



CITY COUNCIL MEETING AGENDA

City of New Prague

Monday, April 20, 2026 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. April 6, 2026 City Council Meeting Minutes
- b. Claims for Payment: **\$480,083.42**
- c. Financial Summary Report
- d. Request to Hire - Firefighter

4. GOVERNMENT AGENCY UPDATES

5. PUBLIC FORUM

The public forum is intended to afford the public an opportunity to address comments, questions and concerns with the City Council. Each presenter will have no more than five (5) minutes to speak.

6. PUBLIC HEARING(S) – 6:00 PM

- a. Purchase of Unmanned Aerial Vehicles

7. CITY ENGINEER PROJECTS UPDATE

- a. April 20, 2026

8. ORDINANCE(S) FOR INTRODUCTION

- a. None

9. ORDINANCE(S) FOR ADOPTION

- a. Ordinance #360 - Rezoning Certain Properties in New Prague Outlots

10. RESOLUTIONS

- a. [#CC-26-04-20-01](#) - Designating a New Combined Polling Place

11. GENERAL BUSINESS

- a. Ambulance Services Contract
- b. Long-Term Financial Plan
- c. Massage Therapy Licenses
- d. Establish Special City Council Meeting Date(s) for Board & Commission Interviews
- e. Fire Station Approach Improvement

12. MISCELLANEOUS

- a. New Prague Police Department - 2026 ALPR Audit Report
- b. Meeting Minutes
 - i. March 10, 2026 Park Board Meeting Minutes
 - ii. March 11, 2026 EDA Board Meeting Minutes

13. ADJOURNMENT

UPCOMING MEETINGS AND NOTICES:

April 22	6:30 p.m. Planning Commission
April 27	3:30 p.m. Utilities Commission
April 27	6:30 p.m. Golf Board
May 4	6:00 p.m. City Council
May 12	6:00 p.m. Park Board
May 13	7:30 a.m. EDA Board
May 18	6:00 p.m. City Council



CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, April 06, 2026 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.

PRESENT

Mayor Charles Nickolay

Councilmember Maggie Bass

Councilmember Rik Seiler

Councilmember Bruce Wolf

*Councilmember Shawn Ryan (arrived late at 6:06 p.m.)

Staff Present: City Administrator Joshua Tetzlaff, Community Development Director Ken Ondich, Police Chief Tim Applen and Public Works Director Matt Rynda.

a. Pledge of Allegiance

2. APPROVAL OF REGULAR AGENDA

Motion to approve the regular agenda.

Motion made by Councilmember Seiler, Seconded by Mayor Nickolay.

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

Motion carried (4-0)

3. CONSENT AGENDA

Motion to approve the consent agenda.

Motion made by Councilmember Bass, Seconded by Councilmember Seiler.

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

Motion carried (4-0)

a. Meeting Minutes

i. March 16, 2026 City Council Meeting Minutes

b. Claims for Payment: **\$932,498.55**

c. Purchase of Vehicle - Police Department

4. ANIMAL CONTROL DECISION APPEAL

City Administrator Joshua Tetzlaff provided some background on the appeal.

Police Chief Tim Applen helped answer any questions.

(Note: Councilmember Shawn Ryan arrived at 6:06 p.m.)

Carla Linderholm (1202 Highview Dr. NE) spoke on behalf of her appeal.

Sandra Steinmetz (Owner of MN Critter Getter) spoke and helped answer questions.

Gina Mach (500 Ironwood Ave. NE), Brenda Bellerud (VP of MN Boxer Rescue) and Jane Welchlin (Intake Coordinator at MN Boxer Rescue) spoke.

Motion to approve removing the dangerous dog designation, pending the City Attorney's review on any liability that the City may have. The label would revert back to potentially dangerous if approved by the City Attorney.

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. Memo
- b. Reports

5. GOVERNMENT AGENCY UPDATES

No updates.

6. PUBLIC FORUM

No speakers present.

7. PUBLIC HEARING(S) – 6:00 PM

- a. None

8. CITY ENGINEER PROJECTS UPDATE

Chris Knutson (City Engineer, SEH) provided a projects update.

9. 2026 STREET IMPROVEMENT PROJECT

Knutson provided an overview of the project.

Motion to approve Resolution #CC-26-04-06-01 - Approving Plans and Specifications and Ordering Advertisement for Bids

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)

- a. CIP Memorandum
- b. Resolution #CC-26-04-06-01 - Approving Plans and Specifications and Ordering Advertisement for Bids

10. LIFT STATION PRELIMINARY DESIGN

City Engineer Knutson presented the preliminary design proposals for the lift stations.

City Administrator Tetzlaff helped answer any questions.

Motion to approve the NE Lift Station Preliminary Design Proposal.

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)

Motion to approve the NW Lift Station Preliminary Design Proposal.

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)

- a. Memorandum
- b. NE Lift Station Preliminary Design Proposal
- c. NW Lift Station Preliminary Design Proposal

11. ORDINANCE(S) FOR INTRODUCTION

Community Development Director Ken Ondich presented the Ordinance for Introduction.

- a. #360 - Rezoning Certain Properties in New Prague Outlots
Motion to approve the first reading and introduction of Ordinance #360 - Rezoning Certain Properties in New Prague Outlots
Motion made by Councilmember Bass, Seconded by Mayor Nickolay.
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0)
- b. Resolution #CC-26-04-06-02 - Amending the Comprehensive Plan
Motion to approve Resolution #CC-26-04-06-02 - Amending the Comprehensive Plan
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)

12. ORDINANCE(S) FOR ADOPTION

- a. None

13. RESOLUTIONS

- a. None

14. GENERAL BUSINESS

- a. Massage Therapy Licenses Discussion
Community Development Director Ondich provided an overview of the massage therapy licenses. The consensus from the City Council was to direct City Staff to work on introducing an Ordinance to require massage therapy licensing.
- b. RFP for Programming at the POPS Facility
Community Development Director Ondich presented the RFP for Programming at the POPS Facility. Motion to approve the RFP for Programming at the POPS Facility.
Motion made by Mayor Nickolay, Seconded by Councilmember Ryan.
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler
Voting Abstaining: Councilmember Wolf
Motion carried (4-0-1)
- c. Ambulance Services Contract
City Administrator Tetzlaff presented the Ambulance Services Contract. Discussion was had for some changes to be made, and the contracts will be brought back to the next meeting for approval.

15. MISCELLANEOUS

- a. FAC March 2026 Update
- b. Meeting Minutes
 - i. February 23, 2026 Utilities Commission Meeting Minutes
 - ii. February 24, 2026 Golf Board Meeting Minutes
 - iii. February 25, 2026 Planning Commission Meeting Minutes
- c. Discussion of Items not on the Agenda

16. ADJOURNMENT

Motion to adjourn the meeting at 8:05 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 L. Nickolay
Mayor

Joshua M. Tetzlaff
City Administrator

CITY OF NEW PRAGUE
 ACCOUNTS PAYABLE
 04/20/2026

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
FUND 101 - GENERAL FUND			
<u>RURAL FIRE - TO BE REIMBURSED</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$5.49	
BEVCOMM	TELEPHONE	\$89.47	
CENTERPOINT ENERGY	NATURAL GAS	\$327.71	
LAKERS NEW PRAGUE SANITARY	TRASH - RURAL	\$22.96	
MES SERVICE COMPANY LLC	FIREFIGHTER GEAR	\$541.90	
NEW PRAGUE UTILITIES	RURAL FIRE - UTILITES	\$542.86	
NORTH CENTRAL INTERNATIONAL INC	FUEL FITLERS	\$196.98	
O'REILLY AUTOMOTIVE INC	BRUSH TRUCK BATTERY	\$181.46	
STAR GROUP LLC.	FILTERS	\$232.03	
SUEL PRINTING	HELP WANTED	\$277.50	
VERIZON WIRELESS	TABLETS	\$64.28	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$407.63	
TOTAL:			<u>\$2,890.27</u>
<u>COUNCIL</u>			
KCHK RADIO	BOARDS & COMMISSION VACANCY	\$130.00	
SUEL PRINTING	COUNCIL MINUTES	\$1,782.00	
SUEL PRINTING	BOARD VACANCIES	\$333.00	
SUEL PRINTING	COUNCIL MINUTES	\$2,557.50	
VERIZON WIRELESS	TELEPHONE	\$76.78	
TOTAL:			<u>\$4,879.28</u>
<u>ADMINISTRATION</u>			
AMAZON CAPITAL SERVICES	MARGARET HEADSET	\$72.63	
BEVCOMM	TELEPHONE	\$70.51	
BOLTON & MENK INC.	SMALL CITIES DEV. PROGRAM	\$300.00	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$38.50	
SUEL PRINTING	CITY ENVELOPES	\$284.86	
VERIZON WIRELESS	TELEPHONE	\$49.91	
VETERAN SHREDDING	CONTRACTED SERVICES	\$8.50	
TOTAL:			<u>\$824.91</u>
<u>TECH NETWORK</u>			
COMPUTER TECHNOLOGY SOLUTIONS	MJ45 CONNECTORS	\$38.00	
COMPUTER TECHNOLOGY SOLUTIONS	NEW COMPUTERS	\$13,046.04	
COMPUTER TECHNOLOGY SOLUTIONS	OFFICE 365 / FIREWALL	\$2,592.03	
COMPUTER TECHNOLOGY SOLUTIONS	COMPUTER SUPPORT	\$5,886.87	
TOTAL:			<u>\$21,562.94</u>
<u>ASSESSOR</u>			
SCOTT COUNTY TREASURER	TAX ASSESSMENTS	\$48,500.00	
TOTAL:			<u>\$48,500.00</u>
<u>ATTORNEY</u>			
KENNEDY & GRAVEN CHARTERED	GENERAL MATTERS	\$636.00	
KENNEDY & GRAVEN CHARTERED	GENERAL - EMPLOYMENT MATTERS	\$2,675.00	
KENNEDY & GRAVEN CHARTERED	GENERAL MATTERS - TIKALSKY ACRES	\$2,460.00	
KENNEDY & GRAVEN CHARTERED	GENERAL POLICE DEPARTMENT MATTERS	\$4,125.00	
KENNEDY & GRAVEN CHARTERED	GENERAL - BASEBALL FIELDS	\$550.00	
KENNEDY & GRAVEN CHARTERED	PFA LITIGATION MATTER	\$775.00	
KENNEDY & GRAVEN CHARTERED	GENERAL - WAYNE NAGEL VS. CITY	\$600.00	
KENNEDY & GRAVEN CHARTERED	GENERAL MATTERS - REAL ESTATE MATTERS	\$195.00	
KENNEDY & GRAVEN CHARTERED	GENERAL MATTERS - WEGNER ADDITION	\$62.00	
KENNEDY & GRAVEN CHARTERED	GENERAL MATTERS - AMBULANCE CONTRACT REVIEW	\$75.00	
SCOTT COUNTY ATTORNEY'S OFFICE	MARCH COURT FINES	\$1,142.31	
TOTAL:			<u>\$13,295.31</u>

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
04/20/2026

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>PLANNING</u>			
AMAZON CAPITAL SERVICES	APPAREL	\$63.36	
BEVCOMM	TELEPHONE	\$42.94	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$88.85	
METRO SALES INC	COPIER LEASE	\$49.50	
SUEL PRINTING	SUMMARY / REZONING	\$231.00	
VERIZON WIRELESS	TELEPHONE	\$50.38	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$26.95	
TOTAL:		\$552.98	\$552.98
<u>GOVERNMENT BUILDING</u>			
AMAZON CAPITAL SERVICES	CITY WIDE CLEAN UP - FLYER	\$58.80	
CENTERPOINT ENERGY	NATURAL GAS	\$1,213.24	
JANI-KING OF MINNESOTA INC	CLEANING SERVICES	\$1,286.63	
LAKERS NEW PRAGUE SANITARY	TRASH - CITY HALL	\$92.89	
MEI TOTAL ELEVATOR SOLUTIONS	ELEVATOR MAINTENANCE	\$73.10	
NEW PRAGUE UTILITIES	GOVT BUILDING -ELECTRIC	\$1,774.16	
NEW PRAGUE UTILITIES	GOVT BUILDING - WATER/SEWER	\$222.38	
STAR GROUP LLC.	SUPPLIES	\$14.69	
TOTAL:		\$4,735.89	\$4,735.89
<u>POLICE</u>			
AMAZON CAPITAL SERVICES	APPAREL	\$74.98	
AMAZON CAPITAL SERVICES	ENVELOPES	\$10.98	
AT&T MOBILITY	WIRELESS CELLS	\$576.11	
BEVCOMM	TELEPHONE	\$117.40	
COMPUTER TECHNOLOGY SOLUTIONS	NEW COMPUTERS	\$1,982.00	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$3.96	
KODEX INC	SUBPOENA	\$45.00	
NEW PRAGUE UTILITIES	POLICE FLOCK	\$43.95	
PARKVIEW MEDICAL CLINIC	PRE-EMPLOYMENT PHYSICAL	\$110.00	
SUEL PRINTING	EMPLOYMENT OP.	\$144.00	
TACTICAL SOLUTIONS	RADAR / TUNING FORKS / LASER CERTIFICATION	\$310.00	
TRANSUNION RISK AND ALTERNATIVE	TLO CHARGES	\$100.00	
VERIZON WIRELESS	SQUAD BROADBAND	\$280.11	
VETERAN SHREDDING	CONTRACTED SERVICES	\$42.50	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$1,237.21	
TOTAL:		\$5,078.20	\$5,078.20
<u>FIRE</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$5.49	
BEVCOMM	TELEPHONE	\$89.47	
CENTERPOINT ENERGY	NATURAL GAS	\$327.71	
LAKERS NEW PRAGUE SANITARY	TRASH - FIRE	\$22.97	
MES SERVICE COMPANY LLC	FIREFIGHTER GEAR	\$541.90	
NEW PRAGUE UTILITIES	FIRE - ELECTRIC	\$437.33	
NEW PRAGUE UTILITIES	FIRE - WATER/SEWER	\$105.54	
NORTH CENTRAL INTERNATIONAL INC	FUEL FITLERS	\$92.31	
STAR GROUP LLC.	FILTERS	\$232.03	
SUEL PRINTING	HELP WANTED	\$277.50	
VERIZON WIRELESS	TABLETS	\$64.27	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$280.72	
TOTAL:		\$2,477.24	\$2,477.24
<u>BUILDING INSPECTOR</u>			
BEVCOMM	TELEPHONE	\$42.94	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$0.53	
METRO SALES INC	COPIER LEASE	\$49.50	
VERIZON WIRELESS	TELEPHONE	\$76.78	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$78.63	
TOTAL:		\$248.38	\$248.38

CITY OF NEW PRAGUE
 ACCOUNTS PAYABLE
 04/20/2026

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>AMBULANCE</u>			
CENTERPOINT ENERGY	NATURAL GAS	\$327.71	
LAKERS NEW PRAGUE SANITARY	TRASH - AMBULANCE	\$22.96	
TOTAL:			<u>\$350.67</u>
<u>STREET</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$75.98	
AIRGAS USA LLC	CYLINDER RENTAL	\$6.20	
AMAZON CAPITAL SERVICES	PROGRAMING TOOL	\$199.99	
AMAZON CAPITAL SERVICES	VINYL DECAL	\$6.79	
BEVCOMM	TELEPHONE	\$90.42	
CENTERPOINT ENERGY	NATURAL GAS	\$1,052.29	
CRYSTEEL TRUCK EQUIPMENT INC	2025 FL - DUMP BODY	\$175,440.00	
GENERATION BUILDING CENTER	CONCRETE	\$26.00	
HAWK ALARM SYSTEMS INC	FIRE ALARM MONITORING - STREETS	\$15.00	
LAKERS NEW PRAGUE SANITARY	TRASH - STREETS	\$95.67	
METRO SALES INC	COPIER LEASE	\$49.50	
MN MUNICIPAL UTILITIES ASSOC	MMUA CONSORTIUM	\$25.00	
NEW PRAGUE UTILITIES	STREETS - ELECTRIC	\$487.59	
NEW PRAGUE UTILITIES	STREETS - WATER/SEWER	\$219.38	
PARKVIEW MEDICAL CLINIC	PRE-EMPLOYMENT PHYSICAL	\$54.00	
RIVER COUNTRY COOP	DIESEL	\$4,297.59	
SHERWIN-WILLIAMS CO	WHITE TRAFFIC PAINT	\$852.50	
SOUTHERN MINNESOTA INSPECTION	LIFT INSPECTION - STREETS	\$288.75	
STAR GROUP LLC.	FUEL FILTER	\$15.81	
TODDS AUTO PARTS INC	PRESSURE WASHER PARTS	\$49.12	
TRI-STATE BOBCAT	STUMP GRINDER - SPRING KIT	\$38.45	
TRUCK CENTER COMPANIES	'13 FL - TRANSMISSION LINES	\$316.24	
VERIZON WIRELESS	TELEPHONE	\$79.19	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$1,025.37	
TOTAL:			<u>\$184,806.83</u>
<u>STREET LIGHTS</u>			
NEW PRAGUE UTILITIES	STREETLIGHTS	\$5,683.73	
TOTAL:			<u>\$5,683.73</u>

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
04/20/2026

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>PARKS</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$30.57	
ACE HARDWARE & PAINT	PAINT, SCREWS, KEYPAD	\$838.25	
AMAZON CAPITAL SERVICES	BATHROOM SIGNS	\$15.51	
AMAZON CAPITAL SERVICES	VINYL DECAL	\$6.80	
BEVCOMM	TELEPHONE	\$35.28	
BRYAN ROCK PRODUCTS INC.	AG LIME	\$1,325.80	
CENTERPOINT ENERGY	NATURAL GAS	\$647.11	
GRAINGER	SPEED CONTROL	\$124.52	
HERITAGE LANDSCAPE SUPPLY GROL	TURF MARKER	\$73.92	
HERITAGE LANDSCAPE SUPPLY GROL	GRASS SEED	\$1,331.10	
HERMAN'S LANDSCAPE SUPPLIES	PULVERIZED DIRT	\$60.00	
LAKERS NEW PRAGUE SANITARY	TRASH - PARKS	\$140.86	
LANO EQUIPMENT INC	SLIDES	\$175.86	
LEAGUE OF MN CITIES INSURANCE	WORKERS COMP CLAIM - KOEPP	\$212.88	
MACH LUMBER INC	LUMBER & SCREWS	\$43.50	
MN MUNICIPAL UTILITIES ASSOC	MMUA CONSORTIUM	\$75.00	
NEW PRAGUE UTILITIES	PARKS -ELECTRIC	\$1,349.32	
NEW PRAGUE UTILITIES	PARKS - WATER/SEWER	\$236.58	
O'REILLY AUTOMOTIVE INC	EQUIPMENT MAINTENANCE SUPPLIES	\$559.71	
PARKVIEW MEDICAL CLINIC	PRE-EMPLOYMENT PHYSICAL	\$164.00	
RENT N SAVE PORTABLE SERVICES	PORTABLE RESTROOMS	\$650.00	
STAR GROUP LLC.	OIL FILTER	\$8.89	
TODDS AUTO PARTS INC	SUPPLIES	\$3.99	
TRI-STATE BOBCAT	STUMP GRINDER - SPRING KIT	\$38.45	
VERIZON WIRELESS	TELEPHONE	\$84.46	
VERIZON WIRELESS	IPADS	\$10.02	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$881.40	
WASHA TRUCKING SERVICES INC	HAULING AG LIME	\$250.00	
TOTAL:		\$9,373.78	
<u>LIBRARY</u>			
CENTERPOINT ENERGY	NATURAL GAS	\$483.73	
IMPERIAL DADE	PAPER ORDER - LIBRARY	\$136.34	
JANI-KING OF MINNESOTA INC	CLEANING SERVICE	\$743.27	
LAKERS NEW PRAGUE SANITARY	TRASH - LIBRARY	\$251.27	
NEW PRAGUE UTILITIES	LIBRARY - ELECTRIC	\$858.17	
NEW PRAGUE UTILITIES	LIBRARY - WATER/SEWER	\$82.42	
TOTAL:		\$2,555.20	
GENERAL FUND TOTAL:			\$307,815.61
FUND 651 - ENTERPRISE - AMBULANCE			
NEW PRAGUE UTILITIES	AMBULANCE - ELECTRIC	\$437.33	
NEW PRAGUE UTILITIES	AMBULANCE - WATER/SEWER	\$63.26	
TOTAL:		\$500.59	
FUND 233 - SPECIAL REVENUE - CRIME PREVENTION			
COAST TO COAST SOLUTIONS	LIP BALM	\$898.13	
COAST TO COAST SOLUTIONS	PENCILS	\$536.65	
TOTAL:		\$1,434.78	
FUND 424 - CAPITAL PROJECTS - CIP 2025			
SEH	CIP 2025	\$5,423.79	
TOTAL:		\$5,423.79	

CITY OF NEW PRAGUE
 ACCOUNTS PAYABLE
 04/20/2026

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
FUND 425 - CAPITAL PROJECTS - POLICE STATION			
HALLBERG ENGINEERING INC	NEW PRAGUE POLICE DEPARTMENT ADDITION	\$1,000.00	
NEW PRAGUE UTILITIES	POLICE ADDITION	\$1,323.66	
WOLD ARCHITECTS AND ENGINEERS	POLICE ADDITION	\$11,938.65	
TOTAL:			<u>\$14,262.31</u>
FUND 426 - CAPITAL PROJECTS - CIP 2026			
SUEL PRINTING	CIP 2026	\$237.50	
SEH	CIP 2026	\$29,440.00	
TOTAL:			<u>\$29,677.50</u>
FUND 602 - ENTERPRISE - SANITARY SEWER			
ACE HARDWARE & PAINT	SUPPLIES	\$282.50	
AMAZON CAPITAL SERVICES	MARGARET HEADSET	\$7.26	
BEVCOMM	TELEPHONE	\$90.42	
BEVCOMM	TELEPHONE/COMMUNICATIONS	\$119.90	
CENTERPOINT ENERGY	NATURAL GAS	\$15,071.16	
COMPUTER TECHNOLOGY SOLUTIONS	NEW COMPUTERS	\$1,202.65	
COMPUTER TECHNOLOGY SOLUTIONS	OFFICE 365 / FIREWALL	\$360.71	
COMPUTER TECHNOLOGY SOLUTIONS	COMPUTER SUPPORT	\$1,388.61	
CONNELLY PLUMBING & HEATING INC	WATER HEATER PARTS	\$233.00	
DEM-CON COMPANIES LLC	BIOSOLIDS DISPOSAL	\$141.51	
DIVAL SAFETY EQUIPMENT INC	WORK GLOVES	\$178.42	
GOPHER STATE ONE CALL	LINE LOCATES	\$16.20	
HAWKINS INC	AZONE	\$4,884.50	
IMPERIAL DADE	PAPER ORDER - WWTP	\$386.65	
JOHN J MORGAN COMPANY	MAU 9 - BLOWER	\$693.50	
LAKERS NEW PRAGUE SANITARY	TRASH - WWTP	\$330.43	
MINNESOTA UI	UNEMPLOYMENT - FALCK	\$119.77	
NEON LINK	ONLINE PAYMENT FEES	\$217.00	
NEW PRAGUE UTILITIES	WWTP - ELECTRIC	\$26,808.76	
NEW PRAGUE UTILITIES	WWTP - WATER/SEWER	\$767.60	
SALTCO	MONTHLY SALT	\$1,501.02	
SALTCO	MONTHLY SALT RENTAL	\$70.00	
SMITH, JOSH	FORKLIFT - LP	\$44.48	
SOUTHERN MINNESOTA INSPECTION	LIFT INSPECTION - WWTP	\$993.75	
STAR GROUP LLC.	V-BELT	\$502.88	
STAR GROUP LLC.	OIL FILTERS	\$57.89	
STAR GROUP LLC.	FILTERS	\$105.70	
STAR GROUP LLC.	GREASE	\$32.40	
US BANK EQUIPMENT FINANCE	COPIER LEASE - WWTP	\$75.00	
UTILITY CONSULTANTS INC.	SAMPLES	\$3,050.87	
VERIZON WIRELESS	TELEPHONE	\$207.31	
VERIZON WIRELESS	IPADS	\$7.52	
VETERAN SHREDDING	CONTRACTED SERVICES	\$8.50	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$298.12	
TOTAL:			<u>\$60,255.99</u>
FUND 606 - ENTERPRISE - STORM UTILITY			
ACE HARDWARE & PAINT	SUPPLIES	\$15.10	
AMAZON CAPITAL SERVICES	MARGARET HEADSET	\$7.26	
COMPUTER TECHNOLOGY SOLUTIONS	NEW COMPUTERS	\$497.30	
GENERATION BUILDING CENTER	CONCRETE	\$99.80	
GOPHER STATE ONE CALL	LINE LOCATES	\$16.20	
MINNESOTA UI	UNEMPLOYMENT - FALCK	\$29.94	
NEON LINK	ONLINE PAYMENT FEES	\$26.21	
VERIZON WIRELESS	TELEPHONE	\$5.76	
VERIZON WIRELESS	IPADS	\$7.52	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$10.26	
TOTAL:			<u>\$715.35</u>

TOTAL ACCOUNTS PAYABLE FOR COUNCIL APPROVAL:

\$420,085.9
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Vendor Name	Net Invoice Amount
AIRGAS USA LLC	
CYLINDER RENTAL	\$23.25
AMAZON CAPITAL SERVICES	
HEADSET	\$58.11
BEVCOMM	
TELEPHONE	\$165.52
TELEPHONE/COMMUNICATIONS	\$59.95
CENTERPOINT ENERGY	
NATURAL GAS	\$77.70
COMPUTER TECHNOLOGY SOLUTIONS	
COMPUTER SUPPORT	\$2,105.87
NEW COMPUTER	\$871.76
NEW COMPUTERS	\$4,804.00
OFFICE 365 / FIREWALL	\$786.16
GOPHER STATE ONE CALL	
LINE LOCATES	\$32.40
GREATAMERICA FINANCIAL SERVICES	
POSTAGE MACHINE LEASE	\$19.51
KCHK RADIO	
BOARD & COMMISSION VACANCIES	\$32.50
BOARDS & COMMISSION VACANCY	\$32.50
KENNEDY & GRAVEN CHARTERED	
ELECTRICAL FACILITY	\$660.00
LAKERS NEW PRAGUE SANITARY	
TRASH - ELECTRIC	\$17.41
TRASH - POWER PLANT	\$101.42
TRASH - WATER	\$17.41
METRO SALES INC	
COPIER LEASE	\$49.50
MINNESOTA UI	
UNEMPLOYMENT - FALCK	\$449.14
NEON LINK	
ONLINE PAYMENT FEES	\$616.19
NEW PRAGUE UTILITIES	
ELECTRIC UTILITIES	\$3,610.11
SMMPA - NORTH SOFTNER	\$88.00
WATER PUMPING - E	\$10,190.84
WATER PUMPING - W/S/S	\$2,011.60
WATER UTILITIES	\$944.95
O'REILLY AUTOMOTIVE INC	
EQUIPMENT MAINTENANCE SUPPLIES	\$114.47
VEHICLE MAINTENANCE	\$118.73
SUEL PRINTING	
BOARD VACANCIES	\$166.50
FUTURE GEN - JOB 9	\$231.00
NPU ENVELOPES	\$1,948.60
VERIZON WIRELESS	
IPADS	\$2,893.56
TELEPHONE	\$479.86
VETERAN SHREDDING	
CONTRACTED SERVICES	\$17.00
Grand Total:	\$33,795.52

Vendor Name	Net Invoice Amount
ACE HARDWARE & PAINT	
BREAKROOM REMODEL	\$335.69
CAULK, PUTTY, FASTENERS	\$116.85
DRILL	\$109.80
INJECTOR CLEANER, OIL	\$25.98
MERCH RETURN	\$69.23-
OVEN CLEANER	\$9.74
SINK FITTINGS	\$118.03
SUPER GLUE, TAPE, BULBS	\$164.77
ACUSHNET COMPANY	
GOLF MERCHANDISE	\$1,742.81
BEVCOMM	
TELEPHONE / CABLE / INTERNET	\$306.56
TELEPHONE	\$47.53
BRIDGESTONE GOLF INC	
GOLF BALLS-JUNIOR GOLF	\$653.75
CALLAWAY GOLF	
GOLF BALLS	\$264.60
CINTAS	
TOWELS / LINENS	\$728.78
TOWELS / LINEN	\$1,015.63
CLESENS	
IRRIGATION I PAD	\$1,609.56
CM2 SUPPLY	
C02/NITROGEN TANK RENTAL	\$80.53
COLLEGE CITY BEVERAGE	
BEER	\$347.70
KEG - CREDIT	\$60.00-
LIQUOR/SELTZERS	\$981.34
COMPUTER TECHNOLOGY SOLUTIONS	
NEW COMPUTERS	\$105.00
NEW COMPUTER - KIM	\$79.25
COMPUTER SUPPORT	\$1,100.80
OFFICE 365 / FIREWALL	\$353.87
GFSI LLC	
CLOTHING	\$1,240.28
GREATAMERICA FINANCIAL SERVICES	
POSTAGE MACHINE LEASE	\$7.91
HAWK ALARM SYSTEMS INC	
FIRE ALARM MONITORING	\$21.48
HERMEL WHOLESALE	
BEVERAGE-NON-ALCOHOLIC	\$227.58
FOOD	\$1,358.72
SUPPLIES	\$5.03
JEFF PINT	
COBORNS REIMBURSEMENT	\$37.77
KCHK RADIO	
BOARDS & COMMISSION VACANCY	\$65.00
LAKERS NEW PRAGUE SANITARY	
TRASH - GOLF CLUB	\$442.77
LAU'S BAKERY	
BUNS	\$45.70
MEI ELEVATOR SOLUTIONS	
ELEVATOR MAINTENANCE	\$73.11
MTI DISTRIBUTING INC	
ROUGH MOWER BLADE SETS	\$505.70

Vendor Name	Net Invoice Amount
NOVAK COMPANIES	
REPAIR DOOR ON MILL	\$126.70
PERFORMANCE FOOD GROUP INC	
FOOD	\$79.35
FOOD	\$2,705.88
R & R PRODUCTS INC.	
BRAKE PARTS GK4	\$451.31
GK4 MOWER BRAKE PARTS	\$392.35
SCHAEFFER MFG. CO.	
GREASE / OIL	\$626.36
SOUTHERN MINNESOTA INSPECTION	
LIFT INSPECTION	\$263.75
STAR GROUP LLC.	
ANTI FREEZE	\$69.87
BATTERIES 6 VOLT, FILTERS	\$769.36
BATTERY	\$156.20
BATTERY 6 VOLT	\$242.61
BATTERY CORE	\$146.31-
BELT, FILTERS	\$68.76
METAL STRAPPING	\$20.04
SHOP TOOL	\$140.88
SUEL PRINTING	
BOARD VACANCIES	\$166.50
BRUNCH	\$369.00
TAYLOR MADE GOLF COMPANY	
GOLF BALLS	\$1,730.88
TOW DISTRIBUTING CORP	
BEER - CREDIT	\$44.80
TRI-STATE BOBCAT	
STUMP GRINDER - SPRING KIT	\$38.46
VERIZON WIRELESS	
TELEPHONE	\$78.70
VETERAN SHREDDING	
CONTRACTED SERVICES	\$8.50
Grand Total:	\$22,604.34

Vendor Name	Description	Net Invoice Amount
KCHK RADIO	BOARDS & COMMISSION VACANCY	65.00
SUEL PRINTING	BOARD VACANCIES	166.50
Total EDA:		231.50
EHLERS	INDUSTRIAL PARK	295.00
KENNEDY & GRAVEN CHARTERED	AVENTUS INVESTMENT PURCHASE	310.50
KENNEDY & GRAVEN CHARTERED	EDA - BUSINESS PARK	30.00
KENNEDY & GRAVEN CHARTERED	AVENTUS INVESTMENT PURCHASE	2,730.64
Total EDA-INDUSTRIAL PARK:		3,366.14
Grand Totals:		3,597.64

Unaudited Income Statement
Through February 28, 2026
Percent of year complete: 16.67%

Section 3, Item c.

	Prior Year 2025 Thru 2/28/2025	Actual Thru 2/28/2026	2025/2026 Variance YTD	Current Month 2/28/2026	2026 Adopted Budget	2026 Budget Balance	% Actual compared to Budget
General Fund							
REVENUES							
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ (4,428,735)	\$ (4,428,735)	0.00%
Local Government Aid	\$ -	\$ -	\$ -	\$ -	\$ (1,189,668)	\$ (1,189,668)	0.00%
Licenses and permits	\$ (113,061.64)	\$ (9,074.85)	\$ 103,986.79	\$ (4,175.28)	\$ (262,735)	\$ (253,660)	3.45%
Intergovernmental	\$ (69,693.10)	\$ (68,971.00)	\$ 722.10	\$ (68,971.00)	\$ (382,552)	\$ (313,581)	18.03%
Charges for services	\$ (759.00)	\$ (6,284.76)	\$ (5,525.76)	\$ (2,294.75)	\$ (129,587)	\$ (123,302)	4.85%
Fines	\$ (3,179.74)	\$ (2,659.83)	\$ 519.91	\$ (459.73)	\$ (25,000)	\$ (22,340)	10.64%
Interest Income	\$ (82,031.31)	\$ (60,829.07)	\$ 21,202.24	\$ (24,791.79)	\$ (100,000)	\$ (39,171)	60.83%
Miscellaneous revenue	\$ (9,059.28)	\$ (186,463.77)	\$ (177,404.49)	\$ (3,027.85)	\$ (567,619)	\$ (381,155)	32.85%
Transfers In	\$ (6,666.70)	\$ (6,666.66)	\$ 0.04	\$ (3,333.33)	\$ (280,500)	\$ (273,833)	2.38%
TOTAL REVENUES	\$ (284,450.77)	\$ (340,949.94)	\$ (56,499.17)	\$ (107,053.73)	\$ (7,366,396.00)	\$ (7,025,446.06)	4.63%
EXPENSES							
Council	\$ 20,536.25	\$ 16,251.69	\$ (4,284.56)	\$ 12,515.52	\$ 73,017	\$ 56,765	22.26%
Administration	\$ 99,003.27	\$ 112,675.79	\$ 13,672.52	\$ 47,356.14	\$ 879,617	\$ 766,941	12.81%
Tech Network	\$ 22,338.68	\$ 36,498.58	\$ 14,159.90	\$ 22,020.19	\$ 182,421	\$ 145,922	20.01%
Elections	\$ 1,206.99	\$ -	\$ (1,206.99)	\$ -	\$ 20,970	\$ 20,970	0.00%
Assessor	\$ 630.00	\$ 900.00	\$ 270.00	\$ 900.00	\$ 50,000	\$ 49,100	1.80%
Attorney	\$ 10,209.24	\$ 12,133.33	\$ 1,924.09	\$ 4,720.63	\$ 84,000	\$ 71,867	14.44%
Engineer	\$ 1,065.00	\$ -	\$ (1,065.00)	\$ -	\$ 15,750	\$ 15,750	0.00%
Planning	\$ 72,882.87	\$ 65,658.10	\$ (7,224.77)	\$ 28,924.53	\$ 404,796	\$ 339,138	16.22%
Government Building	\$ 19,659.67	\$ 32,791.98	\$ 13,132.31	\$ 6,623.44	\$ 85,181	\$ 52,389	38.50%
Police	\$ 427,214.37	\$ 473,501.27	\$ 46,286.90	\$ 149,555.13	\$ 2,516,390	\$ 2,042,889	18.82%
Fire	\$ 64,482.77	\$ 35,713.01	\$ (28,769.76)	\$ 5,151.71	\$ 298,892	\$ 263,179	11.95%
Building Inspector	\$ 58,242.79	\$ 70,138.57	\$ 11,895.78	\$ 25,756.62	\$ 380,392	\$ 310,253	18.44%
Emergency Management	\$ 2,265.78	\$ -	\$ (2,265.78)	\$ -	\$ 3,841	\$ 3,841	0.00%
Ambulance	\$ -	\$ 142.96	\$ 142.96	\$ 977.24	\$ 16,402	\$ 16,259	0.87%
Animal Control	\$ 3,900.00	\$ 4,305.95	\$ 405.95	\$ -	\$ 15,750	\$ 11,444	27.34%
Public Works	\$ 17,919.30	\$ 26,242.86	\$ 8,323.56	\$ 10,211.36	\$ 139,232	\$ 112,989	18.85%
Streets	\$ 141,346.61	\$ 180,142.82	\$ 38,796.21	\$ 71,418.28	\$ 1,074,022	\$ 893,879	16.77%
Street Lights	\$ 13,165.14	\$ 14,205.56	\$ 1,040.42	\$ 7,052.36	\$ 80,384	\$ 66,178	17.67%
Outdoor Swimming Pool	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Aquatic Center	\$ 13,197.14	\$ -	\$ (13,197.14)	\$ -	\$ 173,475	\$ 173,475	0.00%
Municipal Band	\$ -	\$ -	\$ -	\$ -	\$ 4,575	\$ 4,575	0.00%
Parks	\$ 83,463.16	\$ 102,607.46	\$ 19,144.30	\$ 49,029.14	\$ 706,019	\$ 603,412	14.53%
Park Board	\$ 26,655.94	\$ -	\$ (26,655.94)	\$ -	\$ 65,000	\$ 65,000	0.00%
Library	\$ 7,908.55	\$ 5,144.16	\$ (2,764.39)	\$ 3,074.86	\$ 36,928	\$ 31,784	13.93%
Unallocated	\$ 13,189.29	\$ 860.05	\$ (12,329.24)	\$ 327.00	\$ 59,342	\$ 58,482	1.45%
TOTAL EXPENSES	\$ 1,120,482.81	\$ 1,189,914.14	\$ 69,431.33	\$ 445,614.15	\$ 7,366,396.00	\$ 6,176,481.86	16.15%
EXCESS REVENUES OVER EXPENSES	<u>\$ 836,032.04</u>	<u>\$ 848,964.20</u>	<u>\$ 12,932.16</u>	<u>\$ 338,560.42</u>	<u>\$ -</u>	<u>\$ (848,964.20)</u>	

Unaudited Income Statement
Through February 28, 2026
Percent of year complete: 16.67%

Section 3, Item c.

	Prior Year 2025 Thru 2/28/2025	Actual Thru 2/28/2026	2025/2026 Variance YTD	Current Month 2/28/2026	2026 Adopted Budget	2026 Budget Balance	% Actual compared to Budget
EDA							
TOTAL REVENUES	\$ (1,836.84)	\$ (1,014.19)	\$ 822.65	\$ (595.77)	\$ (76,000.00)	\$ (74,986)	1.33%
TOTAL EXPENSES	\$ 9,685.61	\$ 12,337.23	\$ 2,651.62	\$ 5,225.36	\$ 76,000.00	\$ 63,663	16.23%
EXCESS REVENUES OVER EXPENSES	<u>\$ 7,848.77</u>	<u>\$ 11,323.04</u>	<u>\$ 3,474.27</u>	<u>\$ 4,629.59</u>	<u>\$ -</u>	<u>\$ (11,323.04)</u>	
EDA-INDUSTRIAL							
TOTAL REVENUES	\$ (810.72)	\$ (451.54)	\$ 359.18	\$ (265.18)	\$ (1,000)	\$ (548)	45.15%
TOTAL EXPENSES	\$ -	\$ 1,330.50	\$ 1,330.50	\$ -	\$ -	\$ (1,331)	0.00%
EXCESS REVENUES OVER EXPENSES	<u>\$ (810.72)</u>	<u>\$ 878.96</u>	<u>\$ 1,689.68</u>	<u>\$ (265.18)</u>	<u>\$ (1,000.00)</u>	<u>\$ (1,878.96)</u>	
WATER FUND							
TOTAL REVENUES	\$ (349,774.13)	\$ (297,227.65)	\$ 52,546.48	\$ (143,789.98)	\$ (2,274,864.00)	\$ (1,977,636.35)	13.07%
TOTAL EXPENSES	\$ 370,157.86	\$ 302,569.74	\$ (67,522.00)	\$ 80,796.12	\$ 1,766,915.00	\$ 1,464,345.26	17.12%
EXCESS REVENUES OVER EXPENSES	<u>\$ 20,383.73</u>	<u>\$ 5,342.09</u>	<u>\$ (14,975.52)</u>	<u>\$ (62,993.86)</u>	<u>\$ (507,949.00)</u>	<u>\$ (513,291.09)</u>	
ELECTRIC FUND							
TOTAL REVENUES	\$ (1,768,629.29)	\$ (2,104,978.30)	\$ (336,349.01)	\$ (899,916.26)	\$ (10,691,428.00)	\$ (8,586,449.70)	19.69%
TOTAL EXPENSES	\$ 1,658,788.02	\$ 1,792,469.10	\$ 133,681.08	\$ 727,124.41	\$ 9,672,581.00	\$ 7,880,111.90	18.53%
EXCESS REVENUES OVER EXPENSES	<u>\$ (109,841.27)</u>	<u>\$ (312,509.20)</u>	<u>\$ (202,667.93)</u>	<u>\$ (172,791.85)</u>	<u>\$ (1,018,847.00)</u>	<u>\$ (706,337.80)</u>	

Unaudited Income Statement
Through February 28, 2026
Percent of year complete: 16.67%

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	Prior Year 2025 Thru 2/28/2025	Actual Thru 2/28/2026	2025/2026 Variance YTD	Current Month 2/28/2026	2026 Adopted Budget	2026 Budget Balance	% Actual compared to Budget
SANITARY SEWER							
TOTAL REVENUES	\$ (988,015.62)	\$ (648,230.12)	\$ 339,785.50	\$ (334,406.71)	\$ (3,954,365.00)	\$ (3,306,134.88)	16.39%
TOTAL EXPENSES	\$ 1,006,082.11	\$ 1,010,029.06	\$ 3,946.95	\$ 278,727.04	\$ 4,371,342.00	\$ 3,361,312.94	23.11%
EXCESS REVENUES OVER EXPENSES	<u>\$ 18,066.49</u>	<u>\$ 361,798.94</u>	<u>\$ 343,732.45</u>	<u>\$ (55,679.67)</u>	<u>\$ 416,977.00</u>	<u>\$ 55,178.06</u>	
GOLF							
TOTAL REVENUES	\$ (172,006.62)	\$ (159,561.60)	\$ 12,445.02	\$ (16,691.13)	\$ (1,585,994.00)	\$ (1,426,432.40)	10.06%
TOTAL EXPENSES	\$ 154,872.27	\$ 172,302.37	\$ 17,430.10	\$ 109,730.60	\$ 1,624,148.00	\$ 1,451,845.63	10.61%
EXCESS REVENUES OVER EXPENSES	<u>\$ (17,134.35)</u>	<u>\$ 12,740.77</u>	<u>\$ 29,875.12</u>	<u>\$ 93,039.47</u>	<u>\$ 38,154.00</u>	<u>\$ 25,413.23</u>	
STORM SEWER							
TOTAL REVENUES	\$ (78,064.56)	\$ (78,729.46)	\$ (664.90)	\$ (40,181.75)	\$ (456,619.00)	\$ (377,889.54)	17.24%
TOTAL EXPENSES	\$ 101,158.38	\$ 123,385.86	\$ 22,227.48	\$ 30,993.72	\$ 510,568.00	\$ 387,182.14	24.17%
EXCESS REVENUES OVER EXPENSES	<u>\$ 23,093.82</u>	<u>\$ 44,656.40</u>	<u>\$ 21,562.58</u>	<u>\$ (9,188.03)</u>	<u>\$ 53,949.00</u>	<u>\$ 9,292.60</u>	

CITY OF NEW PRAGUE
BALANCE SHEET
FEBRUARY 28, 2026

GENERAL FUND

<u>ASSETS</u>		
101-10101	CLAIM ON CASH	(184,690.12)
101-10120	MONEY MARKET-FIRST BK & TRUST	392,275.04
101-10125	4M	5,798,620.37
101-10129	MONEY MARKET.STATE BANK - FUTU	133,752.00
101-10201	PETTY CASH POLICE DEPT	100.00
101-10450	INT. RECEIVABLE - INVESTMENTS	156,215.28
101-10700	TAXES RECEIVABLE-DELINQUENT	24,363.51
101-11500	ACCOUNTS RECEIVABLE	184,644.39
101-11501	ACCOUNTS RECEIVABLE - FLEX	(2,120.12)
101-11521	BUSINESS LICENSE AR	(3,400.00)
101-11531	BANK CLEARING ACCT	10,443.03
101-11535	CLEARING ACCOUNT - RURAL FIRE	12,580.50
101-11536	CLEARING ACCOUNT-GENERAL	803.13
101-11537	MISC PROPERTY MAINT	4,000.00
101-12100	SPECIAL ASSESS. REC.-CURRENT	554.69
101-12200	SPECIAL ASSESS. REC.-DELINQUEN	3,165.34
101-13109	DUE FROM RETIREE/COBRA	27.60
101-15501	PREPAID OTHER	1,420.65
		6,532,755.29
	TOTAL ASSETS	6,532,755.29
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
101-20210	ACCOUNTS PAYABLE	274,619.45
101-20800	DUE TO OTHER GOVERNMENTS	94.42
101-20801	STATE SALES TAX	93.65
101-20802	SC TRANSIT TAX	(6.86)
101-20803	LS TRANSIT TAX	6.28
101-21600	ACCRUED WAGES	142,092.81
101-21701	ACCRUED FED-FICA/MED TAX	(18.75)
101-21703	ACCRUED PFMLA	1,902.00
101-21706	INSURANCE PAYABLE	9,908.04
101-21711	ACCRUED PAYROLL INS DEDUCT	(.98)
101-21714	ACCRUED POLICE DUES	1,020.00
101-21716	HSA EMPLOYEE AMOUNTS	11,574.67
101-21800	ESCROW - BLDG PERMITS	63,468.00
101-22202	DEFERRED REVENUE - ASSMNTS	4,549.11
101-22206	DEFERRED REVENUE - AR	.21
101-22207	DEFERRED REVENUE - BP	29,233.15
101-22210	DEFERRED REVENUE - TAXES	24,363.51
		562,898.71
	TOTAL LIABILITIES	562,898.71
<u>FUND EQUITY</u>		
101-25311	COMMITTED: ATHLETIC FIELD	143,987.00
101-25312	ASSIGNED: RENOV/REPL PUB FAC	1,153,279.00
101-25313	ASSIGNED: ACQ OF EQUIP & VEHIC	413,120.00
101-25314	COMMITTED: PUB FAC INFRAS	500,000.00
101-25315	DESIGNATED WORKING CAPITA	100,000.00
101-25999	COMMITTED: EMERG/DIASTER	100,000.00

CITY OF NEW PRAGUE
BALANCE SHEET
FEBRUARY 28, 2026

GENERAL FUND

UNAPPROPRIATED FUND BALANCE:			
101-25300 UNDESIGNATED: FUND BALANCE	4,409,947.27		
REVENUE OVER EXPENDITURES - YTD	(850,476.69)		
	<hr/>		
BALANCE - CURRENT DATE		3,559,470.58	
		<hr/>	
TOTAL FUND EQUITY			5,969,856.58
			<hr/>
TOTAL LIABILITIES AND EQUITY			6,532,755.29
			<hr/> <hr/>

CITY OF NEW PRAGUE
BALANCE SHEET
FEBRUARY 28, 2026

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<u>ASSETS</u>		
602-10101	CLAIM ON CASH	(2,085,551.57)
602-10106	DESIGNATED FOR MEMB REPLACEMEN	1,230,000.00
602-10120	MONEY MARKET-FIRST BK & TRUST	580,366.51
602-10125	MONEY MARKET-4M	7,853,595.44
602-10126	MONEY MARKET-4M 2024 BOND	98,707.15
602-11710	CUSTOMER ACCOUNTS RECEIVABLE	313,555.36
602-12300	SPECIAL ASSESS. REC.-DEFERRED	398,213.59
602-15696	DEFERRED OUTFLOW - OPEB	2,723.00
602-15699	GERF DEFERRED OUTFLOWS	51,169.00
602-16100	LAND	56,980.00
602-16200	BUILDINGS	27,968,735.61
602-16210	ACCUM. DEPRECIATION-BUILDINGS	(13,166,552.10)
602-16300	INFRASTRUCTURE	8,602,785.38
602-16310	ACCUMULATED DEPRECIATION - INF	(3,303,519.84)
602-16400	EQUIPMENT	14,056,806.05
602-16410	ACCUMULATED DEPRECIATION - EQU	(9,695,781.20)
602-16420	OFFICE EQUIPMENT	44,423.70
602-16500	CONSTRUCTION-IN-PROGRESS	(3,980.18)
602-16504	SCADA UPGRADE	167,587.83
602-16505	LIFT STATION REHAB/PUMP REPLAC	64,595.00
602-16507	CIP 2025	605,650.06
		33,840,508.79
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
602-20210	ACCOUNTS PAYABLE	59,368.36
602-20250	ENCUMBRANCE RESERVE	6,750.15
602-20610	CP RETAINAGE PERCENTAGE	(4,402.21)
602-21500	ACCRUED INTEREST	309,561.06
602-21650	ACCRUED WAGES-VAC & COMP	62,757.40
602-21717	OPEB LIABILITY	21,328.00
602-22000	DEPOSITS	51,344.05
602-22296	OPEB DEFERRED INFLOW	5,796.00
602-22299	GERF DEFERRED INFLOWS	147,060.00
602-22500	BOND PAYABLE - CUR PORT	1,295,999.45
602-23100	BONDS PAYABLE	2,643,254.26
602-23101	PFA BOND PAYABLE	19,654,000.00
602-23400	BOND PREMIUM	289,816.07
602-23999	GERF PENSION LIABILITY	199,362.00
		24,741,994.59
<u>FUND EQUITY</u>		
602-25999	PRIOR PERIOD ADJUSTMENT	(651,969.00)
602-27200	FUND BALANCE-UNDESIGNATED	5,565,947.85
UNAPPROPRIATED FUND BALANCE:		
602-25300	FUND BALANCE-UNDESIGNATED	4,546,341.55
	REVENUE OVER EXPENDITURES - YTD	(361,806.20)
		4,184,535.35
BALANCE - CURRENT DATE		4,184,535.35

CITY OF NEW PRAGUE
BALANCE SHEET
FEBRUARY 28, 2026

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TOTAL FUND EQUITY	<hr/>	9,098,514.20
TOTAL LIABILITIES AND EQUITY		<hr/> <hr/>

CITY OF NEW PRAGUE
BALANCE SHEET
FEBRUARY 28, 2026

GOLF COURSE

<u>ASSETS</u>			
603-10101	CLAIM ON CASH	(564,462.62)
603-10125	MONEY MARKET-4M		381,298.91
603-10126	MONEY MARKET-4M 2024 BOND		22,977.44
603-10200	PETTY CASH		2,000.00
603-11500	ACCOUNTS RECEIVABLE - GOLF A/R		2,850.54
603-11530	CLEARING ACCOUNT		1,195.36
603-14100	MATERIAL INVENTORY		106,707.41
603-15696	DEFERRED OUTFLOW - OPEB		1,072.00
603-15699	GERF DEFERRED OUTFLOWS		32,718.00
603-16150	OTHER IMPROVEMENTS (LAND)		910,289.85
603-16160	ACCUMULATED DEPR - OTHER IMPRO	(906,857.07)
603-16200	BUILDINGS		1,106,686.15
603-16210	ACCUM. DEPRECIATION-BUILDINGS	(706,592.28)
603-16400	EQUIPMENT		2,125,151.37
603-16410	ACCUMULATED DEPRECIATION - EQU	(1,275,906.58)
			1,239,128.48
	TOTAL ASSETS		1,239,128.48
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
603-20200	ACCOUNTS PAYABLE	(4,323.26)
603-20210	ACCOUNTS PAYABLE		76,946.81
603-21500	ACCRUED INTEREST		7,694.45
603-21650	ACCRUED WAGES-VAC & COMP		18,812.10
603-21717	OPEB LIABILITY		8,398.00
603-22000	DEPOSITS		53,231.99
603-22001	DESIGNATED - JR GOLF FUND		22,472.57
603-22004	DESIGNATED- GOLF MAINT. FUND		648.12
603-22202	DEFERRED REVENUE LEAGUE		1,070.00
603-22211	DEFERRED REVENUE-GIFT CERTIFIC		24,254.19
603-22213	DEFERRED REVENUE-MEMBER CREDIT		21,543.33
603-22296	OPEB DEFERRED INFLOW		2,282.00
603-22299	DEFERRED (GERF) INFLOW		101,179.00
603-22500	BOND PAYABLE - CUR PORT		55,000.00
603-23110	BOND PAYABLE-2022 EQUIPMENT	(90,000.00)
603-23111	BOND PAYABLE-2024 EQUIPMENT		145,000.00
603-23112	BOND PAYABLE-2025 EQUIPMENT		100,000.00
603-23400	BOND PREMIUM		33,201.62
603-23999	GERF PENSION LIABILITY		119,227.00
			696,637.92
	TOTAL LIABILITIES		696,637.92
<u>FUND EQUITY</u>			
603-25999	PRIOR PERIOD ADJUSTMENT	(117,578.00)
UNAPPROPRIATED FUND BALANCE:			
603-25300	FUND BALANCE-UNDESIGNATED		673,178.33
	REVENUE OVER EXPENDITURES - YTD	(13,109.77)
			660,068.56
	BALANCE - CURRENT DATE		660,068.56
	TOTAL FUND EQUITY		542,490.56

CITY OF NEW PRAGUE
BALANCE SHEET
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GOLF COURSE

TOTAL LIABILITIES AND EQUITY

1,239,128.48

CITY OF NEW PRAGUE
BALANCE SHEET
FEBRUARY 28, 2026

WATER

<u>ASSETS</u>	
604-10101	CLAIM ON CASH 782,402.99
604-10125	MONEY MARKET-4M 1,396,829.01
604-10126	MONEY MARKET-4M 2024 BOND 109,263.81
604-10406	F.I.S.T. INVESTMENTS 926,224.40
604-10407	INVEST ALLOW-UNREALIZED LOS (11,283.04)
604-11500	ACCOUNTS RECEIVABLE 1,269.92
604-11502	ACCOUNTS RECEIVABLE - NSF 660.06
604-11525	ACCRUED REVENUE 108,202.99
604-11600	ALLOWANCE DOUBTFUL ACC'T (4,000.00)
604-11710	CUSTOMER ACCOUNTS RECEIVABL 160,423.05
604-12100	SPECIAL ASSESS. REC.-CURRENT 111.05
604-12300	SPECIAL ASSESS. REC.-DEFFERED 673,456.40
604-14100	MATERIAL INVENTORY 119,098.32
604-15696	DEFERRED OUTFLOW - OPEB 2,308.00
604-15699	GERF DEFERRED OUTFLOWS 33,130.00
604-16100	LAND 79,519.50
604-16200	BUILDINGS 2,454,932.92
604-16201	WELLS, PUMPS & PUMP HOUSE 2,286,390.96
604-16202	WATER TREATMENT 68,116.88
604-16203	WATER TREATMENT EQUIPMENT 1,259,836.19
604-16211	ACCUM DEPR-PRODUCTION PLANT (4,569,267.97)
604-16301	ELEVATED TOWER 1,988,569.68
604-16303	RESERVOIR 732,530.15
604-16304	DISTRIBUTION TO SYSTEM 8,099,391.30
604-16305	PRU VALVES 902.95
604-16306	MAIN STREET TREATMENT UPGRADE 215,848.13
604-16308	WATER METERS 1,134,853.29
604-16311	ACCUM DEPR.-TRANS-DISTRIBUTI (5,065,084.96)
604-16312	ACCUM. DEPR-GENERAL PLANT (305,008.78)
604-16314	SCADA 351,945.74
604-16401	BLDG IMPROVEMENT OFFICE 5,533.95
604-16402	DEFERRED MAINTENANCE CHARGE 24,794.02
604-16403	OFFICE FUNITURE & FIXTURES 35,536.41
604-16404	TRANSPORTATION/EQUIPMENT 264,699.45
604-16405	MISCELLANEOUS EQUIPMENT 39,308.45
604-16406	SHOP EQUIPMENT 1,417.62
604-16511	CIP 2024 5,318.72
604-16512	CIP 2025 814,396.90
604-16705	LEAD SERVICE LINE REPLACEMENT 30,119.10
604-16706	FILTER PLANT #3 REHAB 205,264.01
	<hr/>
TOTAL ASSETS	14,457,961.57
	<hr/> <hr/>
<u>LIABILITIES AND EQUITY</u>	

CITY OF NEW PRAGUE
BALANCE SHEET
FEBRUARY 28, 2026

WATER

<u>LIABILITIES</u>		
604-20210	ACCOUNTS PAYABLE	195,569.11
604-20250	ENCUMBRANCE RESERVE	6,528.56
604-20610	CIP RETAINAGE	(4,252.27)
604-21503	ACCRUED INTEREST	55,347.59
604-21650	ACCRUED WAGES-VAC & COMP	63,491.10
604-21712	DUE WATER TESTING PROGRAM	4,834.20
604-21717	OPEB LIABILITY	18,078.00
604-22000	DEPOSITS	26,685.20
604-22296	OPEB DEFERRED INFLOW	4,913.00
604-22299	DEFERRED (GERF) INFLOW	112,639.00
604-22500	BOND PAYABLE - CUR PORT	39,999.97
604-23400	BOND PREMIUM	364,589.84
604-23511	2011 CIP	15,321.00
604-23517	CIP 2014	40,000.00
604-23518	2020A - REFUNDING	116,569.44
604-23519	CIP 2020-2021	1,190,000.00
604-23520	2021 UTILITY BUILDING	365,000.00
604-23521	CIP 2022	225,000.00
604-23522	CIP 2023	415,000.00
604-23523	CIP 2024	780,000.00
604-23524	CIP 2025	485,000.00
604-23999	GERF PENSION LIABILITY	168,984.00
		4,689,297.74
<u>FUND EQUITY</u>		
604-25999	PRIOR PERIOD ADJUSTMENT	(274,691.48)
604-26730	RESERVED FOR INVESTMENT AL	(.40)
604-27200	FUND BALANCE-UNDESIGNATED	8,762,006.41
604-28000	INVESTED IN UTILITY PLANT	1,287,688.93
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		(6,339.63)
		(6,339.63)
BALANCE - CURRENT DATE		(6,339.63)
		9,768,663.83
TOTAL FUND EQUITY		9,768,663.83
TOTAL LIABILITIES AND EQUITY		14,457,961.57

CITY OF NEW PRAGUE
BALANCE SHEET
FEBRUARY 28, 2026

ELECTRIC

<u>ASSETS</u>		
605-10101	CLAIM ON CASH	3,425,071.96
605-10125	MONEY MARKET-4M	1,751,837.26
605-10200	PETTY CASH	300.00
605-10405	MONEY MARKET-FIRST BK & TRUST	152,227.13
605-10406	F.I.S.T. INVESTMENT	2,636,177.12
605-10407	INVEST ALLOW-UNREALIZED LOS	(32,113.28)
605-11500	ACCOUNTS RECEIVABLE	80,138.73
605-11502	ACCOUNTS RECEIVABLE - NSF	5,478.06
605-11510	ACOUNTS RECEIVABLE - SMMPA	83,318.14
605-11525	ACCRUED REVENUE	626,880.86
605-11530	CLEARING ACCOUNT	774.00
605-11600	ALLOWANCE DOUBTFUL ACC'T	(10,000.05)
605-11710	CUSTOMER ACCOUNTS RECEIVABL	969,393.78
605-12100	SPECIAL ASSESS. REC.-CURRENT	1,124.28
605-14100	MATERIAL INVENTORY	915,737.66
605-15501	PREPAID OTHER	130.72
605-15696	DEFERRED OUTFLOW - OPEB	4,870.00
605-15699	GERF DEFERRED OUTFLOWS	100,865.00
605-16100	LAND	41,647.88
605-16205	STRUCTURE & IMPROV. BLDGS	3,792,791.38
605-16206	GENERATORS	5,527,533.57
605-16211	ACCUM DEPR-PRODUCTION PLANT	(6,918,672.12)
605-16301	TRANSMISSION STATION EQUIPMENT	601,832.72
605-16302	TRANSMISSION POLES & CONDUCTOR	87,734.24
605-16303	DISTRIBUTION STATION EQUIPMENT	832,233.96
605-16304	POLES-TOWERS-FIXTURES	204,140.34
605-16305	OVERHEAD CONDUCTORS-DEVICES	679,804.58
605-16306	UNDERGROUND CONDUCTORS-DEVICE	6,480,524.46
605-16307	LINE TRANSFORMERS	2,259,047.77
605-16308	SERVICES	548,524.77
605-16309	ELECTRIC METERS	1,105,339.74
605-16310	FIBER OPTIC	99,427.98
605-16311	ACCUM DEPR.-TRANS-DISTRIBUTI	(8,634,833.32)
605-16312	ACCUM DEPR - GEN PLANT	(1,822,538.70)
605-16313	LOAD MANAGEMENT	104,472.67
605-16314	SCADA	123,864.82
605-16315	STREET LIGHTS	1,805,577.11
605-16316	STRUCTURE & IMPROVEMENTS E	224,058.67
605-16403	TOOLS & WORK EQUIPMENT	237,583.03
605-16404	TRANSPORTATION/EQUIPMENT	2,005,080.19
605-16405	MISCELLANEOUS EQUIPMENT	97,109.01
605-16406	SHOP EQUIPMENT	56,994.23
605-16420	OFFICE EQUIPMENT	99,254.82
605-16505	JOB #1 (METER) LOAD CONTROL	(9,041.53)
605-16510	JOB #2 (URD) GIS MAPPING	40,271.61
605-16512	JOB #2 (SERV) GIS MAPPING	3,029.13
605-16514	JOB #2 (S.L.) GIS MAPPING	586.08
605-16516	JOB #3 (POLE) 10TH AVE SE	759.92
605-16517	JOB #3 (OH) 10TH AVE SE	8,669.68
605-16518	JOB #3 (URD) 10TH AVE SE	13,463.58
605-16519	JOB #3 (TRANS) 10TH AVE SE	866.56
605-16520	JOB #3 (SERV) 10TH AVE SE	539.41
605-16522	JOB #3 (S.L.) 10TH AVE SE	28,348.33
605-16542	JOB #6 (URD) FEEDER #4 & #6	4,117.56
605-16543	JOB #6 (TRANS) FEEDER #4 & #6	359.80
605-16549	JOB #7 (OH) FEEDER #8	386.54
605-16550	JOB #7 (URD) FEEDER #8	175,245.02
605-16551	JOB #7 (TRAN) FEEDER #8	18,921.37

CITY OF NEW PRAGUE
BALANCE SHEET
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ELECTRIC

605-16552	JOB #7 (SERV) FEEDER #8	721.33	
605-16555	JOB #7 (FBR) FEEDER #8	3,045.57	
605-16558	JOB #8 (URD) INDUSTRIAL PARK	436.90	
605-16566	JOB #9 (URD) FUTURE GENERATION	237,334.47	
605-16568	JOB #9 (SERV) FUTURE GENERATIO	1,120,239.80	
605-16570	JOB #9 (S.L.) FUTURE GENERATIO	191.36	
605-16605	JOB #14 (OH) POLICE STATION	171.08	
605-16606	JOB #14 (URD) POLICE STATION	8,585.95	
605-16607	JOB #14 (TRANS) POLICE STATION	28,905.36	
605-16614	JOB #15 (URD) POLICE STATION	177.25	
605-16615	JOB #15 (TRANS) POLICE STATION	114.48	
605-16616	JOB #15 (SERV) POLICE STATION	214.50	
605-16622	JOB #16 (URD) GREAT RIVER ENER	228.52	
605-16623	JOB #16 (TRANS) GREAT RIVER EN	189.19	
	TOTAL ASSETS		22,037,823.99
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
605-20200	ACCOUNTS PAYABLE-SMMPA	518,961.92	
605-20202	AP REFUSE	(.04)	
605-20204	AP OTHER	38,674.59	
605-20210	ACCOUNTS PAYABLE	93,816.16	
605-20250	ENCUMBRANCE RESERVE	(39,929.84)	
605-20801	STATE SALES TAX	2.65	
605-20802	SC TRANSIT TAX	.34	
605-20803	LS TRANSIT TAX	.08	
605-21650	ACCRUED WAGES-VAC & COMP	235,655.13	
605-21717	OPEB LIABILITY	38,143.00	
605-22000	DEPOSITS	103,807.40	
605-22001	ENERGY ASSISTANCE CONTRACTS	3,668.50	
605-22022	HOLDING FUNDS-DEPOSITS	950.00	
605-22296	OPEB DEFERRED INFLOW	10,366.00	
605-22299	DEFERRED (GERF) INFLOW	342,924.00	
605-23999	GERF PENSION LIABILITY	514,464.00	
	TOTAL LIABILITIES		1,861,503.89
<u>FUND EQUITY</u>			
605-25999	PRIOR PERIOD ADJUSTMENT	(890,763.35)	
605-26300	CONTRIBUTED CAPITAL	(.19)	
605-26720	RESERVED FOR BONDS	321,700.00	
605-27200	FUND BALANCE-UNDESIGNATED	16,010,049.35	
605-28000	INVESTED IN UTILITY PLANT	4,423,834.26	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	311,500.03	
	BALANCE - CURRENT DATE	311,500.03	
	TOTAL FUND EQUITY		20,176,320.10
	TOTAL LIABILITIES AND EQUITY		22,037,823.99

CITY OF NEW PRAGUE
BALANCE SHEET
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STORM WATER UTILITY

<u>ASSETS</u>		
606-10101	CLAIM ON CASH	43,622.49
606-10120	MONEY MARKET-FIRST BK & TRUST	63,637.97
606-10125	MONEY MARKET-4M	1,234,216.60
606-10126	MONEY MARKET-4M 2024 BOND	58,455.31
606-11710	CUSTOMER ACCOUNTS RECEIVABLE	38,057.03
606-15696	DEFERRED OUTFLOW - OPEB	398.00
606-15699	GERF DEFERRED OUTFLOWS	7,488.00
606-16300	INFRASTRUCTURE	8,780,679.02
606-16310	ACCUMULATED DEPRECIATION - INF	(4,606,225.18)
606-16400	EQUIPMENT	29,295.57
606-16410	ACC. DEP. - EQUIPMENT	(26,234.11)
606-16423	CIP 2025	515,439.07
TOTAL ASSETS		<u>6,138,829.77</u>
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
606-20210	ACCOUNTS PAYABLE	648.71
606-20610	CP RETAINAGE PERCENTAGE	(1,658.23)
606-21500	ACCRUED INTEREST	32,288.92
606-21717	OPEB LIABILITY	3,114.00
606-22296	OPEB DEFERRED INFLOW	846.00
606-22299	GERF DEFERRED INFLOWS	21,520.00
606-22500	BOND PAYABLE - CUR PORT	10,000.00
606-23100	BONDS PAYABLE	1,842,595.34
606-23400	BOND PREMIUM	190,011.04
606-23999	GERF PENSION LIABILITY	29,175.00
TOTAL LIABILITIES		<u>2,128,540.78</u>
<u>FUND EQUITY</u>		
606-25999	PRIOR PERIOD ADJUSTMENT	(36,253.00)
UNAPPROPRIATED FUND BALANCE:		
606-25300	FUND BALANCE-UNDESIGNATED	4,091,205.65
	REVENUE OVER EXPENDITURES - YTD	(44,663.66)
BALANCE - CURRENT DATE		<u>4,046,541.99</u>
TOTAL FUND EQUITY		<u>4,010,288.99</u>
TOTAL LIABILITIES AND EQUITY		<u>6,138,829.77</u>

CITY OF NEW PRAGUE
BALANCE SHEET
FEBRUARY 28, 2026

EDA

<u>ASSETS</u>			
680-10101	CLAIM ON CASH	167,098.07	
680-10120	MONEY MARKET-FIRST BK & TRUST	25,821.53	
680-10125	MONEY MARKET-4M	293,449.66	
	TOTAL ASSETS		<u>486,369.26</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
680-20210	ACCOUNTS PAYABLE	264.75	
	TOTAL LIABILITIES		264.75
<u>FUND EQUITY</u>			
680-27200	FUND BALANCE-UNDESIGNATED	602,744.97	
	UNAPPROPRIATED FUND BALANCE:		
680-25300	FUND BALANCE-UNDESIGNATED	(105,317.42)	
	REVENUE OVER EXPENDITURES - YTD	(11,323.04)	
	BALANCE - CURRENT DATE	(116,640.46)	
	TOTAL FUND EQUITY		<u>486,104.51</u>
	TOTAL LIABILITIES AND EQUITY		<u>486,369.26</u>

CITY OF NEW PRAGUE
BALANCE SHEET
FEBRUARY 28, 2026

EDA-INDUSTRIAL PARK

<u>ASSETS</u>			
681-10101	CLAIM ON CASH	52,612.75	
681-10120	MONEY MARKET-FIRST BK & TRUST	12,912.07	
681-10125	MONEY MARKET-4M	349,973.71	
681-16100	LAND	240,898.86	
		<hr/>	
	TOTAL ASSETS		656,397.39
			<hr/> <hr/>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
681-20210	ACCOUNTS PAYABLE	1,030.50	
		<hr/>	
	TOTAL LIABILITIES		1,030.50
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE:		
681-25300	FUND BALANCE	656,245.85	
	REVENUE OVER EXPENDITURES - YTD	(878.96)	
		<hr/>	
	BALANCE - CURRENT DATE	655,366.89	
		<hr/>	
	TOTAL FUND EQUITY		655,366.89
			<hr/> <hr/>
	TOTAL LIABILITIES AND EQUITY		656,397.39
			<hr/> <hr/>



SERVING THE COMMUNITY SINCE 1884

New Prague Fire Department

505 5TH Ave. NW New Prague, MN 56071

Mayor and City Council,

With the retirement of 1 of our members coming up in June, we need to hire 1 more member. We reviewed 5 applications. Interviews and agility tests were held, and I am recommending the hiring of Victor Bolter. We feel Victor will be a great addition to our department. Pending completion of pre-employment screening and background check, we would like to hire Victor Bolter with a start date of May 5th, 2026.

Steve Rynda
Fire Chief



New Prague Police Department

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

118 CENTRAL AVENUE NORTH, NEW PRAGUE, MINNESOTA 56071

Phone: (952) 758-2791

Fax: (952) 758-6279

Website: www.ci.new-prague.mn.us

Tim Applen, Chief of Police

MEMORANDUM

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

From: Tim Applen, Police Chief / Emergency Manager

Date: April 15, 2026

Subject: Purchase/Implementation of two Unmanned Aerial Systems (UAV) Public Hearing

The New Prague Police Department is proposing the implementation of an Unmanned Aerial Vehicle (UAV) program to support public safety operations. On December 15, 2025, Council approved the purchase of two UAV's. UAVs, commonly referred to as drones, are increasingly used by law enforcement agencies to enhance situational awareness, improve response efficiency, and reduce risk to officers and the public.

A public hearing is scheduled to gather community input and provide transparency regarding the proposed program, including its intended use, safeguards, and operational policies. In addition, MN Statute 626.19 subd. 9 requires law enforcement agencies to allow public comment prior to the purchase or use of a UAV. City staff advertised public comments to either City Administrator Tetzlaff or Police Chief Tim Applen electronically or by mail in addition to the public hearing. No comments were received either electronically or by mail to city staff with input on the UAV purchase or implementation. Consistent with statutory limitations, the UAV program would be used only for authorized purposes.

The program will **not** be used for generalized surveillance or routine monitoring of the public.

The department will adopt a UAV policy that ensures:

- Full compliance with Federal Aviation Administration regulations (14 CFR Part 107 and related rules)
- Alignment with Minnesota Statutes § 626.19 and Minnesota Government Data Practices Act
- Internal approval procedures and supervisory oversight
- Mandatory documentation of each deployment
- Audit and review mechanisms

A draft policy is included for review and public comment.

Recommendation: Approve implementation of two Matrice 4TD Unmanned Aerial Systems (UAV) from Vertex Unmanned Solutions for \$24,598.00.

Unmanned Aerial Vehicle

606.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of an unmanned aerial vehicle (UAV) and for the storage, retrieval, and dissemination of images and data captured by the UAV (Minn. Stat. § 626.19).

606.1.1 DEFINITIONS

Definitions related to this policy include:

Unmanned aerial system (UAS) - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled without the possibility of direct human intervention from within or on the aircraft (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording, or any other means (Minn. Stat. § 626.19).

Unmanned aerial vehicle (UAV): An aircraft that is operated without the possibility of direct human intervention from within or on the aircraft.

606.2 POLICY

A UAV may be utilized to enhance the Department's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAV will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

606.3 PRIVACY

The use of the UAV potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAV operations.

606.4 PROGRAM COORDINATOR

The Chief of Police will appoint a program coordinator who will be responsible for the management of the UAV program. The program coordinator will ensure that policies and procedures conform to current laws, regulations, and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current, and/or coordinating compliance with FAA Part 107 Remote Pilot Certificate, as appropriate for department operations.

Unmanned Aerial Vehicle

- Ensuring that all authorized operators and required observers have completed all required FAA and department-approved training in the operation, applicable laws, policies, and procedures regarding use of the UAV.
- Developing uniform protocols for submission and evaluation of requests to deploy a UAV, including urgent requests made during ongoing or emerging incidents. Deployment of a UAV shall require written authorization of the Chief of Police or the authorized designee, depending on the type of mission.
- Coordinating the completion of the FAA Emergency Operation Request Form in emergency situations, as applicable (e.g., natural disasters, search and rescue, emergency situations to safeguard human life).
- Developing protocols for conducting criminal investigations involving a UAV, including documentation of time spent monitoring a subject.
- Implementing a system for public notification of UAV deployment.
- Developing operational protocols governing the deployment and operation of a UAV including but not limited to safety oversight, use of visual observers, establishment of lost link procedures, and secure communication with air traffic control facilities.
- Developing a protocol for fully documenting all missions.
- Developing a UAV inspection, maintenance, and record-keeping protocol to ensure continuing airworthiness of a UAV, up to and including its overhaul or life limits.
- Developing protocols to ensure that all data intended to be used as evidence are accessed, maintained, stored, and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates, and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
- Facilitating law enforcement access to images and data captured by the UAV.
- Recommending program enhancements, particularly regarding safety and information security.
- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Chief of Police.
- Maintaining familiarity with FAA regulatory standards, state laws and regulations, and local ordinances regarding the operations of a UAV.
- Developing protocols for reviewing and approving requests for use of the Department UAV by government entities (Minn. Stat. § 626.19).
- Preparing and submitting the required annual report to the Commissioner of Public Safety (Minn. Stat. § 626.19).

Unmanned Aerial Vehicle

- Posting the Department policies and procedures regarding the use of UAV on the department website, as applicable (Minn. Stat. § 626.19).
- Reviewing the program and UAV use for compliance with Minn. Stat. § 626.19.

606.5 USE OF UAV

Only authorized operators who have completed the required training shall be permitted to operate the UAS.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

Except in exigent circumstances, UAV use shall require prior approval from a supervisor.

UAS operations should only be conducted consistent with FAA regulations.

Members shall not use a UAS without a search warrant, except (Minn. Stat. § 626.19):

- (a) During or in the aftermath of an emergency situation that involves the risk of death or bodily harm to a person
- (b) To document evidence that is at imminent risk of destruction
- (c) Over a public event where there is a heightened risk to the safety of participants or bystanders
- (d) To counter the risk of a terrorist attack by a specific individual or organization if the agency determines that credible intelligence indicates a risk
- (e) To prevent the loss of life and property in natural or man-made disasters and to facilitate operational planning, rescue, and recovery operations in the aftermath of these disasters
- (f) To conduct a threat assessment in anticipation of a specific event
- (g) To collect information from a public area if there is a reasonable suspicion of criminal activity
- (h) To collect information for crash reconstruction purposes after a serious or deadly collision occurring on a public road
- (i) Over a private area with the written consent of the occupant or public area, for officer training or public relations purposes
- (j) For purposes unrelated to law enforcement at the request of a government entity provided that the government entity makes the request in writing to the law enforcement agency and specifies the reason for the request and proposed period of use
- (k) To facilitate the active search for a missing person.

Unmanned Aerial Vehicle

606.5.1 DOCUMENTATION REQUIRED

Each use of a UAV shall be properly documented in accordance with MN. Stat. § 626.19. Documentation shall include:

- (a) A unique case number
- (b) A factual reason for using the UAV and whether a warrant was obtained
- (c) If a warrant was not obtained, the applicable exception under Section 606.5 of this policy.

Documentation shall be completed after each deployment by recording the use directly in the incident report.

606.6 PROHIBITED USE

The UAV video surveillance equipment shall not be used:

- To conduct random surveillance activities.
- To target a person based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.
- To harass, intimidate, or discriminate against any individual or group.
- To conduct personal business of any type.

The UAV shall not be weaponized (Minn. Stat. § 626.19).

606.6.1 ADDITIONAL PROHIBITIONS

Unless authorized by a warrant, a UAV shall not be deployed with facial recognition or biometric-matching technology (Minn. Stat. § 626.19).

Unless authorized by a warrant or for purposes of a permitted use outlined in this policy, a UAV shall not be used to collect data on public protests or demonstrations (Minn. Stat. § 626.19).

606.7 RETENTION OF UAS DATA

The Records Section supervisor shall ensure that data collected by the UAV is disclosed or deleted as required by Minn. Stat. § 626.19, including the deletion of collected data as soon as possible, and in no event later than seven days after collection, unless the data is part of an active criminal investigation (Minn. Stat. § 626.19).

606.8 REPORTING

By January 15th each year, the New Prague Police Department shall send a report to the commissioner of public safety with the following information for the preceding calendar year:

- (a) How many times the UAV was used without a search warrant, along with the date and the authorized exception for use under Section 606.5
- (b) The total cost of the UAV program.



Building a Better World
for All of Us®

MEMORANDUM

TO: Mayor and City Council
Joshua Tetzlaff, City Administrator

FROM: Chris Knutson, PE (Lic. MN)

DATE: April 15, 2026

RE: Project Updates

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

2024 STREET AND UTILITY IMPROVEMENTS PROJECT

BCM Construction has indicated the sewer service lining company is scheduled for mid-May. SEH did have a phone conversation with the Bonding Company on April 14th regarding a potential claim is work is not performed. Some additional pavement repairs are also expected.

2025 STREET AND UTILITY IMPROVEMENTS PROJECT

SEH and city staff have started a walkthrough and assembly of a punchlist. Most work is expected to occur within the next month with final paving in late May or early June.

2026 STREET IMPROVEMENT PROJECT

The project will start advertising tomorrow (April 16th). The bid opening will be May 8th.

LEAD SERVICE LINE REPLACEMENTS

2025 Project (Phase 1)

The contractor will start their work on April 20th with work expected to take around 1-month.

2026 Project (Phase 2)

Plans have been sent to the Minnesota Department of Health for certification. Bidding is likely in June or July.

ALTON AVENUE FEASIBILITY STUDY

Completion of the Feasibility Study in draft format is expected in the next few weeks.

NW AND NE LIFT STATION STUDIES

Work on these two studies is expected to start soon with a kickoff meeting. Delivery of the NE lift station study will be the higher priority.

cdk

x:\ko\newpr\common\council meetings\022026 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: EVAN C. GARIEPY, PLANNER
SUBJECT: ADOPTION OF ORDINANCE #360 FOR REZONING IN THE PLAT OF NEW PRAGUE OUTLOTS FROM RL-90 SINGLE FAMILY RESIDENTIAL TO I1 LIGHT INDUSTRIAL, AS PROPOSED BY PADDY O’PROPERTIES AND THE CITY OF NEW PRAGUE
DATE: APRIL 14, 2026

The Planning Commission heard the rezoning and reguiding request at their March 25th meeting, for a portion of land approximately 12.8 acres in size on the corner of 1st Ave NW and 7th St NW. This area is east of MVE Biological Solutions and Chart Industries, just north of the New Prague Middle School, and encompasses the School’s Bus Garage and the City’s outdoor storage area on the north side of the bus garage. A map has been attached of the proposed rezoning and reguiding area.

The Planning Commission recommended approval of the amendment to the Comprehensive Plan and to rezone the certain properties as described in Attachment A from RL-90 Single Family Residential to I1 Light Industrial on a unanimous vote (3-0) based on the findings listed in the staff report, with the removal of the Kuehner’s property and the parcel directly south of it, and thus recommend approving the attached Comprehensive Plan amendment and rezoning.

On April 6th, the City Council approved the resolution to amend the comprehensive plan and also held the first reading to introduce the proposed rezoning ordinance. The ordinance was posted on April 7th as required by statute.

The final step in the review of the ordinance would be to hold the second reading and adopt the ordinance.

Staff Recommendation

Staff recommends conducting the second reading and to adopt the attached ordinance “...Rezoning certain properties...”.

ORDINANCE #360

AN ORDINANCE REZONING CERTAIN PROPERTIES TO THE II LIGHT INDUSTRIAL AND BUSINESS PARK ZONING DISTRICT, AS PROPOSED BY PADDY O’PROPERTIES AND THE CITY OF NEW PRAGUE, NEW PRAGUE, MINNESOTA

SECTION 1. Paddy O’Properties and the City of New Prague, as applicants, are requesting rezoning of certain property to the II Light Industrial Zoning District, with said properties legally described as follows:

**Parcel 1. Northwestern most house (Paddy O’Properties)
PID 24.016.0130**

All that part of Lot Nineteen (19) of New Prague Outlots, situated in the Northwest Quarter (NW1/4) of Section Thirty-four (34), Township One hundred thirteen (113) North, Range Twenty-three (23) West, Scott County, Minnesota, according to the recorded plat thereof, described as follows, to-wit:

Beginning at the Northwest corner of said Lot Nineteen (19), thence running South One hundred two (102) feet; thence running East one hundred (100) feet; thence running North One hundred two (102) feet; thence running West One hundred feet (100) to the point of beginning;

AND

Beginning at a point on the west line of said Lot Nineteen (19) which point is one hundred two (102) feet south of the northwest corner of said Lot Nineteen (19), and running thence east a distance of one hundred (100) feet, running thence south a distance of one hundred (100) feet, running thence west a distance of one hundred (100) feet to the west line of said Lot Nineteen (19), and running thence north along the west line of said Lot Nineteen (10) a distance of one hundred (100) feet to the point of beginning.

**Parcel 2. Large western parcel (Paddy O’Properties)
PID 24.016.0092**

Lot Nineteen (19) and the north half of Lot Twelve (12) of New Prague Outlots, situated in the Northwest Quarter (NW1/4) of Section Thirty-four (34), Township One Hundred Thirteen (113) North, Range Twenty-three (23) West, Scott County, Minnesota, according to the plat thereof on file and of record in the office of the Register of Deeds in and for said Scott County, Minnesota, EXCEPTING therefrom the

following described parcel:

That part of the North Half of Lot 12, NEW PRAGUE OUTLOTS, City of New Prague, Scott County, Minnesota, described as follows: Commencing at the Northwest Corner of said Lot 12; thence South 01 degrees 30 minutes 43 seconds East (bearings based on the Scott County Coordinate System NAD83, 1996 Adjustment) on the west line of said Lot 12, a distance of 11.95 feet to the point of beginning; thence continuing South 01 degrees 30 minutes 43 seconds East of said west line of said Lot 12, a distance of 153.05 feet to the Southwest Corner of the North Half of said Lot 12; thence North 89 degrees 26 minutes 13 seconds East on the South line of said North Half of Lot 12, a distance of 145.05 feet; thence North 20 degrees 11 minutes 52 seconds West, a distance of 47.73 feet; thence North 29 degrees 49 minutes 43 seconds East, a distance of 70.50 feet; thence North 19 degrees 02 minutes 31 seconds East, a distance of 49.98 feet; thence South 89 degrees 28 minutes 12 seconds West, a distance of 184.02 feet to the point of beginning;

And also EXCEPTING: Beginning at the northwest corner of Lot Nineteen (19) of New Prague Outlots Scott County, Minnesota, in Section 34, Township 113 North, Range 23 West. Thence running South One hundred two (102) feet; thence running East One hundred (100) feet; thence running North One hundred two (102) feet; thence running West One hundred feet (100) to the point of beginning

AND

All that part of Lot Nineteen (10) of New Prague Outlots, situated in the Northwest Quarter (NW1/4) of Section Thirty-four (34), Township One hundred thirteen (113) North, Range Twenty-three (23) West, Scott County, Minnesota, according to the map or plat thereof on file and of record in the office of the Register of Deeds in and for said Scott County, Minnesota, described as follows, to-wit:

Beginning at a point on the west line of said Lot Nineteen (19) which point is one hundred two (102) feet south of the northwest corner of said Lot Nineteen (19), and running thence east a distance of one hundred (100) feet, running thence south a distance of one hundred (100) feet, running thence west a distance of one hundred (100) feet to the west line of said Lot Nineteen (19), and running thence north along the west line of said Lot Nineteen (19) a distance of one hundred (100) feet to the point of beginning.

Parcel 3. Storage (City)

PID 24.016.0120

Lot 18, NEW PRAGUE OUTLOTS, according to the plat thereof, Scott County, Minnesota.

Parcel 4. Bus garage (School)

PID 24.016.0100

That part of Lot 13, PLAT OF NEW PRAGUE OUTLOTS, according to the recorded plat thereof, Scott County, Minnesota described as beginning at the northwest corner of said Lot 13, thence on an assumed bearing of North 89 degrees 26 minutes 07 seconds East, along the north line of said Lot 13, a distance of 220.00 feet; thence South 00 degrees 33 minutes 53 seconds a distance of 129.72 feet; thence South 58 degrees 03 minutes 05 seconds west a distance of 216.80 feet to the west line of said Lot 13;

thence North 1 degree 56 minutes 55 seconds West, along said west line of Lot 13, a distance of 135.00 feet to the point of beginning.

Parcel 5. East bus garage parcel (School)

PID 24.016.0110

The West half of Lot 14, NEW PRAGUE OUTLOTS, according to the plat thereof, Scott County, Minnesota.

SECTION 2. The New Prague Planning Commission has completed a review of the application and made a report pertaining to said request for establishing a change in the zoning classification for the described properties. A copy of said report has been presented to the City Council; and,

SECTION 3. The New Prague Planning Commission on the 25th day of March, 2026, following proper notice held a public hearing regarding the request, and following due consideration of presented testimony and information, voted 3-0 to forward the matter to the City Council with a recommendation for approval; and,

SECTION 4. The New Prague City Council finds:

1. Rezoning the land described to I1 Light Industrial will make the industrial uses in this area conforming, while creating only one single legal non-conforming residential home of which the property owner stated he plans to demolish.
2. Rezoning the land described to I1 Light Industrial Zoning District will conform to the City’s Comprehensive Plan.

SECTION 5. NOW, THEREFORE BE IT ORDAINED, by the City Council of New Prague, Minnesota, that the rezoning of certain properties to the I1 Light Industrial Zoning District is hereby **approved** for the land as described on the legal descriptions in described above and as shown outlined in bright red in Exhibit A.

SECTION 6. This ordinance shall take effect and be in force upon its publication, in accordance with Section 3.13 of the City Charter.

Introduced to the City Council of the City of New Prague, Minnesota, this 6th day of April, 2026.

The required 10 days posted notice was completed on the city website and city hall bulletin board on or before April 7th, 2026.

Adopted by the Council this 20th of April, 2026.

EFFECTIVE DATE: Immediately upon its publication in the April 30th, 2026 New Prague Times.

Charles L. Nickolay, Mayor

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

Subscribed and sworn before me, a Notary Public this _____ day of _____,
2026.

Notary Public

ATTEST: _____
Joshua M. Tetzlaff, City Administrator

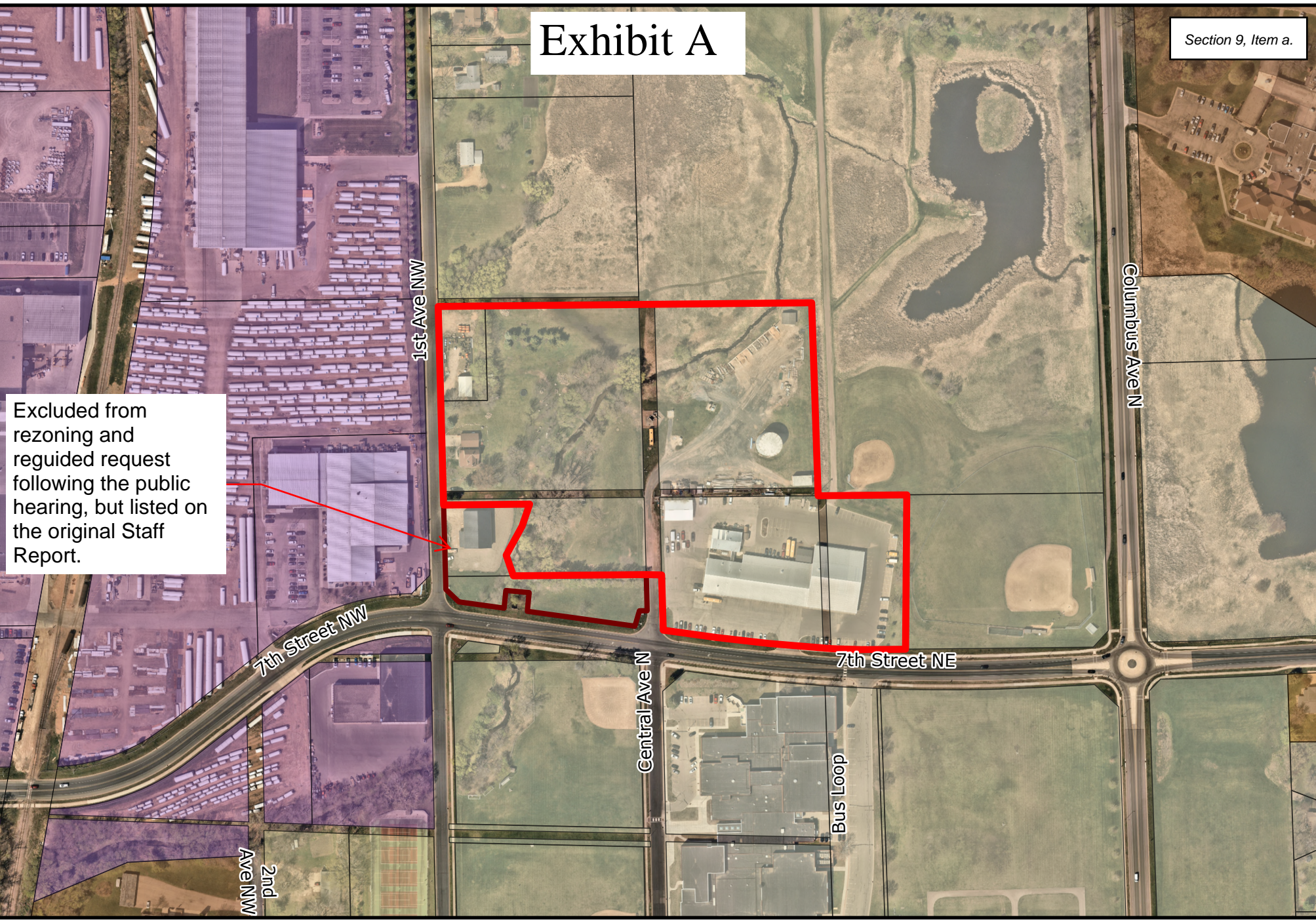
State of Minnesota)
)ss. (CORPORATE ACKNOWLEDGMENT)
County of Scott & Le Sueur)

Subscribed and sworn before me, a Notary Public this _____ day of _____,
2026.

Notary Public

Exhibit A

Section 9, Item a.

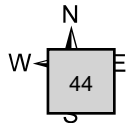
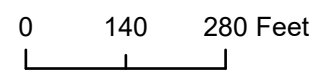


Excluded from rezoning and reguided request following the public hearing, but listed on the original Staff Report.



Proposed Rezoning and Reguiding
From RL-90 to I1
03/26/2026

Map prepared by and provided by the New Prague Planning and Zoning Department. All measures are approximate, and must be confirmed through a survey, locating of property pins, or another verifiable method. The City is not responsible for any inaccuracies or damages. Disclaimer provided pursuant to Minnesota Statues 366.03 Subdivision 21. Map created March 2026.





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
ROBIN PIKAL, FINANCE DIRECTOR
SUBJECT: RESOLUTION TO CHANGE POLLING PLACE FOR 2026 ELECTIONS
DATE: APRIL 16, 2026

As the City Council is aware, on December 15th, 2025, the polling place for City elections was moved to the new Police Station at 505 5th Ave. NW, Suite 1. The designation followed MS. 204B.16, Subd. 1 (regarding municipal polling place designations) requires municipalities to designate polling places each year by December 31st, by resolution. The reason staff recommended moving the elections to the new police station was to utilize an available city facility and lessen the disruption during election days at the Fitness and Aquatic Center.

Since that designation, it has become necessary to move the election location away from the new Police Station as utilizing the building would require changes to the garage space to accommodate higher occupancy of voters including adding additional exit signs, panic hardware on doors and the most vital issue involves the need to have a bathroom available. With the bathroom available in a corridor adjacent to the garage, anytime someone would need to use the bathroom they would need to be accompanied into the building to meet BCA requirements, which would not be feasible to keep up with on election days. For these reasons, staff looked to new alternative options at city facilities.

Staff is recommending that pursuant to MS 204B.16, the polling place we had designated is now unavailable and a new polling place be established and that new location be at City Hall. While the location for voting would be simply listed as City Hall, 118 Central Ave. N., the specific voting locations (since we have two precincts) would be in the former police station space and the former park department office area which is used for staff training. Staff has determined that each location would work well for each precinct and provide a location at City Hall with support staff more readily available than a more remote location.

To make the change official, a resolution is required. Additionally, staff would work with both counties to send a new notice to all registered voters as required by state statute and the change would be communicated through the City’s website, newsletter and social media.

Staff Recommendation

Staff recommends approval of the attached resolution “...Designating a new combined polling place for all precincts...”.



Entrance to Precinct in former Police Station Area



Entrance to Precinct in former Park Department Office Area

RESOLUTION #CC-26-04-20-01

RESOLUTION OF THE NEW PRAGUE CITY COUNCIL DESIGNATING A NEW COMBINED POLLING PLACE FOR ALL PRECINCTS FOR THE PRIMARY ELECTION AND GENERAL ELECTION IN 2026 AND FUTURE ELECTIONS UNTIL FURTHER NOTICE, NEW PRAGUE, MINNESOTA

WHEREAS, Minnesota Statutes Section 204B.16, permits cities to establish combined polling places; and,

WHEREAS, the City of New Prague has determined that combining the polling places serves the public’s interest for future elections by reducing the financial burden due to the mandatory costs incurred by HAVA (Help America Vote Act) and to avoid confusion of multiple polling places for the City residents in each County; and,

WHEREAS, a previously established polling place has become unavailable due to practical difficulties discovered as the construction of the space is being completed; and,

THEREFORE, BE IT RESOLVED that the City of New Prague does hereby resolve to establish a new polling place and combine polling places.

BE IT FURTHER RESOLVED, by the City Council of New Prague, Minnesota, that pursuant to M.S. 204B.16, the following new location is designated as the combined polling place for the State Primary Election and State General Election in 2026 and all Future Elections until further notice:

New Prague City Hall – 118 Central Ave. N., New Prague, MN 56071

BE IT FURTHER RESOLVED, by the City Council of New Prague, Minnesota, that the above polling place is established for Precinct 1 and Precinct 2 for the City of New Prague.

This resolution becomes effective immediately upon its passage and without publication.

Passed this 20th day of April, 2026.

Charles L. Nickolay, Mayor
State of Minnesota)
)ss. (CORPORATE ACKNOWLEDGMENT)
County of Scott & Le Sueur)

Subscribed and sworn before me, a Notary Public this _____ day of _____, 2026.

Notary Public

ATTEST: _____
Joshua M. Tetzlaff, City Administrator

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

Subscribed and sworn before me, a Notary Public this _____ day of _____, 2026.

Notary Public



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: 2026 AMBULANCE SERVICES CONTRACT
DATE: APRIL 16, 2026

Attached is a draft of the ambulance services contract and facility lease agreement as discussed at prior Council meetings.

The ambulance services contract is very similar to the previous contract, with updates terms of service to reflect a five-year agreement. This is different than the three-year contract that is expiring this year.

The facility lease agreement has a few other changes from the existing agreement. First, the lease rate for the facility is stated as being \$1/annually. This is due to the increased financial pressures on ambulance services. North Ambulance agrees to continue paying up to \$5,000 annually towards utilities at the facility. The lease is a three-year lease with North Ambulance, with the intention of examining the leasing environment in about two and half years to see if any updates are needed.

Recommendation

Staff recommends approval of the 2026 Ambulance Services Contract with North Memorial Health Care and the 2026 Ambulance Facility Lease Agreement with North Memorial Health Care.

AGREEMENT FOR AMBULANCE SERVICES

THIS AGREEMENT, made this 1st day of May 202~~63~~, by and between the City of New Prague for its Ambulance service, (hereinafter "City"), and North Memorial Health Care, (hereinafter "NMHC");

WHEREAS, City is responsible for providing ambulance service in the New Prague area pursuant to licenses issued by the State of Minnesota and has been contracting with NMHC to provide ambulance services; and

WHEREAS, NMHC is a non-profit corporation organized under the laws of the State of Minnesota to provide hospital services and related health care services to patients;

WHEREAS, NMHC operates a division known as North Memorial Ambulance, which supplies ambulance services in areas of Minnesota and Wisconsin; and

WHEREAS, City has determined it is in the best interests of the public to contract with NMHC to deliver ambulance services to those within City service area; and

WHEREAS, a primary purpose of this agreement is to provide high quality ambulance service to the community while maintaining the option for the City to retain ownership of the ambulance license.

NOW, THEREFORE, upon adequate consideration, the receipt and sufficiency of which is acknowledged, the parties hereto agree as follows:

- 1) Operation of Ambulance Service. NMHC shall operate an ambulance service in the City of New Prague and the surrounding area as depicted on the attached Exhibit A incorporated herein by reference (hereinafter "Service Area") identified in license #0174 BLS and #2018 ALS (Part-Time Advanced) issued by the Emergency Medical Service Regulatory Board of the State of Minnesota (hereinafter "EMSRB") to the City.
 - a. Level of Service. NMHC shall provide Advanced and Basic Life support ambulance services within the Service Area consistent with the requirements of Minnesota Statutes, section 144E.101, subdivision 6 and as authorized by the current licenses and any applicable variances.
 - b. Staffing. At all times NMHC shall ensure that it is satisfying the requirements of the current license as set forth in Minnesota Statutes, section 144E.101, subdivision 8 and such other law as may apply. The general staffing plan is as follows:
 - i. Current staffing consists of two 24-hour Advanced Life Support Ambulance crews (One Paramedic & One EMT):
 1. The first crew will be at the located within the City Limits of New Prague available for immediate deployment 24 hours per day.
 2. The second crew will be located within the City Limits of New Prague for immediate deployment 12 hours per day and on an on-call basis to back up the primary unit 12-hours per day.These hours may be modified by NMHC based on demand for service and changes in state and/or federal economic support for these services.

- c. Employment of Staff. NMHC shall be solely responsible for employing ambulance staff and all such staff shall be employees of NMHC, not the City. All ambulance staff shall hold and maintain the licenses and certifications required by the EMSRB for the level of service they are providing. The City shall not in any way be responsible toward the ambulance staff or any other person employed by NMHC.

- 2) Ambulances and Equipment. The parties acknowledge that effective on the date of the Original Contract dated January 19, 2010, the City sold and transferred to NMHC its ambulances and the other City ambulance related equipment (collectively referred to as the "Equipment") as set forth in the Original Contract. In the event this Agreement is terminated, or NMHC ceases to operate the ambulance service in the Service Area for any reason, the City shall have the option, within sixty (60) days of the last date of which NMHC shall provide ambulance services, to purchase the remaining Equipment and any replacement equipment from NMHC for an amount equal to the fair market value amount for such Equipment. To determine the fair market value amount of the Equipment, the parties agree to have the remaining Equipment and any replacement equipment appraised. NMHC will work in good faith with the City to ensure the transition does not impede the delivery of ambulance service to the Service Area.

- 3) Sharing of Operational Information. NMHC shall provide the City with operational information on a quarterly basis. The report will include:
 - a. Average response time for emergency 911 requests and interfacility transfer response time
 - b. Number of calls per hour of day
 - c. Breakdown of disposition of calls
 - d. Patient destination report for both 911 and interfacility runs
 - e. Payer mix information
 - f. Breakdown of level of crew service (i.e. ALS vs BLS))

- 4) Dispatch. NMHC is responsible to provide associated Dispatch support services during the duration of the agreement. This includes providing pre-arrival instructions provided the Primary Service Answering Point in Scott County transfers callers to NMHC Dispatch.

- 5) Sharing of Financial Information. NMHC shall provide the parties to this contract with a profit and loss statement on a semi-annual basis. The statement shall include all revenues and direct expenses associated with the provision of services in the Service Area as well as an expense allocation of indirect expenses equal to 10% of the actual expenses.

- 6) Ambulance Advisory Committee. An Ambulance Advisory Committee has been created to review operational issues, review progress towards meeting the needs of the community and to make suggestions to optimize the effective delivery of services. This Committee shall meet at least once annually. Meeting frequency may be adjusted based on the recommendations of the Committee and as agreed to by the parties. The Advisory Committee shall be comprised of representatives appointed by the City and the NMHC Ambulance Outstate Director, Medical Director and Regional Ambulance Manager. Other stake holders may be engaged to address specific issues that may come up from time to time.

- 7) Term. The term of this Agreement shall commence on May 1, 2023~~6~~, and continue 60~~36~~ months until April 30, 2031~~26~~. Any party may terminate this Agreement for any reason upon providing the other party three hundred sixty-five (365) days written notice of intent to terminate. In addition, if the City determines NMHC has breached this Agreement or is not otherwise providing a sufficient level of ambulance services, the City may provide NMHC written notice of its intent to terminate the Agreement in 90 days if the breach or other deficiencies are not corrected in that period. If the City determines NMHC has not cured the breach or corrected the deficiencies within the 90-day period, the Agreement shall be deemed terminated. Upon the termination of this Agreement, NMHC shall transfer operational responsibilities for the license and the Equipment, including any replacement equipment, to the City upon the City's request as provided in Section 2 of this Agreement and under such other terms and conditions as the parties may agree in writing at the time of the requested transfer.
- 8) License. The City and NMHC agree to take all reasonable steps necessary with the EMSRB to execute the necessary documents to transfer operational responsibilities for the licenses to NMHC. Upon termination of this Agreement for any reason, NMHC shall also, if requested by the City, execute a consent or other necessary documents to transfer operational responsibilities for the licenses back to the City or its nominee.
- 9) Radio Frequency. The City shall allow NMHC to continue to operate on the frequencies that are currently being utilized by the ambulance service, provided permission for such continued use is also granted by the Statewide Radio Board or the Regional Radio Board, as is appropriate.
- 10) Legal Compliance. NMHC shall abide by all federal, state and local laws, statutes, ordinances, rules, and regulations now in effect or hereinafter adopted pertaining to the services provided pursuant to the Agreement including, but not limited to, those related to the staff it employs to provide such services and for compliance with the Health Insurance Portability and Accountability Act as it may apply to the services provided hereunder. Any documents, data or other materials NMHC may possess that are subject to the Minnesota Government Data Practices Act as established in Minnesota Statutes, Chapter 13 shall be administered in accordance with the Act and shall not be released or used in a way that violates the Act. Pursuant to Minnesota Statutes, section 13C.05, subdivision 5, the books, records, documents and accounting procedures of NMHC relevant to the services provide under this Agreement are subject to examination by the City and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years.
- 11) Assignment and Subcontracting. No interest in this Agreement shall be assigned to another without the express written consent of the parties and subject to such conditions and provisions as the City may deem necessary or desirable in its sole discretion. Furthermore, NMHC shall not enter into any subcontract for performance of any services contemplated under this Agreement.
- 12) Insurance. NMHC agrees to obtain, at its cost, and maintain during the entire term of this Agreement, an appropriate comprehensive general liability policy, medical malpractice insurance policy, and automobile liability insurance policy each with coverage amounts of not less than One Million Five Hundred Thousand Dollars (\$1,500,000) per occurrence and an annual aggregate of not less than Three Million Dollars (\$3,000,000) or provide evidence of policies consistent with those requirements. NMHC shall also obtain premises liability coverage for the lease premise identified in Paragraph 5 of this Agreement naming the City as an additional insured in an amount

no less than One Million Five Hundred Thousand Dollars (\$1,500,000). NMHC shall also maintain statutory workers' compensation for its employees including those providing ambulance services. NMHC shall be responsible for insuring against all damages from any casualty on all NMHC personal property which is stored pursuant to this Agreement. If the maximum municipal liability established by Minnesota Statutes, Section 466.04 is increased, then the amount of all liability coverages set forth herein shall be increased to such increased legal limit. NMHC shall provide the City with a certificate or certificates evidencing said insurances at least annually.

- 13) Indemnity. Each party agrees that it shall be responsible for its own legal liabilities arising from its own acts or omissions and agrees to defend, indemnify, and hold harmless the other parties to this Agreement from any obligations, claims, liabilities or related expenses (including reasonable attorneys' fees to defend a liability claim by a third party or to collect amounts owed under this Section) made against another party to this Agreement by a third party arising out of acts, or omissions of the first party. Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which the City is entitled under Minnesota Statutes, Chapter 466 or otherwise as provided under law. This Paragraph 13 shall survive termination of this Agreement and shall be binding on the City and NMHC regardless of the enforceability of any other provision of this Agreement.
- 14) Billing. The parties agree that NMHC shall issue invoices to patients and or their insurance companies for ambulance services and materials furnished in connection with services provided and shall collect accounts and monies owed with respect thereto. The City shall not be responsible for assisting in collecting or paying any portion of the amounts billed by NMHC.
- 15) Management. Day to day management of the ambulance services shall be coordinated through the management team of NMHC.
- 16) Personnel. NMHC shall be exclusively responsible for selection, hiring, placement, disciplining, discharging, scheduling and supervising of all medical personnel necessary including, but not limited to, a medical director for the rendering of patient care services related to the ambulance service and the conduct of service with the Service Area. The rate of pay and other benefits to be supplied by NMHC to its employees shall be determined exclusively by NMHC. Those employed by NMHC shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefits, or any incident of employment by the City, including but not limited to eligibility to enroll in Public Employees Retirement Association or coverage under the City's workers' compensation policy.
- 17) Independent Contractor Status. Whether NMHC is a corporation, limited liability company, partnership, or other legal entity, NMHC shall be deemed an independent contractor. NMHC's duties will be performed with the understanding that NMHC has special expertise as to the services which NMHC is to perform and is customarily engaged in the independent performance of the same or similar services for others. The manner in which the services are performed by NMHC shall be consistent with the standard of care for the providing of such services under the applicable licenses set forth in this Agreement. NMHC is not to be deemed an employee or agent of the City and has no authority to make any binding commitments or obligations on behalf of City except to the extent expressly provided herein. All services provided by NMHC pursuant to this Agreement shall be provided by NMHC as an independent contractor and not as an employee of the City for any purpose, including but not limited to: income tax withholding, workers'

compensation, unemployment compensation, FICA taxes, liability for torts and eligibility for employee benefits.

- 18) No Third-Party Beneficiary Rights. This Agreement is entered into for the sole benefit of the City and NMHC, and no other parties are intended to be direct or incidental beneficiaries of this Agreement, and no third party shall have any right in, under, or to this Agreement.
- 19) Construction. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.
- 20) Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.
- 21) Waiver. The delay or failure of any party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance.
- 22) No Modifications. This Agreement represents the entire agreement between the parties and any alterations, variations, modifications, or waivers of the provisions of this Agreement shall only be valid when they have reduced to writing, agreed to, and signed by the parties.
- 23) Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this agreement on behalf of said parties and that by doing so, the parties hereto are formally bound to the provisions of this Agreement.
- 24) Binding Effect. This Agreement shall be binding upon and inure to the benefit of the parties and their successors and assigns.
- 25) Governing Law. This Agreement shall be governed by and construed under the laws of the State of Minnesota without giving effect to that body of laws pertaining to conflict of laws.
- 26) No Joint Venture or Partnership. In no event shall the relationship among the parties or the transactions contemplated hereunder constitute a partnership or joint venture among them with respect to the subject matter hereof, and no party shall owe another party any fiduciary duty or obligation hereunder.
- 27) Assumed Liabilities. NMHC accepts no liability from or assert any claim against any ambulance operations arising before May 1, 2010, when the City was the operator of the Ambulance Service.

[Signatures Begin on the Next Page]

Signature Page

City of New Prague

By: _____

~~Duane J. Jirik~~ Charles L. Nickolay

Its: Mayor

Date: _____

By: _____

Joshua M. Tetzlaff

Its: City Administrator

Date: _____

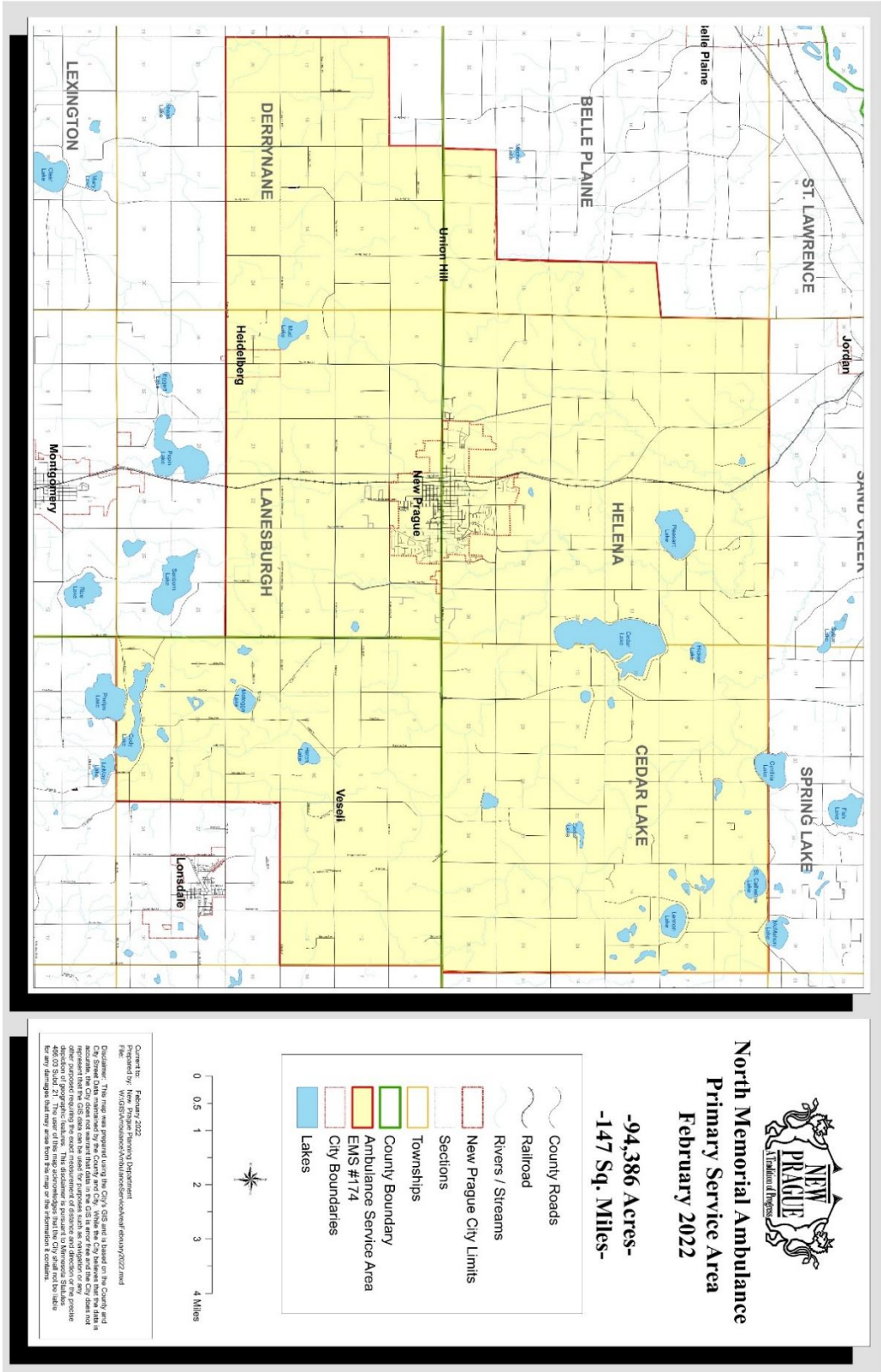
North Memorial Health Care

By: _____

Its:

Date: _____

**EXHIBIT A
Ambulance Service Area**



20236 AMBULANCE FACILITY LEASE AGREEMENT

Lease Agreement, by and between the City of New Prague ("Landlord"), whose address is 118 Central Avenue North, New Prague, MN 56071 and North Memorial Health Care ("Tenant"), whose address is 4501 68th Avenue North, Brooklyn Center, MN 55429.

- 1) Term. This lease shall commence on May 1, 20236, and shall terminate on April 30, 202926, or as otherwise set forth in this Lease Agreement. The parties shall negotiate the term of any lease renewal within six (6) months of the end of the term of this lease.
- 2) Premise. Landlord hereby leases to Tenant the portion of the building used to operate the New Prague Ambulance Service located at 505 5th Avenue NW in New Prague, Minnesota. This lease will also be binding to space allocated for ambulance operations in the New Prague Emergency Services Center, pursuant to the attached Exhibit A.
- 3) Rent. Tenant shall pay rent to the Landlord in the amount of \$14,856.05 per year, ~~payable in monthly installments of \$1,238.00~~, which shall be due and payable in advance on the 1st day of the year of the month. ~~After the initial year of this lease, the annual rent amount for the Premises shall be increased by a percentage based on the CPI-U index from the previous year (i.e., the increase in the rent amount for 2024 shall be increased by the national CPI-U from 2023), but in no event shall the annual rent amount for the Premises decrease.~~
- 4) Use of Premises. Tenant shall use the Premises for ambulance storage, office space, garage purposes and uses ancillary thereto, including the storage of property and equipment used directly or indirectly in connection with the ambulance service to be provided by Tenant. There shall be no sublease of the Premises by Tenant without written permission.
- 5) Real Estate Taxes. If any real estate taxes become due and payable during the term of this lease, the Landlord and Tenant agree to renegotiate the terms of this lease and the payment of such taxes. If the Landlord and Tenant cannot reach agreement as to the payment of such taxes, this lease shall terminate upon 90 (ninety) days' notice from the Landlord.
- 6) Termination. This lease shall terminate on April 30, 202926, or at an earlier date if the Tenant ceases to provide ambulance services to the City of New Prague pursuant to the Ambulance Service Contract.
- 7) Maintenance. Landlord shall be responsible for maintenance and repair of all structural components, heating, ventilation, air conditioning, electrical, plumbing, and mechanical systems of the Premises. Tenant shall otherwise keep and maintain the Premises in as good or better condition as same were in at the beginning of the Lease, ordinary wear and tear and insured casualty excepted.

The Tenant shall not knowingly commit or willfully permit any act or thing contrary to the rules and regulations prescribed from time to time by any federal, state, county, or municipal authority. The Tenant shall be responsible for replacing and repairing any damage to the Premises caused by Tenant. The Landlord makes no representations as to the condition of the Premises for its

intended use. Responsibility for any major breakdowns of the mechanical, electrical, plumbing or heating systems shall be with the Landlord.

- 8) Alteration of Premises. Tenant shall not make any alterations to the Premises without the express written consent of the Landlord. Tenant shall indemnify the Landlord against any and all mechanic's liens arising out of the making of any alteration, repair, addition or improvement to the Premises, whether made with or without the express written consent of the Landlord.
- 9) Snow Removal. Landlord will be responsible for all snow removal.
- 10) Utilities. Electric, gas, water, sewer, and refuse removal utilities associated with the Premises shall be paid by the Landlord. [NMHC is willing to contribute \\$5,000 per year toward the payment of the Premises' utilities or \\$416.67 per month.](#)
 - a. Any telephone service, internet and cable television utilities associated with the Premises shall be the responsibility of the Tenant.
- 11) Surrender at End of Term. Tenant agrees that upon termination of the Lease, the Premises will be returned in as good condition as the same were in at the inception of the Term, subject to normal wear and tear and insured casualty. Tenant may, at the time of termination, remove any fixtures, equipment and items of personal property that have been installed by Tenant.
- 12) Landlord's Right to Re-Enter Upon Tenant's Default. If the Premises are abandoned by the Tenant, or a default in the performance of this Lease by the Tenant is not cured within thirty days' notice by the Landlord, the Landlord shall have the right to re-enter or repossess the Premises by summary proceedings.
- 13) Amendments. Any additional amendments between Landlord and Tenant must be in writing and signed by both parties to be effective.
- 14) Insurance. Landlord shall be responsible for insuring the Premises against casualty. If there is a major casualty loss, the Landlord may provide to the Tenant adequate temporary facilities to meet the needs of the Tenant during the period of the rebuilding of the facility. The Tenant shall be responsible for insuring against all damages from any casualty on all the personal property which is stored within the premises. The Tenant shall also obtain premises liability coverage naming the Landlord as an additional insured in an amount no less than \$1,500,000. If the maximum municipal liability established by Minn. Stat., Section 466.04 is increased, then the amount of liability coverage shall be increased to the legal limit.
- 15) Casualty Loss Replacement. Minor casualty damage repairs (defined as up to \$1,000.00 per occurrence) to Tenant's portion of the Premises shall be the responsibility of the Tenant. In the event of major casualty damage defined as requiring a replacement cost of more than 50% of the value of the Premises, this lease shall terminate.

16) Notice. Any notice to be given to Landlord shall be sent to Landlord at the following address:
City of New Prague
City Hall
118 Central Avenue North
New Prague, MN 56071
ATTN: City Administrator

Any notice to be given to Tenant shall be given to Tenant at the following address:
North Memorial Health Care
4501 68th Avenue North
Brooklyn Center, MN 55429
ATTN: Director of Ambulance Services

Each party shall have the right to specify as its proper address any other address in the United States of America by giving to the other party at least fifteen (15) days' written notice thereof.

17) Termination. This lease may be terminated by either party by notice to the other, 270 days in advance of any lease renewal. The lease may also be terminated at any earlier time on such terms and conditions as are mutually agreed upon by the patties or if Tenant ceases to provide ambulance service to the Landlord and surrounding area for any reason.

18) Effective Date of Lease. This lease shall be effective May 1, 202~~3~~⁶.

Dated: _____

NORTH MEMORIAL HEALTH CARE

By: _____

Its: Vice President of Ambulance Services

Dated: _____

CITY OF NEW PRAGUE

By: _____

~~Duane J. Jirik~~ Charles L. Nickolay

Its: Mayor

ATTEST

By: _____

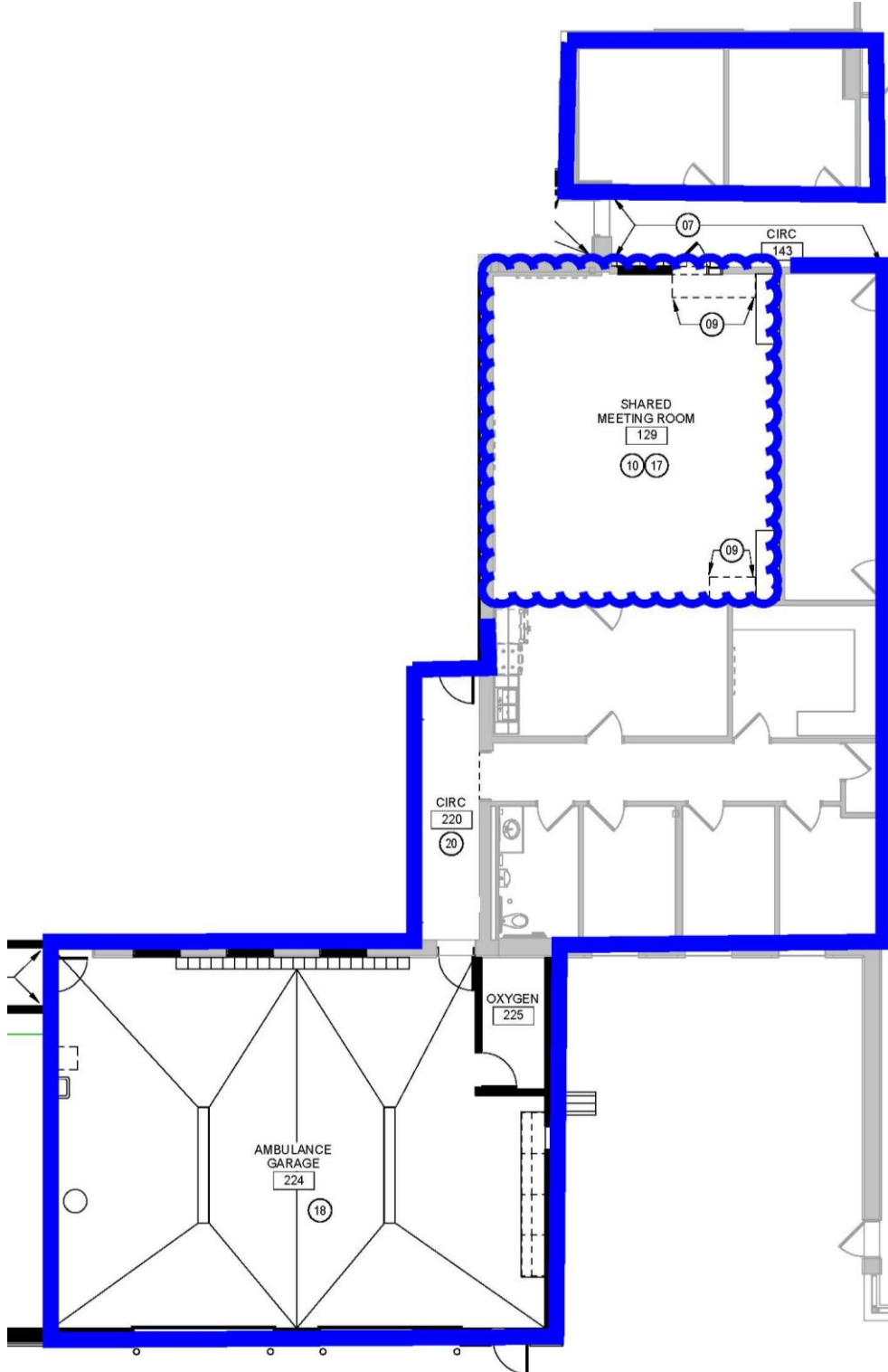
Joshua M. Tetzlaff

Its: City Administrator

EXHIBIT A
DEPICTION OF SPACE ALLOCATED FOR AMBULANCE OPERATIONS

Ambulance Garage/Storage Area = 1,350 SF

Ambulance Office/Sleeping Area = 2,179 SF





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: APRIL 15, 2026

During the summer of 2025, staff presented a proposal to have Abdo, who the City has used for a number of years as an auditor, help the City put together a five-year Long Term Financial Plan. 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. At the time it was presented, the City Council asked that it be delayed a year until actual Police Station costs were better known.

As we near completion of the Police Station, I am bringing back the proposal from Abdo. I have spoken to them and they have stated that they'll honor their original fee of \$25,000. For 2026, the City did budget for this cost. This plan would help the City prepare for the budgeting process this year and the next few years as it looks to integrate the added debt service of the new Police Station with the other City services and needs as efficiently as possible.

The plan would be for Abdo to use the newly audited 2025 financial records as a starting point and to begin this process shortly after wrapping up the audit.

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

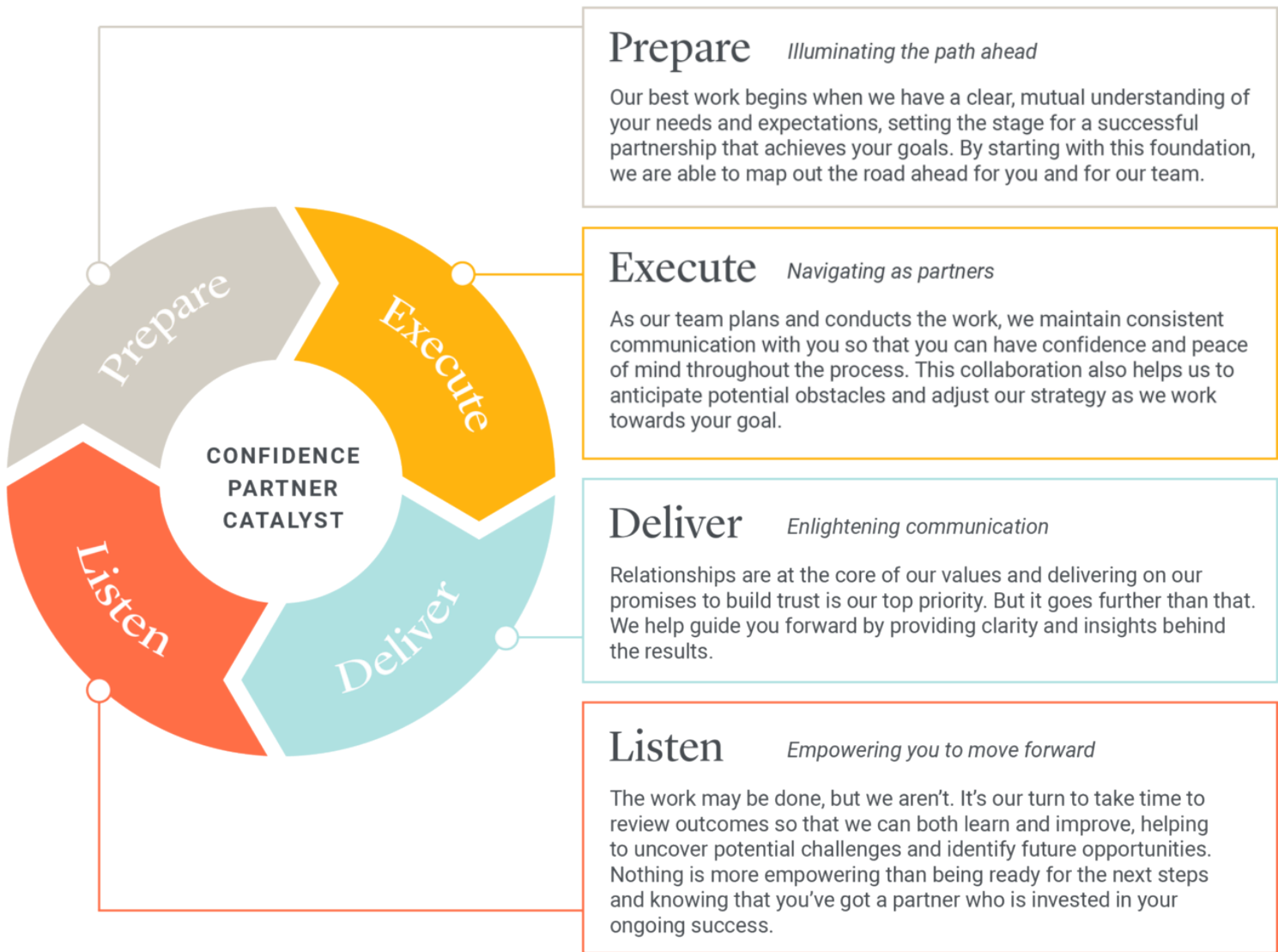
At Abdo, we believe in the importance of relationships. This core value is the foundation of our approach to delivering the best experience and outcomes for our clients. It's inherent in our people and the way we work. We know that for our clients to be successful, it takes more than having experience 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
brad.falteysek@abdosolutions.com
P 952.715.3004



ABBY SCHMIDT, CPA

Manager
abby.schmidt@abdosolutions.com
P 507.344.9282



ROBBIE SMITH

Associate
robbie.smith@abdosolutions.com
P 952.715.3022





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



114 CITY, TOWN & COUNTY CLIENTS

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.



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:

<i>Contract Execution</i>	\$5,000
<i>Project Completion</i>	\$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



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 municipals



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
KEN ONDICH, COMMUNITY DEVELOPMENT DIRECTOR
TIM APPLIN, POLICE CHIEF
FROM: EVAN C. GARIEPY, PLANNER
SUBJECT: DISCUSSION OF POSSIBLE ORDINANCE LANGUAGE TO REQUIRE
MESSAGE THERAPY LICENSING BY THE CITY
DATE: APRIL 16TH, 2026

Background

At the April 6th, 2026 City Council meeting, the Council requested drafts of potential massage therapy licensing ordinance language following research done on other cities licensing processes.

Language and regulations similar to that of the State of Minnesota (possible state statute drafts) and the Cities of Prior Lake, Savage, Shakopee, Lakeville, Farmington, and Burnsville have been used. Other parts of the New Prague City Code, especially regarding tobacco licenses, peddler and transient merchants, and pawn brokers, have also been utilized for the possible ordinance language.

Additional information regarding a hearing requirement before the issuance of each license has also been included at the request of Councilmember Ryan, as gathered from the City of Farmington.

There is no current existing City Code language pertaining to massage licensing. As such, all of the following would be added as a new section to the City Code. It is notable that at this time, the City Attorney has not reviewed any of the below draft language, but if the Council is generally in agreement with the language provided below, it would be reviewed by the City Attorney before coming back to the City Council for a first reading. Additionally, the City Council could choose to hold a public hearing on the draft ordinance if it comes back for a first reading, but is not required to hold a public hearing.

Proposed Draft City Code Addition

Title XI Business Regulations
Chapter 122: Massage Therapists

§ 122.01 PURPOSE

The City Council finds that therapeutic massage is a legitimate and necessary service for the general public, while also acknowledging the risk that it holds for illicit massage operations or providers who may engage in unhygienic, unsanitary, or otherwise dangerous or criminal conditions or actions. Thus, the City deems it necessary to regulate therapeutic massage to protect the public and to protect legitimate professional massage therapists.

§ 122.02 DEFINITIONS

Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ACCREDITED INSTITUTION. An educational institution holding accredited status from the North Central Association of Colleges and Schools or another regional accrediting agency approved by the U.S. Department of Education presently or at the time the applicant obtained their diploma or certificate of graduation.

ACCREDITED PROGRAM. A professional massage program that is presently or at the time the applicant obtained their diploma or certificate of graduation accredited by the Commission on Massage Therapy Accreditation, or a comparable national or regional organization which is approved by the U.S. Department of Education for its accrediting program for compliance with quality and competency standards through a process of periodic review and self-study.

MASSAGE THERAPIST. An individual who practices or provides therapeutic massage to another for a fee or other consideration paid either directly or indirectly. A person licensed as a medical doctor, chiropractor, osteopath, podiatrist, licensed nurse, physical therapist, athletic director or trainer, or beautician, cosmetologist, or barber who confines their treatment to the scalp, face, and neck, or the lower leg and feet in the case of a pedicure or hands in the case of a manicure, shall not be deemed to be a massage therapist.

MASSAGE THERAPY. The manual manipulation of the soft tissues of the body to promote, maintain, and restore health and well-being. This may include any of the following techniques: stroking, gliding, lifting, kneading, jostling, vibration, percussion, compression, friction, holding, passive stretching within the client’s physiological range of motion, movement or manipulation of the soft tissues, active assistance and resistive movement, and stretching.

STUDENT OF MASSAGE THERAPY. A person who is enrolled in and attends classes at an accredited institution or accredited program as defined by this chapter.

THERAPUETIC MASSAGE. Synonymous with Massage Therapy.

§ 122.03 LICENSE REQUIRED

- (A) No person shall practice massage therapy or provide or offer to provide massage therapy within the City without a massage therapist license issued by the City.
- (B) This chapter shall not apply to individuals who are excluded from the definition of massage therapist, unless they are to practice massage therapy in a context other than that through which they are excluded.
- (C) Any person acting as a massage therapist shall have their license conspicuously posted at the place of business of which they are conducting therapeutic massage, and shall be exhibited to any person upon request.

§ 122.04 LICENSING

- (A) The fee for a massage license or for a renewal of a massage license shall be established in the City’s Official Fee Schedule, as it may be amended from time to time.
 - (1) License fees will not be refunded upon rejection or non-approval of an application for a license.
 - (2) No part of the annual fee will be refunded if the license is suspended, revoked, or otherwise discontinued.
- (B) All applications for a license must include all necessary information required by the City Administrator to conduct a criminal history background investigation on the applicant. The results of the criminal history background investigation may be cause for denial of the license at the sole discretion of the City.
- (C) All licenses are issued for a period of one year. The license period is from January 1 to December 31. The initial license term will expire at the end of the calendar year during which the license was issued.
- (D) The renewal of a license under this section shall be handled in the same manner as the original application. The request for renewal shall be made at least 30 but no more than 60 days before the expiration of the current license. The issuance of a license under this chapter shall be considered a privilege and not an absolute right of the applicant, and shall not entitle the holder to an automatic renewal of the license.
- (E) Applications for a license shall be made on a form provided by the city. The application shall include, but is not limited to:
 - (1) Applicant’s full legal name.
 - (2) All other names under which an applicant conducts business, to which the applicant officially answers, or past names the applicant has had.
 - (3) Full address and telephone number of the applicant’s residence.

- (4) Full name, address, and telephone number of any and all businesses at which therapeutic massage will be performed.
 - (5) Evidence of the applicant's diploma or certificate of graduation from an accredited institution.
 - (a) *Exemption.* Persons already licensed and who have been regularly employed or practicing massage therapy for a period of five years out of a six-year period preceding the effective date of the ordinance from which this article derived are exempt from providing evidence of education as outlined in subsection (5) of this section. Licensure by another jurisdiction shall satisfy the five-year exemption requirement, as long as the City Administrator determines the licensure requirements of other jurisdictions meet or exceed those of the City.
 - (6) The length of experience in this occupation and the past places of employment and positions held, accompanied by the names, addresses, and telephone numbers of the past places of employment.
 - (7) A statement disclosing whether the applicant has ever been convicted of a crime or offense and, if so, information as to the time, place, and nature of such crime or offense.
 - (8) A statement disclosing whether the applicant has ever been granted a massage license within another municipality, and if so, the dates during which they were licensed.
 - (9) A statement disclosing whether the applicant has ever been denied a massage license or had a license revoked or suspended within a municipality, and if so, information as to the location, reasoning, and nature of such crime or offense.
 - (10) Proof of general liability insurance providing minimum coverage of \$300,000 combined single limit per occurrence. If the applicant is to be employed under a massage business which carries massage liability insurance, this may be presented in lieu of individual general liability insurance.
- (F) The completed application, along with the license fee, shall be submitted to the City Administrator or their designee for approval. If the City Administrator or designee determines that an application is incomplete, they shall return the application to the applicant with notice of the deficiencies.
- (G) The City Administrator or their designee may either approve or deny the license, or may delay action for a reasonable period of time as is required to permit the City to complete any investigation of the application or the applicant deemed necessary. If approved, a license shall be issued to the applicant. If denied, a notice of denial shall be issued to the applicant at the residential address provided on the application along with the reason for the denial. The notice shall also inform the applicant of their right to appeal the Administrator's decision to the City Council. The appeal must be taken within 20 days after receipt of a

notice of denial, and if so taken, the appeal shall be scheduled to be heard at a subsequent Council meeting.

§ 122.05 LICENSE INELIGIBILITY

The following shall be grounds for denying a license or renewal of a license under this chapter. The following list is neither exhaustive nor exclusive.

- (A) The applicant fails to provide any information required on the City license application, or provides false or misleading information.
- (B) The applicant is under the age of 18 years.
- (C) The applicant has a conviction for or was charged with, but convicted of a lesser charge, a crime involving a violation of any massage therapy-related regulation in any jurisdiction, any prostitution-related offense, criminal sexual conduct, indecent exposure, surreptitious intrusion, disorderly house as defined by state statutes, theft, felony drug offense, any crime of violence as defined by state statutes, or any other similar crime or offense within 10 years of the date of application.
- (D) The applicant had a massage therapist or massage therapy business-related license in another jurisdiction that was suspended or revoked within 10 years of the application.
- (E) The applicant knowingly performed massage therapy in the City during a period of time when the license was not active.
- (F) The applicant or license holder has outstanding fines, penalties, or property taxes owed to the City.

§ 122.06 LICENSE SUSPENSION AND REVOCATION.

- (A) Any license issued under this section may be suspended or revoked at the discretion of the City Administrator for violation of any of the following:
 - (1) Fraud, misrepresentation, or incorrect statements on the application form.
 - (2) Fraud, misrepresentation, or false statements made during the course of the licensed activity.
 - (3) Conviction of any offense for which granting of a license could have been denied under § 122.05.
 - (4) Violation of any provision of this chapter.
 - (5) The licensee is unable to provide proof of general liability insurance, either individual or through their business, or if said insurance is expired and not renewed.

- (B) Prior to revoking or suspending any license issued under this chapter, the City Administrator shall provide the license holder with written notice of the alleged violations and inform the licensee of their right to a hearing on the alleged violation. Notice shall be delivered in person or by mail to the permanent residential address listed on the license application. The notice shall also inform the applicant of their right to appeal the Administrator’s decision to the City Council. The appeal must be taken within 20 days after receipt of a notice of revoking or suspension, and if so taken, the appeal shall be scheduled to be heard at a subsequent Council meeting.
- (C) If, in the discretion of the City Administrator, imminent harm to the health or safety of the public may occur because of the actions of a massage therapist licensed under this chapter, the City Administrator may immediately suspend the person’s license and provide notice of the right to hold a subsequent public hearing as prescribed in division (B) of this section.

Additional Information for Consideration:
Hearing Requirement Language from the City of Farmington

- (A) Investigation: All applications shall be referred to the city clerk for verification and investigation of the facts set forth in the application. The chief of police and other consultants shall make a written recommendation to the city council as to issuance or nonissuance of the license. The city council may order and conduct such additional investigation as it deems necessary.
- (B) Upon receipt of the written report and recommendation by the Chief of Police, the City Clerk shall publish in the official newspaper notice of a hearing to be held by the City Council. The notice shall be published at least ten (10) days in advance of the hearing; and it shall set forth the day, time and place when the hearing will be held; the name of the applicant, the premises where the business is to be conducted; the nature of the business; and such information as the Council may direct. A license, other than a renewal, shall not be approved by the City Council prior to such hearing.
- (C) Renewal Applications. No less than ten (10) days nor more than fifteen (15) days after the date for submitting renewal applications, the City Council shall hold a public hearing. Notice of the time and place of such hearing and the fact that a renewal application shall be considered shall be published in the official newspaper ten (10) days in advance of the hearing. Opportunity shall be given to any person to be heard for or against the granting of a renewal license by the City Council. (Ord. 090-229, 2-5-90)

Staff Considerations

Much of the language has been written to specifically match the City’s tobacco regulation ordinances, including a similar administrative procedure.

Notably, I have received at least two calls from potential massage therapists who currently, or may in the future, operate within New Prague who were surprised that we do not offer a licensing process, including one the first week of April. If the ordinance is to be enacted, it would be unlikely to be a surprise to currently operating massage therapists within the City.

The section regarding education, 122.04(E)(5)(a), is an exemption clause that allows people who have been municipally licensed massage therapists for at least 5/6 of the past years to not be required to show proof of education. The intent of this is to allow for the grandfathering in of people who may have been practicing massage for a long period of time, but may have not received education initially or may have lost their proof of education. Shakopee and Prior Lake include this, but the other Cities looked at do not. Prior Lake's language has been used as it is the most strict on this, with Shakopee requiring only 2 years of work.

The proposed ordinance does not include language regarding people who are students of massage therapy. As written, this would prohibit a massage therapy school from opening within the City. Prior Lake, Lakeville, and Farmington do not include language referring to students, whereas Shakopee, Savage, and Burnsville do. Currently, the only massage schools in the general area are in Mankato, Bloomington, St. Paul, and Apple Valley, leading me to believe that there is not a demand behind adding the language. In the event that there is genuine interest in a massage therapy school opening in the City, the ordinance could be amended to accommodate one.

As requested, the language proposing a required hearing for every massage therapist license has been included, as written in the City of Farmington's City Code, however City staff would not recommend including this requirement for each license.

Recommendation

Discuss the City's potential role in massage therapy licensing including the proposed drafted ordinance language.



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: ESTABLISH SPECIAL CITY COUNCIL MEETING DATE FOR BOARD AND COMMISSION INTERVIEWS
DATE: APRIL 14, 2026

Generally, the City of New Prague has had board and commission terms run through the month of May. Because we are quickly approaching May, there are some openings on the boards and commissions that need to be filled. They are as follows (along with this year’s applicants):

- EDA – One 6-year term (expiring 5/31/32)
 - Brent Quast (renewal)
 - Jennifer Schultz (new) (interested in EDA, Park or Planning)
 - Elizabeth Hill (new) (interested in Park, EDA or Utilities)
- Golf Board – One 3-year term (expiring 5/31/29)
 - Adam Gill (renewal)
 - William Walsh (new) (interested in Golf or Park)
- Park Board – Three general 4-year terms (expiring 5/31/30). One youth 1-year term (expiring 5/31/27)
 - Joe Barten (renewal)
 - Robert Yost (new)
 - William Walsh (new) (interested in Golf or Park)
 - Jennifer Schultz (new) (interested in EDA, Park or Planning)
 - Elizabeth Hill (new) (interested in Park, EDA or Utilities)
 - Three youth applications: Olivia Teel, Will Sticha and Alaina Bishop
- Planning Commission – One 4-year term (expiring 5/31/30) and one partial 2-year term (expiring 5/31/28)
 - Jennifer Schultz (new) (interested in EDA, Park or Planning)
- Utility Commission – One 4-year term (expiring 5/31/30)
 - Tom Ewert (renewal)
 - Elizabeth Hill (new) (interested in Park, EDA or Utilities)

There are eleven (11) applicants in total for which interviews will need to be conducted. Once interviews have been held, Council will be able to approve the board positions following the final interview date.

Recommendation

Staff recommends picking two different dates between now and the middle of May to hold interviews.



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: FIRE STATION DRIVEWAY APPROACH UPDATE
DATE: APRIL 16, 2026

During the process of building the new police station, an issue with the fire station driveway on the far north side of the property came to light. Since the fire station was opened, the drive approach at this access has caused the trucks to twist as they go over the approach, increasing wear on the vehicles. This increased wear on the vehicles can lead to increased maintenance costs.

Speaking with Wold Architects, they worked with Bolten & Menk (engineer on the police station project) to redesign the drive approach and make it operate as intended. Staff also worked with Bolton & Menk to remove an update to the sidewalk in front of the fire station that felt unnecessary for the cost. With removing the sidewalk work in front of the police station, and adding in the now driveway approach work, Bolten & Menk thought the change in the plans would increase the overall cost of the project by \$12,320. Once a quote was received on the change, the overall increase to the project would be \$5,466.84, well below the engineer’s estimate.

This is coming before the Council because, while updates to the plans is on the same property as the police station project, this update is a fire station update. I wanted to be sure the City Council was on board with fixing this ongoing issue. In addition to whether to do the project or not, the other question comes to funding. Would the City Council like to include this additional \$5,466.84 within the police station bond, or would it rather use funds from the General Fund?

My recommendation is to proceed with the update and include the cost as part of the police station bond being that there is plenty of contingency still available.

Recommendation

Staff recommendations proceeding with the fire station driveway approach update for an additional cost of \$5,466.84 and including that cost with the police station bond.



BOLTON & MENK

Probable Construction Cost

Section 11, Item e.

Item	Description	Cost	Flat Cost
A	ENTRANCE RAMP FIX		\$ 42,400
	REMOVE CONCRETE PAVEMENT	\$ 4,900.00	
	REMOVE CURB AND GUTTER	\$ 1,500.00	
	8" CONCRETE SLAB	\$ 33,300.00	
	CONCRETE CURB AND GUTTER	\$ 2,700.00	
B	WEST CONCRETE REMOVAL UPDATE		\$ (31,200)
	REMOVE CONCRETE PAVEMENT	\$ (4,000.00)	
	8" CONCRETE SLAB	\$ (27,200.00)	
	TOTAL		\$ 12,320

NOTE: \$12,320 estimate price includes anticipated contractor markup

Met-Con Construction, Inc.

15760 Acorn Trail
 Faribault, MN 55021
 Ph : (507)332-2266

Section 11, Item e.

Change Request

To: Wold Architects & Engineers
 50 South Sixth St., Ste 2250
 Minneapolis, MN 55402
 Ph: (651)227-7773 Fax: (651)223-5646

Date: 4/14/26
Job: 44260 New Prague Police Stn/Addition
Phone:

Description: PR#019

We are pleased to offer the following specifications and pricing to make the following changes:

Concrete removal is a wash. New curb install is \$27.80 / LF x 54' = \$1,501.20

Description	Labor	Material	Equipment	Subcontract	Other	Price
Earthwork				\$3,608.00		\$3,608.00
Concrete Curb & Gutter				\$1,501.20		\$1,501.20
					Subtotal:	\$5,109.20
		Self Performed OH&P				\$0.00
		Subcontract OH&P		\$5,109.20	5.00%	\$255.46
			Bonds	\$5,109.20	2.00%	\$102.18
					Total:	\$5,466.84

The schedule is not affected by this change.

If you have any questions, please contact me at 507-332-2266.

Submitted by: Jim Roush

Approved by: _____

Date: _____



SITework SERVICES

Section 11, Item e.

April 14, 2026

ATTN: Jim Roush
MetCon Construction

Project: New Prague Police Station
Re: PR 19 Sidewalk Changes

Jim,

After doing a takeoff the removal of concrete, class 5 and excavation numbers stayed the same. Only extras and costs are as followed:

Remove Curb	54 LF	\$20.00	\$1,080.00
Lower MH	1EA	\$2,200.00	<u>\$2,200.00</u>
		Subtotal	\$3,280.00
		10% O&P	<u>\$328.00</u>
		Total	\$3,608.00

Lower manhole includes salvage casting, dispose of old rings, add new rings, install salvage casting and labor

Sincerely,
SiteWork Services, Inc.

Dan Rud

Dan Rud

INDEPENDENT AUDIT REPORT

Chief Tim Applen
New Prague Police Department
118 Central Ave. N.
New Prague, MN 56071

Dear Chief Applen:

An independent audit of New Prague Police Department’s Automated License Plate Reader (ALPR) System was conducted on March 10, 2026. The objective of the audit was to verify New Prague Police Department’s compliance with Minnesota Statute §§13.824.

Data elements of the audit include:

- Minnesota Statute §13.824
 - Data Collection; Classification; Use Restrictions
 - Destruction of Data Required
 - Sharing Among Law Enforcement Agencies
 - Log of Use Required
 - Biennial Audit
 - Authorization to Access Data
 - Notification to Bureau of Criminal Apprehension

New Prague Police Department is located in Scott and Le Sueur Counties, Minnesota and is authorized for twelve (12) peace officers. New Prague Police Department utilizes Flock ALPRs in four (4) permanent locations. Flock data is stored/managed in Flock Analytics.

New Prague Police Department’s Flock ALPRs were implemented on April 8, 2025. This audit covers the time period April 8, 2025, through March 10, 2026.

Audit Requirement: Data Collection; Classification; Use Restrictions

***Data Collection:** Determine if data collected by the ALPR is limited to license plate numbers; date, time, and location data on vehicles; and pictures of license plates, vehicles, and areas surrounding the vehicles.*

A review of data stored in Flock Analytics confirmed that ALPR Data collected by New Prague Police Department is limited to license plate numbers; date, time, location of the stationary ALPR camera; and pictures of license plates, vehicles, and areas surrounding the vehicles.

Classification: *Determine if the data collected by ALPRs are appropriately classified.*

New Prague Police Department ALPR data is presumptively private. All data collected by New Prague Police Department during the audit period is classified as private data.

Use Restrictions: *Determine if data collected by an ALPR is only matched with data in the Minnesota license plate data file and that data is not stored in a central state repository of ALPR data and that ALPR's are not used to monitor or track an individual who is the subject of an active criminal investigation unless authorized by a warrant, issued upon probable cause, or exigent circumstances justify the use without obtaining a warrant.*

New Prague Police Department ALPR data is matched only with data in the Minnesota License Plate Data File. ALPR data is not stored in a central state repository of ALPR data.

In accordance with policy and Minnesota Statute 13.824, New Prague Police Department does not monitor or track individuals who are the subject of an active criminal investigation using ALPR, nor have they applied for a warrant to do so. New Prague Police Department has not under exigent circumstances used ALPR data to monitor or track individuals who are the subject of an active criminal investigation.

No discrepancies noted.

Audit Requirement: Destruction of Data Required

Determine if the data collected by ALPR's are appropriately destroyed in accordance with statutes.

New Prague Police Department's ALPR data has a retention period of thirty (30) days from the date of collection. Data is systematically deleted upon reaching the retention period. A query in Flock Analytics confirmed that no ALPR data older than thirty (30) days was maintained.

New Prague Police Department received no requests from individuals who are the subject of a pending criminal charge or complaint to preserve ALPR data until the criminal charge or complaint is resolved or dismissed. New Prague Police Department received no requests from program participants under chapter 5B to have ALPR data destroyed at the time of collection or upon receipt of the request.

No discrepancies noted.

Audit Requirement: Sharing Among Law Enforcement Agencies

Determine if the sharing of ALPR data with other law enforcement agencies is in accordance with statutes.

New Prague Police Department’s ALPR policy governs the sharing of ALPR data among law enforcement agencies. ALPR data may be shared with other law enforcement or prosecutorial agencies for official law enforcement purposes as permitted by law and policy.

During the audit period, New Prague Police Department had received requests to share ALPR data related to a criminal investigation with another law enforcement agency. Law enforcement agencies seeking access to ALPR data are required to submit a written request documenting the factual basis and case file number, complaint or incident that is the basis for access.

The New Prague Police Department does not share with, disseminate to, sell to, or trade ALPR data with any other individual or entity.

No discrepancies noted.

Audit Requirement: Log of Use Required

Determine if the agency maintains a public log of ALPR use in accordance with statute.

New Prague Police Department’s public log of ALPR use consists of system generated reports summarizing data collected from Flock for data within the thirty (30) day retention period. A review of the reports verified that the data includes:

- The date and time the ALPR actively collected data;
- The aggregate number of vehicles or license plates on which data was collected for each period of active use;
- The Minnesota License Plate Data File Hot List database the license plates were compared to;
- The number of hits/alarms for vehicles or license plates where the data identify a vehicle or license plate that has been stolen, a warrant for the arrest of the owner of a vehicle or an owner with a suspended or revoked driver’s license or similar category or are active investigative data.

Flock Safety’s online Transparency Portal provides New Prague Police Department usage statistics.

The New Prague Police Department maintains a list of the fixed locations of ALPRs.

No discrepancies noted.

Audit Requirement: Biennial Audit

Determine if the agency maintains records showing the date and time automated license plate reader data were collected and the applicable classification of the data, how the data are used, and whether data are destroyed as required.

New Prague Police Department maintains records in Flock Analytics showing the date and time automated license plate reader data were collected for the thirty (30) day retention period. All data collected during the audit period is classified as private or nonpublic data. When ALPR data are used in a criminal investigation, officers are required to enter the case file number and reason for the use within Flock. ALPR data shared with other law enforcement agencies is documented in the records management system. All ALPR data was destroyed thirty (30) days after its collection.

No discrepancies noted.

Audit Requirement: Authorization to Access Data

Determine if the law enforcement agency complies with statutes governing the operation of and access to ALPR software and data.

New Prague Police Department’s ALPR policy governs the operation of and access to ALPR data. No member may operate or access ALPR data without first completing department approved training.

Nonpublic ALPR data is only available to persons whose work assignment reasonably requires access to the data. Members approved to access ALPR data may access it for legitimate law enforcement purposes only such as when the data relate to a specific criminal investigation or department-related civil or administrative action. When ALPR data are accessed, officers are required to enter the reason and case file number for the access. Access to ALPR data is captured in the audit trail.

Administration of Flock Analytics is managed by a patrol officer. Access is managed by the assignment of roles and permissions in Flock Analytics. Flock Analytics maintains an audit trail of actions taken on ALPR data.

The ALPR policy states that any member who violates Minn. Stat. § 13.09 through the unauthorized acquisition or use of ALPR data will face discipline and possible criminal prosecution.

New Prague Police Department has had no security breaches. A BCA CJIS Security Audit was conducted in March of 2024.

No discrepancies noted.

Audit Requirement: Notification to Bureau of Criminal Apprehension

Determine if the agency notified the Bureau of Criminal Apprehension of its ALPR program within ten days of installation or current use of an automated license plate reader or integration of automated license plate reader technology into another surveillance device.


The New Prague Police Department submitted the BCA LPR Agency Data Collection Form listing locations of stationary ALPRs to BCA as required by statute. New Prague Police Department and the location of the stationary ALPRs appears on the BCA list of agencies using ALPRs. New Prague Police Department has not integrated ALPR technology into any other surveillance device.

No discrepancies noted.

This report was prepared exclusively for the City of New Prague and New Prague Police Department by Lynn Lembcke Consulting. The findings in this report are impartial and based on New Prague Police Department ALPR policy and information and documentation provided by New Prague Police Department and examined by Lynn Lembcke.

Dated: March 24, 2026

Lynn Lembcke Consulting



Lynn Lembcke

Meeting Minutes
New Prague Park Board
Tuesday, March 10th, 2026

1. Call Meeting to Order

The regular meeting was called to order at City Hall at 6:00 PM by Chair Joe Barten.

Members present: Maggie Bass, Christine Wolf, Brian Paulson, Joe Barten, Matt Becka, Shannon Sticha, and Jessica Dohm.

Members absent: None.

Staff present: Community Development Director Ken Ondich, Planner Evan Gariepy, and Public Works Director Matt Rynda.

2. Public Forum

No comments were given.

3. Approval of Regular Agenda

A motion was made by Dohm, seconded by Sticha, to approve the regular agenda. Motion carried (7-0).

4. Approve Previous Meeting Minutes
a. February 10th, 2026, Regular Meeting

A motion was made by Barten, seconded by Dohm, to approve the February 10th, 2026, regular meeting minutes. Motion carried (5-0-2), Bass and Becka abstained.

5. Review Financial Reports

Ondich presented the financial reports as information.

A motion was made by Paulson, seconded by Becka, to approve the financial reports. Motion carried (7-0).

6. Memorial Park Batting Cages

Gariepy presented the information regarding the Memorial Park batting cages donation.

Rynda confirmed that the City will assist with in-kind labor, and that everything else, including maintenance and seasonal set-up, will be done by the Baseball Booster Club.

Barten stated he prefers moving the cages to be in a straight line, even if it means removing two younger trees. Rynda stated that Staff can see if the straight line formation is possible, pending utility locates and the logistics of moving the trees. The Board was in support of this, and indicated that the original proposed layout with the batting cages side-by-side can be done if putting them in a straight line is not possible.

A motion was made by Barten, seconded by Paulson, to recommend that City Council accept the donation from the New Prague Baseball Booster Club for two batting cages to be installed by the New Prague Baseball Booster Club at Memorial Park, with in-kind labor provided by the City, and to convey thanks and appreciation to the New Prague Baseball Booster Club. Motion carried (7-0).

7. Tree City USA and Arbor Day Celebration

Garipey provided the updated tree giveaway information. He stated that all but 4 trees were reserved as of the time of the meeting, and that some people had asked for maple trees but were unable to receive them as all of them were reserved.

Barten stated he was in support of the mailings, and happy with the success of it. He stated that he thinks it should be considered in future years.

Dohm inquired about offering more trees. Paulson stated that the Scott County Soil & Water Conservation District is still offering maple trees for sale. The Board was in support of purchasing and offering more maple trees, with first specifically contacting people who were unable to get requested maple trees.

Rynda stated that Staff will check the budget to see if purchasing more trees would be possible, and if it is, will purchase 25 more maple trees prior to the next Park Board meeting.

8. POPS Programming Discussion and Park Name Discussion

Ondich presented the updated draft RFP for programming for POPS. He stated that it would still need final City Council approval, and that the dates on the RFP would be changed.

Barten suggested adding a statement saying that applicants are encouraged to apply even if they don't completely meet the required criteria. He also suggested requiring advertising for POPS events, potentially in tandem with the City promoting it.

Dohm asked if the RFP states the benefits of the agreement to the potential contractor. Paulson stated that the non-profit could collect an entrance fee, but expressed concern over the City stating they are able to negotiate retaining a percentage of gate fees or concessions. Barten asked if this could be removed, and Dohm stated she supports it if the funds exclusively go back into improving the facility.

Dohm asked if the organizer would be able to advertise that events are presented by them, and Ondich stated they could. Dohm suggested mentioning this in the RFP. She also stated that there could be an issue with every event becoming a paid event, and Barten suggested adding a question of how many would be paid versus free to the required scope of programming.

Dohm asked if the RFP can be amended following getting responses. Ondich stated that it can be revised up to a point if questions are received, or all applications can be denied and the RFP can be put back out.

Barten proposed having the City take a percentage of gate fees but waiving it for the first year. Dohm asked how the City taking a cut of Memorial Park concessions works, and Ondich stated that the City takes a flat fee of \$500 a year and that it's a newer agreement. Barten suggested writing that the City may negotiate a nominal fee, and Dohm reiterated that it should specify that all fees would go back into the facility.

A motion was made by Paulson, seconded by Barten, to pass on the RFP for a non-profit programmer for the POPS facility to City Council for review and approval, with the following changes: specify that applicants are encouraged to apply even if they don't fully meet the criteria, specify that they are allowed to advertise themselves and sponsors, and to remove the sentence stating that the City can take a portion of fees that are charged. Motion passed (7-0).

Ondich presented the park and facility naming policy.

Barten proposed initiating the naming process for POPS and providing updated renderings of how the facility and park may look. He asked if it should be done now or when POPS is further constructed, Becka and Bass expressed support in having it done now.

Gariepy clarified if the donor of the facility can choose the name, and Ondich stated that the park area as a whole will still need a name.

A motion was made by Barten, seconded by Becka, to initiate the naming process for the area known as the City Center site that will be the future home of POPS, with the inclusion of pleasing new images and renders of the area. Motion carried (7-0).

9. Large Assembly Permit – New Prague Chamber of Commerce, Czech out New Prague and the Holiday Parade.

Barten inquired if the large assemblies are the same as past years. Gariepy stated they are.

A motion was made by Dohm, seconded by Sticha, to recommend the approval of the New Prague Chamber of Commerce's large assembly permits for Czech Out New Prague

on 08/06/2026 at Memorial Park and the Holiday Parade on 2/04/2026 at Memorial Park to City Council. Motion passed (7-0).

10. Miscellaneous

- a. **2026 Budget Projects** – Ondich presented the project updates. Barten inquired about local woodworking companies that may be able to make a new sign for Memorial Park, and Dohm suggested checking out Paul Tisdell with Tisdell Woodworks. Paulson suggested checking out Dalton Signs in Shakopee. Paulson asked if the City has a consistent sign format, and Ondich stated they've been following a template, but Memorial Park's current sign is so old it does not match it.

Barten inquired if Pickleball will be accommodated at the concreting of the hockey rink immediately, and Ondich stated they will be installed later. Barten asked if it will always be set up and create issues for other activities, and Rynda stated that they should be easy to move.

- b. **Park Plan Update** – Ondich stated that Staff is continuing to work on background information for the Park Plan.
- c. **Sliding Hill Skating Park Warming House and Skating Rink Count** – Gariepy presented the information regarding the skating rink statistics. Becka inquired about the effect of concreting it, and Rynda stated that paved hockey rinks in other cities are open for around 2 more weeks than non-paved ones. Following up on Barten's question at the prior month meeting, Ondich stated that the warming house attendants aren't expected to plow the rink, but they are encouraged to if there's snow around the boards and they are able to.

11. Adjournment

The meeting was adjourned at 7:04 pm by order of Chair Barten.

Respectfully Submitted,



Evan C. Gariepy
Planner



ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

City of New Prague

Wednesday, March 11, 2026 at 7:30 AM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

The meeting was called to order by EDA President Brent Quast at 7:30 a.m. with the following members present: Brent Quast, Eric Krogman, Nick Slavik, Troy Pint, Austin Reville, Charles Nickolay and Bruce Wolf. Staff Present: City Administrator Joshua Tetzlaff and Community Development Director Ken Ondich. Others Present: Jo Foust (Scott County CDA) and Tony Buthe (ISD 721)

2. CONSENT AGENDA

Motion to approve the consent agenda was made by Slavik, seconded by Pint.
Motion carried (7-0)

- a. February 11, 2026 EDA Meeting Minutes
- b. Claims for Payment: **\$1,920.98**

3. 2025 SUMMARY REPORT

Tetzlaff provided a summary overview of the 2025 EDA Summary Report. Quast indicated that he would be willing to present the information to the City Council at a future meeting.

- a. 2025 EDA Summary Report

4. BUSINESS RETENTION AND EXPANSION (BR&E) PROGRAM

Jo Foust indicated that two visits were coming up next week on the 19th and 20th with Berg Direct Primary Care and The Broz Event Center and that more attendees were needed.

5. BUSINESS UPDATES

Ondich presented the monthly business updates.

- a. March 2026

6. CDA UPDATE

Jo Foust indicated that she would be touring the Mystic Lake Amphitheater in Shakopee and that they have quite a few job openings to fill for the 11,000-seat venue. She also indicated that their Drive For Five Grant has had 150 adults participate in education classes / job training and that the training is for those 18+ and has seen high demand.

7. SCHOOL DISTRICT UPDATE

Tony Buthe indicated that the State of the City / School District event occurred on 3/10 and was well attended and that he had recently attended the Elko New Market Home Show this past Saturday and noted that with expected declining enrollment that adding housing to the district is needed. He stated that the second YST grant application is being prepared for automotive related activities at this time. He also stated that spring sports started this past Monday and the School Finance Committee is seeking members.

8. EXECUTIVE DIRECTORS REPORT

Tetzlaff stated that next month the EDA will start doing deep dives into future endeavors.

9. MISCELLANEOUS

10. ADJOURNMENT

Motion to adjourn the meeting at 7:59 a.m. was made by Quast, seconded by Reville.

Motion carried (7-0)

Respectfully Submitted,



Joshua M. Tetzlaff
City Administrator / EDA Executive Director