



CITY COUNCIL MEETING AGENDA

City of New Prague

Tuesday, January 07, 2025 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

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1. CALL TO ORDER

- a. Pledge of Allegiance

2. APPROVAL OF REGULAR AGENDA

3. CONSENT AGENDA

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

- [a.](#) Meeting Minutes
 - i. December 16, 2024, City Council Meeting Minutes
- [b.](#) Claims for Payment: **\$338,885.11**
- [c.](#) 2024 Write-Offs
- [d.](#) Professional Services Agreement between New Prague Police Department and Peterson Counseling and Consulting, LLC

4. CITY ENGINEER PROJECTS UPDATE

- a. January 7, 2025

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

Speakers limited to 5 minutes

6. PUBLIC HEARING(S) – 6:00 PM

- a. None

7. ORDINANCE(S) FOR INTRODUCTION

8. ORDINANCE(S) FOR ADOPTION

9. RESOLUTIONS

- [a.](#) #25-01-07-01 - Appointing Official City Depositories

10. GENERAL BUSINESS

- a. 2025 Appointments
 - i. Mayoral Appointments to Boards & Commissions
 - ii. City Council Vice President
 - iii. 2025 Legal Representation - City Attorney
 - iv. Consulting Professionals - City Engineer and City Financial Advisor
 - v. New Prague Volunteer Fire Department Chief and Officers
 - vi. Designate Official Newspaper
- b. Board & Commission Attendances - 2024
- c. Municipal State Aid Street (MSAS) Engineering Services Proposal for 2025 - SEH

11. MISCELLANEOUS

- a. Meeting Minutes
 - i. November 20, 2024, Planning Commission Meeting Minutes
 - ii. November 25, 2024, Utility Commission Meeting Minutes
 - iii. November 26, 2024, Golf Board Meeting Minutes
- b. Metropolitan Mosquito Control District - Overview
- c. Joint Powers Membership & Financial Update
- d. Discussion of Items not on the Agenda

12. ADJOURNMENT

UPCOMING MEETINGS AND NOTICES:

January 8	7:30 a.m. EDA Board
January 14	6:00 p.m. Park Board
January 20	Holiday – City Offices Closed
January 21	6:00 p.m. City Council
January 22	6:30 p.m. Planning Commission
January 27	3:30 p.m. Utility Commission
January 28	6:30 p.m. Golf Board



CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, December 16, 2024 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

Mayor 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 Joshua Tetzlaff, Planning/Community Development Director Ken Ondich, Utility General Manager Bruce Reimers, Police Chief Tim Applen, Public Works Director Matt Rynda and Fire Chief Steve Rynda.

a. Pledge of Allegiance

2. APPROVAL OF REGULAR AGENDA

Motion to approve the regular agenda.

Motion made by Councilmember Seiler, Seconded by Councilmember Wolf.

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

Motion carried (5-0)

3. CONSENT AGENDA

Motion to approve the consent agenda.

Motion made by Councilmember Seiler, Seconded by Councilmember Bass.

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

Motion carried (5-0)

a. Meeting Minutes

i. December 2, 2024 City Council Meeting Minutes

b. Claims for Payment: **\$460,969.49**

c. Financial Summary Report

d. Release Deferred Assessment

e. 2025 Tobacco Licenses

f. 2025 THC Licenses

g. Appointment of Justin Birdsell for Streets Position

h. Appointment of Kyle Sticha for Parks Position

i. LG230 Gambling Application - NP Firearms Relief Association

j. 2025 Tri-County Mutual Aid Agreement

4. PUBLIC INVITED TO BE HEARD ON MATTERS NOT ON THE AGENDA*(Speakers limited to 5 minutes.)*

Collette (517 Redpoll Ave SE) and Tom Fadden (203 Lexington Ave N) spoke.

5. CITY ENGINEER PROJECTS UPDATE

Matt Rynda spoke on a future meeting with SEH to discuss completion plans for the 2025 project.

- a. December 16, 2024

6. PUBLIC HEARING(S) – 6:00 PM

- a. None

7. ORDINANCE(S) FOR INTRODUCTION**8. ORDINANCE(S) FOR ADOPTION****9. RESOLUTIONS**

- a. Resolution #24-12-16-01 - Adopting 2025 City Budget

Motion to adopt Resolution 24-12-16-01 Adopting the 2025 City Budget

Motion made by Councilmember Bass, Seconded by Councilmember Wolf.

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

Voting Nay: Councilmember Ryan

Motion carried (4-1)

- b. Resolution #24-12-16-02 - 2025 Official Fee Schedule

Motion to adopt Resolution 24-12-16-02 Approving the 2025 Official Fee Schedule

Motion made by Councilmember Seiler, Seconded by Mayor Jirik.

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

Motion carried (5-0)

- c. Resolution #24-12-16-03 - Adopting 2024 Property Tax Levy, Payable in 2025

Motion to adopt Resolution 24-12-16-02 Adopting the 2024 Property Tax Levy, Payable in 2025

Motion made by Mayor Jirik, Seconded by Councilmember Seiler.

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

Voting Nay: Councilmember Ryan

Motion carried (4-1)

- d. Resolution #24-12-16-04 - Request for Sign Variance #V9-2024

Planning/Community Development Director Ken Ondich presented the sign variance.

Bill Gibson and Rick Con answered any questions about the sign variance.

Motion to adopt Resolution 24-12-16-04 Approving Sign Variance #V9-2024, with the revisions to sign #2.

Motion made by Councilmember Ryan, Seconded by Councilmember Bass.

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

Motion carried (5-0)

- e. Resolution #24-12-16-05 - Active Transportation Grant

Planning/Community Development Director Ken Ondich presented the active transportation grant.

Motion to approve Resolution 24-12-16-05 Applying for the MnDOT Active Transportation Grant.

Motion made by Councilmember Ryan, Seconded by Councilmember Wolf.

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

Motion carried (5-0)

- f. Resolution #24-12-16-06 - Supporting MNDOT Safe Routes to School Grant Application
 Planning/Community Development Director Ken Ondich presented the Supporting MNDOT Safe Routes to School Grant Application.
 Motion to adopt Resolution 24-12-16-06 Supporting MNDOT Safe Routes to School Grant Application
 Motion made by Mayor Jirik, Seconded by Councilmember Seiler.
 Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
 Motion carried (5-0)

10. GENERAL BUSINESS

- a. Approval of 2025-2034 Capital Improvement Plan
 City Administrator Joshua Tetzlaff presented the 2025-2034 Capital Improvement Plan.
 Motion made by Councilmember Wolf, Seconded by Councilmember Bass.
 Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
 Motion carried (5-0)
- b. Approval of 2025-2034 Visioning Document
 City Administrator Joshua Tetzlaff presented the 2025-2034 Visioning Document
 Motion made by Councilmember Bass, Seconded by Mayor Jirik.
 Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
 Motion carried (5-0)
- c. Compensation Pay Plan 2025
 City Administrator Joshua Tetzlaff presented the 2025 Compensation Play Plan.
 Motion made by Councilmember Seiler, Seconded by Councilmember Bass.
 Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
 Motion carried (5-0)
- d. 2025 Golf Course Consultant Agreement
 City Administrator Joshua Tetzlaff presented the 2025 Golf Course Consultant Agreement.
 Motion made by Councilmember Bass, Seconded by Mayor Jirik.
 Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
 Motion carried (5-0)
- e. Flock Safety Camera Agreement
 Police Chief Tim Applen presented the Flock Safety Camera Agreement.
 Motion to approve the Flock Safety Camera Agreement.
 Motion made by Mayor Jirik, Seconded by Councilmember Seiler.
 Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
 Motion carried (5-0)

11. MISCELLANEOUS

- a. Meeting Minutes
- i. October 22, 2024, Golf Board Meeting Minutes
 - ii. October 28, 2024, Utilities Commission Meeting Minutes
 - iii. November 13, 2024, EDA Board Meeting Minutes
 - iiii. November 13, 2024, EDA Board Meeting Minutes - Closed
- b. Discussion of Items not on the Agenda

- Bruce Wolf asked Police Chief Tim Applen about Active Shooter Drills and if they are being done in the schools.
- Shawn Ryan asked about the options of hiring for the Compensation Study
- c. North Memorial Health Ambulance 2024 Q3 Update

12. ADJOURNMENT

Motion to adjourn the meeting at 7:31 p.m.

Motion made by Councilmember Seiler, Seconded by Councilmember Ryan.

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

Motion carried (5-0)

ATTEST:

Duane J. Jirik
Mayor

Joshua M. Tetzlaff
City Administrator

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
01/07/2025

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
FUND 101 - GENERAL FUND			
<u>RURAL FIRE - TO BE REIMBURSED</u>			
A.P. TUPY MECHANICAL LLC	STATION HEATER EXHAUST	\$2,308.70	
DEHMER / CENTRAL FIRE PROTECTION INC	FIRE EXTINGUISHER RECHARGE	\$34.50	
JABAS CONSTRUCTION LLC	DOOR REPAIR	\$137.50	
JEFF STEINHOFF	RPZ BACKFLOW TESTING LICENSE	\$1.90	
KIRVIDA FIRE INC	AERIAL ROTARY	\$1,257.36	
LAKERS NEW PRAGUE SANITARY	TRASH - RURAL	\$21.67	
MN STATE FIRE DEPARTMENT ASSOCIATION	MSFDA MEMBERSHIP DUES	\$145.00	
MUNICIPAL EMERGENCY SERVICE	REPLACE HOSE	\$910.00	
NEW PRAGUE UTILITIES	RURAL FIRE - UTILITES	\$527.82	
VERIZON WIRELESS	TELEPHONE	\$20.70	
TOTAL:			\$5,365.15
<u>OTHER - TO BE REIMBURSED</u>			
KNIGHT BARRY TITLE UNITED LLC	ASSESSMENT OVERPAYMENT	\$124.83	
TOTAL:			\$124.83
<u>ESCROW REFUNDS</u>			
LOOMIS HOMES LLC	ESCROW - 1403 TIKALSKY ST SE	\$1,500.00	
LOOMIS HOMES LLC	ESCROW - 1504 ENGLISH AVE NW	\$1,500.00	
TOTAL:			\$3,000.00
<u>BUILDING PERMIT REFUND</u>			
BEELINE CONSTRUCTION	REFUND OVERPAYMENT	\$463.62	
LENORE WENDORFF	REFUND RENTAL FEE	\$100.00	
TOTAL:			\$563.62
<u>COUNCIL</u>			
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$274.98	
VERIZON WIRELESS	TELEPHONE	\$82.78	
TOTAL:			\$357.76
<u>ADMINISTRATION</u>			
QUILL CORPORATION	COPY PAPER	\$37.99	
ROTARY CLUB OF NEW PRAGUE	QUARTERLY DUES	\$180.00	
SAFEASSURE CONSULTANTS	SAFETY TRAINING	\$1,104.47	
SCHWAAB INC	NOTARY STAMP - ALYSSA	\$38.45	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$295.27	
VERIZON WIRELESS	TELEPHONE	\$53.81	
TOTAL:			\$1,709.99
<u>ELECTIONS</u>			
LE SUEUR COUNTY AUDITOR-TREASURER	2025 ANNUAL ELECTION FEE	\$1,200.00	
TOTAL:			\$1,200.00
<u>PLANNING</u>			
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	\$14.03	
LE SUEUR COUNTY RECORDER	RECORDING FEE	\$46.00	
SAFEASSURE CONSULTANTS	SAFETY TRAINING	\$788.90	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$27.18	
VERIZON WIRELESS	TELEPHONE	\$82.78	
TOTAL:			\$958.89
<u>GOVERNMENT BUILDING</u>			
JANI-KING OF MINNESOTA INC	CLEANING SERVICES	\$1,286.63	
LAKERS NEW PRAGUE SANITARY	TRASH - CITY HALL	\$86.62	
MEI TOTAL ELEVATOR SOLUTIONS	ELEVATOR MAINTENANCE	\$69.62	
NEW PRAGUE UTILITIES	GOVT BUILDING - WATER/SEWER	\$140.55	
NEW PRAGUE UTILITIES	GOVT BUILDING -ELECTRIC	\$1,223.11	
SEH	CITY CENTER GRADING	\$1,025.00	
WOLD ARCHITECTS AND ENGINEERS	POLICE ADDITION	\$70,383.50	
TOTAL:			\$74,215.03

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
01/07/2025

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>POLICE</u>			
CATHERINE SPICER	BREEZY POINT RESORT	\$277.02	
CATHERINE SPICER	MEAL REIMBURSEMENT	\$9.26	
CATHERINE SPICER	PARKING REIMBURSEMENT	\$4.00	
CRIME STOPPERS OF MINNESOTA	2025 LAW ENFORCEMENT PROGRAM	\$200.00	
MN CHIEFS OF POLICE ASSOC.	MEMBERSHIP DUES	\$376.00	
OFFICE OF MN IT SERVICES	LANGUAGE LINE	\$65.10	
PARKVIEW MEDICAL CLINIC	PRE-EMPLOYMENT PHYSICAL	\$110.00	
PETERSON COUNSELING AND CONSULTING	CONSULTING SERVICE/RETAINER FEE	\$125.00	
SAFEASSURE CONSULTANTS	SAFETY TRAINING	\$631.12	
ST LOUIS MRO INC	PRE-EMPLOYMENT TESTING	\$20.00	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$279.14	
TOTAL:			\$2,096.64
<u>FIRE</u>			
A.P. TUPY MECHANICAL LLC	STATION HEATER EXHAUST	\$2,308.70	
DEHMER / CENTRAL FIRE PROTECTION INC	FIRE EXTINGUISHER RECHARGE	\$34.50	
JABAS CONSTRUCTION LLC	DOOR REPAIR	\$137.50	
JEFF STEINHOFF	RPZ BACKFLOW TESTING LICENSE	\$1.90	
KIRVIDA FIRE INC	AERIAL ROTARY	\$1,257.36	
LAKERS NEW PRAGUE SANITARY	TRASH - FIRE	\$21.66	
MN STATE FIRE DEPARTMENT ASSOCIATION	MSFDA MEMBERSHIP DUES	\$145.00	
MUNICIPAL EMERGENCY SERVICE	REPLACE HOSE	\$910.00	
NEW PRAGUE UTILITIES	FIRE - ELECTRIC	\$404.09	
NEW PRAGUE UTILITIES	FIRE - WATER/SEWER	\$123.74	
SCOTT COUNTY TREASURER	FIRE TOWER	\$217.10	
VERIZON WIRELESS	TELEPHONE	\$20.70	
TOTAL:			\$5,582.25
<u>BUILDING INSPECTOR</u>			
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	\$14.03	
AMAZON CAPITAL SERVICES	SHOE COVERS/ SUPPLIES	\$73.31	
KUBES FURNITURE & FLOORING	BLINDS - OFFICE REMODEL	\$1,944.32	
KUBES FURNITURE & FLOORING	CARPET - PLANNING	\$5,604.00	
SAFEASSURE CONSULTANTS	SAFETY TRAINING	\$631.12	
VERIZON WIRELESS	TELEPHONE	\$92.78	
TOTAL:			\$8,359.56
<u>ANIMAL CONTROL</u>			
MINNESOTA CRITTER GETTER	ANIMAL CONTROL - QTR 1	\$3,900.00	
TOTAL:			\$3,900.00
<u>PUBLIC WORKS</u>			
SAFEASSURE CONSULTANTS	SAFETY TRAINING	\$315.56	
TOTAL:			\$315.56
<u>STREET</u>			
ACME TOOLS	SHAMPOOER	\$249.99	
ACME TOOLS	TOOLS	\$697.00	
AMAZON CAPITAL SERVICES	HEAT GUN	\$16.99	
AMAZON CAPITAL SERVICES	PUMP	\$81.95	
AMAZON CAPITAL SERVICES	SALT BRINE PARTS	\$28.70	
AMAZON CAPITAL SERVICES	SCREEN PROTECTOR	\$6.96	
DIAMOND VOGEL PAINTS	GRINDLAZER	\$3,675.00	
DUNDER TRUCKING LLC	SNOW REMOVAL 12/20/2024	\$520.00	
H & L MESABI	CARBIDE BLADES	\$4,136.00	
JEFF STEINHOFF	RPZ BACKFLOW TESTING LICENSE	\$6.08	
LAKERS NEW PRAGUE SANITARY	TRASH - STREETS	\$89.21	
MACH LUMBER INC	TRUCK BOARDS	\$98.20	
NEW PRAGUE UTILITIES	STREETS - ELECTRIC	\$518.02	
NEW PRAGUE UTILITIES	STREETS - WATER/SEWER	\$151.30	
NOVAK COMPANIES	WING MOUNTS	\$400.00	
PARKVIEW MEDICAL CLINIC	PRE-EMPLOYMENT PHYSICAL	\$110.00	
RIVER COUNTRY COOP	DIESEL	\$3,197.21	
SAFEASSURE CONSULTANTS	SAFETY TRAINING	\$2,051.15	

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
01/07/2025

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
SILHOUETTES	HATS	\$300.00	
STAR GROUP LLC.	ANTI ICE	\$4.15	
STAR GROUP LLC.	HOSE FITTINGS	\$68.72	
STAR GROUP LLC.	PARTS CLEANER / CLOTH	\$48.75	
STATE OF MINNESOTA	DOT INSPECTION DECALS	\$13.00	
TITAN MACHINERY	MILL TEETH	\$348.50	
USSATIS TRUCKING INC	SNOW REMOVAL - 12/20/24	\$585.00	
VERIZON WIRELESS	TELEPHONE	\$157.98	
WASHA TRUCKING SERVICES INC	SNOW REMOVAL 12/20/2024	\$585.00	
TOTAL:			\$18,144.86
<u>STREET LIGHTS</u>			
NEW PRAGUE UTILITIES	STREETLIGHTS	\$5,680.38	
TOTAL:			\$5,680.38
<u>AQUATICS CENTER / FITNESS CENTER</u>			
NEW PRAGUE AREA SCHOOLS	2024 FITNESS CAPITAL PAYMENT #7 OF 7	\$12,857.14	
TOTAL:			\$12,857.14
<u>PARKS</u>			
AMAZON CAPITAL SERVICES	LIGHT SWITCH - NS PARK	\$81.37	
HERITAGE LANDSCAPE SUPPLY GROUP	HERBICIDE	\$3,456.00	
JEFF STEINHOFF	RPZ BACKFLOW TESTING LICENSE	\$1.90	
LAKERS NEW PRAGUE SANITARY	TRASH - PARKS	\$89.21	
NEW PRAGUE UTILITIES	PARKS - WATER/SEWER	\$45.95	
NEW PRAGUE UTILITIES	PARKS -ELECTRIC	\$1,150.31	
PARKVIEW MEDICAL CLINIC	PRE-EMPLOYMENT PHYSICAL	\$110.00	
QUALITY EQUIPMENT AND SERVICE INC	BLADE SHARPENING	\$81.00	
SAFEASSURE CONSULTANTS	SAFETY TRAINING	\$946.68	
STATE OF MINNESOTA	DOT INSPECTION DECALS	\$13.00	
TIM'S SMALL ENGINE SERVICE	HEDGE CLIPPERS	\$279.99	
VERIZON WIRELESS	TELEPHONE	\$118.76	
TOTAL:			\$6,374.17
<u>LIBRARY</u>			
JANI-KING OF MINNESOTA INC	CLEANING SERVICE	\$743.27	
LAKERS NEW PRAGUE SANITARY	TRASH - LIBRARY	\$230.10	
NEW PRAGUE UTILITIES	LIBRARY - ELECTRIC	\$797.11	
NEW PRAGUE UTILITIES	LIBRARY - WATER/SEWER	\$99.49	
TOTAL:			\$1,869.97
<u>UNALLOCATED</u>			
HELENA TOWNSHIP	TAX REIMBURSEMENT	\$389.84	
LANESBURGH TOWNSHIP	TIKALSKY ANNEXATION	\$78.45	
SCOTT COUNTY TREASURER	TNT COST ALLOCATION 2025	\$613.21	
TOTAL:			\$1,081.50
GENERAL FUND TOTAL:			\$153,757.30
FUND 318 - DEBT SERVICE - TIF-NP SENIOR HOUSING			
PRAHA VILLAGE LLC	TIF PAYMENT	\$53,341.49	
TOTAL:			\$53,341.49
FUND 423 - CAPITAL PROJECTS - CIP 2024			
SEH	CIP 2024	\$26,661.78	
TOTAL:			\$26,661.78
FUND 424 - CAPITAL PROJECTS - CIP 2025			
SEH	CIP 2025	\$52,677.00	
TOTAL:			\$52,677.00

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
01/07/2025

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
FUND 602 - ENTERPRISE - SANITARY SEWER			
AMAZON CAPITAL SERVICES	LAPTOP CHARGER	-\$12.21	
AMAZON CAPITAL SERVICES	PRESSURE GAUGE	\$13.85	
FASTENAL	GREEN MARKING PAINT	\$68.89	
GEMPLER'S	RUBBER GLOVES	\$49.99	
GLOBAL INDUSTRIAL	2 MIL BAGS	\$212.04	
GOPHER STATE ONE CALL	LINE LOCATES	\$3.71	
JEFF STEINHOFF	RPZ BACKFLOW TESTING LICENSE	\$4.18	
LAKERS NEW PRAGUE SANITARY	TRASH - WWTP	\$246.81	
MACQUEEN EQUIPMENT	PRESSURE SWITCH - VACTOR	\$696.26	
NEON LINK	ONLINE PAYMENT FEES	\$193.47	
NEW PRAGUE UTILITIES	WWTP - ELECTRIC	\$26,472.88	
NEW PRAGUE UTILITIES	WWTP - WATER/SEWER	\$174.71	
PVS TECHNOLOGIES INC	FERRIC CHLORIDE	\$11,961.36	
SAFEASSURE CONSULTANTS	SAFETY TRAINING	\$1,262.25	
SALTCO	MONTHLY SALT	\$1,268.41	
SCOTT WARNER	MILEAGE - SCOTT	\$1,645.52	
ST LOUIS MRO INC	PRE-EMPLOYMENT TESTING	\$20.00	
STAR GROUP LLC.	HOSE & FITTINGS	\$63.35	
STAR GROUP LLC.	V-BELT	\$69.50	
STASNEY ELECTRIC	METER REPAIR	\$146.74	
STATE OF MINNESOTA	DOT INSPECTION DECALS	\$4.00	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$162.00	
UTILITY CONSULTANTS INC.	SAMPLES	\$1,096.94	
VERIZON WIRELESS	TELEPHONE	\$239.06	
VESSCO INC.	PUMP PARTS	\$792.60	
ZIEGLER INC.	EXTENDED WARRANTY - GEN T3700595	\$4,560.00	
ZORO TOOLS INC.	DIESEL FUEL SUPPLEMENT	\$71.50	
TOTAL:			\$51,487.81
FUND 606 - ENTERPRISE - STORM UTILITY			
AMAZON CAPITAL SERVICES	PRESSURE GAUGE	\$5.93	
FASTENAL	GREEN MARKING PAINT	\$68.89	
GOPHER STATE ONE CALL	LINE LOCATES	\$3.71	
MACQUEEN EQUIPMENT	PRESSURE SWITCH - VACTOR	\$298.40	
NEON LINK	ONLINE PAYMENT FEES	\$23.36	
STAR GROUP LLC.	HOSE & FITTINGS	\$27.16	
VERIZON WIRELESS	TELEPHONE	\$6.21	
TOTAL:			\$433.66
FUND 651 - ENTERPRISE - AMBULANCE			
LAKERS NEW PRAGUE SANITARY	TRASH - AMBULANCE	\$21.67	
NEW PRAGUE UTILITIES	AMBULANCE - ELECTRIC	\$404.09	
NEW PRAGUE UTILITIES	AMBULANCE - WATER/SEWER	\$100.31	
TOTAL:			\$526.07
TOTAL ACCOUNTS PAYABLE FOR COUNCIL APPROVAL:			\$338,885.11



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: ROBIN PIKAL, FINANCE DIRECTOR
CC: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: 2024 PROPOSED WRITE-OFF'S
DATE: DECEMBER 31, 2024

At the end of the calendar/fiscal year, utility accounts that are no longer collectable are reviewed and presented to be expensed as a write-off. In 2024, the uncollectable amount is \$2,569.36.

SANITARY	STORM	TRASH	YD WST	TOTAL
\$1,995.71	\$568.51	\$4.77	\$0.31	\$2,569.36

Recommendation

Staff recommends Council approve the write-off of \$2,569.36.

CITY OF NEW PRAGUE / NEW PRAGUE UTILITIES
2024 WRITE-OFF'S

ACCOUNT	ACCT TYPE	SANITARY	STORM	TRASH	YD WST	TOTAL	NOTES
01-000190-20	Owner	\$10.44	\$4.33		\$0.31	\$15.08	(1)
08-005520-03	Commercial	\$1,939.86	\$559.49			\$2,499.35	(2)
11-002050-05	Owner	\$45.41	\$4.75	\$4.77		\$54.93	(1)
		\$1,995.71	\$568.57	\$4.77	\$0.31	\$2,569.36	

- (1) New owner purchased the home, unable to assess balance from former owners to new owners
(2) Smoke & Fire, unable to assess balance from former owner to new owners

**NEW PRAGUE UTILITIES COMMISSION
2024 WRITE-OFF'S**

ACCOUNT	ACCT TYPE	ELECTRIC	WATER	TOTAL	NOTES
01-000050-14	Renter	\$122.92		\$122.92	
01-000190-20	Owner	\$19.60	\$13.82	\$33.42	(1)
01-001920-14	Renter	\$134.31		\$134.31	
02-001130-04	Renter	\$174.30		\$174.30	
02-001760-02	Renter	\$18.92		\$18.92	
02-001800-04	Renter	\$70.57		\$70.57	
03-001340-15	Renter	\$149.39		\$149.39	
04-000350-17	Renter	\$132.32		\$132.32	
04-001640-11	Renter	\$176.72		\$176.72	
05-000053-04	Renter	\$128.31		\$128.31	
05-000960-13	Renter	\$23.23		\$23.23	
05-002510-16	Renter	\$156.27		\$156.27	
05-002920-13	Renter	\$50.90		\$50.90	
05-003390-04	Renter	\$57.66		\$57.66	
06-001410-07	Renter	\$28.17		\$28.17	
07-000860-02	Renter	\$198.18		\$198.18	
08-100507-04	Renter	\$47.51		\$47.51	
10-000210-02	Renter	\$90.99		\$90.99	
10-000810-19	Renter	\$248.46		\$248.46	
10-000890-29	Renter	\$19.09		\$19.09	
10-000950-25	Renter	\$34.58		\$34.58	
10-001110-18	Renter	\$24.54		\$24.54	
10-001620-18	Renter	\$6.86		\$6.86	
08-005520-03	Commercial	\$15,979.63	\$2,076.49	\$18,056.12	(2)
11-000870-04	Renter	\$10.63		\$10.63	
11-002050-05	Owner	\$118.89	\$37.79	\$156.68	(1)
		\$18,222.95	\$2,128.10	\$20,351.05	

(1) New owner purchased the home, unable to assess balance from former owners to new owners

(2) Smoke & Fire



New Prague Police Department

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

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

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

• Website: www.ci.new-prague.mn.us

Tim Applen, Chief of Police

MEMORANDUM

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

From: Tim Applen, Chief of Police/Emergency Manager

Date: Thursday, January 2, 2025

Subject: Peterson Counseling and Consulting LLC Contract Renewal

In January 2022, the Police Department began a Mental Health Program to provide Officers and their families mental health support. As part of this program we contracted with Rachael Nelson with Peterson Counseling and Consulting, LLC. Over the past two years Rachael has provided annual mental health check-ins with Officers as well as needed additional services for first responders. The feedback from staff has been overwhelmingly positive. We have partnered with Rachael on presentations to the Fire Department, as well as significant others of our City First Responders. Currently, we are working with Rachael to build a peer support team in Scott County.

The Police Department strongly desires to continue our partnership with Peterson Counseling and Consulting LLC

Recommended Action: Approve contract with Peterson Counseling and Consulting LLC.

I. OPENING PARAGRAPH

This Professional Services Agreement ("Agreement") is made effective as of the 1st day of January, 2025 by and between the New Prague Police Department, a Minnesota municipal corporation (the "City") and Peterson Counseling and Consulting, LLC, a Minnesota limited liability company (the "Contractor") for services to be provided under the terms of this Agreement for a term of 24 months.

II. RECITALS

WHEREAS, the Contractor is a Minnesota limited liability company focused on counseling services for incidents arising in the City;

WHEREAS, the Contractor represents that it has the requisite skills to assist City employees, officials, contractors, and agents and policy makers in providing psychological services including counseling, consultation, and training to the City ("Professional Services");

WHEREAS, the City believes that the provision of Contractor's Professional Services to the City promotes public health, safety, morals, and the general welfare;

WHEREAS, the City desires to engage the Professional Services of the Contractor, and the Contractor desires to assist the City with its Professional Services; and

WHEREAS, the parties wish to set forth in writing the terms and conditions of this Agreement.

NOW, THEREFORE, in return for the mutual agreements set forth below, the parties agree as follows:

AGREEMENT

III. SCOPE OF AGREEMENT

Peterson Counseling and Consulting agrees to provide psychological services including counseling, consultation, and training to the City. Examples of this service include:

- Provide confidential counseling services to Public Safety employees by means of mental health check –in, including assistance for stress related mental health issues that may affect work performance. Provide referrals, as necessary, for Public Safety employees seeking and/or needing further evaluation and intervention;
- Provide training to promote the psychological and emotional health;
- Respond, when requested by City supervisory personnel, to critical incidents;
- Be on call and able to request to needs after normal business hours;
- Respond when requested and available, to support and advise the Crisis Intervention Team/Negotiators of the City; and
- Any other services mutually agreed upon in writing between the parties.

Confidential services will be provided at a location agreed upon by the Public Safety employee and Contractor. In lieu of the on-site location, one off site location will be located at 1480 White Oak Dr. Chaska MN 55318.

IV. COMPENSATION

The Contractor shall be compensated as follows:

- \$150 per hour for individual sessions
- \$165 for mental health check- ins done annually or per request
- \$225 per hour for training sessions \$85 per hour for training preparation
- \$225 per hour for consultation on mental health and training initiatives
- \$200 per hour for a crisis response for critical incident, with minimum \$400 per response
- \$225 for chemical health assessment
- Mileage will be charged at the government rate when travel includes going on site for services and for a critical incident response. The total compensation under this Agreement for Professional Services (including reimbursement expenses)
- \$150 per month as a retainer to be available by phone after hours

The Contractor shall be required to submit a monthly work time report, invoiced to the City by the 30th of the following month.

The City will honor no claim for services not specified in this Agreement.

V. RECORDS

The Contractor shall maintain such records as are deemed necessary by the City to insure that the Professional Services are provided as represented by the Contractor. The Contractor shall maintain the records in a manner that ensures confidentiality to service recipients; however the Contractor shall provide disclosure of identities to the City or a third party if so required by law or regulation. All reports provided to the Contractor shall be securely maintained in locked file drawers or a locked room.

VI. EXCHANGE OF INFORMATION

The Contractor acknowledges that the City may withhold information, data, or reports when the release of such information could compromise an ongoing criminal or civil investigation, when it contains information regarding child sexual abuse or juvenile offenders, or when dissemination is prohibited by law or regulation.

The Contractor agrees that it will not distribute department information, data or reports to any third party, except the following under mandated reporter requirements: City Attorney's Office, County Attorney's Office, and County Probation Office. The Contractor further agrees that it will not provide copies of department information, data or reports to victims or offenders and will refer any individual or entity that requests such information to the City Fire Department. The Contractor agrees that it will not attach department information, data or reports to an Order for Protection. The Contractor's use of department information, data or reports for training or technical assistance must be pre-approved in writing by the City's Chief of Fire and Contractor's usage of such reports must be consistent with the requirements of any applicable local, state, or federal law, rule, or regulation.

The Contractor agrees that no personal client information will be shared without a consent/ release form being signed by the individual clients. Individual clients will receive an informed consent form when seeking counseling, whether part of the department's annual mental health check-in or other service offered by the Contractor.

PETERSON
COUNSELING | CONSULTING

Rachael Peterson MS LPCC LADC CCTP

AGREEMENT

In witness whereof, the parties have executed this Agreement to be effective as of the date listed below

Signed:

Title: City Administrator Date: _____

Title: Mayor Date: _____

Confirmed Peterson Counseling and Consulting, LLC, Rachael Peterson MS LPCC LADC CCTP

Signed _____

_____ Owner –Peterson Counseling and

Consulting LLC Date: ____/____/____



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 OFFICIAL DEPOSITORIES
DATE: DECEMBER 31, 2024

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

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

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

A draft of Resolution #25-01-07-01 has been included in your packet that includes designating these institutions for 2025 as the City's official depositories.

Recommendation

Staff recommends the approval of Resolution #25-01-07-01, Appointing the 2025 Official Depositories for City Funds.

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

CITY OF NEW PRAGUE
RESOLUTION #25-01-07-01

RESOLUTION APPOINTING 2025
OFFICIAL DEPOSTORIES FOR CITY FUNDS

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

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

- 1) The First Bank & Trust of New Prague be designated as the official general depository for 2025 for the City's general operating checking accounts.
- 2) The following be designated as official depositories for the City's temporary investment program for 2025:
 - a. First Bank & Trust of New Prague
 - b. MinnWest Bank of New Prague
 - c. Wells Fargo Bank N.A. of New Prague
 - d. Wells Fargo Advisors of New Prague
 - e. 4M Fund - Minnesota Municipal Money Market Fund
- 3) Investment counselors may be utilized during the 2024 year for the acquisition of commercial paper, banker's acceptances, and governmental securities.
- 4) The designation of the foregoing depositories are contingent upon receipt by the City of New Prague of evidence of sufficient collateral in the amount and kinds as required by the State Statutes.
- 5) The City Administrator and Finance Director shall have authority to wire transfer funds from one official depository to another for the purpose of investing City funds.

Adopted by the City Council of the City of New Prague, Minnesota, this 7th day of January, 2025.

Duane J. Jirik
Mayor

ATTEST:

Joshua M. Tetzlaff
City Administrator



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: MAYORAL APPOINTMENTS TO BOARDS AND COMMISSIONS
DATE: DECEMBER 31, 2024

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

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

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

If there are changes that need to be made, now would be the opportunity to make those changes for 2025.

Recommendation

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



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: 2025 COUNCIL VICE PRESIDENT
DATE: DECEMBER 31, 2024

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

Currently, Maggie Bass is serving as the Vice President, after being appointed to this position in January 2024.

Recommendation

Staff recommends discussing and appointing a Council Vice President for 2025.



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: APPOINTMENT OF CITY ATTORNEY
DATE: DECEMBER 31, 2024

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

One of the positions that is filled by contracted service is the City Attorney. Scott J. Riggs of Kennedy & Graven has acted as the City's City Attorney since April 2003. For continued service, Mr. Riggs, is proposing an hourly rate of \$204 (up \$8 or 4.08%) for general civil and prosecution matters, \$240 (up \$9 or 3.4%) for litigation, general city development projects, real estate, cable and telecom matter, and employment matters, and \$287 (\$11 or 3.99%) for reimbursable/developer pass through matters.

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

Recommendation

Staff recommends appointment of Kennedy & Graven as the City's legal counsel in 2025.



Fifth Street Towers
150 South Fifth Street, Suite 700
Minneapolis MN 55402-1299

(612) 337-9300 telephone
(612) 337-9310 fax
<http://www.kennedy-graven.com>
Affirmative Action, Equal Opportunity Employer

SCOTT J. RIGGS

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

December 16, 2024

VIA EMAIL

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

RE: 2025 Rates for Legal Services

Dear Honorable Mayor and Council Members:

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

For 2025, I propose that legal rates for the City of New Prague would be as follows: \$204.00 per hour for general civil and prosecution matters, \$240.00 per hour for litigation, general city development projects, real estate, cable and telecommunication related matters, and employment matters, and \$287.00 per hour for reimbursable/developer pass through matters (e.g., projects for which the City is to be reimbursed for legal costs by a developer). Rates for bond work would be charged in accordance with our regular governmental rates for this type of work. These are the same rates that I will be generally charging in 2025 to other clients that I serve as the city attorney.

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

Sincerely,

KENNEDY & GRAVEN, CHARTERED

A handwritten signature in blue ink, appearing to read "Scott J. Riggs".

Scott J. Riggs
New Prague City Attorney

SJR:jms



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: APPOINTMENT OF CONSULTING PROFESSIONIALS
DATE: JANUARY 3, 2025

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

The firm Short Elliott Henrickson (SEH) has been appointed as the City Engineer and Municipal State Aid Street (MSAS) Engineer since May 2009. While the MSAS is being covered as a separate agreement, in 2022 the City went through an interview process with three engineering firms and chose SEH of those three firms to receive continuing engineering services and to act as the City Engineer. City staff anticipates that Chris Knutson with SEH would primarily work with the City.

This past year, the City went through an interview process with three financial advising firms and chose Ehlers Public Finance Advisors as its choice for financial advising. Ehlers will help the City with debt service, budgeting, and investing advice. City staff anticipates that Rebecca Kurtz and Keith Dahl with Ehlers will primarily work with the City.

Recommendation

Staff recommends continuing with Short Elliott Hendrickson as City Engineer and Ehlers Public Financial Advisors as Financial Advisor.



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: STEVE RYNDA, FIRE CHIEF
JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: APPOINTMENT OF 2025 FIRE DEPARTMENT OFFICERS
DATE: DECEMBER 31, 2024

At the December 2024 meeting, the Fire Department voted to recommend the following members as officers:

<u>Position</u>	<u>Recommendation</u>
Chief	Steve Rynda - 2 year term
1st Assistant Chief	Curt Novotny
2nd Assistant Chief	Greg Pint
Captain #1	Ryan Kubes
Captain #2	Brandon Busch
Captain #3	Mark Novak
Lieutenant #1	Jake Kartak
Lieutenant #2	Brandon Anderson
Training Officer	Matt Ambroz
Secretary	Tim Dvorak

Recommendation

Staff recommends approving the Fire Department Officers for 2025.



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 OFFICIAL NEWSPAPER
DATE: DECEMBER 31, 2024

Under Minnesota Statute 412.831, the City Council is required to designate a local newspaper of general circulation in the City as its official newspaper. This will be the newspaper that publications of the City will take place, including ordinances and other matters that are required to be published. For 2024, the City designated the New Prague Times as the official newspaper.

Recommendation

Staff recommends designating the New Prague Times as the City’s Official Newspaper for 2025.



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: 2024 BOARD AND COMMISSION ATTENDANCES
DATE: DECEMBER 31, 2024

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

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

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

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

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

2024 Planning Commission Attendance

Section 10, Item b.

	<u>Regular Meetings</u>												% Present
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Dan Meyer			P	P	P		P	P	P	P	P		67%
Jason Bentson	P	P		P	P	P				P	P		67%
Brandon Pike	P	P	P		P	P	P	P	P	P	P	P	92%
Ann Gengel	P		P	P		P	P	P	P			P	67%
Shawn Ryan		P	P		P	P	P	P		P			58%

P = Present

Orange Box = Canceled due to lack of a quorum

2024 Park Board Attendance

Section 10, Item b.

	<u>Regular Meetings</u>												% Present
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Joe Barten	P	P	P	P	P		P	P	P	P	P	---	91%
Alan Hansen						---	---	---	---	---	---	---	0%
Matthew Becka	P	P	P	P	P	P	P			P	P	---	82%
Jessica Dohm	P	P	P	P	P	P	P	P	P	P	P	---	100%
Christine Wolf	P	P	P	P	P	P	P	P	P	P	P	---	100%
Debra Theraldson	---	---	---	---	---	P		P	P	P	P	---	83%
Shannon Sticha	---	---	---	---	---	P	P	P		P	P	---	83%
Youth Rep	---	---	---	---	---	P	P	P	P	P	P	---	100%
Maggie Bass	P	P	P		P	P		P		P	P	---	73%

P = Present

Orange Box = Canceled due to lack of a quorum

2024 EDA Attendance

Section 10, Item b.

	Regular Meetings												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	% Present
Brent Quast	P	P		P	P	P	P	P	P	P	P		83%
Troy Pint	P	P	P	P	P	P	P			P	P	P	83%
Eric Krogman	P	P	P	P			P		P	P	P	P	75%
Nick Slavik		P		P	P		P		P	P			50%
Austin Reville	P	P	P		P	P		P	P	P	P	P	83%
Duane Jirik	P			P			P	P					33%
Bruce Wolf	P	P	P	P	P	P	P	P	P		P	P	92%

P = Present

Orange Box = Canceled due to lack of a quorum

2024 Golf Board Attendance

Section 10, Item b.

	Regular Meetings												% Present
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Den Gardner	P*	P*	P*	P*	P	P	P	P	P	P	P	P	67%
Jennifer Berglund		P	P	P		P	P	P	P	P		P	75%
Adam Brister				P	P	---	---		P	P	P		50%
Rich Carlson	P	P	P	P	P	---	---	---	---	---	---	---	100%
Bob Cunniff	P	P	P	P	P	P	P		P		P	P	83%
Adam Gill	P	P	P	P	P	P		P	P		P	P	83%
Graham Kuehner	---	---	---	---	---	P	P	P		P		P	71%
Shawn Ryan	P		P		P				P				33%

P = Present

P* = Participated remotely

Orange Box = Canceled due to lack of a quorum

2024 Utilities Commission Attendance

Section 10, Item b.

	<u>Regular Meetings</u>												% Present
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Dan Bishop	P	P	P	P	P	P	P	P	P	P	P	P	100%
Richard Jordan	P	P	P	P	P	---	---	---	---	---	---	---	100%
Paul Busch		P	P	P	P	P	P	P	P	P	P	P	92%
Tom Ewert	P	P	P	P	P		P				P		58%
Chuck Nickolay	---	---	---	---	---	P	P	P	P	P	P		86%
Bruce Wolf	P		P	P	P	P	P		P		P	P	75%

P = Present

Orange Box = Canceled due to lack of a quorum



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: MUNICIPAL STATE AID STREET (MSAS) ENGINEERING SERVICES PROPOSAL FOR 2025 - SEH
DATE: DECEMBER 19, 2024

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

From 2004 through April 2009, the City contracted with Bonestroo, but since then has contracted with SEH. Most recently, the City contracted with SEH from January 1, 2024 through December 31, 2024 with a contract amount of \$6,800. The contract amount for services in 2023 was also \$6,800.

The new proposal from SEH provides State Aid services from January 1, 2025 through December 31, 2025 in the amount of \$7,100 for routine services (\$300 increase from 2023 & 2024 which had not seen increases). For non-routine services, there is an additional \$1,500 not to exceed fee proposed for adjustments to the state aid system related to additional mileage coming onto the system from the new road stubs in the industrial park and the short extension of 1st Street SE near Scooters Coffee.

The 2025 budget for engineering, including the specific MSA related work, is \$20,000. It should also be noted that the City's annual allotment of State Aid Maintenance Funds (which was at \$124,361 in 2024) covers the entire cost of the engineering services required by the state aid program, so gas tax dollars pay for the engineering services, not the City's general tax dollars. It is also notable that the City's allotment of construction funds was \$373,082 in 2024.

Staff Recommendation

Staff recommends that the City Council approve the supplemental letter agreement for MSA Services with SEH as outlined in the January 6, 2025 proposal as attached.

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of New Prague ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective May 8, 2009, this Supplemental Letter Agreement dated January 6, 2025 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: MSAS Services.

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

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

Scope: The Services to be provided by Consultant:

Task 1.0: Routine MSAS Services

The lump sum fee is \$7,100 including expenses and equipment.

Task 2.0: Non-Routine MSAS Services

The hourly not-to-exceed fee is \$1,500 including expenses and equipment.

Schedule: Work to be ongoing in 2025. Work pertaining to non-routine services likely in early spring.

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

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

Short Elliott Hendrickson Inc.

City of New Prague

By: 
 Title: Chris Knutson
Client Service Manager

By: _____
 Title: _____
 By: _____
 Title: _____

Exhibit A-1
to Supplemental Letter Agreement
Between City of New Prague (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated January 6, 2025

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

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

A. Hourly Basis Option

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

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

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

B. Expenses

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

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

The Client shall pay Consultant monthly for expenses.

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C. Equipment Utilization

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

The Client shall pay Consultant monthly for equipment utilization.

Exhibit A-2
to Supplemental Letter Agreement
Between City of New Prague (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated January 6, 2025

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

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

A. Lump Sum Basis Option

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

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

B. Expenses Not Included in the Lump Sum

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

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

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



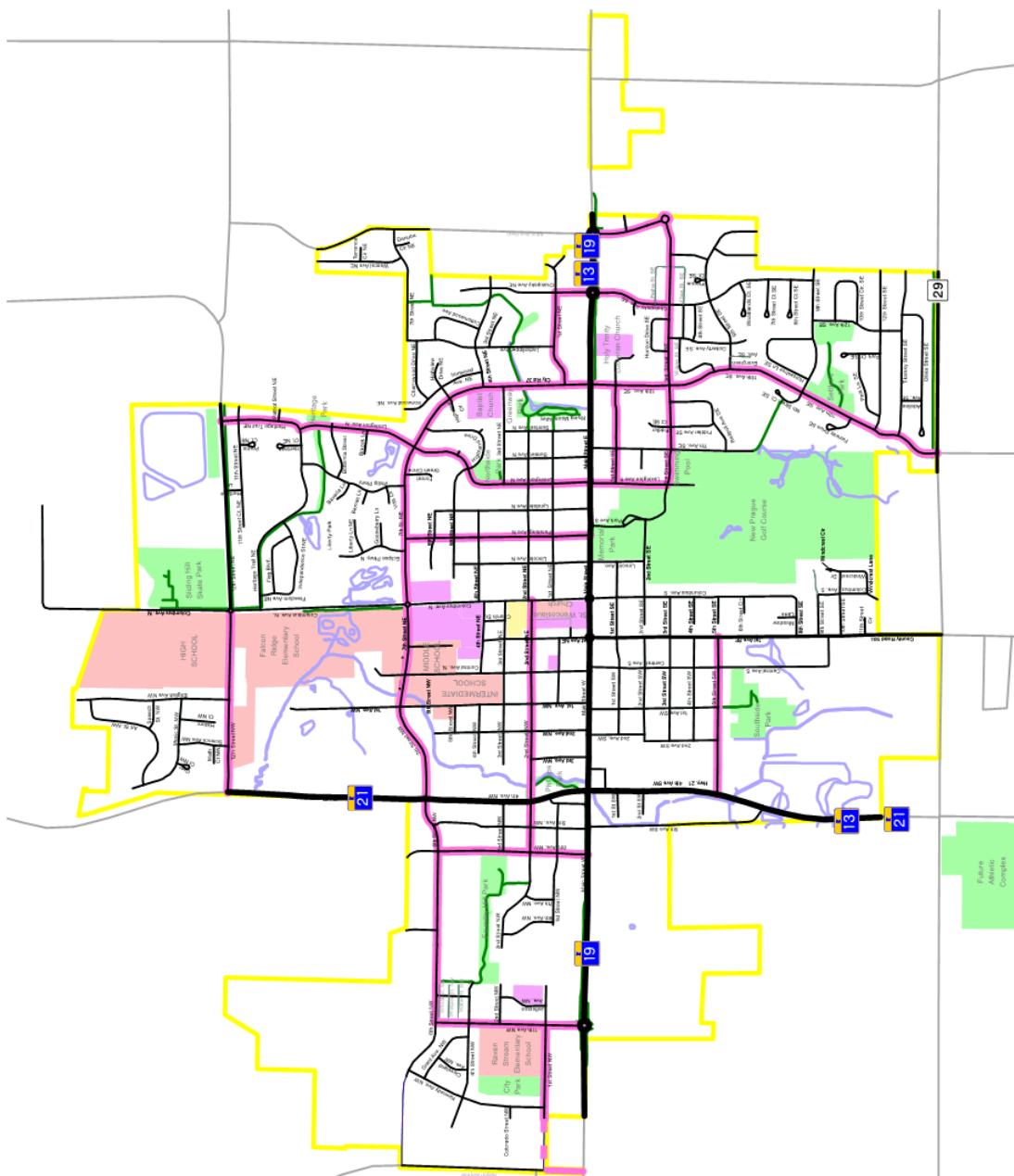
City of New Prague Municipal State Aid System 2024

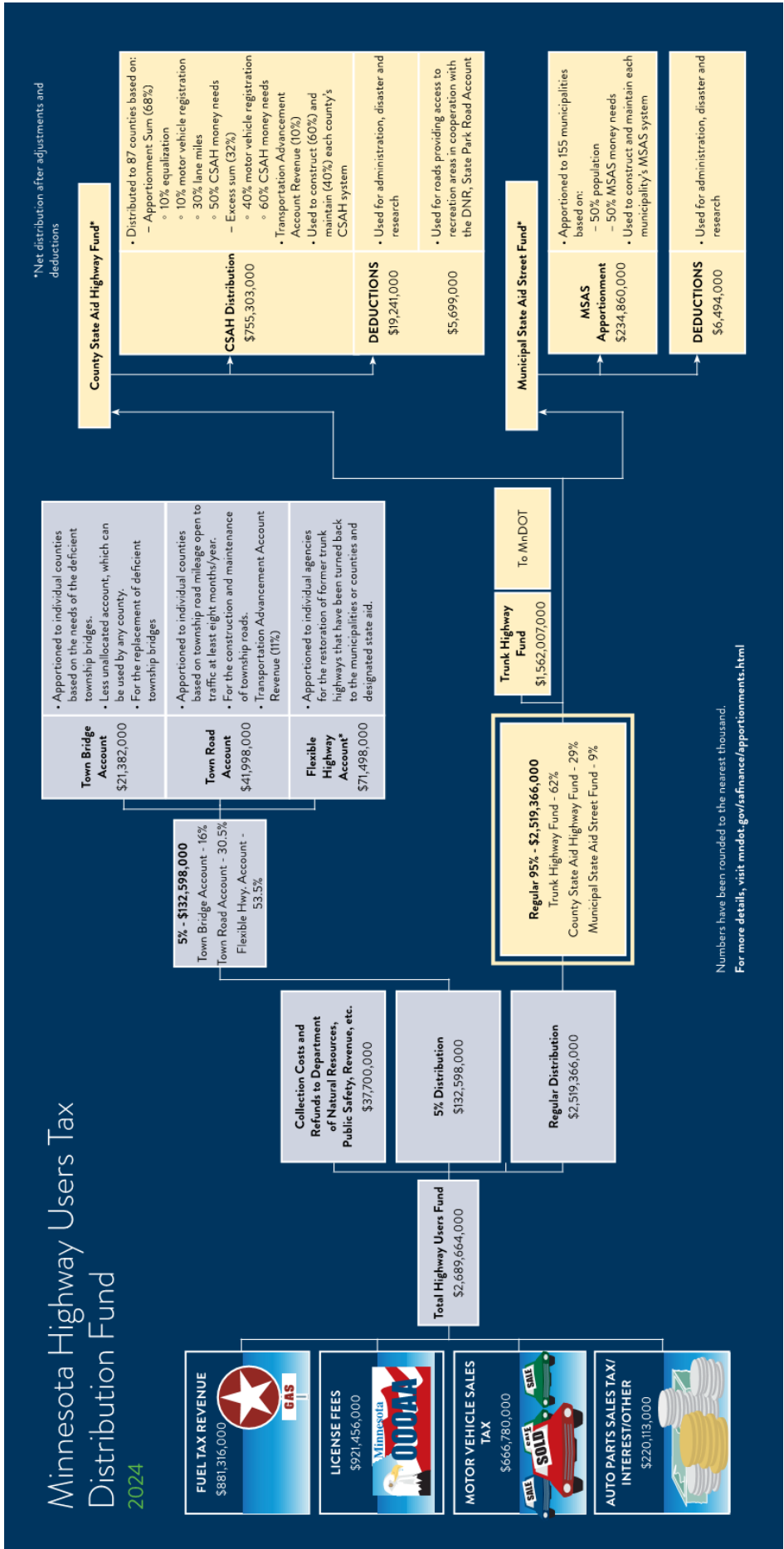
MSA Routes adopted by the New Prague
City Council on 4/18/22

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



Current to: December 2024
Prepared by: City of New Prague
File: Z:\MSA\MSA\New Prague MSA Map 2024.mxd
Disclaimer: This map was prepared using the City's GIS and is based on the County and City Street Data maintained by the County and City. While the City believes that the data is accurate, the City does not warrant that data in the GIS is error free and the City does not represent that the GIS data can be used for purposes such as navigation or any other purpose where accuracy is required. This disclaimer is pursuant to Minnesota Statutes 466.03 Subd. 21. The user of this map acknowledges that the City shall not be liable for any damages that may arise from the map or the information it contains.





Meeting Minutes
New Prague Planning Commission
Wednesday, November 20th, 2024

1. Call Meeting to Order

The meeting was called to order at 6:32 p.m. by Chair Dan Meyer with the following members present: Brandon Pike, and Jason Bentson. Absent were Ann Gengel and Shawn Ryan.

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

2. Approval of Meeting Minutes

A. October 23rd, 2024 Regular Meeting

A motion was made by Pike, seconded by Bentson, to approve the October 23rd regular meeting minutes. Motion carried (3-0).

3. OLD BUSINESS

A. None.

4. NEW BUSINESS

A. Request for Amend Conditional Use Permit #C2-2022 for the Existing Fence Gate to Remain – Community Baptist Church located at 500 10th Ave NE

Planner Chapman explained that Community Baptist Church is requesting an amendment to Conditional Use Permit #C2-2022 to allow the existing southern fence gate to remain. Two years ago, New Prague City Council formally approved Conditional Use Permit #C2-2022 to allow the expansion of a religious institution with the addition of four athletic fields, pavilion and playground at the Community Baptist Church. When #C2-2022 was first approved, 14 conditions were added, related to fencing, refuse, field use, lighting, and parking. Currently, condition #6 is not being met. Condition #6 states that “at least one overlapping opening in the southern fenced area must be provided for pedestrian access.” The existing southern gate fence along 3rd St NE is unlocked and flush with the gate and is not overlapping. The reason staff first wrote condition #6 is so that people could quickly and easily access the field or street. Staff recommends that no lock should be fastened to the southern gate to maintain accessibility. Furthermore, staff recommend that two signs should be posted on the fence (inside and outside) near the southern gate that say something along the lines of “this gate is unlocked at all times for public accessibility.”

A motion was made by Pike, seconded by Bentson to open the public hearing (3-0). The public hearing opened at 6:39pm.

Dave Pautz, project leader from 14285 310th Lane, inquired on the purpose of having signage on the fence.

Planning / Community Development Director Ondich stated that the purpose of maintaining the unlocked southern gate would allow people to enter or exit the fields during emergency situations. The signage would help people easily identify the gate in those circumstances.

Pautz explained that the fields are private property but public only when they open them to such use. The signage would create a more inviting situation.

Planner Chapman explained that the signage could say something about being accessible during authorized times.

John Stephens, Pastor at Community Baptist Church and residing at 209 8th Ave NW mentioned that they are more private than public. The fields are currently utilized by soccer leagues and invited guests. The Community Baptist Church is not against people occasionally using it but want to find a balance between the leagues and the public.

Planning / Community Development Director Ondich stated that a condition could be added to require that the southern gate remain unlocked.

Bentson suggested there could be signage on the fence that says emergency exit.

Pike inquired on the fields usage in the winter.

Stephens replied that there is no established rental use currently.

Pike responded that if the fields were utilized in the winter, snow should be cleared around the fence gate so that it is easy to open.

A motion was made by Pike, seconded by Bentson to recommend approval of #C2-2022 with the removal of proposed Condition #3 and adding a condition that states that the southern fence gate along 3rd St NE must remain unlocked at all times. The following findings are:

- A. The fence gate will not create an excessive burden on existing parks, schools, streets and other public facilities which serve the area because the site is simply allowing the fence gate to remain which does not place any burden on parks, schools, streets or other public facilities.
- B. The fence gate will be sufficiently separated from the adjacent residential homes to the south as it will be separated by 3rd Street NE and it will act as a screening method.
- C. The existing fence with the church will have an appearance similar to a city park which will not have an adverse effect upon the adjacent residential properties as parks are commonly found in residential neighborhoods.

- D. The fence gate is reasonably related to the overall needs of the City and to existing land use, as residential zoning districts allow fencing as a permitted use.
- E. The fence gate is consistent with the purposes of the Zoning Ordinance and the purposes of the RL90 Single Family Zoning District as the proposed use is specifically listed as a permitted accessory use.
- F. The fence gate is not in conflict with the Comprehensive Plan of the City because religious institutions are listed as a Conditional Use while fences are a permitted accessory use.
- G. The existing fence gate will not generate any additional traffic above what exists at the site today.
- H. Adequate utilities, access roads, drainage and necessary facilities have been provided to the site.

And with the following conditions:

- 1. All original conditions of the Conditional Use Permit approval from 1988 to remain.
- 2. All original conditions of the Conditional Use Permit approval from 2022 to remain except for condition #6 which will be removed in its entirety.
- 3. The southern fence gate along 3rd St NE must be unlocked at all times for pedestrian access.

Motion carried (3-0).

B. Request for Variance V9-2024 for a 180 sq ft Freestanding Sign – New Prague Mill, LLC located at 100 2nd Ave SW

Planner Chapman explained that the New Prague Mill LLC is requesting to have a 180 sq ft freestanding sign, which is 80 sq ft above the maximum sign square footage in the I1-Light Industrial District. The old mill at 100 2nd Ave SW is currently occupied by Faith, Recovery & Music, and 2 If By Sea Tactical Firing Range among other users. In September, interim use permit I2-2024 was approved to allow exterior storage of vehicles and recreational equipment under the canopy until 10/7/2027. It's anticipated that more tenants will reside in the building as time goes on. As such, the applicant intends to install a 30' tall freestanding sign that has a maximum surface area of 180 sq ft. The sign would be located on the northeastern corner of the property near the intersection of Main St W and 2nd Ave SW facing east and west. The sign would consist of an electronic sign (6' x 13'), tenant name slots (10' x 8'), and sign header (22 sq ft). In the I1-Light Industrial District, electronic signs are permitted, and freestanding signs cannot exceed 100 sq ft, and they may not be taller than 30' and must be 10' away from property lines. Staff recommends approval of the variance because if the property was located in the B1, B2, B3 District, they would be allowed a 200 sq ft sign if their building floor area is between 50,000 sq ft to 100,000 sq ft. (The subject property has a floor area of 59,484 sq ft.) The new Comprehensive plan has identified this property as Business Flex since the site is currently utilized for commercial purposes and the sign would accommodate the large size of the site (5.83 acres). However, other staff members have concerns regarding the aesthetics of the sign especially since it will be across from POPS. Due to these concerns, planning staff recommend a condition that requires that the electronic sign cannot change more than once per every 10 seconds.

Meyer inquired if the High School sign would be similar in size to the proposed sign. Planner Chapman responded that the proposed sign at the mill would be larger than the school sign. The brick around the high school sign does not calculate toward the sign square footage. Only text and design of the sign counts toward the square footage of the sign.

Pike noted that the subject site is very close to the B1-Central Business District, where there are strict design standards. Furthermore, the B1 District does not allow electronic signs.

Planning / Community Development Director Ondich stated that although it is close to the B1 District, the property is zoned I1-Light Industrial and standards within that district must be followed.

Pike was not concerned so much about the size of the sign but rather the light of the sign. There isn't that much light like that on Main Street.

Planning / Community Development Director Ondich observed that the mill is the only industrially zoned property in Main Street, making it very unique. Until the Unified Development Code is adopted, the City is in an interim period.

Rick Kaun, a co-owner of the property, mentioned that the sign would be facing east and west along Main Street so individuals at POPS will not be looking directly at it. The purpose of the sign orientation is so that it is visible for those driving through town. The old mill is a low point on Main Street, therefore, he would like to maximize the height for street visibility. He would rather not have a huge sign on the building.

Bill Gibson, a co-owner of the property, said they will likely get more tenants in their building with the sign. Furthermore, they want to attract people to their property. They don't want their building to remain empty.

A motion was made by Bentson, seconded by Pike to recommend approval of V9-2024 to the City Council with the following findings:

- A. The variance to allow freestanding signage to exceed 100 sq. ft. is in harmony with the general purposes and intent of the Zoning Ordinance because freestanding and electronic variable message sign are a permitted use in the I1-Light Industrial Zoning District.
- B. The proposed variance to allow freestanding signage is in harmony with the general purposes and intent of the Comprehensive Plan because freestanding signage is a permitted use in the I1-Light Industrial Zoning District.
- C. The applicant proposes to use the property in a reasonable manner by adding an additional 80 sq. ft. of freestanding signage over the typical ordinance allowed limit on a very large 5.83 acre site.

- D. Unique circumstances apply to this property over which the applicant had no control, and which do not generally apply to other properties nearby because the property very large (5.83 acres), therefore the bigger sign would help accommodate the large building size and the property is currently zoned as industrial rather than commercially zoned, which would better fit their current use.
- E. The variance does not alter the essential character of the neighborhood because freestanding signs are a permitted use in the I1 Light Industrial Zoning District as well as the B1 Central Business and B3 Highway Commercial Districts, which abut the property.
- F. The variance requested is the minimum variance which would alleviate the practical difficulties because it would adequately display the tenants that reside within the building and advertise community events so that it is legible for those who are walking or driving by.

And with the following conditions:

- 1. The electronic variable message sign cannot change more than once per ten (10) seconds.
- 2. The sign must be located outside the landscaping easement in the northeast corner.
- 3. The placement of the sign is allowed as shown on a site plan with the specific date.

Motion carried (3-0).

5. Miscellaneous

A. Unified Development Code

Planning / Community Development Director Ondich explained that the City hired Bolton & Menk to write the Unified Development Code. The kickoff meeting with staff will begin in the first or second week of December. The Planning Commission will be actively involved in the process and will likely result in bimonthly meetings based on certain topics related to the rewrite. The Unified Development Code is a complete rewrite of the Zoning Ordinance and Subdivision Ordinance based off the Comprehensive Plan. It will take about a year to complete.

B. Monthly Business Updates

Planning / Community Development Director Ondich mentioned that two new home permits were issued in the month of October. So far in 2024, there have been 9 single family home permits issued. Keyland Homes is currently working on concept plans for their residential development. FJ Construction was issued a building permit for the new 2 If by Sea Tactical Gun Range. A foundation permit was applied for to construct the 54-unit Ebert apartment building on November 20th. At the November 18th Council meeting, the tax abatement for the 166 unit apartment building near Raven Stream Village neighborhood was not formally approved nor denied. If it were approved, they would need to do platting and rezoning. Many businesses are in support of the apartments because it would provide

housing for their employees. Several employees in town can't find housing, therefore, many end up leaving New Prague.

6. Adjournment

A motion was made by Pike, seconded by Benston, to adjourn the meeting at 7:35 pm. Motion carried (3-0).

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



UTILITIES COMMISSION MEETING MINUTES

City of New Prague

Monday, November 25, 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 Monday, November 25th, 2024, at 3:30 p.m.

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

Staff Present: GM Bruce Reimers, EOS Ken Zweber, and Water Department Supervisor Travis Scheffler

2. APPROVAL OF AGENDA

GM Reimers asked that agenda items 7, 8 & 9 be removed from the agenda due to needing more time to work with bond council on financing options.

Motion made by Commissioner Tom Ewert, seconded by Commissioner Busch, to approve the agenda with the changes suggested by GM Reimers.

Motion carried (5-0)

3. APPROVAL OF MINUTES

a. October 28, 2024, Utilities Meeting Minutes

Motion made by Commissioner Nickolay, seconded by Commissioner Busch, to approve the October minutes as presented.

Motion carried (5-0)

4. UTILITY AND SMMPA BILLS

a. Approval of accounts payable in the amount of **\$176,916.17** and the SMMPA billing of **\$486,387.81**.

Motion made by Commissioner Nickolay, seconded by Commissioner Wolf, to approve the payables as presented.

Motion carried (5-0)

5. FINANCIAL REPORTS

a. Investment Report

b. Financial Report

c. Water and Kilowatt Hours Sales

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

Motion carried (5-0)

6. REVIEW OF WATER SYSTEM MODELING STUDY**a. Study Summary**

GM Reimers and Water Supervisor Travis Scheffler presented the water system modeling study that had been prepared by Bolton and Menk. This study reviews possible water system deficiencies and what distribution and filter plant upgrades will be required as New Prague grows. GM Reimers stated that staff is for the most part in agreement with the study in that there were some weaknesses that should be considered in the next 3 to 5 years with the primary focus being the need for another large capacity well to cover possible failure of either well's 5 or 6 located at filter plant #3.

Motion made by Commissioner Busch, seconded by Commissioner Wolf, to accept the study as presented.
Motion carried (5-0)

7. APPROVAL OF BID TO PROVIDE GENERATING EQUIPMENT**a. Approval Documents**

Item removed from the Agenda.

8. ENGINEERING SERVICES AMENDMENT #2 FOR WEST SIDE ENERGY STATION**a. Approval Documents**

Item removed from the Agenda.

9. RESOLUTIONS**a. #24-11-25-01 Declaring Official Intent of City of NP to Reimburse Certain Expenditures**

Item removed from the Agenda.

10. SMMPA BOARD OF DIRECTORS MEETING**a. October 17, 2024****GM Reimers Reported on the following:**

SMMPA will be rolling out a new scholarship program offering each member utility \$1000 to be awarded to a student that will be going into a utility related field. More information will be available in the coming months.

The SMMPA board approved the quick start contract at \$10.75 / KW for all new quick generation.

GM Reimers informed the Commission that the November SMMPA board meeting was his last meeting serving as president of the board after serving in the position for the past two years.

11. GENERAL MANAGER'S REPORT

GM Reimers informed the Commission on the following:

Jessica Lambrecht has been hired as the new Utility Billing Specialist

Staff will be interviewing a Water Operator to replace Frank Bisek, who will be retiring.

GM Reimers informed the Commission that staff had been working with the cities new bond council and that he would like to have two of the commissioners serve on a committee to help with gaining information on potential bonding for the proposed generation facility that would be under a 20-year quick start contract with SMMPA to provide the necessary capacity requirements and backup generation for the city of New Prague. Bruce Wolf and Chuck Nickolay said they would be willing to be on the committee. GM Reimers and Finance Director Pikal will communicate with the committee members to set up future meetings.

12. OTHER BUSINESS

Craig Turner asked to speak on behalf of the New Prague Boy Scouts asking that the Commission reconsider a previous vote in May of 2024 that asked the Boy Scouts vacate the space that they are currently using in the warehouse located North of the Power Plant. Mr. Turner stated that the Boy Scouts had invested several hours of time and materials into the current space and felt that the services they provide to the community should be considered. The Commission restated their concerns of allowing the Boy Scouts to continue to use the space due to liability, allowing service groups to use public property and the utility needing the storage space. A Motion was made by Commissioner Tom Ewert and seconded by Commissioner Chuck Nickolay to not allow the continued use of the storage building and that the General Manager inform the Boy Scouts in writing that they need to be out of the building by March 1st.

GM Reimers informed the Commission that staff had been working with vendors for the purchase of a mini excavator for the 2025 budget year and was informed that if the utility would place the order before the end of the year, they would realize approximately a \$3500 savings.

Motion made by Commissioner Bishop, seconded by Commissioner Ewert, authorizing staff to place the equipment order to the vendor with the best pricing.

Motion carried (5-0)

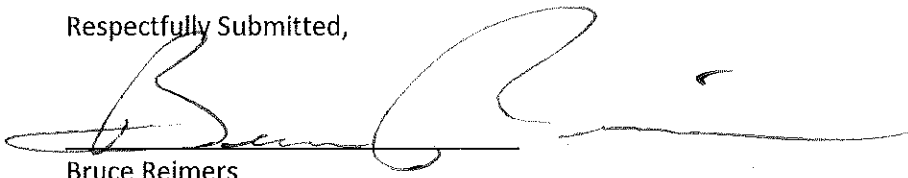
Staff informed the Commission that expected delivery of the equipment will be in March or April of 2025 and that cost will be split between the water and electric department with the City of New Prague purchasing the unit that is currently shared between departments.

13. ADJOURNMENT

Motion by Commissioner Ewert, seconded by Commissioner Nickolay, to adjourn the meeting at 5:25 p.m.

Motion carried (5-0)

Respectfully Submitted,

A large, stylized handwritten signature in black ink, likely belonging to Bruce Reimers, is written over a horizontal line.

Bruce Reimers
General Manager



MEETING MINUTES

New Prague Golf Board

On site meeting at NPGC
Tuesday, November 26th, 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, Adam Brister, Adam Gill, and Bob Cunniff. Board Members Jen Berglund, Graham Kuehner, and Councilmember Shawn Ryan were unable to attend. Also present: GPE Owner/Contract Manager Kurt Ruehling.

- **Approval of October 22, 2024 Meeting Minutes:**
 - A motion to approve October 22nd, 2024 Meeting Minutes was made by Cunniff, seconded by Brister. Motion carried (4-0)
- **Claims for Payment (\$67,815.34):**
 - Recent utilities bills were very high, Ruehling to address
 - A motion to approve the Claims for Payment was made by Cunniff, seconded by Gill. Motion carried (4-0)
- **Review Monthly Income Statement and Balance Sheet (November 2024):**
 - Numbers look good...no further discussion
 - A motion to approve the Monthly Income Statement and Balance Sheet was made by Brister, seconded by Gill. Motion carried (4-0)
- **Capital Equipment Report**
 - City Administrator Josh Tetzlaff is working to set up a meeting with Pint to discuss the specifics of the new equipment purchases for 2025
- **Grounds Operation Update...Kurt Ruehling, GM/PGA Professional:**
 - Ruehling explained that the Council and City Hall would like to use cash reserves for the majority of the new equipment purchases...bonding approximately \$150,000.00 vs. \$319,000.000
 - Brister asked Ruehling to check and see if Council would be willing to bond additional funds for cart path repairs
- **Food & Beverage Update...Kurt Ruehling GM/PGA Professional:**
 - Ruehling accepted the formal resignation of Holly Werner as Food & Beverage Coordinator. All present were very thankful of the service she provided to the Club!
 - Ruehling is finalizing the assigning of Michelle Mulvihill to become the new Food & Beverage Coordinator, she is very excited for the opportunity
 - Ruehling is working with Mulvihill, Jill Kes, and Joyce Cassidy to organize upcoming holiday parties...Parade of Lights, NPFD, and Parkview Clinic
 - Holiday Open House planned for Saturday, December 21st to show appreciation to members and patrons, while selling food, beverages, clothing, and 2025 Memberships
 - Chamber Bingo is scheduled to begin in January

- **Golf Operation Update...Kurt Ruehling, GM/PGA Professional:**
 - Ruehling informed Board that he is in the best position in 13 years regarding returning staff for the 2025 season
 - Golf Course closed for the season following play on Sunday November 17th
 - Numbers were very good in 2024

- **Marketing Update...Kurt Ruehling, GM/PGA Professional:**
 - New Member Incentive is going well, currently 10+ memberships have been collected
 - Parade of Lights evening was posted with Facebook and New Prague Happenings
 - December 21st Open House information was sent in an email...with more follow up
 - Ruehling said to expect more event and marketing communications in 2025!

- **Golf Scholarship Event Summary...Den Gardner:**
 - No report
 - Gardner will secure actual 2025 date with Ruehling following meeting
- **Miscellaneous:**
 - No items
- **Adjournment:**
 - A motion to adjourn the meeting at 6:42p was made by Cunniff, seconded by Brister. Motion carried (4-0)

Next Golf Board Meeting –Tuesday, December 17th, 2024, 6:30pm

Respectfully submitted by,

*Kurt Ruehling, GME
PGA General Manager*



December 9th, 2024

New Prague City Administrator
Joshua Tetzlaff
118 Central Avenue South
New Prague, MN 56071

Dear Joshua,

Enclosed is a summary of work completed by the Metropolitan Mosquito Control District (MMCD) in the New Prague area during the 2024 mosquito control season.

Throughout the year MMCD provides a variety of services to residents of the District including:

- Comprehensive mosquito surveillance and control, primarily in standing water areas where mosquito larvae develop
- Mosquito-borne disease monitoring and alerts
- Black fly (biting gnat) surveillance and larval control in rivers and streams
- Tick monitoring and tick-borne disease education
- Educational outreach including displays at city events, parades, school presentations, county fairs, the Minnesota State Fair, presentations to various groups, and more!
- Weekly mosquito surveillance updates on the MMCD website
- Alerts about helicopter activity and planned adult mosquito control
- Interactive public maps outlining mosquito habitats and displaying control activity
- Quality checks to ensure mosquito control efforts are effective and procedures and products are safe for people, pets, pollinators, and wildlife

On the back of this page, you will find an overview of the mosquito season for 2024 and some of the important highlights that were accomplished this year by MMCD staff. Enclosed with this letter you will find a summary of activity for your community along with a write-up of some of the big stories of 2024.

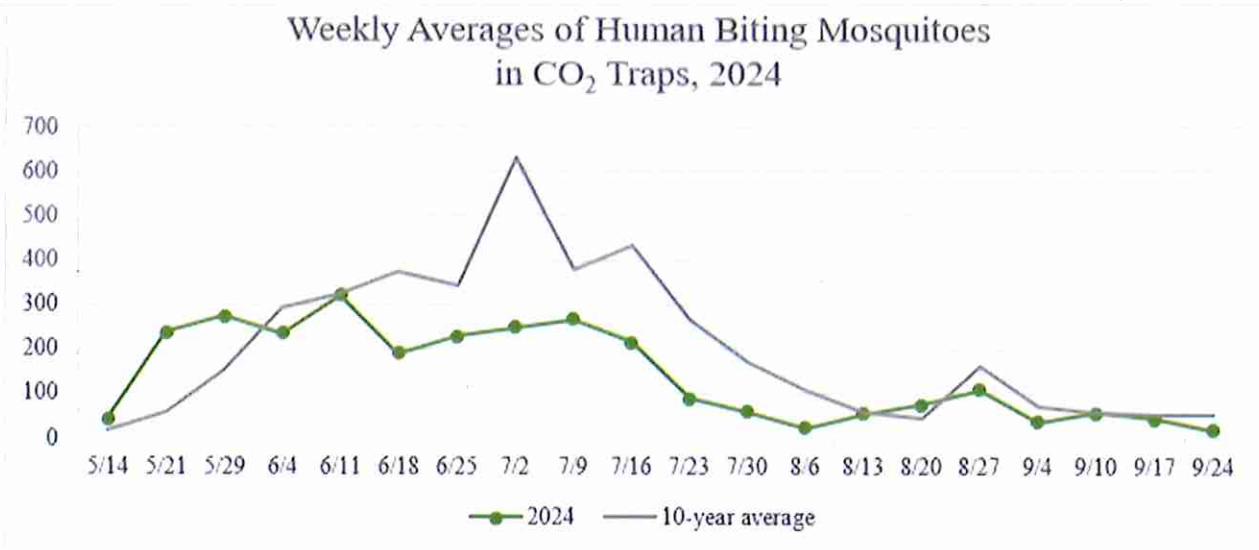
We would love the opportunity to discuss the services that MMCD provides to your area. If there are any council meetings, advisory boards, or other groups that would be interested in an update from the world of mosquito control, please let us know!

If you have any questions or would like to meet to discuss our agency's activities, please contact us.

Sincerely,

Daniel Huff, Executive Director
Metropolitan Mosquito Control District

Fran Miron, Washington County Commissioner
Chair of MMCD Commission



Graph created by Dr. Scott Larson, MMCD Assistant Entomologist

District-Wide Numbers from 2024:

82,262	258,056	10,101
Larval mosquito inspections	Acres of larval mosquito treatments	Tires recycled
273,579	2,039	2,929
Catch basin treatments	Acres of adult mosquito treatments	Resident calls

City and Community Presentations Available

MMCD staff are available to provide an update on mosquito activity, give city specific information, or share resources about mosquito, tick, and black fly reduction measures. Presentations or live questions and answers are great for **City Council Meetings, Township Board Meetings, Sustainability Commissions**, or events for residents. If you would like to schedule a presentation, please contact Alex Carlson:

Alex Carlson, Public Affairs Manager
acarlson@mmcd.org
Direct: (651) 643-8342



2024 Activity Summary for New Prague and Helena

Section 11, Item b.

LARVAL CONTROL

Most control done by MMCD targets mosquitoes during their larval stage. Mosquito larvae develop in standing water and are most common after rain. Products are specific to mosquito larvae and not harmful to people, pets, or wildlife. Materials are applied via helicopter, backpack, drone, or by hand.



Larval Control in New Prague and Helena in 2024:
Sites Inspected: 175 | Acres Treated: 1401.60

ADULT CONTROL

MMCD supplements our larval control program with limited adult mosquito control, mainly when disease cases are present.

Adult Mosquito Control in New Prague and Helena in 2024:
Sites Inspected: 44 | Acres Treated: 30.04



DISEASE PREVENTION

Controlling the mosquito species that are most likely to spread disease is a top priority for MMCD. Removing containers that could hold stagnant water is critical to reducing the spread.

Disease Prevention Activity in New Prague and Helena:
Tires Removed: 98 | Catch Basins Treated: 234
Disease Prevention Property Inspections: 0



CUSTOMER CALLS

We encourage residents of the district to call MMCD to report mosquito annoyance, employee or helicopter concerns, request waste tire removal, or for anything else.

Customer Calls from New Prague and Helena in 2024: 11

For questions about your city's data,
please contact Alex Carlson –
acarlson@mmcd.org



The Big Stories from 2024

MOSQUITOES

After three consecutive years of drought conditions, 2024 saw above average precipitation during most of the summer months. A warm winter and early spring led to the first deer tick being found by MMCD staff on February 5th and the first mosquito larvae found on February 26th, both much earlier than normal. Spring flooding and early season rains brought mosquitoes above the 10-year average for the first few weeks of May. Despite continued heavy rains in June and July, mosquito numbers dipped below average largely due to the absence of two of our most common nuisance mosquitoes – *Aedes vexans* (the summer floodwater mosquito) and *Coquillettidia perturbans* (the cattail mosquito). Those species were impacted by the drought in prior years and did not begin to bounce back until the end of the season.



MOSQUITO-BORNE DISEASE

Mosquito-borne disease was present in the District and throughout Minnesota in 2024. As of November 19th, 12 West Nile virus illnesses had been confirmed in Minnesota with seven of those cases in residents of the District (2 Carver, 1 Dakota, 1 Hennepin, 2 Ramsey, 1 Scott). This was lower than 2023 when there were 63 reported cases in Minnesota. In 2024, there were four cases of Jamestown Canyon virus in Minnesota and 1 case of La Crosse encephalitis, but neither disease showed up in residents of the District. For more information about vector-borne disease in 2024 look for the MMCD Technical Advisory Board report coming in the spring of 2025.

BLACK FLIES



MMCD employees controlled immature black flies (biting gnats) in small streams and large rivers throughout the metropolitan area. In 2024, 95 black fly larvicide treatments were made to the rivers and streams in the District. Heavy rains in May and June produced high-water levels especially on the Minnesota, Crow, and South Fork Crow rivers, causing sampling and treatments to suspend for nearly a month. High adult black fly levels were experienced in certain areas (especially Scott, Carver, and Dakota Counties) in late May and again in July but remained at tolerable levels for the remainder of the season with the number of black fly annoyance calls in 2024 (41), similar to 2023 (46), but higher than 2022 (11).

TICKS

The warm winter of 2023-24 made ticks more prevalent than usual during certain parts of the year. District staff found our first deer tick of 2024 on February 5th, much earlier than normal. The Lone Star Tick is a unique species that can cause alpha gal syndrome which makes the infected host allergic to mammal meat (beef, pork, lamb, etc). Lone Star ticks are rare in Minnesota with only 57 reported to MMCD or the Minnesota Department of Health between 2009 and 2023. However, in 2024 alone there were 31 Lone Star Ticks reported as of August 1st. The mild winter is likely the culprit.

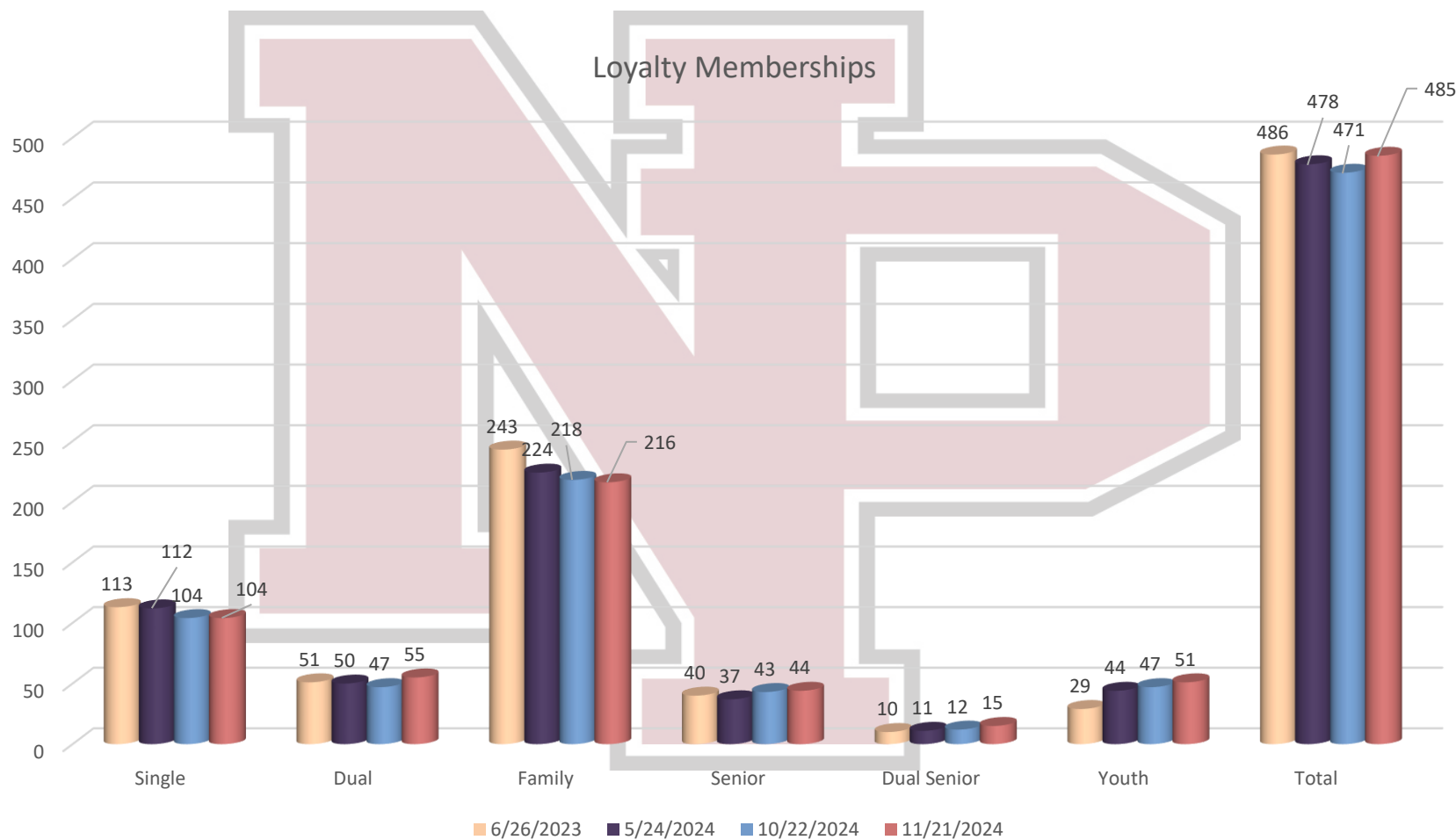


Joint Powers Membership and Financial Update 12.26.24 For November 2024



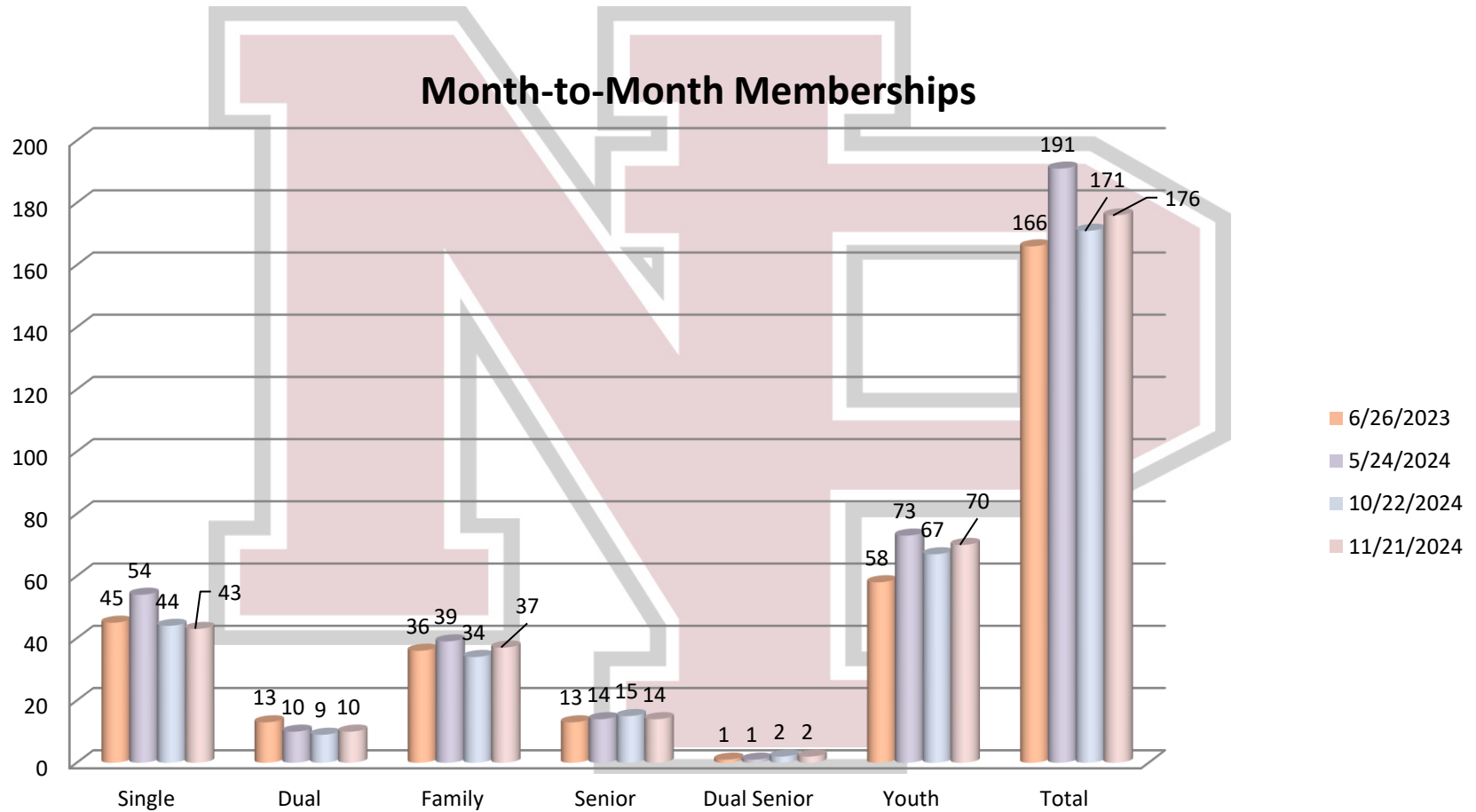
Loyalty Memberships

(Will update in January)



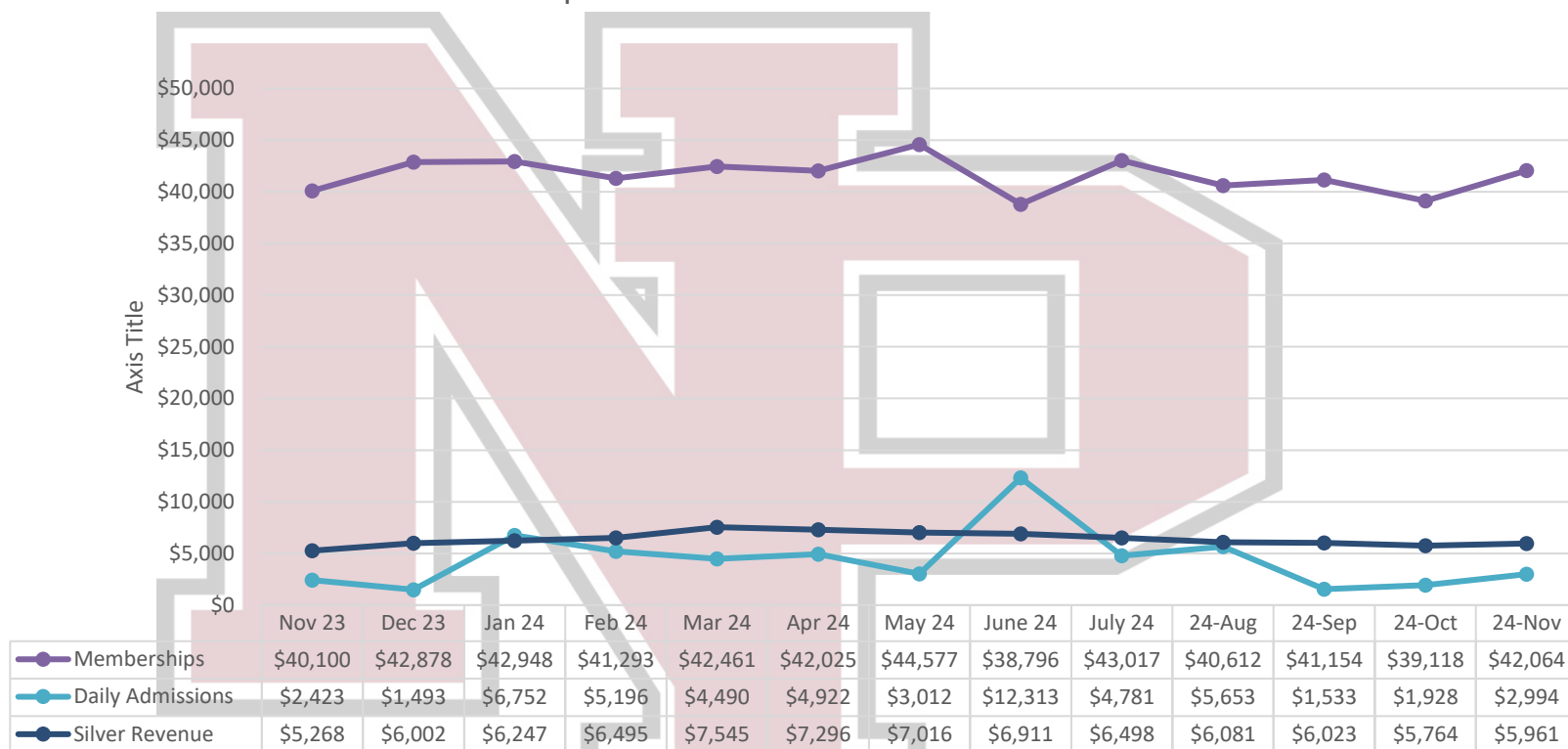
Month-to-Month Memberships (Will update in January)

Section 11, Item c.

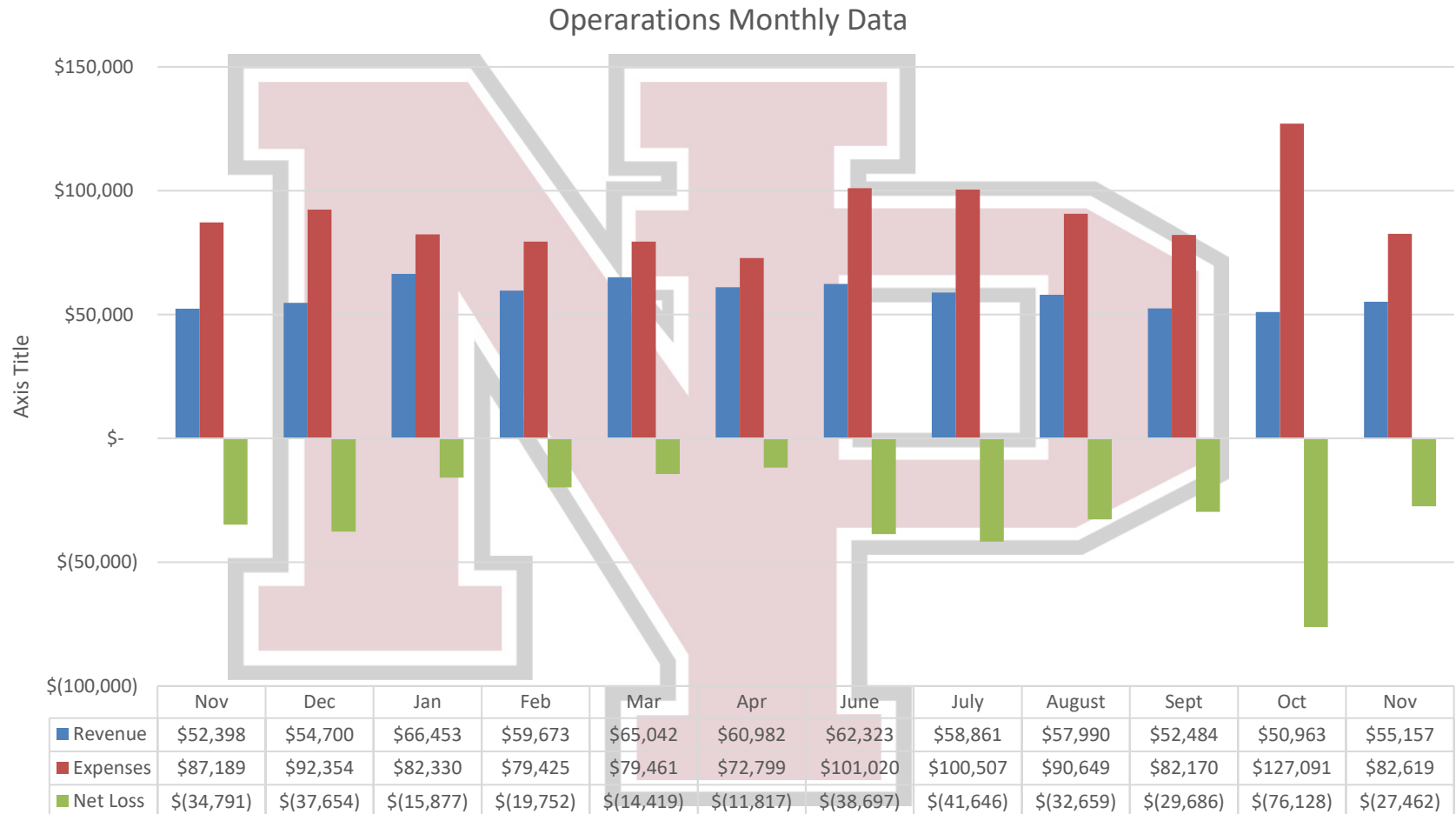


Operations Revenue

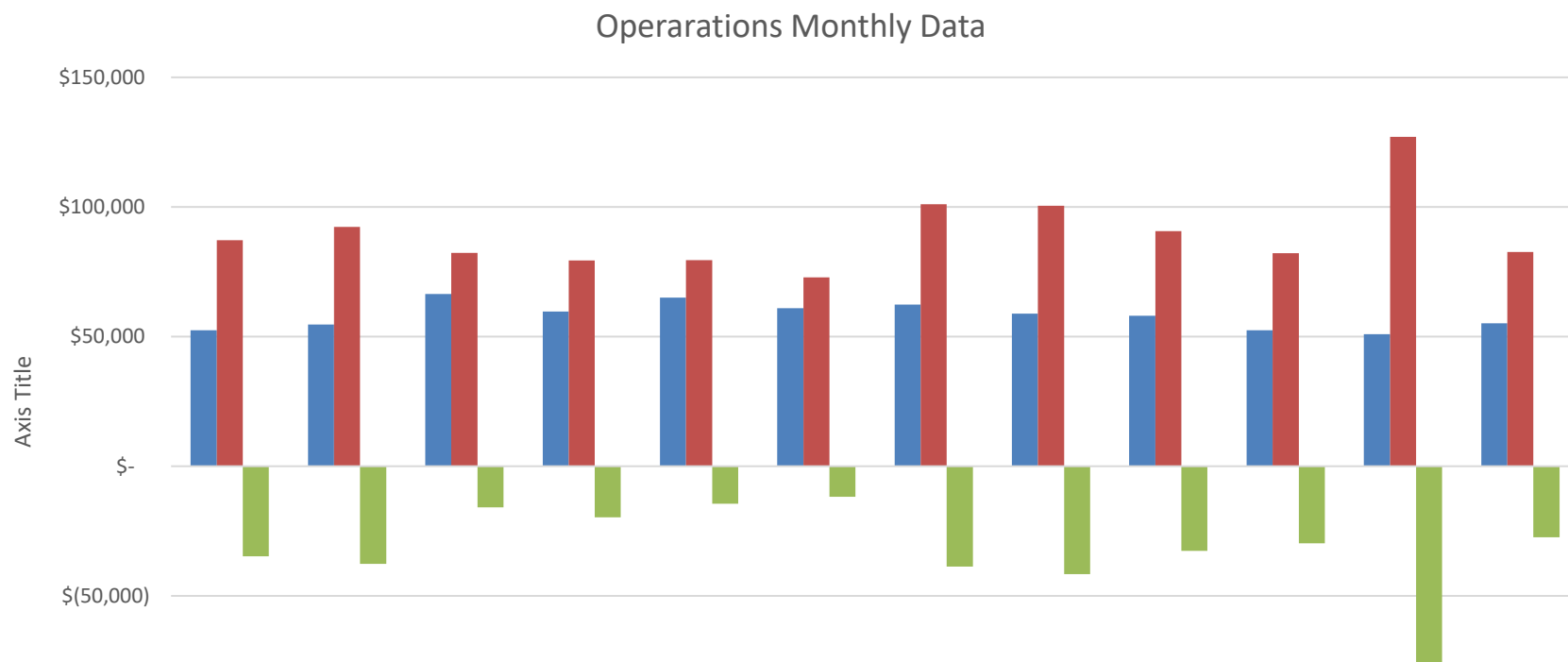
Main Operations Revenue Elements



Operations Monthly Data



Total FAC Monthly Data



	Nov	Dec	Jan	Feb	Mar	Apr	June	July	August	Sept	Oct	Nov
Revenue	\$52,398	\$54,700	\$66,453	\$59,673	\$65,042	\$60,982	\$62,323	\$58,861	\$57,990	\$52,484	\$50,963	\$55,157
Expenses	\$87,189	\$92,354	\$82,330	\$79,425	\$79,461	\$72,799	\$101,020	\$100,507	\$90,649	\$82,170	\$127,091	\$82,619
Net Loss	\$(34,791)	\$(37,654)	\$(15,877)	\$(19,752)	\$(14,419)	\$(11,817)	\$(38,697)	\$(41,646)	\$(32,659)	\$(29,686)	\$(76,128)	\$(27,462)

Joint Powers Advisory Board Monthly Reporting Summary

	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Actual	11/30/2024	Balance from Budget	% of Budget Remaining	FY 24-25 Preliminary Budget
Operational Revenue	\$502,536	\$309,690	\$557,264	\$650,624	\$697,818	\$274,897	\$451,920	62.2%	\$726,817
Operational Expenses	\$745,044	\$695,181	\$899,046	\$921,613	\$988,743	\$480,243	\$555,931	53.7%	\$1,036,174
Net Gain(Loss)	-\$242,509	-\$385,491	-\$341,782	-\$270,989	-\$290,925	-\$205,345	-\$104,011	36.6%	-\$309,357
Program Expenses									
Community Ed Classes									
Revenue	\$3,869	\$8,750	\$6,571	\$2,876	\$9,191	\$1,525	\$7,475	83.1%	\$9,000
Expenses	\$2,028	\$2,522	\$1,630	\$1,310	\$9,542	\$426	\$4,574	91.5%	\$5,000
Net Gain(Loss)	\$1,841	\$6,227	\$4,941	\$1,566	-\$351	\$1,099	\$2,901	967.0%	\$4,000
Club Swimming									
Revenue	\$120,141	\$117,752	\$143,377	\$130,769	\$22,236	\$0	\$0	0.0%	\$0
Expenses	\$106,763	\$99,889	\$127,168	\$108,576	\$31,744	\$0	\$0	#DIV/0!	0
Net Gain(Loss)	\$13,379	\$17,862	\$16,209	\$22,192	-\$9,508	\$0	\$0	0.0%	\$0
Learn to Swim									
Revenue	\$29,395	\$36,758	\$49,212	\$49,977	\$58,574	\$33,213	\$21,787	39.6%	\$55,000
Expenses	\$23,849	\$24,101	\$32,696	\$56,937	\$39,467	\$15,341	\$30,659	66.7%	\$46,000
Net Gain(Loss)	\$5,546	\$12,658	\$16,516	-\$6,960	\$19,107	\$17,872	-\$8,872	-109.1%	\$9,000
Misc Revenue	\$0	\$70	0	\$0	\$0	\$0	\$0	0.0%	
Total Program Revenue	\$153,405	\$163,330	\$199,160	\$183,622	\$90,002	\$34,738	\$29,262	45.7%	\$64,000
Total Program Expenses	\$132,639	\$126,513	\$161,494	\$166,823	\$80,753	\$15,767	\$35,233	69.1%	\$51,000
Total Program Net Gain(Loss)	\$20,765	\$36,817	\$37,666	\$16,798	\$9,248	\$18,971	-\$5,971	-2830.0%	\$13,000
Grand Totals									
Grand Total Revenue	\$655,940	\$473,020	\$756,424	\$834,246	\$787,819	\$309,635	\$481,182	60.8%	\$790,817
Grand Total Expenses:	\$877,684	\$821,694	\$1,060,540	\$1,088,436	\$1,069,496	\$496,009	\$591,164	54.4%	\$1,087,174
Grand Total Gain (Loss)	-\$221,743	-\$348,674	-\$304,116	-\$254,190	-\$281,677	-\$186,374	-\$109,982	37.1%	-\$296,357
50% to city and district	-\$110,872	-\$174,337	-\$152,058	-\$127,095	-\$140,838	-\$93,187	\$93,187	-80.4%	-\$148,178

Joint Powers Advisory Board Revenue Reporting

	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Actual	11/30/24	Balance from Budget	% of budget remaining	FY 24-25 Preliminary Budget
Facility Revenue (prog 505)									
Facility Rental (093 & 094)	\$1,242	\$4,202	\$5,016	\$6,865	\$12,558	\$3,869	\$21,131	84.5%	\$25,000
Birthday Parties (090)	\$8,230	\$0	\$8,728	\$9,502	\$10,426	\$4,212	\$7,788	64.9%	\$12,000
Meet/Event Sales Commissions (099)	\$1,143	\$0	\$2,200	\$360	\$211	\$0	\$0	#DIV/0!	\$0
Concessions Sales (061 & 073)	\$13,063	\$970	\$10,161	\$8,324	\$8,587	\$2,754	\$6,068	68.8%	\$8,822
Merchandise (074)	\$1,236	\$1,518	\$2,124	\$1,165	\$423	\$160	\$590	78.7%	\$750
Vending Sales (058)	\$212	\$314	\$1,635	\$1,514	\$1,531	\$678	\$1,122	62.4%	\$1,800
Memberships (069)	\$375,383	\$250,788	\$400,216	\$484,503	\$498,413	\$205,965	\$305,435	59.7%	\$511,400
Daily Admissions (059 & 060)	\$41,098	\$9,076	\$55,400	\$56,176	\$53,765	\$16,889	\$39,541	70.1%	\$56,430
Silver & Fit/Silver Sneakers (070)	\$47,295	\$19,859	\$39,407	\$52,993	\$74,067	\$30,327	\$42,989	58.6%	\$73,315
Fitness Programs (083)	\$2,161	\$4,064	\$4,040	\$4,545	\$2,954	\$29	\$3,971	99.3%	\$4,000
Personal Training (082)	\$8,711	\$3,899	\$27,778	\$24,140	\$34,617	\$10,015	\$22,985	69.7%	\$33,000
Gift Cards (084)	\$1,114	\$0	\$560	\$537	\$266	\$0	\$300	100.0%	\$300
County Grant	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0		\$0
Total Facility Revenue	\$502,536	\$309,690	\$557,264	\$650,624	\$697,818	\$274,897	\$451,920	62.2%	\$726,817
Program Revenue				\$93,360					
CE Water Safety (Prog 506)	\$3,869 [1]	\$8,750	\$6,571	\$2,876	\$9,191	\$1,525	\$7,475	83.1%	\$9,000
CE Learn to Swim Registration (Prog 533)	\$29,395	\$36,758	\$49,212	\$49,977	\$58,574	\$33,213	\$21,787	39.6%	\$55,000
Club Swimming (Prog 530 & 531)	\$82,124	\$111,636	\$104,933	\$77,753	\$21,426	\$0	\$0	N/A	\$0
Swim Meets (Prog 507)	\$38,017	\$6,115	\$38,444	\$53,016	\$810	\$0	\$0	N/A	\$0
Aquatics Endowment Fund (Prog 508)	\$0	\$70	\$0	\$0	\$0	\$0	\$0		\$0
Total Program	\$153,405	\$163,330	\$199,160	\$183,622	\$90,002	\$34,738	\$29,262	45.7%	\$64,000
Grand Total Revenue	\$655,940	\$473,020	\$756,424	\$834,246	\$787,819	\$309,635	\$481,182	60.8%	\$790,817

	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Actual	11/30/24	Balance from Budget	% of budget remaining	FY 24-25 Preliminary Budget
Electric (330)	\$52,498	\$64,542	\$66,655	\$65,173	\$59,849	\$34,525	\$30,475	46.9%	\$65,000
Water (331)	\$8,324	\$2,518	\$3,795	\$9,112	\$13,986	\$3,510	\$8,555	70.9%	\$12,065
Gas (334)	\$31,931	\$40,350	\$63,970	\$69,388	\$46,414	\$17,179	\$50,321	74.6%	\$67,500
Gas (334) correction from 2023-24						-\$5,731			
Chemicals/UV Light (402)	\$26,790	\$26,472	\$23,824	\$24,707	\$28,310	\$18,009	\$9,991	35.7%	\$28,000
Pool/Fitness Maintenance/Computer Lease (335, 350, 530, 560, 561)	\$24,071	\$6,910	\$23,782	\$25,855	\$41,777	\$84,074	-\$44,074	-110.2%	\$40,000
Maintenance Accrual Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	N/A	\$0
General Supplies (401, 403, 406, 407, 455, 456, 467, 490)	\$23,424	\$22,971	\$20,502	\$25,092	\$27,524	\$10,337	\$16,163	61.0%	\$26,500
Concessions (404)	\$10,513	\$649	\$9,516	\$5,718	\$5,715	\$1,068	\$5,932	84.7%	\$7,000
Administration (110)	\$11,414	\$11,802	\$12,033	\$12,270	\$12,511	\$5,418	\$7,599	58.4%	\$13,017
Business Office Chargeback (195)	\$19,053	\$9,642	\$9,883	\$10,200	\$9,893	\$4,342	\$6,479	59.9%	\$10,821
Aquatics/Fitness Supervisor/Coordinator (160)	\$106,000	\$112,822	\$118,476	\$106,758	\$102,151	\$32,473	\$57,393	63.9%	\$89,865
Lifeguards (161)	\$108,571	\$95,125	\$147,954	\$166,699	\$159,768	\$59,679	\$118,218	66.5%	\$177,897
Certified Pool Operator (175)	\$14,283	\$20,490	\$20,491	\$21,076	\$21,179	\$8,816	\$13,372	60.3%	\$22,187
Custodial Support (171, 173) (305 FY 22-23)	\$26,624	\$17,793	\$21,916	\$18,755	\$43,579	\$17,655	\$26,981	60.4%	\$44,635
Group Exercise Instructors (180)	\$36,990	\$26,301	\$51,263	\$53,071	\$54,084	\$20,006	\$38,185	65.6%	\$58,191
Front Desk/Access/Attendant (181, 183 & 185)	\$62,098	\$67,374	\$73,765	\$75,087	\$82,015	\$34,056	\$35,870	51.3%	\$69,927
Personal Trainer (184)	\$6,281	\$1,713	\$18,170	\$17,146	\$33,480	\$7,289	\$25,352	77.7%	\$32,641
Clerical/Office (170)	\$26,479	\$29,315	\$33,245	\$34,486	\$35,469	\$28,466	\$24,708	46.5%	\$53,175
Operations Benefits (199 to 295)	\$103,847	\$97,465	\$114,263	\$107,047	\$126,606	\$51,562	\$75,278	59.3%	\$126,839
Staff Development (366)	\$0	\$0	\$0	\$1,619	\$0	\$0	\$1,000	100.0%	\$1,000
Phone/Media/IT Support (320)	\$480	\$480	\$480	\$480	\$0	\$0	\$0	N/A	\$0
Prof Svcs (cc, consult, red cross fitness training- 305, 562, 563)	\$31,253	\$25,460	\$45,362	\$48,369	\$58,243	\$21,760	\$37,776	63.5%	\$59,535
Postage (329)	\$52	\$0	\$119	\$784	\$122	\$481	-\$281	-140.3%	\$200
Marketing 307 & 398	\$2,831	\$804	\$4,109	\$3,687	\$2,608	\$1,077	\$1,623	60.1%	\$2,700
Property/Liability Insurance (340)	\$6,467	\$11,303	\$11,585	\$13,507	\$18,616	\$22,294	-\$1,816	-8.9%	\$20,478
Rental (370)	\$627	\$0	\$0	\$0	\$0	\$0	\$0	N/A	\$0
Dues & Memberships (820)	\$2,699	\$2,753	\$3,887	\$5,527	\$4,843	\$1,899	\$5,101	0.0%	\$7,000
Total Operational Expenses	\$745,044	\$695,181	\$899,046	\$921,613	\$988,743	\$480,243	\$555,931	53.7%	\$1,036,174
Program Expenses									
Community Ed Classes (Prog 506)	\$1,188	\$2,282	\$1,455	\$1,310	\$9,542	\$426	\$4,574	88.0%	\$5,000
Hosted Swim Meets (507)	\$12,083	\$10,802	\$10,327	\$18,052	\$0	\$0	\$0	0.0%	\$0
Other Programs (508)	\$840	\$240	\$175	\$0	\$0	\$0	\$0		\$0
Club Swimming (Prog 530 & 531)	\$94,680	\$89,088	\$116,841	\$90,524	\$31,744	\$0	\$0	0.0%	\$0
Learn to Swim (Prog 533)	\$23,849	\$24,101	\$32,696	\$56,937	\$39,467	\$15,341	\$30,659	69.9%	\$46,000
Total Program Expenses	\$132,639	\$126,513	\$161,494	\$166,823	\$80,753	\$15,767	\$35,233	44.5%	\$51,000
Grand Total Expenses:	\$877,684	\$821,694	\$1,060,540	\$1,088,436	\$1,069,496	\$496,009	\$591,164	56.5%	\$1,087,174

Advisory Board Monthly Reporting Summary

	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	YTD
Operational Revenue	\$ 52,398	\$ 54,700	\$ 66,453	\$ 59,673	\$ 65,042	\$ 60,982	\$ 61,667	\$ 62,323	\$ 58,861	\$ 57,990	\$ 52,484	\$ 50,963	\$ 54,600	\$ 274,898
Operational Expenses	\$ 87,189	\$ 92,354	\$ 82,330	\$ 79,425	\$ 79,461	\$ 72,799	\$ 75,453	\$ 101,020	\$ 100,507	\$ 90,649	\$ 82,170	\$ 127,091	\$ 79,827	\$ 480,244
Net Gain(Loss)	\$ (34,791)	\$ (37,654)	\$ (15,877)	\$ (19,752)	\$ (14,419)	\$ (11,817)	\$ (13,786)	\$ (38,697)	\$ (41,646)	\$ (32,659)	\$ (29,686)	\$ (76,128)	\$ (25,227)	\$ (205,346)
Program Expenses														
Community Ed Classes														
Revenue	\$ (675)	\$ 300	\$ 1,510	\$ 747	\$ 1,500	\$ 1,285	\$ 300	\$ -	\$ -	\$ 1,130	\$ 80	\$ 50	\$ 265	\$ 1,525
Expenses	\$ -	\$ 700	\$ -	\$ 167	\$ 1,200	\$ -	\$ 4,350	\$ 605	\$ -	\$ 150	\$ 276	\$ -	\$ -	\$ 426
Net Gain(Loss)	\$ (675)	\$ (400)	\$ 1,510	\$ 580	\$ 300	\$ 1,285	\$ (4,050)	\$ (605)	\$ -	\$ 980	\$ (196)	\$ 50	\$ 265	\$ 1,099
Club Swimming														
Revenue	\$ 4,639	\$ 67	\$ -	\$ -	\$ 810	\$ -	\$ -	\$ -	N/A	N/A	N/A	N/A	N/A	N/A
Expenses	\$ 4,808	\$ 5,060	\$ 86	\$ 29	\$ -	\$ 1,387	\$ -	\$ -	N/A	N/A	N/A	N/A	N/A	N/A
Net Gain(Loss)	\$ (169)	\$ (4,993)	\$ (86)	\$ (29)	\$ 810	\$ (1,387)	\$ -	\$ -	N/A	N/A	N/A	N/A	N/A	N/A
Learn to Swim														
Revenue	\$ 1,111	\$ -	\$ 11,053	\$ 208	\$ 10,932	\$ 13,861	\$ 2,610	\$ (6,491)	\$ 10,063	\$ 11,670	\$ 813	\$ 10,375	\$ 292	\$ 33,213
Expenses	\$ 3,466	\$ (6,221)	\$ 2,546	\$ 3,567	\$ 3,165	\$ 2,959	\$ 3,736	\$ 6,086	\$ 2,520	\$ 3,493	\$ 3,121	\$ 3,415	\$ 2,792	\$ 15,341
Net Gain(Loss)	\$ (2,355)	\$ 6,221	\$ 8,507	\$ (3,359)	\$ 7,767	\$ 10,902	\$ (1,126)	\$ (12,577)	\$ 7,543	\$ 8,177	\$ (2,308)	\$ 6,960	\$ (2,500)	\$ 17,872
Misc Revenue														
Total Program Net Gain(Loss)	\$ (3,199)	\$ 828	\$ 9,931	\$ (2,808)	\$ 8,877	\$ 10,800	\$ (5,176)	\$ (13,182)	\$ 7,543	\$ 9,157	\$ (2,504)	\$ 7,010	\$ (2,235)	\$ 18,971
	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	YTD
Grand Total Revenue	\$ 57,473	\$ 55,067	\$ 79,016	\$ 60,628	\$ 78,284	\$ 76,128	\$ 64,577	\$ 55,832	\$ 68,924	\$ 70,790	\$ 53,377	\$ 61,388	\$ 55,157	\$ 309,636
Grand Total Expenses:	\$ 95,463	\$ 91,893	\$ 84,962	\$ 83,188	\$ 83,826	\$ 77,145	\$ 83,539	\$ 107,711	\$ 103,027	\$ 94,292	\$ 85,567	\$ 130,506	\$ 82,619	\$ 496,011
Grand Total Gain (Loss)	\$ (37,990)	\$ (36,826)	\$ (5,946)	\$ (22,560)	\$ (5,542)	\$ (1,017)	\$ (18,962)	\$ (51,879)	\$ (34,103)	\$ (23,502)	\$ (32,190)	\$ (69,118)	\$ (27,462)	\$ (186,375)

Joint Powers Advisory Board Revenue Reporting

Joint Powers Advisory Board Revenue Reporting

	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	YTD
Facility Rental (093 & 094)	\$0	\$0	\$1,692	\$1,970	\$6,247	\$323	\$1,988	\$338	\$1,536	\$1,632	\$605	\$96	\$0	\$ 3,869
Birthday Parties (090)	\$412	\$941	\$1,543	\$1,009	\$1,788	\$1,319	\$542	\$0	\$271	\$1,031	\$1,170	\$1,170	\$570	\$ 4,212
Meet/Event Sales Commissions (099)	\$0	\$0	\$2	\$0	\$0	\$9	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Concessions Sales (061 & 073)	\$802	\$408	\$1,074	\$741	\$623	\$676	\$634	\$965	\$735	\$808	\$351	\$399	\$461	\$ 2,754
Merchandise (074)	\$0	\$39	\$71	\$43	\$12	\$32	\$5	\$15	\$0	\$26	\$56	\$19	\$59	\$ 160
Vending Sales	\$0	\$253	\$0	\$392	\$0	\$342	\$0	\$181	\$48	\$122	\$137	\$112	\$259	\$ 678
Memberships (069)	\$40,100	\$42,878	\$42,948	\$41,293	\$42,461	\$42,025	\$44,577	\$38,796	\$43,017	\$40,612	\$41,154	\$39,118	\$42,064	\$205,965
Daily Admissions (059 & 060)	\$2,423	\$1,493	\$6,752	\$5,196	\$4,490	\$4,922	\$3,012	\$12,313	\$4,781	\$5,653	\$1,533	\$1,928	\$2,994	\$ 16,889
Silver & Fit/Silver Sneakers (070)	\$5,268	\$6,002	\$6,247	\$6,495	\$7,545	\$7,296	\$7,016	\$6,911	\$6,498	\$6,081	\$6,023	\$5,764	\$5,961	\$ 30,327
Fitness Programs	\$0	\$1,269	\$921	\$159	\$0	\$225	\$385	(\$41)	\$11	\$0	\$0	\$10	\$8	\$ 29
Personal Training	\$3,353	\$1,253	\$5,203	\$2,345	\$1,876	\$3,813	\$3,508	\$2,845	\$1,964	\$2,025	\$1,455	\$2,347	\$2,224	\$ 10,015
Gift Cards	\$40	\$164	\$0	\$30	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
County Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Total Facility Revenue	\$52,398	\$54,700	\$66,453	\$59,673	\$65,042	\$60,982	\$61,667	\$62,323	\$58,861	\$57,990	\$52,484	\$50,963	\$54,600	\$274,898
Program Revenue														
CE Water Safety (Prog 506)	(\$675)	\$300	\$1,510	\$747	\$1,500	\$1,285	\$300	\$0	\$0	\$1,130	\$80	\$50	\$265	\$ 1,525
CE Learn to Swim Registration (Prog 533)	\$1,111	\$0	\$11,053	\$208	\$10,932	\$13,861	\$2,610	(\$6,491)	\$10,063	\$11,670	\$813	\$10,375	\$292	\$ 33,213
Club Swimming (Prog 530 & 531)	\$4,639	\$67	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Swim Meets (Prog 507)	\$0	\$0	\$0	\$0	\$810	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Aquatics Endowment Fund (Prog 508)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Total Program	\$5,075	\$367	\$12,563	\$955	\$13,242	\$15,146	\$2,910	(\$6,491)	\$10,063	\$12,800	\$893	\$10,425	\$557	\$ 34,738
Grand Total Revenue	\$57,473	\$55,067	\$79,016	\$60,628	\$78,284	\$76,128	\$64,577	\$55,832	\$68,924	\$70,790	\$53,377	\$61,388	\$55,157	\$309,636

Joint Powers Advisory Board Expense Reporting

	23-Nov	23-Dec	24-Jan	24-Feb	24-Mar	24-Apr	May YTD	24-May	24-Jun	24-Jul	24-Aug	24-Sep	24-Oct	24-Nov	YTD
Operational Expenses															
Electric (330)	\$ 3,270	\$ 3,333	\$ 3,150	\$ 3,091	\$ 3,500	\$ 3,380	\$ 52,552	\$ 5,027	\$ 7,297	\$ 8,681	\$ 3,712	\$ 13,696	\$ 4,500	\$ 3,936	\$ 34,525
Water (331)	\$ 1,160	\$ 1,103	\$ 1,617	\$ 1,119	\$ 2,684	\$ -	\$ 11,847	\$ 1,259	\$ 2,139	\$ -	\$ -	\$ 1,021	\$ 1,557	\$ 932	\$ 3,510
Gas (334)	\$ 5,071	\$ 6,218	\$ 9,012	\$ 4,937	\$ 4,500	\$ 2,686	\$ 45,223	\$ 2,090	\$ 1,191	\$ 2,591	\$ 2,856	\$ 8,294	\$ (3,031)	\$ 6,469	\$ 17,179
Gas correction from 23-24												\$ (5,731)	\$ -	\$ -	\$ (5,731)
Chemicals/UV Light (402)	\$ 13,289	\$ 1,516	\$ 5,171	\$ 2,064	\$ 1,661	\$ 1,636	\$ 27,333	\$ 1,996	\$ 977	\$ 7,659	\$ 3,847	\$ 1,403	\$ 5,100	\$ -	\$ 18,009
Pool/Fitness Maintenance (350, 530)	\$ (1)	\$ 3,840	\$ -	\$ 140	\$ 2,280	\$ 844	\$ 38,312	\$ 1,350	\$ 3,465	\$ 7,599	\$ 1,000	\$ 14,562	\$ 56,162	\$ 4,751	\$ 84,074
Maintenance Accrual Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Supplies (401, 403, 407, 455, 456, 467, 490)	\$ 1,412	\$ 1,754	\$ 2,043	\$ 4,552	\$ 2,455	\$ 1,193	\$ 25,701	\$ 3,680	\$ 1,823	\$ 2,358	\$ 15,468	\$ (10,538)	\$ 1,557	\$ 1,492	\$ 10,337
Concessions (404)	\$ 598	\$ 220	\$ 1,313	\$ 276	\$ 221	\$ 516	\$ 4,750	\$ 310	\$ 965	\$ 287	\$ 140	\$ 300	\$ -	\$ 341	\$ 1,068
Administration (110)	\$ 1,023	\$ 1,022	\$ 1,023	\$ 1,022	\$ 1,023	\$ 1,022	\$ 11,248	\$ 1,023	\$ 1,263	\$ 1,084	\$ 1,083	\$ 1,084	\$ 1,084	\$ 1,083	\$ 5,418
Business Office Chargeback (195)	\$ 824	\$ 824	\$ 825	\$ 824	\$ 825	\$ 824	\$ 9,068	\$ 824	\$ 825	\$ 868	\$ 869	\$ 868	\$ 868	\$ 869	\$ 4,342
Aquatics/Fitness Supervisor (160)	\$ 6,946	\$ 11,564	\$ 6,167	\$ 6,167	\$ 6,166	\$ 17,971	\$ 92,352	\$ 8,134	\$ 9,799	\$ 6,495	\$ 6,494	\$ 6,495	\$ 6,494	\$ 6,495	\$ 32,473
Lifeguards (161)	\$ 12,624	\$ 15,114	\$ 13,045	\$ 12,734	\$ 12,655	\$ 12,968	\$ 135,298	\$ 12,414	\$ 24,470	\$ 7,619	\$ 15,047	\$ 13,337	\$ 11,140	\$ 12,536	\$ 59,679
Certified Pool Operator (175)	\$ 1,702	\$ 1,732	\$ 1,767	\$ 1,727	\$ 1,764	\$ 1,764	\$ 19,311	\$ 2,006	\$ 1,868	\$ 1,745	\$ 1,763	\$ 1,777	\$ 1,770	\$ 1,761	\$ 8,816
Custodial Support (171)	\$ 1,586	\$ 14,369	\$ 3,582	\$ 3,578	\$ 3,570	\$ 3,603	\$ 39,911	\$ 3,572	\$ 3,668	\$ 3,421	\$ 3,546	\$ 3,553	\$ 3,568	\$ 3,567	\$ 17,655
Group Exercise Instructors (180)	\$ 4,566	\$ 4,526	\$ 4,177	\$ 5,590	\$ 4,665	\$ 5,079	\$ 47,729	\$ 4,954	\$ 6,355	\$ 1,890	\$ 4,514	\$ 3,984	\$ 4,603	\$ 5,015	\$ 20,006
Front Desk/Access/Attendant (185)	\$ 7,111	\$ 6,835	\$ 6,475	\$ 6,774	\$ 6,588	\$ 6,437	\$ 72,439	\$ 6,557	\$ 9,576	\$ 5,209	\$ 7,549	\$ 6,513	\$ 7,245	\$ 7,540	\$ 34,056
Personal Trainer	\$ 3,623	\$ 3,509	\$ 2,283	\$ 3,389	\$ 3,035	\$ 2,851	\$ 28,435	\$ 2,894	\$ 5,045	\$ 576	\$ 1,837	\$ 1,428	\$ 1,591	\$ 1,857	\$ 7,289
Clerical/Office (170)	\$ 5,327	\$ 4,343	\$ 4,835	\$ 4,795	\$ 4,835	\$ (6,968)	\$ 31,821	\$ 2,868	\$ 3,648	\$ 5,693	\$ 5,694	\$ 5,693	\$ 5,693	\$ 5,693	\$ 28,466
Operations Benefits	\$ 9,734	\$ 16,924	\$ 9,821	\$ 10,707	\$ 10,113	\$ 10,654	\$ 114,660	\$ 10,261	\$ 11,946	\$ 9,316	\$ 10,674	\$ 9,811	\$ 11,331	\$ 10,430	\$ 51,562
Staff Development (366)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Phone/Media/IT Support (320)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prof Svcs (cc, consult, red cross - 305)	\$ 5,923	\$ (6,525)	\$ 4,940	\$ 5,289	\$ 5,922	\$ 5,591	\$ 54,044	\$ 4,152	\$ 4,199	\$ 5,034	\$ 4,251	\$ 4,124	\$ 4,361	\$ 3,990	\$ 21,760
Marketing 307 & 398	\$ 99	\$ 133	\$ 213	\$ -	\$ -	\$ 496	\$ 2,424	\$ -	\$ 184	\$ 88	\$ 200	\$ 421	\$ 368	\$ -	\$ 1,077
Property/Liability Insurance (340)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,616	\$ -	\$ -	\$ 22,294	\$ -	\$ -	\$ -	\$ -	\$ 22,294
Rental (370)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dues & Memberships (820)	\$ 1,302	\$ -	\$ 846	\$ 650	\$ 999	\$ 225	\$ 4,552	\$ 82	\$ 291	\$ -	\$ 105	\$ 75	\$ 649	\$ 1,070	\$ 1,899
Postage (329)	\$ -	\$ -	\$ 25	\$ -	\$ -	\$ 27	\$ 96	\$ -	\$ 26	\$ -	\$ -	\$ -	\$ 481	\$ -	\$ 481
Total Operational Expenses	\$ 87,189	\$ 92,354	\$ 82,330	\$ 79,425	\$ 79,461	\$ 72,799	\$ 887,722	\$ 75,453	\$ 101,020	\$ 100,507	\$ 90,649	\$ 82,170	\$ 127,091	\$ 79,827	\$ 480,244
Program Expenses															
Community Ed Classes (Prog 505)	\$ -	\$ 700	\$ -	\$ 167	\$ 1,200	\$ -	\$ 8,937	\$ 4,350	\$ 605	\$ -	\$ 150	\$ 276	\$ -	\$ -	\$ 426
Hosted Swim Meets (Prog 507)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Programs (Prog 508)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Club Swimming (Prog 530 & 531)	\$ 4,808	\$ 5,060	\$ 86	\$ 29	\$ -	\$ 1,387	\$ 31,744	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Learn to Swim (Prog 533)	\$ 3,466	\$ (6,221)	\$ 2,546	\$ 3,567	\$ 3,165	\$ 2,959	\$ 33,381	\$ 3,736	\$ 6,086	\$ 2,520	\$ 3,493	\$ 3,121	\$ 3,415	\$ 2,792	\$ 15,341
Total Program Expenses	\$ 8,274	\$ (461)	\$ 2,632	\$ 3,763	\$ 4,365	\$ 4,346	\$ 74,062	\$ 8,086	\$ 6,691	\$ 2,520	\$ 3,643	\$ 3,397	\$ 3,415	\$ 2,792	\$ 15,767
Grand Total Expenses:	\$ 95,463	\$ 91,893	\$ 84,962	\$ 83,188	\$ 83,826	\$ 77,145	\$ 961,784	\$ 83,539	\$ 107,711	\$ 103,027	\$ 94,292	\$ 85,567	\$ 130,506	\$ 82,619	\$ 496,011