



CITY COUNCIL MEETING AGENDA

City of New Prague

Tuesday, January 06, 2026 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

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1. CALL TO ORDER

- a. Pledge of Allegiance

2. APPROVAL OF REGULAR AGENDA

3. CONSENT AGENDA

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

- a. Meeting Minutes
 - i. December 15, 2025 City Council Meeting Minutes
- b. Claims for Payment: **\$1,771,471.14**
- c. 2025 Write-Offs
- d. Appointment of Administrative Coordinator
- e. Resolution #26-01-06-01 - Approving LG230 Application to Conduct Off-Site Gambling - New Prague Firemen's Relief Association at Knights of Columbus 2.13.26

4. PUBLIC FORUM

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

5. PUBLIC HEARING(S) – 6:00 PM

- a. None

6. CITY ENGINEER PROJECTS UPDATE

- a. January 6, 2025

7. 2026 STREET PROJECT BUILD-OUT DISCUSSION

- a. Design Proposal
- b. Approved Feasibility Report
- c. Citizen Comments

8. ALTON AVENUE FEASIBILITY PROPOSAL

- a. Feasibility Study Proposal

9. ORDINANCE(S) FOR INTRODUCTION

- a. None

10. ORDINANCE(S) FOR ADOPTION

- a. None

11. RESOLUTIONS

- a. [#26-01-06-02](#) - Appointing Official City Depositories
- b. [#26-01-06-03](#) - Approving Variance #V9-2025 to Allow Reduction in the Setback at 114 4th St. SW as proposed by KA Witt Construction
- c. [#26-01-06-04](#) - Approving City Administrator Purchasing and Contracting Authority

12. GENERAL BUSINESS

- a. 2026 Appointments
 - i. Mayoral Appointments to Boards & Commissions
 - ii. City Council Vice President
 - iii. 2026 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. Public Speaking Policy

13. MISCELLANEOUS

- a. Board & Commission Attendances - 2025
- b. Meeting Minutes
 - i. November 19, 2025 Planning Commission Meeting Minutes
 - ii. November 24, 2025 Utilities Commission Meeting Minutes

14. ADJOURNMENT

UPCOMING MEETINGS AND NOTICES:

January 13	6:00 p.m. Park Board
January 14	7:30 a.m. EDA Board
January 19	Holiday – City Offices Closed
January 20	6:00 p.m. City Council
January 26	3:30 p.m. Utilities Commission
January 27	6:30 p.m. Golf Board
January 28	6:30 p.m. Planning Commission

CITY COUNCIL MEETING MINUTES



City of New Prague

Monday, December 15, 2025 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m.

PRESENT

- Mayor Charles Nickolay
- Councilmember Shawn Ryan
- Councilmember Maggie Bass
- Councilmember Rik Seiler
- Councilmember Bruce Wolf

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

- a. Pledge of Allegiance

2. APPROVAL OF REGULAR AGENDA

Motion to approve the regular agenda.

Motion made by Councilmember Seiler, Seconded by Councilmember Ryan.

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

Motion carried (5-0)

3. CONSENT AGENDA

- a. Meeting Minutes
 - i. December 1, 2025 City Council Meeting Minutes
- b. Claims for Payment: **\$458,104.66**
- c. Financial Summary Report
- d. LG220 Gambling Application St. Wenceslaus 2.20.26
- e. External Document Storage Implementation through Laserfiche
- f. Approval of Purchase for Police Department - Unmanned Aerial Systems

Motion to approve the consent agenda, minus item 3E: "External Document Storage Implementation through Laserfiche", which was moved to be item 10h under General Business.

Motion made by Councilmember Seiler, Seconded by Councilmember Bass.

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

Motion carried (5-0)

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

Brian Paulson (206 4th St SW) spoke.

5. PUBLIC HEARING(S) – 6:00 PM

Motion to open the public hearing.
Motion made by Mayor Nickolay, Seconded by Councilmember Seiler.
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0)

City Engineer Chris Knutson (SEH) presented the proposed 2026 Street Improvement Project. Matt Rynda, Public Works Director, helped answer any questions about the project. Brad Wagner (1009 3rd St SE) spoke at the public hearing.

Motion to close the public hearing.
Motion made by Mayor Nickolay, Seconded by Councilmember Seiler.
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0)

- a. 2026 STREET IMPROVEMENT PROJECT
 - i. Resolution 25-12-15-01 - Ordering Improvement and Preparation of Plans
Motion to approve Resolution #25-12-15-01 - Ordering Improvement and Preparation of Plans with the correction of the resolution title from "2025" to "2026"
Motion made by Councilmember Bass, Seconded by Councilmember Wolf.
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0)

6. CITY ENGINEER PROJECTS UPDATE

- a. December 15, 2025

7. ORDINANCE(S) FOR INTRODUCTION

- a. None

8. ORDINANCE(S) FOR ADOPTION

- a. None

9. RESOLUTIONS

- a. #25-12-15-02 - Adopting 2026 City Budget
Motion to approve Resolution 25-12-15-02 - Adopting 2026 City Budget
Motion made by Councilmember Wolf, Seconded by Mayor Nickolay.
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0)

- b. #25-12-15-03 - 2026 Official Fee Schedule
Motion to approve Resolution 25-12-15-03 - 2026 Official Fee Schedule
Motion made by Mayor Nickolay, Seconded by Councilmember Bass.
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0)

- c. #25-12-15-04 - Adopting 2025 Property Tax Levy, Payable in 2026
Motion to approve Resolution 25-12-15-04 - Adopting 2025 Property Tax Levy, Payable in 2026
Motion made by Councilmember Bass, Seconded by Councilmember Seiler.
Voting Yea: Mayor Nickolay, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Voting Nay: Councilmember Ryan
Motion carried (4-1)

- d. #25-12-15-05 - Designating a Combined Polling Place for all Precincts for the Primary Election and General Election in 2026 and Future Elections until further notice
Motion to approve Resolution 25-12-15-05 - Designating a Combined Polling Place for all Precincts for the Primary Election and General Election in 2026 and Future Elections until further notice
Motion made by Councilmember Bass, Seconded by Mayor Nickolay.
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0)

10. GENERAL BUSINESS

- a. Approval of 2026-2035 Capital Improvement Plan
Motion to approve the 2026-2035 Capital Improvement Plan
Motion made by Mayor Nickolay, Seconded by Councilmember Bass.
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0)

- b. Approval of 2026-2035 Visioning Document
Motion to approve the 2026-2035 Visioning Document
Motion made by Mayor Nickolay, Seconded by Councilmember Seiler.
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0)

- c. Compensation Pay Plan 2026
Motion to approve the 2026 Compensation Pay plan.
Motion made by Councilmember Bass, Seconded by Councilmember Wolf.
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0)

- d. 2026 Golf Course Consultant Agreement
Motion to approve the 2026 Golf Course Consultant Agreement
Motion made by Mayor Nickolay, Seconded by Councilmember Bass.
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (5-0)

- e. Municipal State Aid Street (MSAS) Engineering Services Proposal for 2026 - SEH
Planning/Community Development Director Ken Ondich presented the services proposal from SEH for 2026.

Motion made by Councilmember Seiler, Seconded by Mayor Nickolay.
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler,
Councilmember Wolf
Motion carried (5-0)

- f. vCISO Cybersecurity Services
City Administrator Joshua Tetzlaff presented the vCISO Cybersecurity Service proposal.
Motion to approve the Cybersecurity services proposal agreement.
Motion made by Councilmember Seiler, Seconded by Mayor Nickolay.
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler,
Councilmember Wolf
Motion carried (5-0)
- g. Ambulance Agreement Update
City Administrator Joshua Tetzlaff brought up the current Ambulance Agreement for discussion.
- h. External Document Storage Implementation through Laserfiche (*Moved from the consent agenda*)
Motion to reach out to Laserfiche and make some addendums to the contract as discussed before final sign-off.
Motion made by Councilmember Seiler, Seconded by Councilmember Ryan.
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler,
Councilmember Wolf
Motion carried (5-0)

11. MISCELLANEOUS

- a. North Memorial Ambulance Q3 Update
- b. Meeting Minutes
 - i. November 19, 2025 EDA Board Meeting Minutes
- c. Discussion of Items not on the Agenda

12. ADJOURNMENT

Motion to adjourn the meeting at 8:12 p.m.
Motion made by Councilmember Seiler, Seconded by Mayor Nickolay.
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler,
Councilmember Wolf
Motion carried (5-0)

ATTEST:

Charles L. Nickolay
Mayor

Joshua M. Tetzlaff
City Administrator

CITY OF NEW PRAGUE
 ACCOUNTS PAYABLE
 01/06/2026

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
FUND 101 - GENERAL FUND			
<u>RURAL FIRE - TO BE REIMBURSED</u>			
BOUND TREE MEDICAL LLC	NITRILE GLOVES	\$34.98	
BOUND TREE MEDICAL LLC	RAPTOR RESCUE SHEARS	\$239.97	
HAS LLC dba DEHMER CENTRAL FIRE PRO	FIRE EXTINGUISHER INSPECTION	\$92.25	
MN STATE FIRE CHIEFS ASSN	2026 DUES	\$145.00	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$16.60	
VERIZON WIRELESS	TABLETS	\$66.78	
TOTAL:			\$595.58
<u>OTHER - TO BE REIMBURSED</u>			
EHLERS	YELLOW TREE	\$1,200.00	
TOTAL:			\$1,200.00
<u>COUNCIL</u>			
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$274.98	
VERIZON WIRELESS	TELEPHONE	\$115.23	
TOTAL:			\$390.21
<u>ADMINISTRATION</u>			
AMAZON CAPITAL SERVICES	CARD STOCK	\$13.18	
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	\$12.65	
JOSHUA TETZLAFF	SCALE MEETING	\$20.00	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$273.83	
VERIZON WIRELESS	TELEPHONE	\$49.93	
TOTAL:			\$369.59
<u>PLANNING</u>			
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	\$125.70	
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	\$16.10	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$27.18	
VERIZON WIRELESS	TELEPHONE	\$76.82	
TOTAL:			\$245.80
<u>GOVERNMENT BUILDING</u>			
ISD 721	BRIDGING EVENT - CITY WIDE CLEAN UP	\$10.00	
ZORO TOOLS INC.	OSHA SAFETY GRANT	\$9.80	
TOTAL:			\$19.80
<u>POLICE</u>			
CATHERINE SPICER	PARKING REIMBURSEMENT	\$9.00	
CRIME STOPPERS OF MINNESOTA	2026 LAW ENFORCEMENT PROGRAM	\$200.00	
HAS LLC dba DEHMER CENTRAL FIRE PRO	FIRE EXTINGUISHER MAINTENANCE	\$51.50	
MN CHIEFS OF POLICE ASSOC.	MEMBERSHIP DUES	\$380.00	
OFFICE OF MN IT SERVICES	LANGUAGE LINE	\$4.20	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$279.14	
MINNESOTA CRITTER GETTER	ANIMAL CONTROL - QTR 1	\$4,200.00	
TOTAL:			\$5,123.84
<u>FIRE</u>			
BOUND TREE MEDICAL LLC	NITRILE GLOVES	\$34.98	
BOUND TREE MEDICAL LLC	RAPTOR RESCUE SHEARS	\$239.98	
HAS LLC dba DEHMER CENTRAL FIRE PRO	FIRE EXTINGUISHER INSPECTION	\$92.25	
MN STATE FIRE CHIEFS ASSN	2026 DUES	\$145.00	
VERIZON WIRELESS	TABLETS	\$66.79	
TOTAL:			\$579.00
<u>BUILDING INSPECTOR</u>			
VERIZON WIRELESS	TELEPHONE	\$76.82	
TOTAL:			\$76.82

CITY OF NEW PRAGUE
 ACCOUNTS PAYABLE
 01/06/2026

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>STREET</u>			
AIRGAS USA LLC	CYLINDER RENTAL	\$6.20	
AIRGAS USA LLC	CYLINDER RENTAL	\$6.00	
AMAZON CAPITAL SERVICES	BOX CUTTER	\$1.76	
AMAZON CAPITAL SERVICES	PLOW TRUCK LIGHTS	\$20.36	
AMAZON CAPITAL SERVICES	RADIO BATTERIES	\$34.29	
BORDER STATES ELECTRIC SUPPLY	LIGHT BULBS	\$349.00	
COMPTON CUSTOM TARPS	ASPHALT TARP	\$195.00	
D SALES AND RENTAL INC	SCREEN RENTAL	\$2,000.00	
EARL F. ANDERSEN	SIGN STICKERS	\$565.40	
H & L MESABI	CURB RUNNER	\$4,536.00	
HAS LLC dba DEHMER CENTRAL FIRE PRO	FIRE EXTINGUISHER INSPECTION	\$514.71	
RIVER COUNTRY COOP	DIESEL	\$4,461.36	
TRUCK CENTER COMPANIES	'13 FL - TRANSMISSION LIGHT	\$3,021.84	
US BANK EQUIPMENT FINANCE	COPIER LEASE - STREETS	\$75.00	
VERIZON WIRELESS	TELEPHONE	\$79.39	
TOTAL:			\$15,866.31
<u>PARKS</u>			
ABM EQUIPMENT & SUPPLY INC	SIDEWALK MACHINE -BLADES	\$2,010.57	
AMAZON CAPITAL SERVICES	BOX CUTTER	\$1.76	
AMAZON CAPITAL SERVICES	CZECH FLAGS	\$53.85	
BRYAN ROCK PRODUCTS INC.	AG LIME	\$2,364.07	
BRYAN ROCK PRODUCTS INC.	AG LIME	\$1,778.28	
DICK'S VALLEY SERVICE INC	CUTTING EDGE	\$490.00	
HAS LLC dba DEHMER CENTRAL FIRE PRO	FIRE EXTINGUISHER INSPECTION	\$128.50	
MN DEPT OF AGRICULTURE	PESTICIDE APPLICATOR LICENSE	\$15.00	
NEW PRAGUE UTILITIES	WATER - ICE RINK	\$443.03	
QUILL CORPORATION	DESK CALENDAR	\$4.99	
VERIZON WIRELESS	IPADS	\$10.02	
VERIZON WIRELESS	TELEPHONE	\$84.50	
TOTAL:			\$7,384.57
<u>LIBRARY</u>			
AMAZON CAPITAL SERVICES	LIGHT BULB	\$23.89	
HAS LLC dba DEHMER CENTRAL FIRE PRO	FIRE EXTINGUISHER INSPECTION	\$30.50	
TOTAL:			\$54.39
<u>UNALLOCATED</u>			
HELENA TOWNSHIP	2025 TAX REIMBURSEMENT	\$311.87	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$327.00	
TOTAL:			\$638.87
GENERAL FUND TOTAL:			\$32,544.78

CITY OF NEW PRAGUE
 ACCOUNTS PAYABLE
 01/06/2026

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>FUND 311 - DEBT SERVICE - CIP 2011</u>			
COMPUTERSHARE TRUST COMPANY	2011 BOND INTEREST	\$985.79	
COMPUTERSHARE TRUST COMPANY	2011 BOND PAYMENT	\$7,655.00	
TOTAL:			\$8,640.79
<u>FUND 316 - DEBT SERVICE - CIP 2014</u>			
COMPUTERSHARE TRUST COMPANY	2014 BOND INTEREST	\$6,450.00	
COMPUTERSHARE TRUST COMPANY	2014 BOND PAYMENT	\$85,000.00	
TOTAL:			\$91,450.00
<u>FUND 317 - DEBT SERVICE - CIP 2015</u>			
US BANK	2015 BOND PAYMENT	\$30,000.00	
US BANK	2015A BOND INTEREST PAYMENT	\$2,700.00	
TOTAL:			\$32,700.00
<u>FUND 319 - DEBT SERVICE - CIP 2019</u>			
US BANK	2019 BOND PAYMENT	\$115,000.00	
US BANK	2019A INTEREST PAYMENT	\$22,150.00	
TOTAL:			\$137,150.00
<u>FUND 320 - DEBT SERVICE - 2020A REFUNDING</u>			
US BANK	2020 BOND INTEREST PAYMENT	\$11,334.84	
US BANK	2020 BOND PAYMENT	\$139,367.85	
TOTAL:			\$150,702.69
<u>FUND 321 - DEBT SERVICE - CIP 2020-2021</u>			
ZIONS BANK	2021A BOND INTEREST	\$23,208.75	
ZIONS BANK	2021A BOND PAYMENT	\$125,000.00	
TOTAL:			\$148,208.75
<u>FUND 322 - DEBT SERVICE - CIP 2022</u>			
ZIONS BANK	2022A BOND INTEREST	\$4,500.00	
ZIONS BANK	2022A BOND PAYMENT	\$25,000.00	
TOTAL:			\$29,500.00
<u>FUND 323 - DEBT SERVICE - CIP 2023</u>			
ZIONS BANK	2023A BOND INTEREST	\$44,825.00	
ZIONS BANK	2023A BOND PAYMENT	\$115,000.00	
TOTAL:			\$159,825.00
<u>FUND 324 - DEBT SERVICE - CIP 2024</u>			
ZIONS BANK	2024A BOND INTEREST	\$50,275.00	
ZIONS BANK	2024A BOND PAYMENT	\$130,000.00	
TOTAL:			\$180,275.00
<u>FUND 423 - CAPITAL PROJECTS - CIP 2024</u>			
SEH	CIP 2024	\$153.00	
TOTAL:			\$153.00
<u>FUND 424 - CAPITAL PROJECTS - CIP 2025</u>			
SEH	CIP 2025	\$9,694.90	
TOTAL:			\$9,694.90
<u>FUND 425 - CAPITAL PROJECTS - POLICE STATION</u>			
AMERICAN ENGINEER TESTING INC	POLICE ADDITION	\$5,561.00	
SEH	CIP 2026	\$11,666.76	
TOTAL:			\$17,227.76

CITY OF NEW PRAGUE
 ACCOUNTS PAYABLE
 01/06/2026

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
FUND 602 - ENTERPRISE - SANITARY SEWER			
AMAZON CAPITAL SERVICES	BOX CUTTER	\$1.76	
COMPUTERSHARE TRUST COMPANY	2011 BOND INTEREST	\$207.86	
COMPUTERSHARE TRUST COMPANY	2014 BOND INTEREST	\$1,125.00	
CORE & MAIN	SAFETY EQUIPMENT	\$4,887.39	
CORE & MAIN	TESTING SUPPLIES	\$296.38	
ENVIRONMENTAL RESOURCE ASSOCIATES	PH TESTING	\$179.35	
GRAINGER	SCREW EXTRACTOR SET	\$261.40	
HAS LLC dba DEHMER CENTRAL FIRE PRO	FIRE EXTINGUISHER INSPECTION	\$163.50	
HAS LLC dba DEHMER CENTRAL FIRE PRO	FIRE EXTINGUISHER INSPECTION	\$44.50	
KURITA AMERICA INC.	CHEMICALS	\$700.70	
LEAGUE OF MN CITIES INSURANCE	WORKERS COMP CLAIM-JAMES CREAGHE	\$458.29	
MACQUEEN EQUIPMENT	SUCTION HOSE	\$2,614.50	
MASTER MECHANICAL INC.	MAU REPAIR	\$3,955.35	
QUALITY FLOW SYSTEMS INC.	PUMPSAFE MODULE	\$380.00	
RIVER COUNTRY COOP	DIESEL GEN #12	\$654.08	
RIVER COUNTRY COOP	LP GAS - FORKLIFT	\$35.75	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$210.60	
SALTCO	MONTHLY SALT FEE	\$70.00	
STASNEY ELECTRIC	LABOR - PUMPS	\$93.75	
US BANK	2015A BOND INTEREST PAYMENT	\$1,200.00	
US BANK	2019A INTEREST PAYMENT	\$3,000.00	
US BANK	2020 BOND INTEREST PAYMENT	\$3,983.96	
UTILITY CONSULTANTS INC.	SAMPLES	\$1,553.25	
VERIZON WIRELESS	IPADS	\$7.52	
VERIZON WIRELESS	TELEPHONE	\$207.41	
ZIEGLER INC.	GENERATOR #10 - REPAIRS	\$389.80	
ZIONS BANK	2021A BOND INTEREST	\$16,131.25	
ZIONS BANK	2022A BOND INTEREST	\$2,975.00	
ZIONS BANK	2023A BOND INTEREST	\$6,425.00	
ZIONS BANK	2024A BOND INTEREST	\$16,975.00	
COMPUTERSHARE TRUST COMPANY	2011 BOND PAYMENT	\$12,030.00	
COMPUTERSHARE TRUST COMPANY	2014 BOND PAYMENT	\$15,000.00	
US BANK	2015 BOND PAYMENT	\$10,000.00	
US BANK	2019 BOND PAYMENT	\$15,000.00	
US BANK	2020 BOND PAYMENT	\$46,591.98	
ZIONS BANK	2021A BOND PAYMENT	\$80,000.00	
ZIONS BANK	2022A BOND PAYMENT	\$15,000.00	
ZIONS BANK	2023A BOND PAYMENT	\$15,000.00	
ZIONS BANK	2024A BOND PAYMENT	\$35,000.00	
EGAN	SCADA UPGRADE	\$41,800.00	
TOTAL:			<u>\$354,610.33</u>

CITY OF NEW PRAGUE
 ACCOUNTS PAYABLE
 01/06/2026

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>FUND 606 - ENTERPRISE - STORM UTILITY</u>			
COMPUTERSHARE TRUST COMPANY	2011 BOND PAYMENT	\$10,556.00	
COMPUTERSHARE TRUST COMPANY	2014 BOND PAYMENT	\$10,000.00	
US BANK	2015 BOND PAYMENT	\$5,000.00	
US BANK	2019 BOND PAYMENT	\$20,000.00	
US BANK	2020 BOND PAYMENT	\$39,863.10	
ZIONS BANK	2022A BOND PAYMENT	\$15,000.00	
ZIONS BANK	2023A BOND PAYMENT	\$25,000.00	
ZIONS BANK	2024A BOND PAYMENT	\$20,000.00	
COMPUTERSHARE TRUST COMPANY	2011 BOND INTEREST	\$182.52	
COMPUTERSHARE TRUST COMPANY	2014 BOND INTEREST	\$750.00	
MACQUEEN EQUIPMENT	SUCTION HOSE	\$1,121.36	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$3.60	
US BANK	2015A BOND INTEREST PAYMENT	\$450.00	
US BANK	2019A INTEREST PAYMENT	\$3,900.00	
US BANK	2020 BOND INTEREST PAYMENT	\$2,912.54	
VERIZON WIRELESS	IPADS	\$7.52	
VERIZON WIRELESS	TELEPHONE	\$5.76	
ZIONS BANK	2021A BOND INTEREST	\$1,411.25	
ZIONS BANK	2021A BOND PAYMENT	\$10,000.00	
ZIONS BANK	2022A BOND INTEREST	\$2,975.00	
ZIONS BANK	2023A BOND INTEREST	\$11,500.00	
ZIONS BANK	2024A BOND INTEREST	\$10,075.00	
TOTAL:		<u>\$190,713.65</u>	<u>\$190,713.65</u>
<u>FUND 651 - ENTERPRISE - AMBULANCE</u>			
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$10.20	
TOTAL:		<u>\$10.20</u>	<u>\$10.20</u>
TOTAL ACCOUNTS PAYABLE FOR COUNCIL APPROVAL:			\$1,543,406.85

Vendor Name	Net Invoice Amount
AMAZON CAPITAL SERVICES	
FILTERS	\$327.98
TABLET	\$199.99
CCP INDUSTRIES INC	
NITRILE GLOVES, WIPES	\$250.96
CENTERPOINT ENERGY	
NATURAL GAS	\$784.43
CINTAS	
LINEN-SPECIAL ORDER	\$1,721.51
DR. FRESH TAP	
TAP LINE CLEANING	\$75.00
ECOLAB INC	
EQUIPMENT RENTAL	\$254.82
DISHWASHER RENTAL	\$254.82
G & K RENTAL	
TABLE & CHAIR RENTAL	\$185.22
GOLF PROFESSIONAL ENTERPRISES LLC	
DECEMBER MANAGEMENT FEE	\$8,514.45
LATE FEE REIMBURSEMENT	\$25.00-
GRAINGER	
BINDERS	\$54.96
GT GOLF HOLDINGS INC	
PUSHCART-SPECIAL ORDER	\$210.00
SPECIAL ORDER - CLICGEAR CART	\$210.00
HERMEL WHOLESALE	
FOOD	\$103.95
FOOD	\$753.05
SUPPLIES	\$348.50
FOOD	\$496.88
FOOD	\$1,917.09
SUPPLIES	\$225.27
JOHN DEERE FINANCIAL	
RUBBER COUPLERS	\$118.47
LAU'S BAKERY	
BUNS	\$15.56
MGCSA	
MEMBERSHIP RENEWAL	\$180.00
MN DEPT OF AGRICULTURE	
LICENSE RENEWAL	\$15.00
NEW PRAGUE CHAMBER OF COMMERCE	
DUES	\$82.50
NEW PRAGUE UTILITIES	
UTILITIES	\$2,924.27
UTILITIES	\$156.15
O'REILLY AUTOMOTIVE INC	
GEAR OIL	\$96.61
QUILL CORPORATION	
COPY PAPER	\$37.57
OFFICE SUPPLIES	\$25.76
OFFICE SUPPLIES	\$164.27
ROSS NESBIT AGENCIES INC.	
AGENCY FEE	\$50.10
TACO TERCO LLC	
CATERED FOOD	\$1,136.03
TOW DISTRIBUTING CORP	
BEER	\$234.80
KEG CREDIT	\$60.00-

Vendor Name	Net Invoice Amount
US BANK	
2019 BOND PAYMENT	\$125,000.00
2019A INTEREST PAYMENT	\$3,125.00
US BANK EQUIPMENT FINANCE	
COPIER RENTAL	\$194.58
VERIZON WIRELESS	
TELEPHONE	\$78.74
ZIONS BANK	
2024A BOND PAYMENT	\$30,000.00
2022A BOND INTEREST	\$3,250.00
2022A BOND PAYMENT	\$40,000.00
2024A BOND INTEREST	\$4,375.00
Grand Totals:	<u>\$228,064.29</u>



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 TETZLAFF, CITY ADMINISTRATOR
FROM: ROBIN PIKAL, FINANCE DIRECTOR
SUBJECT: 2025 PROPOSED WRITE-OFF'S
DATE: DECEMBER 22, 2025

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 2025, the uncollectable amount is \$76.39. As an FYI, also included is the New Prague Utilities Electric and Water write-off's that were approved by the Utilities Commission on December 22nd for \$4,757.02.

SANITARY	STORM	TRASH	YD WST	TOTAL
\$68.23	\$7.40	\$0.30	\$0.46	\$76.39

Recommendation

Staff recommends Council approve the write-off of \$76.39.

**CITY OF NEW PRAGUE / NEW PRAGUE UTILITIES
2025 WRITE-OFF'S**

Account	Acct Type	Sewer	Storm	Trash	Yard Waste
11-002190-04	OWNER	\$ 46.31	\$ 1.36	\$ -	\$ 0.10
11-000571-02	OWNER	\$ 21.92	\$ 1.08	\$ 0.30	\$ -
5-001540-03	RENTER	\$ -	\$ 4.96	\$ -	\$ 0.36
		\$ 68.23	\$ 7.40	\$ 0.30	\$ 0.46

**NEW PRAGUE UTILITIES
2025 WRITE-OFF'S**

Account	Acct Type	Electric	Water
11-002190-04	OWNER	\$ 45.26	\$ 15.27
11-000571-02	OWNER	\$ 2.82	\$ 6.69
3-000840-15	RENTER	\$ 49.81	\$ -
4-000650-10	RENTER	\$ 328.80	\$ -
8-003290-10	RENTER	\$ 165.74	\$ -
4-001730-12	RENTER	\$ 53.66	\$ -
9-000290-04	RENTER	\$ 103.16	\$ -
4-000340-20	RENTER	\$ 425.57	\$ -
8-100303-05	RENTER	\$ 591.02	\$ -
8-003403-02	RENTER	\$ 32.42	\$ -
3-000440-12	RENTER	\$ 185.83	\$ -
10-000810-21	RENTER	\$ 36.33	\$ -
1-002150-08	RENTER	\$ 312.50	\$ -
2-001750-11	RENTER	\$ 94.43	\$ -
5-000930-23	RENTER	\$ 172.74	\$ -
10-000370-19	RENTER	\$ 131.39	\$ -
10-001030-16	RENTER	\$ 80.54	\$ -
10-001010-28	RENTER	\$ 179.29	\$ -
1-002160-16	RENTER	\$ 69.81	\$ -
10-000390-25	RENTER	\$ 44.15	\$ -
5-002100-11	RENTER	\$ 119.23	\$ -
5-001540-03	RENTER	\$ 103.33	\$ -
5-001230-16	RENTER	\$ 15.88	\$ -
5-000610-05	RENTER	\$ 230.41	\$ -
10-001620-19	RENTER	\$ 182.78	\$ -
5-000052-03	RENTER	\$ 830.53	\$ -
10-000770-19	RENTER	\$ 137.11	\$ -
5-001270-15	RENTER	\$ 10.52	\$ -
		\$ 4,735.06	\$ 21.96



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
JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: APPOINTMENT OF ALYSSA HINDERER TO ADMINISTRATIVE COORDINATOR
DATE: DECEMBER 18TH, 2025

As stated in various 2026 budget memos and included as part of the 2026 budget: we are proposing that Alyssa Hinderer, Administrative Assistant, be moved to Administrative Coordinator effective January 1, 2026. In 2024 after the Administrative Coordinator position had turned over, the City Administrator and Finance Director determined the work being performed did not warrant the pay being performed and advertised the open position as an Administrative Assistant and hired as such. The person that was hired in 2024, Alyssa Hinderer, has performed far more than could be expected of an Administrative Assistant, including taking on many special projects not expected of a true Administrative Assistant. Over the last 15 months, Ms. Hinderer has performed exactly as we would expect an Administrative Coordinator to perform.

Recommendation

Appoint Alyssa Hinderer as Administrative Coordinator.



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: NEW PRAGUE FIREMENS RELIEF ASSOCIATION – LG230 APPLICATION TO CONDUCT OFF-SITE GAMBLING
DATE: DECEMBER 22, 2025

Attached is an application request from New Prague Firemen’s Relief Association for an off-site gambling permit to conduct pull tabs at Knights of Columbus, 4141 4th Avenue Southwest, New Prague, at an event on February 13th, 2026.

Recommendation

Staff recommends approval of Resolution #26-01-06-01 – Approving LG230 Application to Conduct Off-Site Gambling for New Prague Firemen’s Relief Association.

LG230 Application to Conduct Off-Site Gambling

No Fee

ORGANIZATION INFORMATION

Organization Name: New Prague Firemens Relief Association License Number: 02426
Address: 505 5TH Avenue NW City: New Prague, MN Zip: 56071
Chief Executive Officer (CEO) Name: Paul Tupy Daytime Phone: 952-594-4569
Gambling Manager Name: Phil Werner Daytime Phone: 952-994-4694

GAMBLING ACTIVITY

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 02 / 13 / 2026 to 02 / 13 / 2026

Check the type of games that will be conducted:

- Raffle Pull-Tabs Bingo Tipboards Paddlewheel

GAMBLING PREMISES

Name of location where gambling activity will be conducted: Knights Of Columbus

Street address and City (or township): 4141 4th Avenue SW Zip: 56071 County: LeSueur

- Do not use a post office box. If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?

- Yes If yes, a lease is not required. No If no, the lease agreement below must be completed, and signed by the lessor.

LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)

Rent to be paid for the leased area: \$0 (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee. This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities. Other terms, if any:

Lessor's Signature: Tom Siemek Date: 12-11-25
Print Lessor's Name: Tom SIEMEK

LG230 Application to Conduct Off-Site Gambling

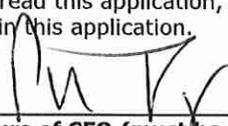
Acknowledgment by Local Unit of Government: Approval by Resolution

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City Name: <u>City of New Prague</u>	County Name: _____
Date Approved by City Council: _____	Date Approved by County Board: _____
Resolution Number: _____ (If none, attach meeting minutes.)	Resolution Number: _____ (If none, attach meeting minutes.)
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: <u>City Administrator</u> Date Signed: _____	Title: _____ Date Signed: _____
<p>Local unit of government must sign.</p>	<p>TOWNSHIP NAME: _____</p> <p>Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date Signed: _____</p>

CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as stated in this application.


12/8/25

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

<p>Mail or fax to:</p> <p>Minnesota Gambling Control Board Suite 300 South 1711 West County Road B Roseville, MN 55113 Fax: 651-639-4032</p>	<p>No attachments required.</p> <p>Questions? Contact a Licensing Specialist at 651-539-1900.</p>
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This publication will be made available in alternative format (i.e. large print, braille) upon request.

<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.</p> <p>Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public.</p>	<p>If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.</p> <p>Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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State of Minnesota
Counties of Scott & Le Sueur }
City of New Prague

**CITY OF NEW PRAGUE
RESOLUTION #26-01-06-01
RESOLUTION APPROVING LG230 APPLICATION TO CONDUCT OFF-SITE
GAMBLING FOR NEW PRAGUE FIREMEN'S RELIEF ASSOCIATION**

WHEREAS, New Prague Firemen's Relief Association has applied to the Gambling Control Board of the State of Minnesota for an OFF-SITE PERMIT to conduct lawful gambling as described therein at Knights of Columbus, 4141 4th Avenue Southwest, New Prague, Minnesota 56071.

WHEREAS, the provisions of Minn. Stat. 349.213, subd. 2 require that the City Council of the City of New Prague notify the Gambling Control Board of the State of Minnesota of its approval of said application before an OFF-SITE PERMIT is APPROVED.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of New Prague, that the City Council APPROVES of the application previously described herein, and directs that the City Administrator notify the Gambling Control Board of the State of Minnesota of its approval by submitting a copy of this resolution of approval thereto.

Adopted by the City Council of the City of New Prague on this 6th day of January, 2026.

Charles L. Nickolay, Mayor

ATTEST:

Joshua M. Tetzlaff,
City Administrator



Building a Better World
for All of Us®

MEMORANDUM

TO: Mayor and City Council
Joshua Tetzlaff, City Administrator

FROM: Chris Knutson, PE (Lic. MN)

DATE: December 30, 2025

RE: Project Updates

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

2024 STREET AND UTILITY IMPROVEMENTS PROJECT

The contractor has not completed all closeout repairs. The bonding agency has been contacted for assistance.

2025 STREET AND UTILITY IMPROVEMENTS PROJECT

Work will resume next spring.

CITY CENTER STORM POND

This project is approximately 90% complete and on-hold as funding is determined.

LEAD SERVICE LINE REPLACEMENTS

2025 Project (Phase 1)

Construction is not expected until March or April next spring.

2026 Project (Phase 2)

Work on design for this project has started. SEH anticipates contacting affected property owners soon to confirm meter locations in each basement.

2026 STREET IMPROVEMENT PROJECT

A proposal for final design is included with the council packet. Council should decide whether to proceed with Option 2 or Option 3 with an action.

cdk

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Building a Better World
for All of Us®

December 30, 2025

RE: Agreement for Professional Services
Final Design and Bidding
2026 Street Improvement Project
SEH No. NEWPR 188030

Matt Rynda - Public Works Director
City of New Prague
118 Central Avenue North
New Prague, MN 56071-1534

Dear Matt:

The New Prague City Council approved the 2026 Street Improvement Project to proceed after the December 15th Public Hearing. Three options were presented for the Project, of which Option 2 (landscaped median) and Option 3 (two-lane reconfiguration) will be considered by Council to proceed toward final design and construction in the summer of 2026. Please consider this proposal for final design and bidding for the 2026 Street Improvement Project.

PROJECT SCOPE AND PROPOSED FEES

As approved with the Feasibility Report, the 2026 Project was identified to include:

- 10th Avenue SE from CSAH 29 to 1st Street SE
- 3rd Street SE from 10th Avenue SE to Horizon Drive
- Mini roundabout at 3rd Street SE Intersection
- Trail pavement replacement on west side of street and ADA improvements to intersections
- Three RRFB Installations

Two options are considered for final design and eventual construction of 10th Avenue SE:

- Option 2: Median Islands throughout 10th Avenue SE alignment
- Option 3: Reconfiguration from 3-lanes to 2-lanes on 10th Avenue SE, south of 3rd Street SE

This proposal provides final design, plans and specification preparation, and bidding services up to the point of project award. Specific tasks, estimated hours, and apportioned fees are also outlined in detail on the attached task hour budget. The previously completed Feasibility Study should be considered Phase 1 while this proposal should be considered for Phase 2.

Task 2.1 – Final Design / Bidding Documents (\$73,600)

This task is associated with the final design, plan production, and preparation of specifications and bidding documents for the proposed project. This will include 3 progress meetings, 1 utility meeting, and a public Open House. This project includes MnDOT State Aid review and approval, requiring some additional services to meet their requirements for funding. This task includes additional topographic survey required for bump out installations as shown in the Feasibility Report.

Task 2.2 –Option 2 Additional Design (\$15,100)

If the City elects to proceed with Option 2 with landscaped medians, additional topographic survey and final design will be required. To ensure the medians properly fit the existing roadway, it will be necessary to complete additional topographic survey such that alignments and profiles can be designed. Bidding

documents will include this additional information. Intersection curb bumpouts as shown with Option 3 will be removed from final design as included with Task 2.1.

Task 3.0 – Bidding Services (\$6,300)

This task is associated with bidding the project through the public bidding process. It is anticipated that the project will be bid electronically only.

PROJECT SCHEDULE

Below is the anticipated project schedule:

Task	Date
Final Design	January 2026 to March 2026
MnDOT State Aid Submittal	March 2026
Council Approve Plans for Bid	April 6, 2026
Bid Opening	May 8, 2026
Award Project	May 18, 2026
Construction	June to September 2026 (2 months working)

The schedule as noted above assumes the Project does not receive funding from the LRIP program. If that funding is successful, a traffic study will be required for the mini-roundabout which would add approximately 2- months to the schedule. It is still expected that all work would be completed prior to the end of the construction season.

PROPOSED FEES:

We are proposing to provide the services outlined above as follows:

Task 2.1 - Final Design and Bidding	\$73,600 (Lump Sum)
Task 2.2 – Option 2 Additional Design	\$15,100 (Lump Sum)
Task 3.0 – Bidding Services	\$6,300 (Lump Sum)

This would be in addition to the previously approved \$15,000 for the feasibility report. A future proposal will be provided for construction and post-construction services, after award of the bid. Please contact us with any questions or comments concerning this proposal/agreement.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC



Chris Knutson, PE
Client Service Manager
(Lic. MN)

Attachments

1. Task Hour Budget
2. Supplemental Letter Agreement

cdk

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DETAILED TASK HOUR BUDGET/COST ANALYSIS

	Knutson Civil Engr PE	Kosek Staff Engineer PE	Brinkman Admin Tech	Solmonson Survey	Totals
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Task 1.0 - Project Development and Feasibility Design (Previously approved fee this task):

\$15,000 (Previously approved fee)

Task 2.1 - Final Design / Bidding Document Preparation:

Project Management / Project Administration / misc.	32		10		42
Topographic Survey and Data Processing		2		8	10
Arrange, Prepare and attend Utility Coordination meeting #1 / Agenda / Minutes - (Virtual)	1	1	1		3
Edit/finalize curb bumpout alignment and profiles	4	24			28
Edit/finalize roundabout curb alignment and profiles	24				24
Prepare for and attend Kickoff Meeting with city staff (Virtual)	2	3			5
Determine plan sheet layout and cut plan sheets		4			4
Prepare / Review Title Sheet	1	4			5
Prepare / Review Statement of Estimated Quantities Sheets		4			4
Prepare / Review Quantity Tabulation / Structure Schedule Sheets	1	4			5
Prepare / Review Typical Sections (1 estimate)	1	2			3
Prepare / Review Detail Sheets (2 estimate)	1	2			3
Prepare / Review Alignment Plan and Coordinate Tabulation		1			1
Prepare / Review Intersection Details	1	16			17
Prepare / Review Roundabout Plan Sheets	24	2			26
Prepare / Review Removal Sheet	2	16			18
Prepare / Review Plan Layouts (Pavement Improvements)	6	40			46
Prepare / Review Construction Notes, Standard Plates, etc.	1	8			9
Prepare / Review RRFB Details and Plans	12	24			36
Prepare for and attend 60 percent review with city staff - (Virtual)	3				3
Prepare / Review SWPPP/Turf Establishment Sheets		8			8
Prepare / Review Traffic Control Plan	1	16			17
Takeoff Quantities / Prepare Engineer's Estimate	4	20	2		26
Prepare for and attend 90 percent review with city staff - (Virtual)	1	3			4
Submit Permit applications to MnDOT	2		1		3
Prepare/Review Final Bidding Plans/QA Review	4	8			12
MnDOT State Aid Submittal and Revisions		40			40
Prepare/Review/Revise Specifications	20		8		28
Review plans and specifications with city staff & follow up meeting - (Virtual)	4	1			5
Prepare/Review/Send City Council Agenda and Resolution Attend CC Meeting	4		2		6
Prepare for and/or attend Design Review Open House with Residents	4		1		5
Subtotal Hours this Task:	160	253	25	8	438
Subtotal Fee this Task:	\$73,600				

Task 2.2 - Option 2 Additional Design:

Project Management / Project Administration / misc. (Additional Time for Option 2 Only)	4				4
Topographic Survey and Data Processing (Additional Time for Option 2 Only)		2		24	26
Edit/finalize curb bumpout alignment and profiles (Option 3 Only - Removed)	-4	-24			(28)
Edit/finalize curb median alignment and profiles (Option 2 Only- Additional)	8	56			64
Prepare / Review Median Alignment, Profile, and Plan Sheets (Option 2 Only - Additional)	2	24			26
Subtotal Hours this Task:	10	58	0	24	68
Subtotal Fee this Task:	\$15,100				

Task 3.0 - Bidding Services:

Schedule / Plan bid opening	2		1		3
Finalize Engineer's Estimate / Bidding Items	1		2		3
Uploading Final Plans & Specifications to QuestCDN	1		2		3
Assist City / Contractors during bidding / Addendum	6	2	1		9
Bid Opening - Prepare for / attend / follow up (On-Line Bidding)	2		1		3
Tabulate Bids / Recommendation to City / CC Agenda and Resolution / Attend CC Mtg	4		2		6
Prepare Funding Reviews & Cost Splits with Bid prices	5		1		6
Subtotal Hours this Task:	21	2	10	0	
Subtotal Fee this Task:	\$6,300				

Total Fee Final Design Engineering & Bidding (Option 2): \$95,000

Total Fee Final Design Engineering & Bidding (Option 3): \$79,900

Exhibit A-2**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.

Feasibility Report

2026 Street Improvement Project

New Prague, Minnesota

NEWPR 188030 | December 1, 2025



Building a Better World
for All of Us®

Engineers | Architects | Planners | Scientists



Building a Better World
for All of Us®

December 1, 2025

RE: 2026 Street Improvement Project
Feasibility Report
New Prague, Minnesota
SEH No. NEWPR 188030 4.00

Honorable Mayor and
Members of the City Council
City of New Prague
118 Central Avenue N
New Prague, MN 56071

Dear Mayor and Council Members:

Pursuant to your request, Short Elliott Hendrickson Inc. (SEH®) is submitting this Engineer’s Feasibility Report for the 2026 Street Improvement Project. The proposed project would include street improvements to 10th Avenue SE between 15th Street SE (CSAH 29) and 1st Street SE.

The project includes consideration of pavement mill and overlay, partial concrete curb and gutter, trail resurfacing, ADA improvements, lane reconfiguration, mini-roundabout construction, and miscellaneous items required to appropriately complete the improvements. This report will include a narrative describing the proposed improvements, estimate project costs, estimated project financing, and figures showing the proposed work. An executive summary is included with this report. Three options to complete this improvement are provided for consideration.

Having considered several aspects of items included for construction of this project and having discussed the project in detail with City Staff, it is my opinion from an engineering perspective, the proposed improvement project as presented within this report is necessary, cost effective, and feasible.

Thank you for the opportunity to work with you on this important project. I am available to answer any questions you may have.

Sincerely,

Christopher Knutson, PE
Project Manager

(Lic. MN)

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Feasibility Report

2026 Street Improvement Project
New Prague, Minnesota

SEH No. NEWPR 188030

December 1, 2025

I hereby certify that this report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.



Christopher Knutson, PE

Date: December 1, 2025 License No.: 49534

Reviewed By: Lee Istvanovich Date: December 1, 2025

Short Elliott Hendrickson Inc.
11 Civic Center Plaza, Suite 200
Mankato, MN 56001-7710
507.388.1989

Executive Summary

Background

In 2023, 10th Avenue SE located between 15th Street SE (CSAH 29) and 1st Street SE was determined to need pavement rehabilitation due to its deteriorating surface. This improvement was part of the Feasibility Report for the 2024 Street and Utility Improvement Project and included pavement repairs, ADA improvements, consideration of a mini-roundabout at 3rd Street SE, and a center median through much of the street as a recommended option. As the City sought funding from outside sources, this improvement was not included in the 2024 construction project. As outside funding has not been successful and the project needs persist, it is now being considered for construction in 2026.

In September 2025, the City Council authorized SEH to prepare this Feasibility Report for the 2026 Street Improvement Project as identified in the previous report.

Project Scope

The Project Area as proposed consists of 10th Avenue SE between 1st Street SE and CSAH 29 with work consisting of bituminous mill and overlay with intersection and median island improvements. Three options are presented with specific improvements to driving lanes, turn lanes, and medians varying. All three options recommend a mini-roundabout be constructed at the intersection of 10th Avenue SE and 3rd Street SE, and all three recommend a center turn lane be incorporated between 3rd Street and 1st Street.

Cost and Funding

Detailed cost estimates for all three options are included in Appendix A. The cost estimates below include budget amounts for construction, contingency (10 percent of construction), and project related costs. The project related costs include engineering, legal, fiscal, testing, and administrative costs.

Table 1 – Estimated Costs (Executive Summary)

Improvements	Construction Costs	Project Costs
Option 1	\$920,000	\$1,196,000
Option 2	\$1,140,000	\$1,482,000
Option 3	\$970,000	\$1,261,000

Table 2 – Estimated Funding (Executive Summary)

Improvements	Assessment	Local	MSAS	Total Funding
Option 1	\$180,000	\$200,000	\$816,000	\$1,196,000
Option 2	\$180,000	\$200,000	\$1,102,000	\$1,482,000
Option 3	\$180,000	\$200,000	\$881,000	\$1,261,000

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Certification Page
Executive Summary
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Appendix A Cost Estimates
Appendix B Preliminary Assessments

Feasibility Report

2026 Street Improvement Project

Prepared for City of New Prague, Minnesota

1 Introduction/Background

Tenth Avenue SE located between 15th Street SE (CSAH 29) and 1st Street SE was evaluated in 2023 for improvements due to its quickly deteriorating condition. This improvement was part of the Feasibility Report for the 2024 Street and Utility Improvement Project and included pavement repairs, ADA improvements, consideration of a mini-roundabout at 3rd Street SE, and a center median through much of the street. As the City was seeking funding from outside sources and this project area was removed from the 2024 Street and Utility Improvement Project to be considered after major street reconstruction projects were complete.

On October 6, 2025, the City Council authorized SEH to prepare this Feasibility Report for the 2026 Street Improvement Project. The scope of work is largely unchanged from the previous study, though a third option is now considered. It is desired to complete this improvement in 2026 as a parallel route, 1st Avenue SE, is likely to be improved in 2027 and both roadways cannot be under construction at the same time.

2 Project Recommendations – Roadway

See Figures 2-13 for additional information.

2.1 Existing Condition

The existing pavement on 10th Avenue SE was constructed primarily as part of developer-led projects between 2000 and 2007. The existing street section is expected to include 4.5-inches of bituminous (3 lifts), 8 inches of aggregate base, 12 inches of sand, fabric, and drain tile. The 2007 Main Street intersection improvement included reconstruction of the north block between 1st Street SE and Main St with an additional 12 inches of sand. Geotechnical test-borings provided results showing slightly more bituminous, approximately 6-inches thick. Most of the street is 44 feet wide from face-of-curb to face-of-curb with three lanes of traffic (northbound, southbound, and center left-turn lane). There is no parking provided on the street.

The existing bituminous pavement showed accelerated deterioration since 2022, especially during times of multiple freeze-thaw cycles during the spring seasons. While a mill and overlay was expected to occur in the near future, it was made a higher priority and previously proposed to be completed as part of the 2024 SUIP due to excessive and increased maintenance costs.

City staff and residents have expressed safety concerns for pedestrians crossing the roadway and that excessive speeding that has been recorded. Though a traffic study has not been completed for this corridor, this is likely attributed to many factors, including: wider pavement width (44-feet), 3-lane configuration, curvy alignment, higher speed limit (35mph), minimal access points, and potential for outside traffic connecting a State Highway to a County Highway.

2.2 Proposed Improvements – 15th Street SE to 3rd Street SE

The proposed improvements to 10th Avenue SE, south of the 3rd Street SE, is a mill and overlay. On each side of the road, approximately 10 feet of the existing pavement would be milled. This would be a tapered mill and approximately 1.5 inches at the curb edge and nearly 0" depth on the inside. This would predominantly leave the existing pavement section in-place. An overlay of 1.5 inches of pavement would then be placed over the street surface. Some areas of more extensive or severe deterioration may require deeper milling and patching prior to the paving of the final bituminous surface. In addition to improving the pavement surface, three options are being considered for lane configurations.

2.3 Option 1: 3 Lane Configuration – Match Existing Conditions

An option of completing the mill and overlay improvement and then placing pavement markings to the existing condition has been considered. A 14 feet wide center turn lane would be provided along the entire stretch of roadway with 15 feet wide drive lanes in both northbound and southbound directions. Though the drive lanes would be 15 feet wide, they would be marked at 12 feet wide to provide a buffer to the adjacent curb, which is required to be a minimum 2 feet wide.

Pedestrian crossings of 10th Avenue SE are proposed to be enhanced with Rectangular Rapid Flashing Beacons (RRFB) at the crosswalks of 5th Street SE, 9th Street SE, and 12th Street SE. They are proposed to be solar powered with wireless communications and push button actuation. Pedestrians would push the button to activate flashing lights below crosswalk signage. The RRFB installation along with new crosswalk markings would provide an enhancement to bring visibility of pedestrians intending to cross 10th Avenue SE.

2.4 Option 2: 3 Lane Configuration – Vegetated Median

A second option of completing the mill and overlay improvement with the addition of a vegetated median is also being considered. The outside curb would be left in-place and a curbed median would be constructed in the center lane where turn movements are not required. The median would be 10 feet wide, though it would be marked at 14 feet wide to provide a buffer to the adjacent drive lanes. Where left turns are currently in-place, the median would be discontinued and the left turn lanes constructed. Similar to Option 1, 15 feet wide drive lanes in both northbound and southbound directions would be marked on either side of the median. Option 1 and 2 present identical lane configurations, with the median providing a physical barrier in-place of diagonal striping. As proposed the median would only be mulched and prepared for trees and shrubs to be planted in the future as a separate project.

Also like Option 1, pedestrian crossings of 10th Avenue SE are proposed to be enhanced with RRFBs at the crosswalks of 5th Street SE, 9th Street SE, and 12th Street SE. The primary difference is that the center median would provide a temporary refuge for pedestrians crossing 10th Avenue SE. The 44 feet wide crossings would be effectively reduced to the lane width for each direction of traffic.

2.5 Option 3: 2 Lane Configuration

The third option being considered is a two-lane configuration with 12-foot wide driving lanes and 10-foot wide shoulders/parking lanes on each side. The narrower lanes without separation would be similar to most other roadways in New Prague and are expected to assist with slowing traffic

speeds. Though parking is not expressly presented as a goal for this improvement, it would be allowed throughout most of the roadway except for near intersections and the south side of the road at 15th Street SE (CSAH 29) where a center left turn lane will be retained. The amount of left turn movements on this roadway is not enough to warrant a dedicated lane.

As with previous options, pedestrian crossings of 10th Avenue SE are proposed to be enhanced with RRFBs at the crosswalks of 5th Street SE, 9th Street SE, and 12th Street SE. The lane reconfiguration without the center turn lane allows additional space for curb bumpouts at each of the crosswalks. It is proposed to narrow the drive lanes to a width between 14 feet and 16 feet wide. This will reduce the crossing width for pedestrians and similar to improvements completed on Main Street (TH19).

2.6 3rd Street SE Intersection

To improve vehicle movements and reduce vehicle speeds (traffic calming) on 10th Avenue SE, it is proposed to construct a mini-roundabout at the intersection of 3rd Street SE. This roundabout would be similar to those constructed on Main Street in size and allow smaller vehicles to drive around the center island while allowing larger vehicles to drive over the center island. Two options were considered for this mini-roundabout:

1. Smaller mini-roundabout fitting the footprint of the existing intersection. Maintaining curb radii at the four corners in their current location.
2. Slightly larger mini-roundabout requiring full replacement of all curb at the intersection. This would improve turning movements for larger vehicles and allow “medium” sized vehicles such as school busses to make the turn around the center island without driving over.

The preferred option is to construct the smaller mini-roundabout and leave the majority of the existing curb in-place. The larger radii would require utility construction outside of the street and increase construction costs. The improvement as shown will still accommodate all vehicles as needed, though larger vehicles will need to drive over the center island. The existing roadway in the 3rd Street SE intersection will have full the pavement surface completely replaced.

2.7 Proposed Improvements –3rd Street SE to 1st Street SE

As with the south side of the 3rd Street SE intersection, the proposed improvements to 10th Avenue SE north of the 3rd Street SE, is a mill and overlay. On each side of the road, approximately 10 feet of the existing pavement would be milled. This would be a tapered mill and approximately 1.5 inches at the curb edge and nearly 0 inch depth on the inside. This would predominantly leave the existing pavement section in-place. An overlay of 1.5 inches of pavement would then be placed over the street surface.

The pavement surface at the 1st Street SE intersection has more extensive cracking, settlement, and deterioration such that the mill and overlay improvement would likely show cracking soon after completion. It is proposed to complete a full-depth removal and replacement of the pavement surface. No significant pedestrian improvements are being considered currently. The 1st Street SE crosswalk was previously improved and meets ADA requirements. The north side of the intersection will require ADA improvements, though it is recommended to consider those with future pavement improvements in that area.

2.8 3rd Street SE – East of 10th Avenue SE

When completing the study of 10th Avenue SE, the pavement condition for 3rd Street SE was also reviewed. It was determined that 3rd Street SE, east of the proposed mini-roundabout, should be replaced to west of the Horizon Drive SE intersection. This pavement has extensive patching and was constructed at the same time as 10th Avenue SE. Improvements are proposed to include bituminous mill and overlay.

3 Other Improvements

3.1 Bituminous Trail and Sidewalks

There is a bituminous trail on the west side and concrete sidewalk on the east side of 10th Avenue SE for the full length of the project. It is proposed to reconstruct the curb ramps at each of the intersecting streets but otherwise leave the concrete sidewalk intact. It is proposed to reconstruct the bituminous trail surface for the full length of the project. As-built drawings show the trail construction to include 2-inches of bituminous pavement over 4 inches of aggregate base, far less than what would be constructed with a current project. The proposed improvement is to remove the trail surface and replace with 3-inches of bituminous pavement.

The construction of a mini-roundabout at the 3rd Street SE intersection would require geometric modifications to the pedestrian crossings, which would shift the crosswalks farther from the intersection. Additional pedestrian improvements are discussed in Section 2.

3.2 Sanitary Sewer and Water Main

No improvements are recommended nor required to either the sanitary sewer or water main systems on 10th Avenue SE. These utilities were installed during the original construction of the street and are not expected to require any changes. Due to the proposed street surface improvements, it will be required adjust manholes and gate valves within the street to the new proposed elevation.

3.3 Storm Sewer

Storm sewer will primarily be left in-place for the projects. Catch basins will be reviewed by city staff for potential repairs, though they are not expected to be extensive and may be completed by city staff. Some storm sewer reconfiguration is expected with Option 3 improvements due to the curb bumpouts. Curb on either side of catch basins will be removed and replaced as necessary to ensure drainage in the gutter reaches the storm sewer.

3.4 Private Utilities

Because the mill and overlay project will not require significant excavation, it is not expected that any private utilities will be affected by the project. Where sidewalks or trails are reconfigured at intersections, a review of above-ground infrastructure (poles, pedestals, transformers, etc.) will be required at each location with modifications likely made to accommodate both. Because of several large above-ground utility boxes at the northwest corner of 3rd Street SE, the trail will likely need to be relocated directly behind the curb to avoid relocating them.

3.5 Streetlights

The installation of the proposed mini-roundabout at 3rd Street SE would require changes to illumination at the intersection. New streetlights are also proposed along the remainder of 10th Avenue SE. Work would be completed by New Prague Utilities. The streetlight at the intersection of 15th Street SE may interfere with required ADA improvements.

4 Rights-of-Way/Easements

All work as currently proposed appears feasible to fit within the existing right-of-way and is generally within the footprint of the existing street. The only area of potential concern would be at 3rd Street SE where trail and sidewalk will be modified to fit the proposed mini-roundabout. Right of entry agreements or small permanent easements may be required depending on the final configurations of trails and sidewalks.

5 Required Permits and Approvals

The following permits are expected to be needed:

- Minnesota Pollution Control Agency (MPCA) (NPDES General Stormwater Permit)
- Le Sueur County Right of Way
- MnDOT Right of Way Permit (Traffic Control Signing on Highway)

6 Cost Estimates and Project Financing

The costs quoted herein are estimates only. The actual cost of the work would be determined through the public bidding process and a reconciliation of all project related costs. Detailed cost estimates are included in Appendix A. The cost estimates include budget amounts for construction cost, project related costs (20% of construction), and contingency costs (10% of construction). Project related costs include administrative, legal, and engineering.

The Estimated Construction Costs are shown in the tables below.

Table 3 – Estimated Construction Costs

Improvements	Construction Costs	Project Costs
Option 1	\$920,000	\$1,196,000
Option 2	\$1,140,000	\$1,482,000
Option 3	\$970,000	\$1,261,000

Noted below is the expected funding apportionment for the project. It should be noted that the City of New Prague is seeking funding through the Local Road Improvement Program (LRIP) that if successful, would reduce both local and Municipal State Aid System (MSAS) funding needs. The existing trail width of 8 feet will make it ineligible for reimbursement as it does not meet minimum design standards for multi-use trails (10 feet). For the mini-roundabout to be fundable through MnDOT, a traffic study would be required. City staff has instead chosen to use local funds for both the mini roundabout and trail improvements. The funding below assumes 3rd Street SE, the mini-roundabout, 10th Avenue SE north of the roundabout, and trail improvements will be completed with local funding.

Table 4 – Estimated Project Funding

Improvements	Assessment	Local	MSAS	Total Funding
Option 1	\$180,000	\$200,000	\$816,000	\$1,196,000
Option 2	\$180,000	\$200,000	\$1,102,000	\$1,482,000
Option 3	\$180,000	\$200,000	\$881,000	\$1,261,000

6.1 Proposed Assessments and Rates

Assessments for the project to benefiting properties will be based on the City of New Prague’s Assessment Policy for Street and Utility Improvements. Benefiting properties are assessed based on the improvements provided with the project and the type of property. For the proposed area of the project, most properties are single family residential homes. Commercial properties include Hy-Vee and Praha Village. There are private roads that serve townhomes and assessments proposed are based on city policy. Most single-family homes on the project abut the improvements with the rear of their property, which is not assessable. The commercial properties as presented in the table below include city-owned properties that will be included in the assessment role, though not charged the assessment.

Table 5 – Proposed Assessments

Assessment Item	Proposed Rate	Proposed Total Units	Proposed Total Assessment
Mill and Overlay (Residential)	\$2,550 each	11	\$28,050.00
Mill and Overlay (Commercial)	\$44.20 per linear foot	3,430.9	\$151,645.78

The assessment rate as presented above is based on the 2024 Project (\$2,500 each), which is the most recent project to include that improvement. The rate as proposed includes a minimal increase of \$50. The commercial rate is based on the City policy that includes dividing the residential rate by 75 and then multiplying by 1.3.

7 Proposed Schedule

The proposed schedule is as follows. This schedule assumes the project is NOT successful with a grant application to the Local Road Improvement Program. If the grant request is successful, it is anticipated the City may delay improvements to allow additional MnDOT review and a traffic study for the 3rd Street SE intersection. It is still expected to be completed by the end of the construction season, however.

Table 6 – Proposed Schedule

Task	Date
Council Orders Preparation of a Feasibility Study*	October 6, 2025*
Conduct Neighborhood Meeting	August 7, 2024*
Present Feasibility Report; Council Calls for Hearing on Improvement*	December 1, 2025*

Task	Date
Publish Notice of Hearing on Improvement	December 4 and December 11 (Submit to paper and mail to property owners Tuesday, December 2, 2025)
Public Hearing; Council Authorizes Preparation of Plans and Specifications*	December 15, 2025*
Final Design/Construction & Bidding Documents	December 2025 – March 2025
MnDOT State Aid Submittal	March 2026
Present Final Plans and Specifications; Council Authorizes Advertisement for Bids*	April 6, 2026
Bid Opening	Friday, May 8, 2026
Council Receives Bids and Considers Award of Bid*	May 18, 2026
Construction	June to September 2026 (2 months working schedule)
Council Declares Cost to be Assessed, Orders Preparation of Assessment Roll, and Calls for Hearing on Proposed Assessments*	September 2026
Publish Notice of Hearing on Proposed Assessments	September 2026
Council Holds Assessment Hearing and Adopts Assessments *	October 2026
Assessments Due	November 2026 (30 days from Resolution Adopting Assessments)
Assessments Levied to County	December 1, 2025

**Milestones where City Council Actions/Resolutions are required.*

8 Summary and Recommendations

From the results of the feasibility study and preliminary investigations, it can be concluded that:

1. The project is feasible as it relates to general engineering principles, practices, and construction procedures as it has been presented in this report.
2. The project is necessary to maintain the City's infrastructure.
3. The project is cost-effective when all related costs are considered – public and private.

We recommend the following:

1. Accept this feasibility report and order a public hearing to be held as soon as possible.
2. After reviewing the alternatives and their respective impacts, the City Council should select one of the proposed options for implementation.
3. After holding the public hearing, the City Council should consider ordering the improvement and authorizing the preparation of plans and specifications.

9 Standard of Care

The conclusions and recommendations contained in this report were arrived at in accordance with generally accepted professional engineering practice at this time and location. Other than this, no warranty is implied or intended.

Figures

Figure 1 – Project Location Map

Figure 2 – Option 1 - Typical Section

Figure 3 – Option 1 - Layout (1 of 3)

Figure 4 – Option 1 - Layout (2 of 3)

Figure 5 – Option 1 - Layout (3 of 3)

Figure 6 – Option 2 - Typical Section

Figure 7 – Option 2 - Layout (1 of 3)

Figure 8 – Option 2 - Layout (2 of 3)

Figure 9 – Option 2 - Layout (3 of 3)

Figure 10 – Option 3 - Typical Section

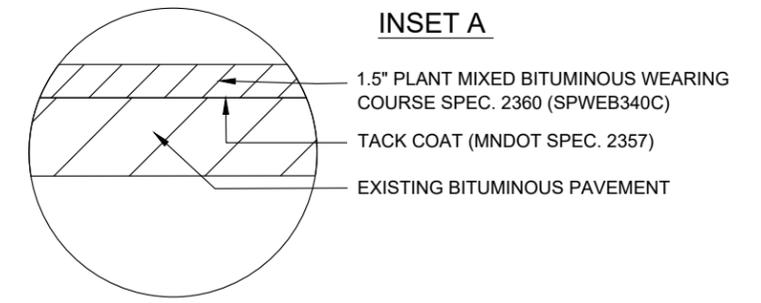
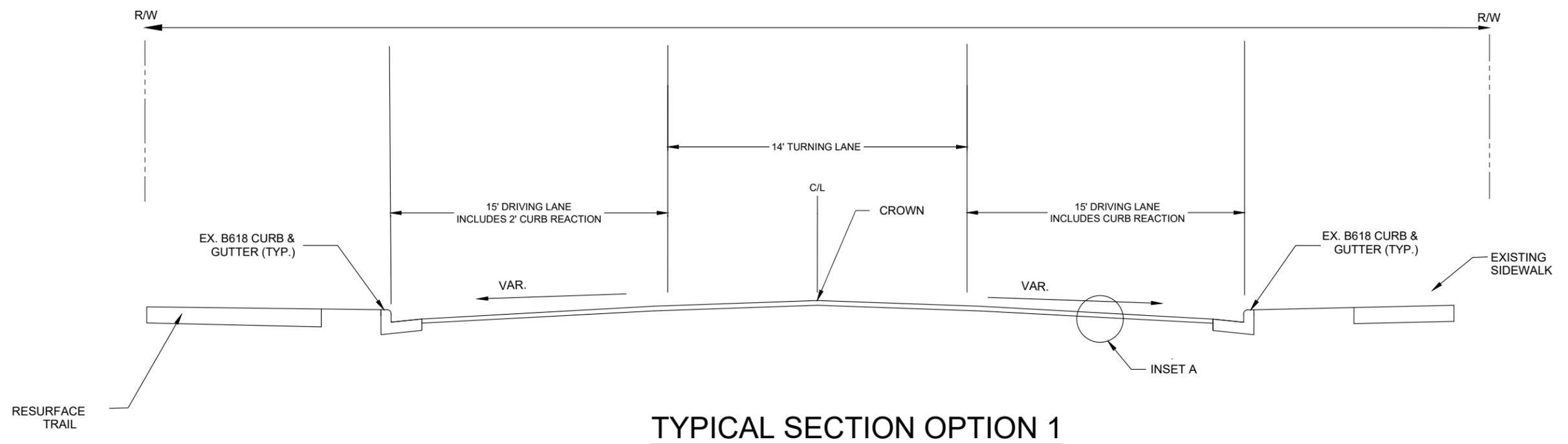
Figure 11 – Option 3 - Layout (1 of 3)

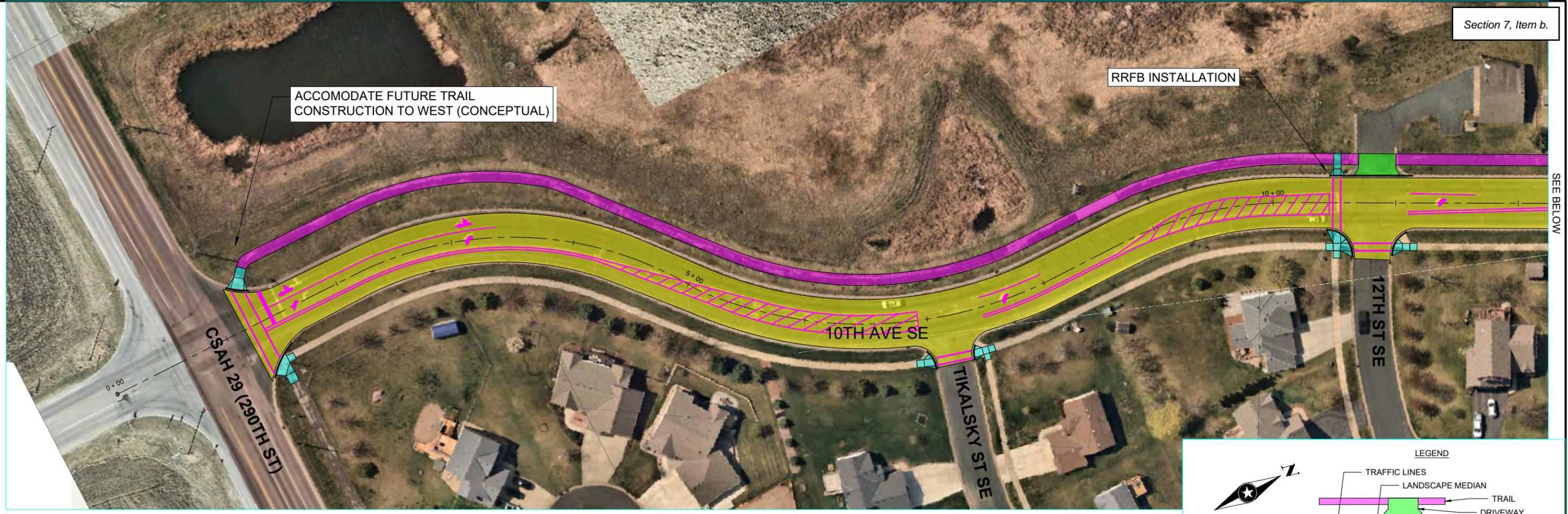
Figure 12 – Option 3 - Layout (2 of 3)

Figure 13 – Option 3 - Layout (3 of 3)



	PROJECT NO.	PROJECT LOCATION MAP 2026 STREET IMPROVEMENTS PROJECT NEW PRAGUE, MINNESOTA	FIGURE NO. 43
	NEWPR 188030		
	DATE:		
	12/01/2025		





LEGEND

- TRAFFIC LINES
- LANDSCAPE MEDIAN
- TRAIL
- DRIVEWAY
- CONCRETE MEDIAN
- MILL AND OVERLAY BITUMINOUS PAVEMENT
- SIDEWALK

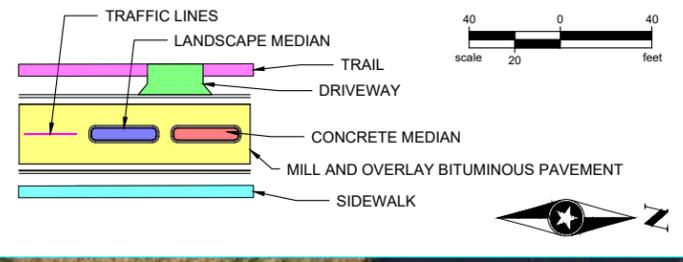
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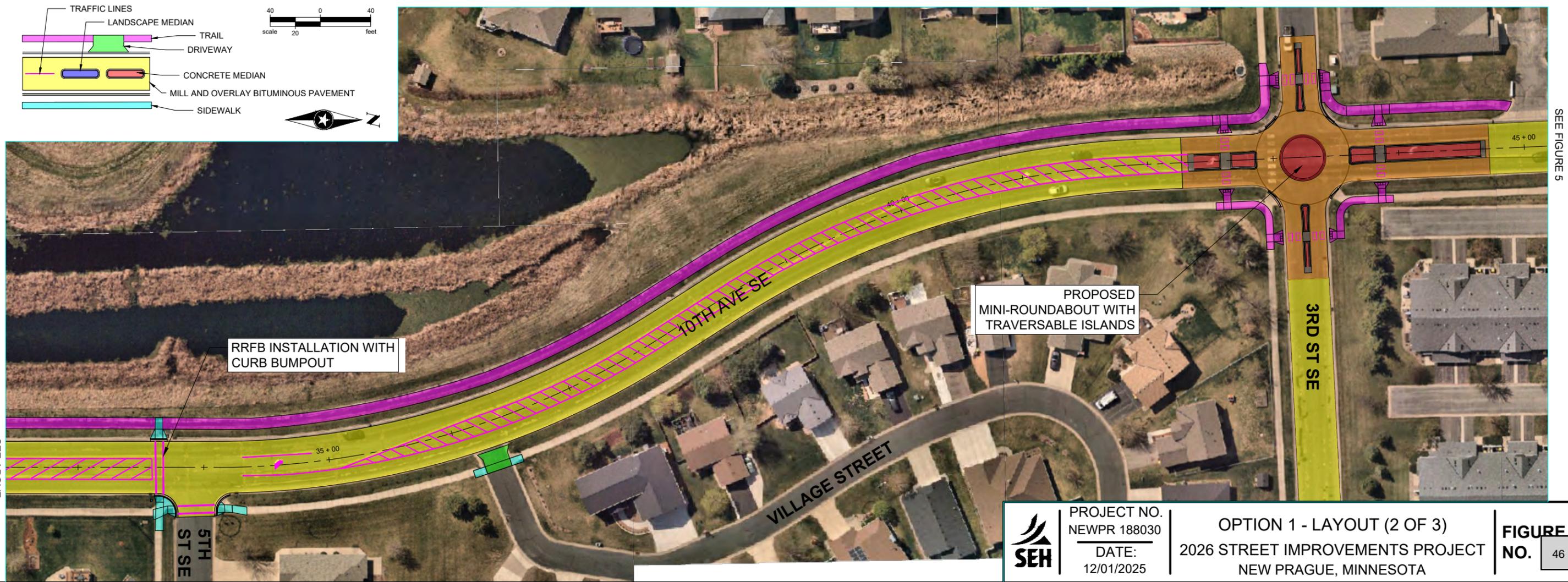
SEE FIGURE 3



LEGEND

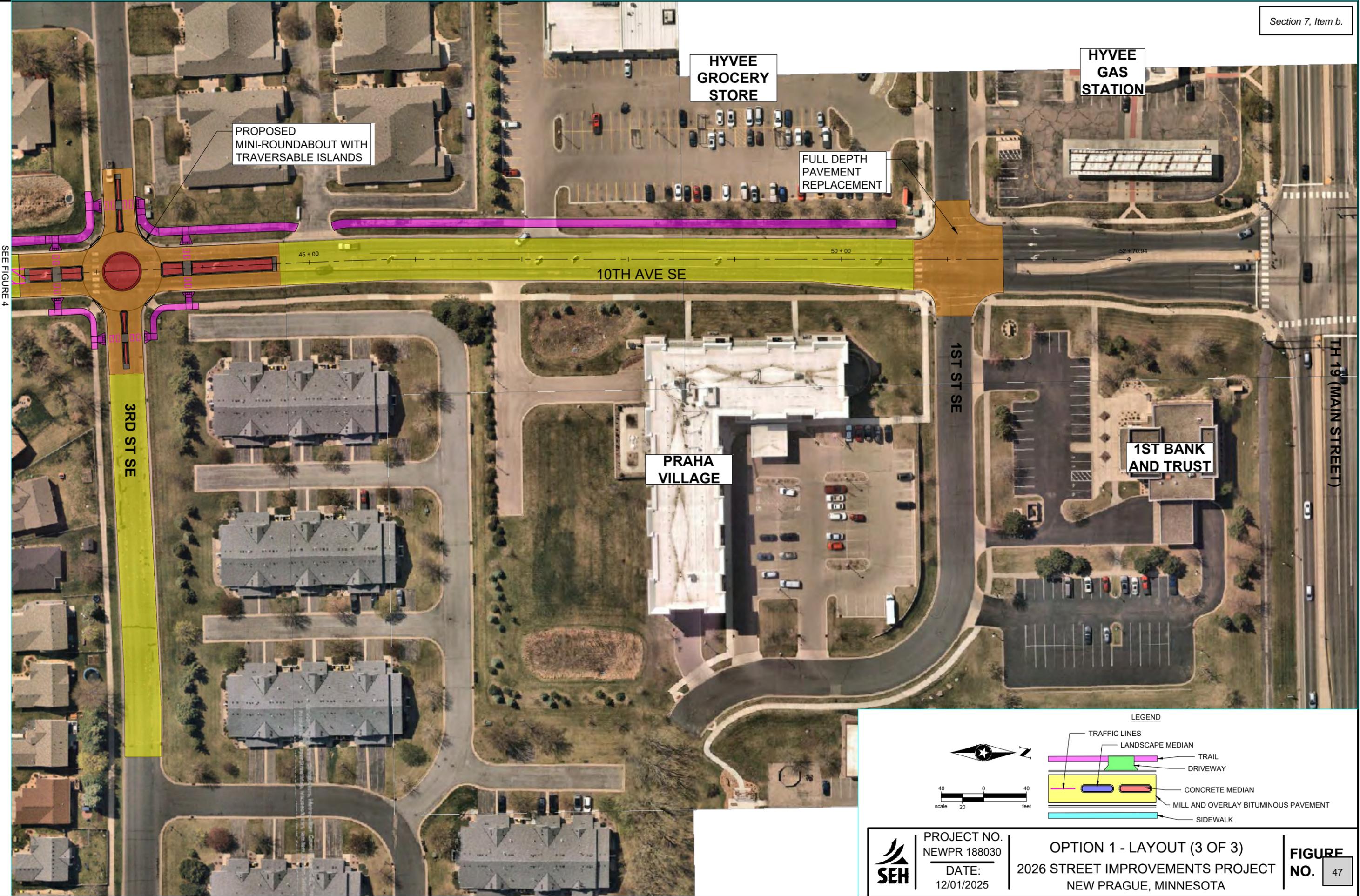


SEE ABOVE



SEE FIGURE 5

	PROJECT NO. NEWPR 188030	OPTION 1 - LAYOUT (2 OF 3) 2026 STREET IMPROVEMENTS PROJECT NEW PRAGUE, MINNESOTA	FIGURE NO. 46
	DATE: 12/01/2025		



SEE FIGURE 4

PROPOSED MINI-ROUNDAABOUT WITH TRAVERSABLE ISLANDS

HYVEE GROCERY STORE

HYVEE GAS STATION

FULL DEPTH PAVEMENT REPLACEMENT

10TH AVE SE

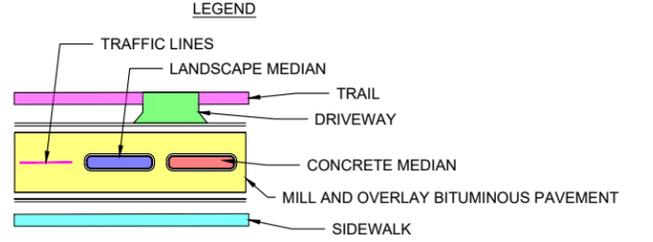
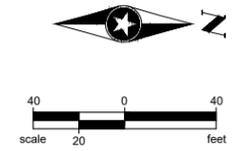
3RD ST SE

PRAHA VILLAGE

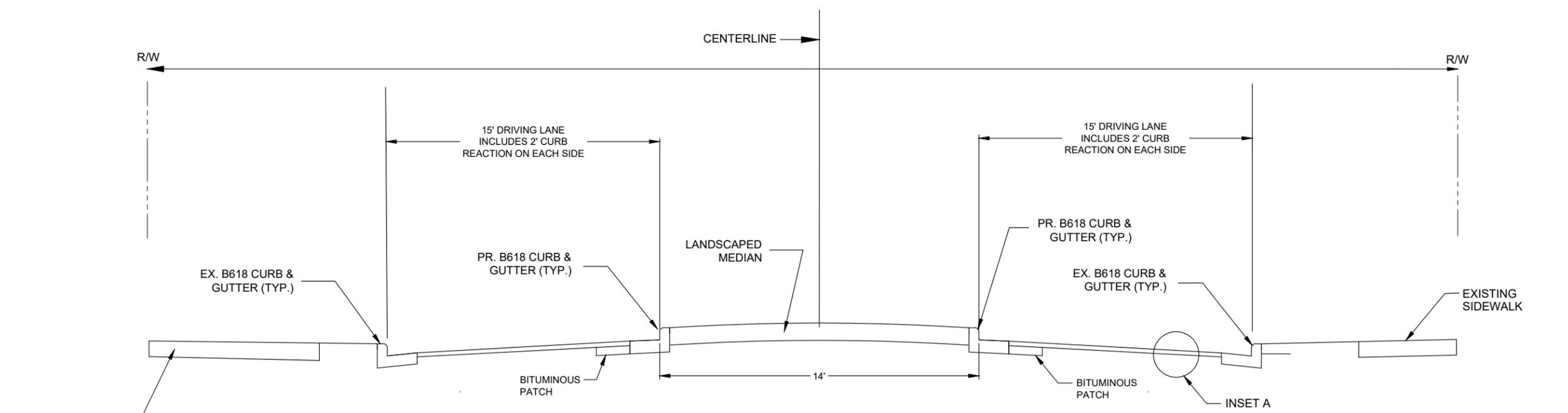
1ST ST SE

1ST BANK AND TRUST

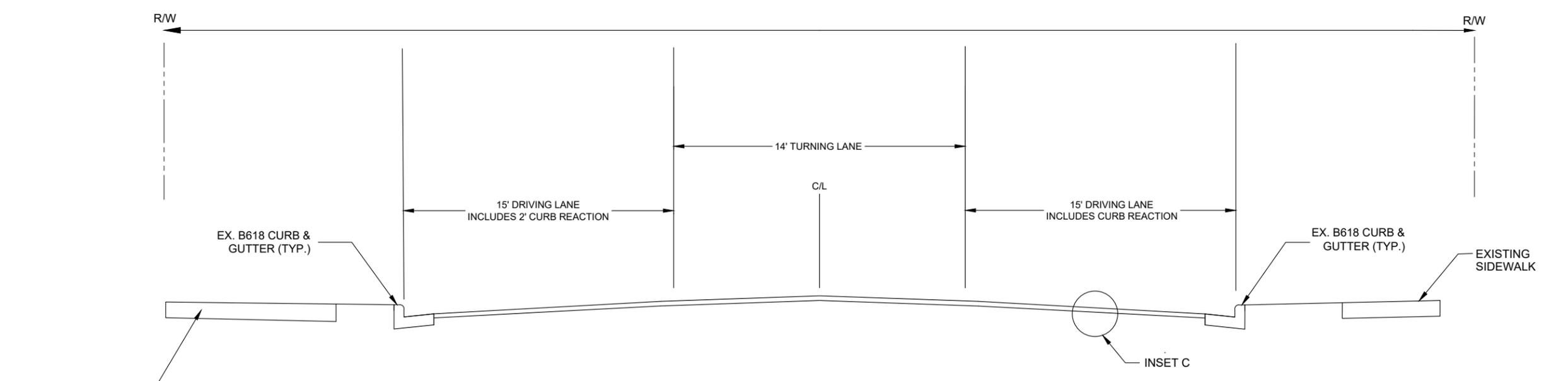
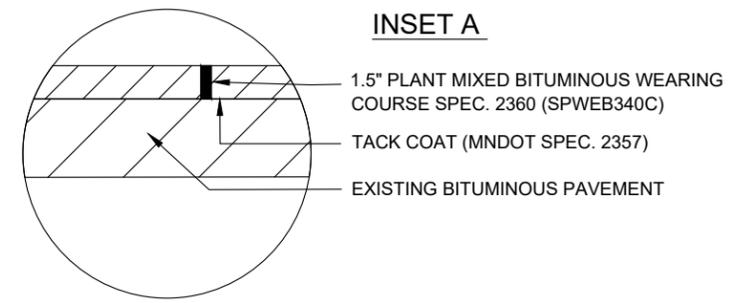
TH 19 (MAIN STREET)



	PROJECT NO. NEWPR 188030	OPTION 1 - LAYOUT (3 OF 3) 2026 STREET IMPROVEMENTS PROJECT NEW PRAGUE, MINNESOTA	FIGURE NO. 47
	DATE: 12/01/2025		



TYPICAL SECTION OPTION 2
ISLAND LOCATIONS SOUTH OF 3RD STREET SE



TYPICAL SECTION OPTION 2
NON-ISLAND LOCATIONS SOUTH OF 3RD STREET SE
NORTH OF 3RD STREET SE

	PROJECT NO.	OPTION 2 - TYPICAL SECTION 2026 STREET IMPROVEMENTS PROJECT NEW PRAGUE, MINNESOTA	FIGURE NO. 48
	NEWPR 188030		
	DATE:		
	12/01/2025		



LEGEND

- TRAFFIC LINES
- LANDSCAPE MEDIAN
- TRAIL
- DRIVEWAY
- CONCRETE MEDIAN
- MILL AND OVERLAY BITUMINOUS PAVEMENT
- SIDEWALK

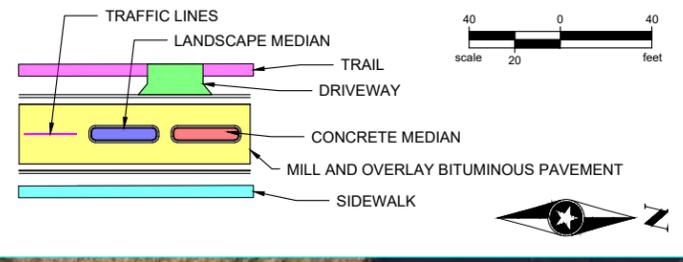
Scale: 0 to 40 feet



SEE FIGURE 7

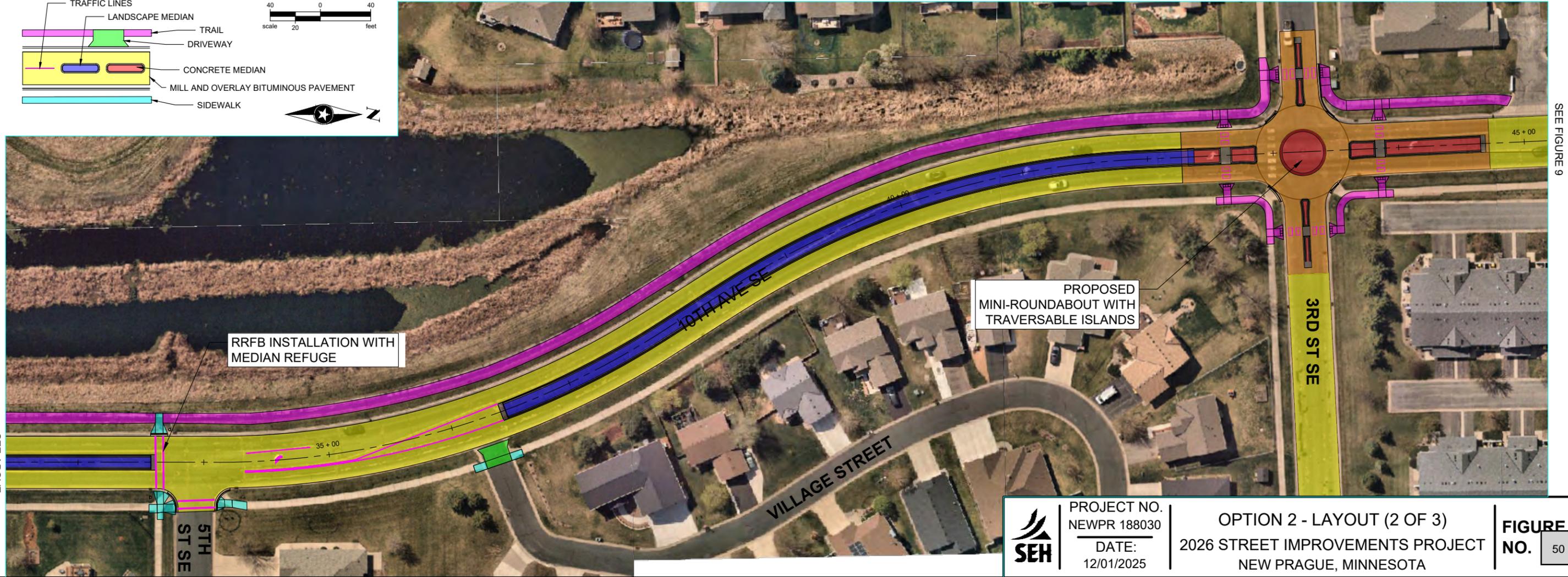


LEGEND



SEE FIGURE 9

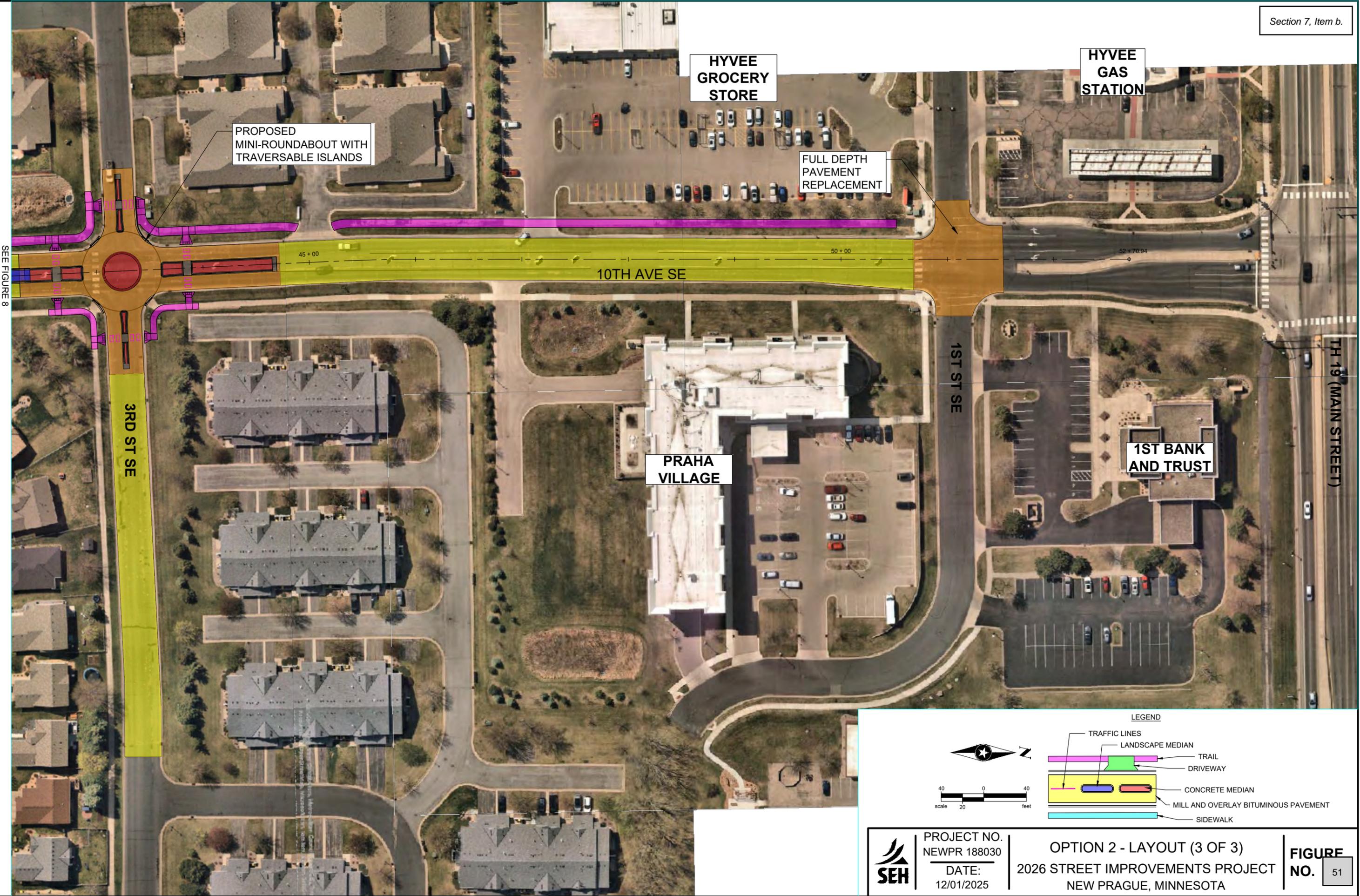
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 PROJECT NO.
 NEWPR 188030
 DATE:
 12/01/2025

OPTION 2 - LAYOUT (2 OF 3)
 2026 STREET IMPROVEMENTS PROJECT
 NEW PRAGUE, MINNESOTA

FIGURE NO. 50



SEE FIGURE 8

PROPOSED MINI-ROUNDAABOUT WITH TRAVERSABLE ISLANDS

HYVEE GROCERY STORE

HYVEE GAS STATION

FULL DEPTH PAVEMENT REPLACEMENT

10TH AVE SE

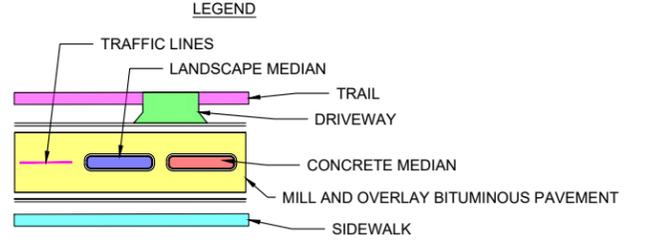
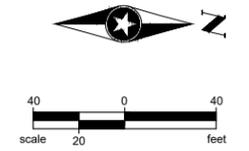
3RD ST SE

PRAHA VILLAGE

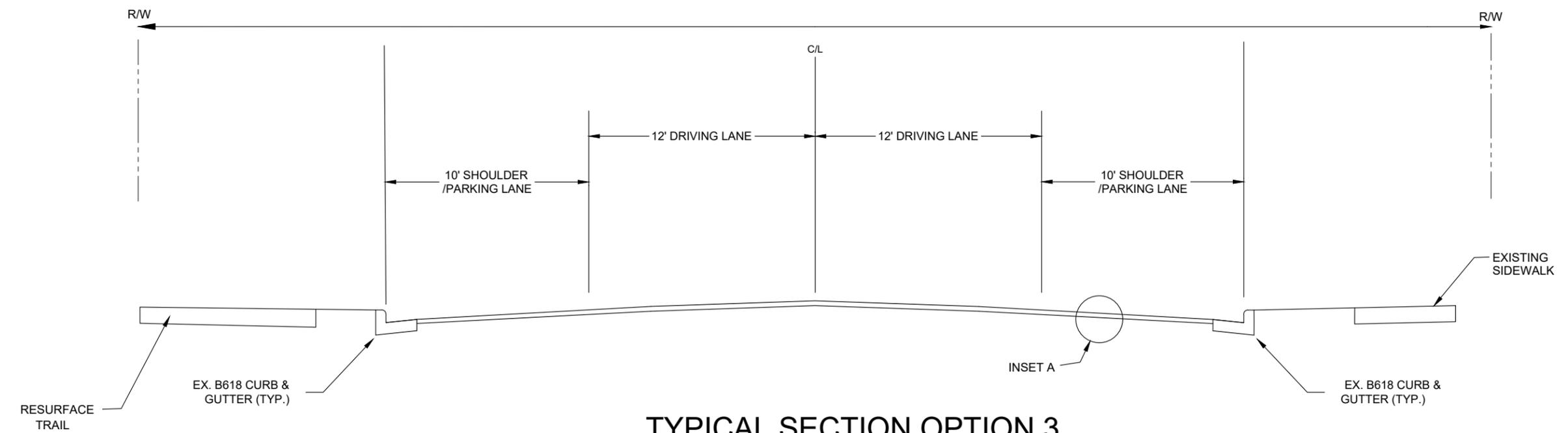
1ST ST SE

1ST BANK AND TRUST

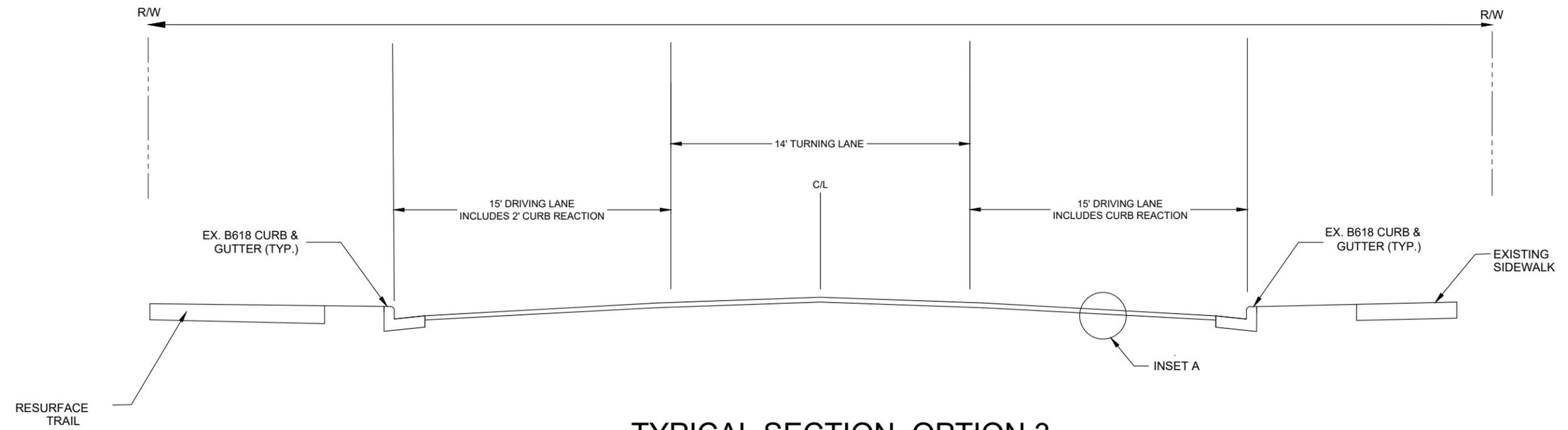
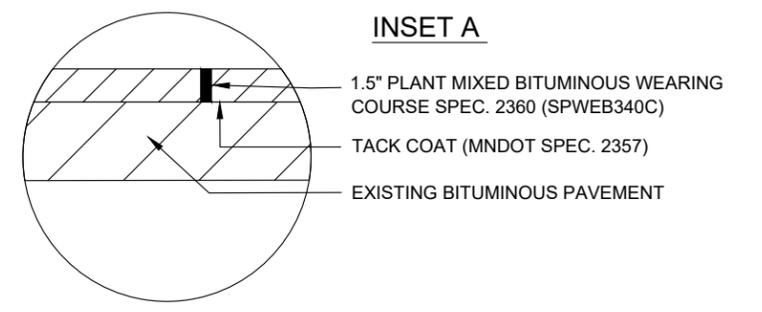
TH 19 (MAIN STREET)



	PROJECT NO. NEWPR 188030	OPTION 2 - LAYOUT (3 OF 3) 2026 STREET IMPROVEMENTS PROJECT NEW PRAGUE, MINNESOTA	FIGURE NO. 51
	DATE: 12/01/2025		

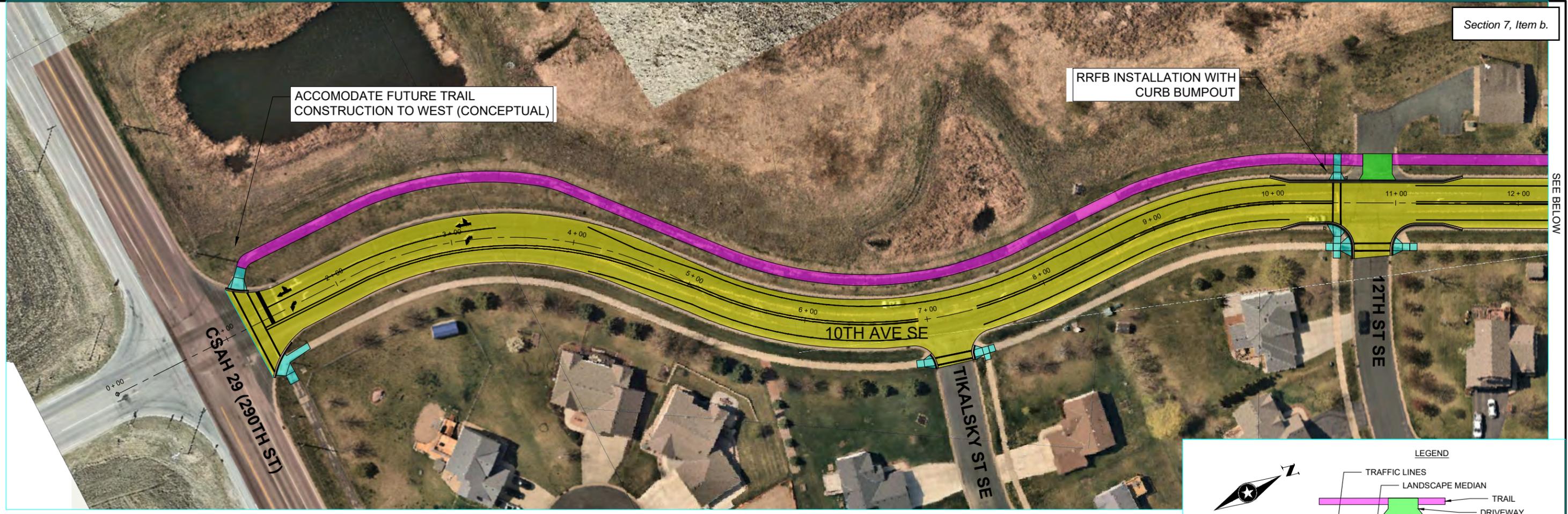


TYPICAL SECTION OPTION 3
SOUTH OF 3RD STREET SE



TYPICAL SECTION OPTION 3
NON-ISLAND LOCATIONS SOUTH OF 3RD STREET SE
NORTH OF 3RD STREET SE

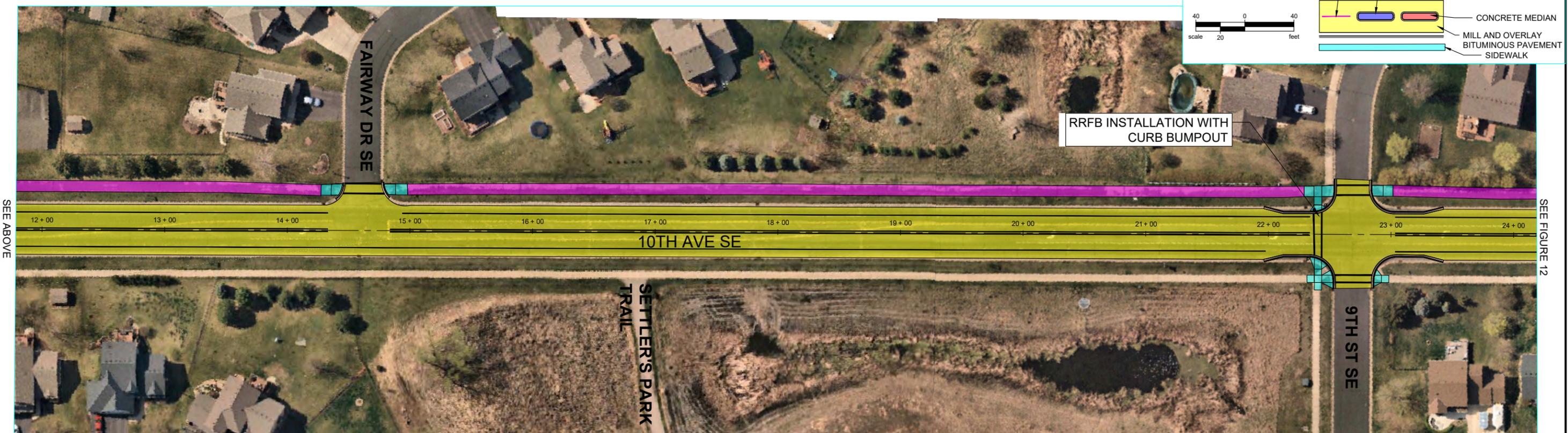
	PROJECT NO.	OPTION 3 - TYPICAL SECTION 2026 STREET IMPROVEMENTS PROJECT NEW PRAGUE, MINNESOTA	FIGURE NO. 52
	NEWPR 188030		
	DATE:		
	12/01/2025		



LEGEND

- TRAFFIC LINES
- LANDSCAPE MEDIAN
- TRAIL
- DRIVEWAY
- CONCRETE MEDIAN
- MILL AND OVERLAY BITUMINOUS PAVEMENT
- SIDEWALK

40 0 40
scale 20 feet



SEH PROJECT NO. NEWPR 188030
DATE: 12/01/2025

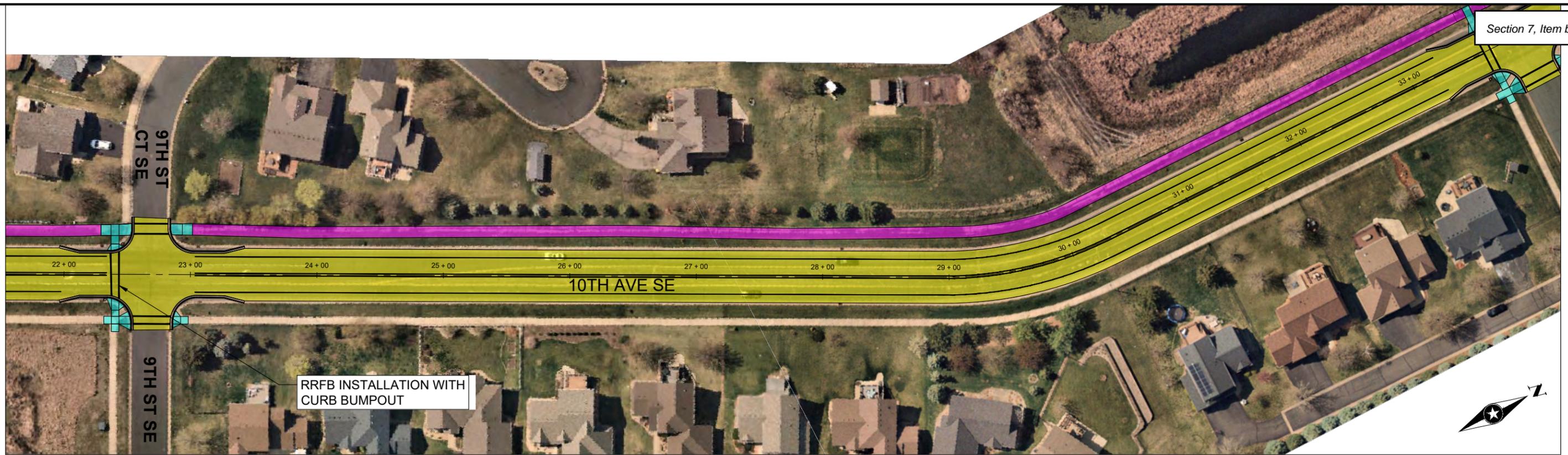
OPTION 3 - LAYOUT (1 OF 3)
2026 STREET IMPROVEMENTS PROJECT
NEW PRAGUE, MINNESOTA

FIGURE NO. 53

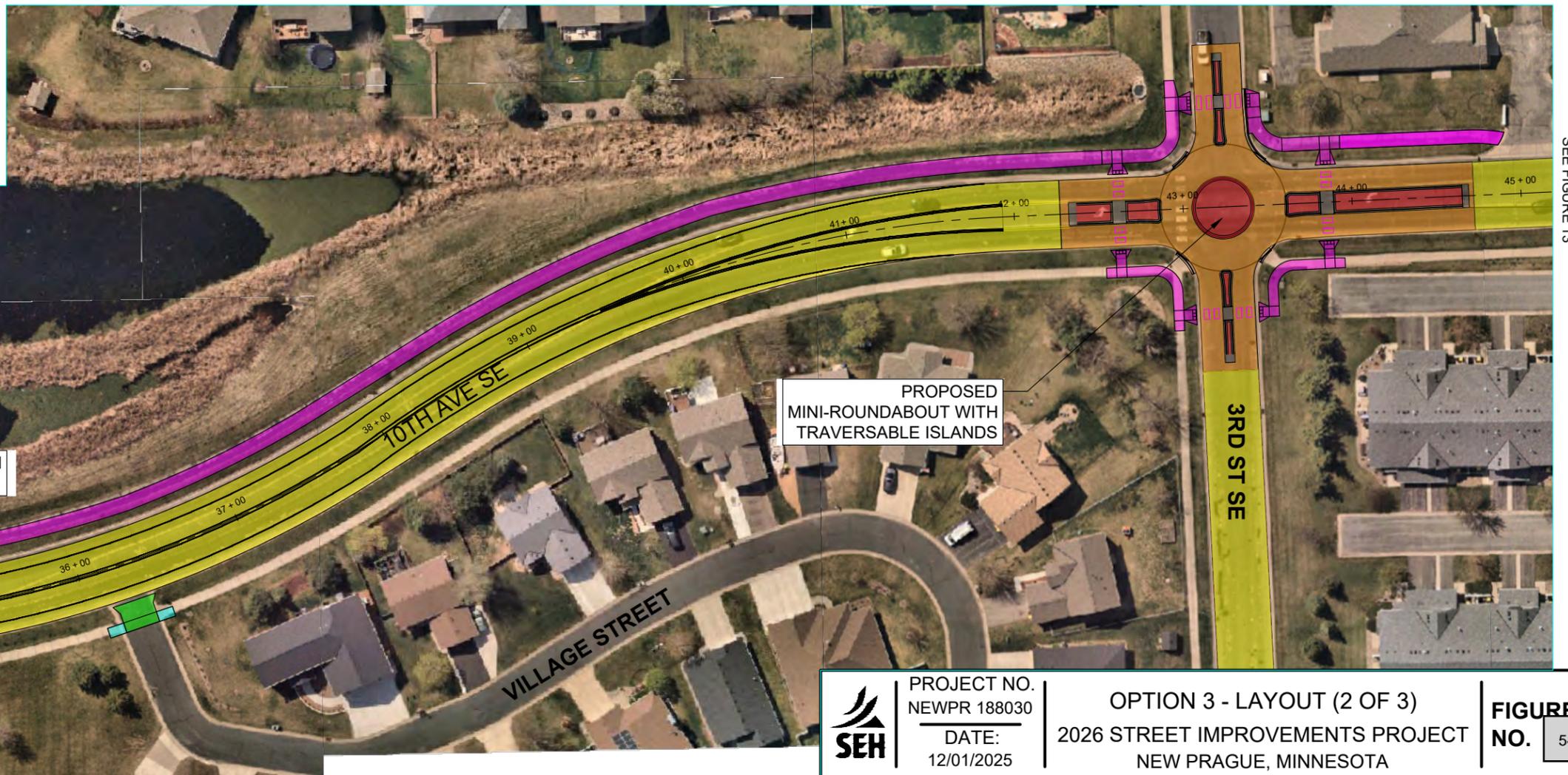
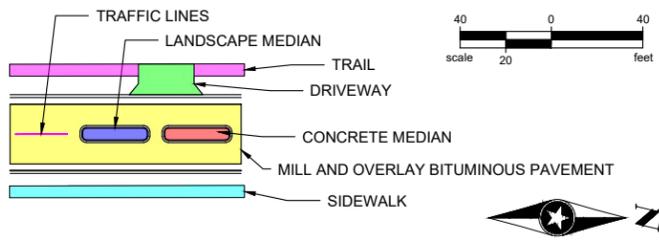
SEE ABOVE

SEE FIGURE 12

SEE FIGURE 11



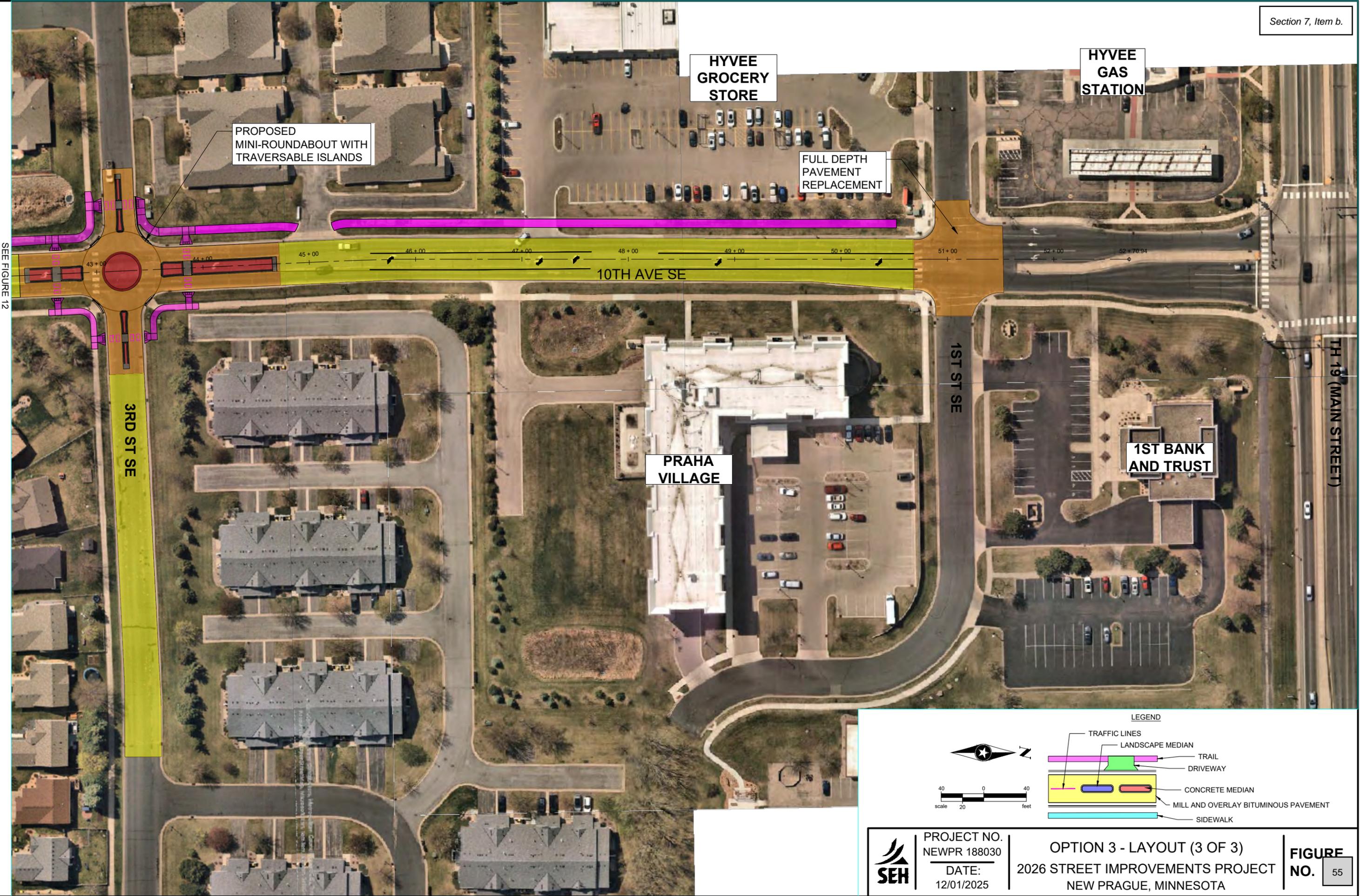
LEGEND



SEE ABOVE

SEE FIGURE 13

	PROJECT NO. NEWPR 188030	OPTION 3 - LAYOUT (2 OF 3) 2026 STREET IMPROVEMENTS PROJECT NEW PRAGUE, MINNESOTA	FIGURE NO. 54
	DATE: 12/01/2025		



SEE FIGURE 12

PROPOSED
MINI-ROUNDBABOUT WITH
TRAVERSABLE ISLANDS

HYVEE
GROCERY
STORE

HYVEE
GAS
STATION

FULL DEPTH
PAVEMENT
REPLACEMENT

10TH AVE SE

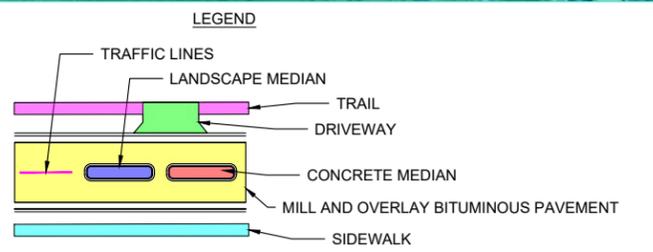
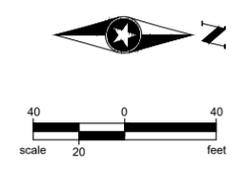
3RD ST SE

PRAHA
VILLAGE

1ST ST SE

1ST BANK
AND TRUST

TH 19 (MAIN STREET)



	PROJECT NO. NEWPR 188030	OPTION 3 - LAYOUT (3 OF 3) 2026 STREET IMPROVEMENTS PROJECT NEW PRAGUE, MINNESOTA	FIGURE NO. 55
	DATE: 12/01/2025		

Appendix A

Cost Estimates

OPTION 1 - MILL AND OVERLAY WITH THREE LANE CONFIGURATION
 2026 Street Improvement Project
 Preliminary Cost Estimate
 November 17, 2025

OPTION 1

Item No.	Item	Unit	Unit Price	Est. Quantity	Total Price
Street, Curb & Gutter, Sidewalk, Driveways, Drainage Pipe					
2021.501	MOBILIZATION	LUMP SUM	\$ 50,000.00	1.0	\$ 50,000.00
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$ 2.14	359.0	\$ 768.26
2104.518	REMOVE CONCRETE WALK	SQ FT	\$ 4.75	1626.0	\$ 7,723.50
2104.504	REMOVE BITUMINOUS TRAIL PAVEMENT (P)	SQ YD	\$ 8.00	4000.0	\$ 32,000.00
2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	\$ 170.00	7.0	\$ 1,190.00
2130.523	WATER (DUST CONTROL)	M GALLON	\$ 55.00	40.0	\$ 2,200.00
2232.504	MILL BITUMINOUS PAVEMENT (10' EDGE MILL)	SQ YD	\$ 2.57	9444.0	\$ 24,271.08
2331.603	JOINT ADHESIVE (MASTIC)	LIN FT	\$ 1.00	8597.0	\$ 8,597.00
2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	\$ 3.00	1160.0	\$ 3,480.00
2401.601	TRAILPREPARATION	LUMP SUM	\$ 20,000.00	1.0	\$ 20,000.00
2360.504	TYPE SP 9.5 WEARING COURSE MIX (2.B)(SPWEA240B) (PATCHING)	SQ YD	\$ 35.00	44.0	\$ 1,540.00
2360.504	TYPE SP WEA WEAR COURSE MIX (2.B)(SPWEA230B) (TRAIL)(3")	SQ YD	\$ 16.97	3946.0	\$ 66,963.62
2360.509	TYPE SP 12.5 WEAR COURSE MIX (3,C) (SPWEB340C)	TON	\$ 95.00	1567.0	\$ 148,865.00
2405.502	ADJUST FRAME AND RING CASTING	EACH	\$ 800.00	8.0	\$ 6,400.00
2504.602	ADJUST VALVE BOX	EACH	\$ 500.00	11.0	\$ 5,500.00
2521.518	4" CONCRETE WALK	SQ FT	\$ 8.24	423.0	\$ 3,485.52
2521.518	6" CONCRETE WALK	SQ FT	\$ 17.00	3036.0	\$ 51,612.00
2531.503	REMOVE AND REPLACE CURB (HAND FORM)	LIN FT	\$ 38.00	394.0	\$ 14,972.00
2531.504	7" CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$ 125.00	97.0	\$ 12,125.00
2531.618	TRUNCATED DOMES	SQ FT	\$ 67.00	254.0	\$ 17,018.00
2550.502	RECTANGULAR RAPID FLASHING BEACON (RRFB)	EACH	\$ 50,000.00	3.0	\$ 150,000.00
2563.601	TRAFFIC CONTROL	LUMP SUM	\$ 10,000.00	1.0	\$ 10,000.00
2573.502	STABILIZED CONSTRUCTION ENTRANCE	EACH	\$ 1,500.00	1.0	\$ 1,500.00
2573.502	STORM DRAIN INLET PROTECTION	EACH	\$ 200.00	21.0	\$ 4,200.00
2573.503	SILT FENCE, TYPE HI	LIN FT	\$ 3.50	100.0	\$ 350.00
2573.503	SEDIMENT CONTROL LOG TYPE STRAW	LIN FT	\$ 3.50	100.0	\$ 350.00
2574.507	BOULEVARD TOPSOIL BORROW (CV)	CU YD	\$ 44.00	20.0	\$ 880.00
2575.504	OVER-SEEDING	SQ YD	\$ 1.00	220.0	\$ 220.00
2575.504	WEED SPRAYING	SQ YD	\$ 0.50	110.0	\$ 55.00
2575.523	WATER (TURF RESTORATION)	M GALLON	\$ 58.00	10.0	\$ 580.00
2575.604	TURF ESTABLISHMENT	SQ YD	\$ 2.25	220.0	\$ 495.00
Street, Curb & Gutter, Sidewalk, Driveways, Drainage Pipe Subtotal					\$ 650,000.00

TOTALS	\$ 650,000.00
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Improvement	Const Cost	10% Contingency	20% Pr. Related	Project Cost
Option 1 Subtotal	\$ 650,000.00	\$ 65,000.00	\$ 130,000.00	\$ 845,000.00
Roundabout to North Subtotal	\$ 270,000.00	\$ 27,000.00	\$ 54,000.00	\$ 351,000.00
Total Estimated Construction Cost	\$ 920,000.00	\$ 92,000.00	\$ 184,000.00	\$ 1,196,000.00

OPTION 2 - MILL AND OVERLAY WITH CENTER LANDSCAPE MEDIAN
 2026 Street Improvement Project
 Preliminary Cost Estimate
 November 17, 2025

OPTION 2

Item No.	Item	Unit	Unit Price	Est. Quantity	Total Price
Street, Curb & Gutter, Sidewalk, Driveways, Drainage Pipe					
2021.501	MOBILIZATION	LUMP SUM	\$ 50,000.00	1.0	\$ 50,000.00
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$ 2.14	359.0	\$ 768.26
2104.518	REMOVE CONCRETE WALK	SQ FT	\$ 4.75	1626.0	\$ 7,723.50
2104.504	REMOVE BITUMINOUS TRAIL PAVEMENT (P)	SQ YD	\$ 8.00	4000.0	\$ 32,000.00
2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	\$ 170.00	7.0	\$ 1,190.00
2130.523	WATER (DUST CONTROL)	M GALLON	\$ 55.00	40.0	\$ 2,200.00
2232.504	MILL BITUMINOUS PAVEMENT (10' EDGE MILL)	SQ YD	\$ 2.57	9444.0	\$ 24,271.08
2331.603	JOINT ADHESIVE (MASTIC)	LIN FT	\$ 1.00	8597.0	\$ 8,597.00
2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	\$ 3.00	1160.0	\$ 3,480.00
2401.601	TRAIL PREPARATION	LUMP SUM	\$ 20,000.00	1.0	\$ 20,000.00
2531.503	CENTER MEDIAN (LINEAR FOOT)	LIN FT	\$ 112.44	1926.0	\$ 216,568.00
2360.504	TYPE SP 9.5 WEARING COURSE MIX (2,B)(SPWEA240B) (PATCHING)	SQ YD	\$ 35.00	44.0	\$ 1,540.00
2360.509	TYPE SP 9.5 WEAR COURSE MIX (2,B)(SPWEA230B) (TRAIL)(3")	TON	\$ 105.00	720	\$ 75,600.00
2360.509	TYPE SP 12.5 WEAR COURSE MIX (3,C) (SPWEB340C)	TON	\$ 95.00	1567.0	\$ 148,865.00
2405.502	ADJUST FRAME AND RING CASTING	EACH	\$ 800.00	8.0	\$ 6,400.00
2504.602	ADJUST VALVE BOX	EACH	\$ 500.00	11.0	\$ 5,500.00
2521.518	4" CONCRETE WALK	SQ FT	\$ 8.24	423.0	\$ 3,485.52
2521.518	6" CONCRETE WALK	SQ FT	\$ 17.00	3036.0	\$ 51,612.00
2531.503	REMOVE AND REPLACE CURB (HAND FORM)	LIN FT	\$ 38.00	394.0	\$ 14,972.00
2531.504	7" CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$ 125.00	97.0	\$ 12,125.00
2531.618	TRUNCATED DOMES	SQ FT	\$ 67.00	254.0	\$ 17,018.00
2550.502	RECTANGULAR RAPID FLASHING BEACON (RRFB)	EACH	\$ 50,000.00	3.0	\$ 150,000.00
2563.601	TRAFFIC CONTROL	LUMP SUM	\$ 10,000.00	1.0	\$ 10,000.00
2573.502	STABILIZED CONSTRUCTION ENTRANCE	EACH	\$ 1,500.00	1.0	\$ 1,500.00
2573.502	STORM DRAIN INLET PROTECTION	EACH	\$ 200.00	21.0	\$ 4,200.00
2573.503	SILT FENCE, TYPE HI	LIN FT	\$ 3.50	100.0	\$ 350.00
2573.503	SEDIMENT CONTROL LOG TYPE STRAW	LIN FT	\$ 3.50	100.0	\$ 350.00
2574.507	BOULEVARD TOPSOIL BORROW (CV)	CU YD	\$ 44.00	20.0	\$ 880.00
2575.504	OVER-SEEDING	SQ YD	\$ 1.00	220.0	\$ 220.00
2575.504	WEED SPRAYING	SQ YD	\$ 0.50	110.0	\$ 55.00
2575.523	WATER (TURF RESTORATION)	M GALLON	\$ 58.00	10.0	\$ 580.00
2575.604	TURF ESTABLISHMENT	SQ YD	\$ 2.25	220.0	\$ 495.00
Street, Curb & Gutter, Sidewalk, Driveways, Drainage Pipe Subtotal					\$ 870,000.00
TOTALS					\$ 870,000.00
Improvement					
	Option 2 Subtotal	Const Cost	10% Contingency	20% Pr. Related	Project Cost
		\$ 870,000.00	\$ 87,000.00	\$ 174,000.00	\$ 1,131,000.00
	Roundabout to North Subtotal	\$ 270,000.00	\$ 27,000.00	\$ 54,000.00	\$ 351,000.00
	Total Estimated Construction Cost	\$ 1,140,000.00	\$ 114,000.00	\$ 228,000.00	\$ 1,482,000.00

OPTION 3 - MILL AND OVERLAY WITH CENTER TURN LANE AND CURB EXTENSIONS
South of 3rd Street SE
 2126 Street Improvement Project
 Preliminary Cost Estimate
 November 17, 2025

OPTION 3

Item No.	Item	Unit	Unit Price	Est. Quantity	Total Price
Street, Curb & Gutter, Sidewalk, Driveways, Drainage Pipe					
2021.501	MOBILIZATION	LUMP SUM	\$ 50,000.00	1	\$ 50,000.00
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$ 6.00	1345	\$ 8,070.00
2104.518	REMOVE CONCRETE WALK	SQ FT	\$ 3.00	2500	\$ 7,500.00
2104.504	REMOVE BITUMINOUS TRAIL PAVEMENT (P)	SQ YD	\$ 8.00	4000	\$ 32,000.00
2104.503	REMOVE CURB AND GUTTER	LIN FT	\$ 6.00	950	\$ 5,700.00
2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$ 170.00	20	\$ 3,400.00
2130.523	WATER (DUST CONTROL)	M GALLON	\$ 55.00	40	\$ 2,200.00
2232.504	MILL BITUMINOUS PAVEMENT (10' VAR)	SQ YD	\$ 3.00	9450	\$ 28,350.00
2331.603	JOINT ADHESIVE (MASTIC)	LIN FT	\$ 1.00	8500	\$ 8,500.00
2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	\$ 6.00	1890	\$ 11,340.00
2401.601	TRAIL PREPARATION	LUMP SUM	\$ 10,000.00	1	\$ 10,000.00
2360.509	TYPE SP 12.5 WEAR COURSE MIX (3,C) (SPWEB340C)(PATCHING)	TON	\$ 110.00	100	\$ 11,000.00
2360.509	TYPE SP 12.5 WEAR COURSE MIX (3,C) (SPWEB340C)	TON	\$ 95.00	1544	\$ 146,680.00
2360.509	TYPE SP 9.5 WEAR COURSE MIX (2,B)(SPWEA230B) (TRAIL)(3")	TON	\$ 105.00	720	\$ 75,600.00
2405.502	ADJUST FRAME AND RING CASTING	EACH	\$ 800.00	8	\$ 6,400.00
2504.602	ADJUST VALVE BOX	EACH	\$ 500.00	11	\$ 5,500.00
2521.518	6" CONCRETE WALK	SQ FT	\$ 10.00	3500	\$ 35,000.00
2531.503	CONCRETE CURB & GUTTER, DESIGN B618	LIN FT	\$ 45.00	900	\$ 40,500.00
2531.504	7" CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$ 125.00	100	\$ 12,500.00
2531.618	TRUNCATED DOMES	SQ FT	\$ 65.00	254	\$ 16,510.00
2550.502	RECTANGULAR RAPID FLASHING BEACON (RRFB)	EACH	\$ 35,000.00	3	\$ 105,000.00
2563.601	TRAFFIC CONTROL	LUMP SUM	\$ 10,000.00	1	\$ 10,000.00
2573.502	STABILIZED CONSTRUCTION ENTRANCE	EACH	\$ 1,500.00	2	\$ 3,000.00
2573.502	STORM DRAIN INLET PROTECTION	EACH	\$ 200.00	30	\$ 6,000.00
2573.503	SILT FENCE, TYPE HI	LIN FT	\$ 3.50	100	\$ 350.00
2573.503	SEDIMENT CONTROL LOG TYPE STRAW	LIN FT	\$ 3.50	100	\$ 350.00
2574.507	BOULEVARD TOPSOIL BORROW (CV)	CU YD	\$ 60.00	50	\$ 3,000.00
2575.523	WATER (TURF RESTORATION)	M GALLON	\$ 58.00	10	\$ 580.00
2575.601	TURF ESTABLISHMENT	LUMP SUM	\$ 15,000.00	1	\$ 15,000.00
Street, Curb & Gutter, Sidewalk, Driveways, Drainage Pipe Subtotal					\$ 660,030.00
Storm Sewer					
2104.502	REMOVE DRAINAGE STRUCTURE	EACH	\$ 800.00	4	\$ 3,200.00
2503.503	15" STORM SEWER	LIN FT	\$ 100.00	80	\$ 8,000.00
2506.503	CONSTRUCT DRAINAGE STRUCTURE SPECIAL (TYPE 477)	LIN FT	\$ 650.00	20	\$ 13,000.00
2506.502	CASTING ASSEMBLY (STORM)	EACH	\$ 1,200.00	4	\$ 4,800.00
2506.602	CONNECT TO EXISTING STORM SEWER	EACH	\$ 1,400.00	8	\$ 11,200.00
Storm Sewer Subtotal					\$ 40,200.00
TOTALS					\$ 700,000.00
Improvement		Const Cost	10% Contingency	20% Pr. Related	Project Cost
Option 3 Subtotal		\$ 700,000.00	\$ 70,000.00	\$ 140,000.00	\$ 910,000.00
Roundabout to North Subtotal		\$ 270,000.00	\$ 27,000.00	\$ 54,000.00	\$ 351,000.00
Total Estimated Construction Cost		\$ 970,000.00	\$ 97,000.00	\$ 194,000.00	\$ 1,261,000.00

SOUTH LIMIT OF ROUNDABOUT TO NORTH - FOR ALL OPTIONS

2026 Street Improvement Project
 Preliminary Cost Estimate
 November 17, 2025

Item No.	Item	Unit	Unit Price	Est. Quantity	Total Price
Street, Curb & Gutter, Sidewalk, Trail Subtotal					
1	MOBILIZATION	LUMP SUM	\$ 5,000.00	1.0	\$ 5,000.00
2	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$ 5.00	270.0	\$ 1,350.00
3	REMOVE CONCRETE WALK	SQ FT	\$ 3.00	1180.0	\$ 3,540.00
4	REMOVE BITUMINOUS TRAIL PAVEMENT	SQ YD	\$ 8.00	670.0	\$ 5,360.00
5	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$ 5.00	2439.0	\$ 12,195.00
6	REMOVE CURB AND GUTTER	LIN FT	\$ 6.00	60.0	\$ 360.00
7	WATER (DUST CONTROL)	M GALLON	\$ 55.00	40	\$ 2,200.00
8	MILL BITUMINOUS PAVEMENT (10' VAR)	SQ YD	\$ 3.00	1990	\$ 5,970.00
9	JOINT ADHESIVE (MASTIC)	LIN FT	\$ 1.00	8500	\$ 8,500.00
10	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	\$ 6.00	1890	\$ 11,340.00
11	TRAIL PREPARATION	LUMP SUM	\$ 5,000.00	1	\$ 5,000.00
12	AGGREGATE BASE (CV) CLASS 5 (P)	CU YD	\$ 40.00	97.0	\$ 3,880.00
13	JOINT ADHESIVE (MASTIC)	LIN FT	\$ 1.00	3016.0	\$ 3,016.00
14	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	\$ 5.00	90.0	\$ 450.00
15	TYPE SP 19.0 NON WEAR COURSE MIX (3,B) (SPNWC330B)	TON	\$ 85.00	440.0	\$ 37,400.00
16	TYPE SP 12.5 WEAR COURSE MIX (3,C) (SPWEB340C)	TON	\$ 95.00	506.4	\$ 48,109.90
17	TYPE SP 9.5 WEAR COURSE MIX (2,B)(SPWEA230B) (TRAIL)(3")	TON	\$ 105.00	100.0	\$ 10,500.00
18	6" CONCRETE WALK	SQ FT	\$ 17.00	300.0	\$ 5,100.00
19	7" COLORED CONCRETE (MEDIAN & ROUNDABOUT)	SQ FT	\$ 15.00	2350.0	\$ 35,250.00
20	CONCRETE CURB & GUTTER, DESIGN B618	LIN FT	\$ 45.00	580.0	\$ 26,100.00
21	REPLACE CURB (HAND FORM)	LIN FT	\$ 38.00	180.0	\$ 6,840.00
22	TRUNCATED DOMES	SQ FT	\$ 67.00	104.0	\$ 6,968.00
23	TRAFFIC CONTROL	LUMP SUM	\$ 5,000.00	1.0	\$ 5,000.00
24	STORM DRAIN INLET PROTECTION	EACH	\$ 200.00	10.0	\$ 2,000.00
25	SILT FENCE,	LIN FT	\$ 5.00	100.0	\$ 500.00
26	BOULEVARD TOPSOIL BORROW (CV)	CU YD	\$ 60.00	40.0	\$ 2,400.00
27	TURF ESTABLISHMENT	LUMP SUM	\$ 4,000.00	1.0	\$ 4,000.00
28	PAVEMENT MARKINGS	LUMP SUM	\$ 10,000.00	1.0	\$ 10,000.00
Street, Curb & Gutter, Sidewalk, Trail Subtotal					\$ 270,000.00

Appendix B

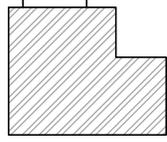
Preliminary Assessments

B-1 – Assessment Policy Map

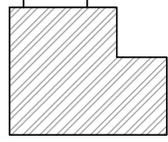
B-2 – Preliminary Assessment Roll

B-3 – Preliminary Assessment Map

Section 7, Item b.



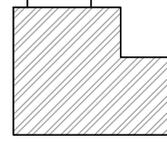
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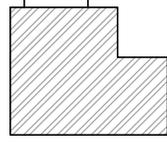
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0.5 UNIT FULL REC.



0.5 UNIT FULL REC.



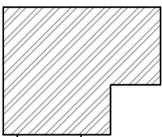
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FULL RECONSTRUCTION

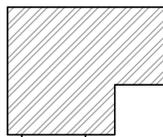
ALLEY

ALLEY

1 UNIT FULL REC.



1 UNIT FULL REC.



NOTE:
RESIDENTIAL PROPERTIES WITH
FRONTAGE GREATER THAN 150'
MAY BE CONSIDERED
SUBDIVIDABLE AND ASSESSED FOR
MORE THAN 1 -UNIT. TO BE
REVIEWED ON CASE-BY-CASE BASIS

0.5 UNIT M&O



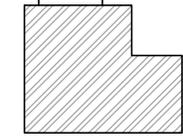
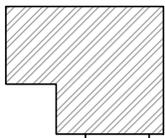
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0.5 UNIT M&O

FULL RECONSTRUCTION

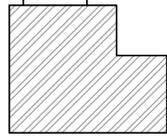
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NO STREET ASSESSMENT

ACCESS FROM UNIMPROVED STREET

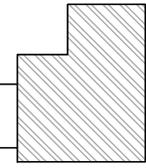


1 UNIT FULL REC.

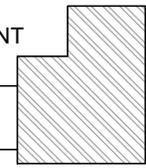


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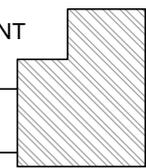
0.5 UNIT M&O



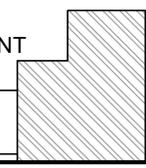
NO STREET ASSESSMENT



NO STREET ASSESSMENT



NO STREET ASSESSMENT



NO IMPROVEMENTS

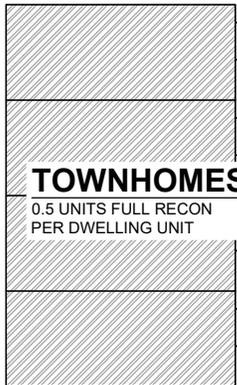
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EXHIBIT 1 RESIDENTIAL UNIT METHOD

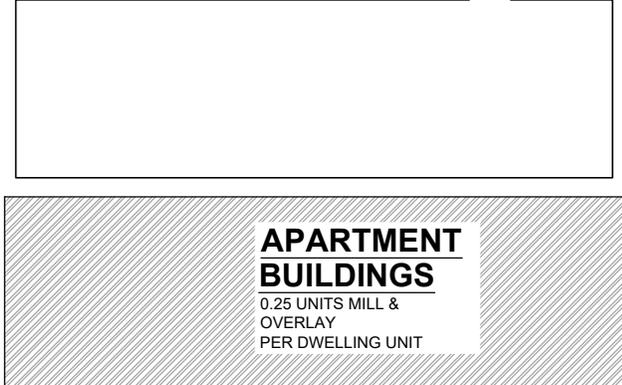


MILL AND OVERLAY



TOWNHOMES
0.5 UNITS FULL RECON
PER DWELLING UNIT

FULL RECONSTRUCTION

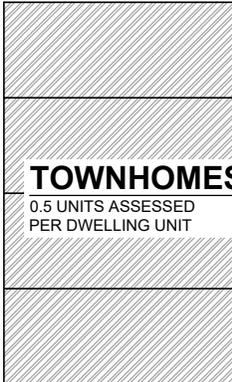


APARTMENT BUILDINGS
0.25 UNITS MILL &
OVERLAY
PER DWELLING UNIT

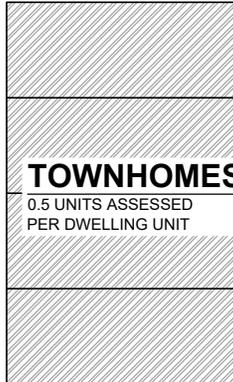
FULL RECONSTRUCTION



TOWNHOMES
NO ASSESSMENT
ACCESS ON
UNIMPROVED STREET



TOWNHOMES
0.5 UNITS ASSESSED
PER DWELLING UNIT



TOWNHOMES
0.5 UNITS ASSESSED
PER DWELLING UNIT

FULL RECONSTRUCTION

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EXHIBIT 2
APARTMENT AND TOWNHOME
UNIT METHOD

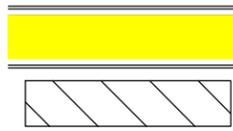
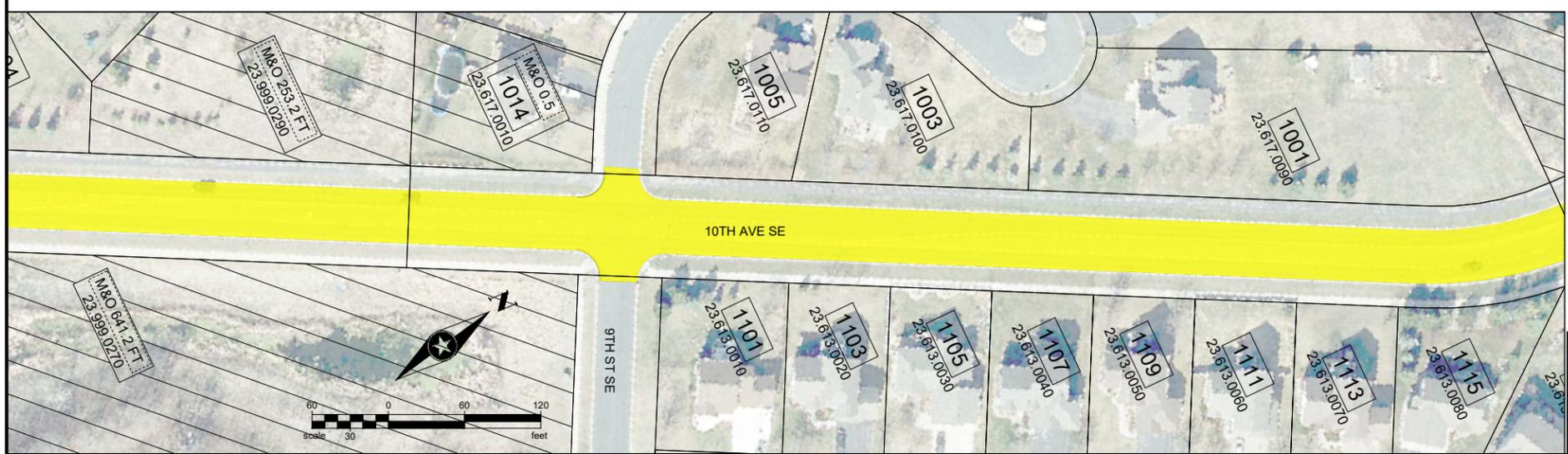
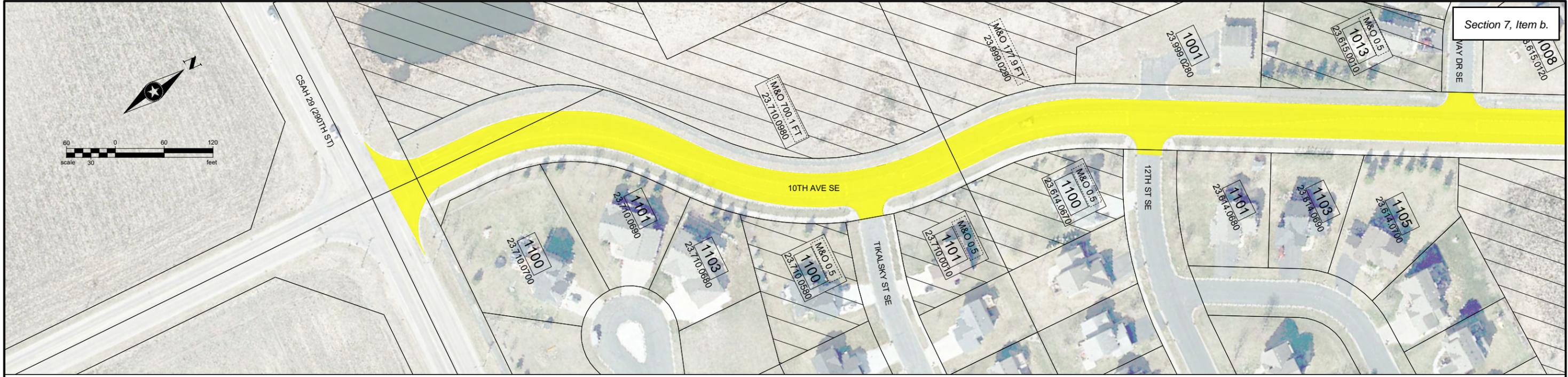
Parcel No.	Name	Additional Name	Address	PropertyAddress	Residential Mill & Overlay Unit	Residential Mill & Overlay Assess.	Commercial-Institutional Mill & Overlay Unit	Commercial-Institutional Mill & Overlay Assess.	Total Assessment
23.605.0060	Hy-Vee Inc.	Attn: Real Estate Dept	5820 Westown Pkwy	200 10th Ave SE		\$0.00	237.5	\$10,497.50	\$10,497.50
23.605.0065	Hy-Vee Inc.	Attn: Real Estate Dept	5820 Westown Pkwy			\$0.00	135	\$5,967.00	\$5,967.00
23.497.0170	Betty C Aune		308 10th Ave SE	308 10th Ave SE	0.5	\$1,275.00		\$0.00	\$1,275.00
23.497.0180	Sonia L Schelhaas		318 10th Ave SE	318 10th Ave SE	0.5	\$1,275.00		\$0.00	\$1,275.00
23.497.0200	Kathleen M Blaschko		306 10th Ave SE	306 10th Ave SE	0.5	\$1,275.00		\$0.00	\$1,275.00
23.497.0230	Rebecca L Schaecher		316 10th Ave SE	316 10th Ave SE	0.5	\$1,275.00		\$0.00	\$1,275.00
23.497.0210	Mary Gaffke		304 10th Ave SE	304 10th Ave SE	0.5	\$1,275.00		\$0.00	\$1,275.00
23.497.0220	Margaret C Webb		314 10th Ave SE	314 10th Ave SE	0.5	\$1,275.00		\$0.00	\$1,275.00
23.497.0250	Dustin K Aune		302 10th Ave SE	302 10th Ave SE	0.5	\$1,275.00		\$0.00	\$1,275.00
23.497.0280	Larry D & Janyce R Coon	Revocable Trust Agreement	312 10th Ave SE	312 10th Ave SE	0.5	\$1,275.00		\$0.00	\$1,275.00
23.497.0260	Christopher C Anderson		302 Lyndale Ave N	300 10th Ave SE	0.5	\$1,275.00		\$0.00	\$1,275.00

Parcel No.	Name	Additional Name	Address	PropertyAddress	Residential Mill & Overlay Unit	Residential Mill & Overlay Assess.	Commercial-Institutional Mill & Overlay Unit	Commercial-Institutional Mill & Overlay Assess.	Total Assessment
23.497.0270	Katherine M Engel		310 10th Ave SE	310 10th Ave SE	0.5	\$1,275.00		\$0.00	\$1,275.00
23.497.0140	Theodore & Lisa Bertrand		328 10th Ave SE	328 10th Ave SE	0.5	\$1,275.00		\$0.00	\$1,275.00
23.497.0120	Rhonda Champion	c/o Patricia J Bell	326 10th Ave SE	326 10th Ave SE	0.5	\$1,275.00		\$0.00	\$1,275.00
23.497.0090	Brady J Devaan	Tracey J Ziskovsky	324 10th Ave SE	324 10th Ave SE	0.5	\$1,275.00		\$0.00	\$1,275.00
23.497.0040	Scott J & Anne Pexa Rev Trust		196 280th St W	322 10th Ave SE	0.5	\$1,275.00		\$0.00	\$1,275.00
23.497.0010	Brian T & Julie A Paur		1400 12th St SE	320 10th Ave SE	0.5	\$1,275.00		\$0.00	\$1,275.00
23.605.0080	David A & Joan Hover		401 Redpoll Ave SE	401 Redpoll Ave SE		\$0.00		\$0.00	\$0.00
23.999.0260	City of New Prague	Attn: Joshua Tetzlaff	118 Central Ave N			\$0.00	1166.7	\$51,568.14	\$51,568.14
23.617.0090	Kevin D & Julie K Rens		1001 9th St Ct SE	1001 9th St Ct SE		\$0.00		\$0.00	\$0.00
23.617.0100	Matthew & Jennifer Mushitz		1003 9th St Ct SE	1003 9th St Ct SE		\$0.00		\$0.00	\$0.00
23.617.0110	Dean J & Stacy J Dorner		1005 9th St Ct SE	1005 9th St Ct SE		\$0.00		\$0.00	\$0.00
23.617.0010	Gregory & Jane Kemper		1014 9th St Ct SE	1014 9th St Ct SE	0.5	\$1,275.00		\$0.00	\$1,275.00
23.710.0980	City of New Prague	Attn: Joshua Tetzlaff	118 Central Ave N			\$0.00	700.1	\$30,944.42	\$30,944.42
23.999.0270	City of New Prague	Attn: Joshua Tetzlaff	118 Central Ave N			\$0.00	641.2	\$28,341.04	\$28,341.04

Parcel No.	Name	Additional Name	Address	PropertyAddress	Residential Mill & Overlay Unit	Residential Mill & Overlay Assess.	Commercial-Institutional Mill & Overlay Unit	Commercial-Institutional Mill & Overlay Assess.	Total Assessment
23.999.0290	City of New Prague	Attn: Joshua Tetzlaff	118 Central Ave N			\$0.00	177.9	\$7,863.18	\$7,863.18
23.615.0100	Peter P Scheffler	Erica L Havlicek	1004 Fairway Dr SE	1004 Fairway Dr SE		\$0.00		\$0.00	\$0.00
23.615.0110	Ryan A & Shannon M Denzer		1006 Fairway Dr SE	1006 Fairway Dr SE		\$0.00		\$0.00	\$0.00
23.615.0120	Daniel J & Callie A Witty		1008 Fairway Dr SE	1008 Fairway Dr SE		\$0.00		\$0.00	\$0.00
23.615.0010	Kristopher & Barbara Nyreen		1013 Fairway Dr SE	1013 Fairway Dr SE	0.5	\$1,275.00		\$0.00	\$1,275.00
23.999.0280	City of New Prague	Attn: Joshua Tetzlaff	118 Central Ave N	1001 10th Ave SE	1	\$2,550.00		\$0.00	\$2,550.00
23.710.0980	Randolph J & Lisa Maria Kubes		1244 Monroe St			\$0.00		\$0.00	\$0.00
23.605.0050	Praha Village LLC	c/o Cassia/Vice Pres of Finance	7171 Ohms Ln	1100 1st St SE		\$0.00	372.5	\$16,464.50	\$16,464.50
23.611.0090	Megan M Denzer		1115 Village St SE	1115 Village St SE		\$0.00		\$0.00	\$0.00
23.611.0100	Kenneth J & Sally A Tupy		1113 Village St SE	1113 Village St SE		\$0.00		\$0.00	\$0.00
23.611.0110	Jayne W Schmit		1111 Village St SE	1111 Village St SE		\$0.00		\$0.00	\$0.00
23.611.0120	Jean Vazquez		1109 Village St SE	1109 Village St SE		\$0.00		\$0.00	\$0.00
23.611.0130	Adam Breheim		1107 Village St SE	1107 Village St SE		\$0.00		\$0.00	\$0.00
23.611.0140	Susan M Bennett		1105 Village St SE	1105 Village St SE		\$0.00		\$0.00	\$0.00

Parcel No.	Name	Additional Name	Address	PropertyAddress	Residential Mill & Overlay Unit	Residential Mill & Overlay Assess.	Commercial-Institutional Mill & Overlay Unit	Commercial-Institutional Mill & Overlay Assess.	Total Assessment
23.611.0150	Robert & Rachel Schaus		1103 Village St SE	1103 Village St SE		\$0.00		\$0.00	\$0.00
23.611.0160	Kurt Peterson	Laura Mager	1101 Village St SE	1101 Village St SE		\$0.00		\$0.00	\$0.00
23.616.0010	Justin R & Ashley J Hauge		600 Evergreen Ave SE	600 Evergreen Ave SE		\$0.00		\$0.00	\$0.00
23.616.0020	Christina M Wood		602 Evergreen Ave SE	602 Evergreen Ave SE		\$0.00		\$0.00	\$0.00
23.616.0030	Denny Garzon Villaneuva	See Vue	604 Evergreen Ave SE	604 Evergreen Ave SE		\$0.00		\$0.00	\$0.00
23.616.0040	Justin & Stephanie Ottinger		606 Evergreen Ave SE	606 Evergreen Ave SE		\$0.00		\$0.00	\$0.00
23.613.0090	Troy M & Jennifer M Davis		1117 Horseshoe Ln SE	1117 Horseshoe Ln SE		\$0.00		\$0.00	\$0.00
23.613.0080	Marsha S Lillard		1115 Horseshoe Ln SE	1115 Horseshoe Ln SE		\$0.00		\$0.00	\$0.00
23.613.0070	Joanne M Dean		1113 Horseshoe Ln SE	1113 Horseshoe Ln SE		\$0.00		\$0.00	\$0.00
23.613.0060	Nicholas & Amber Hunter		1111 Horseshoe Ln SE	1111 Horseshoe Ln SE		\$0.00		\$0.00	\$0.00
23.613.0050	Jay L & Penny R Skare		1109 Horseshoe Ln SE	1109 Horseshoe Ln SE		\$0.00		\$0.00	\$0.00
23.613.0040	Brian Doherty	Danielle Eaton	1107 Horseshoe Ln Se	1107 Horseshoe Ln SE		\$0.00		\$0.00	\$0.00
23.613.0030	Brent V & Lynda Schaumburg		1105 Horseshoe Ln SE	1015 Horseshoe Ln SE		\$0.00		\$0.00	\$0.00
23.613.0020	Thomas W Schoemaker		1103 Horseshoe Ln SE	1103 Horseshoe Ln SE		\$0.00		\$0.00	\$0.00
23.613.0010	Greg & Tonya Pavek		1101 Horseshoe Ln SE	1101 Horseshoe Ln SE		\$0.00		\$0.00	\$0.00
23.999.0270	City of New Prague	Attn: Joshua Tetzlaff	118 Central Ave N	1114 9th St SE		\$0.00		\$0.00	\$0.00

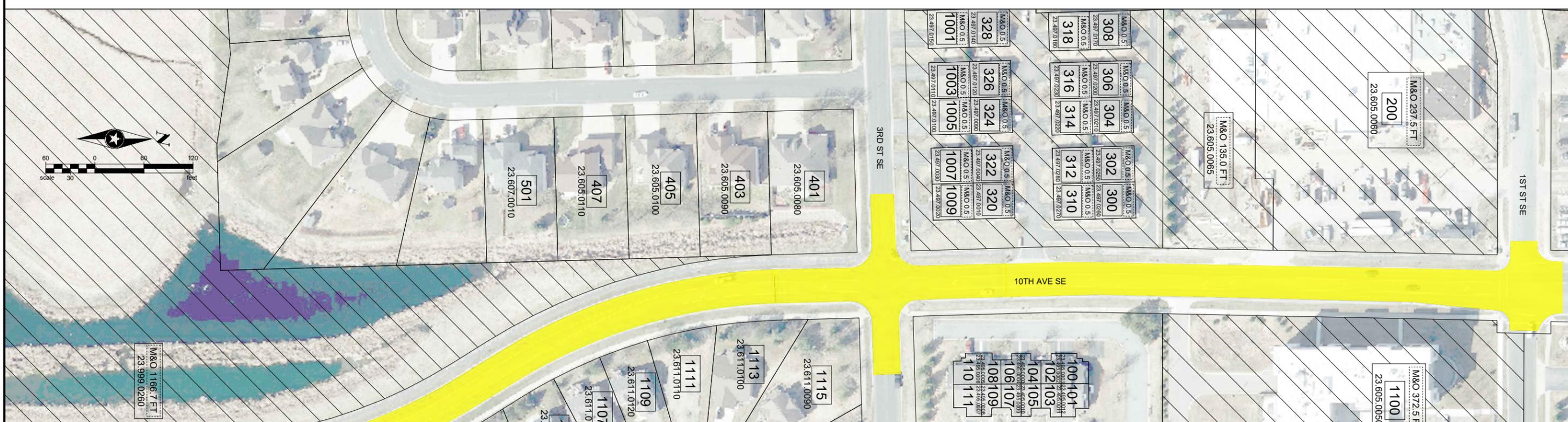
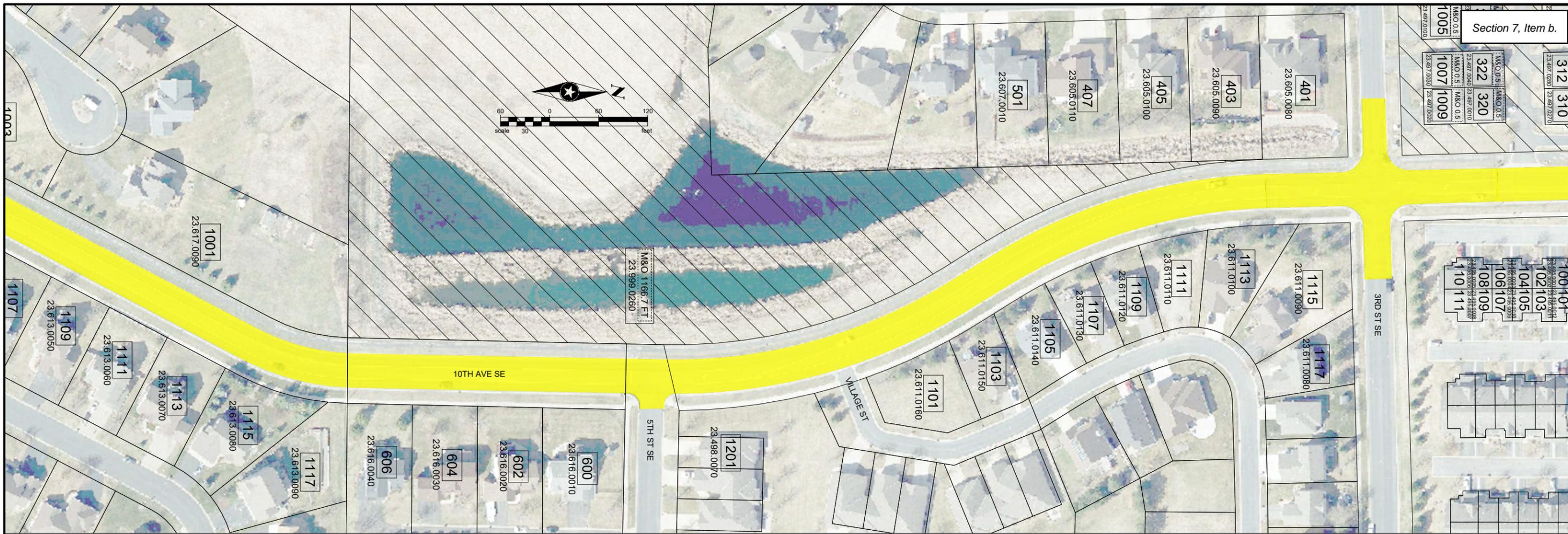
Parcel No.	Name	Additional Name	Address	PropertyAddress	Residential Mill & Overlay Unit	Residential Mill & Overlay Assess.	Commercial-Institutional Mill & Overlay Unit	Commercial-Institutional Mill & Overlay Assess.	Total Assessment
23.614.0700	Laura E Dias		1105 Park Ln SE	1105 Park Ln SE		\$0.00		\$0.00	\$0.00
23.614.0690	Rodney & Debra Kos		1103 Park Ln SE	1103 Park Ln SE		\$0.00		\$0.00	\$0.00
23.614.0680	Christopher & Sommer Yarolimek		1101 Park Ln SE	1101 Park Ln SE		\$0.00		\$0.00	\$0.00
23.614.0670	Timothy & Lisa Hinricher		1100 12th St SE	1100 12th ST SE	0.5	\$1,275.00		\$0.00	\$1,275.00
23.710.0010	Michael D & Beverly R Thompson		1101 Tikalsky St SE	1101 Tikalsky St SE	0.5	\$1,275.00		\$0.00	\$1,275.00
23.710.0580	Scott L & Maren C Davis		1100 Tikalsky St SE	1100 Tikalsky St SE	0.5	\$1,275.00		\$0.00	\$1,275.00
23.710.0680	Donald D & Lisa M Simon		1103 Olivia St SE	1103 Olivia St SE		\$0.00		\$0.00	\$0.00
23.710.0690	Kenneth A & Mary Jo Thomas		1101 Olivia St SE	1101 Olivia St SE		\$0.00		\$0.00	\$0.00
23.710.0700	Michael Toft	Sheilah Felix	1100 Olivia St SE	1100 Olivia St SE		\$0.00		\$0.00	\$0.00
	TOTAL				11.0	\$28,050.00	3430.9	\$151,645.78	\$179,695.78



PROJECT AREA
ASSESSED PARCEL

SEH
PROJECT NO.
NEWPR 188030
DATE:
11/17/2025

ASSESSMENT MAP
2026 STREET IMPROVEMENTS PROJECT
NEW PRAGUE, MINNESOTA



		PROJECT NO.	APPENDIX B-3
		NEWPR 188030	2/2 70
		DATE:	
		11/17/2025	

ASSESSMENT MAP
 2026 STREET IMPROVEMENTS PROJECT
 NEW PRAGUE, MINNESOTA

PROJECT NO.
 NEWPR 188030
 DATE:
 11/17/2025

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Sustainable buildings, sound infrastructure, safe transportation systems, clean water, renewable energy, and a balanced environment. Building a Better World for All of Us communicates a company-wide commitment to act in the best interests of our clients and the world around us.

We're confident in our ability to balance these requirements.

JOIN OUR SOCIAL COMMUNITIES



From: Katie Kalina
Sent: Monday, December 22, 2025 10:33:05 AM
To:
Subject: Re: Proposed 10th Ave construction

Good morning,
After writing my previous email, I watched the city council meeting. I now amend my choice to be option 1 1/2 since it appears option 1 will probably not happen. I further oppose option #2 because of the higher initial cost, cost in maintenance, cost of planting vegetation and the road having to be shut down by the street department for repairs, watering, etc. studies show how much that road is used and would be a burden to shut it down for extended periods of time.

Thank you for your time,
Katie Kalina

On Mon, Dec 22, 2025 at 8:41 AM Katie Kalina < > wrote:

Hello,
I recently learned that there is a proposed construction project to 10th Ave SE. I have concerns about Option 2 and 3. The median should definitely not be near the curves in the road. It gets slick there in the winter and there are many, many cars that slide off the road onto the sidewalk that cause damage to backyard fences and fire hydrants. Keep the road wider so you can cheat to the inside a little during the slippery months. I say no to option #2 for this reason.
If the curb extensions will be like they are on Mainstreet, I say no to that, too. It's VERY HARD to see traffic when you turn onto Mainstreet from a side street if cars are parked on Mainstreet so I say no to option # 3. I live right off 10th SE in a cul de sac and have to use it every time to exit my neighborhood. Why change what's there? It looks like option #1 would be my vote as it keeps the footprint the same but adds a roundabout at 3rd Ave. I hope this options includes crosswalk lights with a button(like the one by Praha Village)when wanting to cross 10th Ave at 3rd, 5th, 9th and 12th as I am a walker and use the 9th St and 10th Ave SE intersection A LOT and many others do too due to access to the trail that runs through the wetland to the west.

It appears the last public meeting has passed. Is that correct? If not, is there one for me to attend.

Please keep footprint of 10th Avenue the same.

Katie Kalina, 9th St. Ct SE resident

From: Adam Breheim
Sent: Monday, December 22, 2025 2:17:59 PM
To:
Subject: 10th st project

Good morning,
I wanted to touch base with my opinion on this project as I was unable to attend the meetings.

I feel that the option I've seen listed as "option 2" would be the more appropriate choice. I live on 10th street and have for almost 8 years. There is no need or demand for on street parking as it is mostly residential and actually runs the rear of most properties along the street. (Businesses closer to main st have their own lots).

Maintaining turn lanes and adding some landscaping might look nice but please keep away from the option that wants to add the parking that will not be used by anyone. What a waste of hard earned tax dollars.

I have seen the idea floated about saving us some money during these economically stressful times by simply repaving the road with a few updates and then restrict access to large commercial vehicles. They can go around by using Main Street or Mn 21. This would minimize wear on 10th street as I see many huge trucks lumbering down this road daily.

I feel I will be forced to pay for these upgrades, all I ask is that the most reasonable decision is made. I can't stress enough there is zero demand for on street parking there. Please don't include that in this project.

Adam Breheim
Village St, New Prague, MN 56071



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: ALTON AVE FEASIBILITY STUDY- PROPOSAL FROM SEH AND COOPERATIVE AGREEMENT WITH SCOTT COUNTY
DATE: DECEMBER 18, 2025

In 2004/2005, an alignment study was cooperatively completed by Scott County and the City of New Prague with SEH as consultant, regarding Alton Ave. which would eventually become County State Aid Highway (CSAH 15). A companion study was also cooperatively completed jointly by Le Sueur County and the City for Alton Ave. south of Main Street (TH13/19). The overarching goal of the study was to support a roadway corridor from 169 in Shakopee south through the County (on the Scott County Side) and continuing into Le Sueur County to Montgomery that would support existing state highways as a major north/south transportation route.

The product of both studies was a Memorandum of Understanding (see attached MOU document) between the City, County and Township in which all parties acknowledge the purpose of the roadway and would endeavor to take actions to see that it is completed per the study and MOU. For the Scott County portion of the study, the MOU covers the area north of TH13/19 and CSAH 2. The work on the corridor would be development driven, meaning that the road would not be completed speculatively. For the past 20 years, development has not occurred adjacent to the Alton Ave. corridor north of TH13/19, but development has occurred south of TH13/19 which led to an amendment to the MOU to allow a slightly modified configuration for the roadway there considering the original study did not include a roundabout on TH13/19 (which was installed in 2007) and the development of the New Prague Commons and Eastland residential development which saw a need for revised access in the shorth and long term as opposed to what the original study provided for.

Fast forward to 2025, City staff has received inquiries and internal review concept drawings (not public at this time) of developments on both sides of Alton Ave. NE north of TH13/19, near their intersection with each other. While formal applications have not been submitted at this time for either development, the east side would include a multisite commercial development, and the west side would include 50+ residential units. Access to Alton Ave. NE is of utmost importance for both developments and both parties have indicated the sole access provided for in the original study and MOU is not adequate. Both the City and County recognize the passage of time has led to changes in some of the original study's assumptions and recommend the study be updated to determine if the 20+ year old design is still meeting the needs of all parties, including for development access adjacent to the corridor.

The City and County requested a proposal from SEH to update the previous study which is attached. The proposed fee is \$85,850. The study will look at roadway alignment, geometrics, intersection treatment, utility layouts, roadway sections and project estimates.

The attached cooperative agreement with Scott County provides for Scott County paying their half of the cost of the feasibility study. County staff have approved the study and their portion at \$42,925.

Staff recommend covering the City's half of the cost of the feasibility study (\$42,925) from Fund 499 which has a balance of \$313,045 at this time.

City Attorney Scott Riggs reviewed the cooperative agreement and approved of the terms.

Staff Recommendation

Staff recommend that the City Council approve both the Alton Avenue Feasibility Study Proposal from SEH and the Cooperative Agreement with Scott County.

Attachments:

- 1. Alton Avenue Feasibility Study Proposal – Dated 12/17/25
- 2. Cooperative Agreement with Scott County Re: Alton Avenue - Undated
- 3. MOU Between City / County / Township – Dated 1/24/06
- 4. Alignment Map



Building a Better World
for All of Us®

December 17, 2025

RE: City of New Prague
Alton Avenue Feasibility Study
SEH No. NEWPR 184246 14.00

Ken Ondich
Planning / Community Development Director
City of New Prague
118 Central Avenue N
New Prague, MN 56071

Dear Mr. Ondich:

SEH appreciates the opportunity to provide the City of New Prague with a feasibility study for the potential realignment and improvement of Alton Avenue located on the east side of the City. SEH will prepare the study for Alton Avenue from Trunk Highway (TH) 19 (also known as Main Street E) to County State Aid Highway (CSAH) 15 (also known as Drexel Avenue) in the City of New Prague.

This study will build upon the Eastern Alignment Study completed in 2004. It will recommend next steps to identify and determine roadway alignment, preliminary design with cost estimates, and right of way needs.

The project scope includes tasks for project management, traffic analysis, desktop wetland delineation, preliminary roadway design, and survey services. The scope of work is further described in this letter proposal.

SCOPE OF WORK

Task 1: Project Management

SEH will perform project management tasks related to communication with City staff, coordination of the SEH team, quality assurance and quality control, maintaining project records, and providing necessary accounting and invoicing. SEH anticipates up to 4 virtual meetings with City staff during the development of the feasibility study process.

Task 2: Traffic Analysis

Traffic study work will include traffic data collection, forecasting, safety evaluation, and operations analysis related to the potential realignment of Alton Avenue:

- Data collection will be comprised of gathering data from city, county, and state files. SEH will collect 13-hour turning movement counts on a weekday at up to four locations including Alton Avenue at TH 19, 7th Street NE, and W 270th Street and the intersection of W 270th St at CSAH 15.
- Traffic forecasts will be prepared considering previously published forecasts from Scott County's Comprehensive Plan. Trip generation will be performed to assess the impacts of new trips

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507

651.490.2000 | 800.325.2055 | 888.908.8166 fax | sehinc.com

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Ken Ondich
December 17, 2025
Page 2

anticipated due to residential development served by Alton Avenue and the connecting roadway network.

A safety assessment will be performed recognizing planned roadway characteristics and potential intersection configurations and traffic control.

Recommendations for roadway configurations and intersection design will be documented in a traffic study memorandum. ICE (intersection control evaluation) reports, if deemed necessary, would be provided in a final design phase of work and are therefore not included in the Feasibility Study scope.

Task 3: Desktop Delineation

The wetland services will include a Level 1 (desktop) delineation. This work will be completed by SEH staff who have completed the Minnesota Wetland Professional Certification (MWPCP) training. The following outlines the process for completing the delineation:

- A Level 1 wetland delineation can be completed using electronic data including National Wetland Inventory (NWI), Public Waters Inventory (PWI), soils data, contours, precipitation data, and multiple years of aeriels. The data will be evaluated and compared in Geographic Information System (GIS) to provide an estimated wetland boundary.

Electronic wetland boundaries will be provided to aid in the development of roadway alignment alternatives.

Not included in this scope is a full wetland delineation and report, permitting, or Environmental Reviews (EA's, EAW's, EIS's). The impacts identified from the study will help identify which reviews will be necessary during future design phases of the project.

Task 4: Preliminary Design

The following preliminary design items will be included in the Feasibility Study:

- Define roadway alignment and right of way needs.
- Preliminary roadway geometrics including recommendation of the necessary number of drive lanes, thru lanes, etc. based on the traffic analysis.
- Recommended intersection treatment and preliminary intersection geometrics as guided by the traffic analysis.
- Preliminary sanitary sewer and water main layout.
- Preliminary storm sewer layout and stormwater conveyance routing.
- Preliminary sizing location of potential stormwater treatment areas.
 - Majority of project area drains to a central low point, wetlands and ditch/creek segment that discharges to Sand Creek
 - Sand Creek impaired for Benthic macroinvertebrates bioassessments; Chloride; Fish bioassessments; Nutrients; Turbidity.
- Project figures
 - Street improvements with defined alignment
 - Intersection treatments and layouts
 - Typical roadway sections
 - Drainage and storm sewer improvements
 - Sanitary sewer and water main improvements
- Project estimates
- Summary of potential funding sources
- Feasibility study narrative

Ken Ondich
December 17, 2025
Page 3

Task 5: Survey

SEH will prepare base mapping for preliminary design purposes. A records search will be performed to define existing public right of ways and easements. Surface data will be based upon MNTPOPO LIDAR. Aerial photographs will be used to define tree lines and other features that may not be evident in the LIDAR mapping. Field survey will not be performed to establish property lines and corners but can be added if so desired by the City.

PROPOSED FEE

SEH proposed to complete the above tasks for an hourly not-to-exceed fee of \$85,850.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Chad Jorgenson
Associate | Project Manager
(Lic. IA, MN, SD)

CMJ

Attachment

c: Chris Knutson - SEH

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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 December 17, 2025 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: Alton Avenue Feasibility Study.

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:

See the attached letter dated December 17, 2025.

Schedule: Work to begin immediately after approval with final report complete within 3-months.

Payment:

The estimated fee is subject to a not-to-exceed amount of \$85,850 including expenses and equipment.

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

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

Short Elliott Hendrickson Inc.

City of New Prague

By: 
Full Name: Chris Knutson
Title: Client Service Manager

By: _____
Full Name: _____
Title: _____
By: _____
Full Name: _____
Title: _____

Exhibit A-1**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.

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.

COOPERATIVE AGREEMENT

THIS AGREEMENT, by and between the **County of Scott**, a body politic and corporate under the laws of the State of Minnesota, hereinafter referred to as the "**County**" and the **City of New Prague**, a Minnesota municipal corporation, hereinafter referred to as the "**City**".

RECITALS:

- A. The County and City completed a study for the potential realignment and improvement of Alton Avenue from Trunk Highway (TH) 19 to County Highway (CH) 15 in 2004.
- B. The City and County would like to conduct an update to the 2004 study.
- C. City will be contracting with Short Elliott Hendrickson Inc. (SEH) to complete the feasibility study.
- D. County has agreed to participate in the study and fund fifty percent (50%) of the study.
- E. It is contemplated that the Project shall be carried out by the parties under the provisions of Minn. Stat. §162.17, subd. 1 and Minn. Stat. §471.59.

NOW, THEREFORE, in consideration of the mutual undertakings and agreement contained within this Agreement, the County and City hereby agree as follows:

- 1. Incorporation**
The recitals set out above are hereby incorporated into this Agreement as if fully restated herein.
- 2. Project Funding**
 - a. City shall have overall authority and sole discretion to enter into and administer a consultant contract for the feasibility study.
 - b. County staff shall attend project team meetings and cooperate with the City at their request to the extent necessary but shall have no other responsibility for the supervision of the work.
 - c. Upon completion of the feasibility study, City will submit an invoice to County for fifty percent (50%) of consultant contract up to fifty thousand dollars and no cents (\$50,000.00), and County shall pay amount due within thirty (30) days.
- 3. Effective Date of Contract**
This Agreement shall be effective as of January 2, 2026.
- 4. Term of Contract**
This Agreement shall remain in effect until December 31, 2026, or until all obligations set forth in this agreement have been satisfactorily fulfilled, whichever occurs first, unless it is terminated early as provided herein.

5. Authorized Agents

The Parties shall appoint an authorized agent for the purpose of administration of this agreement. City is notified of the authorized agent of County as follows:

Craig Jenson, or his successor
Transportation Planning Manager
Scott County Transportation Services
200 Fourth Avenue West
Shakopee, MN 55379
(952) 496-8329
cjenson@co.scott.mn.us

The County is notified the authorized agent for City is as follows:

Ken Ondich, or his successor
Planning/Community Development Director
City of New Prague
118 Central Avenue N
New Prague, MN 56071
(952)758-4401
kondich@ci.new-prague.mn.us

6. County and State Audit

Pursuant to Minn. Stat. Sec. 16C.05, subd. 5, the books, records, documents, and accounting procedures and practices of the County and City pursuant to this Agreement shall be subject to examination by the County, City and the State Auditor. Complete and accurate records of the work performed pursuant to this Agreement shall be kept by the County and City for a minimum of six (6) years following termination of this Agreement for such auditing purposes. The retention period shall be automatically extended during the course of any administrative or judicial action involving the County or the City regarding matters to which the records are relevant. The retention period shall be automatically extended until the administrative or judicial action is finally completed or until the authorized agent of the County or City notifies each party in writing that the records no longer need to be kept.

7. Liability and Indemnity

- a. Neither party, its officers, agents or employees, either in their individual or official capacity, shall be responsible or liable in any manner to the other party for any claim, demand, action or cause of action of any kind or character arising out of, allegedly arising out of or by reason of the performance, negligent performance or nonperformance of the described maintenance, restoration, repair or replacement work by the other party, or arising out of the negligence of any contractor under any contract let by the other party for the performance of said work; and each party agrees to defend, save, keep and hold harmless the other, its officers, agents and employees harmless from all claims, demands, actions or causes of action arising out of negligent performance by its officers, agents or employees.
- b. It is further agreed that neither party to this Agreement shall be responsible or liable

to the other or to any other person or entity for any claims, damages, actions, or causes of actions of any kind or character arising out of, allegedly arising out of or by reason of the performance, negligent performance or nonperformance of any work or part hereof by the other as provided herein; and each party further agrees to defend at its sole cost and expense and indemnify the other party for any action or proceeding commenced for the purpose of asserting any claim of whatsoever character arising in connection with or by virtue of performance of its own work as provided herein. Each party's obligation to indemnify the other under this clause shall be limited in accordance with the statutory tort liability limitation as set forth in Minnesota Statutes Chapter 466 to limit each party's total liability for all claims arising from a single occurrence, include the other party's claim for indemnification, to the limits prescribed under §466.04. It is further understood and agreed that the Parties' total liability shall be limited by Minn. Stat. §471.59, Subdivision 1a. as a single governmental unit.

- c. It is further agreed that any and all employees of each party and all other persons engaged by a party in the performance of any work or services required or provided herein to be performed by the party shall not be considered employees, agents or independent contractors of the other party, and that any and all claims that may or might arise under the Workers' Compensation Act or the Unemployment Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any and all claims made by any third parties as a consequence of any act or omission on the part of said employees while so engaged shall be the sole responsibility of the employing party and shall not be the obligation or responsibility of the other party.

8. Insurance

Since each party is a political subdivision of the State of Minnesota, each party shall maintain a program of self-insurance or insurance covering general liability and automobile liability coverage protecting itself, its officers, agents, employees and duly authorized volunteers against any usual and customary public liability claims to the limits prescribed under Minn. Stat. Sec. 466.04 and Workers' Compensation in accordance with the Minnesota statutory requirements. Said coverage shall be kept in effect during the entire term of this Agreement.

9. Data Practices

All records kept by the City and the County with respect to the Project shall be subject to examination by the representatives of each party. All data collected, created, received, maintained or disseminated for any purpose by the activities of the County or City pursuant to this Agreement shall be governed by Minnesota Statutes Chapter 13, as amended, and the Minnesota Rules implementing such Act now in force or hereafter adopted.

10. Equal Employment and Americans with Disabilities

In connection with the work under this agreement, City agrees to comply with the applicable provisions of state and federal equal employment opportunity and nondiscrimination statutes and regulations. In addition, upon entering into this agreement, City certifies that it has been made fully aware of Scott County's Equal Employment Opportunity and Americans With Disabilities Act Policies, that it supports these policies

and that it will conduct its own employment practices in accordance therewith. Failure on the part of City to conduct its own employment practices in accordance with County Policy may result in the withholding of all or part of regular payments by the County due under this agreement unless or until City complies with the County policy, and/or suspension or termination of this agreement.

11. Controlling Law

The laws of the State of Minnesota shall govern all questions and interpretations concerning the validity and construction of this Agreement and the legal relations between the parties and performance under it. The appropriate venue and jurisdiction for any litigation hereunder shall be those courts located with the County of Scott, State of Minnesota. Litigation, however, in the federal courts involving the parties shall be in the appropriate federal court within the State of Minnesota.

12. Changes/Amendments

The parties agree that no change or modification to this agreement, or any attachments hereto, shall have any force or effect unless the change is reduced to writing, dated, and made part of this agreement. The execution of the change shall be authorized and signed in the same manner as this agreement, or according to other written policies of the original parties.

13. Severability

In the event any provision of this Agreement shall be held invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties unless such invalidity or non-enforceability would cause the Agreement to fail its purpose. One or more waivers by either party of any provision, term, condition or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.

14. Entire Agreement

It is understood and agreed that the entire agreement of the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the County and City relating to the subject matter hereof.

IN TESTIMONY WHEREOF, the parties hereto have caused this Agreement to be executed intending to be bound thereby.

COUNTY OF SCOTT

CITY OF NEW PRAGUE

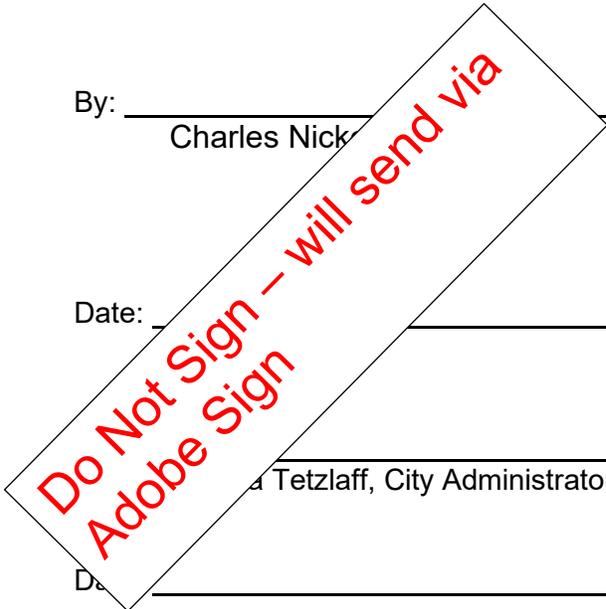
By: _____
Brad Davis
Planning and Resource Management
Division Director

By: _____
Charles Nick

Date: _____

Date: _____

Upon proper execution, this agreement will be legally valid and binding.



_____ Tetzlaff, City Administrator

By: _____
Jeanne Andersen
Assistant County Attorney

Date: _____

Date: _____

January 2006

**COUNTY STATE AID HIGHWAY 15 REALIGNMENT
MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (“MOU”) is entered into and among the City of New Prague, Helena Township and Scott County, each acting by and through its duly authorized officers.

I. INTRODUCTION

- 1.1 The City of New Prague (“City”) and Helena Township (“Township”) are political subdivisions organized under the laws of the State of Minnesota. Each has responsibilities related to roadway and transportation within its respective jurisdiction.
- 1.2 Scott County (“County”) is a political subdivision organized under the laws of the State of Minnesota. The County is responsible for County highway planning, design, construction, and maintenance for county highways within the County.
- 1.3 The City, the Township, and the County have worked together on a study of the future realignment of County State Aid Highway 15 and have determined a desirable alignment.
- 1.4 The City, the Township and the County have determined that it is in the best interests of each entity to enter into this MOU to address the respective roles and responsibilities of parties with respect to the future realignment of County State Aid Highway 15 between County Sate Aid Highway 2 and Trunk Highway 19.
- 1.5 The City, Township and the County recognize that the following will provide additional information, tools and regulations for maintaining roadway safety and connectivity. These include: 1) City of New Prague Comprehensive Plan, 2) City of New Prague Comprehensive

Sanitary Sewer Plan, 3) City of New Prague Comprehensive Stormwater Master Plan, 4) Scott County Comprehensive Plan, 5) Scott County Transportation Plan.

II. PURPOSES

2.1 This MOU identifies the recommended future alignment for County State Aid Highway (“CSAH”) 15 between CSAH 2 and Trunk Highway 19 as well as addresses the basic relationship, roles and responsibilities of the parties with respect to the future CSAH 15 corridor. The primary purpose of the MOU is to provide a framework for the implementation of the proposed realignment including right-of-way identification, preservation and acquisition; roadway design criteria and construction; access management, and jurisdictional modifications.

III. ROLES AND RESPONSIBILITIES

3.1 Parties to this MOU agree to the following two basic provisions:

- 1) To operate consistent with the preferred CSAH 15 realignment; and
- 2) To implement the provisions of this document through enforceable mechanisms such as ordinances, development agreements and policies.

The preferred realignment alternative is displayed as Attachment A to this document and is described below:

- 3.1.1 Alignment – as shown on Attachment A.
- 3.1.2 Design Criteria – The proposed realignment will be designed and constructed to meet the design policies and standards of Mn/DOT State Aid and the Mn/DOT Road Design Manual at the time of construction.
- 3.1.3 Typical Section – as shown on Attachment B.
- 3.1.4 Right-of Way – The Corridor would be no less than 150 feet in width.

- 3.1.5 Access Management – Public street intersections on CSAH 15 will be permitted consistent with Attachment A. Additional access requested for CSAH 15 shall be in accordance with Scott County Access spacing guidelines. Any change from Attachment A shall be agreed to by the City and County.
- 3.1.6 Construction Staging – The intent of this plan is to coordinate timing with future development construction.
- 3.1.7 Future of Existing CSAH 15 Corridor – The existing CSAH 15 alignment of Columbus Avenue and 12th Street Northeast would be turned backed to the City of New Prague upon completion and acceptance of the new alignment of CSAH 15.

The remainder of this section describes the specific roles and responsibilities of each party.

3.2 City of New Prague

Upon execution of this document, the City of New Prague shall endeavor to manage growth along the proposed corridor in a manner that is consistent with the intent of this document. The City shall include the proposed CSAH 15 realignment as well as develop a supporting city street network within its Comprehensive Plan.

As development occurs, the City shall endeavor to preserve highway right-of-way so that the proposed CSAH 15 corridor may be constructed within the development area. The City shall abide by the following guidelines in facilitating development adjacent to the proposed CSAH 15 corridor:

- 3.2.1 Upon receipt of a developer’s concept plan adjacent to the proposed CSAH 15 corridor, the City shall notify the Primary Contacts for the City, County, and Township.
- 3.2.2 The City of New Prague shall seek to acquire all of the necessary right-of-way (as shown in Attachment A) for the proposed CSAH 15 corridor through subdivision plat dedication. The right-of-way necessary for the proposed CSAH 15 corridor is described in section 3.1.4.

- 3.2.3 The City shall influence subdivision plat development in a manner that will achieve city street connections to the proposed CSAH 15 corridor consistent with those locations shown in Attachment A. The City shall notify the County's Primary Contact if the access locations are to be changed significantly and/or additional access is thought to be needed.
- 3.2.4 The City shall influence subdivision plat development in a manner that accommodates access to existing properties along the existing CSAH 15 corridor within Helena Township.
- 3.2.5 The City shall facilitate the design and construction of the future CSAH 15 corridor roadway, storm sewer, and other associated improvement through developer agreements. The City shall submit construction plans for segments of the proposed CSAH 15 corridor to the County for review and approval prior to approval by the City Engineer. Upon approval by the City and County, the plans shall be submitted to MnDOT's Office of State-Aid for review and approval. Construction shall not take place until these plan approvals have been granted.
- 3.2.6 The City shall fund a percentage (44/52, or approximately 84.6%) of the construction costs of the proposed CSAH 15 roadway, storm sewer, and other associated improvements. Anything added by request of the City to the project shall be added to the City's construction costs. The City's cost participation percentage is generally intended to equal the cost of constructing the same length of a city major collector street. For purposes of construction cost participation, the major collector street would include a 44' undivided urban roadway. The City's contribution to construction costs shall include any developer obligations to construct or fund construction of the CSAH 15 roadway, storm sewer, and associated improvements imposed through a development agreement. The City shall provide twelve (12) months notice to

the County for inclusion of the County’s participation into the Transportation Improvement Program. Payment shall occur in the year budgeted.

3.2.7 The City shall accept additional storm water runoff generated by the future CSAH 15 roadway into the City’s existing regional storm water management pond or future ponds within proposed development properties.

3.2.8 As described in section 3.1.7, the City shall accept ownership of the appropriate segments of existing CSAH 15, effective upon completion of segments of new CSAH 15. The City shall work with the Township through the annexation agreement process to address private property accesses on any vacated road segments.

3.3 Helena Township

Upon execution of this document, Helena Township shall manage growth and building activity adjacent to the proposed CSAH 15 corridor in a manner that is consistent with the intent of this document. As described in section 3.1.7, Helena Township shall work with the City through the annexation agreement process to address private property accesses on any vacated road segments.

3.4 Scott County

The Scott County Public Works Division shall provide general guidance in the development of the proposed CSAH 15 corridor. Scott County shall incorporate their CSAH 15 financial obligation into their Transportation Improvement Program when appropriate, as described in section 3.2.6. The County shall operate and plan its highway system in a manner that is consistent with the intent of this document.

3.4.1 The County may assist the City of New Prague in right-of-way acquisition when necessary right-of-way is not acquired through subdivision plat dedication. The County’s assistance may include participation of County right-of-way personnel and funding for

right-of-way acquisition in an effort to acquire the remaining right-of-way prior to property development.

3.4.2 The County shall review construction plans for segments of the proposed CSAH 15 in a timely fashion.

3.4.3 The County shall fund a percentage (8/52, or 15.4%) of the construction costs of the proposed CSAH 15 roadway, pedestrian underpass, and other associated improvements. In addition, Scott County will pay 100% of the cost for the installation of the bituminous Regional Trail adjacent to CSAH 15. Anything added by request of the County to the project shall be added to the County's construction costs. The County's cost participation percentage is generally intended to equal the additional cost associated with the proposed upgrade from a typical city major collector street (as described in section 3.2.6).

IV. PRIMARY CONTACTS

4.1 The parties intend that the work under this MOU shall be carried out in the most efficient manner possible. To that end, the parties hereby designate the following individuals who will serve as the primary contacts between the parties. The parties intend that, to the maximum extent possible, all significant communications between the parties necessitated by this MOU shall be made through the primary contacts. The primary contacts are as follows:

For the City of New Prague: City Administrator or his/her designee

For Helena Township: Township Clerk or his/her designee

For Scott County: County Engineer or his/her designee

Any party may modify its designation of primary contacts by prompt written notice to the other parties.

V. GENERAL PROVISIONS

- 5.1 Each party understands that a failure to implement their responsibilities outlined above may jeopardize the ability to implement the realignment of CSAH 15 and ultimately diminish the integrity of the area roadway system.
- 5.2 The parties shall attempt to secure reasonable funding to allow for the successful completion of the activities described in this MOU. However, the parties expressly acknowledge that the activities under this MOU shall be subject to the availability of appropriated funds.
- 5.3 Each party pledges to implement the provisions of this MOU and to further the goals and purposes of this MOU, subject to the terms and conditions of this MOU. The parties shall attempt to resolve any disputes related to this MOU through open discussions with all parties.
- 5.4 This MOU, including any list of roles and responsibilities, may be amended at any time by mutual agreement of the parties. Any such modification must be in writing and executed by duly authorized representatives of the parties.
- 5.5 Nothing in the Memorandum of Understanding shall be construed to prevent any party from addressing any unforeseen public safety issue.
- 5.6 Nothing in the Memorandum of Understanding shall be construed to modify or amend any statutory or legal obligations of the parties.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed by their duly authorized officers on the dates set forth below.

CITY OF NEW PRAGUE

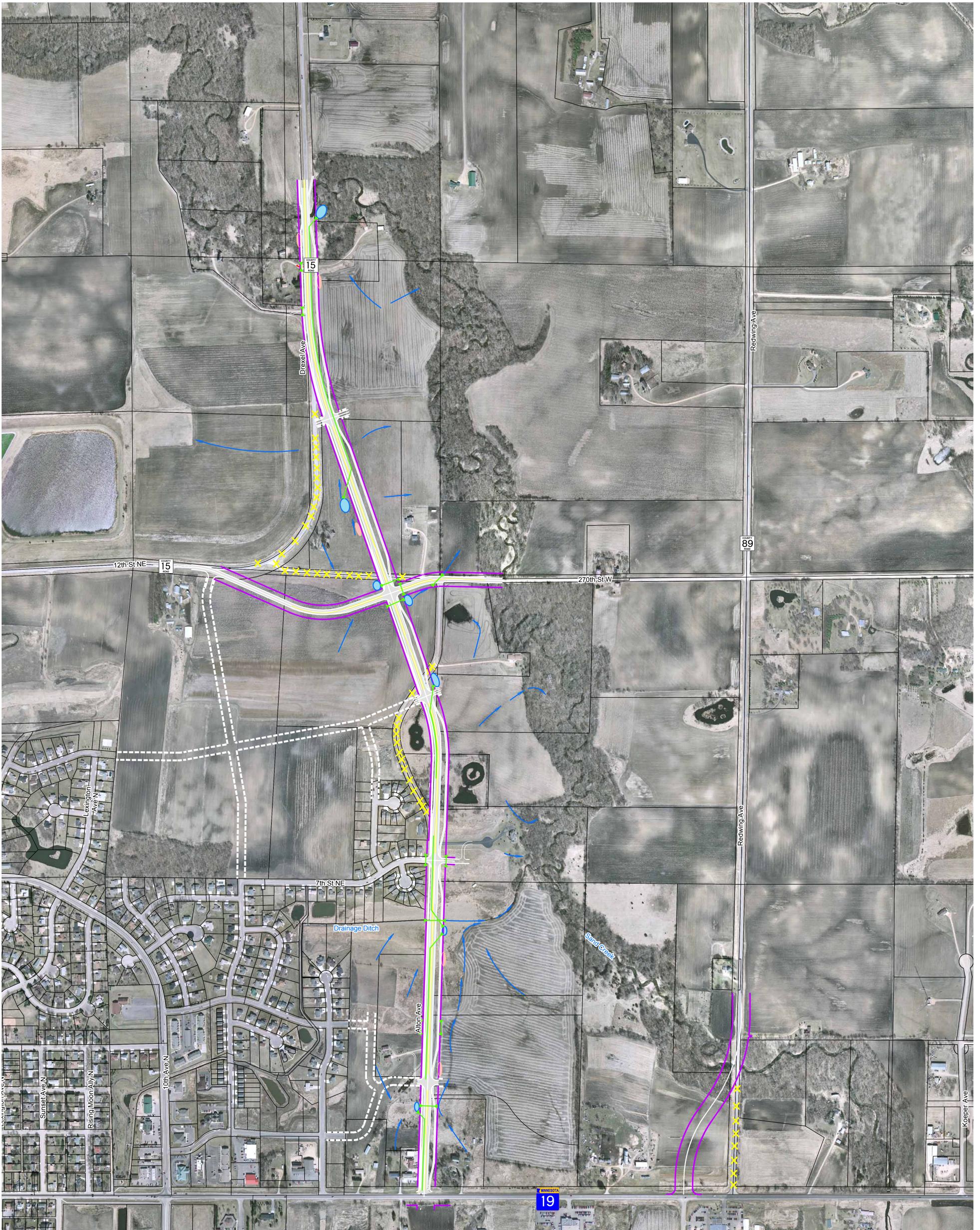
Date: _____ By: 
Its: _____

HELENA TOWNSHIP

Date: _____ By: Tony Mads
Its: Chair

SCOTT COUNTY

Date: 1/24/06 By: Jon Ulrick
Its: County Board Chair



LEGEND

-  ALT1 I
-  Flow Direction
-  Schematic Storm Sewer
-  Possible Detention Pond
-  Possible Infiltration Swale



City of New Prague
 Eastern Alignment Study
 Le Sueur County
 & Scott County

Attachment A

September 2004





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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: 2026 OFFICIAL DEPOSITORIES
DATE: DECEMBER 29, 2025

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 #26-01-06-02 has been included in your packet that includes designating these institutions for 2026 as the City’s official depositories.

Recommendation

Staff recommends the approval of Resolution #26-01-06-02, Appointing the 2026 Official Depositories for City Funds.

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

**CITY OF NEW PRAGUE
RESOLUTION #26-01-06-02**

**RESOLUTION APPOINTING 2026
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 2026 for the City’s general operating checking accounts.
- 2) The following be designated as official depositories for the City’s temporary investment program for 2026:
 - 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 2026 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 6th day of January, 2026.

Charles L. Nickolay
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
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: EVAN C. GARIEPY, PLANNER
SUBJECT: PLANNING COMMISSION SUMMARY - REQUEST FOR VARIANCE #V9-2025 TO ALLOW A REDUCTION IN THE SETBACK FROM THE SIDE PROPERTY LINE TO A DECK, LOCATED AT 114 4TH ST SW, AS PROPOSED BY KA WITT CONSTRUCTION, INC.
DATE: DECEMBER 18TH, 2025

Planning Commission Summary

The Planning Commission heard the above variance request at their December 17th meeting. The applicant, KA Witt Construction, Inc., on behalf of Juleen Kern, is requesting a variance to allow for a reduction in the side setback from 7 feet to 5 feet for the construction of a deck. The deck would be 5 feet wide by 8 feet long, and located on the east side of 114 4th St SW. The property does not have any other suitable locations for a deck, and 5 feet would be just wide enough for the property owner to utilize the deck.

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

The Planning Commission recommended approval of the variance request on a unanimous vote (3-0) based on the six findings listed in the staff report (and the attached resolution which approves the variance).

Staff Recommendation

Staff recommends approval of the attached resolution "...Approving Variance (#V9-2025)...".

RESOLUTION #26-01-06-03

RESOLUTION OF THE NEW PRAGUE CITY COUNCIL APPROVING VARIANCE #V9-2025 TO ALLOW REDUCTION IN THE SETBACK FROM THE SIDE PROPERTY LINE TO A DECK, LOCATED AT 114 4TH ST SW, AS PROPOSED BY KA WITT CONSTRUCTION, INC.

WHEREAS, KA Witt Construction, Inc., on behalf of the owner, Juleen Kern, of the following real estate in the County of LeSueur to wit:

The West 60 feet of the West Half of the North Half of Block 16, The Kabes Addition to New Prague, Le Sueur County, Minnesota.

is requesting a variance to allow for the construction of a deck at a minimum distance of 5 feet from the side property line, to be constructed on the east side yard of 114 4th St SW.; and

WHEREAS, the New Prague Planning Commission has finished a review of the application and made a report pertaining to said request (#V9-2025), a copy of said report has been presented to the City Council; and,

WHEREAS, the New Prague Planning Commission on the 17th day of December, 2025, after due consideration of presented testimony and information, voted **unanimously (3-0)** to forward the matter to the City Council with a recommendation for approval; and,

WHEREAS, the New Prague City Council finds:

- A. The requested variance is in harmony with the general purpose and intent of the Ordinance because the RL 84 Single Family Residential Zoning District allows decks as a permitted use.
- B. The requested variance is consistent with the comprehensive plan because the RL 84 Single Family Residential Zoning District allows decks as a permitted use.
- C. The applicant will use the property in a reasonable manner by reducing the side property line setback from 7 feet to 5 feet to construct a reasonably sized deck on the side of the home because one is not feasible on the rear of the home without major internal modifications.
- D. Unique circumstances apply to this property over which the property owners had no control and which do not generally apply to other properties in the vicinity in

that the property is very narrow and the house was constructed very close to the side property line.

- E. The variance does not alter the essential character of the neighborhood because decks are a permitted use in the RL 84 Single Family Residential Zoning District, and many other houses in the surrounding area have structures that do not meet modern day setbacks.
- F. The variance requested is the minimum variance which would alleviate the practical difficulties because the proposed location for the deck is the only reasonable location for a deck on the house, and constructing a deck that meets the required 7 foot side setback would make the deck unusable by the property owner.

NOW, THEREFORE BE IT RESOLVED, by the City Council of New Prague, Minnesota, that the request for variance #V9-2025 to allow a deck at a minimum distance from the side property line of 5 feet, to be constructed on the east side yard of 114 4th St SW., as proposed by KA Witt Construction, Inc., on behalf of Juleen Kern, is hereby **approved** based on the above findings.

This Variance approval becomes effective immediately upon its passage and without publication.

Passed this 6th day of January, 2026.

Charles L. Nickolay, Mayor

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

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

Notary Public

ATTEST: _____
Joshua M. Tetzlaff, City Administrator

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

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

Notary Public

THIS INSTRUMENT DRAFTED BY:
Evan C. Gariepy
City of New Prague
118 Central Ave. N.
New Prague, MN 56071
(952) 758-4401



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

MEMORANDUM

TO: PLANNING COMMISSION
FROM: EVAN GARIEPY – PLANNER
SUBJECT: REQUEST FOR VARIANCE #V9-2025 TO ALLOW FOR A 5 FT BY 8 FT DECK ON THE EAST SIDE OF 114 4TH ST SW, AS PROPOSED BY KA WITT CONSTRUCTION, INC.
DATE: DECEMBER 17TH, 2025

Background / History

The applicant, KA Witt Construction, Inc., is working with Juleen Kern of 114 4th St SW to construct a deck. The house is in the RL-84 Single Family Residential Zoning District. Kern would like the deck on the east side of her house, which only allows approximately 3 feet for a deck before hitting the setback limit.

The house is a part of Kabes Addition, which was platted in 1886, well before modern zoning ordinances. Kern’s house is only approximately 10 feet from the east property line, with the driveway taking up the area on the lot west of the house. The house is on the 30 foot front setback line, leaving no room for a deck in the north of the house. Putting the deck on the rear south side of the home would require the removal of cellar windows and construction work on the house itself.

The applicant is applying for this variance to build a 5 ft long by 8 ft wide deck on the east side of the house, where there is already a door on the side of the house. Within the RL-84 Single Family Residential Zoning District, there is a mandatory 7-foot side property line setback for all lots. The proposed deck would exceed the mandatory 7-foot side property line setback by 2 feet, reducing it to a 5-foot side property line setback.

Legal Description

The West 60 feet of the West Half of the North Half of Block 16, The Kabes Addition to New Prague, Le Sueur County, Minnesota.

Neighborhood Conditions and Nearby Land Uses

The property is surrounded by single family houses, zoned RL 84 Single Family Residential. Southside Park is one block south of the property.

Zoning

The property is zoned RL-84 Single Family Residential. It is one of three single family residential zoning districts. The Zoning District generally consists of older neighborhoods that are not close to Main Street. Because of this, it includes many properties that do not meet modern zoning standards.

Decks are permitted in the RL-84 Zoning District as an accessory use to primary structures, as stated in 604(2)(A).

The bulk standards for the RL-84 Zoning District are as follows in 604(5):

- Minimum Lot Area: 8,400 square feet
- Minimum Lot Width: 60 feet
- Minimum Front Yard Setback: 30 feet
- Minimum Side Yard Setback: 7 feet
- Minimum Rear Yard Setback: 30 feet
- Maximum Height: 35 feet
- Maximum Land Coverage By Structures: 40 percent

The rear yard setback for decks is reduced from 30 feet to 20 feet by 710 Permitted Encroachments:

[...] Decks are also exempted from the rear yard setback requirement except that a deck may not be located closer than twenty (20) feet from the rear property line.

Statement of Practical Difficulties

From Ben Witt with KA Witt Construction, Inc., regarding the size of the deck: [The proposed deck would be] just enough to get a chair out there. (11/07/2025)

From Ben Witt, regarding putting the deck on the rear/south side of the house instead: [A] deck off the back of the house is not ideal as the back of the house has two bedrooms on the main floor and egress windows for the lower level. The back would require major interior reconstruction to make that work. [Kern] isn't looking for much off the deck and 5' setback would suffice for what she is looking for. (11/13/2025)

Staff Notes

Utilities General Manager Bruce Reimers and Director of Public Works Matt Rynda were consulted. Neither had any concerns about the reduced side setback.

Planning Staff agree that the variance requested is reasonable. The lot is narrow, and the house is not centered within the lot. Within the neighborhood, there are many structures that do not meet setback requirements due to age. Almost every house on the block that 114 4th St SW is located does not meet modern day setback requirements, as seen in Attachment 13.

Criteria for Granting Variances - Section 507

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

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

- A. The variance is in harmony with the general purposes and intent of this Ordinance. (The variance is in harmony with the general purposes and intent of the Ordinance because the RL 84 Single Family Residential Zoning District allows decks as a permitted use.)

- B. The variance is consistent with the comprehensive plan. (The proposed variance is consistent with the comprehensive plan because the RL 84 Single Family Residential Zoning District allows decks as a permitted use.)

- C. The applicant proposes to use the property in a reasonable manner not permitted by this Ordinance, the City Code or the City Subdivision Ordinance. (The applicant proposes to use the property in a reasonable manner by reducing the side property line setback from 7 feet to 5 feet to construct a reasonably sized deck on the side of the home because one is not feasible on the rear of the home without major internal modifications.)

- D. Unique circumstances apply to the property which do not apply generally to other properties in the same zone or vicinity and result from lot size or shape, topography or other circumstances over which the owner of the property since enactment of this Ordinance has had no control. The unique circumstances do not result from the actions of the applicant. (Unique circumstances apply to this property in that the property is narrow and the house was constructed very close to the side property line.)

- E. The variance does not alter the essential character of the neighborhood. (The variance does not alter the essential character of the neighborhood because decks are a permitted use in the RL 84 Single Family Residential Zoning District, and many other houses in the surrounding area have structures that do not meet modern day setbacks.)

- F. That the variance requested is the minimum variance which would alleviate the practical difficulties. Economic conditions alone do not constitute practical difficulties. (The variance requested is the minimum variance which would alleviate the practical difficulties because the proposed location for the deck is the only reasonable location for a deck on the house, and constructing a deck that meets the required 7 foot side setback would make the deck unusable by the property owner.)

- G. The Board of Adjustment may impose such conditions upon the premises benefited by a variance as may be necessary to comply with the standards established by this Ordinance, or to reduce or minimize the effect of such variance upon other properties in the neighborhood, and to better carry out the intent of the variance. The condition must be directly related to and must bear a rough proportionality to the impact created by the variance. No variance shall permit a lower degree of flood protection than the Regulatory Flood Protection Elevation for the particular area or permit standards lower than those required by federal, state, or local law. (No additional conditions are imposed.)

Staff Recommendation

Staff recommends **approval** of Variance #V9-2025 to allow a variance for a 5 by 8 foot deck with a side setback of 5 feet rather than 7 feet at 114 4th St. SW, as proposed by KA Witt Construction, for the following reasons:

- A. The proposed variance to a reduction in the side setback requirement is in harmony with the general purposes and intent of the Zoning Ordinance because the RL 84 Single Family Residential Zoning District allows decks as a permitted use.

- B. The proposed variance is in harmony with the comprehensive plan because the RL 84 Single Family Residential Zoning District allows decks as a permitted use.

- C. The applicant proposes to use the property in a reasonable manner by reducing the side property line setback from 7 feet to 5 feet to construct a reasonably sized deck on the side of the home because one is not feasible on the rear of the home without major internal modifications.

- D. Unique circumstances apply to this property in that the property is narrow and the house was constructed very close to the side property line.

- E. The variance does not alter the essential character of the neighborhood because decks are a permitted use in the RL 84 Single Family Residential Zoning District, and many other houses in the surrounding area have structures that do not meet modern day setbacks.

- F. The variance requested is the minimum variance which would alleviate the practical difficulties because the proposed location for the deck is the only reasonable location for a deck on the house, and constructing a deck that meets the required 7 foot side setback would make the deck unusable by the property owner.

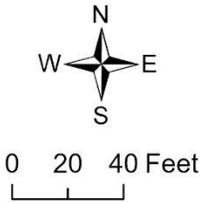
Attachments

- 1. Site Map Aerial – Dated 11/19/2025
- 2. Site Map Zoning Districts – Dated 11/19/2025
- 3. Proposed Location of Deck – Dated 11/25/2025
- 4. Site Map Aerial with Proposed Deck — Dated 11/25/2025
- 5. Image of Property – Dated 11/10/2025
- 6. Image of Property – Dated 11/10/2025
- 7. Image of Property with Setbacks – Dated 11/10/2025
- 8-12. Google Street View – Dated 11/25/2025
- 13. Neighborhood with parcel lines – Dated 11/25/2025

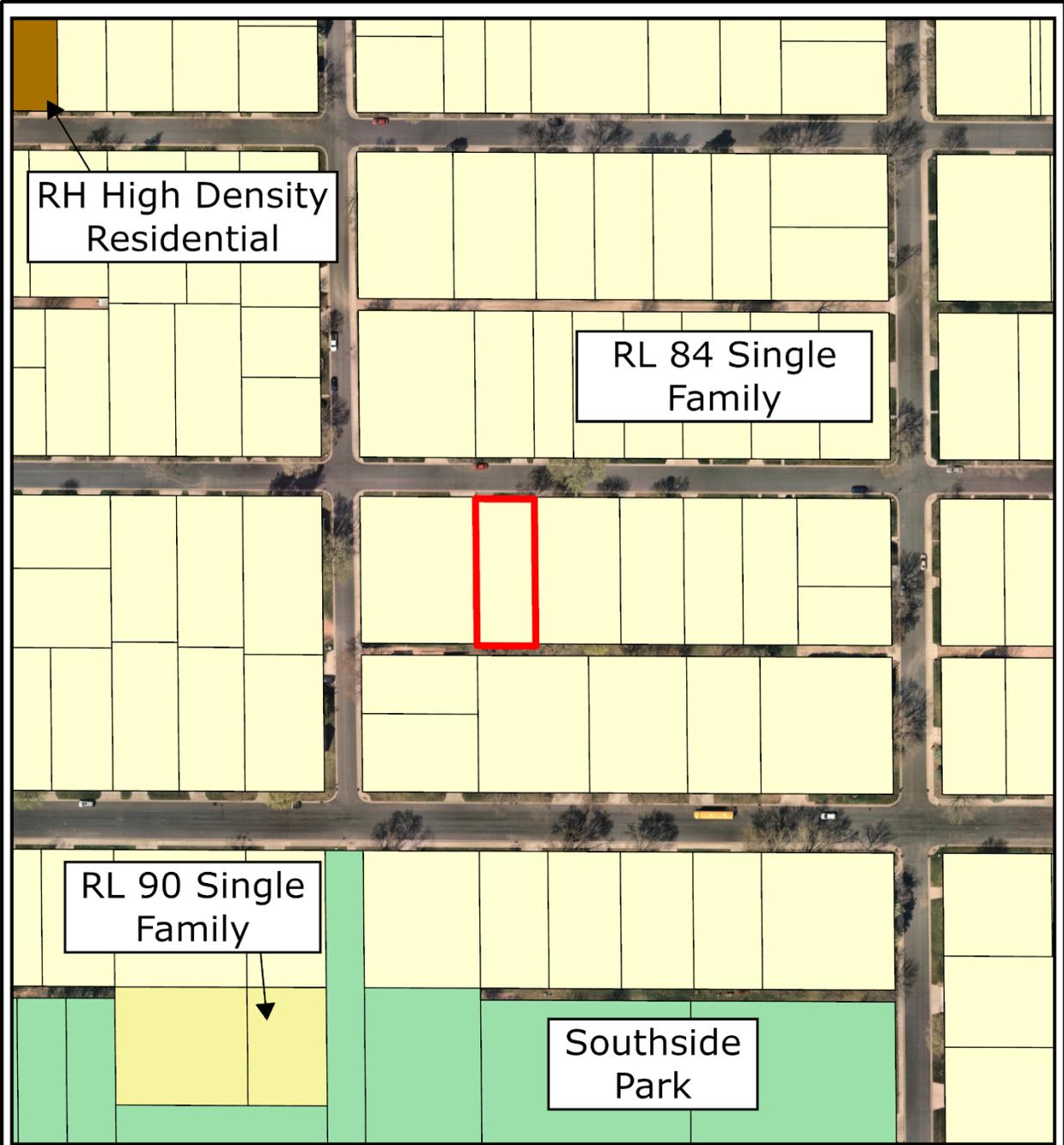


City of New Prague - 114 4th St SW
V9-2025 Aerial Map

Map prepared by and provided by the New Prague Planning and Zoning Department. All measures are approximate, and must be confirmed through a survey, locating of property pins, or another verifiable method. The City is not responsible for any inaccuracies or damages. Disclaimer provided pursuant to Minnesota Statutes 366.03 Subdivision 21. Map created November 2025.

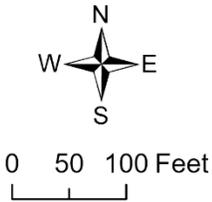


Attachment 1. Aerial map of 114 4th St SW and surrounding area. Satellite imagery from spring 2024. 11/19/2025

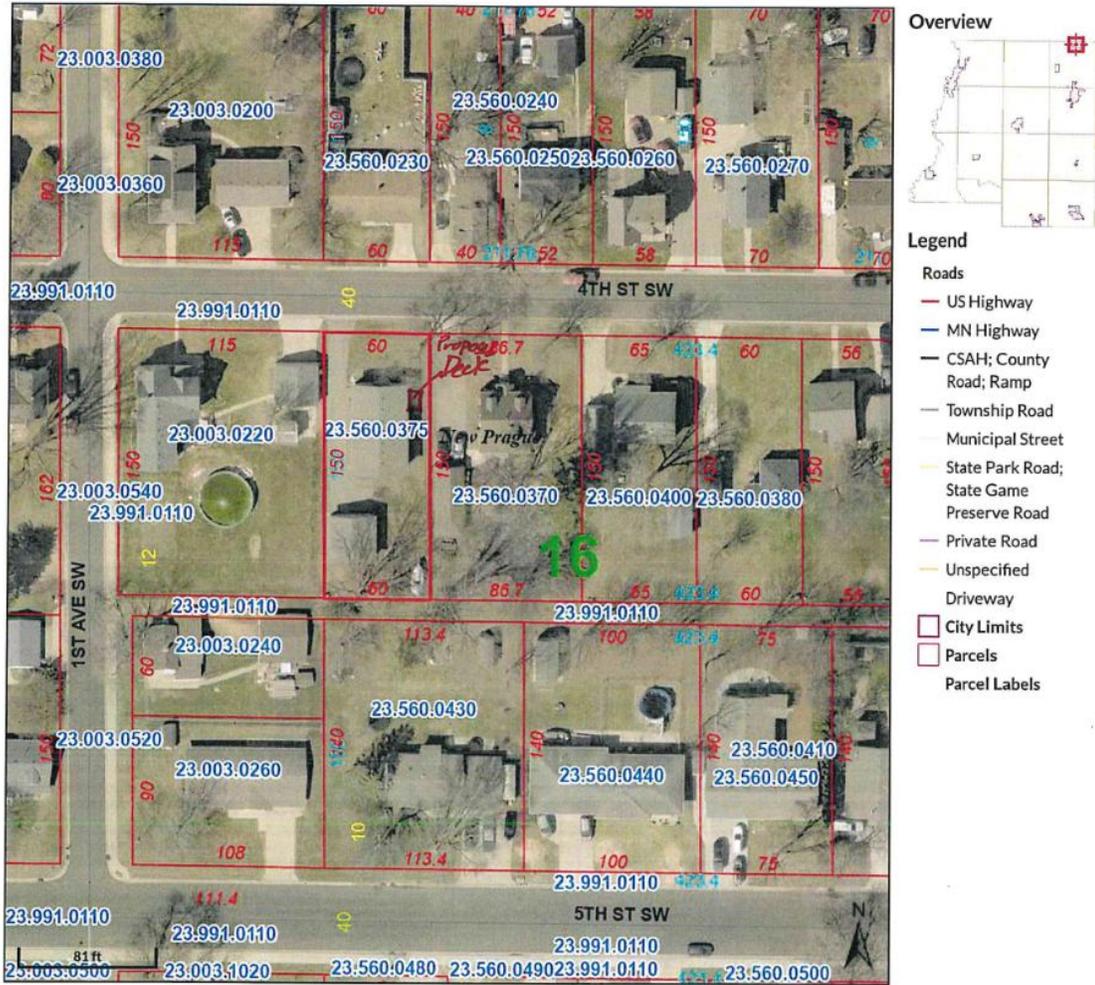


City of New Prague - 114 4th St SW
V9-2025 Zoning Map

Map prepared by and provided by the New Prague Planning and Zoning Department. All measures are approximate, and must be confirmed through a survey, locating of property pins, or another verifiable method. The City is not responsible for any inaccuracies or damages. Disclaimer provided pursuant to Minnesota Statutes 366.03 Subdivision 21. Map created November 2025.



Attachment 2. Zoning districts of 114 4th St SW and surrounding area. 11/19/2025



-Aerial Photo taken in April 2025

Attachment 3. Location of proposed deck from applicant KA Witt Construction. Received 11/18/2025

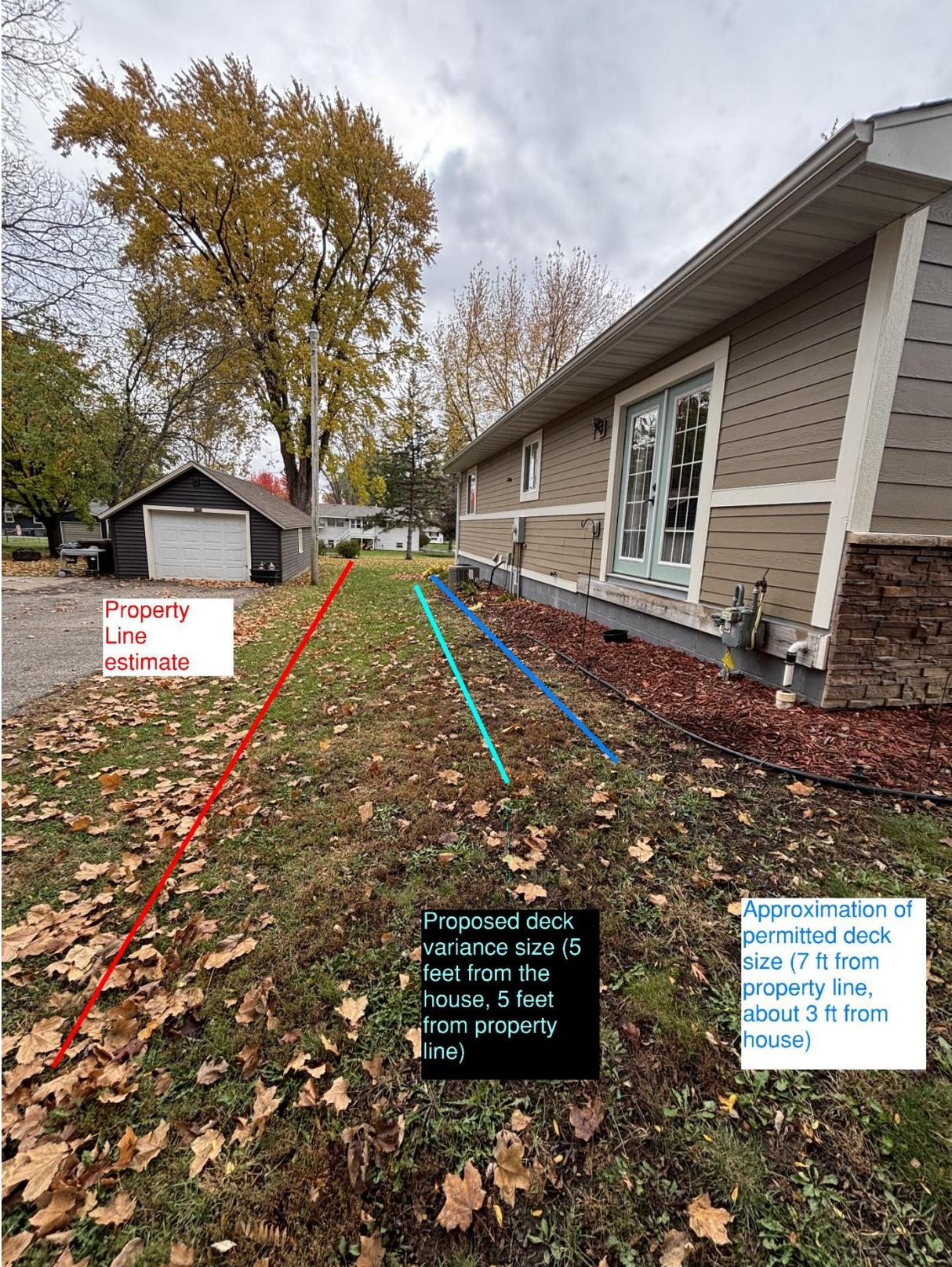


Attachment 4. Site map with proposed deck. 11/25/2025





Attachments 5-6. Images of property from applicant. 11/10/2025



Attachment 7. Image of property from applicant with proposed deck lines drawn. 11/10/2025



Google street view of the front of 114 4th St SW, 10/2013



Google street view looking east down 4th St SW from 114 4th St SW, 10/2013



Google street view looking west down 4th St SW from 114 4th St SW, 10/2013



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: CITY ADMINISTRATOR PURCHASING AND CONTRACTING AUTHORITY
DATE: DECEMBER 29, 2025

The City Charter, in Section 6.04, calls out the City Administrator as the Chief Purchasing Agent of the City. As such, the City Charter calls out that all purchases and contracts to a certain amount, as set annually by the City Council, can be made directly by the City Administrator without prior approval from Council. Amounts above set amount shall come to the City Council for prior approval. This is a common power given within cities to allow the flow of normally business to happen without having to wait for approval every two weeks.

The exact language reads as follows:

Section 6.04. PURCHASES AND CONTRACTS. The City Administrator shall be the chief purchasing agent of the City. All City purchases and contracts shall be made or let by the City Administrator when the amount involved does not exceed an amount established at least annually by the City Council by resolution. All other purchases shall be made and all other contracts let by the City Council after recommendation of the City Administrator has first been obtained. Contracts shall be made in compliance with the laws of the State of Minnesota, and whenever competitive bids are required, the contract shall be let to the lowest responsible bidder consistent with the laws of the State of Minnesota. All contracts, bonds and instruments of any kind to which the City is a party shall be signed by the Mayor and the City Administrator on behalf of the City and shall be executed in the name of the City. The City Council may by ordinance adopt further regulations for the making of bids and the letting of contracts.

As mentioned when this resolution was approved back in March of 2025, this will be brought back annually at the first meeting of each year for the City Council to review and approval.

Recommendation

Staff recommends approval of Resolution #26-01-06-04, Approving the City Administrator Purchasing and Contracting Authority.

**CITY OF NEW PRAGUE
SCOTT AND LE SUEUR COUNTIES, MINNESOTA**

RESOLUTION NO. 26-01-06-04

**APPROVING CITY ADMINISTRATOR PURCHASING AND CONTRACTING
AUTHORITY**

WHEREAS, the New Prague City Charter Section 6.04 establishes the City Administrator’s purchasing and contracting authority and states that City purchases and contracts shall be made or let by the City Administrator when the amount does not exceed an amount established at least annually by the City Council by resolution; and

WHEREAS, purchases and contracts discussed during the budgeting process and capital improvement plan formulation should be subject to a higher threshold than purchases and contracts not previously discussed.

NOW, THEREFORE BE IT RESOLVED, that pursuant to the authority of New Prague City Charter Section 6.04, the City Council directs that all City purchases and contracts shall be made or let by the City Administrator when the amount does not exceed \$25,000 for items included in the approved 2026 Budget and/or 2026 Capital Improvement Plan and \$10,000 otherwise, except when necessary to pay monthly utility and credit card bills that produce late fees and interest charges if not paid prior to formal Council approval.

ALSO, BE IT RESOLVED, that the City Council directs that all administrative policies and requirements necessary for City purchases and contracts shall continue to be followed pursuant to the direction of the City Administrator and in compliance with the New Prague City Charter and Minnesota Law.

Adopted by the City Council of the City of New Prague this 6th day of January, 2026.

Charles Nickolay, Mayor

Attest:

Joshua 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 30, 2025

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.....	Charles Nickolay
EDA.....	Charles Nickolay 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 2026.

Recommendation

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



118 Central Avenue North, New Prague, MN 56071
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MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: 2026 COUNCIL VICE PRESIDENT
DATE: DECEMBER 29, 2025

According to Section 2.06 of the City Charter, the City Council shall choose 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, Bruce Wolf is serving as the Vice President, after being appointed to this position in January 2025.

Recommendation

Staff recommends discussing and appointing a Council Vice President for 2026.



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 16, 2025

According to City Charter Section 3.05, the City Council shall make appointments for 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 \$212 (up \$8 or 3.92%) for general civil and prosecution matters, \$250 (up \$10 or 4.17%) for litigation, general city development projects, real estate, cable and telecom matters, and employment matters, and \$300 (up \$13 or 4.53%) 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 2026.



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 15, 2025

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: 2026 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 2026, I propose that legal rates for the City of New Prague would be as follows: \$212.00 per hour for general civil and prosecution matters, \$250.00 per hour for litigation, general city development projects, real estate, cable and telecommunication related matters, and employment matters, and \$300.00 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 2026 to other clients that I serve as the city attorney.

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

Sincerely,

KENNEDY & GRAVEN, CHARTERED

Scott J. Riggs
New Prague City Attorney

SJR:jms



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: APPOINTMENT OF CONSULTING PROFESSIONIALS
DATE: DECEMBER 29, 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.

In 2024, Ehlers Public Finance Advisors was chosen as the City's financial advisor. Ehlers has helped the City with debt service, budgeting, and investing advice. City staff anticipates that Rebecca Kurtz and Keith Dahl with Ehlers would continue to be the primary contacts for 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
CC: JOSHUA TETZLAFF, CITY ADMINISTRATOR
FROM: STEVE RYNDA, FIRE CHIEF
SUBJECT: APPOINTMENT OF 2026 FIRE DEPARTMENT OFFICERS
DATE: DECEMBER 19, 2025

At the December 2025 meeting, the Fire Department voted to recommend the following members as officers:

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

Recommendation
Staff recommends approval of 2026 Fire Department Officer Appointments.



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: 2026 OFFICIAL NEWSPAPER
DATE: DECEMBER 22, 2025

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 2025, 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 2026.



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: SPEAKING DURING PUBLIC MEETINGS POLICY
DATE: DECEMBER 30, 2025

At the December 15th City Council meeting, a short discussion about the Speaking During Public Meetings policy was had and it was expressed that the Council may want to review the current policy. I have attached that policy for discussion and review.

Of note, following the brief discussion during the meeting, staff did change the wording on the agenda to read “Public Forum,” with a brief explanation to hopefully inform the public that they are allowed to discuss anything they wish.

I do not have any recommended changes to the Speaking During Public Meeting policy.

**CITY OF NEW PRAGUE
SPEAKING DURING PUBLIC MEETINGS POLICY**

Date: March 17, 2025

Subject: Speaking During Public Meetings

Purpose and Need for Policy

The New Prague City Council encourages public input at appropriate and scheduled times. To ensure all have an opportunity to speak and to allow the Council, boards, and commissions of the City of New Prague the ability to conduct business, the City Council has established the following public participation rules. These rules apply to all City of New Prague public meetings. Failure to comply may result in expulsion from the council chambers or meetings rooms.

Rules for Participation

- All speakers are allowed up to five minutes to speak. The length of time allowed may be shortened at the discretion of the chair and shall apply to all speakers at the given meeting where the time has changed.
- All speakers shall state their name and full address before speaking.
- For any comments on issues not on the agenda, no immediate action shall be taken. Future discussion shall be scheduled during a future meeting should the Council wish to discuss further.
- All speakers shall sign-in prior to the start of the Council meeting with their name and address.

Rules of Conduct

- Unless permitted, everyone should remain seated, not block any doorways, and not enter the space forward of the speaker’s podium. No movement of chairs is allowed.
- Speakers shall not make personal attacks, air personality grievances, make political endorsements, or make political campaign statements.
- Audience members shall not engage in disorderly conduct, including using loud, threatening, or abusive language; whistling; clapping; stamping of feet; repeatedly waving arms; or other disruptive acts or gestures.
- All demonstrations that disrupt or impede the orderly conduct of meetings are prohibited.
- Photographs, audio, and video may be taken from an available public seat or from the rear of the meeting room. This activity shall not be conducted in a manner that disturbs or disrupts the audience, speakers, or councilmembers or otherwise disrupts the meeting.
- Animals are prohibited in the council chambers except for trained services animals as defined under state and federal law.
- The mayor or chair shall be responsible for maintaining the order of all meetings and has the following powers:
 - To issue a verbal warning to a person violating these rules;
 - To exclude a person from the remainder of the meeting if, after a warning, a person continues to violate the rules; and

- To recess or adjourn the meeting for safety reasons.
- Repeated violations of these Rules of Conduct may result in the exclusion of a person from future public meetings conducted by the City of New Prague for a period specified by the City Council.

Effectiveness

- 1) This policy shall take effect starting April 1, 2025.



118 Central Avenue North, New Prague, MN 56071
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MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: 2025 BOARD AND COMMISSION ATTENDANCES
DATE: DECEMBER 12, 2025

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.

2025 Planning Commission Attendance

Section 13, Item a.

	<u>Regular Meetings</u>												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	% Present
Dan Meyer	P		P	P	P	P	P	P		P	P	P	91%
Jason Bentson		P		P		P	P			P	P		55%
Brandon Pike	P	P	P	P	P	P	P	P		P	P	P	100%
Ann Gengel	P		P		P	P	P			P		P	64%
Shawn Ryan		P	P		P	P		P					45%

P = Present

Orange Box = Canceled due to lack of a quorum

Green box = Canceled due to lack of agenda items

2025 Park Board Attendance

Section 13, Item a.

	<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		83%
Matthew Becka	P	P		P	P		P	P		P			58%
Jessica Dohm	P	P		P	P	P	P	P	P	P	P		83%
Christine Wolf			P	P	P	P	P		P	P	P		67%
Debra Theraldson	P	P			P	x	x	x	x	x	x	x	60%
Shannon Sticha	P		P	P	P	P	P			P	P		75%
Brian Paulson	x	x	x	x	x	P	P	P	P	P	P		86%
Youth Rep	P	P	P*	P	P	x	x	x	x	x	x	x	100%
Maggie Bass	P		P	P*		P			P		P		50%

P = Present
P* = Arrived late

Orange Box = Canceled due to lack of a quorum
Green box = Canceled due to lack of agenda items

2025 EDA Attendance

Section 13, Item a.

	<u>Regular Meetings</u>												% Present
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Brent Quast	P	P	P	P	P	*P	P	P	P	P	P	P	100%
Troy Pint		P	P	P		P	P		P	P*	P		67%
Eric Krogman	P	P	P	P	P	P	P	P	P		P	P	92%
Nick Slavik		P	P	P	P	P	P	P	P			P	75%
Austin Reville	P	P	P	P	P	P	P	P	P	P	P	P	100%
Duane Jirik	P	P	P	P		---	---	---	---	---	---	---	80%
Bruce Wolf	P	P	P	P	P	P	P		P	P	P	P	92%
Chuck Nickolay	---	---	---	---	---	---	P	P	P	P	P	P	100%

P =

Present

*p=

arrived

late

Orange Box = Canceled due to lack of a quorum

2025 Golf Board Attendance

Section 13, Item a.

	<u>Regular Meetings</u>												% 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		100%
Jennifer Berglund	P	P		P	P		P	P	P	P	P		82%
Adam Brister		P	P**		P			P			P		45%
Bob Cunniff			P	P	P	P	P		P		P		64%
Adam Gill	P		P	P	P	P		P	P	P	P		82%
Graham Kuehner	P	P	P		P	P	P		P	P	P		82%
Shawn Ryan						X	X	X	X	X	X		0%
Charles Nickolay effective 6-24-25	X	X	X	X	X	P	P	P	P	P	P		100%

P = Present

P* = Participated remotely

P** = Arrived late

Orange Box = Canceled due to lack of a quorum

Green Box = Cancelled due to lack of agenda items

2025 Utilities Commission Attendance

Section 13, Item a.

	<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	75%
Paul Busch	P	P	P	P	P	P	P	P	P	P	P	P	100%
Tom Ewert	P	P	P	P	P	P	P	P	P	P	P	P	100%
Chuck Nickolay	P	P	P	P	P	P		P	P	P	P	P	92%
Bruce Wolf			P	P	P	P	P	P	P	P	P	P	83%

P = Present

Orange Box = Canceled due to lack of a quorum

Meeting Minutes
New Prague Planning Commission
Wednesday, November 19, 2025

1. Call Meeting to Order

The meeting was called to order at 6:31 p.m. by Chair Dan Meyer.

The following members were present: Chair Dan Meyer, Brandon Pike and Jason Bentson.

The following members were absent: Shawn Ryan, Ann Gengel.

The following City Staff were present: Planning and Community Development Director Ken Ondich, Planner Evan Gariepy. Others Present: Jeff Matzke, city consultant with Bolton & Menk.

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

A motion was made by Bentson, seconded by Pike, to open the meeting to public comments for items not on the agenda. Motion carried (3-0).

No public comments were given.

A motion was made by Pike, seconded by Bentson, to close the public comment period for items not on the agenda. Motion carried (3-0).

3. Approval of Regular Agenda

A motion was made by Pike, seconded by Bentson, to approve the November 19, 2025 regular meetings agenda. Motion carried (3-0).

4. Approval of Previous Meeting Minutes

A. October 22nd, 2025, Regular Meeting

A motion was made by Bentson, seconded by Pike, to approve the October 22nd, 2025 regular meeting minutes. Motion carried (3-0).

5. OLD BUSINESS

A. None Discussed

6. NEW BUSINESS

A. Unified Development Code Public Hearing

Jeff Matzke, Senior Planner with Bolton & Menk, presented a powerpoint overview of the Unified Development Code (UDC) updates. He stated that they are continuing to work on the UDC, including adding more graphics and incorporating public feedback received at this meeting.

A motion was made by Pike, seconded by Bentson, to open the Public Hearing at 7:13PM. Motion carried (3-0).

Bill Gibson, owner of the New Prague Mill (100/200 2nd Ave SE), spoke. He stated that he was against the West Downtown Overlay District, as it would mean that the silos on his property cannot be used as they do not align with any of the proposed uses in the Overlay District. Gibson stated that rezoning the mill as business rather than industrial will mean the silos sit unused and deteriorate.

Pike stated that, currently, Gibson is required to get permission (Variances, IUPs, CUPs) for business uses, which is the use in most of the mill. If there is an Overlay District, he would not need to go through any processes for business uses, but would instead have to for industrial uses, flipped from what he currently does. Gibson stated that removal of the silos to conform would cost half a million dollars. Ondich confirmed using the silos for storage would require a CUP and Council approval whether or not there is an Overlay District.

Randy Kubes, who owns multiple properties and businesses in New Prague, develops land and properties in the City, and is a realtor with Kubes Realty, spoke. He stated that he met with Ondich yesterday (11/18). Kubes inquired what the impervious surface regulations would be, and Ondich stated that the City does not know yet what the requirements will be and they will not be included in the UDC update. Kubes stated that he believes having more rules will prevent new developments, and he is against the proposed tree preservation language. He stated that the City of Prior Lake and City of Jordan's tree preservation ordinances make it difficult to develop land there. Kubes stated that homeowners plant trees even without ordinances requiring them to do so, and that newly planted trees will grow large eventually anyway. He stated that tree preservation ordinances will make land cost prohibitive to potential developers. Kubes stated that he removed 15 acres of trees in the Raven Stream Development, and had he not done so, the proposed tree preservation ordinance would have made it impossible to ever develop.

Kubes also stated that requiring sidewalks on both sides of the street is impossible. He stated that prospective property owners do not like sidewalks, it lowers property values, and is unappealing. He stated that requiring a sidewalk on one side of the road rather than both reduces values of lots less than requiring sidewalks on both sides. Meyer stated that neighborhoods with larger and busier streets do require more sidewalks for safety. Kubes stated that Keyland Development did not construct in town in the past solely due to the City's sidewalk requirements, and that the City has too many ordinances regulating development.

Pike inquired if the tree preservation ordinance could be done as a stepped approach, such as a lowered or more cost effective amount as the amount of area increases. Kubes stated that it already seems to be that way, and stated that the tree survey alone in Jordan was \$12,000. Kubes stated that increasing the number of trees required to be planted on a new lot is a better alternative, and that trees often get destroyed during construction anyway. Bentson stated that a lot of trees that would be saved through tree preservation ordinances are diseased or would die shortly after construction anyway. Kubes stated that homeowners often remove and replace trees anyway. Matzke stated that tree preservation ordinances do increase costs for developers, but the ordinance’s goal is to retain an urban forest during development rather than eliminating entire wooded areas and vastly changing areas. Kubes stated that developing has very slim margins, and that increasing costs through a tree preservation ordinance will discourage development even more.

Kubes inquired about the changes to the Park Dedication Fee. Ondich stated that the main change to it will be a slight change in the formula for calculating it, and it will mainly change for apartment complexes rather than single family developments. He stated it will be based on the amount of people rather than by land area, potentially increasing park dedication fees for higher density residential areas, but that it has not been finalized yet.

Kubes stated that he is in favor of duplexes being allowed in the R-2 and R-3 (currently known as R-84 and R-70) Residential Zoning Districts. He stated that he provides rentals, and that this will allow for more lower cost rentals which are highly coveted.

Kubes stated that the building requirements for buildings in the B-1 Business Zoning District still need to be amended. There was general discussion of how it will be worked on and developed further, such as through a “menu”-style optioning for building design and potentially allowing faux brick for building exteriors. Kubes stated that painting of buildings and awning types are concerns currently unaddressed, or limited by, the UDC.

A motion was made by Bentson, seconded by Pike, to close the public hearing at 7:56pm. Motion carried (3-0).

Ondich stated that, at minimum, there would be two more readings of the UDC to the City Council prior to it being passed. Bentson stated that he would like to see the UDC again before making a recommendation to City Council. Ondich and Matzke stated that sidewalk regulations, B-1 design requirements, tree preservation language, along with other smaller things will be reviewed.

A motion was made by Bentson, seconded by Pike, for Staff and Bolton & Menk to review the UDC further and bring it to next Planning Commission meeting for further discussion and review. Motion carried (3-0).

7. Miscellaneous

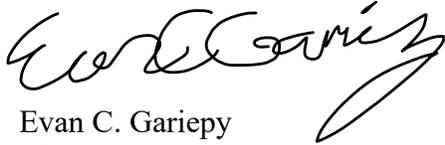
A. Monthly Business Updates

Ondich presented the monthly business updates from September and October as information.

8. Adjournment

A motion was made by Pike, seconded by Bentson, to adjourn the meeting at 8:08pm. Motion carried (3-0).

Respectfully submitted,



Evan C. Gariepy
Planner

UTILITIES COMMISSION MEETING MINUTES



City of New Prague

Monday, November 24, 2025 at 3:30 PM

Power Plant - 300 East Main St

1. CALL TO ORDER

The meeting was called to order by Utilities Commission Vice President Charles Nickolay on Monday, November 24th, 2025, at 3:33 p.m.
Commissioners Present: Tom Ewert, Paul Busch, Charles Nickolay and Bruce Wolf
Commissioners Absent: Dan Bishop
Staff Present: General Manager Bruce Reimers, Finance Director Robin Pikal, and EOS Ken Zweber

2. APPROVAL OF AGENDA

Motion made by Commissioner Ewert, seconded by Commissioner Busch, to approve the agenda as presented.
Motion carried (4-0)

3. APPROVAL OF MINUTES

a. October 27, 2025 Meeting Minutes
Motion made by Commissioner Wolf, seconded by Commissioner Nickolay, to approve the October meeting minutes as presented.
Motion carried (4-0)

4. UTILITY AND SMMPA BILLS

a. Approval of accounts payable in the amount of **\$203,228.15** and the SMMPA billing of **\$474,271.81**.
Motion made by Commissioner Ewert, seconded by Commissioner Busch, to approve the accounts payable as presented.
Motion carried (4-0)

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 (4-0)

6. WEST SIDE ENERGY STATION - AWARD OF BIDS

a. Memo
b. Bid Summary
c. Letter of Recommendation
Motion made by Commissioner Wolf, seconded by Commissioner Ewert, to approve the bid for HK Schulz in the amount of \$723,500 for WES switchgear and testing.
Motion carried (4-0)

7. LEAD SERVICE LINE REPLACEMENTS

a. Memo & Proposal

Motion made by Commissioner Ewert, seconded by Commissioner Busch, to approve the professional services agreement with SEH to provide engineering services for the 2026 Lead Service replacement project.

Motion carried (4-0)

8. CAPITAL EQUIPMENT PURCHASE

a. Memo

Motion made by Commissioner Nickolay, seconded by Commissioner Busch, to approve the capital equipment purchase of two service trucks from Jeff Belzer's and two utility service bodies from Crysteel truck equipment.

Motion carried (4-0)

9. SMMPA BOARD OF DIRECTORS MEETING

a. October 17, 2025

GM Reimers informed the commission on the following:

- SMMPA staff updated the board on future transmission projects
- Informed the Commission of pending Capital reserve refund to be paid to the utility in 2026

10. GENERAL MANAGER'S REPORT

GM Reimers informed the Commission on the following:

- Filter Plant #3 Rehab pre-bid meeting will be December 2nd with bid opening on December 16
- Bid opening for the WES generation building will be December 17

11. OTHER BUSINESS

- a. December Meeting Date Discussion**
- b. 2026 Board & Commission Calendar**

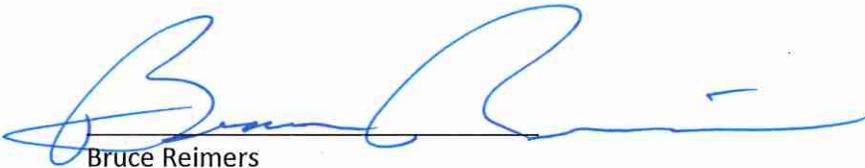
In other business, the Commission reviewed the suggested meeting dates for future Commission meetings and decided to move the December 2025 Commission meeting to December 22nd and set dates for 2026 Commission meeting dates.

12. ADJOURNMENT

Motion made by Commissioner Nickolay, seconded by Commissioner Busch, to adjourn the November Commission meeting at 4:23 p.m.

Motion carried (4-0)

Respectfully Submitted,



Bruce Reimers
General Manager