



# CITY COUNCIL MEETING AGENDA

## City of New Prague

Monday, August 18, 2025 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

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#### 1. CALL TO ORDER

- a. Pledge of Allegiance

#### 2. APPROVAL OF REGULAR AGENDA

#### 3. CONSENT AGENDA

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

- [a.](#) Meeting Minutes
  - i. August 4, 2025 City Council Meeting Minutes
- [b.](#) Claims for Payment: **\$3,319,398.25**
- [c.](#) Financial Summary Report

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

*Speakers limited to 5 minutes*

#### 5. PUBLIC HEARING(S) – 6:00 PM

- [a.](#) Amending and Restating the Enabling Resolution (#25-08-04-01) Establishing an Economic Development Authority for the City of New Prague

#### 6. CITY ENGINEER PROJECTS UPDATE

- [a.](#) August 18, 2025

#### 7. ORDINANCE(S) FOR INTRODUCTION

- a. None

#### 8. ORDINANCE(S) FOR ADOPTION

- a. None

#### 9. RESOLUTIONS

#### 10. GENERAL BUSINESS

- [a.](#) Application for THC Establishment License

- b. City Administrator Annual Review Summary

## 11. MISCELLANEOUS

- a. Meeting Minutes
  - i. July 8, 2025 Park Board Meeting Minutes
  - ii. July 9, 2025 EDA Board Meeting Minutes
  - iii. July 9, 2025 EDA Board Closed Meeting Minutes
- b. Discussion of Items not on the Agenda

## 12. ADJOURNMENT

### UPCOMING MEETINGS AND NOTICES:

August 25	3:30 p.m. Utility Commission
August 26	6:30 p.m. Golf Board
August 27	6:30 p.m. Planning Commission
<b>September 1</b>	<b>Holiday – City Offices Closed</b>
September 2	6:00 p.m. City Council
September 9	6:00 p.m. Park Board
September 10	7:30 a.m. EDA Board
September 15	6:00 p.m. City Council



# CITY COUNCIL MEETING MINUTES

## City of New Prague

Monday, August 04, 2025 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

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### 1. CALL TO ORDER

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

#### PRESENT

Mayor Charles Nickolay  
Councilmember Shawn Ryan  
Councilmember Rik Seiler

#### ABSENT

Councilmember Maggie Bass  
Councilmember Bruce Wolf

Staff Present: City Administrator Joshua Tetzlaff, Planning/Community Development Director Ken Ondich, Finance Director Robin Pikal, 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 Seiler

Motion carried (3-0)

### 3. CONSENT AGENDA

Motion to approve the consent agenda.

Motion made by Mayor Nickolay, Seconded by Councilmember Seiler.

Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Seiler

Motion carried (3-0)

a. Meeting Minutes

i. July 21, 2025 City Council Meeting Minutes

b. Claims for Payment: **\$221,280.13**

c. Approve Golf Member True Up Policy

d. Temporary (1-4 day) On-Sale Liquor License for the New Prague Hockey Association on September 6, 2025, 100 12th St. NW

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

*Speakers limited to 5 minutes*

Brian Paulson (206 4th St. SW) spoke.

**5. PUBLIC HEARING(S) – 6:00 PM**

- a. Amending and Restating the Enabling Resolution (#25-08-04-01) Establishing an Economic Development Authority for the City of New Prague  
City Administrator Joshua Tetzlaff introduced the public hearing to Amend and Restate the Enabling Resolution Establishing an Economic Development Authority.

Motion to open the public hearing.

Motion made by Councilmember Seiler, Seconded by Councilmember Ryan.

Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Seiler

Motion carried (3-0)

Eric Thorson (606 5th St. NE) spoke.

Motion to table the public hearing and re-open at the next City Council meeting.

Motion made by Councilmember Seiler, Seconded by Councilmember Ryan.

Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Seiler

Motion carried (3-0)

**6. CITY ENGINEER PROJECTS UPDATE**

- a. August 4, 2025  
Public Works Director Matt Rynda provided a projects update.

**7. ORDINANCE(S) FOR INTRODUCTION**

- a. #357 - Amending the City Code and Zoning Ordinance Relating to the Keeping of Backyard Chickens  
Planning/Community Development Director Ken Ondich presented Ordinance #357 - Amending the City Code and Zoning Ordinance Relating to the Keeping of Backyard Chickens  
Motion to deny Ordinance #357 - Amending the City Code and Zoning Ordinance Relating to the Keeping of Backyard Chickens  
Motion made by Councilmember Seiler, Seconded by Mayor Nickolay.  
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Seiler  
Motion carried (3-0)

**8. ORDINANCE(S) FOR ADOPTION**

- a. None

**9. RESOLUTIONS**

- a. #25-08-04-02 - Approving Variance #V7-2025 - Sign Variance at 102 Chalupsky Ave SE  
Planning/Community Development Director Ken Ondich presented the Variance #V7-2025 - Sign Variance at 102 Chalupsky Ave SE  
Motion to approve Resolution #25-08-04-02 - Approving Variance #V7-2025 - Sign Variance at 102 Chalupsky Ave SE  
Motion made by Mayor Nickolay, Seconded by Councilmember Seiler.  
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Seiler  
Motion carried (3-0)

**10. GENERAL BUSINESS**

- a. Use of Small Cities Development Program Funds  
City Administrator Joshua Tetzlaff discussed the Use of Small Cities Development Program Funds. The consensus was to continue down the path with Bolton & Menk to assist with utilizing SCDP funds to construct the stormwater infrastructure on City Center.

11. MISCELLANEOUS

- a. City Wide Clean Up Event Statistics  
Planning/Community Development Director Ken Ondich shared the City Wide Clean Up Statistics.
- b. Unified Development Code - 2nd Draft Discussion  
Planning/Community Development Director Ken Ondich provided an update on the Unified Development Code.
- c. Administrative Citations  
Planning/Community Development Director Ken Ondich presented the Administrative Citations. The consensus was to have staff continue to look into Administrative Citations.
- d. Meeting Minutes
  - i. June 24, 2025 Golf Board Meeting Minutes
  - ii. June 25, 2025 Planning Commission Meeting Minutes
  - iii. June 30, 2025 Utilities Commission Meeting Minutes
- e. Discussion of Items not on the Agenda

12. ADJOURNMENT

Motion to adjourn the meeting at 7:13 p.m.  
Motion made by Mayor Nickolay, Seconded by Councilmember Ryan.  
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Seiler  
Motion carried (3-0)

ATTEST:

\_\_\_\_\_  
Charles L. Nickolay  
Mayor

\_\_\_\_\_  
Joshua M. Tetzlaff  
City Administrator

CITY OF NEW PRAGUE  
ACCOUNTS PAYABLE  
8/18/2025

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<b>FUND 101 - GENERAL FUND</b>			
<b><u>RURAL FIRE - TO BE REIMBURSED</u></b>			
BEVCOMM	TELEPHONE	\$89.40	
CENTERPOINT ENERGY	NATURAL GAS	\$60.77	
LAKERS NEW PRAGUE SANITARY	TRASH - RURAL	\$21.67	
VERIZON WIRELESS	TABLETS	\$105.16	
<b>TOTAL:</b>			<b><u>\$277.00</u></b>
<b><u>COUNCIL</u></b>			
SILHOUETTES	EMBROIDERY	\$16.00	
SUEL PRINTING	COUNCIL MINUTES	\$693.00	
VERIZON WIRELESS	TELEPHONE	\$76.76	
<b>TOTAL:</b>			<b><u>\$785.76</u></b>
<b><u>ADMINISTRATION</u></b>			
BEVCOMM	TELEPHONE	\$70.63	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$31.17	
VERIZON WIRELESS	TELEPHONE	\$49.89	
VETERAN SHREDDING	CONTRACTED SERVICES	\$8.50	
<b>TOTAL:</b>			<b><u>\$160.19</u></b>
<b><u>TECH NETWORK</u></b>			
COMPUTER TECHNOLOGY SOLUTIONS	COMPUTER SUPPORT	\$5,579.90	
COMPUTER TECHNOLOGY SOLUTIONS	OFFICE 365 / FIREWALL	\$1,855.91	
<b>TOTAL:</b>			<b><u>\$7,435.81</u></b>
<b><u>ENGINEER</u></b>			
SEH	2025 MSAS SERVICES	\$1,065.00	
<b>TOTAL:</b>			<b><u>\$1,065.00</u></b>
<b><u>PLANNING</u></b>			
BEVCOMM	TELEPHONE	\$42.99	
BOLTON & MENK INC.	UNIFIED DEVELOPMENT CODE	\$8,291.50	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$8.78	
LE SUEUR COUNTY RECORDER	RECORDING FEE	\$46.00	
METRO SALES INC	COPIER LEASE	\$49.50	
VERIZON WIRELESS	TELEPHONE	\$76.76	
<b>TOTAL:</b>			<b><u>\$8,515.53</u></b>
<b><u>GOVERNMENT BUILDING</u></b>			
CENTERPOINT ENERGY	NATURAL GAS	\$123.61	
JANI-KING OF MINNESOTA INC	CLEANING SERVICES	\$1,286.63	
LAKERS NEW PRAGUE SANITARY	TRASH - CITY HALL	\$87.80	
MEI TOTAL ELEVATOR SOLUTIONS	ELEVATOR MAINTENANCE	\$73.11	
<b>TOTAL:</b>			<b><u>\$1,571.15</u></b>
<b><u>POLICE</u></b>			
AT&T MOBILITY	WIRELESS CELLS	\$568.92	
BEVCOMM	TELEPHONE	\$117.44	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$4.53	
JEFF BELZER NEW PRAGUE FORD	LUBE, OIL, FILTER SERVICE	\$68.34	
MN CHIEFS OF POLICE ASSOC.	ACCREDITATION PROGRAM	\$1,200.00	
TRANSUNION RISK AND ALTERNATIVE	TLO CHARGES	\$75.00	
VERIZON WIRELESS	SQUAD BROADBAND	\$280.07	
VETERAN SHREDDING	CONTRACTED SERVICES	\$42.50	
<b>TOTAL:</b>			<b><u>\$2,356.80</u></b>

CITY OF NEW PRAGUE  
ACCOUNTS PAYABLE  
8/18/2025

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<b><u>FIRE</u></b>			
BEVCOMM	TELEPHONE	\$89.40	
CENTERPOINT ENERGY	NATURAL GAS	\$60.78	
LAKERS NEW PRAGUE SANITARY	TRASH - FIRE	\$21.67	
VERIZON WIRELESS	TABLETS	\$105.17	
<b>TOTAL:</b>			<b>\$277.02</b>
<b><u>BUILDING INSPECTOR</u></b>			
BEVCOMM	TELEPHONE	\$42.99	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$0.28	
METRO SALES INC	COPIER LEASE	\$49.50	
TODDS AUTO PARTS INC	OIL FILTER	\$12.49	
VERIZON WIRELESS	TELEPHONE	\$76.76	
<b>TOTAL:</b>			<b>\$182.02</b>
<b><u>EMERGENCY MANAGEMENT</u></b>			
INTERSTATE BATTERIES	SIREN BATTERIES	\$1,415.60	
<b>TOTAL:</b>			<b>\$1,415.60</b>
<b><u>STREET</u></b>			
ACE HARDWARE & PAINT	MISC SUPPLIES	\$57.91	
AMAZON CAPITAL SERVICES	PRESSURE WASHER FITTING	\$49.95	
AMAZON CAPITAL SERVICES	TIE DOWN STRAPS	\$26.06	
BEVCOMM	TELEPHONE	\$105.37	
CENTERPOINT ENERGY	NATURAL GAS	\$94.35	
LAKERS NEW PRAGUE SANITARY	TRASH - STREETS	\$90.43	
MARTIN MARIETTA MATERIALS	TAC OIL	\$220.00	
METRO SALES INC	COPIER LEASE	\$49.50	
MINNESOTA MUNICIPAL UTILITIES ASSOC	MMUA CONSORTIUM	\$350.00	
RIVER COUNTRY COOP	DIESEL	\$2,883.21	
STAR GROUP LLC.	CLEANER	\$13.15	
VERIZON WIRELESS	TELEPHONE	\$79.21	
<b>TOTAL:</b>			<b>\$4,019.14</b>
<b><u>PARKS</u></b>			
ACE HARDWARE & PAINT	MISC SUPPLIES, KEY PAD, HOSE	\$593.19	
AMAZON CAPITAL SERVICES	TOILET PARTS	\$56.11	
BEVCOMM	TELEPHONE	\$35.31	
CENTERPOINT ENERGY	NATURAL GAS	\$42.28	
GENERATION BUILDING CENTER	EXPANSION JOINT	\$22.99	
HAS LLC	FIRE EXTINGUISHER RECHARGE	\$73.35	
LAKERS NEW PRAGUE SANITARY	TRASH - BALLFIELD	\$141.29	
LAKERS NEW PRAGUE SANITARY	TRASH - PARKS	\$220.14	
MACH LUMBER INC	PARKS BUILDING - STTROFOAM	\$239.00	
MINNESOTA MUNICIPAL UTILITIES ASSOC	MMUA CONSORTIUM	\$100.00	
PLAYPOWER LT FARMINGTON	ZIPLINE - REPLACEMENT SEAT	\$538.00	
RENT N SAVE PORTABLE SERVICES	PORABLE RESTROOMS	\$620.00	
STAR GROUP LLC.	CONNECTOR - BELOS	\$1.81	
SHERWIN-WILLIAMS CO	PAINT	\$2,478.40	
VERIZON WIRELESS	IPADS	\$10.02	
VERIZON WIRELESS	TELEPHONE	\$84.44	
<b>TOTAL:</b>			<b>\$5,256.33</b>
<b><u>LIBRARY</u></b>			
ACE HARDWARE & PAINT	MISC SUPPLIES	\$70.97	
CENTERPOINT ENERGY	NATURAL GAS	\$39.96	
JANI-KING OF MINNESOTA INC	CLEANING SERVICE	\$743.27	
<b>TOTAL:</b>			<b>\$854.20</b>
<b>GENERAL FUND TOTAL:</b>			<b>\$34,171.55</b>

CITY OF NEW PRAGUE  
ACCOUNTS PAYABLE  
8/18/2025

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<b><u>FUND 324 - DEBT SERVICE - CIP 2024</u></b>			
ZIONS BANK	PAYING AGENT FEE 2024A	\$500.00	
<b>TOTAL:</b>			<u>\$500.00</u>
<b><u>FUND 423 - CAPITAL PROJECTS - CIP 2024</u></b>			
BCM CONSTRUCTION INC.	CIP 2024 PAY AP #11	\$125,109.92	
SEH	CIP 2024	\$14,008.60	
<b>TOTAL:</b>			<u>\$139,118.52</u>
<b><u>FUND 424 - CAPITAL PROJECTS - CIP 2025</u></b>			
HOLTMEIER CONSTRUCTION INC	2025 CIP PAY AP#4	\$692,889.97	
SEH	CIP 2025	\$72,856.25	
<b>TOTAL:</b>			<u>\$765,746.22</u>
<b><u>FUND 425 - CAPITAL PROJECTS - POLICE STATION</u></b>			
MET-CON CONSTRUCTION, INC	POLICE STATION	\$650,124.93	
WOLD ARCHITECTS AND ENGINEERS	POLICE ADDITION	\$4,764.20	
<b>TOTAL:</b>			<u>\$654,889.13</u>
<b><u>FUND 602 - ENTERPRISE - SANITARY SEWER</u></b>			
ACE HARDWARE & PAINT	MISC SUPPLIES	\$191.93	
BEVCOMM	TELEPHONE	\$90.42	
BEVCOMM	TELEPHONE/COMMUNICATIONS	\$119.90	
CENTERPOINT ENERGY	NATURAL GAS	\$3,225.82	
COMPUTER TECHNOLOGY SOLUTIONS	COMPUTER SUPPORT	\$1,363.65	
COMPUTER TECHNOLOGY SOLUTIONS	OFFICE 365 / FIREWALL	\$298.20	
CORE & MAIN	LIFT STATION - PIPE GALLERY UPGRAD	\$1,110.92	
GOPHER STATE ONE CALL	LINE LOCATES	\$36.45	
GRAINGER	PIPE GALLERY LIFT STATION UPGRADE	\$2,263.44	
LAKERS NEW PRAGUE SANITARY	TRASH - WWTP	\$312.79	
MCMaster-CARR SUPPLY COMPANY	LIFT STATION - PIPE GALLERY UPGRAD	\$2,223.86	
MINNESOTA MUNICIPAL UTILITIES ASSOC	MMUA CONSORTIUM	\$150.00	
MN PUBLIC FACILITIES AUTHO	BOND INTEREST PAYMENT - PFA	\$396,416.71	
MN PUBLIC FACILITIES AUTHO	BOND PRINCIPA PAYMENT - PFA	\$1,252,000.00	
QUALITY FLOW SYSTEMS INC.	LIFT STATION REPAIR - PUBLIC WORKS	\$709.00	
QUALITY FORKLIFT SALES & SERVICES INC	FORKLIFT REPAIR	\$433.85	
SALTCO	MONTHLY SALT	\$1,348.50	
STAR GROUP LLC.	V- BELT/SUPPLIES	\$35.86	
STATE OF MN DEPT OF PUBLIC SAFETY	TIER II - ANNUAL REPORT	\$100.00	
ULINE	POLY BAGS	\$228.09	
UTILITY CONSULTANTS INC.	SAMPLES	\$2,431.51	
VERIZON WIRELESS	IPADS	\$7.52	
VERIZON WIRELESS	TELEPHONE	\$207.25	
VETERAN SHREDDING	CONTRACTED SERVICES	\$8.50	
<b>TOTAL:</b>			<u>\$1,665,314.17</u>
<b><u>FUND 606 - ENTERPRISE - STORM UTILITY</u></b>			
GOPHER STATE ONE CALL	LINE LOCATES	\$36.45	
VERIZON WIRELESS	IPADS	\$7.52	
VERIZON WIRELESS	TELEPHONE	\$5.76	
<b>TOTAL:</b>			<u>\$49.73</u>
<b><u>FUND 651 - ENTERPRISE - AMBULANCE</u></b>			
CENTERPOINT ENERGY	NATURAL GAS	\$60.77	
LAKERS NEW PRAGUE SANITARY	TRASH - AMBULANCE	\$21.66	
<b>TOTAL:</b>			<u>\$82.43</u>
<b>TOTAL ACCOUNTS PAYABLE FOR COUNCIL APPROVAL:</b>			<b><u>\$3,259,871.75</u></b>



Vendor Name	Net Invoice Amount
<b>ACE HARDWARE &amp; PAINT</b>	
MISC SUPPLIES	\$36.38
PLUNGER	\$10.83
SHOWER HEADS	\$90.99
TURF PAINT	\$64.31
WRENCH RETURN, FASTNERS	\$13.99
4500W ELEMENT (SNACK SHACK)	\$19.50
PROPANE EXCHANGE	\$81.25
STOOL FOR SNACK SHACK	\$97.53
BUSHING PVC SCHEDULE 40	\$11.90
HOOKS, HANGERS HEAVY DUTY	\$80.11
KEYPAD RETURN	\$162.55-
KEYPAD,BATTERIES,WEATHER STRIPPING	\$323.99
PL400,TOOLS,MOUSE KILLER	\$267.62
PLANT FOOD, FERTILIZER,INSECT KILLER	\$165.95
POTTING MIX	\$65.03
TOOL, BATTERIES,TARNISH REMOVER	\$175.44
WASHERS, HANGER	\$23.82
<b>ACUSHNET COMPANY</b>	
CLOTHING	\$664.65
GOLF BALLS	\$296.55
SPECIAL ORDER	\$200.00
<b>AMERICAN SOLUTIONS FOR BUSINESS</b>	
CLUB CHAMPIONSHIP	\$1,443.73
<b>BEVCOMM</b>	
TELEPHONE	\$47.60
TELEPHONE / CABLE / INTERNET	\$397.96
<b>BREAKTHRU BEVERAGE MINNESOTA</b>	
BEER	\$191.00
KEG CREDIT	\$60.00-
BEER	\$44.40
BEER	\$164.00
KEG DEPOSIT	\$30.00
BEER	\$150.00
BEER	\$33.85
BEER	\$64.80
<b>CENTERPOINT ENERGY</b>	
NATURAL GAS	\$804.28
<b>CINTAS</b>	
TOWELS / LINENS	\$307.16
TOWELS / LINENS	\$259.91
<b>COLLEGE CITY BEVERAGE</b>	
LIQUOR	\$662.83
SELTZERS	\$540.15
BEER CASE(S)	\$786.86
BEER KEG	\$342.00
CREDIT - KEG DEPOSIT	\$90.00-
NON ALCOHOLIC BEVERAGES	\$68.00
LIQUOR	\$1,496.44
SELTZERS	\$654.00
BEER CASE(S)	\$670.80
BEER KEG(S)	\$378.00
KEG - CREDIT	\$60.00-
NON ALCOHOLIC BEVERAGES	\$96.98
LIQUOR	\$1,130.24
BEER	\$816.15
BEVERAGES-NON ALCOHOLIC	\$212.97

Vendor Name	Net Invoice Amount
KEG - CREDIT	\$90.00-
BEER	\$1,130.55
BEVERAGES-NON ALCOHOLIC	\$214.97
KEG - CREDIT	\$30.00-
<b>COMPUTER TECHNOLOGY SOLUTIONS</b>	
COMPUTER SUPPORT	\$1,043.40
OFFICE 365 / FIREWALL	\$206.46
<b>FERGUSON ENTERPRISES</b>	
IRRIGATION PARTS FOR PUMP HOUSE	\$54.39
<b>G &amp; K RENTAL</b>	
TABLE & CHAIR RENTAL	\$372.16
<b>GOLF ASSOCIATES SCORECARD</b>	
SCORECARDS	\$1,089.77
<b>GREATAMERICA FINANCIAL SERVICES</b>	
POSTAGE MACHINE LEASE	\$17.57
<b>HERITAGE LANDSCAPE SUPPLY GROUP</b>	
AQUISYNC	\$693.07
DACONIL ACTION	\$1,138.18
TURF HERB Q4	\$1,578.91
<b>HERMAN'S LANDSCAPE SUPPLIES</b>	
FLAGSTONE	\$1,755.00
FLAGSTONE	\$1,755.00
<b>HERMEL WHOLESALE</b>	
FOOD	\$1,168.26
SUNDRIES	\$299.80
FOOD	\$1,455.55
PAPER/CHEMICAL PRODUCTS	\$251.13
SUNDRIES	\$690.23
PAPER PRODUCTS	\$279.30
TAXABLE SUPPLIES	\$564.27
SUPPLIES	\$65.84
<b>JEFF PINT</b>	
JEFF REIMBURSEMENT	\$588.52
<b>JILL KES</b>	
FOOD	\$58.15
<b>JOYCE CASSIDY</b>	
FOOD	\$43.13
FOOD - COBORNS	\$8.59
<b>LAU'S BAKERY</b>	
BUNS	\$87.80
<b>MEI ELEVATOR SOLUTIONS</b>	
ELEVATOR MAINTENANCE	\$73.10
<b>MGA</b>	
HANDICAP SERVICES	\$1,230.00
<b>MIKE PORTNER</b>	
DISTILLED WATER	\$17.88
<b>MTI DISTRIBUTING INC</b>	
GROMMETS,SCREWS	\$59.79
O RINGS,LIGHT	\$168.84
BELTS,LATCH,RIVETS	\$154.40
BATTERY, CONTACTOR	\$297.16
<b>NEW PRAGUE UTILITIES</b>	
UTILITIES	\$5,253.17
UTILITIES	\$3,185.45
<b>PEPSICO BEVERAGE SALES LLC</b>	
SODA	\$1,059.89
CASE(S) BEVERAGE	\$638.36

Vendor Name	Net Invoice Amount
FOUNTAIN BIB(S)	\$399.36
BEVERAGE - NON ALCOHOL	\$1,218.54
BEVERAGES	\$807.64
<b>PLAISTED COMPANIES</b>	
80/20 TOP DRESSING MIX	\$1,786.99
<b>QUILL CORPORATION</b>	
OFFICE SUPPLIES	\$125.84
<b>RIVER COUNTRY COOP</b>	
FUEL	\$4,211.05
<b>ROME'S RIBS</b>	
CATERING	\$3,462.80
<b>RON'S NORTHFIELD REFRIGERAT</b>	
COOLING / HEATING REPAIRS	\$402.00
<b>SMART Golf</b>	
GOLF EVENT SOFTWARE	\$1,200.00
<b>STAR GROUP LLC.</b>	
BATTERY 12 VOLT	\$165.26
HYDRAULIC HOSE	\$119.72
<b>THE TESSMAN COMPANY</b>	
SEEDER, CUP CUTTER PARTS	\$653.66
CUP CUTTER PARTS	\$162.18
<b>TOW DISTRIBUTING CORP</b>	
BEER	\$608.10
KEG CREDIT	\$30.00-
BEER - CREDIT	\$194.00-
BEER	\$479.00
KEG CREDIT	\$60.00-
BEER	\$430.50
KEG CREDIT	\$30.00-
<b>TOWN &amp; COUNTRY SEWER SERVICE</b>	
PORTABLE RESTROOMS	\$515.40
<b>US BANK EQUIPMENT FINANCE</b>	
COPIER RENTAL	\$265.84
<b>VERIZON WIRELESS</b>	
TELEPHONE	\$78.68
<b>VETERAN SHREDDING</b>	
CONTRACTED SERVICES	\$8.50
Grand Totals	\$59,526.50

**Unaudited** Income Statement  
Through June 30, 2025  
Percent of year complete: 50%

*Section 3, Item c.*

	Prior Year 2024 Thru 6/30/2024	Actual Thru 6/30/2025	2024/2025 Variance YTD	Current Month 6/30/2025	2025 Adopted Budget	2025 Budget Balance	% Actual compared to Budget
<b>General Fund</b>							
<b>REVENUES</b>							
Property Taxes	\$ 2,004,547.16	\$ 2,223,588.21	\$ 219,041.05	\$ 2,223,588.21	\$ 4,238,585	\$ 2,014,997	52.46%
Local Government Aid	\$ -	\$ 111,448.39	\$ 111,448.39	\$ -	\$ 1,185,369	\$ 1,073,921	9.40%
Licenses and permits	\$ 225,606.29	\$ 283,083.10	\$ 57,476.81	\$ 72,783.60	\$ 255,680	\$ (27,403)	110.72%
Intergovernmental	\$ 76,165.30	\$ 127,661.49	\$ 51,496.19	\$ -	\$ 430,596	\$ 302,935	29.65%
Charges for services	\$ 82,916.32	\$ 207.93	\$ (82,708.39)	\$ 480.00	\$ 118,367	\$ 118,159	0.18%
Fines	\$ 8,851.73	\$ 9,057.97	\$ 206.24	\$ 1,592.50	\$ 25,000	\$ 15,942	36.23%
Interest Income	\$ 217,483.44	\$ 202,222.76	\$ (15,260.68)	\$ 29,245.01	\$ 89,145	\$ (113,078)	226.85%
Miscellaneous revenue	\$ 20,699.78	\$ 136,999.54	\$ 116,299.76	\$ 79,000.28	\$ 585,808	\$ 448,808	23.39%
Transfers In	\$ 19,999.98	\$ 20,000.02	\$ 0.04	\$ 3,333.33	\$ 80,304	\$ 60,304	24.91%
<b>TOTAL REVENUES</b>	<b>\$ 2,656,270.00</b>	<b>\$ 3,114,269.41</b>	<b>\$ 457,999.41</b>	<b>\$ 2,410,022.93</b>	<b>\$ 7,008,854.00</b>	<b>\$ 3,894,584.59</b>	<b>44.43%</b>
<b>EXPENSES</b>							
Council	\$ 41,404.18	\$ 41,557.71	\$ 153.53	\$ 3,614.52	\$ 70,925	\$ 29,367	58.59%
Administration	\$ 255,462.31	\$ 276,749.63	\$ 21,287.32	\$ 44,346.46	\$ 508,668	\$ 231,918	54.41%
Tech Network	\$ 68,621.23	\$ 118,944.93	\$ 50,323.70	\$ 7,441.42	\$ 207,421	\$ 88,476	57.34%
Elections	\$ 5,512.94	\$ 1,206.99	\$ (4,305.95)	\$ -	\$ 1,365	\$ 158	88.42%
Assessor	\$ 45,700.00	\$ 47,730.00	\$ 2,030.00	\$ -	\$ 48,000	\$ 270	99.44%
Attorney	\$ 53,323.43	\$ 27,354.36	\$ (25,969.07)	\$ 2,676.00	\$ 80,000	\$ 52,646	34.19%
Engineer	\$ 113.00	\$ 2,840.00	\$ 2,727.00	\$ -	\$ 15,000	\$ 12,160	18.93%
Planning	\$ 142,384.12	\$ 212,258.99	\$ 69,874.87	\$ 23,549.74	\$ 498,457	\$ 286,198	42.58%
Government Building	\$ 152,573.92	\$ 104,486.58	\$ (48,087.34)	\$ 64,215.85	\$ 82,091	\$ (22,396)	127.28%
Police	\$ 1,060,848.34	\$ 1,273,335.95	\$ 212,487.61	\$ 222,108.89	\$ 2,363,118	\$ 1,089,782	53.88%
Fire	\$ 96,415.03	\$ 92,205.00	\$ (4,210.03)	\$ 1,527.34	\$ 308,622	\$ 216,417	29.88%
Building Inspector	\$ 156,577.40	\$ 193,616.65	\$ 37,039.25	\$ 23,450.25	\$ 397,744	\$ 204,127	48.68%
Emergency Management	\$ 2,848.96	\$ 2,265.78	\$ (583.18)	\$ -	\$ 3,341	\$ 1,075	67.82%
Animal Control	\$ 7,800.00	\$ 7,800.00	\$ -	\$ -	\$ 15,700	\$ 7,900	49.68%
Public Works	\$ 58,504.28	\$ 61,671.15	\$ 3,166.87	\$ 9,456.54	\$ 125,507	\$ 63,836	49.14%
Streets	\$ 463,507.83	\$ 380,875.70	\$ (82,632.13)	\$ 48,413.19	\$ 1,164,673	\$ 783,797	32.70%
Street Lights	\$ 30,857.79	\$ 27,717.35	\$ (3,140.44)	\$ -	\$ 78,366	\$ 50,649	35.37%
Outdoor Swimming Pool	\$ 9.89	\$ -	\$ (9.89)	\$ -	\$ -	\$ -	0.00%
Aquatic Center	\$ 13,186.14	\$ 13,197.14	\$ 11.00	\$ -	\$ 140,329	\$ 127,132	9.40%
Municipal Band	\$ -	\$ -	\$ -	\$ -	\$ 4,575	\$ 4,575	0.00%
Parks	\$ 458,178.85	\$ 292,986.94	\$ (165,191.91)	\$ 42,435.35	\$ 693,980	\$ 400,993	42.22%
Park Board	\$ 39,090.54	\$ 29,210.82	\$ (9,879.72)	\$ 199.96	\$ 78,126	\$ 48,915	37.39%
Library	\$ 17,234.42	\$ 15,829.09	\$ (1,405.33)	\$ 1,232.13	\$ 36,027	\$ 20,198	43.94%
Unallocated	\$ 42,279.20	\$ 31,865.78	\$ (10,413.42)	\$ 15,236.50	\$ 86,819	\$ 54,953	36.70%
<b>TOTAL EXPENSES</b>	<b>\$ 3,212,433.80</b>	<b>\$ 3,255,706.54</b>	<b>\$ 43,272.74</b>	<b>\$ 509,904.14</b>	<b>\$ 7,008,854.00</b>	<b>\$ 3,753,147.46</b>	<b>46.45%</b>
<b>EXCESS REVENUES OVER EXPENSES</b>	<b>\$ (556,163.80)</b>	<b>\$ (141,437.13)</b>	<b>\$ 414,726.67</b>	<b>\$ 1,900,118.79</b>	<b>\$ -</b>	<b>\$ 141,437.13</b>	

**Unaudited** Income Statement  
Through June 30, 2025  
Percent of year complete: 50%

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	Prior Year 2024 Thru 6/30/2024	Actual Thru 6/30/2025	2024/2025 Variance YTD	Current Month 6/30/2025	2025 Adopted Budget	2025 Budget Balance	% Actual compared to Budget
<b>Ambulance</b>							
TOTAL REVENUES	\$ 13,931.39	\$ 8,932.94	\$ (4,998.45)	\$ 383.99	\$ 20,000	\$ 11,067	44.66%
TOTAL EXPENSES	\$ 9,872.40	\$ 8,511.74	\$ (1,360.66)	\$ 130.73	\$ 16,658	\$ 8,146	51.10%
EXCESS REVENUES OVER EXPENSES	<u>\$ 4,058.99</u>	<u>\$ 421.20</u>	<u>\$ (3,637.79)</u>	<u>\$ 253.26</u>	<u>\$ 3,342.00</u>	<u>\$ 2,920.80</u>	
<b>EDA</b>							
TOTAL REVENUES	\$ 42,956.62	\$ 44,299.92	\$ 1,343.30	\$ 39,718.51	\$ 75,250.00	\$ 30,950	58.87%
TOTAL EXPENSES	\$ 26,292.38	\$ 25,862.77	\$ (429.61)	\$ 344.08	\$ 75,250.00	\$ 49,387	34.37%
EXCESS REVENUES OVER EXPENSES	<u>\$ 16,664.24</u>	<u>\$ 18,437.15</u>	<u>\$ 1,772.91</u>	<u>\$ 39,374.43</u>	<u>\$ -</u>	<u>\$ (18,437.15)</u>	
<b>EDA-INDUSTRIAL</b>							
TOTAL REVENUES	\$ 2,143.74	\$ 2,384.64	\$ 240.90	\$ 375.77	\$ -	\$ (2,385)	0.00%
TOTAL EXPENSES	\$ 1,805.56	\$ -	\$ (1,805.56)	\$ (1,805.56)	\$ 1,773	\$ 1,773	0.00%
EXCESS REVENUES OVER EXPENSES	<u>\$ 338.18</u>	<u>\$ 2,384.64</u>	<u>\$ 2,046.46</u>	<u>\$ 2,181.33</u>	<u>\$ (1,773.00)</u>	<u>\$ (4,157.64)</u>	
<b>WATER FUND</b>							
TOTAL REVENUES	\$ 819,272.82	\$ 1,038,699.32	\$ 219,426.50	\$ 196,712.65	\$ 2,056,961.00	\$ 1,018,261.68	50.50%
TOTAL EXPENSES	\$ 851,583.25	\$ 807,804.74	\$ (43,712.39)	\$ 71,350.36	\$ 1,715,099.00	\$ 907,294.26	47.10%
EXCESS REVENUES OVER EXPENSES	<u>\$ (32,310.43)</u>	<u>\$ 230,894.58</u>	<u>\$ 263,138.89</u>	<u>\$ 125,362.29</u>	<u>\$ 341,862.00</u>	<u>\$ 110,967.42</u>	
<b>ELECTRIC FUND</b>							
TOTAL REVENUES	\$ 5,200,395.11	\$ 5,247,755.97	\$ 47,360.86	\$ 904,341.57	\$ 10,405,068.00	\$ 5,157,312.03	50.43%
TOTAL EXPENSES	\$ 4,593,026.15	\$ 4,710,289.14	\$ 117,262.99	\$ 1,237,001.88	\$ 10,024,284.00	\$ 5,313,994.86	46.99%
EXCESS REVENUES OVER EXPENSES	<u>\$ 607,368.96</u>	<u>\$ 537,466.83</u>	<u>\$ (69,902.13)</u>	<u>\$ (332,660.31)</u>	<u>\$ 380,784.00</u>	<u>\$ (156,682.83)</u>	

**Unaudited** Income Statement  
Through June 30, 2025  
Percent of year complete: 50%

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	Prior Year 2024 Thru 6/30/2024	Actual Thru 6/30/2025	2024/2025 Variance YTD	Current Month 6/30/2025	2025 Adopted Budget	2025 Budget Balance	% Actual compared to Budget
<b>SANITARY SEWER</b>							
TOTAL REVENUES	\$ 1,933,620.88	\$ 2,329,025.51	\$ 395,404.63	\$ 327,686.93	\$ 3,807,276.00	\$ 1,478,250.49	61.17%
TOTAL EXPENSES	\$ 2,159,429.07	\$ 2,092,555.71	\$ (66,873.36)	\$ 243,867.59	\$ 4,309,102.00	\$ 2,216,546.29	48.56%
EXCESS REVENUES OVER EXPENSES	<u>\$ (225,808.19)</u>	<u>\$ 236,469.80</u>	<u>\$ 462,277.99</u>	<u>\$ 83,819.34</u>	<u>\$ (501,826.00)</u>	<u>\$ (738,295.80)</u>	
<b>GOLF</b>							
TOTAL REVENUES	\$ 838,654.40	\$ 914,203.94	\$ 75,549.54	\$ 236,848.13	\$ 1,454,102.00	\$ 539,898.06	62.87%
TOTAL EXPENSES	\$ 634,136.35	\$ 726,221.22	\$ 92,084.87	\$ 149,382.19	\$ 1,829,472.56	\$ 1,103,251.34	39.70%
EXCESS REVENUES OVER EXPENSES	<u>\$ 204,518.05</u>	<u>\$ 187,982.72</u>	<u>\$ (16,535.33)</u>	<u>\$ 87,465.94</u>	<u>\$ (375,370.56)</u>	<u>\$ (563,353.28)</u>	
<b>STORM SEWER</b>							
TOTAL REVENUES	\$ 219,991.66	\$ 239,432.37	\$ 19,440.71	\$ 40,256.60	\$ 429,680.00	\$ 190,247.63	55.72%
TOTAL EXPENSES	\$ 251,098.21	\$ 244,434.41	\$ (6,663.80)	\$ 39,541.45	\$ 480,833.00	\$ 236,398.59	50.84%
EXCESS REVENUES OVER EXPENSES	<u>\$ (31,106.55)</u>	<u>\$ (5,002.04)</u>	<u>\$ 26,104.51</u>	<u>\$ 715.15</u>	<u>\$ (51,153.00)</u>	<u>\$ (46,150.96)</u>	

CITY OF NEW PRAGUE  
BALANCE SHEET  
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GENERAL FUND

ASSETS

101-10101	CLAIM ON CASH	427,076.92	
101-10120	MONEY MARKET-FIRST BK & TRUST	391,207.69	
101-10121	MONEY MARKET-WELLS FARGO	25,006.17	
101-10125	MONEY MARKET-4M	4,922,449.07	
101-10129	MONEY MARKET.STATE BANK - FUTU	133,752.00	
101-10201	PETTY CASH POLICE DEPT	100.00	
101-10450	INT. RECEIVABLE - INVESTMENTS	278,712.04	
101-10700	TAXES RECEIVABLE-DELINQUENT	24,363.51	
101-11500	ACCOUNTS RECEIVABLE	12,940.45	
101-11501	ACCOUNTS RECEIVABLE - FLEX	6,660.03	
101-11521	BUSINESS LICENSE AR	( 3,400.00)	
101-11531	BANK CLEARING ACCT	56,924.22	
101-11535	CLEARING ACCOUNT - RURAL FIRE	( 68,712.07)	
101-11536	CLEARING ACCOUNT-GENERAL	760.10	
101-12100	SPECIAL ASSESS. REC.-CURRENT	768.44	
101-12200	SPECIAL ASSESS. REC.-DELINQUEN	3,165.34	
101-13109	DUE FROM RETIREE/COBRA	( 44.85)	
101-15501	PREPAID OTHER	1,220.38	
	TOTAL ASSETS		6,212,949.44

LIABILITIES AND EQUITY

LIABILITIES

101-20210	ACCOUNTS PAYABLE	68,198.24	
101-20801	STATE SALES TAX	69.60	
101-20802	SC TRANSIT TAX	3.65	
101-20803	LS TRANSIT TAX	3.92	
101-21600	ACCRUED WAGES	1,414.95	
101-21701	ACCRUED FED-FICA/MED TAX	31,472.55	
101-21702	ACCRUED STATE W/H TAX	5,979.39	
101-21704	PERA W/H PAYABLE	18,727.16	
101-21706	INSURANCE PAYABLE	355.37	
101-21713	MN DEFERRED COMPENSATION	3,997.70	
101-21714	ACCRUED POLICE DUES	110.00	
101-21716	HSA EMPLOYEE AMOUNTS	( 1,446.11)	
101-21800	ESCROW - BLDG PERMITS	73,368.00	
101-22000	DEPOSITS	15,000.00	
101-22022	HOLDING FUNDS-DEVELOPERS/OTHER	2,673.00	
101-22202	DEFERRED REVENUE - ASSMNTS	4,549.11	
101-22207	DEFERRED REVENUE - BP	29,233.15	
101-22210	DEFERRED REVENUE - TAXES	24,363.51	
	TOTAL LIABILITIES		278,073.19

FUND EQUITY

101-25311	COMMITTED: ATHLETIC FIELD	143,987.00	
101-25312	ASSIGNED: RENOV/REPL PUB FAC	1,153,279.00	
101-25313	ASSIGNED: ACQ OF EQUIP & VEHIC	413,120.00	
101-25314	COMMITTED: PUB FAC INFRAS	500,000.00	
101-25315	DESIGNATED WORKING CAPITA	100,000.00	
101-25999	COMMITTED: EMERG/DIASTER	100,000.00	

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GENERAL FUND

UNAPPROPRIATED FUND BALANCE:			
101-25300	UNDESIGNATED: FUND BALANCE	3,665,927.38	
	REVENUE OVER EXPENDITURES - YTD	( 141,437.13)	
	BALANCE - CURRENT DATE	3,524,490.25	
	TOTAL FUND EQUITY		5,934,876.25
	TOTAL LIABILITIES AND EQUITY		6,212,949.44



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WWTP

ASSETS

602-10101	CLAIM ON CASH	625,319.42	
602-10106	DESIGNATED FOR MEMB REPLACEMEN	1,050,000.00	
602-10120	MONEY MARKET-FIRST BK & TRUST	578,762.91	
602-10121	MONEY MARKET-WELLS FARGO	44,609.15	
602-10125	MONEY MARKET-4M	6,980,076.53	
602-10126	MONEY MARKET-4M 2024 BOND	96,174.50	
602-11500	ACCOUNTS RECEIVABLE	( 14,272.78)	
602-11710	CUSTOMER ACCOUNTS RECEIVABLE	282,245.86	
602-12300	SPECIAL ASSESS. REC.-DEFFERED	398,213.59	
602-15696	DEFERRED OUTFLOW - OPEB	2,723.00	
602-15699	GERF DEFERRED OUTFLOWS	51,169.00	
602-16100	LAND	56,980.00	
602-16200	BUILDINGS	27,964,821.77	
602-16210	ACCUM. DEPRECIATION-BUILDINGS	( 12,726,362.82)	
602-16300	INFRASTRUCTURE	8,571,631.52	
602-16310	ACCUMULATED DEPRECIATION - INF	( 3,132,682.68)	
602-16400	EQUIPMENT	13,898,831.41	
602-16410	ACCUMULATED DEPRECIATION - EQU	( 9,200,200.34)	
602-16420	OFFICE EQUIPMENT	44,423.70	
602-16500	CONSTRUCTION-IN-PROGRESS	57,229.86	
602-16507	CIP 2025	133,485.93	
TOTAL ASSETS			35,763,179.53

LIABILITIES AND EQUITY

LIABILITIES

602-20210	ACCOUNTS PAYABLE	58,939.58	
602-20610	CP RETAINAGE PERCENTAGE	4,719.20	
602-21500	ACCRUED INTEREST	332,725.23	
602-21650	ACCRUED WAGES-VAC & COMP	63,331.03	
602-21717	OPEB LIABILITY	21,328.00	
602-22000	DEPOSITS	46,974.21	
602-22296	OPEB DEFERRED INFLOW	5,796.00	
602-22299	GERF DEFERRED INFLOWS	147,060.00	
602-22500	BOND PAYABLE - CUR PORT	1,251,999.45	
602-23100	BONDS PAYABLE	2,903,876.24	
602-23101	PFA BOND PAYABLE	20,950,000.00	
602-23400	BOND PREMIUM	286,634.27	
602-23999	GERF PENSION LIABILITY	199,362.00	
TOTAL LIABILITIES			26,272,745.21

FUND EQUITY

602-25999	PRIOR PERIOD ADJUSTMENT	( 651,969.00)	
602-27200	FUND BALANCE-UNDESIGNATED	5,565,947.85	

UNAPPROPRIATED FUND BALANCE:

602-25300	FUND BALANCE-UNDESIGNATED	4,340,965.04	
	REVENUE OVER EXPENDITURES - YTD	235,490.43	

BALANCE - CURRENT DATE 4,576,455.47

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	WWTP	
TOTAL FUND EQUITY		9,490,434.32
TOTAL LIABILITIES AND EQUITY		35,763,179.53

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GOLF COURSE

ASSETS

603-10101	CLAIM ON CASH	(	27,534.78)	
603-10125	MONEY MARKET-4M		338,997.31	
603-10126	MONEY MARKET-4M 2024 BOND		22,387.96	
603-10200	PETTY CASH		2,000.00	
603-11500	ACCOUNTS RECEIVABLE - GOLF A/R		32,095.24	
603-14100	MATERIAL INVENTORY		190,812.24	
603-15696	DEFERRED OUTFLOW - OPEB		1,072.00	
603-15699	GERF DEFERRED OUTFLOWS		32,718.00	
603-16150	OTHER IMPROVEMENTS (LAND)		910,289.85	
603-16160	ACCUMULATED DEPR - OTHER IMPRO	(	905,814.91)	
603-16200	BUILDINGS		1,094,511.44	
603-16210	ACCUM. DEPRECIATION-BUILDINGS	(	688,288.88)	
603-16400	EQUIPMENT		1,844,138.03	
603-16410	ACCUMULATED DEPRECIATION - EQU	(	1,196,581.76)	
TOTAL ASSETS				1,650,801.74

LIABILITIES AND EQUITY

LIABILITIES

603-20200	ACCOUNTS PAYABLE	(	500.00)	
603-20210	ACCOUNTS PAYABLE		86,453.83	
603-21500	ACCRUED INTEREST		7,054.53	
603-21650	ACCRUED WAGES-VAC & COMP		15,223.17	
603-21717	OPEB LIABILITY		8,398.00	
603-22000	DEPOSITS		76,466.12	
603-22001	DESIGNATED - JR GOLF FUND		20,263.52	
603-22004	DESIGNATED- GOLF MAINT. FUND		648.12	
603-22201	DEFERRED REVENUE-MEMBERSHIP DU	(	200.00)	
603-22211	DEFERRED REVENUE-GIFT CERTIFIC		15,117.36	
603-22213	DEFERRED REVENUE-MEMBER CREDIT		21,543.33	
603-22296	OPEB DEFERRED INFLOW		2,282.00	
603-22299	DEFERRED (GERF) INFLOW		101,179.00	
603-23107	BOND PAYABLE-2016 EQUIPMENT		9,000.00	
603-23110	BOND PAYABLE-2022 EQUIPMENT		130,000.00	
603-23111	BOND PAYABLE-2024 EQUIPMENT		175,000.00	
603-23400	BOND PREMIUM		25,984.05	
603-23999	GERF PENSION LIABILITY		119,227.00	
TOTAL LIABILITIES				813,140.03

FUND EQUITY

603-25999	PRIOR PERIOD ADJUSTMENT	(	117,578.00)	
UNAPPROPRIATED FUND BALANCE:				
603-25300	FUND BALANCE-UNDESIGNATED		757,256.99	
	REVENUE OVER EXPENDITURES - YTD		197,982.72	
BALANCE - CURRENT DATE			955,239.71	
TOTAL FUND EQUITY				837,661.71

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GOLF COURSE

TOTAL LIABILITIES AND EQUITY

1,650,801.74

CITY OF NEW PRAGUE  
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WATER

ASSETS

604-10101	CLAIM ON CASH	963,333.68	
604-10125	MONEY MARKET-4M	1,241,674.94	
604-10126	MONEY MARKET-4M 2024 BOND	106,457.97	
604-10406	F.I.S.T. INVESTMENTS	902,829.11	
604-10407	INVEST ALLOW-UNREALIZED LOS	( 41,666.69)	
604-11500	ACCOUNTS RECEIVABLE	1,258.24	
604-11502	ACCOUNTS RECEIVABLE - NSF	660.06	
604-11525	ACCRUED REVENUE	136,674.86	
604-11600	ALLOWANCE DOUBTFUL ACC'T	( 4,000.00)	
604-11710	CUSTOMER ACCOUNTS RECEIVABL	183,315.53	
604-12100	SPECIAL ASSESS. REC.-CURRENT	111.05	
604-12300	SPECIAL ASSESS. REC.-DEFFERED	673,456.40	
604-14100	MATERIAL INVENTORY	80,715.00	
604-15696	DEFERRED OUTFLOW - OPEB	2,308.00	
604-15699	GERF DEFERRED OUTFLOWS	33,130.00	
604-16100	LAND	79,519.50	
604-16200	BUILDINGS	2,454,932.92	
604-16201	WELLS, PUMPS & PUMP HOUSE	2,197,186.11	
604-16202	WATER TREATMENT	68,116.88	
604-16203	WATER TREATMENT EQUIPMENT	1,253,269.45	
604-16211	ACCUM DEPR-PRODUCTION PLANT	( 4,468,041.93)	
604-16301	ELEVATED TOWER	1,988,569.68	
604-16303	RESERVOIR	732,530.15	
604-16304	DISTRIBUTION TO SYSTEM	8,099,391.30	
604-16305	PRU VALVES	902.95	
604-16306	MAIN STREET TREATMENT UPGRADE	215,848.13	
604-16308	WATER METERS	1,130,737.09	
604-16311	ACCUM DEPR.-TRANS-DISTRIBUTI	( 4,820,639.52)	
604-16312	ACCUM. DEPR-GENERAL PLANT	( 292,716.50)	
604-16314	SCADA	351,945.74	
604-16401	BLDG IMPROVEMENT OFFICE	5,533.95	
604-16402	DEFERRED MAINTENANCE CHARGE	24,794.02	
604-16403	OFFICE FUNITURE & FIXTURES	35,536.41	
604-16404	TRANSPORTATION/EQUIPMENT	264,699.45	
604-16405	MISCELLANEOUS EQUIPMENT	39,308.45	
604-16406	SHOP EQUIPMENT	1,417.62	
604-16512	CIP 2025	201,792.15	
TOTAL ASSETS			13,844,892.15

LIABILITIES AND EQUITY

CITY OF NEW PRAGUE  
BALANCE SHEET  
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WATER

LIABILITIES

604-20210	ACCOUNTS PAYABLE	3,338.68	
604-20610	CIP RETAINAGE	7,500.51	
604-21503	ACCRUED INTEREST	56,455.63	
604-21650	ACCRUED WAGES-VAC & COMP	71,103.53	
604-21712	DUE WATER TESTING PROGRAM	7,260.89	
604-21717	OPEB LIABILITY	18,078.00	
604-22000	DEPOSITS	24,978.96	
604-22296	OPEB DEFERRED INFLOW	4,913.00	
604-22299	DEFERRED (GERF) INFLOW	112,639.00	
604-22500	BOND PAYABLE - CUR PORT	39,999.97	
604-23400	BOND PREMIUM	387,300.91	
604-23511	2011 CIP	30,080.00	
604-23516	2013B-REFUNDING 2005-2007	40,000.00	
604-23517	CIP 2014	50,000.00	
604-23518	2020A - REFUNDING	215,746.51	
604-23519	CIP 2020-2021	1,275,000.00	
604-23520	2021 UTILITY BUILDING	390,000.00	
604-23521	CIP 2022	250,000.00	
604-23522	CIP 2023	440,000.00	
604-23523	CIP 2024	820,000.00	
604-23999	GERF PENSION LIABILITY	168,984.00	
TOTAL LIABILITIES			4,413,379.59

FUND EQUITY

604-25999	PRIOR PERIOD ADJUSTMENT	( 274,691.48)	
604-26730	RESERVED FOR INVESTMENT AL	( .40)	
604-27200	FUND BALANCE-UNDESIGNATED	8,187,620.93	
604-28000	INVESTED IN UTILITY PLANT	1,287,688.93	
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		230,894.58	
BALANCE - CURRENT DATE		230,894.58	
TOTAL FUND EQUITY			9,431,512.56
TOTAL LIABILITIES AND EQUITY			13,844,892.15

CITY OF NEW PRAGUE  
BALANCE SHEET  
JUNE 30, 2025

Section 3, Item c.

ELECTRIC

ASSETS

605-10101	CLAIM ON CASH	3,580,763.71
605-10125	MONEY MARKET-4M	1,557,285.28
605-10200	PETTY CASH	300.00
605-10405	MONEY MARKET-FIRST BK & TRUST	151,918.41
605-10406	F.I.S.T. INVESTMENT	2,569,590.53
605-10407	INVEST ALLOW-UNREALIZED LOS	( 118,589.82)
605-11500	ACCOUNTS RECEIVABLE	3,213.00
605-11502	ACCOUNTS RECEIVABLE - NSF	5,478.06
605-11510	ACCOUNTS RECEIVABLE - SMMPA	147,009.46
605-11525	ACCRUED REVENUE	589,434.44
605-11530	CLEARING ACCOUNT	389.44
605-11600	ALLOWANCE DOUBTFUL ACC'T	( 10,000.05)
605-11710	CUSTOMER ACCOUNTS RECEIVABL	797,051.25
605-12100	SPECIAL ASSESS. REC.-CURRENT	1,124.28
605-14100	MATERIAL INVENTORY	1,204,723.93
605-15501	PREPAID OTHER	353.41
605-15696	DEFERRED OUTFLOW - OPEB	4,870.00
605-15699	GERF DEFERRED OUTFLOWS	100,865.00
605-16100	LAND	41,647.88
605-16205	STRUCTURE & IMPROV. BLDGS	3,792,791.38
605-16206	GENERATORS	5,527,533.57
605-16211	ACCUM DEPR-PRODUCTION PLANT	( 6,854,991.03)
605-16301	TRANSMISSION STATION EQUIPMENT	601,832.72
605-16302	TRANSMISSION POLES & CONDUCTOR	87,734.24
605-16303	DISTRIBUTION STATION EQUIPMENT	832,233.96
605-16304	POLES-TOWERS-FIXTURES	204,140.34
605-16305	OVERHEAD CONDUCTORS-DEVICES	678,998.06
605-16306	UNDERGROUND CONDUCTORS-DEVICE	6,130,180.47
605-16307	LINE TRANSFORMERS	2,104,995.37
605-16308	SERVICES	432,135.18
605-16309	ELECTRIC METERS	1,074,972.45
605-16310	FIBER OPTIC	98,856.02
605-16311	ACCUM DEPR.-TRANS-DISTRIBUTI	( 8,303,314.12)
605-16312	ACCUM DEPR - GEN PLANT	( 1,723,506.43)
605-16313	LOAD MANAGEMENT	104,472.67
605-16314	SCADA	123,864.82
605-16315	STREET LIGHTS	1,719,957.76
605-16316	STRUCTURE & IMPROVEMENTS E	224,058.67
605-16403	TOOLS & WORK EQUIPMENT	237,583.03
605-16404	TRANSPORTATION/EQUIPMENT	1,975,055.19
605-16405	MISCELLANEOUS EQUIPMENT	97,109.01
605-16406	SHOP EQUIPMENT	56,994.23
605-16420	OFFICE EQUIPMENT	99,254.82
605-16510	JOB #2 (URD) GIS MAPPING	23,274.47
605-16512	JOB #2 (SERV) GIS MAPPING	799.20
605-16514	JOB #2 (S.L.) GIS MAPPING	586.08
605-16516	JOB #3 (POLE) NE STREET RECONS	759.92
605-16517	JOB #3 (OH) NE STREET RECONS	8,669.68
605-16518	JOB #3 (URD) NE STREET RECONS	11,594.35
605-16519	JOB #3 (TRANS) NE STREET RECON	866.56
605-16520	JOB #3 (SERV) NE STREET RECONS	46.16
605-16522	JOB #3 (S.L.) NE STREET RECONS	2,568.48
605-16525	JOB #4 (OH) FEEDER #1	696.08
605-16526	JOB #4 (URD) FEEDER #1	289,616.84
605-16527	JOB #4 (TRANS) FEEDER #1	38,086.76
605-16528	JOB #4 (SERV) FEEDER #1	113,560.28
605-16529	JOB #4 (METER) FEEDER #1	531.66
605-16530	JOB #4 (S.L.) FEEDER #1	53,756.95

CITY OF NEW PRAGUE  
BALANCE SHEET  
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ELECTRIC

605-16531	JOB #4 (FIBER) FEEDER #1	571.96	
605-16542	JOB #6 (URD) FEEDER #4 & #6	370.64	
605-16550	JOB #7 (URD) FEEDER #8	3,759.33	
605-16568	JOB #9 (SERV) FUTURE GENERATIO	210,176.84	
605-16574	JOB #10 (URD) ONE IF BY LAND	15,932.07	
605-16575	JOB #10 (TRANS) ONE IF BY LAND	30,765.14	
605-16577	JOB #10 (METER) ONE IF BY LAND	622.08	
605-16582	JOB #11 (URD) MAYO ADDITION	10,511.50	
605-16584	JOB #11 (SERV) MAYO ADDITION	108.00	
605-16607	JOB #14 (TRANS) POLICE STATION	1,207.50	
TOTAL ASSETS			20,769,809.12
LIABILITIES AND EQUITY			
LIABILITIES			
605-20200	ACCOUNTS PAYABLE-SMMPA	593,241.38	
605-20204	AP OTHER	96,463.88	
605-20210	ACCOUNTS PAYABLE	97,683.27	
605-20801	STATE SALES TAX	51.66	
605-20802	SC TRANSIT TAX	7.50	
605-20803	LS TRANSIT TAX	1.27	
605-21650	ACCRUED WAGES-VAC & COMP	155,477.59	
605-21717	OPEB LIABILITY	38,143.00	
605-22000	DEPOSITS	101,076.99	
605-22001	ENERGY ASSISTANCE CONTRACTS	119.94	
605-22022	HOLDING FUNDS-DEPOSITS	950.00	
605-22296	OPEB DEFERRED INFLOW	10,366.00	
605-22299	DEFERRED (GERF) INFLOW	342,924.00	
605-23999	GERF PENSION LIABILITY	514,464.00	
TOTAL LIABILITIES			1,950,970.48
FUND EQUITY			
605-25999	PRIOR PERIOD ADJUSTMENT	( 890,763.35)	
605-26300	CONTRIBUTED CAPITAL	( .19)	
605-26720	RESERVED FOR BONDS	321,700.00	
605-27200	FUND BALANCE-UNDESIGNATED	14,426,601.09	
605-28000	INVESTED IN UTILITY PLANT	4,423,834.26	
UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD		537,466.83	
BALANCE - CURRENT DATE		537,466.83	
TOTAL FUND EQUITY			18,818,838.64
TOTAL LIABILITIES AND EQUITY			20,769,809.12



CITY OF NEW PRAGUE  
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STORM WATER UTILITY

ASSETS

606-10101	CLAIM ON CASH	22,323.76	
606-10120	MONEY MARKET-FIRST BK & TRUST	63,508.88	
606-10125	MONEY MARKET-4M	1,097,234.66	
606-10126	MONEY MARKET-4M 2024 BOND	56,954.61	
606-11710	CUSTOMER ACCOUNTS RECEIVABLE	34,235.72	
606-15696	DEFERRED OUTFLOW - OPEB	398.00	
606-15699	GERF DEFERRED OUTFLOWS	7,488.00	
606-16300	INFRASTRUCTURE	8,777,601.44	
606-16310	ACCUMULATED DEPRECIATION - INF	( 4,415,531.36)	
606-16400	EQUIPMENT	29,295.57	
606-16410	ACC. DEP. - EQUIPMENT	( 25,169.16)	
606-16423	CIP 2025	81,705.66	
TOTAL ASSETS			5,730,045.78

LIABILITIES AND EQUITY

LIABILITIES

606-20210	ACCOUNTS PAYABLE	8,095.79	
606-20610	CP RETAINAGE PERCENTAGE	2,891.53	
606-21500	ACCRUED INTEREST	30,270.66	
606-21717	OPEB LIABILITY	3,114.00	
606-22296	OPEB DEFERRED INFLOW	846.00	
606-22299	GERF DEFERRED INFLOWS	21,520.00	
606-23100	BONDS PAYABLE	1,613,014.44	
606-23400	BOND PREMIUM	165,178.63	
606-23999	GERF PENSION LIABILITY	29,175.00	
TOTAL LIABILITIES			1,874,106.05

FUND EQUITY

606-25999	PRIOR PERIOD ADJUSTMENT	( 36,253.00)	
UNAPPROPRIATED FUND BALANCE:			
606-25300	FUND BALANCE-UNDESIGNATED	3,897,439.61	
	REVENUE OVER EXPENDITURES - YTD	( 5,246.88)	
BALANCE - CURRENT DATE		3,892,192.73	
TOTAL FUND EQUITY			3,855,939.73
TOTAL LIABILITIES AND EQUITY			5,730,045.78

CITY OF NEW PRAGUE  
BALANCE SHEET  
JUNE 30, 2025

Section 3, Item c.

AMBULANCE

ASSETS

651-10101	CLAIM ON CASH	61,526.96	
651-10120	MONEY MARKET-FIRST BK & TRUST	12,984.78	
651-10121	MONEY MARKET-WELLS FARGO	416.28	
651-10125	MONEY MARKET-4M	119,473.24	
651-10127	MONEY MARKET.STATE BANK - 1206	5,650.62	
TOTAL ASSETS			200,051.88

LIABILITIES AND EQUITY

LIABILITIES

651-20210	ACCOUNTS PAYABLE	140.93	
TOTAL LIABILITIES			140.93

FUND EQUITY

651-27200	FUND BALANCE-UNDESIGNATED	162,640.15	
UNAPPROPRIATED FUND BALANCE:			
651-25300	FUND BALANCE-UNDESIGNATED	36,849.60	
	REVENUE OVER EXPENDITURES - YTD	421.20	
BALANCE - CURRENT DATE		37,270.80	
TOTAL FUND EQUITY			199,910.95
TOTAL LIABILITIES AND EQUITY			200,051.88

CITY OF NEW PRAGUE  
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EDA

ASSETS

680-10101	CLAIM ON CASH	207,580.53	
680-10120	MONEY MARKET-FIRST BK & TRUST	25,769.28	
680-10125	MONEY MARKET-4M	260,769.85	
	TOTAL ASSETS		494,119.66

LIABILITIES AND EQUITY

LIABILITIES

680-20210	ACCOUNTS PAYABLE	120.81	
	TOTAL LIABILITIES		120.81

FUND EQUITY

680-27200	FUND BALANCE-UNDESIGNATED	602,744.97	
	UNAPPROPRIATED FUND BALANCE:		
680-25300	FUND BALANCE-UNDESIGNATED	( 127,183.27)	
	REVENUE OVER EXPENDITURES - YTD	18,437.15	
	BALANCE - CURRENT DATE	( 108,746.12)	
	TOTAL FUND EQUITY		493,998.85
	TOTAL LIABILITIES AND EQUITY		494,119.66

CITY OF NEW PRAGUE  
BALANCE SHEET  
JUNE 30, 2025

Section 3, Item c.

EDA-INDUSTRIAL PARK

ASSETS			
681-10101	CLAIM ON CASH	72,544.75	
681-10120	MONEY MARKET-FIRST BK & TRUST	12,885.73	
681-10125	MONEY MARKET-4M	115,074.49	
681-16100	LAND	453,940.38	
TOTAL ASSETS			654,445.35
LIABILITIES AND EQUITY			
FUND EQUITY			
UNAPPROPRIATED FUND BALANCE:			
681-25300	FUND BALANCE	652,060.71	
	REVENUE OVER EXPENDITURES - YTD	2,384.64	
BALANCE - CURRENT DATE		654,445.35	
TOTAL FUND EQUITY			654,445.35
TOTAL LIABILITIES AND EQUITY			654,445.35



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

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## MEMORANDUM

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** EDA ENABLING RESOLUTION PUBLIC HEARING  
**DATE:** JULY 29, 2025 (UPDATED AUGUST 12, 2025)

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**August 12 Update:**

At the meeting on August 4, 2025, the City Council, upon recommendation from the City Attorney, continued the public hearing to the August 18, 2025, meeting.

**Previous memo:**

As discussed previously, the EDA is going through a strategic planning process now that it is wrapping up its work in the industrial park. For the EDA, part of this process includes updating its Economic Development District, which allows the EDA to look at the entire community as it determines the best steps for increasing jobs and tax base across the City.

For the City Council, part of the process is cleaning up the Enabling Resolution to better allow the EDA to carry out its mission while also requiring yearly accountability. Following the City Council's decision to direct the EDA to move forward with an EDA lease revenue bond, the City Attorney would like the City Council to update its Enabling Resolution that would allow the EDA to bond for projects, with the approval of the City Council.

I have attached a redlined copy of the Enabling Resolution, with two recommended changes from the City Attorney. The first change is the addition of Section 5.16, which would require the EDA to review its Strategic Plan annually and keep the Council informed of the directions and plans it is considering. The second change is updating the language in Section 6, with the removal of 6.2, 6.3, and a portion of 6.4. According to the City Attorney, this update does not give the EDA any authority it doesn't already possess. All borrowing must still come with the approval of the City Council. What it does is allow the EDA to issue debt directly after receiving that approval, instead of the City Council having to issue debt for the EDA. This is allowed under State statute, which is why the City Attorney is recommending it be allowed within the Enabling Resolution for the City's EDA.

**Recommendation**

Staff recommends approval of Resolution #25-08-04-01, Amending and Restating the Enabling Resolution Establishing an Economic Development Authority for the City of New Prague.

**RESOLUTION #25-08-04-01**

**AMENDING AND RESTATING THE ENABLING RESOLUTION ESTABLISHING AN ECONOMIC DEVELOPMENT AUTHORITY FOR THE CITY OF NEW PRAGUE**

**WHEREAS**, the City is authorized by Minnesota Statutes, Chapter 469 (the “Act”) and specifically, Section 469.091, to establish an Economic Development Authority (hereinafter the “EDA”) to coordinate and administrator economic development and redevelopment plans and programs of the City of New Prague; and

**WHEREAS**, an EDA would facilitate and assist economic development in the City of New Prague by directly involving certain groups and agencies in the process; and

**WHEREAS**, such an Authority will increase the overall efficiency of business recruitment, to the greatest benefit of the entire community; and

**WHEREAS**, a public hearing was held for the establishment of an EDA pursuant to Minnesota Statutes prior to the adoption of a Resolution titled “Enabling Resolution Creating Economic Development Authority” the initial enabling resolution originally adopted June 18, 1990, for the EDA and Resolution titled “Modified Enabling Resolution”, was amended and restated on February 19, 1991, following a public hearing; and

**WHEREAS**, the City desires to amend the enabling resolution for the EDA as hereinafter set forth, pursuant to Minnesota Statutes Section 429.093; and

**WHEREAS**, a public hearing has been held for this amendment to the enabling resolution of the EDA pursuant to Minnesota Statutes Section 469.093; and

**NOW, THEREFORE, THE CITY OF NEW PRAGUE RESOLVES:**

**SECTION 1. APPOINTMENT OF AN ECONOMIC DEVELOPMENT AUTHORITY FOR THE CITY OF NEW PRAGUE, MINNESOTA**

Section 1.1. Economic Development Authority Established. The Economic Development Authority for the City of New Prague, Minnesota (hereinafter the “EDA”) is hereby established. The EDA shall have all the power, duties, and responsibilities set forth in Section 469.090 to 469.108 of the Act and as said Act may be amended from time to time and all other applicable laws, except as limited by this Resolution.

Section 1.2. Purpose. The appointment of an EDA, pursuant to the provisions, restrictions, and regulations contained herein, is intended to provide the City with a board comprised of representatives from City government, private enterprise, and City residents capable of administering business incentives and other economic development measures to support existing businesses in New Prague and to provide growth in tax base and job creation in the City. The EDA shall be the chief economic development agency for the City, and shall be under the authority of the City Council.

Section 1.3. Definition. An EDA is a public body corporate and politic and a political subdivision of the State with the right to sue and be sued in its own name. An EDA carries out an essential governmental function when it exercises its power, but the EDA is not immune from liability because of this.

Section 1.4. Responsibility. The EDA shall have primary responsibility for commercial and industrial development and redevelopment.

## SECTION 2. COMPOSITION OF THE EDA

Section 2.1. Composition. The seven commissioners of the EDA shall be selected or appointed as follows:

- a) The Mayor and one other City Councilmember shall be appointed as commissioners by the City Council.
- b) The City Council may appoint the remaining commissioners to serve at large. To be eligible for appointment, a person must either be a resident of New Prague or have an interest in the growth of New Prague community. No more than two (2) non-residents may serve on the EDA.
- c) The City Council has the final discretion as to who may serve on the EDA in the best interest of the New Prague Community.

Section 2.2. Terms. All terms are for six years. The City Council shall set the term of the commissioners who are members of the City Council to coincide with their term of office as members of the City Council. All terms shall expire at the City Council meeting at which the EDA appointments are made.

Section 2.3. Compensation and Reimbursement. EDA members shall be reimbursed for actual expenses as determined by the City Council.

Section 2.4. Vacancies. A vacancy is created in the membership of the EDA when a City Council member of the EDA ends Council membership. A vacancy for this or another reason must be filled for the balance of the unexpired term. To fill the vacancy, the Mayor shall recommend an appointment and City Council shall approve.

Section 2.5. Conflict of Interest. Except as authorized in Minnesota Statutes Section 471.88, a commissioner, officer, or employee of the EDA must not acquire any financial interest, direct or indirect, in any project or in any property included or planned to be included in any project, nor shall the person have any financial interest, direct or indirect, in any contract or proposed contract for materials or service to be furnished or used in connection with any project.

Section 2.6. Removal for Cause. An EDA commissioner may be removed by the City Council as provided in Minnesota Statutes Section 469.095, subd. 5.

### SECTION 3. ORGANIZATION MATTERS

Section 3.1. Staffing. The City Administrator shall serve as the Executive Director of the EDA. All other required EDA staffing will be appointed by the City Administrator from the City of New Prague staff, for purposes of technical assistance, accounting, purchasing supplies, etc., as needed for operation of the EDA.

Section 3.2. By-Laws. The EDA may adopt by-laws and rules of procedure and may adopt an official seal.

Section 3.3. Officers. The EDA shall elect a president, a vice-president, a treasurer, a secretary, and an assistant treasurer. The authority shall elect the president, treasurer, and secretary annually. A commissioner must not serve as president and vice-president at the same time. The other offices may be held by the same commissioner. The offices of secretary and assistant treasurer need not be held by a commissioner.

Section 3.4. Public Money. EDA money is public money.

Section 3.5. Legal Services. The EDA shall use the services of the City Attorney for its legal needs. The City Attorney is its chief legal advisor.

Section 3.6. City Purchasing. The EDA may use the facilities of the City's purchasing department in connection with construction work and to purchase supplies, equipment or materials.

Section 3.7. Delegation of Power. The EDA may delegate to one or more of its agents or employees powers or duties as it may deem proper.

### SECTION 4. FINANCIAL MATTERS

Section 4.1. Budget to the City. The EDA shall annually submit its budget to the City Council for approval. The budget must include a detailed written estimate of the amount of money that the EDA expects to need from the City to perform its business during the next fiscal year.

Section 4.2. Fiscal Year. The fiscal year for the EDA shall be the same as the City.

Section 4.3. Report to City. Annually, at a time and in a form fixed by the City Council, the EDA shall make a written report to the Council giving a detailed account of its activities and of its receipts and expenditures during the preceding calendar year, together with additional matters and recommendations it deems advisable for the economic development of the City.

Section 4.4 Transfer of Funds. Except when previously pledged by the EDA, the City Council may by resolution require the EDA to transfer any portion of the reserves generated by activities of the EDA that the City Council determines are not necessary for the successful operation of the EDA to the debt service fund of the City, to be used solely to reduce tax levies for bond indebtedness of the City.



## SECTION 5. SCHEDULE OF POWERS

Section 5.1. Economic Development Districts. The EDA may establish and define the boundaries of economic development districts at any place and at any time within the City. The EDA must hold a public hearing on the matter, with notice published at least 10 days prior to the hearing in the official City newspaper. The establishment of an economic development district must be approved by the City Council pursuant to Minnesota Statutes.

Section 5.2. Acquisition of Property. No property may be leased, purchased, gifted, devised, or condemned by the EDA without prior approval by the City Council.

Section 5.3. Construction Contracts. The EDA may not enter into any construction contracts without prior approval by the City Council. Once approval has been given, for all contracts for construction, alteration, repair, or maintenance work, the EDA may award contracts to the vendor offering the best value, and “best value” shall be defined and applied as set forth in Minnesota Statutes 16C.28.1.a.2.c.1b. Alternatively, the EDA may award all contracts for construction, alteration, repair, or maintenance work to the lowest responsible bidder, reserving the right to reject any or all bids. Should any contracts require funds in excess of the balance of the EDA funds, approval shall be required by the City Council.

Section 5.4. Revolving Loan Fund. The EDA shall have the power to administrator the Economic Development Revolving Loan Fund.

Section 5.5. Eminent Domain. The EDA may use eminent domain under Chapter 117, or under the City Charter, to acquire property is it authorized to acquire through condemnation.

Section 5.6. Contracts. With City Council approval, the EDA may make contracts for the purposes of economic development within its granted powers. The EDA may arrange with the federal government, any of its agencies, with persons, public corporations, the state, or any of its political subdivisions, commissions, or agencies for separate or joint action, on any matters related to the EDA’s powers or doing its duties. The EDA may not contract to purchase and sell real and personal property without prior approval by the City Council.

Section 5.7. Limited Partner. The EDA may be a limited partner in a partnership whose purpose is consistent with the EDA’s purpose.

Section 5.8. Rights and Easements. The EDA, with prior approval by the City Council, may acquire rights or easements for a term of years or perpetually for development of an economic development district.

Section 5.9. Receipt of Public Property. The EDA may accept land, money, or other assistance, whether by gift, loan, or otherwise, in any form from the federal or state governments, or any political subdivision or agencies thereof, to acquire and development economic development districts.

Section 5.10. Development District Authority. The EDA may sell or lease land held by it for economic development in economic development districts, with prior approval by the City Council.

Section 5.11. As Agent. The EDA may cooperate or act as an agent for the federal or state government, or a state public body, or an agency or instrumentality of a government or public body, to carry out the EDA's duties, or any other related federal, state, or local law in the area of economic development district improvement.

Section 5.12. Studies, Analysis, and Research. The EDA may study and analyze economic development needs in the City, and ways to meet those needs.

Section 5.13. Public Relations. To further authorize purpose, the EDA may: (1) join an official, industrial, commercial, or trade association, or other organization concerned with the purpose; (2) have a reception of officials who may contribute to advancing the City and its economic development; and (3) carry out other public relations activities to promote the City and its economic development.

Section 5.14. Accept Public Land. The EDA may accept conveyances of land from all other public agencies, commissions, or other units of government, if the land can be properly used by the EDA in an economic development district.

Section 5.15. Economic Development. The EDA may carry out the law on economic development districts to develop and improve lands in an economic development district to make it suitable and available for its purposes.

Section 5.16. Strategic Plan. The EDA shall develop a Strategic Plan to implement the EDA's plans and strategies to meet the economic development needs in the City. Such Strategic Plan shall be reviewed annually by the EDA and presented to the City Council for consideration and comment.

## SECTION 6. DEBT ISSUANCE.

Section 6.1. Debt Issuance. The EDA cannot issue debt obligations without prior approval of the City Council.

Section 6.2. Tax Levy. The tax levy must be certified by the City Council.

Section 6.3. As Borrow and Lender. The EDA may borrow for its approved projects from the City; and, from its own proceeds, may make or purchase loans for economic development facilities which it believes require financing.

## SECTION 7. SALE OF PROPERTY

Section 7.1. Power. The EDA may sell and convey property owned by it within the City or an economic development district consistent with the requirements of Minnesota Statutes Section 469.105.

## SECTION 8. ADVANCES BY EDA

Section 8.1. Advances by the EDA. The EDA may advance its general fund money or its credit, or both, without interest, for its objectives and purposes.

**SECTION 9. DATE EFFECTIVE**

Section 9.1. Adoption. This resolution shall be adopted upon affirmative vote of the majority of the City Council.

Section 9.2. Effect. This resolution shall be in full force upon its adoption and shall continue until such a time as it may be amended or rescinded by the City Council.

Section 9.3. Conflicts. An conflicts arising out of the conduct and operation of the EDA shall be resolved with reference to Minnesota Statutes, and if there arises any conflict between this resolution and Minnesota Statutes, Minnesota statutes shall prevail.

**Date Adopted:** 8/18/2025.

**New Prague City Council**

\_\_\_\_\_  
**Charles Nickolay**

**ATTEST:**

\_\_\_\_\_  
**Joshua M. Tetzlaff**

**RESOLUTION #~~23-04-17-05~~25-08-04-01****AMENDING AND RESTATING THE ENABLING RESOLUTION ESTABLISHING AN ECONOMIC DEVELOPMENT AUTHORITY FOR THE CITY OF NEW PRAGUE**

**WHEREAS,** the City is authorized by Minnesota Statutes, Chapter 469 (the “Act”) and specifically, Section 469.091, to establish an Economic Development Authority (hereinafter the “EDA”) to coordinate and administrator economic development and redevelopment plans and programs of the City of New Prague; and

**WHEREAS,** an EDA would facilitate and assist economic development in the City of New Prague by directly involving certain groups and agencies in the process; and

**WHEREAS,** such an Authority will increase the overall efficiency of business recruitment, to the greatest benefit of the entire community; and

**WHEREAS,** a public hearing was held for the establishment of an EDA pursuant to Minnesota Statutes prior to the adoption of a Resolution titled “Enabling Resolution Creating Economic Development Authority” the initial enabling resolution originally adopted June 18, 1990, for the EDA and Resolution titled “Modified Enabling Resolution”, was amended and restated on February 19, 1991, and on April 17, 2023, following ~~a-public hearing~~hearings; and

**WHEREAS,** the City desires to amend the enabling resolution for the EDA as hereinafter set forth, pursuant to Minnesota Statutes Section 429.093; and

**WHEREAS,** a public hearing has been held for this amendment to the enabling resolution of the EDA pursuant to Minnesota Statutes Section 469.093; and

**NOW, THEREFORE, THE CITY OF NEW PRAGUE RESOLVES:****SECTION 1. APPOINTMENT OF AN ECONOMIC DEVELOPMENT AUTHORITY FOR THE CITY OF NEW PRAGUE, MINNESOTA**

Section 1.1. Economic Development Authority Established. The Economic Development Authority for the City of New Prague, Minnesota (hereinafter the “EDA”) is hereby established. The EDA shall have all the power, duties, and responsibilities set forth in Section 469.090 to 469.108 of the Act and as said Act may be amended from time to time and all other applicable laws, except as limited by this Resolution.

Section 1.2. Purpose. The appointment of an EDA, pursuant to the provisions, restrictions, and regulations contained herein, is intended to provide the City with a board comprised of representatives from City government, private enterprise, and City residents capable of administering business incentives and other economic development measures to support existing businesses in New Prague and to provide growth in tax base and job creation in the City. The EDA shall be the chief economic development agency for the City, and shall be under the authority of the City Council.

Section 1.3. Definition. An EDA is a public body corporate and politic and a political subdivision of the State with the right to sue and be sued in its own name. An EDA carries out an essential governmental function when it exercises its power, but the EDA is not immune from liability because of this.

Section 1.4. Responsibility. The EDA shall have primary responsibility for commercial and industrial development and redevelopment.

## SECTION 2. COMPOSITION OF THE EDA

Section 2.1. Composition. The seven commissioners of the EDA shall be selected or appointed as follows:

- a) The Mayor and one other City Councilmember shall be appointed as commissioners by the City Council.
- b) The City Council may appoint the remaining commissioners to serve at large. To be eligible for appointment, a person must either be a resident of New Prague or have an interest in the growth of New Prague community. No more than two (2) non-residents may serve on the EDA.
- c) The City Council has the final discretion as to who may serve on the EDA in the best interest of the New Prague Community.

Section 2.2. Terms. All terms are for six years. The City Council shall set the term of the commissioners who are members of the City Council to coincide with their term of office as members of the City Council. All terms shall expire at the City Council meeting at which the EDA appointments are made.

Section 2.3. Compensation and Reimbursement. EDA members shall be reimbursed for actual expenses as determined by the City Council.

Section 2.4. Vacancies. A vacancy is created in the membership of the EDA when a City Council member of the EDA ends Council membership. A vacancy for this or another reason must be filled for the balance of the unexpired term. To fill the vacancy, the Mayor shall recommend an appointment and City Council shall approve.

Section 2.5. Conflict of Interest. Except as authorized in Minnesota Statutes Section 471.88, a commissioner, officer, or employee of the EDA must not acquire any financial interest, direct or indirect, in any project or in any property included or planned to be included in any project, nor shall the person have any financial interest, direct or indirect, in any contract or proposed contract for materials or service to be furnished or used in connection with any project.

Section 2.6. Removal for Cause. An EDA commissioner may be removed by the City Council as provided in Minnesota Statutes Section 469.095, subd. 5.

## SECTION 3. ORGANIZATION MATTERS

Section 3.1. Staffing. The City Administrator shall serve as the Executive Director of the EDA. All other required EDA staffing will be appointed by the City Administrator from the City of New Prague staff, for purposes of technical assistance, accounting, purchasing supplies, etc., as needed for operation of the EDA.

Section 3.2. By-Laws. The EDA may adopt by-laws and rules of procedure and may adopt an official seal.

Section 3.3. Officers. The EDA shall elect a president, a vice-president, a treasurer, a secretary, and an assistant treasurer. The authority shall elect the president, treasurer, and secretary annually. A commissioner must not serve as president and vice-president at the same time. The other offices may be held by the same commissioner. The offices of secretary and assistant treasurer need not be held by a commissioner.

Section 3.4. Public Money. EDA money is public money.

Section 3.5. Legal Services. The EDA shall use the services of the City Attorney for its legal needs. The City Attorney is its chief legal advisor.

Section 3.6. City Purchasing. The EDA may use the facilities of the City's purchasing department in connection with construction work and to purchase supplies, equipment or materials.

Section 3.7. Delegation of Power. The EDA may delegate to one or more of its agents or employees powers or duties as it may deem proper.

## SECTION 4. FINANCIAL MATTERS

Section 4.1. Budget to the City. The EDA shall annually submit its budget to the City Council for approval. The budget must include a detailed written estimate of the amount of money that the EDA expects to need from the City to perform its business during the next fiscal year.

Section 4.2. Fiscal Year. The fiscal year for the EDA shall be the same as the City.

Section 4.3. Report to City. Annually, at a time and in a form fixed by the City Council, the EDA shall make a written report to the Council giving a detailed account of its activities and of its receipts and expenditures during the preceding calendar year, together with additional matters and recommendations it deems advisable for the economic development of the City.

Section 4.4 Transfer of Funds. Except when previously pledged by the EDA, the City Council may by resolution require the EDA to transfer any portion of the reserves generated by activities of the EDA that the City Council determines are not necessary for the successful operation of the EDA to the debt service fund of the City, to be used solely to reduce tax levies for bond indebtedness of the City.

## SECTION 5. SCHEDULE OF POWERS

Section 5.1. Economic Development Districts. The EDA may establish and define the boundaries of economic development districts at any place and at any time within the City. The EDA must hold a public hearing on the matter, with notice published at least 10 days prior to the hearing in the official City newspaper. The establishment of an economic development district must be approved by the City Council pursuant to Minnesota Statutes.

Section 5.2. Acquisition of Property. No property may be leased, purchased, gifted, devised, or condemned by the EDA without prior approval by the City Council.

Section 5.3. Construction Contracts. The EDA may not enter into any construction contracts without prior approval by the City Council. Once approval has been given, for all contracts for construction, alteration, repair, or maintenance work, the EDA may award contracts to the vendor offering the best value, and “best value” shall be defined and applied as set forth in Minnesota Statutes 16C.28.1.a.2.c.1b. Alternatively, the EDA may award all contracts for construction, alteration, repair, or maintenance work to the lowest responsible bidder, reserving the right to reject any or all bids. Should any contracts require funds in excess of the balance of the EDA funds, approval shall be required by the City Council.

Section 5.4. Revolving Loan Fund. The EDA shall have the power to administrator the Economic ~~Development~~Development Revolving Loan Fund.

Section 5.5. Eminent Domain. The EDA may use eminent domain under Chapter 117, or under the City Charter, to acquire property is it authorized to acquire through condemnation.

Section 5.6. Contracts. With City Council approval, the EDA may make contracts for the purposes of economic development within its granted powers. The EDA may arrange with the federal government, any of its agencies, with persons, public corporations, the state, or any of its political subdivisions, commissions, or agencies for separate or joint action, on any matters related to the EDA’s powers or doing its duties. The EDA may not contract to purchase and sell real and personal property without prior approval by the City Council.

Section 5.7. Limited Partner. The EDA may be a limited partner in a partnership whose purpose is consistent with the EDA’s purpose.

Section 5.8. Rights and Easements. The EDA, with prior approval by the City Council, may acquire rights or easements for a term of years or perpetually for development of an economic development district.

Section 5.9. Receipt of Public Property. The EDA may accept land, money, or other assistance, whether by gift, loan, or otherwise, in any form from the federal or state

governments, or any political subdivision or agencies thereof, to acquire and development economic development districts.

Section 5.10. Development District Authority. The EDA may sell or lease land held by it for economic development in economic development districts, with prior approval by the City Council.

Section 5.11. As Agent. The EDA may cooperate or act as an agent for the federal or state government, or a state public body, or an agency or instrumentality of a government or public body, to carry out the EDA's duties, or any other related federal, state, or local law in the area of economic development district improvement.

Section 5.12. Studies, Analysis, and Research. The EDA may study and analyze economic development needs in the City, and ways to meet those needs.

Section 5.13. Public Relations. To further authorize purpose, the EDA may: (1) join an official, industrial, commercial, or trade association, or other organization concerned with the purpose; (2) have a reception of officials who may contribute to advancing the City and its economic development; and (3) carry out other public relations activities to promote the City and its economic development.

Section 5.14. Accept Public Land. The EDA may accept conveyances of land from all other public agencies, commissions, or other units of government, if the land can be properly used by the EDA in an economic development district.

Section 5.15. Economic Development. The EDA may carry out the law on economic development districts to develop and improve lands in an economic development district to make it suitable and available for its purposes.

Section 5.16. Strategic Plan. The EDA shall develop a Strategic Plan to implement the EDA's plans and strategies to meet the economic development needs in the City. Such Strategic Plan shall be reviewed annually by the EDA and presented to the City Council for consideration and comment.

## SECTION 6. DEBT ISSUANCE.

Section 6.1. Debt Issuance. The EDA cannot issue debt obligations without prior approval of the City Council.

~~Section 6.2. Bonds. General Obligation Bonds, Industrial Development Bonds, Tax Increment Bonds, and Revenue Bonds, whose proceeds are required for EDA approved projects, must be issued by the City Council pursuant to the City of New Prague Charter and applicable Minnesota Statutes.~~

~~Section 6.3. Pledge. All bonds issued by the City Council for the debt obligations of the EDA must be secured by the full faith, credit, and resources of the City.~~



Section 6.46.2. Tax Levy. The tax levy must be certified by the City Council, ~~and must be pledged back to the City.~~

Section 6.56.3. As Borrow and Lender. The EDA may borrow for its approved projects from the City; and, from its own proceeds, may make or purchase loans for economic development facilities which it believes require financing.

SECTION 7. SALE OF PROPERTY

Section 7.1. Power. The EDA may sell and convey property owned by it within the City or an economic development district consistent with the requirements of Minnesota Statutes Section 469.105.

SECTION 8. ADVANCES BY EDA

Section 8.1. Advances by the EDA. The EDA may advance its general fund money or its credit, or both, without interest, for its objectives and purposes.

SECTION 9. DATE EFFECTIVE

Section 9.1. Adoption. This resolution shall be adopted upon affirmative vote of the majority of the City Council.

Section 9.2. Effect. This resolution shall be in full force upon its adoption and shall continue until such a time as it may be amended or rescinded by the City Council.

Section 9.3. Conflicts. An conflicts arising out of the conduct and operation of the EDA shall be resolved with reference to Minnesota Statutes, and if there arises any conflict between this resolution and Minnesota Statutes, Minnesota statutes shall prevail.

**Date Adopted:** ~~4/17/2023~~8/4/2025.

**New Prague City Council**

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~~Duane J. Jirik~~Charles Nickolay

**ATTEST:**

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**Joshua M. Tetzlaff**

## MEMORANDUM

TO: Mayor and City Council  
Joshua Tetzlaff, City Administrator

FROM: Chris Knutson, PE (Lic. MN)

DATE: August 12, 2025

RE: Project Updates

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

### 2024 STREET AND UTILITY IMPROVEMENTS PROJECT

All contract work is complete on the project. The contractor intends to start weed spraying as temperatures cool. Grass establishment has improved with additional applications applied this summer.

### 2025 STREET AND UTILITY IMPROVEMENTS PROJECT

The project is nearing substantial completion with most concrete improvements complete by tomorrow and the last paving mobilization expected by the end of the August. The contractor will continue with topsoil placement, turf restoration, and punch list items into September.

SEH will provide preliminary assessment information at the September 2<sup>nd</sup> council meeting.

### CITY CENTER STORM POND

An updated concept plan has been developed and a cost estimated provided to planning.

### LEAD SERVICE LINE REPLACEMENTS

A neighborhood meeting for the 2025 properties was held on Wednesday, August 4<sup>th</sup>. Information has been provided to PFA as the grant funding is being secured to complete the work. The contractor may complete the work this fall or wait until next spring.

cdk

x:\ko\newpr\common\council meetings\081825 cc project updates.docx



# New Prague Police Department

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

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

- Phone: (952) 758-2791
- Fax: (952) 758-6279
- Website: [www.ci.new-prague.mn.us](http://www.ci.new-prague.mn.us)

Tim Applen, Chief of Police

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## MEMORANDUM

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

**From:** Tim Applen, Chief of Police/Emergency Manager

**Date:** Wednesday, August 13, 2025

**Subject:** License Application for THC Establishment License - Anna Tobacco New Prague LLC; DBA – Anna Tobacco & Smoke Shop New Prague

Mr. Mohibullah Zahed submitted a license application for Tetrahydrocannabinol (THC) Establishment License to the city for a new THC license, Anna Tobacco New Prague LLC – DBA Anna Tobacco & Smoke Shop New Prague. The desired location of the business is 410 Main St W. As part of the license application process and in accordance with New Prague City Ordinance 121.03(C) License Required; an investigation of the application is conducted.

I completed an investigation with the information provided in the application. During the course of the investigation, I contacted the Minnesota Office of Cannabis Management (OCM). I learned of violations that occurred at a location owned and operated by Mr. Mohibullah Zahed, the business name was Anna Tobacco & Smoke Shop located in Chaska, Minnesota. I completed a data request to the MN OCM to gain additional information on the violations and to obtain the Administrative Order issued by the State. I received the data request response from the OCM. Mr. Zahed also provided a copy of the administrative order, after it was requested. The following violations were administered to Anna Tobacco & Smoke Shop in violation of MN Statute 151.72 on September 24, 2024.

1. Citation: Minnesota Statutes, section 151.72 Subd. 6(a)(6)

Finding: The Regulated Party, Anna Tobacco & Smoke Shop offered for sale products extracted from hemp containing more than .03% of any THC, which is prohibited. These violations were dated December 22, 2023, and May 29, 2024.

2. Citation: Minnesota Statutes, section 151.72 Subd 3(c)(2)

Finding: The Regulated Party, Anna Tobacco & Smoke Shop offered for sale products containing intoxicating hemp-derived cannabinoids which are intended to affect the structure or function of the bodies of humans or other animals. These violations were dated December 22, 2023, and May 29, 2024.

3. Citation: Minnesota Statutes, section 151.72 Subd 5a(f) and 6(a)(6)

Finding: The Regulated Party, Anna Tobacco & Smoke Shop offered for sale edible cannabinoid products, not intended to be consumed as beverages, in packages containing THC in excess of the 50 milligram per package limit. These violations were dated December 22, 2023, and May 29, 2024.

OCM determined the penalty by considering several factors. OCM performed two inspections within a five-month period which revealed serious and/or repeat violations. An administrative penalty of \$6000 was assessed to Anna Tobacco & Smoke Shop.

The violations identified resulting in the administrative penalty prohibiting the issuance of a THC license in accordance with New Prague City Ordinance 121.03(l)(2) which states;

*The applicant has been convicted within the past five years of a violation of any provisions of this chapter or a violation of a federal, state, or local law, ordinance provision, or other regulation relating to licensed products, but not including possession or sale of license products.*

**Recommendation:** Deny License Application for Tetrahydrocannabinol (THC) Establishment License to Anna Tobacco New Prague; DBA – Anna Tobacco & Smoke Shop New Prague as violations prohibiting licensure in accordance with New Prague City Ordinance 121.03 were identified.



*Protecting, Maintaining and Improving the Health of All Minnesotans*

January 19, 2024

Mohibullah Zahed  
Anna Tobacco & Smoke Shop  
1008 Gateway Drive  
Chaska, MN 55318

Dear Mohibullah Zahed:

Subject: Correction Order

Enclosed is a correction order (order) issued to Anna Tobacco & Smoke Shop for violation of Minnesota Statute 151.72 **Sale of Certain Cannabinoid Products**.

This order contains requirements to correct violation(s).

If you have any questions, please contact MDH inspector, Ryan Johnson, at [Ryan.Johnson2@state.mn.us](mailto:Ryan.Johnson2@state.mn.us).

Sincerely,

A handwritten signature in black ink, appearing to read 'Christopher D. Elvrum'.

Christopher D. Elvrum, Assistant Director  
Office of Medical Cannabis  
PO Box 64975  
St. Paul, MN 55164-0975

Enclosure: Correction order

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Protecting, Maintaining and Improving the Health of All Minnesotans

# Correction order

Anna Tobacco & Smoke Shop  
1008 Gateway Drive  
Chaska, MN 55318

## 1. Authority

1. The Minnesota Department of Health has the authority under Minnesota Statutes, section 151.72, subdivision 6(d), to enforce the requirements of section 151.72 regarding the sale of certain cannabinoid products according to Minnesota Statutes, sections 144.989 to 144.993.
2. The Minnesota Department of Health (MDH) has the authority under Minnesota Statutes, sections 144.989 to 144.993 to inspect, order corrections, and assess administrative penalties up to \$10,000 for violation of statutes, rules, orders, stipulation agreements, settlements, compliance agreements, registrations, or any laws enacted to protect public health.
3. The Minnesota Department of Health has the authority under Minnesota Laws 2023, chapter 63, article 7, section 4, to embargo products being sold in violation of statutes or rules, in addition to any other applicable penalties in law.

## 2. Findings of fact

On December 22, 2023, an MDH inspector conducted a routine inspection of Anna Tobacco & Smoke Shop, an establishment selling hemp-derived cannabinoid products, known as “Regulated Party” henceforth. At the time of the inspection, MDH staff observed the violation(s) described below. The evidence cited may not be exhaustive of all inventory within the establishment. MDH expects the Regulated Party to assess all saleable inventory and ensure all products are compliant.

**Citation:** Minnesota Statutes, section 151.72, subdivision 5b (a).

**Finding:** The Regulated Party did not complete the required registration on or before October 1, 2023. The registration was completed during the inspection.

**Citation:** Minnesota Statutes, section 151.72, subdivision 6 (a) (6).

**Finding:** The Regulated Party offered for sale products extracted from hemp containing more than 0.3% of any tetrahydrocannabinol, which is prohibited. Example includes Zkittles THC-P/D-8 Badder 1 gram shatter. Products were removed from the shelves during the inspection.

**Citation:** Minnesota Statutes, section 151.72, subdivision 3 (c) (2).

**Finding:** The Regulated Party offered for sale products containing substances extracted from hemp which are intended to affect the structure or function of the bodies of humans or other animals. Examples include Baked in MN HHC Live Resin vapes contain >99% HHC. Products were removed from the shelves during the inspection. Other examples include Chapo vapes contain PHC; TreeTop Hemp Co vape contains HHC. Products were removed from the shelves during the inspection.

**Citation:** Minnesota Statutes, section 151.72, subdivisions 5a (f) and 6 (a) (6).

**Finding:** The Regulated Party offered for sale edible cannabinoid products that had servings containing tetrahydrocannabinol in excess of the five milligram per serving limit. Examples include Urb Yummies Delta 8/9 gummies contain 100 mg THC per serving; ELFTHC gummies contain 55 mg THC per serving; Mello Live Resin gummies contain 250 mg THC per serving. Products were voluntarily destroyed during the inspection.

**Citation:** Minnesota Statutes, section 151.72, subdivisions 5a (f) and 6 (a) (6).

**Finding:** The Regulated Party offered for sale edible cannabinoid products, not intended to be consumed as beverages, in packages containing tetrahydrocannabinol in excess of the 50 milligram per package limit. Examples include Urb Yummies gummies contain 3000 mg total THC per container; ELFTHC gummies contain 1000 mg total THC per container; Urb chocolate bar contains 120 mg total THC per bar; and Mellow Live Resin gummies contain 2500 mg total THC per package. Products were voluntarily destroyed during the inspection.

**Citation:** Minnesota Statutes, section 151.72, subdivision 5a (c).

**Finding:** The Regulated Party offered edible cannabinoid products for sale which are modeled after a brand of products primarily consumed by or marketed to children, which is prohibited. Examples include ELFT THC "Sour Squirters" edibles are similar to Fruit Gushers, a product consumed by and marketed to children. Products were voluntarily destroyed during the inspection.

**Citation:** Minnesota Statutes, section 151.72, subdivision 5a (d).

**Finding:** The Regulated Party offered for sale edible cannabinoid products intended for more than single use or multiple servings, which did not indicate each serving by scoring, wrapping,



or other indicators designating the individual serving size that appear on the edible cannabinoid product. Example includes Minny Grown THC tincture. The servings are not marked on the product. Products were removed from the shelves during the inspection.

### 3. Corrective actions required

The Regulated Party must correct the violation(s) listed in section 2. The Regulated Party must immediately cease the sale of the non-compliant product(s) listed in section 2 or take actions to correct the deficiencies, if possible. Products for which deficiencies cannot be corrected must be destroyed, disposed, returned, or otherwise removed from the premises by February 3, 2024.

### 4. Failure to comply

Failure to comply with this order may result in additional enforcement action by MDH, including an administrative penalty of up to \$10,000 and/or referral to law enforcement for potential criminal violations.

### 5. Right to reconsideration

A request to reconsider this order must:

- Be in writing,
- Be delivered to MDH within seven calendar days after receiving this order,
- Specify which parts of the order are believed to be in error,
- Explain why they are in error; and
- Provide documentation to support your request.

The reconsideration process is more thoroughly described in Minnesota Statutes, Section 144.99, subdivision 3.

Direct all written correspondence to: Ryan Johnson, Office of Medical Cannabis, Minnesota Department of Health, PO Box 64975, St. Paul, MN 55164-0975.

Ordered by,  
Christopher D. Elvrum, Assistant Director  
Office of Medical Cannabis  
PO Box 64975  
St. Paul, MN 55164-0975



September 24, 2024

Mohibullah Zahed  
Anna LLC dba Anna Tobacco & Smoke Shop  
1008 Gateway Drive  
Chaska, MN 55318  
anna.group.us@gmail.com

Dear Mohibullah Zahed:

Subject: Administrative Order for 1008 Gateway Drive, Chaska, MN 55318

Registration Number: 4066

Enclosed is an administrative order (order) issued to Anna Tobacco & Smoke Shop for violation of Minnesota Statute 151.72.

**This order contains penalties for the violations that have occurred.**

If you have any questions, please contact Office of Cannabis Management (OCM) Enforcement Coordinator: Danielle DeVito, at [Danielle.Devito@state.mn.us](mailto:Danielle.Devito@state.mn.us)

Sincerely,

A handwritten signature in dark ink that reads 'Margaret Wiatrowski'.

Margaret Wiatrowski

Enforcement and Compliance Program Manager  
Office of Cannabis Management  
PO Box 64034  
St. Paul, MN 55164

Enclosure: Administrative Order Penalty Invoice

# Administrative Order

Anna Tobacco & Smoke Shop  
1008 Gateway Drive, Chaska, MN 55318

## 1. Authority

1. The Office of Cannabis Management (OCM) has the authority under Minnesota Statutes, section 342.19, subdivision 1, to inspect any cannabis or hemp business.
2. The Office of Cannabis Management has the authority under Minnesota Statutes, section 151.72, subdivision 6(d), to enforce the requirements of section 151.72 regarding the sale of certain cannabinoid products according to Minnesota Statutes, section 342.19.
3. The Office of Cannabis Management has the authority under Minnesota Statutes, section 342.19 subdivision 5 to issue administrative orders to correct violations or cease and desist from committing the violation, and assess administrative penalties up to \$10,000, an amount that deprives the business of any economic advantage gained by the violation, or both, for each violation of the chapter or rules adopted pursuant to the chapter.

## 2. Findings of fact

On December 22, 2023, Minnesota Department of Health (MDH) conducted an inspection of Anna Tobacco & Smoke Shop, known as “Regulated Party” henceforth, at 1008 Gateway Drive, Chaska, MN 55318. At the time of the inspection, the Regulated Party offered for sale several non-compliant products. The inspector voluntarily destroyed all high-risk products<sup>1</sup> during the inspection and pulled from the shelves all other non-compliant products.

On May 29, 2024, MDH conducted a reinspection of the Regulated Party. At the time of the inspection, MDH staff observed several non-compliant products offered for sale. The violations found at this second inspection were similar in nature and severity to the violations found at the first inspection. The inspector voluntarily destroyed all high-risk products during the inspection and pulled from the shelves all other non-compliant products.

## 3. Specific Violations

1. **Citation: Minnesota Statutes, section 151.72, subdivision 6 (a) (6).**

<sup>1</sup> As used in this Administrative Order, the term “high-risk products” means products containing in excess of twice the tetrahydrocannabinol (THC) limits established for such products under section 151.72 and/or products that appeal to children.

**Finding: The Regulated Party offered for sale products extracted from hemp containing more than 0.3% of any tetrahydrocannabinol, which is prohibited.**

- December 22, 2023 During the inspection the Regulated Party offered for sale; Zkittles THC-P Delta-8 Badder 1 gram shatter, Urb THC Vape and Hidden Hills THC Vapes. Products were removed from shelves during the inspection.
- May 29, 2024 During the inspection the Regulated Party offered for sale; Urb THC-A Vape containing 99.41% of THC and Fuego D8 THC Vapes. These products were removed from shelves during the inspection.

**2. Citation: Minnesota Statutes, section 151.72, subdivision 3 (c) (2).**

**Finding: The Regulated Party offered for sale products containing intoxicating hemp-derived cannabinoids which are intended to affect the structure or function of the bodies of humans or other animals.**

- December 22, 2023 During the inspection the Regulated Party offered for sale; Chapo THC-B THC-P PHC Delta 10 vapes, Treetop Hemp Co HHC vapes and Space Gods super nova THCA Vapes. These products were removed from shelves during the inspection.
- May 29, 2024 During the inspection the Regulated Party offered for sale; Urb D8 THC-A THC-H Vape and Torch D11 THC-H THC-JD Vapes. These products were removed from shelves during the inspection.

**3. Citation: Minnesota Statutes, section 151.72, subdivisions 5a (f) and 6 (a) (6).**

**Finding: The Regulated Party offered for sale edible cannabinoid products, not intended to be consumed as beverages, in packages containing tetrahydrocannabinol in excess of the 50 milligram per package limit.**

- December 22, 2023 During the inspection the Regulated Party offered for sale; Urb Yummies Delta-8 Delta-9 gummies containing 3000mg of THC per package, Elf THC Delta-8 THC-P gummies containing 1000 mg of THC per package, and Urb THC HHC Chocolate Bar containing 300mg of THC per package. These products were voluntarily destroyed during the inspection.
- May 29, 2024 During the inspection the Regulated Party offered for sale; Urb D8 D9 Live Resin gummies containing 35000 mg of THC per package, Koko D8 D9 3000 mg of THC per package and Torch THC-P D9 THC-X gummies 3500 mg of THC per package. These products were voluntarily destroyed during the inspection.

## 4. Corrective Actions

The regulated party must demonstrate in writing within 30 days of receiving this order that the violation(s) listed in section 3 have been corrected or you have developed a plan to correct the violation(s) that is acceptable to the office.

## 5. Administrative Penalty

Due to the serious and repeated nature of the violations listed in section 3, the Regulated Party is assessed an administrative penalty of \$6,000 that must be paid to OCM within 30 days of receiving this order. Please refer to the enclosed invoice for payment.

OCM determined the penalty by considering several factors. OCM performed two inspections within a five-month period which revealed serious and/or repeat violations. It was determined that the Regulated Party willfully violated the statute due to violations being found on a subsequent inspection despite the Correction Order that was issued on January 19, 2024 for the same or similar violations. Three violations were deemed severe due to the threat to public health with examples including edibles more than twice the legal limit of THC per serving.

## 6. Failure to Comply

Failure to comply with this order will result in additional enforcement action by OCM. Additional enforcement action may include an additional administrative penalty of up to \$10,000 per violation, or an amount that deprives the business of any economic advantage gained by the violation, or both, and/or referral to law enforcement for potential criminal violations.

## 7. Right to Reconsideration

This order may be reviewed by requesting a reconsideration from OCM if you believe the information in this order is in error. The request must:

- Be in writing via US Certified Mail
- Be delivered to OCM within 7 calendar days after receiving this order;
- Specify which parts of the order are alleged to be in error;
- Explain why they are alleged to be in error; and
- Provide documentation to support the allegation of error.

A request for reconsideration does not stay the administrative order unless OCM issues a supplemental order granting additional time. OCM's disposition of a request for reconsideration is final.

If our office does not receive a request for reconsideration by the listed due date, this order becomes final.

Direct all written correspondence to: Margaret Wiatrowski, Office of Cannabis Management, PO Box 64034, St. Paul, MN 55164, or at [Margaret.Wiatrowski@state.mn.us](mailto:Margaret.Wiatrowski@state.mn.us).

Ordered by,  
Margaret Wiatrowski  
Enforcement and Compliance Program Manager  
Office of Cannabis Management  
PO Box 64034  
St. Paul, MN 55164

<https://mn.gov/ocm/>



## INVOICE

Office of Cannabis Management  
PO BOX 64034  
St. Paul, MN 55164

Invoice #: **B10C018**  
Invoice Date: **9/24/2024**  
Due Date: **10/24/2024**  
Balance Due: **\$6,000**  
Customer PO

**Bill To: Mohibullah Zahed**  
Anna LLC dba Anna Tobacco & Smoke Shop  
1008 Gateway Drive  
Chaska, MN 55318

**Billing Contact: Mohibullah Zahed**

**Remit To:**  
**Office of Cannabis Management**  
**ATTN: Cashier**  
PO BOX 64034  
St. Paul, MN 55164

**Invoice Contact:**  
Margaret Wiatrowski  
Margaret.Wiatrowski@state.mn.us  
651-539-5033

Item Description	Date	Unit Price	Qty	Total
Penalty for violations of M.S. Sec 151.72	9/24/2024			6,000.00

**Additional Information:**

Prepared by: \_\_\_\_\_

Subtotal: \$6,000

Tax: \_\_\_\_\_

**Total: \$6,000**

Please include a copy of this invoice with your payment.  
Finance charges will be added if payment is not received by the due date.

OCM Funding							
Fund	FinDeptID	Appropriation	Account	Bus Unit	Project	Activity	Source Type
1000	B1035090	B105G00	512474				

**Meeting Minutes  
New Prague Park Board  
Tuesday, July 8th, 2025  
6:00 PM**

**1. Call Meeting to Order**

The regular meeting was called to order at City Hall at 6:00 PM by Chair Joe Barten. Members present were Christine Wolf, Matt Becka, Jessica Dohm, Shannon Sticha, and Brian Paulson. Absent was Maggie Bass. Staff present was Ken Ondich – Planning / Community Development Director and Evan Gariepy – Planner.

**2. Approve Previous Meeting Minutes  
June 10th, 2025 Regular Meeting**

A motion was made by Dohm, seconded by Barten, to approve the June 10th, 2025, regular meeting minutes. Becka abstained. Motion carried (5-0-1).

**3. Elect Chair and Vice Chair for 2025/2026**

Motion by Dohm, seconded by Sticha, to re-elect Barten as chair and Becka as vice chair for 2025/2026. Motion carried (6-0).

**4. Review Financial Reports**

Planning / Community Development Director Ondich reported that there is no financial report to be reviewed as of now due to staff transitions. He stated that a complete report will be available for the August meeting. No action was taken.

**5. Public Invited to Be Heard on Matters Not on the Agenda**

Resident Maggie D'Silva spoke with regards to mowing the dog park. She stated that she is glad that it was mowed, and she has reached out to the City regarding it in the past. D'Silva stated that she also had support on social media, and that people were angry and frustrated that it wasn't being mowed and did not visit due to this. She also stated that ticks and the inability to pick up dog waste were issues due to the tall grass. D'Silva questioned whether the park would continue to be mowed, and stated she hopes it will be mowed weekly.

Myles Pavsek, a resident and employee of the City's Parks Department, spoke in agreement that the dog park should be mowed as it was last year. He stated that he was the employee who mowed the dog park last year but then was told to stop. He added that it would only take a couple of hours a week to mow.

**6. 2026 Budget and 2026-2030 Project Plan**



Planning / Community Development Director Ondich stated that there is no quote from Aim Electronics yet regarding the High School's electronic display. Dependent on the cost, fundraising through other organizations may be discussed in the future. Paulson suggested a more natural sign with less lit-up parts may fit the area best.

The City Engineer is currently working on a plan for a pond at the City Center site and advised that the budget will not all be used towards a proposed 2026 project to complete a master plan and near bid documents for amenities such as landscaping, trails and plazas.. The Park Board expressed concerns with the interests between the engineer versus landscape designers, and that it may need to be addressed by both. Access to Main Street and 2<sup>nd</sup> Ave was also discussed as a priority. Ondich will discuss this further with the City Engineer for a budget estimate.

Ondich stated that there were no discussions with City Council for a change in the 2025 Park budget, which is currently approximately \$78,000.

The Park Board discussed park projects being pushed up to 2026, specifically the splash pad feasibility study. This was estimated at \$20,000, with the location of the former outdoor pool being highlighted as a potential site. Ondich stated that other sites should also be considered. The Park Board discussed the potential of public or private fundraising for the splash pad, but that there may be limitations due to the younger age demographic targeted. Ondich addressed the high community interest in the preliminary results of the park plan survey. Ondich and the Park Board discussed keeping the survey open for a longer period and advertising it again through the New Prague times for more public feedback. They also discussed reaching out to community members who expressed interest in championing for the splash pad.

Paulson stated that a more naturalistic splash pad that can be added onto over time, similar to Burnsville's, may be ideal.

Becka discussed the community benefits of having a splash pad, and that it may encourage younger families to continue to move to New Prague. He also stated that the younger age demographic may be a limiting factor for fundraising.

Barton discussed other potential financial routes, such as budgeting over time for a splash pad, rather than fundraising due to its uncertainty.

Sticha stated that the previous idea from Youth Representative Jacob Bisek to put lights at the tennis courts was not on the budget project list and should be added back on the list. The Park Board discussed pushing the skate park equipment addition to 2028, and replacing it in the 2027 budget with tennis court lighting. Ondich stated that the tennis courts are on school property, so it will have to be addressed with them but that he would add the anticipated costs back on the project list for 2027.

Paulson stated concerns for irrigating the softball fields at Memorial Park due to the cost and maintenance. Future costs of maintaining and using the sprinkler system may reduce

budget in other areas, such as for the splash pad. The Park Board discussed other irrigation ideas, such as smart sprinklers that do not run when it rains.

## 7. Miscellaneous

- a. **Dog Park Mowing Complaints** –Planning / Community Development Director Ondich stated that there were community concerns regarding the dog park not being mowed. Due to budgeting and staffing issues, the dog park cannot currently be mowed weekly. He discussed this with the Public Works Director Matt Rynda and Parks Maintenance Supervisor Jim Calliguri, and stated that he will talk to them about attending the August meeting to discuss further. Mowing only portions of it, using a larger mower, and different potential mowing frequencies were all discussed by the Park Board. Ondich also stated that there is a known issue with standing water and mud, and that there are plans for an eastward swale to reduce this at some point in the future.

Wolf discussed adding amenities such as benches, but this would only be feasible if the park was mowed.

Dohm stated that there may be current safety issues at the dog park due to longer grass, as people may be unable to see their dogs. The Park Board also discussed concerns that the dog park may not be used by residents due to unhappiness over the grass length.

Becka inquired about whether the dog park has encouraged residents to purchase more dog licenses. Ondich stated that he will obtain information about issued dog licenses for the August meeting.

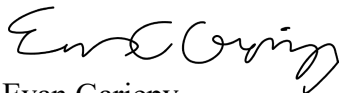
- b. **POPS Update** – Planning / Community Development Director Ondich stated that POPS has selected Shimota Project Management as contractor. The building plans are currently being reviewed, with the goal still being for construction to begin in August 2025.
- c. **Preview of Park Plan Survey Results** – Ondich stated that preliminary results showed very high interest in a public splash pad. Ondich and the Park Board discussed the Park Plan Survey remaining open longer than August 1<sup>st</sup>, and potentially being advertised further including at Czech Out New Prague. Ondich stated that he will keep the survey out longer. Having the Survey advertised in the New Prague Times again, specifically with a QR code, was also mentioned.
- d. **Central Plaza Shade Umbrellas** - Dohm raised questions with umbrellas and table placement and stated that their current locations were not ideal and unappealing for the park. Ondich will provide feedback to the Public Works Director. Alternative heat management strategies were discussed, such as painting the benches white or additional tree cover.

- e. **Park Vandalism** - Becka suggested locking up parks at dark rather than 11pm due to vandalism, and the Park Board discussed concerns with the cameras and other park vandalism mitigation techniques. They discussed having additional signs put up announcing that the parks are recorded, specifically at the south entrance to Memorial Park.
- f. **Natural Park** - Paulson expressed interest in a more naturalistic and interactive park, alongside concerns with the broken zipline at Memorial Park. He stated that he wants a less traditional park for the new one, which Berka and Barten also agreed with. Finding a balance between the environment, practicality, and maintenance was discussed. Ondich affirmed that repairing Memorial Park's broken zipline is currently being prioritized and worked upon.
- g. **Agenda Organization** - The Park Board discussed rearranging the agenda for future meetings. This would be to better accommodate members of the public who come to speak on issues.

## 8. Adjournment

The meeting was adjourned at 7:21 PM by order of Chair Barten.

Respectfully Submitted,



Evan Gariepy  
Planner



# ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

## City of New Prague

Wednesday, July 09, 2025 at 7:30 AM

City Hall Council Chambers - 118 Central Ave N

### 1. CALL TO ORDER

The meeting was called to order by EDA President Brent Quast with the following members present: Brent Quast, Troy Pint, Eric Krogman, Austin Reville, Nick Slavik, Bruce Wolf and Charles Nickolay.

City Staff Present: City Administrator Joshua Tetzlaff and Planning/Community Development Director Ken Ondich.

Others Present: Jo Foust (Scott County CDA), Tony Buthe (School District), Shawn Ryan (City Council, left before item 2 to avoid a quorum of the City Council being in attendance at the meeting) and Brian Paulson (Resident)

### 2. CONSENT AGENDA

Motion to approve the consent agenda was made by Pint, seconded by Reville.

Motion carried (7-0)

- a. June 11, 2025 Meeting Minutes  
June 11, 2025 Closed Meeting Minutes
- b. Claims for Payment: **\$111.36**

### 3. BUSINESS RETENTION AND EXPANSION (BR&E) PROGRAM

Jo Foust with the Scott County CDA noted that visits had occurred recently with Tech Support of Minnesota, New Prague Floral and Sue's Quilt Shop with additional visits scheduled.

### 4. STRATEGIC PLANNING UPDATE

- a. EDA Strategies & Goals

Keith Dahl with Ehlers provided a PowerPoint presentation that contained five proposed goals for the EDA's Strategic Planning which will be used to develop action items. Discussion about the proposed goals included whether housing should be included as one of the five goals and the EDA noting that housing is mentioned during many BR&E visits as an important topic and that it's difficult to un-connect housing from economic development. It was noted that there is approximately 1-2 months left in the process of the strategic plan including a joint EDA/City Council workshop. Administrator Tetzlaff also noted that creating an economic development district is a topic that has come up recently as a method for funding the police station addition, but also one that is generally a good thing to have in place across the city for economic development purposes. He asked the EDA about holding a hearing to establish an economic development district and the EDA consensus was to have the hearing at the August 13<sup>th</sup> EDA meeting.

### 5. BUSINESS UPDATES

- a. July 2025  
Ondich presented the monthly update.

**6. CDA UPDATE**

Jo Foust from the Scott County CDA stated that they are once again holding the fast-track challenge, having a broker event at Canterbury Park in September, noted that the new CDA building would be complete in August and noted generally that the CDA can support housing efforts in New Prague for affordable housing.

**7. SCHOOL DISTRICT UPDATE**

Tony Buthe from the School District noted that all teaching staff had been hired for the coming school year but that they continue to hire support staff. He stated that the School District supports housing in New Prague. He finally noted that a Career and Tech Fair would be occurring in October for sophomores and juniors.

**8. EXECUTIVE DIRECTORS REPORT**

Tetzlaff noted that the City is exploring two funding options for the Police Station addition, which are CIP Bonds and EDA Lease Revenue bonds. He stated that a petition was received for a reverse referendum on the CIP bonds, but that the EDA Lease Revenue bond was an option being considered where the EDA would own the building and lease back to the City until the bond is paid off. He noted that having an EDA Development District is required for this funding option, among other EDA activities. He stated that city staff and consultants are working on timelines for such a process to be considered.

**9. MISCELLANEOUS****10. ADJOURNMENT**

Motion to adjourn the meeting at 8:14 a.m. was made by Slavik, seconded by Quast.  
Motion carried (7-0)

Respectfully Submitted,

Joshua M. Tetzlaff  
City Administrator / EDA Executive Director



# ECONOMIC DEVELOPMENT AUTHORITY MEETING - CLOSED MINUTES

## City of New Prague

Wednesday, July 09, 2025 at 7:35 AM

City Hall Council Chambers - 118 Central Ave N

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### 1. CALLED TO ORDER

President Brent Quast called the Closed Meeting to order at 8:15 a.m. with the following members present: Brent Quast, Erik Krogman, Troy Pint, Nick Slavik, Charles Nickolay and Bruce Wolf.

Staff present: City Administrator Joshua Tetzlaff and Planning/Community Development Director Ken Ondich.

### 2. CLOSED SESSION:

Discussion was had on the properties identified as PIN No. 24.124.0060 & 24.124.0050

### 2. GENERAL BUSINESS ON CLOSED SESSION, IF NEEDED

### 3. ADJOURNMENT

Motion to adjourn the closed meeting at 8:48 a.m. was made by Pint, seconded by Slavik.

Motion carried (6-0)

Respectfully Submitted,

Joshua M. Tetzlaff  
City Administrator / EDA Executive Director