



CITY COUNCIL MEETING AGENDA

City of New Prague

Monday, July 15, 2024 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

OPTIONAL ONLINE CONNECTION. MEETINGS ARE IN PERSON.

Log in information for city councilmembers, staff and members of the public:

Please join my meeting from your computer, tablet or smartphone: <https://meet.goto.com/544932117>

You can also dial in using your phone: Access Code: 544-932-117 | United States: +1 (872) 240-3212

Get the app now and be ready when your first meeting starts: <https://meet.goto.com/install>

1. CALL TO ORDER

- a. Pledge of Allegiance

2. APPROVAL OF REGULAR AGENDA

3. CONSENT AGENDA

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

- a. Meeting Minutes

- i. December 18, 2023, Special City Council Meeting Minutes - Closed
- ii. December 18, 2023, Special City Council Meeting Minutes - Closed
- iii. May 6, 2024, Special City Council Meeting Minutes
- iv. May 13, 2024, Special City Council Meeting Minutes
- v. May 20, 2024, Special City Council Meeting Minutes
- vi. July 1, 2024, City Council Meeting Minutes
- vii. July 1, 2024, Special City Council Meeting Minutes - Closed

- b. Claims for Payment: **\$1,209,679.76**

- c. Financial Summary Report

- d. LG220 Gambling Application for Exempt Permit for Fore Childrens Foundation on August 23, 2024, involving pull-tabs and a raffle at the New Prague Golf Club, 400 Lexington Avenue South

- e. Temporary On-Sale 3.2 Beer Permit for the Chamber of Commerce - Czech Out New Prague on August 1, 2024, at Memorial Park, 400 Main Street East, 5-9pm

- f. Temporary (1-4 Day) On-Sale Liquor License for the Chamber of Commerce - Dožínky Days Festival and Car Cruise on September 20-21, 2024, Central Avenue North (on street)

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

(Speakers limited to 5 minutes.)

5. SMALL AREA PLAN PRESENTATION

- a. Mike Lamb and MSA

6. CITY ENGINEER PROJECTS UPDATE

- a. July 15, 2024

7. 2023 STREET AND UTILITY IMPROVEMENT PROJECT

- [a.](#) Change Order #2

8. 2025 STREET AND UTILITY IMPROVEMENT PROJECT

- [a.](#) Resolution #24-07-15-01 - Ordering Preparation of Report on Improvement

9. PUBLIC HEARING(S) – 6:00 PM

10. ORDINANCE(S) FOR INTRODUCTION

- [a.](#) Ordinance #350 - An Amendment to Interim Ordinance 2023-338 Authorizing a Study and Imposing a Moratorium on the Operation of Cannabis Businesses within the City of New Prague

11. ORDINANCE(S) FOR ADOPTION

12. RESOLUTIONS

- [a.](#) Resolution #24-07-15-02 - Accepting a Donation of Batting Cages at Foundry Hill Park Baseball Field from New Prague Baseball Booster Club

13. GENERAL BUSINESS

- [a.](#) ARPA Spending Updates and Requests
[b.](#) 2025 Health Insurance

14. MISCELLANEOUS

- [a.](#) 2023 Population Estimate
[b.](#) May Joint Powers Financial Information
[c.](#) 2024 City Wide Clean-Up Event Statistics
[d.](#) Meeting Minutes
 i. Park
 ii. Planning
 iii. EDA
 iv. Utilities
 v. Golf
[e.](#) Discussion of Items not on the Agenda

15. ADJOURNMENT

UPCOMING MEETINGS AND NOTICES:

July 22	4:00 p.m. Joint Powers Board – Fitness & Aquatic Center
July 23	6:30 p.m. Golf Board
July 24	6:30 p.m. Planning Commission
July 29	3:30 p.m. Utilities Commission
August 5	6:00 p.m. City Council
August 12	12:00 p.m. Community Center Board
August 14	7:30 a.m. EDA Board
August 14	6:30 p.m. Cedar Lake Water & Sanitary Sewer District



SPECIAL CITY COUNCIL MEETING - CLOSED MINUTES

City of New Prague

Monday, December 18, 2023 at 5:45 PM

City Hall Council Chambers - 118 Central Ave N

Mayor Duane Jirik called the meeting to order at 5:45 p.m.

PRESENT

Mayor Duane Jirik
Councilmember Shawn Ryan
Councilmember Maggie Bass
Councilmember Bruce Wolf
City Administrator Josh Tetzlaff
Finance Director Robin Pikal

ABSENT

Councilmember Rik Seiler

1. **CLOSED SESSION:** Went into Closed session at 5:45 p.m. to conduct a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments, or discussion and review of labor negotiation proposals.
2. **ADJOURNMENT:** Motion made by Councilmember Ryan, Seconded by Councilmember Bass, to adjourn the meeting at approximately 5:50 p.m.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (4-0).

ATTEST:

Duane J. Jirik
Mayor

Joshua M. Tetzlaff
City Administrator



SPECIAL CITY COUNCIL MEETING - CLOSED MINUTES

City of New Prague

Monday, December 18, 2023 at 6:05 PM

City Hall Council Chambers - 118 Central Ave N

Mayor Duane Jirik called the meeting to order at approximately 8:00 p.m.

PRESENT

Mayor Duane Jirik
Councilmember Shawn Ryan
Councilmember Maggie Bass
Councilmember Bruce Wolf
City Administrator Josh Tetzlaff

ABSENT

Councilmember Rik Seiler

- 1. CLOSED SESSION:** Went into Closed session at approximately p.m. to conduct a closed meeting (the meeting must be open at the request of the individual who is the subject of the meeting) to review the performance of an individual subject to the City Council's authority, Joshua M. Tetzlaff, City Administrator.
- 2. ADJOURNMENT:** Motion made by Councilmember Ryan, Seconded by Councilmember Bass, to adjourn the meeting at 8:15 p.m.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Wolf
Motion carried (4-0).

ATTEST:

Duane J. Jirik
Mayor

Joshua M. Tetzlaff
City Administrator



SPECIAL CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, May 06, 2024 at 5:00 PM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

The meeting was called to order at 5:00 p.m.

PRESENT

Councilmember Shawn Ryan
Councilmember Maggie Bass
Councilmember Rik Seiler
Councilmember Bruce Wolf

ABSENT

Mayor Duane Jirik

2. APPROVAL OF REGULAR AGENDA

3. GENERAL BUSINESS

- a. Interview Board and Commission Applicants
 - i. Nick Slavik
 - ii. Bob Cunniff
 - iii. Chuck Nickolay
 - iv. Debra Tharaldson

The City Council interviewed four applicants: one for the EDA Board, one for the Golf Board, one for the Utilities Commission, and one for the Planning Commission and/or Utilities Commission.

4. MISCELLANEOUS

- a. Discussion of Items not on the Agenda

5. ADJOURNMENT

Motion made and seconded to adjourn the meeting at 6:00 p.m.

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

Motion carried (4-0).

ATTEST:

Duane J. Jirik
Mayor

Joshua M. Tetzlaff
City Administrator



SPECIAL CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, May 13, 2024 at 5:00 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

Councilmember Shawn Ryan

Councilmember Maggie Bass

Councilmember Rik Seiler

Councilmember Bruce Wolf

Mayor Duane Jirik

2. APPROVAL OF REGULAR AGENDA

3. GENERAL BUSINESS

a. Interview Board and Commission Applicants

i. Graham Kuehner

ii. Park Board - Youth Rep

iii. Ann Gengel

iv. Shannon Sticha

The City Council interviewed four applicants, one each for the Golf Board, Park Board – Youth, Park Board, and Planning Commission.

4. MISCELLANEOUS

a. Discussion of Items not on the Agenda

5. ADJOURNMENT

Motion made and seconded to adjourn the meeting at 6:00 p.m.

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

Motion carried (5-0).

ATTEST:

Duane J. Jirik
Mayor

Joshua M. Tetzlaff
City Administrator



SPECIAL CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, May 20, 2024 at 5:45 PM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

The meeting was called to order at 5:45 p.m.

PRESENT

Mayor Duane Jirik

Councilmember Shawn Ryan

Councilmember Maggie Bass

Councilmember Rik Seiler

Councilmember Bruce Wolf

2. APPROVAL OF REGULAR AGENDA

3. GENERAL BUSINESS

a. Interview Board and Commission Applicants

i. Shannon Sticha

The City Council interviewed one applicant for the Park Board.

4. MISCELLANEOUS

a. Discussion of Items not on the Agenda

5. ADJOURNMENT

Motion made and seconded to adjourn the meeting at 6:00 p.m.

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

Motion carried (5-0).

ATTEST:

Duane J. Jirik
Mayor

Joshua M. Tetzlaff
City Administrator



CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, July 01, 2024 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

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

PRESENT

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

Staff present: City Administrator Josh Tetzlaff, Finance Director Robin Pikal, Planning/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 made by Councilmember Ryan, Seconded by Councilmember Wolf to approve the Regular Agenda.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0).

3. CONSENT AGENDA

Motion made by Councilmember Wolf, Seconded by Councilmember Bass to approve the Consent Agenda.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0).

- a. Meeting Minutes
 - i. June 17, 2024, City Council Meeting Minutes
- b. Claims for Payment: **\$167,024.16**
- c. Trail Seal Coating
- d. Purchase of F600 Truck for the Wastewater Department
- e. Purchase of Chevy Equinox for Police Department

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

No members of the public spoke at this meeting.

5. POPS FACILITY UPDATE

- a. Den Gardner, POPS Committee Chair
Den Gardner, POPS Committee Chair, presented to the Council and stood for questions.

6. HEALTH INSURANCE DISCUSSION

- a. Jenny Van Deinse, Gallagher
City Administrator Josh Tetzlaff provided a brief overview. Jenny Van Deinse with Gallagher then presented to the Council and responded to questions. Discussion was had. No action was taken.

7. CITY ENGINEER PROJECTS UPDATE

- a. July 1, 2024
Public Works Director Matt Rynda provided an update.

8. PUBLIC HEARING(S) – 6:00 PM**9. ORDINANCE(S) FOR INTRODUCTION****10. ORDINANCE(S) FOR ADOPTION****11. RESOLUTIONS**

- a. Resolution #24-07-01-01 - Authorizing Conditional Use Permit #C2-2024 for an Outdoor Patio for Eating and Drinking at 103 Main Street West, as proposed by Rob Krautkremer
Planning/Community Development Director Ken Ondich gave a short presentation. Motion made by Councilmember Bass, Seconded by Councilmember Wolf to approve Resolution #24-07-01-01.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0).
- b. Resolution #24-07-01-02 - Authorizing Variance #V3-2024 for Density and Parking for 54 Unit Apartment Building at 102 Chalupsky Avenue SE, as proposed by Ten Nineteen Development, LLC
Planning/Community Development Director Ondich provided background. Motion made by Councilmember Wolf, Seconded by Councilmember Seiler to approve Resolution #24-07-01-02.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0).

12. GENERAL BUSINESS

- a. Preliminary Plat of Stienessen Addition
Planning/Community Development Director Ondich provided background. Motion made by Mayor Jirik, Seconded by Councilmember Seiler to approve the preliminary plat of Stienessen Addition.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0).

13. MISCELLANEOUS

- a. Meeting Minutes
 - i. Golf
- b. Discussion of Items not on the Agenda
 - Councilmember Bass shared that a resident suggested tee times at the New Prague Golf Club perhaps be scheduled 9-10 minutes apart, rather than 7 1/2 minutes apart, as he/she expressed concern over how long it takes golfers to get through the course. Also, a resident suggested the City possibly look into utilizing certain insurance companies' wellness benefit in particular for retirees.
 - City Administrator Tetzlaff shared that Union Pacific is interested in keeping some vehicles at the City Center lot for a few weeks this summer. He also advised that he updated the 2024 Visioning

Plan. Thirdly, Tetzlaff stated that absentee voting at City Hall began Friday, June 28, 2024, and anyone within New Prague city limits in Scott County can vote. Filing for City Council elections is July 30, 2024, through August 13, 2024. Lastly, he relayed that there is still a vacancy on the Golf Board and the City has received another applicant. He plans for a Special meeting before the next Council meeting on July 15, 2024, to conduct the interview.

14. **ADJOURNMENT**

Motion made by Councilmember Seiler, Seconded by Councilmember Bass to adjourn the meeting at 7:08 p.m.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0).

ATTEST:

Duane J. Jirik
Mayor

Joshua M. Tetzlaff
City Administrator



SPECIAL CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, July 01, 2024 at 6:05 PM

City Hall Council Chambers - 118 Central Ave N

Mayor Jirik called the closed portion of the meeting to order at 7:15 p.m.

PRESENT

Major Duane Jirik

Councilmember Shawn Ryan

Councilmember Maggie Bass

Councilmember Bruce Wolf

Councilmember Rik Seiler

City Administrator Josh Tetzlaff

Finance Director Robin Pikal

General Manager Kurt Ruehling

1. **CLOSED SESSION:** Went into closed session at 7:15 p.m. to conduct a closed City Council meeting (the meeting must be open at the request of the individual who is the subject of the meeting) for preliminary consideration of allegations or charges against an individual subject to the City Council's authority, Mr. Dale Odenthal.

Motion made by Councilmember Bass, Seconded by Councilmember Ryan to come out of Closed session.

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

Motion carried (5-0).

Motion made by Mayor Jirik, Seconded by Councilmember Wolf to approve Resolution #24-07-01-03.

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

Abstain: Councilmember Seiler

Motion carried (4-0).

2. **ADJOURNMENT**

Motion made by Councilmember Ryan, Seconded by Councilmember Bass to adjourn the meeting at approximately 7:40 p.m.

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

Motion carried (5-0).

ATTEST:

Duane J. Jirik
Mayor

Joshua M. Tetzlaff
City Administrator

Vendor Name	Net Invoice Amount
ACUSHNET COMPANY	
CLOTHING	\$897.54
CLOTHING - DISCOUNT	\$26.40-
GOLF MERCHANDISE	\$3,871.41
GOLF MERCHANDISE - DISCOUNT	\$69.87-
SPECIAL ORDER	\$230.71
AMAZON CAPITAL SERVICES	
PRINTER INK	\$79.82
TIRES	\$271.98
TRASH PUMP PARTS	\$53.88
BEVCOMM	
TELEPHONE / CABLE / INTERNET	\$426.88
BRAITH AUTO	
DUMP TRUCK REPAIR	\$407.25
BREAKTHRU BEVERAGE MINNESOTA	
BEER	\$105.00
BEVERAGE-ALCOHOL	\$1,498.40
CENTRAL MCGOWAN INC	
CO2 EQUIPMENT	\$77.31
CO2 RENTAL	\$75.65
CINTAS	
TOWELS / LINEN	\$359.04
CIT GROUP	
CLOTHING	\$484.11
CLESENS	
DRAIN BLASTER NOZZLE	\$121.37
KNOCK ON, GLUE	\$760.59
PIPE FITTINGS	\$46.83
CLUB CAR LLC	
GOLF CARTS	\$359,400.00
COLLEGE CITY BEVERAGE	
BEER	\$469.85
BEER - CREDIT	\$210.00-
BEER/ALCOHOL	\$13,312.71
BEER/LIQUOR	\$2,861.00
ECOLAB INC	
DISHWASHER RENTAL	\$233.49
GOLF PROFESSIONAL ENTERPRISES LLC	
JUNE MANAGEMENT FEE	\$8,347.50
GRAINGER	
STORAGE TOTES	\$94.70
THERMOSTAT	\$128.95
HERITAGE LANDSCAPE SUPPLY GROUP	
MYSTIC LAKE BLACK	\$378.60
HERMEL WHOLESALE	
FOOD	\$18.21-
LAKERS NEW PRAGUE SANITARY	
TRASH	\$387.13
LAU'S BAKERY	
FOOD	\$398.56
LAWSON PRODUCTS	
CLAMPS CONNECTORS	\$454.39
MINNESOTA UI	
UNEMPLOYMENT BENEFITS - MORGAN	\$128.34
MN DEPARTMENT OF HEALTH	
HOSPITALITY FEE	\$40.00

Vendor Name	Net Invoice Amount
MOR GOLF AND UTILITY	
FLEET RENTAL	\$450.00
MTI DISTRIBUTING INC	
BEARINGS, SPACERS, WASHERS, GUIDES	\$288.87
LINK ASSEMBLY KIT	\$871.48
STUD, NUT, WASHER, SWITCH, LINK	\$1,261.42
NEW PRAGUE UTILITIES	
ELECTRIC UTILITIES	\$2,209.44
STORM SEWER UTILITIES	\$499.90
WATER UTILITIES	\$1,530.37
NORTHLAND CHEMICAL CORP	
MAGIC HAND CLEANER	\$131.23
PEPSI-COLA	
BEVERAGE - NON-ALCOHOL	\$641.77
SCHEFFLER ELECTRIC INC	
ELECTRICAL REPAIRS	\$155.00
REPAIRS/MAINTENANCE	\$416.00
SHAKOPEE BREWHALL	
ALCOHOL	\$130.00
BEER/ALCOHOL	\$230.00
KEG DEPOSIT	\$30.00-
STAR GROUP LLC.	
BELT FOR EXHAUST VENT	\$26.16
HYDRAULIC HOSE	\$140.06
STASNEY ELECTRIC	
KITCHEN HOOD REPAIR	\$130.00
TOW DISTRIBUTING CORP	
BEER/LIQUOR	\$946.00
Grand Totals	\$406,106.21

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
7/15/2024

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
FUND 101 - GENERAL FUND			
<u>RURAL FIRE - TO BE REIMBURSED</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$11.48	
BEVCOMM	TELEPHONE	\$90.32	
HILLSIDE GIFT & GARDEN CENTER	FLOWER POTS - FIRE	\$165.96	
LAKERS NEW PRAGUE SANITARY	TRASH - RURAL	\$21.03	
NEW PRAGUE UTILITIES	RURAL FIRE - UTILITES	\$421.33	
VERIZON WIRELESS	TABLETS	\$62.58	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$454.21	
TOTAL:			<u>\$1,226.91</u>
<u>COUNCIL</u>			
SUEL PRINTING	COUNCIL MINUTES	\$1,936.00	
SUEL PRINTING	RUSTY SPOKE LIQUOR	\$112.00	
TOTAL:			<u>\$2,048.00</u>
<u>ADMINISTRATION</u>			
BEVCOMM	TELEPHONE	\$101.68	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$29.32	
SUEL PRINTING	CHECKS	\$84.17	
VETERAN SHREDDING	CONTRACTED SERVICES	\$8.50	
TOTAL:			<u>\$223.67</u>
<u>TECH NETWORK</u>			
CIVIC SYSTEMS LLC	SEMI-ANNUAL SUPPORT FEES	\$2,617.04	
COMPUTER TECHNOLOGY SOLUTIONS	COMPUTER SUPPORT	\$5,346.06	
COMPUTER TECHNOLOGY SOLUTIONS	OFFICE 365 / FIREWALL	\$1,828.52	
INTERSTATE BATTERIES	FIBER SWITCH BATTERIES	\$24.53	
US BANK CREDIT CARD	DOMAIN	\$199.98	
US BANK CREDIT CARD	INSULATION -TECH ROOM	\$27.23	
TOTAL:			<u>\$10,043.36</u>
<u>PLANNING</u>			
BEVCOMM	TELEPHONE	\$46.03	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$15.16	
LE SUEUR COUNTY RECORDER	RECORDING FEE	\$46.00	
METRO SALES INC	COPIER LEASE	\$49.50	
SCOTT COUNTY RECORDER	RECORDING FEE	\$46.00	
SUEL PRINTING	OUTLAW SALOON PATIO, STIENESSEN PLAT	\$304.00	
US BANK CREDIT CARD	BUSINESS CARDS - KYRA	\$42.25	
US BANK CREDIT CARD	EDA TOUR - KEN & DUANE	\$54.39	
US BANK CREDIT CARD	GO TO MY	\$20.60	
US BANK CREDIT CARD	SCOTT COUNTY MEETING	\$37.53	
TOTAL:			<u>\$661.46</u>
<u>GOVERNMENT BUILDING</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$17.97	
BORDER STATES ELECTRIC SUPPLY	4' LED BULBS	\$111.00	
CL BENSON CO. INC	FURNANCE FILTERS 16X25X1	\$392.40	
DEHMER / CENTRAL FIRE PROTECTION INC	FIRE EXTINGUISHER INSPECTION	\$52.00	
HILLSIDE GIFT & GARDEN CENTER	FLOWER POTS - CITY HALL	\$165.96	
JANI-KING OF MINNESOTA INC	CLEANING SERVICE	\$1,286.63	
LAKERS NEW PRAGUE SANITARY	TRASH - CITY HALL	\$87.35	
LIBERTY TIRE RECYCLING LLC	CITY WIDE CLEAN UP - TIRES	\$364.50	
NEW PRAGUE UTILITIES	GOVT BUILDING - WATER/SEWER	\$136.65	
NEW PRAGUE UTILITIES	GOVT BUILDING -ELECTRIC	\$1,175.37	
TOTAL:			<u>\$3,789.83</u>

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
7/15/2024

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>POLICE</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$90.82	
AMAZON CAPITAL SERVICES	COFFEE	\$33.79	
AMAZON CAPITAL SERVICES	USB DRIVES	\$57.99	
AXON ENTERPRISES INC.	CRADLEPOINT	\$486.31	
BEVCOMM	TELEPHONE	\$108.13	
DEHMER / CENTRAL FIRE PROTECTION INC	FIRE EXTINGUISHER MAINTENANCE	\$298.03	
DEPUTY REGISTRAR	SQUAD LICENSE / PLATES	\$1,793.40	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$3.94	
MINNESOTA CRITTER GETTER	ANIMAL CONTROL	\$3,900.00	
STREICHER'S	VEST - WICKMAN	\$1,548.90	
TRANSUNION RISK AND ALTERNATIVE	TLO CHARGES	\$75.00	
US BANK CREDIT CARD	PUBLIC SAFETY GRANT	\$3,316.41	
VERIZON WIRELESS	SQUAD BROADBAND	\$200.05	
VETERAN SHREDDING	CONTRACTED SERVICES	\$42.50	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$1,219.58	
TOTAL:			<u><u>\$13,174.85</u></u>
<u>FIRE</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$11.48	
BEVCOMM	TELEPHONE	\$90.32	
HILLSIDE GIFT & GARDEN CENTER	FLOWER POTS - FIRE	\$165.96	
LAKERS NEW PRAGUE SANITARY	TRASH - FIRE	\$21.04	
NEW PRAGUE UTILITIES	FIRE - ELECTRIC	\$309.32	
NEW PRAGUE UTILITIES	FIRE - WATER/SEWER	\$112.02	
VERIZON WIRELESS	TABLETS	\$62.58	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$318.42	
TOTAL:			<u><u>\$1,091.14</u></u>
<u>BUILDING INSPECTOR</u>			
BEVCOMM	TELEPHONE	\$46.03	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$0.59	
METRO SALES INC	COPIER LEASE	\$49.50	
STAR GROUP LLC.	FILTERS	\$12.08	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$125.09	
TOTAL:			<u><u>\$233.29</u></u>
<u>STREET</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$167.82	
ACTION OVERHEAD GARAGE DOOR	GARAGE DOOR REPAIR	\$1,032.00	
BEVCOMM	TELEPHONE	\$76.66	
DEHMER / CENTRAL FIRE PROTECTION INC	FIRE EXTINGUISHER INSPECTION	\$318.19	
DIAMOND VOGEL PAINTS	PAINTER PARTS	\$220.50	
LAKERS NEW PRAGUE SANITARY	TRASH - STREETS	-\$14.55	
METRO SALES INC	COPIER LEASE	\$49.50	
NEW PRAGUE UTILITIES	STREETS - ELECTRIC	\$168.04	
NEW PRAGUE UTILITIES	STREETS - WATER/SEWER	\$188.52	
SCOTT COUNTY TREASURER	1ST HALF SALT 2024	\$10,416.00	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$813.30	
WASHA TRUCKING SERVICES INC	HAULING 3/4 MINUS	\$230.00	
ZARNOTH BRUSH WORKS INC.	GUTTER BROOM	\$210.00	
TOTAL:			<u><u>\$13,875.98</u></u>
<u>STREET LIGHTS</u>			
NEW PRAGUE UTILITIES	STREETLIGHTS	\$3,793.27	
TOTAL:			<u><u>\$3,793.27</u></u>
<u>MUNICIPAL BAND</u>			
NEW PRAGUE AREA SCHOOLS	BAND DIRECTOR SALARY	\$4,481.65	
TOTAL:			<u><u>\$4,481.65</u></u>

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
7/15/2024

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>PARKS</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$804.23	
AMAZON CAPITAL SERVICES	DISC GOLF - PLANTS	\$356.36	
BEVCOMM	TELEPHONE	\$34.29	
HILLSIDE GIFT & GARDEN CENTER	FLOWERS	\$1,565.27	
LAKERS NEW PRAGUE SANITARY	TRASH - BALLFIELD	\$227.70	
LAKERS NEW PRAGUE SANITARY	TRASH - PARKS	\$119.60	
MTI DISTRIBUTING INC	HOC CAP	\$155.77	
NEW PRAGUE UTILITIES	PARKS - WATER/SEWER	\$396.58	
NEW PRAGUE UTILITIES	PARKS -ELECTRIC	\$1,061.78	
O'REILLY AUTOMOTIVE INC	COPPER RING	\$7.49	
RENT N SAVE PORTABLE SERVICES	PORABLE RESTROOMS	\$620.00	
STAR GROUP LLC.	TRUCK BED COATING	\$67.96	
TRI-STATE BOBCAT	OIL & AIR FILTERS	\$366.56	
ULINE	POLY STRAPPING	\$115.56	
US BANK CREDIT CARD	BACKSTOP PAD	\$289.10	
US BANK CREDIT CARD	SMIF GRANT - DISC GOLF BASKET	\$306.70	
VERIZON WIRELESS	IPADS	\$10.02	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$829.32	
TOTAL:			<u><u>\$7,334.29</u></u>
<u>PARK BOARD</u>			
BRYAN ROCK PRODUCTS INC.	DOG PARK - ROCK	\$2,403.12	
ULINE	GARBAGE CAN	\$580.56	
WASHA TRUCKING SERVICES INC	HAULING - DOG PARK ROCK	\$1,035.00	
TOTAL:			<u><u>\$4,018.68</u></u>
<u>LIBRARY</u>			
DUAL AIR INC.	A/C REPAIR	\$188.00	
HILLSIDE GIFT & GARDEN CENTER	FLOWER POTS - LIBRARY	\$88.88	
JANI-KING OF MINNESOTA INC	CLEANING SERVICE	\$743.27	
LAKERS NEW PRAGUE SANITARY	TRASH - LIBRARY	\$225.28	
NEW PRAGUE UTILITIES	LIBRARY - ELECTRIC	\$878.35	
NEW PRAGUE UTILITIES	LIBRARY - WATER/SEWER	\$93.24	
TOTAL:			<u><u>\$2,217.02</u></u>
<u>UNALLOCATED</u>			
MSA PROFESSIONAL SERVICES INC	SMALL AREA PLAN	\$875.00	
TOTAL:			<u><u>\$875.00</u></u>
GENERAL FUND TOTAL:			<u><u>\$69,088.40</u></u>
FUND 230 - SPECIAL REVENUE - PARK EQUIPMENT			
MACH LUMBER INC	DISC GOLF - CONCRETE	\$543.20	
MSA PROFESSIONAL SERVICES INC	SMALL AREA PLAN	\$10,000.00	
TOTAL:			<u><u>\$10,543.20</u></u>
FUND 317 - DEBT SERVICE - CIP 2015			
US BANK	2015A BOND PAYMENT	\$3,075.00	
TOTAL:			<u><u>\$3,075.00</u></u>
FUND 319 - DEBT SERVICE - CIP 2019			
US BANK	CIP 2019	\$24,900.00	
TOTAL:			<u><u>\$24,900.00</u></u>
FUND 321 - DEBT SERVICE - CIP 2020-2021			
COMPUTERSHARE TRUST COMPANY	PAYING AGENT FEE	\$525.00	
US BANK	CIP 2020 GOVT FUNDS	\$14,819.04	
TOTAL:			<u><u>\$15,344.04</u></u>

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
7/15/2024

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
FUND 320 - DEBT SERVICE - 2020A REFUNDING			
ZIONS BANK	2021A BOND INTEREST	\$26,333.75	
TOTAL:			<u>\$26,333.75</u>
FUND 322 - DEBT SERVICE - CIP 2022			
ZIONS BANK	2022A BOND INTEREST	\$5,250.00	
TOTAL:			<u>\$5,250.00</u>
FUND 323 - DEBT SERVICE - CIP 2023			
ZIONS BANK	2023A BOND INTEREST	\$47,825.00	
TOTAL:			<u>\$47,825.00</u>
FUND 422 - CAPITAL PROJECTS - CIP 2023			
HOLTMEIER CONSTRUCTION INC	2023 CIP PAY AP #9	\$19,818.22	
TOTAL:			<u>\$19,818.22</u>
FUND 423 - CAPITAL PROJECTS - CIP 2024			
BCM CONSTRUCTION INC.	CIP 2024 PAY AP #3	\$393,701.19	
TOTAL:			<u>\$393,701.19</u>
FUND 602 - ENTERPRISE - SANITARY SEWER			
ACE HARDWARE & PAINT	SUPPLIES	\$270.46	
BEVCOMM	TELEPHONE	\$89.04	
BEVCOMM	TELEPHONE/COMMUNICATIONS	\$119.90	
CIVIC SYSTEMS LLC	SEMI-ANNUAL SUPPORT FEES	\$1,574.37	
COMPUTER TECHNOLOGY SOLUTIONS	COMPUTER SUPPORT	\$1,344.64	
COMPUTER TECHNOLOGY SOLUTIONS	OFFICE 365 / FIREWALL	\$243.80	
GOPHER STATE ONE CALL	LINE LOCATES	\$34.76	
GRAINGER	AIR FILTERS	\$35.52	
GRAINGER	DRAIN VALVES	\$213.36	
HAWKINS INC	AZONE	\$3,592.67	
INTERSTATE BATTERIES	FIBER SWITCH BATTERIES	\$2.00	
LAKERS NEW PRAGUE SANITARY	TRASH - WWTP	\$241.66	
MN POLLUTION CONTROL AGENCY	CLASS D - SOUKUP	\$55.00	
NEON LINK	ONLINE PAYMENT FEES	\$193.82	
NEW PRAGUE UTILITIES	WWTP - ELECTRIC	\$27,878.74	
NEW PRAGUE UTILITIES	WWTP - WATER/SEWER	\$246.70	
PVS TECHNOLOGIES INC	FERRIC CHLORIDE	\$12,515.46	
RIVER COUNTRY COOP	LP GAS - FORKLIFT	\$71.50	
ROBERT HALF	TEMP UTILITY BILLING EMPLOYEE	\$279.30	
SALTCO	MONTHLY SALT	\$1,853.39	
SMITH, JOSH	MPCA SCHOOL	\$279.93	
STAR GROUP LLC.	V-BELTS	\$47.02	
SWANSON FLO	ACTUATORS	\$211.11	
US BANK	2015A BOND PAYMENT	\$1,325.00	
US BANK	CIP 2019	\$3,375.00	
US BANK	CIP 2020	\$5,148.76	
US BANK CREDIT CARD	INSULATION -TECH ROOM	\$2.21	
US BANK CREDIT CARD	MPCA CLASS - TOM	\$405.88	
UTILITY CONSULTANTS INC.	SAMPLES	\$1,316.44	
VERIZON WIRELESS	IPADS	\$7.52	
VETERAN SHREDDING	CONTRACTED SERVICES	\$8.50	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$159.14	
ZIONS BANK	2021A BOND INTEREST	\$18,006.25	
ZIONS BANK	2022A BOND INTEREST	\$3,350.00	
ZIONS BANK	2023A BOND INTEREST	\$6,800.00	
TOTAL:			<u>\$91,298.85</u>

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
7/15/2024

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
FUND 606 - ENTERPRISE - STORM UTILITY			
CIVIC SYSTEMS LLC	SEMI-ANNUAL SUPPORT FEES	\$156.75	
GOPHER STATE ONE CALL	LINE LOCATES	\$34.76	
NEON LINK	ONLINE PAYMENT FEES	\$23.41	
ROBERT HALF	TEMP UTILITY BILLING EMPLOYEE	\$69.82	
US BANK	2015A BOND PAYMENT	\$512.50	
US BANK	CIP 2019	\$4,400.00	
US BANK	CIP 2020	\$3,909.11	
VERIZON WIRELESS	IPADS	\$7.52	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$7.11	
ZARNOTH BRUSH WORKS INC.	GUTTER BROOM	\$630.00	
ZIONS BANK	2021A BOND INTEREST	\$1,661.25	
ZIONS BANK	2022A BOND INTEREST	\$3,350.00	
ZIONS BANK	2023A BOND INTEREST	\$12,125.00	
TOTAL:			<u><u>\$26,887.23</u></u>
FUND 651 - ENTERPRISE - AMBULANCE			
LAKERS NEW PRAGUE SANITARY	TRASH - AMBULANCE	\$21.04	
NEW PRAGUE UTILITIES	AMBULANCE - ELECTRIC	\$309.32	
NEW PRAGUE UTILITIES	AMBULANCE - WATER/SEWER	\$89.91	
TOTAL:			<u><u>\$420.27</u></u>
TOTAL ACCOUNTS PAYABLE FOR COUNCIL APPROVAL:			<u><u>\$803,573.55</u></u>

Unaudited Income Statement
Through May 31, 2024
Percent of year complete: 41.67%

Section 3, Item c.

	Prior Year 2023 Thru 5/31/2023	Actual Thru 5/31/2024	2023/2024 Variance YTD	Current Month 5/31/2024	2024 Adopted Budget	2024 Budget Balance	% Actual compared to Budget
General Fund							
REVENUES							
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ 3,749,628	\$ 3,749,628	0.00%
Local Government Aid	\$ -	\$ -	\$ -	\$ -	\$ 1,183,527	\$ 1,183,527	0.00%
Licenses and permits	\$ 159,465.02	\$ 193,443.76	\$ 33,978.74	\$ 22,210.32	\$ 250,255	\$ 56,811	77.30%
Intergovernmental	\$ 69,724.20	\$ 76,165.30	\$ 6,441.10	\$ 4,511.00	\$ 383,672	\$ 307,507	19.85%
Charges for services	\$ 46,147.81	\$ 81,996.57	\$ 35,848.76	\$ 75,339.97	\$ 81,164	\$ (833)	101.03%
Fines	\$ 12,657.58	\$ 7,447.16	\$ (5,210.42)	\$ 1,952.05	\$ 20,000	\$ 12,553	37.24%
Interest Income	\$ 134,257.33	\$ 178,569.66	\$ 44,312.33	\$ 50,267.82	\$ 125,000	\$ (53,570)	142.86%
Miscellaneous revenue	\$ 54,074.21	\$ 23,616.45	\$ (30,457.76)	\$ 1,160.95	\$ 200,500	\$ 176,884	11.78%
Transfers In	\$ 18,750.00	\$ 16,666.65	\$ (2,083.35)	\$ 3,333.33	\$ 425,894	\$ 409,227	3.91%
TOTAL REVENUES	\$ 495,076.15	\$ 577,905.55	\$ 82,829.40	\$ 158,775.44	\$ 6,419,640.00	\$ 5,841,734.45	9.00%
EXPENSES							
Council	\$ 36,058.33	\$ 37,058.28	\$ 999.95	\$ 6,300.70	\$ 76,142	\$ 39,084	48.67%
Administration	\$ 198,709.49	\$ 218,961.99	\$ 20,252.50	\$ 32,635.81	\$ 461,644	\$ 242,682	47.43%
Tech Network	\$ 123,781.89	\$ 58,577.33	\$ (65,204.56)	\$ 6,833.00	\$ 207,383	\$ 148,806	28.25%
Elections	\$ 1,214.00	\$ 5,512.94	\$ 4,298.94	\$ 535.42	\$ 15,900	\$ 10,387	34.67%
Assessor	\$ 44,400.00	\$ 45,700.00	\$ 1,300.00	\$ -	\$ 45,700	\$ -	100.00%
Attorney	\$ 27,246.06	\$ 42,186.06	\$ 14,940.00	\$ 10,099.60	\$ 70,000	\$ 27,814	60.27%
Engineer	\$ 4,080.00	\$ 113.00	\$ (3,967.00)	\$ -	\$ 20,000	\$ 19,887	0.57%
Planning	\$ 114,006.73	\$ 120,578.85	\$ 6,572.12	\$ 20,678.93	\$ 405,723	\$ 285,144	29.72%
Government Building	\$ 40,880.13	\$ 99,494.12	\$ 58,613.99	\$ 5,421.77	\$ 174,138	\$ 74,644	57.14%
Police	\$ 914,094.63	\$ 895,796.10	\$ (18,298.53)	\$ 129,194.77	\$ 2,196,296	\$ 1,300,500	40.79%
Fire	\$ 50,739.47	\$ 72,227.23	\$ 21,487.76	\$ 2,897.33	\$ 252,332	\$ 180,105	28.62%
Building Inspector	\$ 114,097.29	\$ 131,910.60	\$ 17,813.31	\$ 22,158.06	\$ 341,054	\$ 209,143	38.68%
Emergency Management	\$ 2,008.85	\$ 2,848.96	\$ 840.11	\$ 43.36	\$ 2,637	\$ (212)	108.04%
Animal Control	\$ 7,800.00	\$ 3,900.00	\$ (3,900.00)	\$ -	\$ 15,750	\$ 11,850	24.76%
Public Works	\$ 45,696.25	\$ 49,866.30	\$ 4,170.05	\$ 7,966.16	\$ 116,637	\$ 66,771	42.75%
Streets	\$ 447,511.25	\$ 404,887.99	\$ (42,623.26)	\$ 57,226.64	\$ 892,825	\$ 487,937	45.35%
Street Lights	\$ 30,610.81	\$ 27,064.52	\$ (3,546.29)	\$ 3,753.55	\$ 72,333	\$ 45,268	37.42%
Outdoor Swimming Pool	\$ -	\$ 74.39	\$ 74.39	\$ 74.39	\$ -	\$ (74)	0.00%
Aquatic Center	\$ 13,129.14	\$ 13,186.14	\$ 57.00	\$ -	\$ 116,251	\$ 103,065	11.34%
Municipal Band	\$ -	\$ -	\$ -	\$ -	\$ 4,484	\$ 4,484	0.00%
Parks	\$ 443,233.06	\$ 424,542.12	\$ (18,690.94)	\$ 59,777.14	\$ 621,815	\$ 197,273	68.27%
Park Board	\$ -	\$ 23,583.15	\$ 23,583.15	\$ 11,921.75	\$ 180,000	\$ 156,417	13.10%
Library	\$ 15,112.69	\$ 14,592.94	\$ (519.75)	\$ 1,132.36	\$ 33,265	\$ 18,672	43.87%
Unallocated	\$ 20,465.50	\$ 20,419.20	\$ (46.30)	\$ 2,533.92	\$ 97,331	\$ 76,912	20.98%
TOTAL EXPENSES	\$ 2,694,875.57	\$ 2,713,082.21	\$ 18,206.64	\$ 381,184.66	\$ 6,419,640.00	\$ 3,706,557.79	42.26%
EXCESS REVENUES OVER EXPENSES	<u>\$ (2,199,799.42)</u>	<u>\$ (2,135,176.66)</u>	<u>\$ 64,622.76</u>	<u>\$ (222,409.22)</u>	<u>\$ -</u>	<u>\$ 2,135,176.66</u>	

Unaudited Income Statement
Through May 31, 2024
Percent of year complete: 41.67%

Section 3, Item c.

	Prior Year 2023 Thru 5/31/2023	Actual Thru 5/31/2024	2023/2024 Variance YTD	Current Month 5/31/2024	2024 Adopted Budget	2024 Budget Balance	% Actual compared to Budget
Ambulance							
TOTAL REVENUES	\$ 11,335.94	\$ 11,975.62	\$ 639.68	\$ 2,416.71	\$ 20,100	\$ 8,124	59.58%
TOTAL EXPENSES	\$ 9,539.05	\$ 9,371.80	\$ (167.25)	\$ 718.56	\$ 12,366	\$ 2,994	75.79%
EXCESS REVENUES OVER EXPENSES	<u>\$ 1,796.89</u>	<u>\$ 2,603.82</u>	<u>\$ 806.93</u>	<u>\$ 1,698.15</u>	<u>\$ 7,734.00</u>	<u>\$ 5,130.18</u>	
EDA							
TOTAL REVENUES	\$ 3,074.47	\$ 4,291.87	\$ 1,217.40	\$ 1,575.85	\$ 75,250.00	\$ 70,958	5.70%
TOTAL EXPENSES	\$ 39,411.51	\$ 22,221.20	\$ (17,190.31)	\$ 3,718.42	\$ 75,250.00	\$ 53,029	29.53%
EXCESS REVENUES OVER EXPENSES	<u>\$ (36,337.04)</u>	<u>\$ (17,929.33)</u>	<u>\$ 18,407.71</u>	<u>\$ (2,142.57)</u>	<u>\$ -</u>	<u>\$ 17,929.33</u>	
EDA-INDUSTRIAL							
TOTAL REVENUES	\$ 1,357.66	\$ 1,894.45	\$ 536.79	\$ 695.22	\$ -	\$ (1,894)	0.00%
TOTAL EXPENSES	\$ 896.95	\$ 1,805.56	\$ 908.61	\$ (896.95)	\$ 1,773	\$ (33)	101.84%
EXCESS REVENUES OVER EXPENSES	<u>\$ 460.71</u>	<u>\$ 88.89</u>	<u>\$ (371.82)</u>	<u>\$ 1,592.17</u>	<u>\$ (1,773.00)</u>	<u>\$ (1,861.89)</u>	
WATER FUND							
TOTAL REVENUES	\$ 694,821.74	\$ 665,792.94	\$ (29,028.80)	\$ 137,303.56	\$ 1,877,961.00	\$ 1,212,168.06	35.45%
TOTAL EXPENSES	\$ 610,389.14	\$ 680,746.07	\$ 70,423.05	\$ 111,523.41	\$ 1,589,904.00	\$ 909,157.93	42.82%
EXCESS REVENUES OVER EXPENSES	<u>\$ 84,432.60</u>	<u>\$ (14,953.13)</u>	<u>\$ (99,451.85)</u>	<u>\$ 25,780.15</u>	<u>\$ 288,057.00</u>	<u>\$ 303,010.13</u>	
ELECTRIC FUND							
TOTAL REVENUES	\$ 4,151,821.76	\$ 4,265,999.27	\$ 114,177.51	\$ 852,116.85	\$ 10,474,072.00	\$ 6,208,072.73	40.73%
TOTAL EXPENSES	\$ 3,717,311.20	\$ 3,821,873.44	\$ 104,562.24	\$ 748,585.36	\$ 10,076,660.00	\$ 6,254,786.56	37.93%
EXCESS REVENUES OVER EXPENSES	<u>\$ 434,510.56</u>	<u>\$ 444,125.83</u>	<u>\$ 9,615.27</u>	<u>\$ 103,531.49</u>	<u>\$ 397,412.00</u>	<u>\$ (46,713.83)</u>	

Unaudited Income Statement
Through May 31, 2024
Percent of year complete: 41.67%

Section 3, Item c.

	Prior Year 2023 Thru 5/31/2023	Actual Thru 5/31/2024	2023/2024 Variance YTD	Current Month 5/31/2024	2024 Adopted Budget	2024 Budget Balance	% Actual compared to Budget
SANITARY SEWER							
TOTAL REVENUES	\$ 1,582,382.01	\$ 1,640,212.97	\$ 57,830.96	\$ 313,800.91	\$ 3,677,947.00	\$ 2,037,734.03	44.60%
TOTAL EXPENSES	\$ 1,831,382.43	\$ 1,839,597.71	\$ 8,215.28	\$ 274,594.71	\$ 4,057,592.00	\$ 2,217,994.29	45.34%
EXCESS REVENUES OVER EXPENSES	<u>\$ (249,000.42)</u>	<u>\$ (199,384.74)</u>	<u>\$ 49,615.68</u>	<u>\$ 39,206.20</u>	<u>\$ (379,645.00)</u>	<u>\$ (180,260.26)</u>	
GOLF							
TOTAL REVENUES	\$ 572,555.87	\$ 819,959.10	\$ 247,403.23	\$ 365,454.44	\$ 1,392,982.00	\$ 573,022.90	58.86%
TOTAL EXPENSES	\$ 425,499.65	\$ 453,173.71	\$ 27,674.06	\$ 114,922.33	\$ 1,408,833.11	\$ 955,659.40	32.17%
EXCESS REVENUES OVER EXPENSES	<u>\$ 147,056.22</u>	<u>\$ 366,785.39</u>	<u>\$ 219,729.17</u>	<u>\$ 250,532.11</u>	<u>\$ (15,851.11)</u>	<u>\$ (382,636.50)</u>	
STORM SEWER							
TOTAL REVENUES	\$ 176,068.85	\$ 182,224.15	\$ 6,155.30	\$ 38,280.30	\$ 401,040.00	\$ 218,815.85	45.44%
TOTAL EXPENSES	\$ 161,656.91	\$ 188,536.65	\$ 26,879.74	\$ 29,591.52	\$ 403,445.00	\$ 214,908.35	46.73%
EXCESS REVENUES OVER EXPENSES	<u>\$ 14,411.94</u>	<u>\$ (6,312.50)</u>	<u>\$ (20,724.44)</u>	<u>\$ 8,688.78</u>	<u>\$ (2,405.00)</u>	<u>\$ 3,907.50</u>	



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: FORE CHILDRENS FOUNDATION - MINNESOTA LAWFUL GAMBLING
LG220 APPLICATION FOR EXEMPT PERMIT
DATE: JULY 2, 2024

Attached is a Minnesota Lawful Gambling LG220 Application for Exempt Permit for Fore Childrens Foundation to conduct pull-tabs and a raffle at an event on August 23, 2024, at The New Prague Golf Club, 400 Lexington Avenue South, New Prague.

Recommendation

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

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Fore Childrens Foundation

Previous Gambling Permit Number: X-

Minnesota Tax ID Number, if any: 88-2246925

Federal Employer ID Number (FEIN), if any:

Mailing Address: 603 Main Street N.

City: Lonsdale State: MN Zip: 55046 County: Rice

Name of Chief Executive Officer (CEO): Jordan Kraus

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

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

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

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

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

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): New Prauge Gold Club

Physical Address (do not use P.O. box): 400 Lexington Ave S, New Prauge, MN, 56071

Check one:

☒ City: New Prauge Zip: 56071 County: Scott, Le Sueur

☐ Township: Zip: County:

Date(s) of activity (for raffles, indicate the date of the drawing): 08/23/2024

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

☐ Bingo ☐ Paddlewheels ☒ Pull-Tabs ☐ Tipboards ☒ Raffle

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

LG220 Application for Exempt Permit

Section 3, Item d.

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

CITY APPROVAL for a gambling premises located within city limits

- ☒ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: City of New Prague

Signature of City Personnel:

Title: City Administrator Date: _____

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

COUNTY APPROVAL for a gambling premises located in a township

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel:

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: [Signature] Date: June 26, 2024

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

Print Name: Jordan Kraus

REQUIREMENTS

Complete a separate application for:

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

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

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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

An equal opportunity employer



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: NEW PRAGUE CHAMBER OF COMMERCE – TEMPORARY ON-SALE 3.2 BEER
PERMIT FOR CZECH OUT NEW PRAGUE
DATE: JULY 9, 2024

Attached is an application for a Temporary On-Sale 3.2 Beer Permit from the New Prague Chamber of Commerce, requesting permission to serve 3.2 beer on August 1, 2024, at Memorial Park, 400 Main Street East, during Czech Out New Prague.

Recommendation

Staff recommends approval of the application and issuing a Temporary On-Sale 3.2 Beer Permit to the New Prague Chamber of Commerce for Czech Out New Prague on August 1, 2024.



CITY OF NEW PRAGUE
APPLICATION FOR TEMPORARY
ON-SALE 3.2 BEER PERMIT
 (NO STRONG BEER SALES PERMITTED)

Applicant Information

Applicant Name Brooke Sticha
 Applicant Address 101 E. Main St. NP
 Phone Number (952) 215-6009

Organization Information

Organization Name New Prague Chamber of Commerce
 Organization Address 101 East Main St. NP
 Phone Number (952) 758-4360

Event Information

Event Czech Out New Prague
 Event Location Memorial Park Phone Number (952) 758-4360
 Event Address 400 B. Main St.
 Phone Number (952) 215-6009
 Date (s) of Sale August 1, 2024 Time: From 5 pm to 9 pm
 Date (s) of Sale _____ Time: From _____ to _____

Comments:

Applicant Signature Brooke Sticha Date 7/2/24



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: NEW PRAGUE CHAMBER OF COMMERCE – 1-4 DAY TEMPORARY ON-SALE LIQUOR LICENSE FOR DOŽÍNKY DAYS
DATE: JULY 9, 2024

Attached is an application for a 1-4 Day Temporary On-Sale Liquor License from the New Prague Chamber of Commerce, requesting permission to serve alcoholic beverages at Dožínky Days on September 20-21, 2024, at the Chamber Beer Garden, located on Central Avenue North (on the street).

All of the conditions of the Temporary On-Sale Liquor License application have been met by the applicant.

The Temporary On-Sale Liquor License is issued with the understanding that the Licensee is responsible to adhere to all liquor provisions found in Chapter 340A and any other statutes or rules that may apply in serving alcohol.

Recommendation

Staff recommends approval of the application and issuing a 1-4 Day Temporary On-Sale Liquor License to the New Prague Chamber of Commerce for Dožínky Days on September 20-21, 2024.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 222, St. Paul, MN 55101
651-201-7500 Fax 651-297-5259 TTY 651-282-6555

Section 3, Item f.

**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date organized		Tax exempt number	
<u>New Prague Chamber of Commerce</u>					
Address		City	State	Zip Code	
<u>101 E. Main St.</u>		<u>New Prague</u>	<u>MN</u>	<u>56071</u>	
Name of person making application		Business phone		Home phone	
<u>Brooke Sticha</u>		<u>758-4360</u>			
Date(s) of event		Type of organization			
<u>September 20 - 21, 2024</u>		<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit			
Organization officer's name		City	State	Zip Code	
<u>Carla Sticha</u>		<u>New Prague</u>	<u>MN</u>	<u>56071</u>	
Organization officer's name		City	State	Zip Code	
<u>Cassie Barten</u>		<u>New Prague</u>	<u>MN</u>	<u>56071</u>	
Organization officer's name		City	State	Zip Code	
			<u>MN</u>		
Organization officer's name		City	State	Zip Code	
			<u>MN</u>		

Location where permit will be used. If an outdoor area, describe.

Central Ave N. on street with stage (beer garden, enclosed)

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

New Prague Chamber of Commerce - \$1,000,000

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

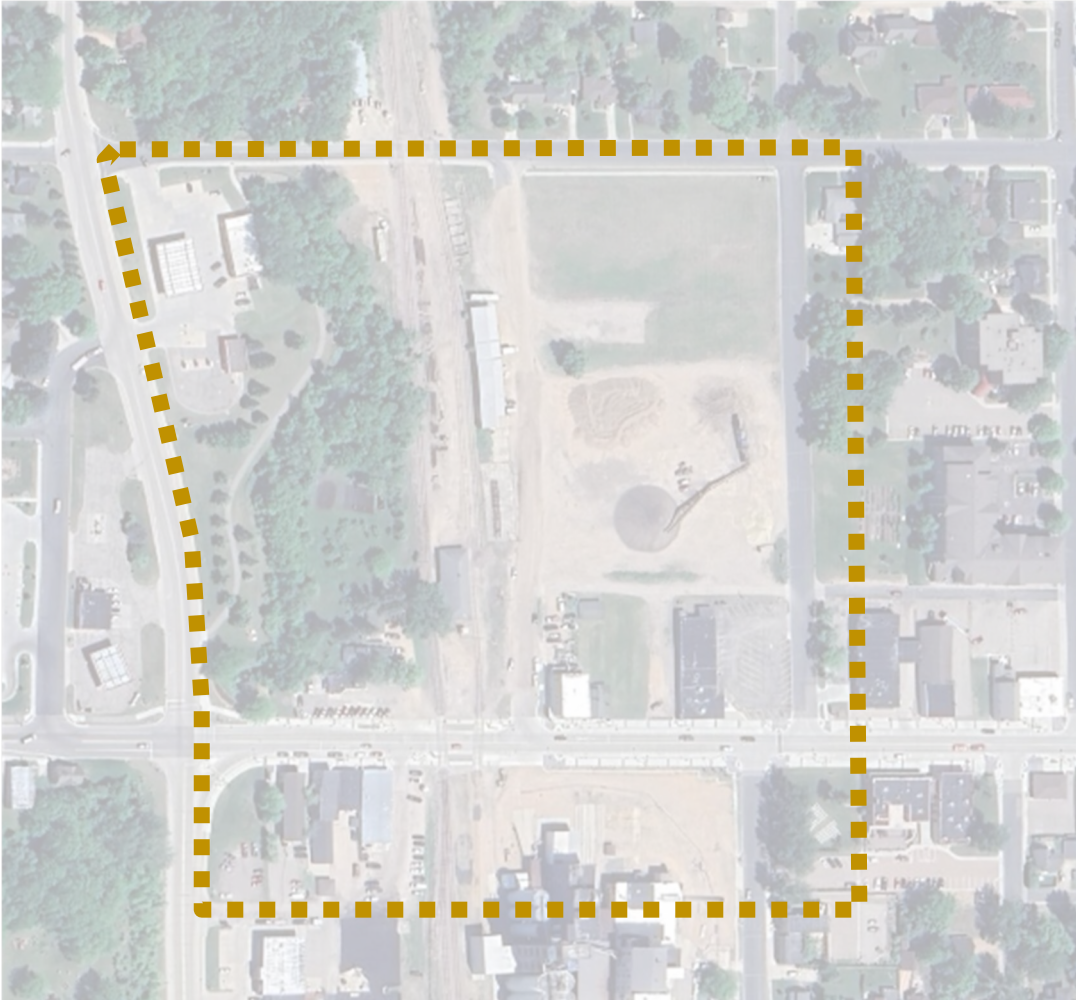
Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US



Small Area Plan Summary Diagrams

City Center Block

New Prague, Minnesota | July 15, 2024

Site Features: City Block



Multi-family residential

Playground

Community room

Multi-use plaza (farmers mkt, food trucks, parking, etc.)

Outdoor performance stage

Stormwater treatment (area TBD)

"Skinny" street w/planted median & parking

Entry plaza

Overflow parking (if needed)

Commercial infill building (per market demand)

Buildings

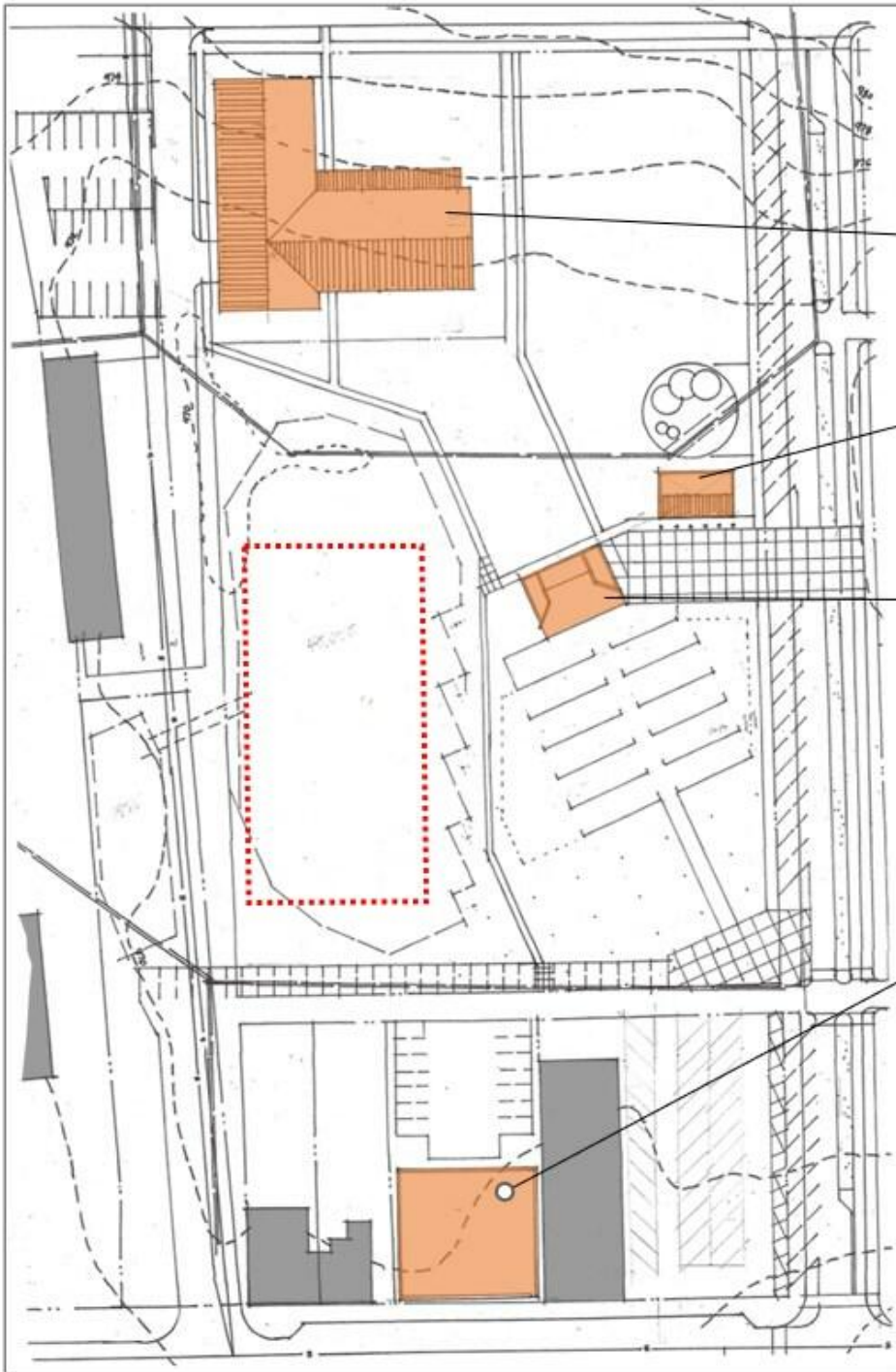
Multi-family
residential

Community room
(approx. 13,000 sf)

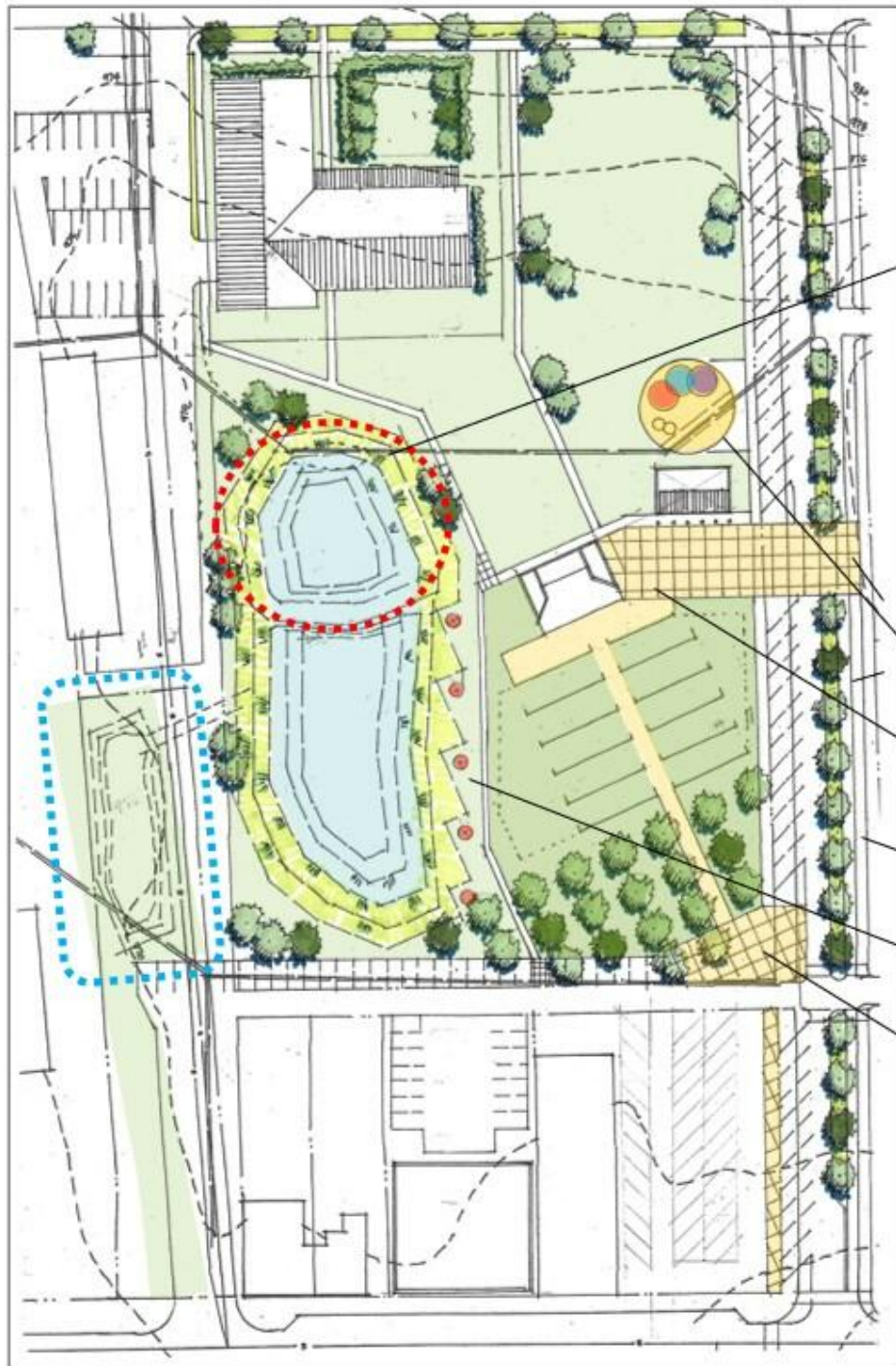
Outdoor stage

Regulation hockey
rink (85' x 200')

Commercial/retail infill
(approx. 6400 sf)



Blue & Green Layer



Stormwater treatment

Approx. area needed to treat on-site improvements

Optional stormwater overflow

Playground

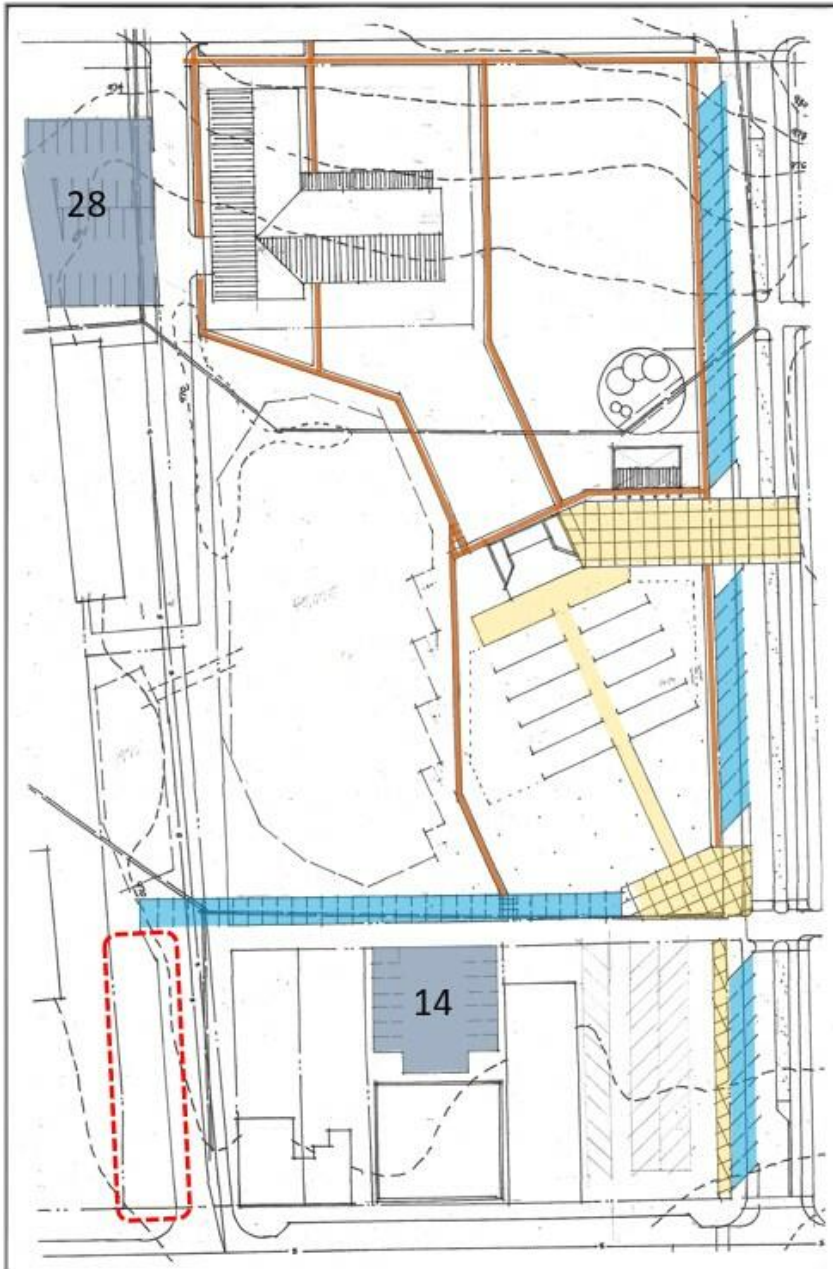
Multi-use plaza

"Skinny" street

Art/sculpture walk

Entry plaza

Walks & Parking



Sidewalk network



On-street diagonal parking = 60 spaces



Alley loaded = 34 spaces



Plaza parking = 8 spaces



Private off-street = 42 spaces



Overflow parking area (if needed)



Site Quantities

City Block = ~ 4.4 acres



Residential = 1.2 ac



Stormwater area = 1.1 ac



Outdoor stage = .6 ac



Park/open space = 1.5 ac



Potential stormwater overflow = 10,725 SF



Potential overflow parking = 13,650 SF



Commercial/retail lot = 14,450 sf

Performance Stage & Seating

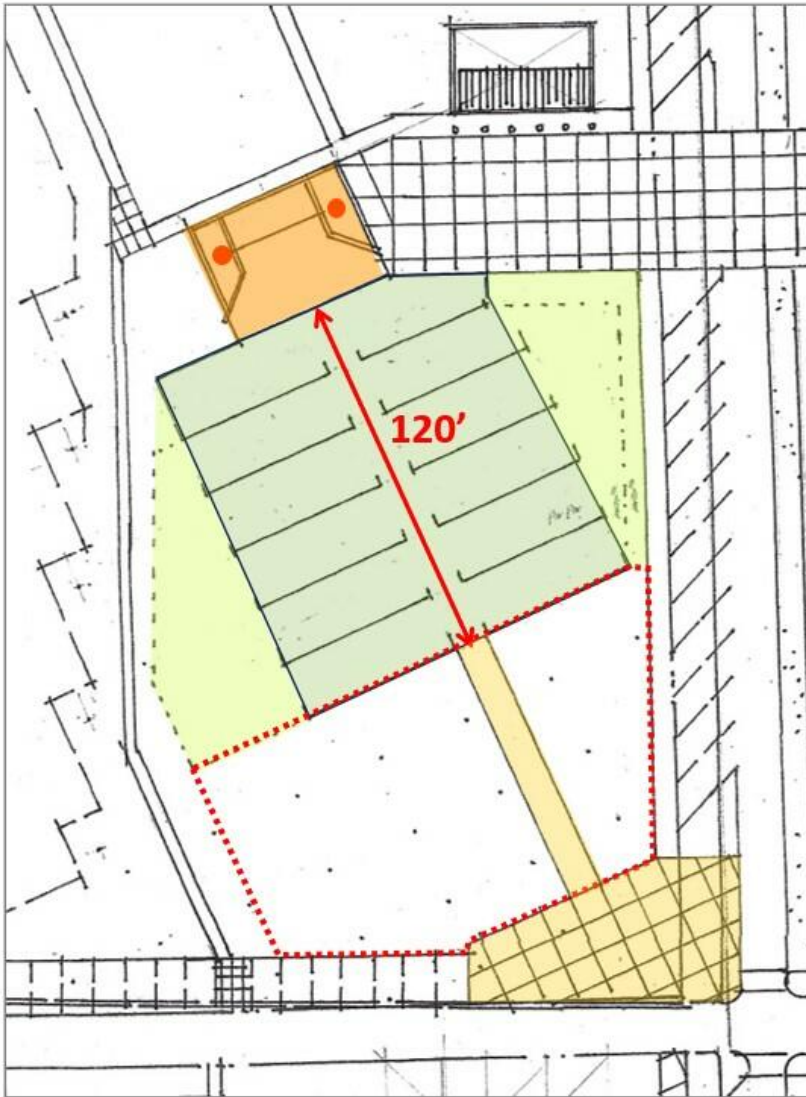
Stage dimensions = 40' D x 50' W

Stage includes dressing and storage rooms (●)

Seating area = approx. 720 seats/1000+ with overflow



Tree grove/potential expansion area



Outdoor Stage Comparisons



Rosemount: 116'



Eden Prairie: 109'



Buffalo: 125'

Strike Force Bowl, 309 Main St W, New Prague, P

11 Jul 2024 15:47 UTC-5 **LIVE**

Solar data for the selected location

Dawn: 05:04:48
 Sunrise: 05:40:15
 Culmination: 13:19:58
 Sunset: 20:59:14
 Dusk: 21:34:35
 Daylight duration: 15h18m59s
 Distance [km]: 152,078,560
 Altitude: 52.22°
 Azimuth: 245.58°
 Shadow length [m]: 0.78
 at an object level [m]: 1

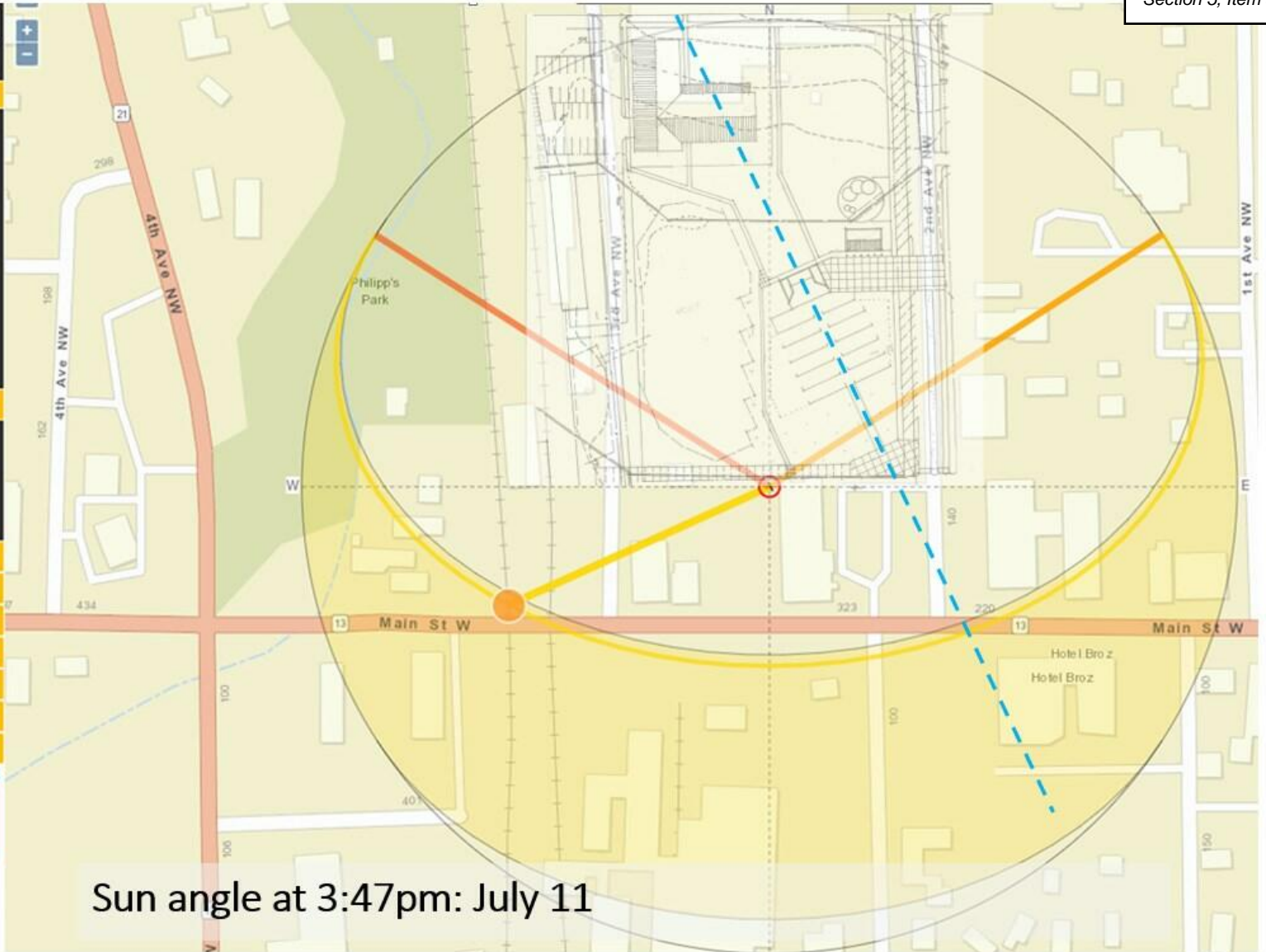
Geodata for the selected location

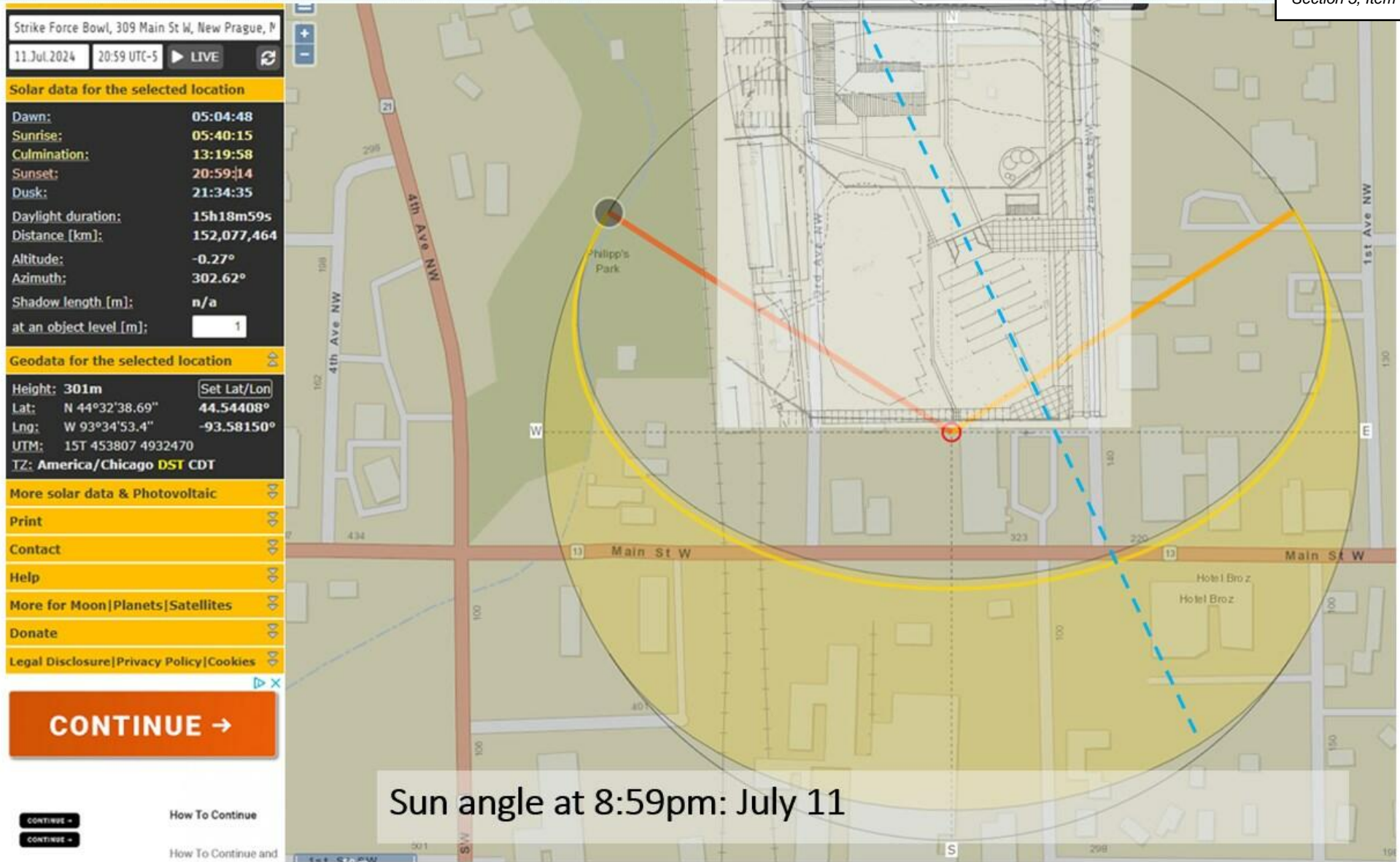
Height: 301m [Set Lat/Lon](#)
 Lat: N 44°32'38.69" 44.54408°
 Long: W 93°34'53.4" -93.58150°
 UTM: 15T 453807 4932470
 TZ: America/Chicago DST CDT

[More solar data & Photovoltaic](#)
[Print](#)
[Contact](#)
[Help](#)
[More for Moon|Planets|Satellites](#)
[Donate](#)
[Legal Disclosure|Privacy Policy|Cookies](#)

CONTINUE →

[CONTINUE →](#) [How To Continue](#)





Potential Phase 1



Stormwater treatment area

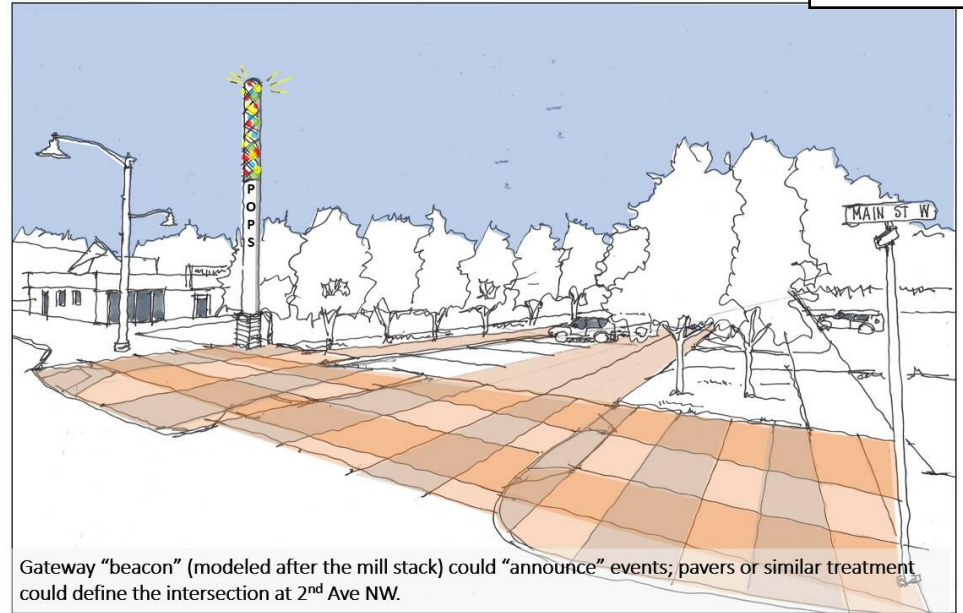


Outdoor performance stage

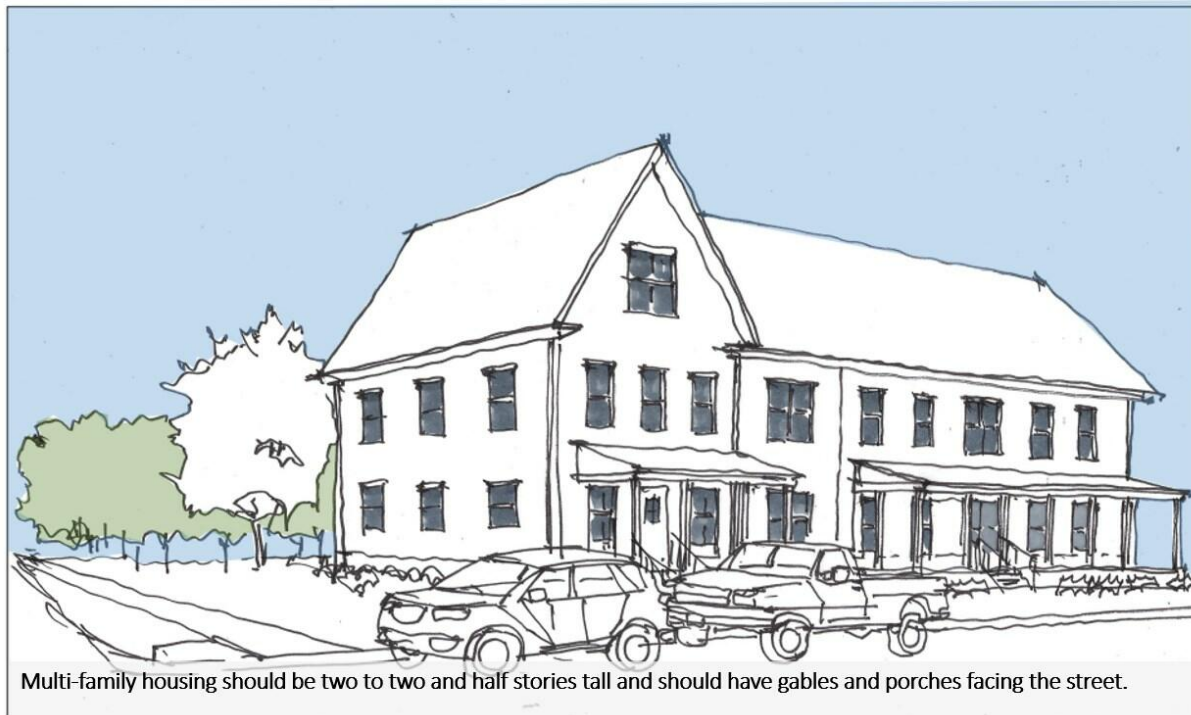




Praha "Porch" could be a feature of the community building and provide before and after activities related to outdoor events



Gateway "beacon" (modeled after the mill stack) could "announce" events; pavers or similar treatment could define the intersection at 2nd Ave NW.



Multi-family housing should be two to two and half stories tall and should have gables and porches facing the street.

MEMORANDUM

TO: Mayor and City Council
Joshua Tetzlaff, City Administrator

FROM: Chris Knutson, PE (Lic. MN)

DATE: July 11, 2024

RE: Project Updates

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

2023 STREET AND UTILITY IMPROVEMENTS PROJECT

A change order is included with the council packet and the current pay application. The rock used in the final lift of blacktop was changed from $\frac{3}{4}$ " size to $\frac{1}{2}$ " size to improve the texture of the surface. The additional cost to the project was \$4,224.24 for this change. This project is generally complete and final payment will be made after some punch list items are completed.

2024 STREET AND UTILITY IMPROVEMENTS PROJECT

The contractor intends to start installation of concrete curb and gutter tomorrow on the north two blocks of Lyndale Avenue N. Utilities on Sunset Avenue N, 3rd Street NE, and 1st Street SE are nearing completion in the next 1-2 weeks. Street crews are currently working on the south two blocks of Lyndale Avenue N.

2025 STREET AND UTILITY IMPROVEMENTS PROJECT

Topographic survey is being conducted in the project area. After staff and SEH met regarding the proposed project, it was determined that the sanitary sewer and water main utilities on the north block of Lincoln Avenue N require replacement and that it would be best to include with the 2025 project. The mill and overlay of 2nd Street NE may be removed to offset the additional cost.

It is expected that commercial properties that abut the proposed alley improvements within the project will be assessed. Residential properties will likely not be assessed.

The resolution passed by council previously ordering the Feasibility Report did not include properties abutting the alley or on the north block of Lincoln Avenue N. A resolution is provided separately to include them.

A neighborhood meeting has been scheduled for August 7th at 6pm.

cdk
x:\ko\newpr\common\council meetings\071524 cc project updates.docx



Building a Better World
for All of Us™

CHANGE ORDER

City of New Prague

OWNER

June 12, 2023

DATE

OWNER'S PROJECT NO.

2

CHANGE ORDER NO.

2023 Street and Utility Improvement Project

PROJECT DESCRIPTION

NEWPR 167774 71.50

SEH FILE NO.

The following changes shall be made to the contract documents:

Description:

The project was bid using a ¾" rock in the top layer of bituminous pavement as it has in most previous city projects. The paving contractor noted that this can result in the aggregate stacking and providing a coarse appearance. As the City no longer places seal coat, it was decided to change to a ½" rock in the top layer instead to provide a smoother surface.

Purpose of Change Order:

Compensate Contractor for additional costs incurred.

Basis of Cost: ☒ Actual ☐ Estimated

Attachments (list supporting documents)

Attachment A

Contract Status

Original Contract

Net Change Prior C.O.'s N/A to N/A

Change this C.O.

Revised Contract

Time

Cost

\$3,715,730.65

\$2,037.30

\$4,224.24

\$3,721,992.19

Recommended for Approval: **Short Elliott Hendrickson Inc.** by

Chris Knutson

Chris Knutson, Project Manager

Agreed to by Contractor:

[Signature]

BY Holtmeier Construction, Inc.

Approved for Owner:

[Signature]

BY City of New Prague

Superintendent

TITLE

Public Works Director

TITLE

Distribution

Contractor 2

Owner 1

Project Representative 1

SEH Office 1

x:\ko\newpr\167774\7-const-svcs\71-mgmt\50-chg-order\change order #1.docx

Engineers | Architects | Planners | Scientists

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

507.388.1989 | 877.316.7636 | 888.908.8166 fax | sehinc.com

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

ATTACHMENT A
CHANGE ORDER NO. TWO
2023 Street and Utility Improvement Project
New Prague, Minnesota
SEH NO. NEWPR 167774
July 1, 2024

<u>Item No.</u>	<u>Description</u>	<u>Unit</u>	<u>Qty.</u>	<u>Unit Price</u>	<u>Total Price</u>
1	WEAR COURSE MIX CHANGE	TON	<u>1,482.19</u>	\$2.85	\$4,224.24
TOTAL CHANGE ORDER NO. ONE					\$4,224.24

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

}

**CITY OF NEW PRAGUE
RESOLUTION #24-07-15-01**

**2025 STREET AND UTILITY IMPROVEMENT PROJECT
ORDERING PREPARATION OF REPORT ON IMPROVEMENT**

WHEREAS, it is proposed to make improvements to the following streets:

- Lincoln Avenue NE from 4th Street NE to 5th Street NE
- Alley north of Main Street E (TH19) between Columbus Avenue N and Lincoln Avenue NE
- Alley west of Lincoln Avenue NE between Main Street E (TH19) and 1st Street NE

and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NEW PRAGUE,
MINNESOTA:**

That the proposed improvement be referred to pursuant to Short Elliott Hendrickson Inc. (SEH®) for study and that they are instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Adopted by the council this 15th day of July, 2024.

Duane J. Jirik
Mayor

ATTEST:

Joshua M. Tetzlaff
City Administrator



Kennedy & Graven
Fifth Street Towers
150 South Fifth Street, Suite 700
Minneapolis, MN 55402
(612) 337-9300 direct

MEMORANDUM

TO: Honorable Mayor and City Council
Josh Tetzlaff, City Administrator

FROM: Joseph L. Sathe, City Attorney

DATE: July 11, 2024

RE: Consider Updating Cannabis Business Moratorium

Summary

The purpose of this memo is to address a change in the law which may create a need to amend the City's moratorium on cannabis businesses. There is a possibility that a change to the statutory definition of "Cannabis Business" could be understood/misunderstood to mean that businesses associated with the medical cannabis program and certain businesses authorized to begin growing cannabis prior to obtaining a full license ("Early Cultivators") are not subject to the moratorium.

There is a strong argument that the moratorium will still apply as originally intended, but to avoid a claim that it does not and to also provide clear communication to businesses, the enclosed language amending the current moratorium provides an option for the city to consider that will incorporate the general authority cities possess to adopt interim ordinances/moratoria rather than solely relying on the cannabis specific authority granted in the Cannabis Act. The amendment does not change the January 1, 2025 expiration date for the moratorium.

Cannabis Business Definition Change

In 2023, HF 100 ("2023 Cannabis Act") allowed cities to enact moratoria on the operation of Cannabis Businesses, defined as a business needing one of the many licenses authorized under the 2023 Cannabis Act. In 2023, the only way to operate a business that deals with cannabis was to obtain a Cannabis Business license.

The statutory language authorizing the moratoria (Minn. Stat. 342.13 (e)) provides that a unit of local government may adopt an interim ordinance to "regulate, restrict, or prohibit the operation of a cannabis business within the jurisdiction or a portion thereof until January 1, 2025."

In 2024, HF 4757 ("2024 Cannabis Update") amended the definition of Cannabis Business and established a process for certain businesses to obtain a license preapproval intended to allow social equity applicants to begin certain business processes prior to obtaining a license (such as obtaining capital).

The enclosed table is provided as a reference showing the difference between the 2023 Cannabis Act and the 2024 Cannabis Update.

Updates to the Moratorium

With the changes to the definition of cannabis business there are now two categories of businesses associated with cannabis that can operate without a cannabis business license (medical cannabis businesses) or a license at all (license preapproval-Early Cultivator).

Therefore, the attached moratorium amendments are intended to confirm the city's intent to have the moratorium adopted in 2023 continue to apply to every type of business related to cannabis within the city as was the case when it was adopted. Adding the references to the authority cities use for interim ordinances normally is to avoid two claims:

1. A claim that the authority to impose a moratorium under Minn. Stat. 342.13 is tied to the statutory definition of cannabis business, which is defined as a licensed business and the 2024 Cannabis Update authorizes businesses without a license to operate under a license preapproval/Early Cultivator approval; and
2. A claim that the 2024 Cannabis Update removal of Medical Cannabis Businesses from the definition of Cannabis Business means that the moratorium no longer applies to those businesses.

The language in the attached draft can be amended to only cover businesses that the City wants subject to the moratorium (e.g., the language on Medical Cannabis Businesses can be removed).

Timeline

Businesses seeking to obtain a license preapproval need to apply and then be selected as part of a lottery. The first application window will begin on July 24 and end August 12. The Office of Cannabis Management (“OCM”) has not announced the date it will begin granting Early Cultivator approvals but it will likely will be after August 12. However, businesses may begin applying for the Early Cultivator prerequisite (the license preapproval) on July 24, 2024 and having the amendment in place earlier may help address any confusion and provide both staff and businesses with clear direction on the city’s intention.

Conclusion

Updating the City’s moratorium will clearly communicate to businesses that the City is considering license preapprovals, Early Cultivators, and Medical Cannabis Businesses as part of its potential regulations regarding businesses related to cannabis. The amendment also explicitly includes reference to the City’s general authority to enact a moratorium in case a court were to determine that license preapprovals, Early Cultivators, and Medical Cannabis Businesses are not subject to the current moratorium on Cannabis Businesses.

Table Showing Differences Between 2023 and 2024 Cannabis Businesses				
2023	2024			
<u>Cannabis Business</u>	<u>Cannabis Business</u>	<u>Medical Cannabis Business</u>	<u>License Preapproval</u>	<u>Early Cultivator</u>
<p>Minn. Stat. 342.01, Subd.14.</p> <p>"Cannabis business" means any of the following licensed under this chapter:</p> <p>(1) cannabis microbusiness;</p> <p>(2) cannabis mezzobusiness;</p> <p>(3) cannabis cultivator;</p> <p>(4) cannabis manufacturer;</p> <p>(5) cannabis retailer;</p> <p>(6) cannabis wholesaler;</p> <p>(7) cannabis transporter;</p> <p>(8) cannabis testing facility;</p> <p>(9) cannabis event organizer;</p> <p>(10) cannabis delivery service;</p> <p>(11) medical cannabis cultivator;</p> <p>(12) medical cannabis processor;</p> <p>(13) medical cannabis retailer;</p> <p>and</p> <p>(14) medical cannabis combination business.</p>	<p>Minn. Stat. 342.01, Subd.14.</p> <p>"Cannabis business" means any of the following licensed under this chapter:</p> <p>(1) cannabis microbusiness;</p> <p>(2) cannabis mezzobusiness;</p> <p>(3) cannabis cultivator;</p> <p>(4) cannabis manufacturer;</p> <p>(5) cannabis retailer;</p> <p>(6) cannabis wholesaler;</p> <p>(7) cannabis transporter;</p> <p>(8) cannabis testing facility;</p> <p>(9) cannabis event organizer;</p> <p>(10) cannabis delivery service; <u>and</u></p> <p>(11) medical cannabis cultivator;</p> <p>(12) medical cannabis processor;</p> <p>(13) medical cannabis retailer;</p> <p><u>and</u></p> <p>(14)<u>(11)</u> medical cannabis combination business.</p>	<p>The three businesses that were removed from the Cannabis Business definition in column 1 (the 2023 definition of Cannabis Business) are still licensed by the OCM but are not considered Cannabis Businesses since that term seem to now be reserved for businesses that are part of the recreational cannabis regulatory framework.</p> <p>Medical Cannabis Businesses, likely any other business, must adhere to the city's general zoning and regulatory authority.</p>	<p>The OCM may issue a license preapproval to certain businesses to assist that business in obtaining legal control of property, receive zoning approval from the unit of local government, and raising capital for business operations.</p> <p>The license preapproval does not allow a person to engage in any activity that would require a license including purchasing, possess, cultivating, manufacturing, distributing, dispensing, or selling products.</p> <p>License preapprovals will be granted to entities who meet the requirements as a social equity applicant and will be granted based on a lottery system.</p> <p>The first window for license preapprovals will open on July 24 and close on August 12. The OCM has not announced when the first lottery will be held, but it should be soon after August 12.</p>	<p>If an entity has received a license preapproval for a business that will be able to grow cannabis (a cannabis microbusiness, cannabis mezzobusiness, or cannabis cultivator license) that business may apply for an approval to begin "early cultivation" without a full license.</p> <p>The entity must meet the following criteria:</p> <p>(1) has provided documentation in a form and manner prescribed by the Office of Cannabis Management from the applicable local unit of government that states the social equity applicant is in compliance with local zoning ordinances and state fire and building codes; and</p> <p>(2) complies with Minnesota Rules, parts 4770.0100 to 4770.4030. These are the current rules that apply to the Medical Marijuana Program</p>

CITY OF NEW PRAGUE
ORDINANCE NO. 350

**AN AMENDMENT TO INTERIM ORDINANCE 2023-338 AUTHORIZING A STUDY
AND IMPOSING A MORATORIUM ON THE OPERATION OF CANNABIS
BUSINESSES WITHIN THE CITY OF NEW PRAGUE**

THE CITY COUNCIL OF THE CITY OF NEW PRAGUE ORDAINS:

ARTICLE 1. Authority and Legislative Findings.

- A. The Minnesota Legislature recently enacted, and the Governor signed, 2023 Minnesota Session Laws, Chapter 63 – H.F. No. 100 (the “Act”), which is comprehensive legislation relating to cannabis including, but not limited to, the establishment of the Office of Cannabis Management (“OCM”), legalizing and limiting the possession and use of cannabis and certain hemp products by adults, providing for the licensing, inspection, and regulation of cannabis and hemp businesses, taxing the sale of cannabis flower, cannabis products, and certain hemp products, establishing grant and loan programs, amending criminal penalties, providing for expungement of certain convictions, and providing for the temporary regulation of edible cannabinoid products.
- B. The Act provides local units of government certain authority related to cannabis businesses, including the authority to (1) require local registration of certain cannabis businesses operating retail establishments, (2) adopt reasonable restrictions on the time, place, and manner of the operation of cannabis businesses, provided that such restrictions do not prohibit the establishment or operation of a cannabis business, (3) limit the number of certain cannabis businesses based on the population of the community, and (4) prohibit the operation of a cannabis business within 1,000 feet of a school, or 500 feet of a day care, residential treatment facility, or an attraction within a public park that is regularly used by minors, including a playground or athletic field.
- C. The Act requires the OCM, which was established effective July 1, 2023, to work with local governments to develop model ordinances for reasonable restrictions on the time, place, and manner of the operation of cannabis businesses. The Act also requires the OCM to establish additional rules and regulations relating to the operation of cannabis businesses. The city of New Prague (the “City”) will benefit from reviewing and analyzing the OCM’s model ordinances, rules and regulations before making any decisions related to the regulation of cannabis businesses in the City.
- D. The Act (Minnesota Statutes, section 342.13(e)) expressly allows a local unit of government that is conducting studies or has authorized a study to be conducted or has held or scheduled a hearing for the purpose of considering adoption or amendment of reasonable restrictions on the time, place and manner of the operation of cannabis businesses to adopt an interim ordinance applicable to all or part of its jurisdiction for the purpose of protecting the planning process and the health, safety, and welfare of its citizens. The interim ordinance may regulate, restrict, or prohibit the operation of Cannabis Businesses within the jurisdiction or a portion thereof until January 1, 2025.

- E. Given the uncertainty regarding the model ordinances to be developed by the OCM and the broad scope of the changes to Minnesota law brought about by the Act, the City desires to adopt an interim ordinance for the purpose of protecting the planning process and the health, safety, and welfare of its citizens.
- F. The City desires to conduct a study for the purpose of considering the adoption or amendment of reasonable restrictions on the time, place and manner of the operation of cannabis businesses as well as the other regulations local units of government may adopt under the Act.
- G. On July 17, 2023, after providing at least 10 days published notice, the city council held a public hearing regarding the consideration and adoption of an interim ordinance (Interim Ordinance No. 2023-338) prohibiting the operation of Cannabis Businesses within the City until January 1, 2025.
- H. On May 24, the Governor signed HF 4757 amending the Act (“2024 Amendment”). The 2024 Amendment included two amendments to the Act. The first of those amendments creates a license preapproval for certain businesses that will authorize a business to begin certain processes without a cannabis business license under Minnesota Laws, chapter 121, section 148 (“license preapproval”), including in some instances allowing a business to begin cultivation without a license under Minnesota Laws chapter 121, section 151 (“early cultivation”). The second of those amendments removes medical cannabis business, medical cannabis processor, and medical cannabis retailer (“medical cannabis businesses”) from the definition of cannabis business in Minnesota Statutes 324.01, subdivision 14.
- I. The Legislature’s decision to change the definition of cannabis business in the 2024 Amendment does not preclude the City from having a moratorium on businesses related to cannabis that will be subject to city zoning and operational regulations and which are cannabis businesses; medical cannabis businesses; businesses with a license preapproval, including early cultivators; or other businesses that must confirm compliance with city regulations.
- J. To provide clear communication to businesses seeking to operate within the City and to create a clear record, the City Council desires to amend the interim ordinance to explicitly list and include license preapproval, early cultivation, and medical cannabis business in the businesses that are subject to the interim ordinance.
- K. The amendments to this Ordinance are intended to supplement and clarify Interim Ordinance 2023-338 to confirm that if a court of competent jurisdiction finds that license preapproval, early cultivators, or medical cannabis businesses are not subject to the authority granted to units of local government in Minnesota Statutes, section 342.13 (e) that these amendments invoke the authority granted under Minnesota Statutes, section 462.355, subdivision 4(a) “to regulate, restrict, or prohibit any use ... within

the jurisdiction or a portion thereof for a period not to exceed one year from the date it is effective” by enacting an interim ordinance.

- L. On August 5, 2024, after providing at least 10 days published notice, the City Council held a public hearing regarding the consideration and adoption of this clarification of and amendment to the interim ordinance prohibiting the operation of cannabis businesses within the City until January 1, 2025.

ARTICLE II. Definitions. For purposes of this Ordinance, the following terms shall have the meaning given them in this section.

- (A) “2024 Amendment” refers to 2024 Minnesota Session Laws, Chapter 121 (H.F. 4757).__
- (B) “Act” means 2023 Minnesota Session Laws, Chapter 63 (H.F. No. 100).
- (C) “Cannabis Business” has the meaning given the term in Minnesota Statutes, section 342.01, subdivision 14. Cannabis business also includes medical cannabis businesses, early cultivators, and license preapprovals.
- (D) “City” means the City of New Prague.
- (E) “Early Cultivator” means a business authorized to begin cultivating/growing cannabis prior to receiving a license as provided under 2024 Minnesota Session Laws, chapter 121, section 151.
- (F) “Edible Cannabinoid Product” has the meaning given the term in Minnesota Statutes, section 151.72, subdivision 1(f).
- (G) “License Preapproval” means a business authorized to begin certain business operations related to cannabis under 2024 Minnesota Session Laws, chapter 121, section 148.
- (H) “Medical Cannabis Business” means medical cannabis business, medical cannabis processor, and medical cannabis retailers as defined in the Act and any business requiring a license or endorsement under Minnesota Statutes, Chapter 342.
- (I) “OCM” means the Office of Cannabis Management, established as set forth in Minnesota Statutes, section 342.02, subd. 1.
- (J) “Ordinance” means this interim ordinance, which is adopted pursuant to Minnesota Statutes, section 342.13(e).

ARTICLE III. Study Authorized. The City Council hereby authorizes and directs City Administrator to have City staff conduct a study regarding the adoption or amendment of reasonable restrictions on the time, place, and manner of the operation of Cannabis Businesses, as

well as other potential local regulations allowed under the Act, and report to the City Council on the potential regulation of Cannabis Businesses. The study must include a review of the model ordinances that OCM is directed to draft under Minnesota Statutes, section 342.13(d), an analysis of potential setback regulations allowed under Minnesota Statutes, section 342.13(c), and such other matters as staff may determine are relevant to the City Council’s consideration of this matter. The report shall include City staff’s recommendations on whether the City Council should adopt regulations and, if so, the recommended types of regulations.

ARTICLE IV. Moratorium. A moratorium is hereby imposed regarding the operation of a Cannabis Business within the City. During the term of this Ordinance, no business, person, or entity may establish or operate a Cannabis Business within the jurisdictional boundaries of the City. The City shall not accept, process, or act on any application, site plan, building permit, zoning request, or other approval, including any requested confirmation, certification, approval, or other request from the OCM or other governmental entity requesting City review of any application or proposal for a business proposing to engage in the operation of a Cannabis Business. The moratorium includes Early Cultivators, License Preapprovals, and Medical Cannabis Businesses to the extent they are considered to be outside of the definition of Cannabis Business.

ARTICLE V. Violation. During the term of the moratorium, it is a violation of this Ordinance for any business, person, or entity to establish or operate a cannabis business within the City.

ARTICLE VI. Exceptions. The moratorium imposed by this Ordinance does not apply to:

- (1) the continued operation of a business as part of the Medical Cannabis Program administered by the Minnesota Department of Health and the OCM that was lawfully operating within the City prior to July 1, 2023;
- (2) the lawful sale of Edible Cannabinoid Products, in compliance with Minnesota Statutes, section 151.72; or
- (3) sales of Edible Cannabinoid Products at an exclusive liquor store in accordance with Minnesota Statutes, section 340A.412, subdivision 14. Nothing in this Article exempts a business, person, or entity that is selling Edible Cannabinoid Products from having to comply with all requirements and prohibitions of applicable laws and ordinances.

ARTICLE VII. Enforcement. Violation of this Ordinance is a misdemeanor. The City may also enforce this Ordinance by mandamus, injunction, or other appropriate civil remedy in any court of competent jurisdiction. A violation of this Ordinance is also subject to the City’s general penalties prescribed in the City Code and may further result in the City reporting violations to the OCM, if relevant to OCM licensing. The City Council hereby authorizes City Administrator, in consultation with the City Attorney, to initiate any legal action deemed necessary to secure compliance with this Ordinance.

ARTICLE VIII. Duration. This Ordinance shall become effective on the first day of publication after adoption and shall remain in effect until January 1, 2025. This Ordinance may be repealed earlier upon the effective date of an ordinance adopting or amending reasonable restrictions on the

time, place and manner of the operation of a Cannabis Business within the City or by resolution of the City Council terminating this Ordinance prior to the expiration date.

ARTICLE IX. Severability. Every section, provision, and part of this Ordinance is declared severable from every other section, provision, and part. If any section, provision, or part of this Ordinance is held to be invalid by a court of competent jurisdiction, such judgment shall not invalidate any other section, provision, or part of this Ordinance.

Adopted this 5th day of August, 2024.

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

Duane J. Jirik, Mayor

ATTEST:

Joshua M. Tetzlaff, City Administrator

(SEAL)

Date of Publication: August 15th, 2024.

CITY OF NEW PRAGUE
ORDINANCE NO. 2024-350(Amending 338)

**AN AMENDMENT TO AN INTERIM ORDINANCE AUTHORIZING A STUDY AND
IMPOSING A MORATORIUM ON THE OPERATION OF CANNABIS
BUSINESSES WITHIN THE CITY OF NEW PRAGUE**

THE CITY COUNCIL OF THE CITY OF NEW PRAGUE ORDAINS:

ARTICLE 1. Authority and Legislative Findings.

- A. The Minnesota Legislature recently enacted, and the Governor signed, 2023 Minnesota Session Laws, Chapter 63 – H.F. No. 100 (the “Act”), which is comprehensive legislation relating to cannabis including, but not limited to, the establishment of the Office of Cannabis Management (“OCM”), legalizing and limiting the possession and use of cannabis and certain hemp products by adults, providing for the licensing, inspection, and regulation of cannabis and hemp businesses, taxing the sale of cannabis flower, cannabis products, and certain hemp products, establishing grant and loan programs, amending criminal penalties, providing for expungement of certain convictions, and providing for the temporary regulation of edible cannabinoid products.
- B. The Act provides local units of government certain authority related to cannabis businesses, including the authority to (1) require local registration of certain cannabis businesses operating retail establishments, (2) adopt reasonable restrictions on the time, place, and manner of the operation of cannabis businesses, provided that such restrictions do not prohibit the establishment or operation of a cannabis business, (3) limit the number of certain cannabis businesses based on the population of the community, and (4) prohibit the operation of a cannabis business within 1,000 feet of a school, or 500 feet of a day care, residential treatment facility, or an attraction within a public park that is regularly used by minors, including a playground or athletic field.
- C. The Act requires the OCM, which was established effective July 1, 2023, to work with local governments to develop model ordinances for reasonable restrictions on the time, place, and manner of the operation of cannabis businesses. The Act also requires the OCM to establish additional rules and regulations relating to the operation of cannabis businesses. The city of New Prague (the “City”) will benefit from reviewing and analyzing the OCM’s model ordinances, rules and regulations before making any decisions related to the regulation of cannabis businesses in the City.
- D. The Act (Minnesota Statutes, section 342.13(e)) expressly allows a local unit of government that is conducting studies or has authorized a study to be conducted or has held or scheduled a hearing for the purpose of considering adoption or amendment of reasonable restrictions on the time, place and manner of the operation of cannabis businesses to adopt an interim ordinance applicable to all or part of its jurisdiction for the purpose of protecting the planning process and the health, safety, and welfare of its citizens. The interim ordinance may regulate, restrict, or prohibit the operation of Cannabis Businesses within the jurisdiction or a portion thereof until January 1, 2025.

- E. Given the uncertainty regarding the model ordinances to be developed by the OCM and the broad scope of the changes to Minnesota law brought about by the Act, the City desires to adopt an interim ordinance for the purpose of protecting the planning process and the health, safety, and welfare of its citizens.
- F. The City desires to conduct a study for the purpose of considering the adoption or amendment of reasonable restrictions on the time, place and manner of the operation of cannabis businesses as well as the other regulations local units of government may adopt under the Act.
- G. On July 17, 2023, after providing at least 10 days published notice, the city council held a public hearing regarding the consideration and adoption of an interim ordinance (Interim Ordinance No. 2023-338) prohibiting the operation of Cannabis Businesses within the City until January 1, 2025.
- H. On May 24, the Governor signed HF 4757 amending the Act (“2024 Amendment”). The 2024 Amendment included two amendments to the Act. The first of those amendments creates a license preapproval for certain businesses that will authorize a business to begin certain processes without a cannabis business license under Minnesota Laws, chapter 121, section 148 (“license preapproval”), including in some instances allowing a business to begin cultivation without a license under Minnesota Laws chapter 121, section 151 (“early cultivation”). The second of those amendments removes medical cannabis business, medical cannabis processor, and medical cannabis retailer (“medical cannabis businesses”) from the definition of cannabis business in Minnesota Statutes 324.01, subdivision 14.
- I. The Legislature’s decision to change the definition of cannabis business in the 2024 Amendment does not preclude the City from having a moratorium on businesses related to cannabis that will be subject to city zoning and operational regulations and which are cannabis businesses; medical cannabis businesses; businesses with a license preapproval, including early cultivators; or other businesses that must confirm compliance with city regulations.
- J. To provide clear communication to businesses seeking to operate within the City and to create a clear record, the City Council desires to amend the interim ordinance to explicitly list and include license preapproval, early cultivation, and medical cannabis business in the businesses that are subject to the interim ordinance.
- K. The amendments to this Ordinance are intended to supplement and clarify Interim Ordinance 2023-338 to confirm that if a court of competent jurisdiction finds that license preapproval, early cultivators, or medical cannabis businesses are not subject to the authority granted to units of local government in Minnesota Statutes, section 342.13 (e) that these amendments invoke the authority granted under Minnesota Statutes, section 462.355, subdivision 4(a) “to regulate, restrict, or prohibit any use ... within

the jurisdiction or a portion thereof for a period not to exceed one year from the date it is effective” by enacting an interim ordinance.

- L. On August 5, 2024, after providing at least 10 days published notice, the City Council held a public hearing regarding the consideration and adoption of this clarification of and amendment to the interim ordinance prohibiting the operation of cannabis businesses within the City until January 1, 2025.

ARTICLE II. Definitions. For purposes of this Ordinance, the following terms shall have the meaning given them in this section.

- (A) “2024 Amendment” refers to 2024 Minnesota Session Laws, Chapter 121 (H.F. 4757).
- (B) “Act” means 2023 Minnesota Session Laws, Chapter 63 (H.F. No. 100).
- (C) “Cannabis Business” has the meaning given the term in Minnesota Statutes, section 342.01, subdivision 14. Cannabis business also includes medical cannabis businesses, early cultivators, and license preapprovals.
- (D) “City” means the City of New Prague.
- (E) “Early Cultivator” means a business authorized to begin cultivating/growing cannabis prior to receiving a license as provided under 2024 Minnesota Session Laws, chapter 121, section 151.
- (F) “Edible Cannabinoid Product” has the meaning given the term in Minnesota Statutes, section 151.72, subdivision 1(f).
- (G) “License Preapproval” means a business authorized to begin certain business operations related to cannabis under 2024 Minnesota Session Laws, chapter 121, section 148.
- (H) “Medical Cannabis Business” means medical cannabis business, medical cannabis processor, and medical cannabis retailers as defined in the Act and any business requiring a license or endorsement under Minnesota Statutes, Chapter 342.
- (I) “OCM” means the Office of Cannabis Management, established as set forth in Minnesota Statutes, section 342.02, subd. 1.
- (J) “Ordinance” means this interim ordinance, which is adopted pursuant to Minnesota Statutes, section 342.13(e).

ARTICLE III. Study Authorized. The City Council hereby authorizes and directs City Administrator to have City staff conduct a study regarding the adoption or amendment of reasonable restrictions on the time, place, and manner of the operation of Cannabis Businesses, as

well as other potential local regulations allowed under the Act, and report to the City Council on the potential regulation of Cannabis Businesses. The study must include a review of the model ordinances that OCM is directed to draft under Minnesota Statutes, section 342.13(d), an analysis of potential setback regulations allowed under Minnesota Statutes, section 342.13(c), and such other matters as staff may determine are relevant to the City Council’s consideration of this matter. The report shall include City staff’s recommendations on whether the City Council should adopt regulations and, if so, the recommended types of regulations.

ARTICLE IV. Moratorium. A moratorium is hereby imposed regarding the operation of a Cannabis Business within the City. During the term of this Ordinance, no business, person, or entity may establish or operate a Cannabis Business within the jurisdictional boundaries of the City. The City shall not accept, process, or act on any application, site plan, building permit, zoning request, or other approval, including any requested confirmation, certification, approval, or other request from the OCM or other governmental entity requesting City review of any application or proposal for a business proposing to engage in the operation of a Cannabis Business. The moratorium includes Early Cultivators, License Preapprovals, and Medical Cannabis Businesses to the extent they are considered to be outside of the definition of Cannabis Business.

ARTICLE V. Violation. During the term of the moratorium, it is a violation of this Ordinance for any business, person, or entity to establish or operate a cannabis business within the City.

ARTICLE VI. Exceptions. The moratorium imposed by this Ordinance does not apply to:

- (1) the continued operation of a business as part of the Medical Cannabis Program administered by the Minnesota Department of Health and the OCM that was lawfully operating within the City prior to July 1, 2023;
- (2) the lawful sale of Edible Cannabinoid Products, in compliance with Minnesota Statutes, section 151.72; or
- (3) sales of Edible Cannabinoid Products at an exclusive liquor store in accordance with Minnesota Statutes, section 340A.412, subdivision 14. Nothing in this Article exempts a business, person, or entity that is selling Edible Cannabinoid Products from having to comply with all requirements and prohibitions of applicable laws and ordinances.

ARTICLE VII. Enforcement. Violation of this Ordinance is a misdemeanor. The City may also enforce this Ordinance by mandamus, injunction, or other appropriate civil remedy in any court of competent jurisdiction. A violation of this Ordinance is also subject to the City’s general penalties prescribed in the City Code and may further result in the City reporting violations to the OCM, if relevant to OCM licensing. The City Council hereby authorizes City Administrator, in consultation with the City Attorney, to initiate any legal action deemed necessary to secure compliance with this Ordinance.

ARTICLE VIII. Duration. This Ordinance shall become effective on the first day of publication after adoption and shall remain in effect until January 1, 2025. This Ordinance may be repealed earlier upon the effective date of an ordinance adopting or amending reasonable restrictions on the

time, place and manner of the operation of a Cannabis Business within the City or by resolution of the City Council terminating this Ordinance prior to the expiration date.

ARTICLE IX. Severability. Every section, provision, and part of this Ordinance is declared severable from every other section, provision, and part. If any section, provision, or part of this Ordinance is held to be invalid by a court of competent jurisdiction, such judgment shall not invalidate any other section, provision, or part of this Ordinance.

Adopted this 5th day of August, 2024.

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

Duane J. Jirik, Mayor

ATTEST:

Joshua Tetzlaff, City Administrator

(SEAL)

Date of Publication: July __th, 2024.



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH, PLANNING /COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: FOUNDRY HILL PARK BATTING CAGES – DONATION FROM NEW PRAGUE BASEBALL BOOSTER CLUB
DATE: JULY 10, 2024

In 2023, the City accepted a donation from the New Prague Baseball Booster Club of two covered dugouts and associated fencing modifications as upgrades to the Foundry Hill Park Baseball Field with the donation valued at \$35,000.

The New Prague Baseball Booster Club once again approached the Park Board at their meeting on July 9th to inquire about donating up to two batting cages at the Foundry Hill Park Baseball field. The Park Board voted 5-0 to recommend acceptance of the donation batting cages at their meeting.

If this donation is accepted by the City, they would like to start construction (with an approved building permit if necessary) this fall so that the work is completed for use starting right away in 2025. They would also hope to continue to donate to improvement projects in the city as funding allows.

Staff Recommendation

Staff recommends that the City Council accept the donation of the batting cages at Foundry Hill Baseball Field from the New Prague Baseball Booster Club by approving the attached resolution.

RESOLUTION NO. _____
A RESOLUTION ACCEPTING A DONATION OF BATTING CAGES AT FOUNDRY HILL PARK BASEBALL FIELD TO THE CITY

WHEREAS, the City of New Prague is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the city:

<u>Name of Donor</u>	<u>Amount</u>
New Prague Baseball Booster Club	2 batting cages at Foundry Hill Park Valued at approximately \$16,000

WHEREAS, the terms or conditions of the donations, if any, are as follows:

Recognition sign and acknowledgement on the City’s website.

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and,

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NEW PRAGUE, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city’s receipt of the donor’s donation.

Passed by the City Council of New Prague, Minnesota this 15th day of July 2024.

Mayor

Attested:

City Administrator

Foundry Hill Park Batting Cages Project – Scope Notes

Address: 400 Sixth Avenue NW, New Prague, MN 56071

List of possible donated materials and services:

- 1. Staking and Locates – NP Baseball Association volunteers.
- 2. Well pipe for vertical supports – Jaeckels Well Drilling
- 3. Pipe Fabrication/Welding – Novak Companies
- 4. Lumber and sakcrete for vertical supports – Mach Lumber
- 5. Labor for setting posts, wheeling concrete, etc – NP Baseball Association volunteers and players.
- 6. Lull for setting posts – Rent or City of New Prague?

Services to outsource:

- 1. Grading, dirtwork, agrilime.
- 2. Drill post foundations, grade spoils.
- 3. Option for Ready Mix vs Sakcrete.
- 4. Seeding/sod repairs.
- 5. Cable and netting system.

Pricing Breakout:

- 1. Please provide pricing for the following:
 - a. 1 each 57' Batting Cage
 - b. 1 each 72' Batting Cage
 - c. 2 each 57' Batting Cage
 - d. 2 each 72' Batting Cage

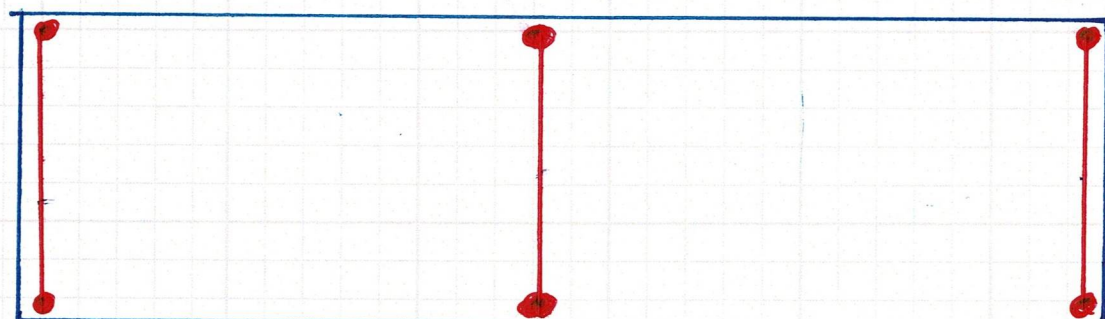
Design:

- 1. Utilize 4"-6" well pipe for 3 sets of vertical supports. 4-6" horizontal connections between each set of vertical supports. The goals is to use 3 sets of vertical supports in both the 57' and 72' batting cage layouts.
- 2. Verticals to be set in the ground with 12" diameter concrete foundation at least below frost depth (4').
- 3. Strip sod and topsoil at entire turf area, import 6" of agrilime, grade to shed water.
- 4. See sketches for details.

For Discussion:

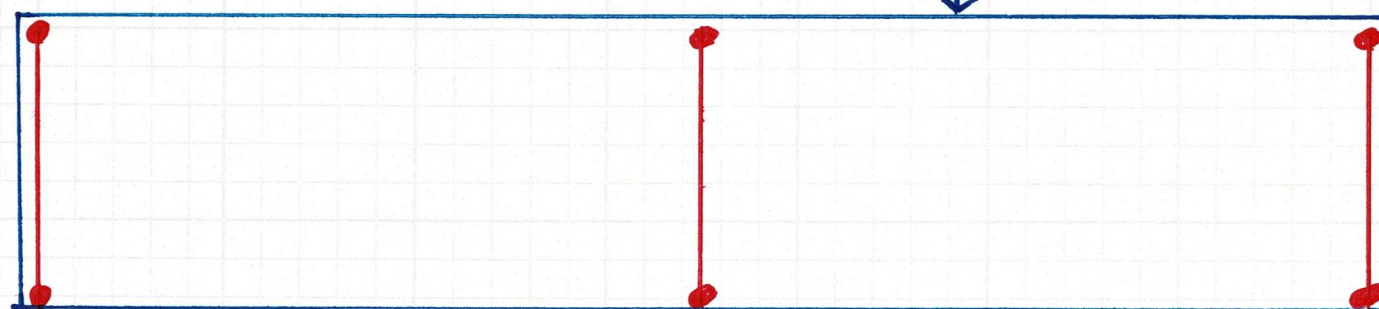
- 1. Black Iron vs galvanized.
- 2. Pipe size based on layout.
- 3. Matt Egan to review for cable/net system coordination. Note: need mat material for middle vertical supports.

End of Notes



16' x 57' LAYOUT

NOTE: OVSERIZE
AGRILIME BY 12" TYPICAL



16' x 72' LAYOUT

FOOTPRINT LAYOUT SKETCH

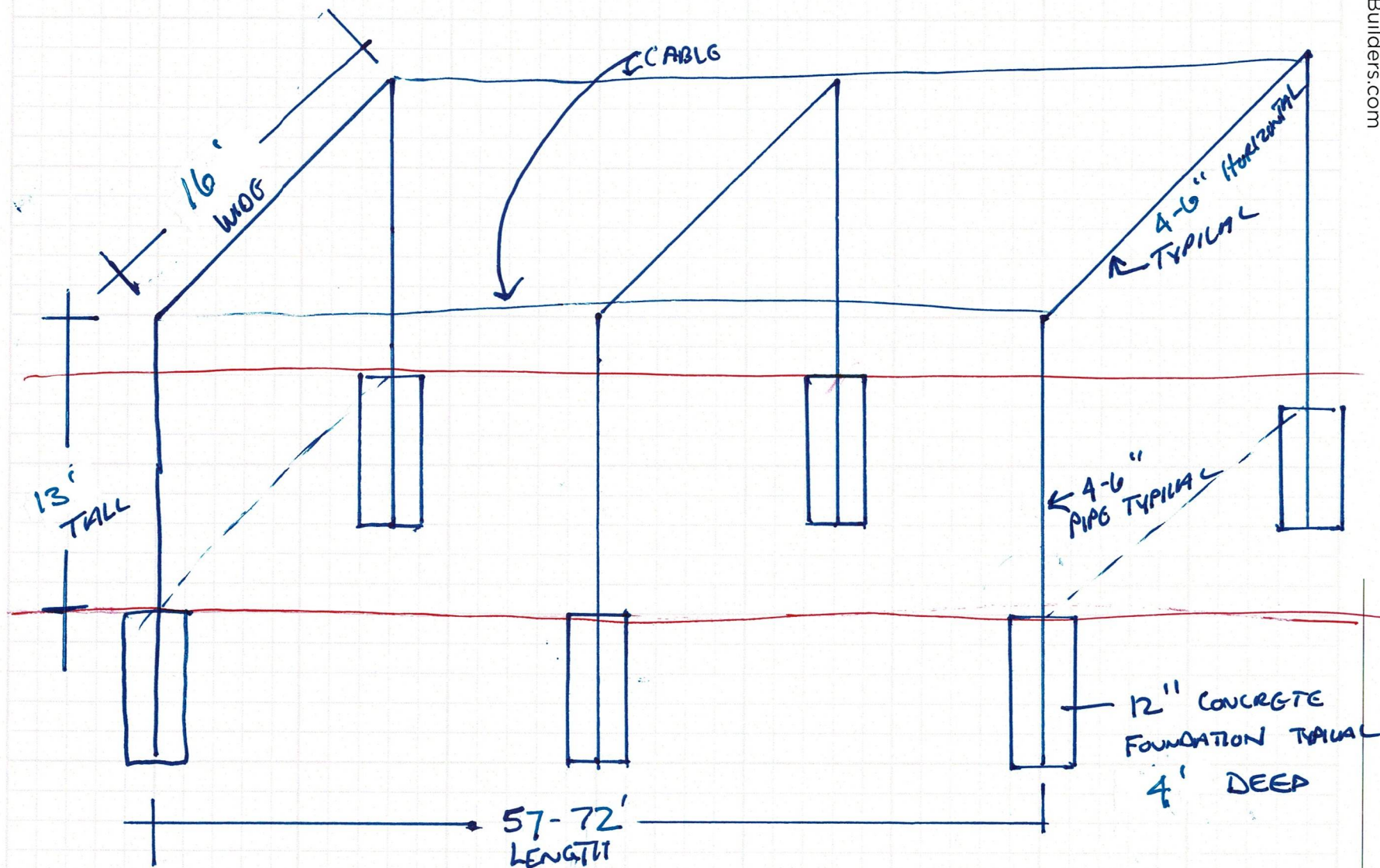
┆ — VERTICAL + HORIZONTAL SUPPORTS

▭ — LIMITS OF AGRILIME

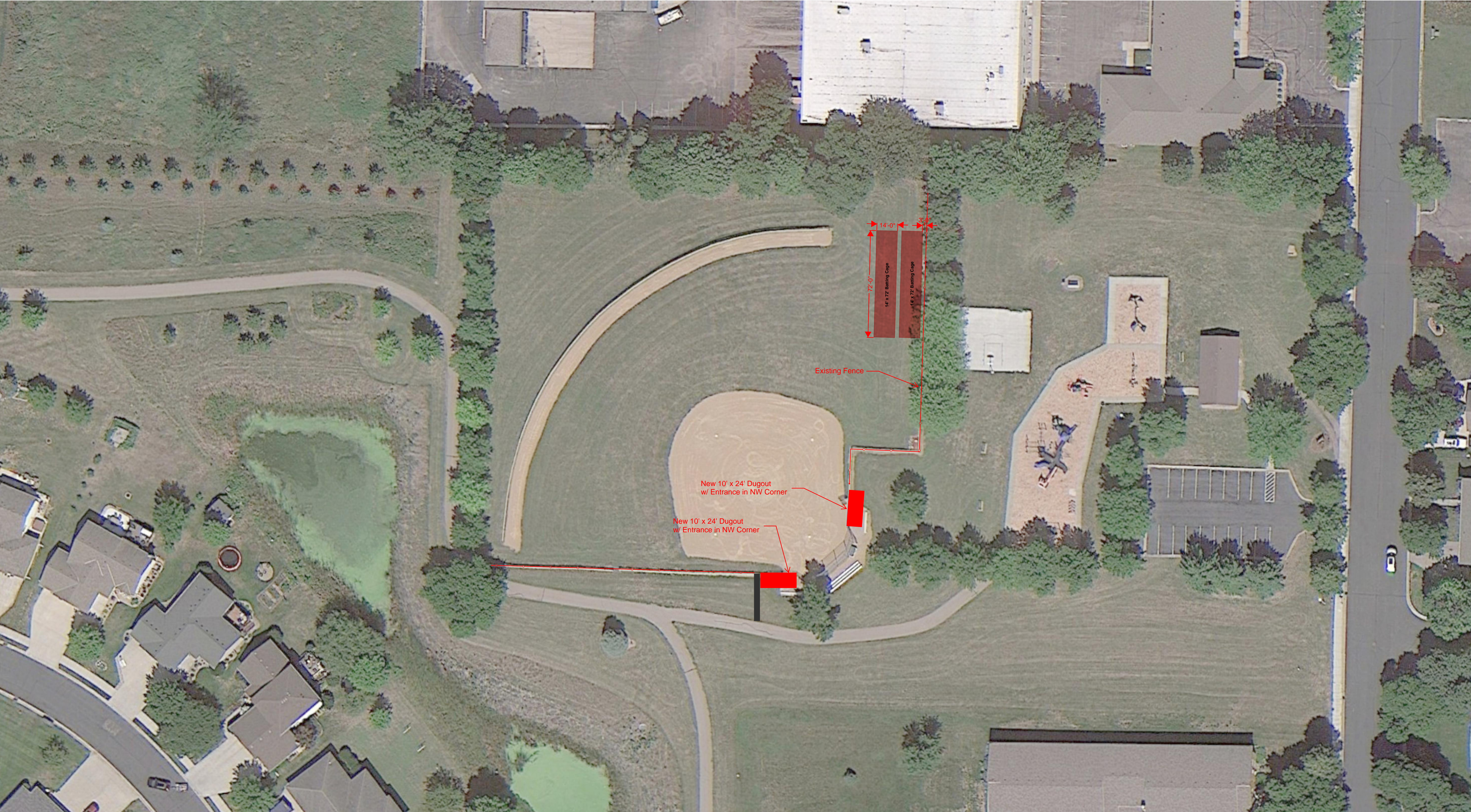
PROJECT NO. _____ DATE _____

PROJECT NAME _____

NOTES _____



3D SKETCH



LAYOUT



Architecture + Engineering + Environmental + Planning

FOUNDRY HILL PARK
NEW PRAGUE, MINNESOTA - 06/26/2023
ISG PROJECT NO. _____



0 30 60
SCALE IN FEET

RESOLUTION NO. 24-07-15-02
A RESOLUTION ACCEPTING A DONATION OF BATTING CAGES AT FOUNDRY HILL PARK BASEBALL FIELD TO THE CITY

WHEREAS, the City of New Prague is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the city:

<u>Name of Donor</u>	<u>Amount</u>
New Prague Baseball Booster Club	2 batting cages at Foundry Hill Park Valued at approximately \$16,000

WHEREAS, the terms or conditions of the donations, if any, are as follows:

Recognition sign and acknowledgement on the City’s website.

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and,

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NEW PRAGUE, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city’s receipt of the donor’s donation.

Passed by the City Council of New Prague, Minnesota this 15th day of July 2024.

Mayor

Attested:

City Administrator



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: ARPA SPENDING UPDATE AND REQUESTS
DATE: JULY 11, 2024

Back in the summer of 2021, the City received American Rescue Plan Act (ARPA) funding worth \$902,999.14. The requirements for spending the money included that it needed to be spent, or under contract to spend, by the end of 2024. With the end of 2024 being less than six months away, I wanted to provide an update on how the City has spent the funding this far, how it intends to spend the remainder of the funds, and a request for spending unused funds.

Below is a short summary of how ARPA funds have been spent:

- 2021 - \$902,999.14 Available
 - No spending
- 2022 - \$902,999.14 Available
 - \$36,778 – City Server Upgrade
- 2023 - \$866,221.14 Available
 - \$209,671 – Parks, Sidewalk Machine
 - \$69,685 – Administration, ERP Software
 - \$56,735 – Police, Car & Equipment Installation
 - \$52,941 – Police, Car & Equipment Installation
 - \$52,917 – Police, Car & Equipment Installation
 - \$45,263 – Police, Car & Equipment Installation
 - \$59,056 – Planning, Comprehensive Plan
- 2024 - \$320,253.14 Available
 - \$190,253.14 – Streets, 5-ton Dump Truck (total cost is \$203,366)
 - \$130,000 – *Sidewalk/Trail Expansion*
 - This funding has been set aside since 2021 to pay for sidewalk/trail expansion in two locations. First, it would be available should the City receive grant funding to build a sidewalk along 12th Avenue, from Tikalsky Street to 9th Street. In the last couple months, the City received a grant to pay for most of this project, with a estimated match of \$43,126. The other location, 6th Avenue in the industrial park, was not approved for grant funding. This means that \$86,874 is still available that needs to be spent or earmarked by the end of 2024.

Knowing that this funding is available and needs to be accounted for by the end of 2024, I have a couple recommendations. Looking at the 2025 on the Visioning list, there are a few items that the City Council has discussed implementing: a Zoning/Subdivision Ordinance overhaul, a total compensation study, and a Strategic Plan. Each of these items would have needed to be paid for using the levy if they took place in 2025

or beyond, so having the funding now allows for the City to look at these items and to address ARPA funding.

My first recommendation would be to look at the Zoning/Subdivision Ordinance update. The Zoning/Subdivision Ordinance is what takes the Comprehensive Plan, which is the vision for how the City will develop over the next 10-20 years, and turns that vision into reality. A full update has not ever been performed on the Zoning/Subdivision Ordinance, which was first adopted in the 1970s. All updates have been piecemeal as things have come up. In 2024, the City set aside \$40,000, which is estimated to be half of the full cost to do an overhaul on the Zoning/Subdivision Ordinance, with a plan to levy for the remaining \$40,000 in 2025 and have the work performed. As the Comprehensive Plan wraps up, the time to do a full overhaul of the Zoning/Subdivision Ordinance is now. Council, staff, and residents are in a forward thinking mindset and overhauling the Zoning/Subdivision Ordinance would continue that mindset. It would also ensure that the Ordinance that allows development and buildout of the City would match the newly updated Comprehensive Plan. Using \$40,000 of this remaining ARPA funding would mean that the City could begin this process as soon as the Comprehensive Plan is completed and it wouldn't affect future tax levies.

My second recommendation would be to use \$31,674 to begin a Total Compensation Study that would look at job descriptions, wages, and benefits for employees, full and part-time. The last Compensation Study was approved by the City Council in 2021. During each budget cycle since that time, I have received feedback during the budget meetings that the way the City handles compensation increases via steps and COLA is not fair to all employees or that it is not structured appropriately. This puts me in a difficult position because I was hired to take the City Council's vision for the City, communicated through approved policies and plans, and put that vision into action. Then, some members of the Council openly express disapproval of a policy or plan that they recently voted to adopt. If there is a desire by the Council to use a different compensation method, we can use a different method. But no one on staff is an expert in the various methods of compensation and the state laws regarding compensation of local government employees. Because of this, if the Council desires to deviate from the 2021 Compensation Plan, I recommend having an outside firm review the City's needs and recommend solutions that would be appropriate. This is a process that the City could begin immediately and have a firm under contract by the end of 2024 so that the work can be completed in 2025, which would meet the requirements of the ARPA funding. When the last compensation study was completed in 2021, and the total cost to the City was \$18,604. For that study, benefits, job descriptions, and compensation of part-time employees were not included. I would recommend looking at compensation holistically across the City so that wages, benefits, and job descriptions are reviewed for all employees.

My final recommendation would be to use \$15,000 to have a firm help the City go through a Strategic Planning process. Beyond the Visioning document the City currently keeps, this process would allow the City Council, department head staff, and select commission/board members to participate in a strategic visioning process to give guidance to the City as an organization for the next 3 – 5 years. Practices like this are common in public and private organizations to get the entire organization on the same page as they look to grow and expand. What is the City trying to accomplish? Does it want to expand alternative options for transportation (walking, biking, etc.)? Does it want to push economic development? Is the primary goal to keep taxes as low as possible? What, on a high level, does the City want to work towards? Once that is determined, what can the City do to get there? What smaller projects can be done to meet those goals? This would be a document that the Council can reference throughout the year as a guide when making Council decisions and that staff can reference when it is interacting with the public and preparing documents for review by the Council. In short, it puts everyone on the same page.

Recommendation

I recommend looking at the remaining \$86,674 in ARPA funding that is not currently allocated due to not receiving an Active Transportation granting, and reallocating that funding to the Zoning/Subdivision Ordinance Update, Total Compensation Study, and Strategic Planning, and directing staff to prepare the RFPs for these three projects.



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: 2025 HEALTH INSURANCE
DATE: JULY 12, 2025

At the previous meeting, Jenny Van Denise from Gallagher shared health insurance information regarding the Sourcewell pool the City is currently part of as well as other potential options. Now, I am looking for direction on whether or not to inform Sourcewell we are looking at other options for 2025.

Memo from July 1st Meeting:

With the 2025 Budget season underway, looking at health insurance for 2025 is part of that conversation. At the moment, we are part of the Sourcewell pool. As you may remember, I informed you that SCALE is looking at potentially creating a pool of Scott County communities to allow those communities to take advantage of an insurance pool for their employees.

Recently, Gallagher, who is performing the study for SCALE, shared with Robin Pikal and myself the perceived advantages of joining the SCALE pool, which would be pool stability, the ability to have more decision making power in a smaller pool, and Gallagher’s estimation that we may save a small amount of money. After hearing the presentation, our initial interpretation was that the savings would be minimal and that being in a smaller pool would potentially open the City to more liability.

Jenny Van Denise, from Gallagher will be present to help answer some questions for health insurance. I have attached a slide from Ms. Van Denise with information. The big question to the Council will be whether the City wants to keep our options open for the SCALE pool or the open market for 2025. The reason we have the decision is that we would need to inform Sourcewell by August 1st whether we may be leaving if we want to avoid penalties. And if we give that notice, the 15% max cap that is currently in place would be lifted, allowing Sourcewell to re-bid the City. For early 2024 data, the claims have been very high, which means it is quite possible that bids from SCALE, Sourcewell, or others, may be much higher than the 15% max increase that is currently in place for 2025 if we stay with Sourcewell.

This is not a conversation about what our plans for 2025 will look like or the exact cost of our plans. It is possible if we change our plan within Sourcewell, that the 15% increase would decrease. The conversation for Monday is a higher level discussion about who we will work with for our health insurance in 2024 using the limited high level data we have available prior to a required Sourcewell deadline.

Recommendation

It is staff’s recommendation that we continue with Sourcewell for 2025 based on claims incurred in 2024 that would like drive our rates much higher on the open market.



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSH TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: APRIL 1, 2023 POPULATION ESTIMATE
DATE: JULY 8, 2024

The City has received its April 1, 2023 population estimates from both the Minnesota State Demographer (for the LeSueur County side of the City) and from the Metropolitan Council (for the Scott County side of the City).

As of April 1, 2022, the 2022 population estimate was:

Population: 8,340
Households: 3,104

As of April 1, 2023 (over one year ago), the City's Population Estimate was:

Population: 8,283 (-57)
Households: 3,066 (-38)

The immediate reaction staff had to the estimates was that it did not make sense that the City's population and households went down from 2022 to 2023, while at the same time the average household size increased slightly up to 2.661. In a conversation staff had with Matt Schroeder (Principal Researcher with the Metropolitan Council), it was noted that in the 2022 estimate, 19 new homes were double counted in the totals (they were LeSueur County homes that were inadvertently additionally counted by the Met. Council on the City's Scott County side). It was also noted that occupancy rates (as used in the formula for calculating estimates) had declined, which more than off-set the small increase in average household size. Additionally, Mr. Schroeder noted that the state estimates are calculated differently than for the Met. Council (because of different datasets being available). In any case, they believe the estimates for 2023 are back in line with there they should be, it's just unfortunate the correction makes it look like we lost population when we did not over this time.

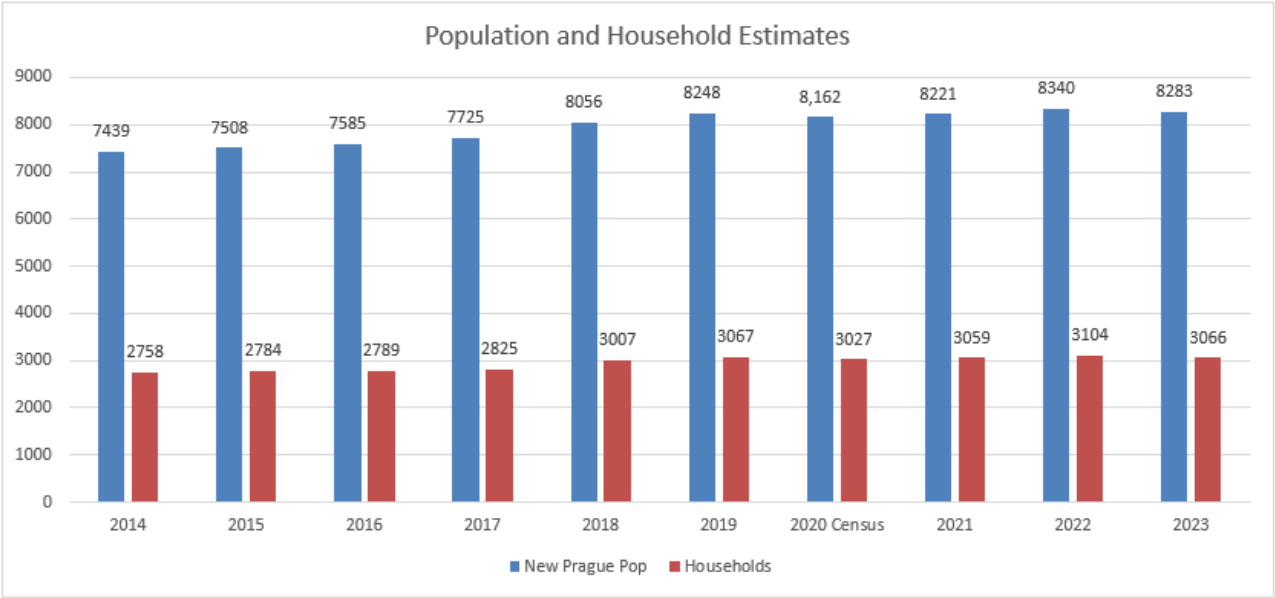
Staff Recommendation

No action is needed on this item. It was provided for informational purposes only.

Summary of New Prague's population (as of April 1, 2023)

The Metropolitan Council and the State Demographic Center estimate New Prague's population jointly. The Metropolitan Council produces estimates for the Scott County portion of New Prague, while the State Demographic Center does so for the Le Sueur County portion. Here is the population breakdown for the two portions of New Prague. A more detailed report covering the Scott County portion is also enclosed.

	New Prague, Scott County (Metropolitan Council)	New Prague, Le Sueur County (State Demographic Center)	Total
Total households	1,786	1,280	3,066
Total population	4,691	3,592	8,283
Population in households	4,639	3,521	8,160
Population in group quarters	52	71	123
Average household size	2.597	2.751	2.661



Joint Powers Advisory Board Monthly Reporting Summary

	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Actual	May 2024	Balance from Budget	% of Budget Remaining	FY 23-24 Revised Budget	FY 23-24 Projected Actual	FY 24-25 Preliminary Budget
Operational Revenue	\$502,536	\$309,690	\$557,264	\$650,624	\$635,495	\$46,750	6.9%	\$682,245	\$690,920	\$726,817
Operational Expenses	\$745,044	\$695,181	\$899,046	\$921,613	\$887,723	\$78,935	8.2%	\$966,657	\$990,749	\$1,036,174
Net Gain(Loss)	-\$242,509	-\$385,491	-\$341,782	-\$270,989	-\$252,228	-\$32,185	11.3%	-\$284,412	-\$299,829	-\$309,357
Program Expenses										
Community Ed Classes										
Revenue	\$3,869	\$8,750	\$6,571	\$2,876	\$9,191	-\$3,691	-67.1%	\$5,500	\$8,900	\$9,000
Expenses	\$2,028	\$2,522	\$1,630	\$1,310	\$8,937	-\$3,737	-71.9%	\$5,200	\$7,800	\$5,000
Net Gain(Loss)	\$1,841	\$6,227	\$4,941	\$1,566	\$254	\$46	15.2%	\$300	\$1,100	\$4,000
Club Swimming										
Revenue	\$120,141	\$117,752	\$143,377	\$130,769	\$22,236	-\$340	-1.6%	\$21,896	\$21,896	\$0
Expenses	\$106,763	\$99,889	\$127,168	\$108,576	\$31,744	-\$1,624	-5.4%	\$30,120	\$30,357	0
Net Gain(Loss)	\$13,379	\$17,862	\$16,209	\$22,192	-\$9,508	\$1,284	-15.6%	-\$8,224	-\$8,461	\$0
Learn to Swim										
Revenue	\$29,395	\$36,758	\$49,212	\$49,977	\$65,065	-\$13,065	-25.1%	\$52,000	\$47,000	\$55,000
Expenses	\$23,849	\$24,101	\$32,696	\$56,937	\$33,381	\$10,484	23.9%	\$43,865	\$38,000	\$46,000
Net Gain(Loss)	\$5,546	\$12,658	\$16,516	-\$6,960	\$31,684	-\$23,549	-289.5%	\$8,135	\$9,000	\$9,000
Misc Revenue	\$0	\$70	0	\$0	\$0	\$0	0.0%			
Total Program Revenue	\$153,405	\$163,330	\$199,160	\$183,622	\$96,493	-\$17,097	-21.5%	\$79,396	\$77,796	\$64,000
Total Program Expenses	\$132,639	\$126,513	\$161,494	\$166,823	\$74,063	\$5,122	6.5%	\$79,185	\$76,157	\$51,000
Total Program Net Gain(Loss)	\$20,765	\$36,817	\$37,666	\$16,798	\$22,430	-\$22,219	-10530.2%	\$211	\$1,639	\$13,000
Grand Totals										
Grand Total Revenue	\$655,940	\$473,020	\$756,424	\$834,246	\$731,987	\$29,654	3.9%	\$761,641	\$768,716	\$790,817
Grand Total Expenses:	\$877,684	\$821,694	\$1,060,540	\$1,088,436	\$961,785	\$84,057	8.0%	\$1,045,842	\$1,066,906	\$1,087,174
Grand Total Gain (Loss)	-\$221,743	-\$348,674	-\$304,116	-\$254,190	-\$229,798	-\$54,403	19.1%	-\$284,201	-\$298,190	-\$296,357
50% to city and district	-\$110,872	-\$174,337	-\$152,058	-\$127,095	-\$114,899	-\$27,202	23.5%	-\$142,101	-\$149,095	-\$148,178

Joint Powers Advisory Board Revenue Reporting

	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Actual	5/31/24	Balance from Budget	% of budget remaining	FY 23-24 Revised Budget	FY 23-24 Projected Actual	FY 24-25 Preliminary Budget
Facility Revenue (prog 505)										
Facility Rental (093 & 094)	\$1,242	\$4,202	\$5,016	\$6,865	\$12,220	\$1,780	12.7%	\$14,000	\$14,000	\$25,000
Birthday Parties (090)	\$8,230	\$0	\$8,728	\$9,502	\$10,426	\$458	4.2%	\$10,884	\$11,314	\$12,000
Meet/Event Sales Commissions (099)	\$1,143	\$0	\$2,200	\$360	\$211	-\$11	-5.6%	\$200	\$202	\$0
Concessions Sales (061 & 073)	\$13,063	\$970	\$10,161	\$8,324	\$7,622	\$1,244	14.0%	\$8,866	\$8,512	\$8,822
Merchandise (074)	\$1,236	\$1,518	\$2,124	\$1,165	\$408	\$692	62.9%	\$1,100	\$671	\$750
Vending Sales (058)	\$212	\$314	\$1,635	\$1,514	\$1,350	\$150	10.0%	\$1,500	\$1,808	\$1,800
Memberships (069)	\$375,383	\$250,788	\$400,216	\$484,503	\$459,617	\$28,627	5.9%	\$488,244	\$499,015	\$511,400
Daily Admissions (059 & 060)	\$41,098	\$9,076	\$55,400	\$56,176	\$41,452	\$18,548	30.9%	\$60,000	\$48,818	\$56,430
Silver & Fit/Silver Sneakers (070)	\$47,295	\$19,859	\$39,407	\$52,993	\$67,156	-\$4,601	-7.4%	\$62,555	\$69,844	\$73,315
Fitness Programs (083)	\$2,161	\$4,064	\$4,040	\$4,545	\$2,995	\$1,127	27.4%	\$4,122	\$3,985	\$4,000
Personal Training (082)	\$8,711	\$3,899	\$27,778	\$24,140	\$31,772	-\$1,498	-4.9%	\$30,274	\$32,451	\$33,000
Gift Cards (084)	\$1,114	\$0	\$560	\$537	\$266	\$234	46.8%	\$500	\$300	\$300
County Grant	\$0	\$15,000	\$0	\$0	\$0	\$0		\$0	\$0	\$0
Total Facility Revenue	\$502,536	\$309,690	\$557,264	\$650,624	\$635,495	\$46,750	6.9%	\$682,245	\$690,920	\$726,817
Program Revenue				\$93,360						
CE Water Safety (Prog 506)	\$3,869 [1]	\$8,750	\$6,571	\$2,876	\$9,191	-\$3,691	-67.1%	\$5,500	\$8,900	\$9,000
CE Learn to Swim Registration (Prog 533)	\$29,395	\$36,758	\$49,212	\$49,977	\$65,065	-\$13,065	-25.1%	\$52,000	\$47,000	\$55,000
Club Swimming (Prog 530 & 531)	\$82,124	\$111,636	\$104,933	\$77,753	\$21,426	\$470	2.1%	\$21,896	\$21,896	\$0
Swim Meets (Prog 507)	\$38,017	\$6,115	\$38,444	\$53,016	\$810	-\$810	-2.0%	\$0	\$0	\$0
Aquatics Endowment Fund (Prog 508)	\$0	\$70	\$0	\$0	\$0	\$0		\$0	\$0	\$0
Total Program	\$153,405	\$163,330	\$199,160	\$183,622	\$96,493	-\$17,097	-21.5%	\$79,396	\$77,796	\$64,000
Grand Total Revenue	\$655,940	\$473,020	\$756,424	\$834,246	\$731,987	\$29,654	3.9%	\$761,641	\$768,716	\$790,817

	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	6/30/23	5/31/24	Balance from Budget	% of budget remaining	FY 23-24 Revised Budget	FY 23-24 Projected Actual	FY 24-25 Preliminary Budget
Electric (330)	\$52,498	\$64,542	\$66,655	\$65,173	\$52,552	\$8,719	14.2%	\$61,271	\$58,145	\$65,000
Water (331)	\$8,324	\$2,518	\$3,795	\$9,112	\$11,847	\$218	1.8%	\$12,065	\$15,946	\$12,065
Gas (334)	\$31,931	\$40,350	\$63,970	\$69,388	\$45,223	\$19,157	29.8%	\$64,380	\$50,661	\$67,500
Chemicals/UV Light (402)	\$26,790	\$26,472	\$23,824	\$24,707	\$27,333	-\$44	-0.2%	\$27,289	\$27,101	\$28,000
Pool/Fitness Maintenance/Computer Lease (335, 350, 530, 560, 561)	\$24,071	\$6,910	\$23,782	\$25,855	\$38,312	-\$139	-0.4%	\$38,173	\$41,173	\$40,000
Maintenance Accrual Fund	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$0	\$0
General Supplies (401, 403, 406, 407, 455, 456, 467, 490)	\$23,424	\$22,971	\$20,502	\$25,092	\$25,701	-\$1,677	-7.0%	\$24,024	\$25,828	\$26,500
Concessions (404)	\$10,513	\$649	\$9,516	\$5,718	\$4,750	\$2,144	31.1%	\$6,894	\$6,574	\$7,000
Administration (110)	\$11,414	\$11,802	\$12,033	\$12,270	\$11,248	\$1,391	11.0%	\$12,638	\$12,638	\$13,017
Business Office Chargeback (195)	\$19,053	\$9,642	\$9,883	\$10,200	\$9,068	\$1,437	13.7%	\$10,506	\$10,506	\$10,821
Aquatics/Fitness Supervisor/Coordinator (160)	\$106,000	\$112,822	\$118,476	\$106,758	\$92,352	\$9,013	8.9%	\$101,365	\$87,248	\$89,865
Lifeguards (161)	\$108,571	\$95,125	\$147,954	\$166,699	\$135,298	\$36,402	21.2%	\$171,700	\$172,716	\$177,897
Certified Pool Operator (175)	\$14,283	\$20,490	\$20,491	\$21,076	\$19,311	\$2,397	11.0%	\$21,708	\$21,541	\$22,187
Custodial Support (171, 173) (305 FY 22-23)	\$26,624	\$17,793	\$21,916	\$18,755	\$39,911	\$2,479	5.8%	\$42,390	\$43,335	\$44,635
Group Exercise Instructors (180)	\$36,990	\$26,301	\$51,263	\$53,071	\$47,729	\$6,009	11.2%	\$53,738	\$56,496	\$58,191
Front Desk/Access/Attendant (181, 183 & 185)	\$62,098	\$67,374	\$73,765	\$75,087	\$72,439	\$6,334	8.0%	\$78,773	\$67,890	\$69,927
Personal Trainer (184)	\$6,281	\$1,713	\$18,170	\$17,146	\$28,436	-\$12,510	-78.5%	\$15,926	\$31,690	\$32,641
Clerical/Office (170)	\$26,479	\$29,315	\$33,245	\$34,486	\$31,821	\$3,367	9.6%	\$35,188	\$51,626	\$53,175
Operations Benefits (199 to 295)	\$103,847	\$97,465	\$114,263	\$107,047	\$114,660	-\$6,379	-5.9%	\$108,281	\$123,145	\$126,839
Staff Development (366)	\$0	\$0	\$0	\$1,619	\$0	\$1,500	100.0%	\$1,500	\$1,250	\$1,000
Phone/Media/IT Support (320)	\$480	\$480	\$480	\$480	\$0	\$480	100.0%	\$480	\$0	\$0
Prof Svcs (cc, consult, red cross fitness training- 305)	\$31,253	\$25,460	\$45,362	\$48,369	\$54,044	-\$4,223	-8.5%	\$49,820	\$57,801	\$59,535
Postage (329)	\$52	\$0	\$119	\$784	\$96	\$704	88.0%	\$800	\$150	\$200
Marketing 307 & 398	\$2,831	\$804	\$4,109	\$3,687	\$2,424	\$158	6.1%	\$2,582	\$1,928	\$2,700
Property/Liability Insurance (340)	\$6,467	\$11,303	\$11,585	\$13,507	\$18,616	\$0	0.0%	\$18,616	\$18,616	\$20,478
Rental (370)	\$627	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$0	\$0
Dues & Memberships (820)	\$2,699	\$2,753	\$3,887	\$5,527	\$4,552	\$1,998	30.5%	\$6,550	\$6,745	\$7,000
Total Operational Expenses	\$745,044	\$695,181	\$899,046	\$921,613	\$887,723	\$78,935	8.2%	\$966,657	\$990,749	\$1,036,174
Program Expenses										
Community Ed Classes (Prog 506)	\$1,188	\$2,282	\$1,455	\$1,310	\$8,937	-\$3,737	-71.9%	\$5,200	\$7,800	\$5,000
Hosted Swim Meets (507)	\$12,083	\$10,802	\$10,327	\$18,052	\$0	\$0	0.0%	\$0	\$0	\$0
Other Programs (508)	\$840	\$240	\$175	\$0	\$0	\$0		\$0	\$0	\$0
Club Swimming (Prog 530 & 531)	\$94,680	\$89,088	\$116,841	\$90,524	\$31,744	-\$1,624	-5.4%	\$30,120	\$30,357	\$0
Learn to Swim (Prog 533)	\$23,849	\$24,101	\$32,696	\$56,937	\$33,381	\$10,484	23.9%	\$43,865	\$38,000	\$46,000
Total Program Expenses	\$132,639	\$126,513	\$161,494	\$166,823	\$74,063	\$5,122	6.5%	\$79,185	\$76,157	\$51,000
Grand Total Expenses:	\$877,684	\$821,694	\$1,060,540	\$1,088,436	\$961,785	\$84,057	8.0%	\$1,045,842	\$1,066,906	\$1,087,174

Advisory Board Monthly Reporting Summary

	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	YTD
Operational Revenue	\$ 60,967	\$ 56,828	\$ 58,590	\$ 54,670	\$ 48,256	\$ 53,064	\$ 52,398	\$ 54,700	\$ 66,453	\$ 59,673	\$ 65,042	\$ 60,982	\$ 61,667	\$ 635,495
Operational Expenses	\$ 67,979	\$ 88,256	\$ 78,753	\$ 72,667	\$ 70,428	\$ 96,863	\$ 87,189	\$ 92,354	\$ 82,330	\$ 79,425	\$ 79,461	\$ 72,799	\$ 75,453	\$ 887,722
Net Gain(Loss)	\$ (7,012)	\$ (31,428)	\$ (20,163)	\$ (17,997)	\$ (22,172)	\$ (43,799)	\$ (34,791)	\$ (37,654)	\$ (15,877)	\$ (19,752)	\$ (14,419)	\$ (11,817)	\$ (13,786)	\$ (252,227)
Program Expenses														
Community Ed Classes														
Revenue	\$ 207	\$ -	\$ 1,331	\$ 2,063	\$ 525	\$ 305	\$ (675)	\$ 300	\$ 1,510	\$ 747	\$ 1,500	\$ 1,285	\$ 300	\$ 9,191
Expenses	\$ -	\$ -	\$ -	\$ 2,520	\$ -	\$ -	\$ -	\$ 700	\$ -	\$ 167	\$ 1,200	\$ -	\$ 4,350	\$ 8,937
Net Gain(Loss)	\$ 207	\$ -	\$ 1,331	\$ (457)	\$ 525	\$ 305	\$ (675)	\$ (400)	\$ 1,510	\$ 580	\$ 300	\$ 1,285	\$ (4,050)	\$ 254
Club Swimming														
Revenue	\$ 2,106	\$ 4,381	\$ -	\$ 11,173	\$ 2,907	\$ 2,640	\$ 4,639	\$ 67	\$ -	\$ -	\$ 810	\$ -	\$ -	\$ 22,236
Expenses	\$ 6,202	\$ 6,630	\$ 6,194	\$ 4,968	\$ 4,048	\$ 5,164	\$ 4,808	\$ 5,060	\$ 86	\$ 29	\$ -	\$ 1,387	\$ -	\$ 31,744
Net Gain(Loss)	\$ (4,096)	\$ (2,249)	\$ (6,194)	\$ 6,205	\$ (1,141)	\$ (2,524)	\$ (169)	\$ (4,993)	\$ (86)	\$ (29)	\$ 810	\$ (1,387)	\$ -	\$ (9,508)
Learn to Swim														
Revenue	\$ (1,589)	\$ 2,719	\$ 12,592	\$ 8,854	\$ 416	\$ 3,428	\$ 1,111	\$ -	\$ 11,053	\$ 208	\$ 10,932	\$ 13,861	\$ 2,610	\$ 65,065
Expenses	\$ 7,976	\$ 12,745	\$ 4,334	\$ 7,338	\$ 4,266	\$ 4,225	\$ 3,466	\$ (6,221)	\$ 2,546	\$ 3,567	\$ 3,165	\$ 2,959	\$ 3,736	\$ 33,381
Net Gain(Loss)	\$ (9,565)	\$ (10,026)	\$ 8,258	\$ 1,516	\$ (3,850)	\$ (797)	\$ (2,355)	\$ 6,221	\$ 8,507	\$ (3,359)	\$ 7,767	\$ 10,902	\$ (1,126)	\$ 31,684
Misc Revenue														
Total Program Net Gain(Loss)	\$ (13,454)	\$ (12,275)	\$ 3,395	\$ 7,264	\$ (4,466)	\$ (3,016)	\$ (3,199)	\$ 828	\$ 9,931	\$ (2,808)	\$ 8,877	\$ 10,800	\$ (5,176)	\$ 22,430
	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	YTD
Grand Total Revenue	\$ 61,691	\$ 63,928	\$ 72,513	\$ 76,760	\$ 52,104	\$ 59,437	\$ 57,473	\$ 55,067	\$ 79,016	\$ 60,628	\$ 78,284	\$ 76,128	\$ 64,577	\$ 731,987
Grand Total Expenses:	\$ 82,157	\$ 107,631	\$ 89,281	\$ 87,493	\$ 78,742	\$ 106,252	\$ 95,463	\$ 91,893	\$ 84,962	\$ 83,188	\$ 83,826	\$ 77,145	\$ 83,539	\$ 961,784
Grand Total Gain (Loss)	\$ (20,466)	\$ (43,703)	\$ (16,768)	\$ (10,733)	\$ (26,638)	\$ (46,815)	\$ (37,990)	\$ (36,826)	\$ (5,946)	\$ (22,560)	\$ (5,542)	\$ (1,017)	\$ (18,962)	\$ (229,797)

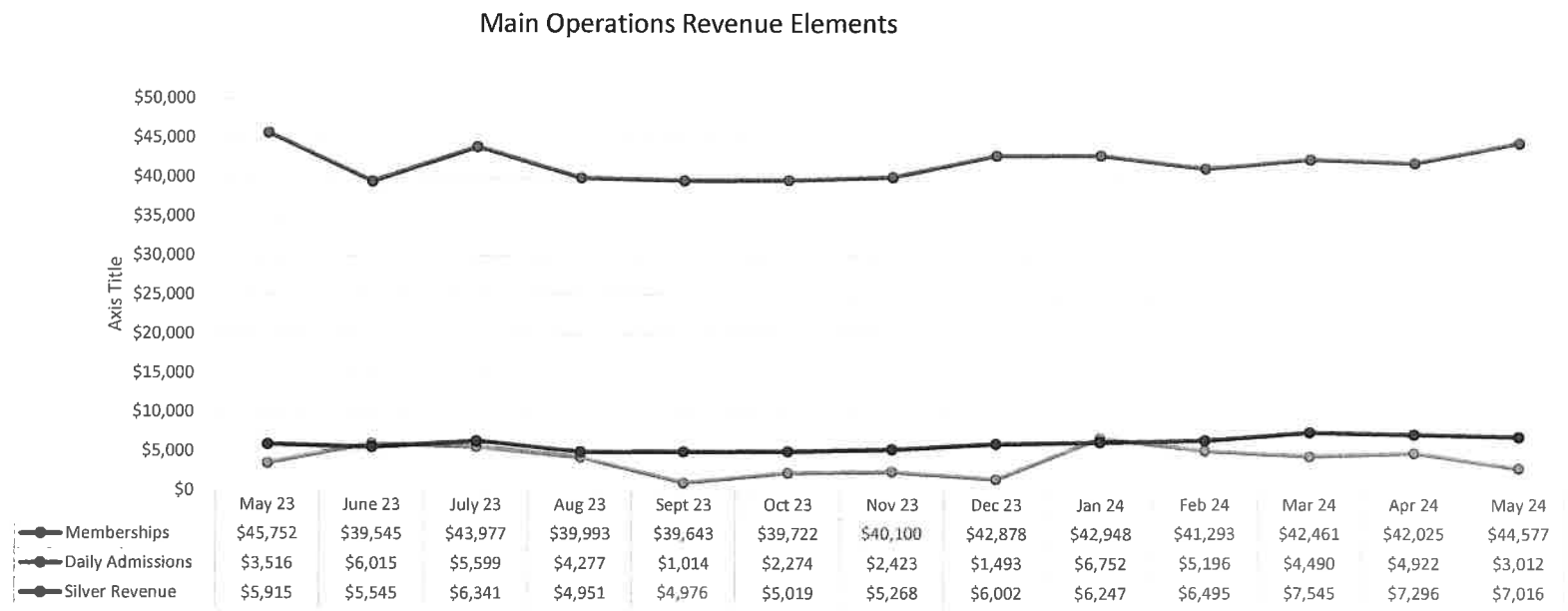
Joint Powers Advisory Board Revenue Reporting

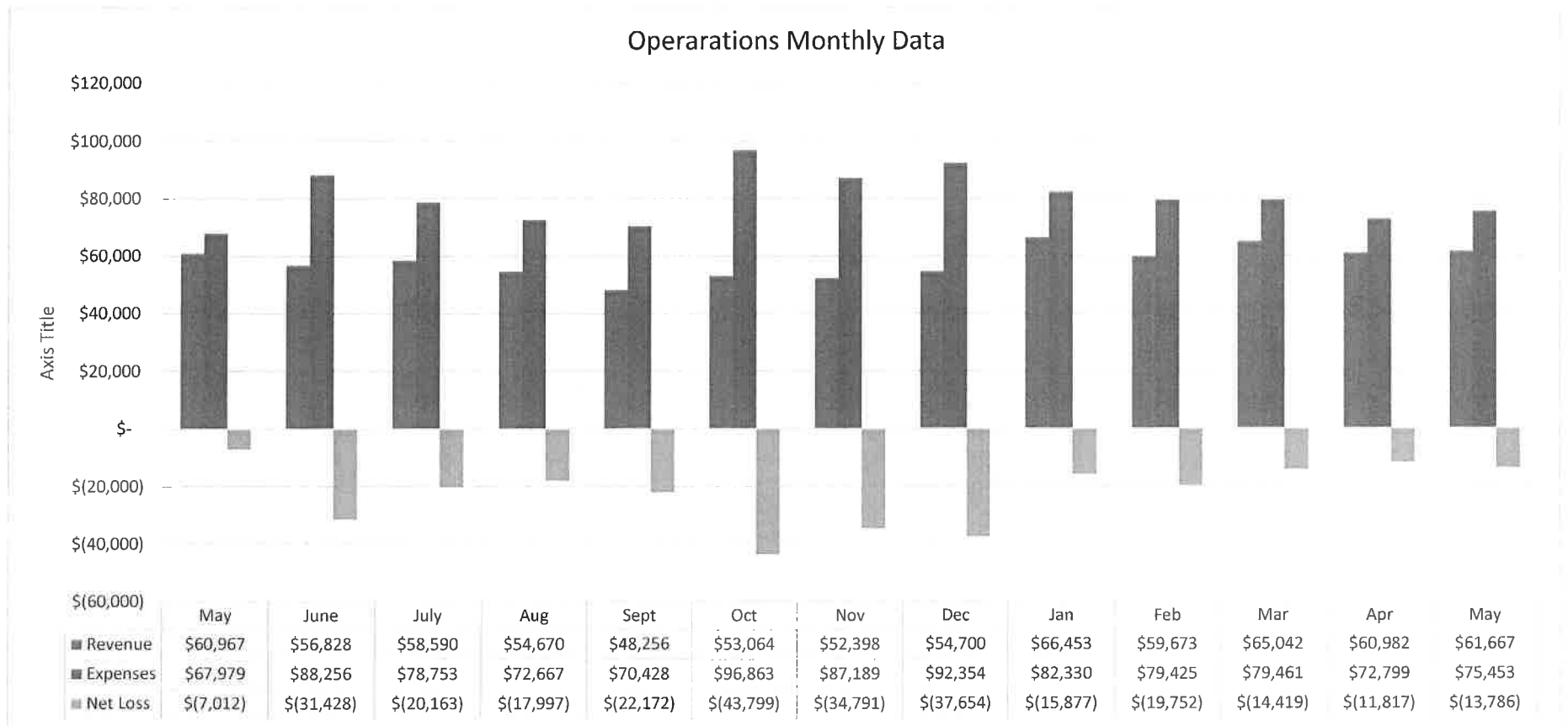
Joint Powers Advisory Board Revenue Reporting

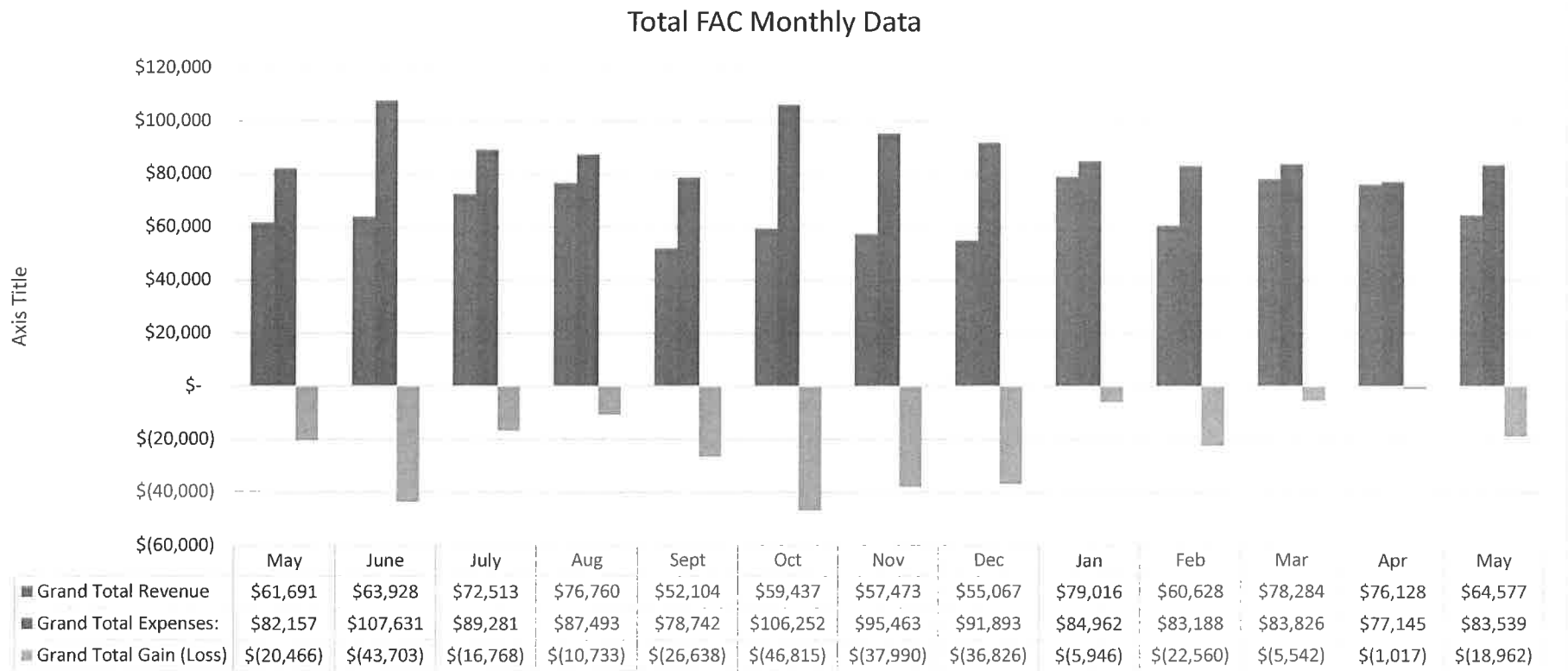
	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	YTD
Facility Rental (093 & 094)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,692	\$1,970	\$6,247	\$323	\$1,988	\$ 12,220
Birthday Parties (090)	\$926	\$351	\$702	\$561	\$533	\$1,076	\$412	\$941	\$1,543	\$1,009	\$1,788	\$1,319	\$542	\$ 10,426
Meet/Event Sales Commissions (099)	\$0	\$360	\$0	\$200	\$0	\$0	\$0	\$0	\$2	\$0	\$0	\$9	\$0	\$ 211
Concessions Sales (061 & 073)	\$501	\$923	\$902	\$725	\$371	\$666	\$802	\$408	\$1,074	\$741	\$623	\$676	\$634	\$ 7,622
Merchandise (074)	\$50	\$106	\$53	\$34	\$95	\$24	\$0	\$39	\$71	\$43	\$12	\$32	\$5	\$ 408
Vending Sales	\$180	\$62	\$115	\$55	\$141	\$52	\$0	\$253	\$0	\$392	\$0	\$342	\$0	\$ 1,350
Memberships (069)	\$45,752	\$39,545	\$43,977	\$39,993	\$39,643	\$39,722	\$40,100	\$42,878	\$42,948	\$41,293	\$42,461	\$42,025	\$44,577	\$459,617
Daily Admissions (059 & 060)	\$3,516	\$6,015	\$5,599	\$4,277	\$1,014	\$2,274	\$2,423	\$1,493	\$6,752	\$5,196	\$4,490	\$4,922	\$3,012	\$ 41,452
Silver & Fit/Silver Sneakers (070)	\$5,915	\$5,545	\$6,341	\$4,951	\$4,976	\$5,019	\$5,268	\$6,002	\$6,247	\$6,495	\$7,545	\$7,296	\$7,016	\$ 67,156
Fitness Programs	\$1,072	\$624	(\$11)	\$47	\$0	\$0	\$0	\$1,269	\$921	\$159	\$0	\$225	\$385	\$ 2,995
Personal Training	\$3,055	\$3,297	\$912	\$3,827	\$1,483	\$4,199	\$3,353	\$1,253	\$5,203	\$2,345	\$1,876	\$3,813	\$3,508	\$ 31,772
Gift Cards	\$0	\$0	\$0	\$0	\$0	\$32	\$40	\$164	\$0	\$30	\$0	\$0	\$0	\$ 266
County Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Total Facility Revenue	\$60,967	\$56,828	\$58,590	\$54,670	\$48,256	\$53,064	\$52,398	\$54,700	\$66,453	\$59,673	\$65,042	\$60,982	\$61,667	\$635,495
Program Revenue														
CE Water Safety (Prog 506)	\$207	\$0	\$1,331	\$2,063	\$525	\$305	(\$675)	\$300	\$1,510	\$747	\$1,500	\$1,285	\$300	\$ 9,191
CE Learn to Swim Registration (Prog 533)	(\$1,589)	\$2,719	\$12,592	\$8,854	\$416	\$3,428	\$1,111	\$0	\$11,053	\$208	\$10,932	\$13,861	\$2,610	\$ 65,065
Club Swimming (Prog 530 & 531)	\$2,106	\$4,382	\$0	\$11,173	\$2,907	\$2,640	\$4,639	\$67	\$0	\$0	\$0	\$0	\$0	\$ 21,426
Swim Meets (Prog 507)	\$0	(\$1)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$810	\$0	\$0	\$ 810
Aquatics Endowment Fund (Prog 508)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Total Program	\$724	\$7,100	\$13,923	\$22,090	\$3,848	\$6,373	\$5,075	\$367	\$12,563	\$955	\$13,242	\$15,146	\$2,910	\$ 96,492
Grand Total Revenue	\$61,691	\$63,928	\$72,513	\$76,760	\$52,104	\$59,437	\$57,473	\$55,067	\$79,016	\$60,628	\$78,284	\$76,128	\$64,577	\$731,987

Joint Powers Advisory Board Expense Reporting

	23-May	23-Jun	23-Jul	23-Aug	23-Sep	23-Oct	23-Nov	23-Dec	24-Jan	24-Feb	24-Mar	24-Apr	24-May	YTD
Operational Expenses														
Electric (330)	\$ 5,507	\$ 8,510	\$ 7,855	\$ 8,918	\$ 6,937	\$ 4,091	\$ 3,270	\$ 3,333	\$ 3,150	\$ 3,091	\$ 3,500	\$ 3,380	\$ 5,027	\$ 52,552
Water (331)	\$ 1,024	\$ 939	\$ -	\$ 1,091	\$ 1,449	\$ 365	\$ 1,160	\$ 1,103	\$ 1,617	\$ 1,119	\$ 2,684	\$ -	\$ 1,259	\$ 11,847
Gas (334)	\$ 3,261	\$ 2,454	\$ 2,407	\$ 2,358	\$ 2,502	\$ 3,442	\$ 5,071	\$ 6,218	\$ 9,012	\$ 4,937	\$ 4,500	\$ 2,686	\$ 2,090	\$ 45,223
Chemicals/UV Light (402)	\$ 1,512	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,289	\$ 1,516	\$ 5,171	\$ 2,064	\$ 1,661	\$ 1,636	\$ 1,996	\$ 27,333
Pool/Fitness Maintenance (350, 530)	\$ -	\$ 648	\$ 722	\$ -	\$ 2,641	\$ 26,496	\$ (1)	\$ 3,840	\$ -	\$ 140	\$ 2,280	\$ 844	\$ 1,350	\$ 38,312
Maintenance Accrual Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Supplies (401, 403, 407, 455, 456, 467, 490)	\$ 1,922	\$ 1,714	\$ 2,402	\$ 1,255	\$ 3,283	\$ 1,672	\$ 1,412	\$ 1,754	\$ 2,043	\$ 4,552	\$ 2,455	\$ 1,193	\$ 3,680	\$ 25,701
Concessions (404)	\$ 581	\$ 818	\$ 678	\$ 257	\$ 361	\$ -	\$ 598	\$ 220	\$ 1,313	\$ 276	\$ 221	\$ 516	\$ 310	\$ 4,750
Administration (110)	\$ 1,023	\$ 1,022	\$ 1,023	\$ 1,022	\$ 1,023	\$ 1,022	\$ 1,023	\$ 1,022	\$ 1,023	\$ 1,022	\$ 1,023	\$ 1,022	\$ 1,023	\$ 11,248
Business Office Chargeback (195)	\$ 850	\$ 850	\$ 824	\$ 825	\$ 824	\$ 825	\$ 824	\$ 824	\$ 825	\$ 824	\$ 825	\$ 824	\$ 824	\$ 9,068
Aquatics/Fitness Supervisor (160)	\$ 7,801	\$ 7,560	\$ 7,438	\$ 7,437	\$ 7,438	\$ 6,924	\$ 6,946	\$ 11,564	\$ 6,167	\$ 6,167	\$ 6,166	\$ 17,971	\$ 8,134	\$ 92,352
Lifeguards (161)	\$ 13,135	\$ 24,816	\$ 7,357	\$ 13,722	\$ 11,489	\$ 11,176	\$ 12,624	\$ 15,114	\$ 13,045	\$ 12,734	\$ 12,655	\$ 12,968	\$ 12,414	\$ 135,298
Certified Pool Operator (175)	\$ 1,765	\$ 1,774	\$ 1,685	\$ 1,718	\$ 1,749	\$ 1,697	\$ 1,702	\$ 1,732	\$ 1,767	\$ 1,727	\$ 1,764	\$ 1,764	\$ 2,006	\$ 19,311
Custodial Support (171)	\$ 1,544	\$ 1,586	\$ 1,409	\$ 1,499	\$ 1,546	\$ 1,597	\$ 1,586	\$ 14,369	\$ 3,582	\$ 3,578	\$ 3,570	\$ 3,603	\$ 3,572	\$ 39,911
Group Exercise Instructors (180)	\$ 4,137	\$ 6,748	\$ 1,548	\$ 4,206	\$ 3,705	\$ 4,713	\$ 4,566	\$ 4,526	\$ 4,177	\$ 5,590	\$ 4,665	\$ 5,079	\$ 4,954	\$ 47,729
Front Desk/Access/Attendant (185)	\$ 6,789	\$ 7,927	\$ 4,143	\$ 6,775	\$ 6,175	\$ 8,569	\$ 7,111	\$ 6,835	\$ 6,475	\$ 6,774	\$ 6,588	\$ 6,437	\$ 6,557	\$ 72,439
Personal Trainer	\$ 1,700	\$ 2,439	\$ 630	\$ 1,586	\$ 2,305	\$ 2,330	\$ 3,623	\$ 3,509	\$ 2,283	\$ 3,389	\$ 3,035	\$ 2,851	\$ 2,894	\$ 28,435
Clerical/Office (170)	\$ 2,879	\$ 3,129	\$ 3,183	\$ 2,868	\$ 2,867	\$ 2,868	\$ 5,327	\$ 4,343	\$ 4,835	\$ 4,795	\$ 4,835	\$ (6,968)	\$ 2,868	\$ 31,821
Operations Benefits	\$ 8,453	\$ 9,560	\$ 8,317	\$ 8,737	\$ 8,580	\$ 10,812	\$ 9,734	\$ 16,924	\$ 9,821	\$ 10,707	\$ 10,113	\$ 10,654	\$ 10,261	\$ 114,660
Staff Development (366)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Phone/Media/IT Support (320)	\$ -	\$ 240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prof Svcs (cc, consult, red cross - 305)	\$ 3,937	\$ 3,921	\$ 8,326	\$ 7,996	\$ 5,554	\$ 6,876	\$ 5,923	\$ (6,525)	\$ 4,940	\$ 5,289	\$ 5,922	\$ 5,591	\$ 4,152	\$ 54,044
Marketing 307 & 398	\$ -	\$ 270	\$ -	\$ 139	\$ -	\$ 1,344	\$ 99	\$ 133	\$ 213	\$ -	\$ -	\$ 496	\$ -	\$ 2,424
Property/Liability Insurance (340)	\$ -	\$ -	\$ 18,616	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,616
Rental (370)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dues & Memberships (820)	\$ 159	\$ 1,305	\$ 190	\$ 258	\$ -	\$ -	\$ 1,302	\$ -	\$ 846	\$ 650	\$ 999	\$ 225	\$ 82	\$ 4,552
Postage (329)	\$ -	\$ 26	\$ -	\$ -	\$ -	\$ 44	\$ -	\$ -	\$ 25	\$ -	\$ -	\$ 27	\$ -	\$ 96
Total Operational Expenses	\$ 67,979	\$ 88,256	\$ 78,753	\$ 72,667	\$ 70,428	\$ 96,863	\$ 87,189	\$ 92,354	\$ 82,330	\$ 79,425	\$ 79,461	\$ 72,799	\$ 75,453	\$ 887,722
Program Expenses														
Community Ed Classes (Prog 505)	\$ -	\$ -	\$ -	\$ 2,520	\$ -	\$ -	\$ -	\$ 700	\$ -	\$ 167	\$ 1,200	\$ -	\$ 4,350	\$ 8,937
Hosted Swim Meets (Prog 507)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Programs (Prog 508)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Club Swimming (Prog 530 & 531)	\$ 6,202	\$ 6,630	\$ 6,194	\$ 4,968	\$ 4,048	\$ 5,164	\$ 4,808	\$ 5,060	\$ 86	\$ 29	\$ -	\$ 1,387	\$ -	\$ 31,744
Learn to Swim (Prog 533)	\$ 7,976	\$ 12,745	\$ 4,334	\$ 7,338	\$ 4,266	\$ 4,225	\$ 3,466	\$ (6,221)	\$ 2,546	\$ 3,567	\$ 3,165	\$ 2,959	\$ 3,736	\$ 33,381
Total Program Expenses	\$ 14,178	\$ 19,375	\$ 10,528	\$ 14,826	\$ 8,314	\$ 9,389	\$ 8,274	\$ (461)	\$ 2,632	\$ 3,763	\$ 4,365	\$ 4,346	\$ 8,086	\$ 74,062
Grand Total Expenses:	\$ 82,157	\$ 107,631	\$ 89,281	\$ 87,493	\$ 78,742	\$ 106,252	\$ 95,463	\$ 91,893	\$ 84,962	\$ 83,188	\$ 83,826	\$ 77,145	\$ 83,539	\$ 961,784









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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF – CITY ADMINISTRATOR
FROM: KYRA CHAPMAN – PLANNER
SUBJECT: 2024 CITY WIDE CLEAN-UP EVENT STATISTICS
DATE: JULY 9, 2024

The City Wide Clean Up Event was held on May 11th, May 18th, and June 8th, 2024. Normally the City Wide Clean Up Event would occur on a single day but there were scheduling complications with the vendors. Below are the statistics from each of the vendors that provided services during the clean-up and a comparison to last year’s event:

From Lakers collection site by the Memorial Park Baseball Field:

Trash 24 tons (was 22 tons in 2023)
Steel 6.8 tons (was 8.7 tons or 120 yards in 2023)
Wood 14.8 tons (was 13.5 tons or 120 yards in 2023)
17 batteries (was 35 batteries in 2023)
507 vehicles, 1 lawnmower, 1 UTV, and 1 bike (close to 480 vehicles in 2023)

From Certified Recycling:

57 Mattresses / Box Spring collected (was 47 in 2023)

Veteran Recycling:

Paper recycling: 7,550 pounds (was 3,625 pounds in 2023)

Staff Recommendation:

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

**Meeting Minutes
New Prague Park Board
Tuesday, June 11th, 2024
6:00 PM**

1. Call Meeting to Order

The regular meeting was called to order at City Hall at 6:00 PM by Vice Chair Matt Becka. Members present were Matt Becka, Christine Wolf, Jessica Dohm, Maggie Bass, Shannon Sticha, Debra Tharaldson, and Youth Representative Jacob Bisek. Absent was Chair Joe Barten. Staff present were Ken Ondich – Planning / Community Development Director and Kyra Chapman – Planner.

2. Introduction of New Members: Debra Tharaldson, Shannon Sticha and Youth Representative Jacob Bisek.

All park board members and staff introduced themselves. The three new board members were welcomed.

3. Elect Chair and Vice Chair for 2024/2025

A motion was made by Becka, seconded by Dohm, to appoint Joe Barten as the Chair for the Park Board. Motion carried (6-0).

A motion was made by Becka, seconded by Dohm, to appoint Matt Becka as the Vice Chair for the Park Board. Motion carried (6-0).

4. Approve Previous Meeting Minutes

May 11, 2024 Regular Meeting

A motion was made by Becka seconded by Wolf, to approve the May 14, 2024, regular meeting minutes. Motion carried (6-0).

5. Review Financial Reports

Planning Director Ondich presented the May financial report. In the month of May, no additional funds were added to the Park Equipment Fund from new residential home permits. So far this year, there have been 2 new home permits. Park fees have also been collected from two commercial building projects.

Dohm inquired if commercial properties have to pay park dedication fees.

Planning Director Ondich explained that commercial permits are based off how many employees there will be in the business. The business pays a rate based on that value. Scott Equipment recently applied for a building permit and paid about \$7,600 in park dedication.

A motion was made by Becka, seconded by Dohm, to approve the financial reports. Motion carried (6-0).

6. Miscellaneous

- a. **POPS May Newsletter** – Planner Chapman explained that in the latest POPS newsletter, \$840,000 has been raised for the performance stage. Initially they wanted to reach their \$1 million goal by the end of 2025 but due to its funding success, POPS hopes to reach that goal by the end of 2024. They hope to reach \$1 million through the 100 for \$100K program, POPS Gala II, and Bourbon at the Broz. POPS reached out to communities that currently have outdoor performance stages which may help plan and design the POPS. Several communities responded such as Rosemount, Eden Prairie, Hudson, Buffalo, and Fort Myers. POPS anticipates that the construction of the stage will begin in spring 2025.
- b. **Mountain Bike Alternate Lines** – Planner Chapman stated that alternate line refers to a mountain bike path that’s usually a more challenging or sometimes an easier bypass route. Alternate lines provide bikers with more trail choices that suit their skill level. The city could consider installing alternate lines to the city’s existing trails. There are funding opportunities available if that’s something the city would like to pursue in the future.

Becka mentioned that alternate lines could be connected to existing trails. It could be a sidetrack into a wooded area or pathway.

Bisek explained that some students a few years ago made a mountain bike path near the High School on a farmer’s property.

Tharaldson has noticed that many kids are aging out of parks so a mountain bike trail would be an interesting solution.

Sticha inquired about the Cedar Lake trail.

Planning Director Ondich explained that Community Development Department met up with Scott County Parks Planners last month to discuss the County’s trail plans. Future regional park, Doyle-Kennefick Park is closer to New Prague than some other parks and trails in the County, spurring continued discussions on the Cedar Lake trail connection to New Prague. During the meeting, New Prague staff shared the Comprehensive Plan’s Mobility Map on possible connections to Cedar Lake. The City and County will continue discussions.

- c. **Disc Golf Course Improvements** – Planner Chapman stated that in late May, the locations of the disc golf baskets and the tee pad signs were staked, which will help create the wayfinding signs. Staff have been speaking with Custom Course Maps to create and print the signs. There will be a total of 12 tee pad signs and one entrance map sign. Blanket flowers for landscaping near the course will arrive in mid to late June. The disc golf course project must be completed by August 14th, 2024 as required through the grant that was awarded by Southern Minnesota Initiative Foundation.

- d. Keyland Residential Development** –Planning Director Ondich introduced the Keyland residential development. In the past few weeks, a purchase agreement between Bisek and Keyland Homes for 60 acres was finalized. As a requirement of the purchase agreement, the wooded area near Ironwood/Cherrywood was to be cleared. In previous plans, the Park Board wanted to convert the wooded area into a park trail that would connect from 7th St NE to Heritage Park. The City could not prevent the clearing of the woods because it was outside city limits. Furthermore, there was nothing in the Scott County Tree Preservation Ordinance to prohibit the removal of the trees. Early this month, a survey crew delineated the property for wetlands. The survey crew found a few wetlands in the area, one of which is in the previously wooded area. For the 60 acres of land, it's expected that about 12% (8-9 acres) of the land will become dedicated park land. Park dedication doesn't just have to only include land but may also consist of land improvement such as the creation of a trail. Keyland Homes intends to create single family homes that begin at a minimum of \$400,000. Keyland Homes has not submitted a formal application or annexation. When an application is submitted, the Park Board will review the land as part of the development review process.

Tharaldson suggested the consideration of park land use for all seasons of the year. For instance, there could be a new cross-country trail installed.

Planning Director Ondich mentioned that the city does not currently have a trail groomer for cross country trails but that could be looked into or a partnership like what had been done in the past with Three Rivers Park District at the Golf Course for cross country ski trails.

- e. Settlers Park Prairie Restoration Update**– Planner Chapman introduced the update on the Settlers Park Prairie Restoration project. On May 20th, staff met with Rock Leaf Water Environmental for the first kick off meeting. Shortly after the meeting, Rock Leaf Water Environmental began their herbicide spraying. A second herbicide application will be applied in the summer and a third application will occur in spring 2025. Rock Leaf Water Environmental will do prep mowing before another herbicide application is done. The project was made possible through grant funding through the DNR Expedited Conservation Project. The grant project must be completed by the end of June 2026.

Dohm inquired why herbicide was being used.

Planner Chapman explained that when staff were first writing the Settlers Park Prairie Restoration grant application, a previous park board member who owns a restoration business recommended the use of herbicide to get rid of invasive species such as reed canary. The project process was approved by the DNR and the City Council.

Planning Director Ondich stated that some residents have voiced concerns over the native planting going up to their lot lines, but that staff is holding firm on utilizing all the park property available for the restoration work as was funded and approved by the DNR.

- f. Comprehensive Plan Update / Small Area Plan Update** – Planning Director Ondich provided an update on the Comprehensive Plan and Small Area Plan. The Comprehensive Plan is on pause until the Sanitary Sewer Feasibility Study and the Small Area Plan are complete. For the Small Area Plan, a final plan is being prepared for grading and stormwater considerations. It's expected that these plans will be presented at the July 15th City Council meeting. The most recent site concept plan includes various features such as a playground, a community room, a multi-use plaza, townhouse units, rental cottages, a stormwater pond, and an outdoor performance stage.

Wolf inquired about the orientation of the stage in relation to the sun.

Planning Director Ondich stated that POPS wanted the stage oriented to the SE so that the band is not facing the sun, but the audience may face towards the sun.

Dohm said that she would go out to the site to check the angle of the sun and glare. She shared concerns about the audience facing the sun.

- g. Dog Park Update** – Planner Chapman explained that the gravel parking lot for the dog park is currently being built this week. It's anticipated that the parking lot will be completed late this week or next week. Contingent with weather conditions, the dog park fence will be installed on Tuesday June 18th. Additional materials such as trash receptacles, dog waste bag dispenser, and signage will need to be purchased.

7. Adjournment

A motion was made by Bass, seconded by Dohm, to adjourn the meeting. Motion carried (6-0). The meeting was adjourned at 7:07pm.

Respectfully Submitted,



Kyra J. Chapman
Planner

Meeting Minutes
New Prague Planning Commission
Wednesday, May 22, 2024

1. Call Meeting to Order

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

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

2. Approval of Meeting Minutes

A. May 1st, 2024 Regular Meeting

A motion was made by Ryan seconded by Bentson to approve the May 1st regular meeting minutes. Motion carried (4-0).

3. OLD BUSINESS

A. None.

4. NEW BUSINESS

A. Request for Variance #V2-2024 – 21.2' Front Setback and 5' Conservation Easement Setback

Planning Director Ondich explained that applicant, Michael Weinandt, is requesting a variance for a 21.2' front setback and a 5' setback from the edge of the existing conservation easement at 703 7th Street in the RL-90 Single Family Residential District. The applicant intends to construct a single-family home with an attached 3 car garage, which does not meet the current 30' front setback and 6' conservation easement setback requirement. In 2020, a variance for the property was granted to allow construction to the conservation easement line, but this variance is no longer needed as the ordinance was amended to allow building construction to the conservation easement line. Furthermore, the 6' setback to the conservation easement was an added condition to the platting of Pond Third Addition. The other condition of Pond Third Addition Preliminary and Final plat is that a shared driveway must be built on the subject property and abutting east property. The shared driveway may impact the buildable space and layout of the home. If the 3rd stall of the garage was not added, it would be able to meet the setback requirements. Most properties in the neighborhood are meeting the 30' front setback. Staff recommend denial because the house plan could be adjusted to meet the current setback requirements, which better fits the character of the neighborhood.

Planning Director Ondich added that Weinandt received a violation letter regarding excavation on the property and into the conservation easement. The letter informed the applicant to fill in the holes, seed, and stop excavation.

A motion was made by Ryan, seconded by Pike to open the public hearing at 6:41pm. Motion carried (4-0).

Mike Weinandt, applicant from 28760 Ruth Ann Ln explained that the wrong house rendering was sent. The request is actually for a 2-car garage, not a 3-car garage. A 2-car garage would still require a variance. The width of the garage is 32 feet wide for a total house length of 64 feet.

Bentson noted that would still get the applicant to a length of 64' feet.

Weinandt explained that the 64' width is the 2-car garage. The width of the house is 32'. The reason for requesting the variance is due to the size of the house. The resale value would be considerably less. The violation letter was because of the removal of trees. Trees were checked for diseases. Some trees were marked for disease, and some were in the conservation easement, which we removed. It is now seeded, mulched, and has a silt fence. He was unaware that the Pond Third Addition Preliminary and Final Plat added a condition for a 6' setback from the conservation easement. He had assumed that footings could be built up to the conservation easement. The project has been difficult because the property only allowed one driveway access.

Pike inquired about the configuration of the shared driveway and if this will be an issue for fitting homes onto the lots in the plat.

Weinandt clarified that the next two lots were purchased and currently have a house plan that meets the setbacks.

Planning Director Ondich presented the shared driveway easement plan and stated that the shared driveway will begin in the northeast corner of the subject property and will continue east. No matter if a variance is granted or not, the house won't be impacted by the driveway.

Bentson stated that if it's a 2-car garage, it will still be 32' wide for a total of 64'.

Meyer stated that the current dimensions of the proposed house plan do not meet the setbacks.

Planning Director Ondich commented that there is a house plan that will meet the setback requirements, but this proposal may not be the one.

Pike inquired if this was a variance for the whole plat.

Planning Director Ondich stated that the variance is only for this specific lot.

Pike wasn't so concerned about the 5' setback request from the conservation easement but showed concerns for reducing the front setback.

Benston argued that if a variance is granted then other residents in the neighborhood may ask for a front setback, which would be closer to the road.

Meyer inquired about the variance for the conservation easement.

Planning Director Ondich explained that by the city ordinance, building up to the conservation easement is allowed. When staff were writing the Preliminary and Final plat for Pond Third Addition last year, there were concerns of construction up to the conservation easement, which is why the condition for the 6' setback was added. Staff would recommend maintaining the 6' setback since the home would be close to the conservation easement.

Pike asked if a deck could be built in the conservation easement.

Planning Director Ondich explained that a ground level patio could be built to the conservation easement but not a deck.

Pike inquired if the home was originally supposed to be slab on grade or have a basement.

Planning Director Ondich replied that the floor elevation of the building cannot be lower than 996'. The house may be split level walk out or split-level lookout.

Pike stated that he understands that the applicant intends to build a higher retail value home. However, the plans would make it difficult to access the rear of the home. It seems like there's too much to fit in the space.

Ryan asked if it is a spec home or if there is already a buyer.

Weinandt responded that they're trying to sell it as a plan. They want to finance through the bank.

Ryan stated that he doesn't want to ruin the project but would like some changes to be made.

A motion was made by Ryan, seconded by Bentson to deny the variance request. Motion carried (4-0).

Pike asked for clarification on the excavation.

Weinandt stated that they were digging trees, removing stumps, and checking the soil.

Gary Pikal from 801 Philipp Pkwy mentioned that the excavation wasn't just for the trees but for building the basement. The lots have been in disarray and are never mowed.

Kathy Pikal from 801 Philipp Pkwy asked if there are rules for how far homes must be from other properties.

Planning Director Ondich stated that in the packet, there is a diagram that has dotted green lines that represent the subject property's buildable area.

Roger Schmitz from 901 Philipp Pkwy asked if the soil will be able to support the home.

Planning Director Ondich mentioned that the property owner doesn't need to prove that the home will be supported by the soil. It's the buyer's due diligence. The property east of the subject property recently did a soils test, and they'll have to do some corrective work. Most of the soil was black dirt which is not suitable for construction.

Ryan asked who will require soil correction.

Planning Director Ondich stated that it would come from the Building Department.

A motion was made by Ryan, seconded by Bentson to close the public hearing at 7:04pm. Motion carried (4-0).

5. Miscellaneous

A. Monthly Business Update

Planning Director Ondich introduced the May monthly business update. He explained that no new home permits were received. Cedar and Sage was sold to a new owner and will now be called Honey Lou Boutique. Brick's Boatworks was issued a permit for adding a paint booth in their main shop. Community Development staff applied for the Minnesota Housing Finance Agency's Workforce Housing Development Program which could potentially fund the 54-unit apartment building south of Walgreens. The City recently acquired two parcels of land near railroad and the Small Area Plan site.

B. Comprehensive Plan / Small Area Plan Update

Planning Director Ondich stated that there was a public open house for the city center small area plan on May 8th from 5-7pm at the Broz (212 Main St W). The public provided helpful feedback and asked important questions. Some questions were related to lighting, stage orientation, and how often the stage will be used. Many residents liked the row homes compared to apartments. If apartments were to be added, they should not exceed the height of a single-family home. The next Steering Committee meeting for the Small Area Plan will take place next week.

Ryan asked how many performances would occur.

Planning Director Ondich stated that Music at the Broz currently plays about 8 times a year. Perhaps a conditional use permit should be established to create parameters for the performance stage. POPS recently received feedback from other communities that have performance stages. They received surveys from Eden Prairie, Hudson, New Ulm, and Rosemount.

Ryan was curious if the performance stage would be used only for musical performances or if it would also include political rallies, dances, etc.

6. Adjournment

A motion was made by Ryan, seconded by Bentson, to adjourn the meeting at 7:18 pm. Motion carried (4-0).

Respectfully submitted,

A handwritten signature in black ink that reads "Kyra J. Chapman". The signature is written in a cursive, flowing style.

Kyra J. Chapman
Planner



ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

City of New Prague

Wednesday, June 12, 2024 at 7:30 AM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

The meeting was called to order at 7:32 a.m. by President Brent Quast with the following members present: Brent Quast, Troy Pint, Austin Reville, and Bruce Wolf.

Absent: Eric Krogman, Nick Slavik, and Duane Jirik

City staff present: City Administrator Josh Tetzlaff and Planning/Community Development Director Ken Ondich

Others present: Jo Foust, Scott County CDA Business and Community Development Director

2. CONSENT AGENDA

a. May 8, 2024, EDA Meeting Minutes

b. Claims for Payment: **\$186.49**

Motion made by Quast, seconded by Pint, to approve. All voted in favor. Motion carried (4-0).

3. FUTURE EDA ENDEAVORS

a. June 12, 2024

Tetzlaff noted that the City had applied for MHFA Workforce Housing funds for a proposed 54-unit apartment building south of Walgreens and was continuing to work on possible tax abatement from the city, school, and county for the project. He stated that the City will know by mid-August if MHFA funds were awarded. He also updated the EDA on a purchase agreement that Keyland Homes has with the Bisek Family on 60 acres of land in the northeast portion of the City. He also updated the EDA about the City getting close to having a closing on the purchase of the property by the railroad without the building on it, but that the City Council was not interested in the property by the railroad with the building on it that is owned by Sullivan.

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

Jo Foust noted that upcoming visits were scheduled with the School District and Electromed and that visits in the past month were held with Scott Equipment, Kubes Furniture and Flooring, and Dairy Queen.

5. BUSINESS UPDATES

a. June 2024

Ondich provided the monthly business update.

6. CDA UPDATE

Jo Foust provided the EDA with a draft brochure for the "Drive for 5" Grant program that will provide free training for certificate and degree programs for high demand jobs. She also stated that the annual Scott

County Bus Tour took place on May 29th with about 30 area city officials participating as well as BLED and Greater MSP staff.

7. SCHOOL DISTRICT UPDATE

8. EXECUTIVE DIRECTORS REPORT

Tetzlaff noted that the monthly new business report showed six new businesses which appeared to be home-based businesses.

9. MISCELLANEOUS

a. Scott County Fast-Track Business Challenge

- Jo Foust updated the EDA on the Fast-Track Challenge and noted that they are seeking donations.
- Ondich provided an update on the Comprehensive Plan and Small Area Plan by noting that the Comprehensive Plan was put on hold in May to complete the Small Area Plan work at the old creamery site downtown. He stated that the Small Area Plan is being reviewed by the consulting engineer and determine pond size and overall grading for the site with the hopes that the final presentation to the City Council would occur on July 15th.

10. ADJOURNMENT

Motion made by Reville, seconded by Quast, to adjourn the meeting at a.m. All voted in favor. Motion carried (4-0).

Respectfully Submitted,

Joshua M. Tetzlaff
City Administrator / EDA Executive Director



UTILITIES COMMISSION MEETING MINUTES

City of New Prague

Tuesday, May 28, 2024 at 3:30 PM

Power Plant - 300 East Main St

1. CALL TO ORDER

The meeting was called to order by Commission President Dan Bishop on Tuesday, May 28, 2024, at 3:30 p.m.

Commissioners present: Dan Bishop, Dick Jordan, Tom Ewert, Paul Busch, and Bruce Wolf

Staff present: GM Bruce Reimers, EOS Ken Zweber, and Finance Director Robin Pikal

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

a. April 29, 2024, Utilities Meeting Minutes

Motion made by Commissioner Ewert, seconded by Commissioner Wolf, to approve the April minutes. Motion carried (5-0).

4. UTILITY AND SMMPA BILLS

a. Approval of accounts payable in the amount of **\$83,781.99** and the SMMPA billing of **\$479,805.51**.

Motion made by Commissioner Busch, seconded by Commissioner Jordan, to approve the SMMPA and utility bills. Motion carried (5-0).

5. FINANCIAL REPORTS

a. Investment Report

b. Financial Report

c. Water and Kilowatt Hours Sales

Motion made by Commissioner Ewert, seconded by Commissioner Wolf, to approve the financial reports as presented. Motion carried (5-0).

6. INTRODUCTION OF BILLING CLERK

GM Reimers and Finance Director Pikal introduced Samantha Geyer as the new hire for the Billing Clerk position. Her first day was May 21, 2024.

7. APPROVAL OF DEVELOPER SERVICE AGREEMENTS

a. Residential Development Street Light Agreement

b. Residential Developer Electric Service Agreement

c. Commercial & Industrial Electric Service Agreement

GM Reimers reviewed developer service agreements that will be used to inform developers and customers of costs associated with providing services to new developments and commercial services.

Motion made by Commissioner Bishop, seconded by Commissioner Jordan, adopting the agreements as presented. Motion carried (5-0).

8. REVIEW OF 2023 AUDIT

- a. Abdo Presentation
 - b. NPUC Audited Financials
 - c. 2023 Final Executive Governance Summary
- Finance Director Pikal and GM Reimers reviewed the 2023 financial audit with the commission and informed the commission that there was no significant audit findings but did mention the need for internal control oversight by the commission and Council due to ability to segregate duties because of staffing limitations.

9. SMMPA BOARD OF DIRECTORS MEETING

- a. April 10, 2024
 - b. May 9, 2024 (Bruce)
- GM Reimers informed the commission on the following:
- SMMPA staff reviewed the energy capacity concerns due to changes made in the MISO footprint and seasonal outages. SMMPA is forecasting the need to add more generation to back up renewable energy resources and to cover the 100% renewable energy mandates that will be coming into effect in coming years.

10. GENERAL MANAGER'S REPORT

- GM Reimers reported on the following:
- Both electric and water departments have been working in the northwest section of the town in conjunction with contractors of the 2024 CIP project.
 - Information was shared with the commission on the replacement of well #2. GM Reimers stated that the Minnesota Department of Health had informed the utility that it was okay to replace the pump and that the pump and piping that had been dropped in the cavity can be left in place. Key’s Well Drilling will be replacing the pump at no cost to the utility.
 - GM Reimers informed the commission that he would recommend that the utility no longer allow the Cub Scouts to use the space in the warehouse located north of the power plant and that the space is needed to store wire due to the requirement of having to keep more wire on hand. The commission agreed and a motion was made by Commissioner Bishop and seconded by Commissioner Busch to inform the Cub Scouts that they will need to remove their equipment from the building preferably by this fall but no later than December 31, 2024. Motion carried (5-0).

11. OTHER BUSINESS

None.

12. ADJOURNMENT

Motion made by Commissioner Jordan, seconded by Commissioner Busch, to adjourn the May 28, 2024, meeting at 4:37 p.m. Motion carried (5-0).

NEXT COMMISSION MEETING – Monday, June 24, 2024

Respectfully Submitted,

Bruce Reimers
General Manager



MEETING MINUTES

New Prague Golf Board

On site meeting at NPGC
Tuesday, May 28th, 2024

The meeting was called to order at 6:30pm by Board President Den Gardner. The following Board Members were present for the meeting: Den Gardner, Bob Cunniff, Adam Gill, Rich Carlson, Adam Brister, and Councilmember Shawn Ryan. Board Member Jen Berglund was unable to attend. Also present: GPE Owner/Contract Manager Kurt Ruehling and NPGC Mechanic Mike Portner.

- **Approval of April 29th, 2024 Meeting Minutes:**
 - A motion to approve March 26th, 2024 Meeting Minutes was made by Cunniff, seconded by Brister. Motion carried (6-0)
- **Claims for Payment (\$64,932.57):**
 - Portner reported that 33% of the stump grinder was allocated to the golf operations budget.
 - Ryan would like Ruehling to look into the finance charge from Berry Coffee and see if it can be reversed.
 - A motion to approve the Claims for Payment was made by Carlson, seconded by Ryan. Motion carried (6-0)
- **Review Monthly Income Statement and Balance Sheet (May 2024):**
 - Portner reported that a few 2023 expenses were pushed into 2024's budget, causing maintenance expenses to be higher, discussion ensued
 - Portner said expenses are higher earlier this season as we opened earlier and the hit the budget sooner than normal...ex: "Flags" for the gold course
 - Cunniff asked about the "Health Insurance" line item being up over 11% as compared to the budget. Discussion ensued regarding how to handle unforeseen expenses
 - Ruehling was asked to pursue a breakdown of "City-allocated" expenses that hit the golf operations budget
 - A motion to approve the Monthly Income Statement and Balance Sheet was made by Cunniff, seconded by Gill. Motion carried (6-0)
- **2023 Audited Golf Financial Statements**
 - Ryan reported that the City Council had reviewed the final 2023 Audit and had no concerns with the golf operation's numbers
- **Capital Equipment Report**
 - Ruehling informed Golf Board that the new golf carts have arrived and are being very well received. The question of windshields was brought up, Ruehling indicated all of the "cons" as to the care/cost of a windshield on a fleet cart.
- **Grounds Operation Update...Jeff Pint, Superintendent:**
 - Pint reported that we have about 25% of the bunkers tiled
 - Staff uses a propane torch to control weeds in the bunkers, they also adjust the sand depth multiple times a year
 - The wooden step has been removed from the forward tee on #13.
 - Work/communication continues with Quality Flow to synchronize both irrigation pump houses

- **Food & Beverage Update...Holly Pomije, Food & Beverage Coordinator:**
 - Pomije reported that May has been very busy with Couples' League, outside events, and staff training
 - Pomije plans on holding a staff meeting, to ensure all are on the same page regarding rules, customer service, procedures...etc
 - The grill & bar menu continues to evolve...
- **Golf Operation Update...Kurt Ruehling, GM/PGA Professional:**
 - Ruehling indicated that the new cart fleet has arrived!! Nothing but rave review from Members and Patrons!
 - Rounds and number of memberships collected are up, YTD, from 2023...which is a good sign
 - Increased numbers in majority of Leagues was reported!
 - Many, many upcoming events, including: Western National Insurance, Men's Club, St. Wenceslaus School, Prince of Peace Ladies, Buck's Classic, NP Wrestling, NP Basketball, Shetka Memorial, PGA Junior League, and Couples' League.
- **Marketing Update...Kurt Ruehling, GM/PGA Professional:**
 - Ruehling continues to use the tee sheet, Facebook, voicemail, and email for communications
- **Golf Scholarship Event Summary...Den Gardner:**
 - Gardner reminded Board of the 2024 Scholarship Winners, Zimmerman and O'Rourke.
 - Scholarship Fundraiser event is scheduled for August 18th, 2024
- **Miscellaneous:**
 - Board would like to thank Rich Carlson for his voluntary service to the Golf Board! Brister and Cunniff are re-applying for a second Golf Board term
- **Adjournment:**
 - A motion to adjourn the meeting, at 7:45p, was made by Cunniff, seconded by Carlson (his final action as a Board Member). Motion carried (6-0)

Next Golf Board Meeting –Tuesday, June 25th, 2024, 6:30pm

Respectfully submitted by,

Kurt Ruehling, GME
PGA General Manager