf Board.
 - Graham Kuehner noted that “Kyle Kuehner” was incorrectly listed as being unable to attend last meeting
 - A motion to approve was made by Gill, second by Brister. Motion carried (6-0)
- **Claims for Payment (\$106,292.11):**
 - Ruehling pointed out that invoices from Benny’s Plumbing were for snack bar issues with urinals and the water heater
 - Ruehling also clarified the invoice from Plaisteds Company, which is for upgraded bunker sand, which has been added and is a great improvement
 - Brister inquired about the Workers Comp payments. Pikal addressed all questions and gave clear responses
 - A motion to approve the Claims for Payment was made by Berglund, seconded by Cunniff. Motion carried (6-0)
- **Review Monthly Income Statement and Balance Sheet (May 2025):**
 - No real concerns were expressed
 - A motion to approve the Monthly Income Statement and Balance Sheet was made by Brister, seconded by Kuehner. Motion carried (6-0)
- **2024 Audited Golf Financial Statements:...Robin Pikal, Finance Director City of New Prague**
 - All in all the Golf Operation received a “passing grade” from the auditors!
 - Pikal touched on one finding regarding “cash receipts activity” ...Kurt will work with City Hall to tighten up the Golf Club’s current practices
- **Capital Equipment Report**
 - No items to report
- **Grounds Operation Update...Jeff Pint, Grounds Superintendent:**

- Pint has added more sand to the bunkers, as promised, and the feedback has been great!
- Gardner would like to see more signage to direct carts away from sensitive areas
- Gardner also inquired about the Golf Club having a tree program in place? Ruehling to discuss with Pint
- Golf Board as a whole, would love to see improvements made to the cart path left of #11 green. Four of the six Golf Board members own private carts and they do not wish to travel on the bumpy path due to wear and tear
- Golf Board asked about dandelion control? Ruehling will pass along to Pint
- Discussion about taking care of dead trees was had
- **Food & Beverage Update...Michelle Mulvihill, Food & Beverage Coordinator:**
 - Golf Board agreed that we have a great staff this year and they are very welcoming!
 - The beverage cart was run over the Memorial Day weekend and was very well received! Ruehling added that there are a few more “moving parts” with regards to the beverage cart, as it is a grounds utility vehicle first and its use needs to be planned ahead
 - Berglund would like staff to establish and publish Snack Bar hours. Ruehling will address with Michelle Mulvihill, Food & Beverage Coordinator...weather has a big bearing on when it is open
- **Golf Operation Update...Kurt Ruehling, GM/PGA Professional:**
 - Kuehner would like extended driving range hours. Ruehling spoke to the subject and made the Golf Board aware of theft of balls. Possible signage and/or lighting might be a solution. Ruehling will extend hours and post
 - Ruehling reported that the course has been very busy and the full tournament schedule is starting soon!
- **Marketing Update...Kurt Ruehling, GM/PGA Professional:**
 - No new marketing topics were discussed
 - Ruehling and Gill are going to oversee social media marketing moving forward
- **Golf Scholarship Event Summary...Den Gardner:**
 - Event is scheduled for Sunday, August 10th, 2025
- **Charge Accounts – Policy/Procedures:**
 - The Golf Member True Up Policy was introduced and briefly discussed by Ruehling. Ruehling will work with City Hall to incorporate it
- **Miscellaneous:**
 - Upcoming Golf Board meeting conflicts were discussed, meeting will remain on the same day at the same time
 - Berglund expressed concerns among the Wednesday Ladies League group regarding pace of play on the golf course and timely delivery of food following golf. Kuehner added that possibly pre-paying for food might be an option? Discussion ensued
- **Adjournment:**
 - A motion to adjourn the meeting at 8:23p was made by Kuehner, second by Cunniff. Motion carried (6-0)

Next Golf Board Meeting –Tuesday, June 24th, 2025, 6:30pm

Respectfully submitted by,
Kurt Ruehling, GME...PGA General Manager

Meeting Minutes
New Prague Planning Commission
Wednesday, May 28th, 2025

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, Ann Gengel and Shawn Ryan. Absent was Jason Bentson.

City Staff Present: Ken Ondich – Planning / Community Development Director.

2. Approval of Meeting Minutes

A. April 23rd, 2025 Regular Meeting

A motion was made by Pike, seconded by Bentson, to approve the March 26th, 2025 regular meeting minutes. Motion carried (3-0).

3. Public Invited to Be Heard on Matters Not on the Agenda

No public comments were given.

4. OLD BUSINESS

A. None

5. NEW BUSINESS

A. Review of Zoning / City Code Amendment – Backyard Chickens

Planning / Community Development Director Ondich presented the staff report. He stated that the city has never had an ordinance allowing chickens, but back in 2016 the City did clarify ordinances that prohibited the keeping of backyard chickens and other farm animals and that discussions from the time stemmed largely from one home that had chickens which were a nuisance to surrounding properties related to smell. He stated that the Planning Commission most recently discussed the topic of backyard chickens at its March 2025 meeting in which it failed to pass a motion to hold a public hearing regarding an ordinance that would allow chickens. He stated that the City Council on April 7th directed the Planning Commission to hold a public hearing at tonight's Planning Commission meeting. He stated that New Prague is the only City in Scott County that does not allow backyard chickens and that the City of Lonsdale approved an ordinance to allow them on May 8th. He provided a summary of the amendments that would allow backyard chickens which included a city code amendment to allowing chickens subject to zoning ordinance requirements and that the zoning ordinance would have a section added with performance standards that would allow up to five chickens, no roosters or guinea fowl or pea fowl, no fighting, breeding or slaughtering allowed, coops and runs must be screened with 4' tall landscaping or fencing, not allow coops in the front or side yard, maximum size of 40 sq. ft., setback 25' from any principal structure, and limit coop

height to 6'. He also indicated that prior to the meeting, he had received eight letters of support which were printed and handed out to the Planning Commissioners and would be added into the minutes as part of the official record. The letters in support were from Clayton Crosby, Marija Johansson, Sven-Erik Johansson, Janis Borchers, Jessica Dohm, Mario Rodiles, Elijah Dohm and Jessica Cloutier.

Commissioner Ryan asked how enforcement would be handled and also noted that he believed it may lead to requests for other farm animals in the city.

Planning / Community Development Director Ondich stated that violations would be a misdemeanor and would be handled similar to a nuisance or zoning ordinance violation with a letter being sent providing for a period of time to correct the violation, an appeal process with the City Council and ultimately possibly a citation from the Police Department.

Commissioner Ryan asked what would happen if there was not compliance after that process.

Planning / Community Development Director Ondich stated that with the citation they would need to appear in court, but that the court process takes time and may not provide timely corrections. He stated that administrative citations are an alternative process which is controlled entirely at the local level, but the City does not have such a process in place at this time.

Commissioner Ryan also asked what would happen if the City were to allow backyard chickens and then later prohibit them, would they be grandfathered in?

Planning / Community Development Director Ondich stated that he would have to check with the City Attorney on what would happen in that situation, but he believed they would be grandfathered in possibly for the life of the birds.

A motion was made by Ryan, seconded by Gengel to open the public hearing (4-0). The public hearing opened at 6:53pm.

Sven-Erik Johansson, 707 Heritage Trail NE, stated that he is in favor of allowing backyard chickens and that it appears the main concern is from smell but many of the proposed regulations regarding appearance of the coop would not have any effect on smell and that he didn't think they were necessary. He also noted that the 4' tall screening is not necessary as it also would not solve the smell issue. He asked how the front, side and rear yard limitations were determined. He asked if the chicken waste could be disposed of in the garbage or if there was an alternative disposal location such as the city's compost site.

Jessica Dohm, 710 Heritage Trail NE, stated that she doesn't understand why the question of later disallowing chickens would come up when they aren't even allowed yet. She stated that she is in favor of backyard chickens and does not believe they would lead to other farm animals as there are acreage requirements for larger animal and therefore chickens should not be considered a gateway animal for other farm animals. She stated that it was noted in a past city presentation that backyard chickens are not economically viable but noted that she did not

believe the City should govern what a household's economics are. She stated that for her it would just be a hobby and not making money. She agreed that we do need regulations on keeping coops clean. She stated that she doesn't believe noise would be an issue with roosters being prohibited. She stated that all surrounding communities have found a way to allow backyard chickens and believes New Prague should be able to as well. She stated that she believes the ordinance should allow a coop near the applicant's home instead of requiring a 25' setback which would allow a coop on a patio or under a deck.

Marija Johansson, 707 Heritage Trail NE, stated that the screening requirement in the draft ordinance seems redundant and is not sure what it would accomplish. She stated that those keeping chickens would likely not purchase five at one time and believes someone may start with a couple and obtain others over time so that they have hens that produce over time. She stated that chickens are smaller and quieter than dogs. She stated that if Prior Lake allows chickens, she doesn't see why New Prague can't. She stated that if smell is a concern, she notes that she actually purchases chicken manure for her gardens at home which requires no permit and that she's never heard a complaint. She additionally asked about consideration for mobile coops and runs to move then around the yard.

Clayton Crosby, 504 Prague Court SE, stated that others that had spoken had already provided comment similar to what he provided in his letter. He specifically questioned the setback of coops and runs and the four foot screening requirement as unnecessary. He stated that requiring screening and specific building materials for the coop can disenfranchise those residents with less money. He stated that similarly the setbacks could disenfranchise those with smaller lots who might tend to be those with less money. He stated that he would support a one-time fee versus annual fees. He stated that he would argue that not having a fencing/screening requirement would make it easier for staff and neighbors to tell if chickens are being kept in compliance.

A motion was made by Ryan, seconded by Pike to close the public hearing (4-0). The public hearing closed at 7:17pm.

Chair Meyer stated that he has seen moveable coops and runs and asked if there could be a way to accommodate those. He also asked if the setback to an owner's principal structure could be reduced but still keep the setback to a neighboring house.

Commissioner Pike suggested removing the 25' setback to the principal structure on the owner's lot as well as removing the screening requirement from neighboring properties but keeping the screening to public right of way.

Commissioner Ryan stated that he doesn't believe farm animals should be allowed in the City and that there specifically were problems with the past with chickens. He asked if the ordinance could require adjacent property owners to sign off before someone could get chickens.

Planning / Community Development Director Ondich stated that he would have to ask the City Attorney if a provision to require neighbors to approval would be legal, but he did not believe

it to be legal. He stated that he did not have clear direction at this time and would like to have the Planning Commission provide direction to staff regarding the proposed ordinance.

Chair Meyer indicated that he was in favor of continuing to refine the ordinance.

A motion was made by Pike, seconded by Gengel, to direct staff to continue to research and refine the backyard chicken ordinance with changes being made to setbacks, screening, regulations to possibly allow movable coops/runs, material requirements and signoff by neighbors. Motion carried (3-1, Ryan).

B. Request for Interim Use Permit #I3-2025 – Allow Aesthetician Business at 100 2nd Ave. SW

Planning / Community Development Director Ondich presented the staff report. He stated that the proposed spa and wellness business would operate from the former mill office area which also houses Faith Recovery Music and Fancy Bones Pet Salon. He stated that the interim use permit is necessary until the final zoning is established for the site. He stated that the use would occupy 473 sq. ft. of the former mill office space and would require two parking spaces out of the 16 available on the site not already allotted to other uses. He stated that staff recommends approval of the interim use permit with the findings and conditions contained in the staff report.

A motion was made by Pike, seconded by Ryan to open the public hearing (4-0). The public hearing opened at 7:34pm.

Emily Bomsta, applicant who resides at 545 N. State Ave., LeCenter, stated that it has been her dream to start a business and work with her mom and that her mom hopes to begin operating within the space in a month or two.

A motion was made by Ryan, seconded by Pike to close the public hearing (4-0). The public hearing closed at 7:36pm.

A motion was made by Ryan, seconded by Gengel to recommend approval of Interim Use Permit #I3-2025 with the following findings:

- A. The proposed interim use for a spa/wellness center will utilize property in a reasonable manner not currently allowed by its existing zoning within the I-1 Light Industrial Zoning District, but which is guided as “downtown flex” in the 2024 Comprehensive Plan Update and of which exact requirements have not yet been determined.
- B. The proposed spa/wellness center is acceptable since it will likely be rezoned to “downtown flex” within the next couple of years which may include retail and service establishments as either permitted or conditional, therefore, it would no longer need the “interim” label.
- C. The proposed spa/wellness center will not hinder permanent development of the site as it is utilizing and repurposing the space within the existing building and identified to become “downtown flex” in the 2024 Comprehensive Plan after the Unified Development Code is adopted.

- D. The proposed spa/wellness center will not adversely impact implementation of the Comprehensive Plan because it identifies the property as “downtown flex” in the 2024 Comprehensive Plan.
- E. The proposed spa/wellness center will not be injurious to the surrounding neighborhoods or otherwise harm the public health, safety and welfare as it is utilizing existing space in the building and will have adequate off-street parking.
- F. The proposed spa/wellness center will not create an excessive burden on existing parks, schools, street and other public facilities as it is utilizing space in an existing building.
- G. Adequate utilities, access roads, drainage and necessary facilities exist for the proposed dog grooming business.
- H. The proposed spa/wellness center shall cease to operate at the site on 6/2/2027 if it is not rezoned to a “downtown flex” or similar zoning district where service businesses are either a permitted or conditional use in said zoning district.
- I. The proposed spa/wellness center will not impose additional costs on the public if it is necessary for the public to take the property in the future.

And with the following conditions:

- 1. The proposed spa/wellness business shall cease to operate at the site on 6/2/2027 if it is not rezoned to a “downtown flex” or similar zoning district where service businesses, including spa/wellness are either a permitted or conditional use in said zoning district.
- 2. Except as otherwise authorized by the Zoning Ordinance, this interim use shall conform to this Ordinance as if it were established as a conditional use.
- 3. In the event of a public taking of property after the interim use is established, the property owner shall not be entitled to compensation for any increase in value attributable to the interim use.
- 4. Approval is in general accordance with the area indicated on the floor plan included in the staff report (undated) on file with the Planning Department.
- 5. All requirements of the Building Official must be met prior to occupancy.
- 6. At least 2 off-street parking spaces, including required accessible space(s), must be available for the proposed use.
- 7. All building and site signs must conform to Section 718 of the Zoning Ordinance which require a permit under a separate permit process.
- 8. All lighting must conform to Section 704 of the Zoning Ordinance.
- 9. All dumpsters, garbage containers or refuse bins provided on the site outside of a building shall be screened from view in accordance with Section 703 of the Zoning Ordinance.
- 10. The applicant shall reimburse the city for all fees and costs it incurs for processing, reviewing, and acting on the application approved herein, including but necessarily limited to any fees charged by the city’s professional consultants in accordance with established rates.
- 11. The property shall be subject to all requirements of the New Prague City Code and shall otherwise comply with all other applicable federal, state, and local laws, rules, and regulations.

Motion carried (4-0).

C. Request for Variance #V3-2025 – Allow a Fence Height Variance at 1108 Olivia Street SE

Planning / Community Development Director Ondich presented the staff report. He stated that the applicant is seeking a 6' tall vinyl privacy fence, similar to the neighboring home to the east which does not meet the zoning ordinance requirement that fences within 30' of a public right of way cannot exceed 4' in height. He stated that the applicant stated that they request the fence for containment of their dog, for a noise buffer and to enhance security as the trail and County Road 29 are adjacent to the backyard. He stated that three variances on the street were issued since 2018 for fence height for the same reasons. He stated that staff recommends approval of the variance with the findings listed in the staff report.

Chair Meyer asked the applicant if his proposed fence would connect to the neighboring fence to the east.

Justin Novak, applicant, stated that he would not connect it to the adjacent fence as that fence as not located directly on the lot line and instead he would leave space for maintenance purposes.

A motion was made by Ryan, seconded by Gengel to recommend approval of V3-2025 with the following findings:

- A. The variance is in harmony with the general purposes and intent of the Ordinance because the RL-90 Single Family Residential Zoning District allows fences to be constructed as a permitted use.
- B. The proposed variance is consistent with the comprehensive plan because fences are allowed as a permitted use in the RL-90 Single Family Residential Zoning District.
- C. The applicant proposes to use the property in a reasonable manner by having a 6' tall fence in their backyard.
- D. Unique circumstances apply to the property in that it is a through lot abutting a road on two sides (front and rear) with the roadway along the rear yard being a County Road.
- E. The variance does not alter the essential character of the neighborhood because there are adjacent properties that have 6' tall fences that were grandfathered in or similarly received fence height variances such as 1214 Olivia St SE (V1-2018), 1110 Olivia St SE (V2-2018), 1232 Olivia St SE (V8-2024).
- F. The variance requested is the minimum variance which would alleviate the practical difficulties because it would contain their dog, buffer noise from the street, and provide privacy from CSAH29 and the trail.
- G. The fence must be a minimum of 2' away from the edge of the trail.

Motion carried (4-0).

Mr. Novak asked if his request could be placed on the June 2nd City Council agenda versus June 16th as he was told by Planner Chapman that was the schedule.

Planning / Community Development Director Ondich stated that he would see if he could add it to the agenda.

D. Request for Variance #V4-2025 – Allow a Driveway Variance at 201 7th Street NW

Planning / Community Development Director Ondich presented the staff report. He stated that since MVE Biological Solutions purchased the property in 2020 that trucks backing up to the dock at the building has been a problem with trucks driving over the curb on the west side of 1st Ave. NW. He stated that while it wasn't ideal, it became a much bigger issue with the construction of a single-family home across the street that started construction in 2023. He stated that the applicant has been in contact with the City and neighboring property owner since that time and in an attempt to solve the problem instituted a temporary measure in the fall of 2024 by removing a gate and placing gravel as a temporary driveway widening measure to determine if the solution might be a long term fix. He stated that the specific variances sought are to allow the existing non-conforming driveway to be widened within 200' of the intersection of two collector streets by 15' and to allow directional signage to be located less than 10' from the property line of 1st Ave. NW. He stated that MVE looked at a variety of possible solutions and believes this solution is the most effective and attainable for all. He stated that staff recommends approval of the variance request with the findings contained in the staff report.

Chair Meyer asked if the drivers were different all the time when making deliveries and pickups.

Jason Madsen, representing the applicant MVE Biological Solutions, stated that they do not control all the drivers and some are one off pick up or deliveries and that's where the issue arises and they believe the widened curb cut and signage will help all drivers that use the loading dock area.

A motion was made by Pike, seconded by Ryan to recommend approval of V4-2025 with the following findings:

- A. The requested variance is in harmony with the general purposes and intent of this Ordinance because signs and driveways for light manufacturing facilities are permitted uses in the I-1 Light Industrial Zoning District.
- B. The requested variance is consistent with the comprehensive plan because signs and driveways for light manufacturing facilities are permitted uses in the I-1 Light Industrial Zoning District.
- C. The applicant will continue to use the property in a reasonable manner with the only change being to widen the existing driveway to 1st Ave. NW by 15' in a northerly direction and to allow a directional sign to help trucks back up to the dock to be less than 10' from the right of way line.
- D. Unique circumstances apply to this property over which the applicant had no control and which do not generally apply to other properties in the vicinity because the site is a corner lot, and the driveway they are proposing to widen is already less than the 200' required spacing from the intersection of 7th Street NW and 1st Ave. NW due to the location of the docking area. Additionally, the narrow width of 1st Ave. NW necessitates the wider curb cut to allow trucks to back up to the dock without encroaching on the yard of the property across the street to the east.

- E. The variance does not alter the essential character of the neighborhood as it would only allow the width of an existing legal non-conforming driveway to be increased to the north by 15' and because the proposed directional sign would be up to the same distance from the right of way line (0') as other signs on the site granted a variance via #V7-2019.
- F. The variance requested is the minimum variance which would alleviate the practical difficulties because it would allow most delivery trucks to back up without driving over the property across the street to the east.

Motion carried (4-0).

6. Miscellaneous

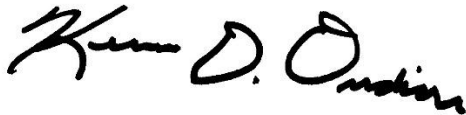
A. Monthly Business Update

Planning/Community Development Director Ondich presented the monthly business update as information.

7. Adjournment

A motion was made by Pike, seconded by Gengel, to adjourn the meeting at 7:58 pm. Motion carried (4-0).

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kenneth D. Ondich". The signature is fluid and cursive, with the last name "Ondich" being more prominent.

Kenneth D. Ondich
Planning / Community Development Director