



CITY COUNCIL MEETING AGENDA

City of New Prague

Tuesday, September 08, 2026 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

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1. CALL TO ORDER

- a. Pledge of Allegiance

2. APPROVAL OF REGULAR AGENDA

3. CONSENT AGENDA

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

- a. Meeting Minutes
 - i. August 17, 2026 City Council Meeting Minutes
 - ii. August 17, 2026 Special City Council Meeting Minutes
 - iii. August 31, 2026 Special City Council Meeting Minutes
- b. Claims for Payment: **\$449,670.89**
- c. Resolution #CC-26-09-08-01 - Approving an LG230 Off-Site Gambling Application for St. Patrick Athletic Association
- d. Large Assembly Permit - Easter Egg Hunt at Southside Park
- e. New Prague Schools Homecoming Parade Request
- f. LG220 MN Lawful Gambling Application for Exempt Permit for Alpha Women's Center on October 23, 2026, involving a raffle at 2 If By Sea Tactical, 222 2nd Ave. SW

4. GOVERNMENT AGENCY UPDATES

5. PUBLIC FORUM

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

6. PUBLIC HEARING(S) – 6:00 PM

- a. Ordinance for Adoption #366 - Vacating Certain Right of Ways in the Plat of the Syndicate Addition to New Prague

7. CITY ENGINEER PROJECT UPDATES

- a. Engineer's Project Update
- b. 1st Avenue SE (CSAH 60) Turnback - Preliminary Engineering Report

- [c.](#) MS4 Services Proposal

8. CITY HALL RENOVATIONS UPDATE

- [a.](#) Renovation Options
- [b.](#) Renovation Budget

9. ORDINANCE(S) FOR INTRODUCTION

- [a.](#) [#367](#) - Amending Multiple Miscellaneous Sections of the Unified Development Code

10. ORDINANCE(S) FOR ADOPTION

- a. None

11. RESOLUTIONS

- [a.](#) [#CC-26-09-08-02](#) - Officially Establishing the name of Mill Pond Commons

12. GENERAL BUSINESS

- a. None

13. MISCELLANEOUS

- [a.](#) North Memorial Q2 Ambulance Update
- [b.](#) Meeting Minutes
 - i. July 22, 2026 Planning Commission Meeting Minutes
 - ii. July 27, 2026 Utilities Commission Meeting Minutes
 - iii. July 28, 2026 Golf Board Meeting Minutes
- c. Discussion of Items Not on the Agenda

14. ADJOURNMENT

UPCOMING MEETINGS AND NOTICES:

September 9	7:30 a.m. EDA Board
September 15	6:00 p.m. Park Board
September 16	6:30 p.m. Planning Commission
September 21	6:00 p.m. City Council



CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, August 17, 2026 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

The meeting was called to order at 6:02 p.m.

PRESENT

Mayor Charles Nickolay

Councilmember Shawn Ryan

Councilmember Rik Seiler

Councilmember Bruce Wolf

ABSENT

Councilmember Maggie Bass

Staff Present: City Administrator Joshua Tetzlaff

a. Pledge of Allegiance

2. APPROVAL OF REGULAR AGENDA

Motion to approve the regular agenda with the addition of item 11b to General Business, appointing a new board and commission member.

Motion made by Mayor Nickolay, Seconded by Councilmember Seiler.

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

Motion carried (4-0)

3. CONSENT AGENDA

Motion to approve the consent agenda.

Motion made by Councilmember Seiler, Seconded by Councilmember Wolf.

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

Motion carried (4-0)

a. Meeting Minutes

i. August 3, 2026 Special City Council Meeting Minutes - Closed

ii. August 3, 2026 City Council Meeting Minutes

iii. August 3, 2026 Special City Council Meeting Minutes - Closed

b. Claims for Payment: **\$666,612.46**

c. Financial Summary Report

d. Premises Permit Extension Request for Fishtale Grill

e. Public Works Equipment Purchase - Sewer Push Camera

4. GOVERNMENT AGENCY UPDATES

None.

5. PUBLIC FORUM

None.

6. PUBLIC HEARING(S) – 6:00 PM

- a. None

7. CITY ENGINEER PROJECTS UPDATE

City Administrator Joshua Tetzlaff gave a brief update on the street construction project.

8. ORDINANCE(S) FOR INTRODUCTION

- a. None

9. ORDINANCE(S) FOR ADOPTION

- a. None

10. RESOLUTIONS

- a. None

11. GENERAL BUSINESS

- a. City Administrator Annual Review Summary
Mayor Nickolay presented the annual review summary.
Motion to approve the review summary and increase the City Administrator to step 7 on the salary matrix.
Motion made by Mayor Nickolay, Seconded by Councilmember Seiler.
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Seiler, Councilmember Wolf
Motion carried (4-0)
- b. Appointment of Board and Commission member *added to agenda at beginning of meeting
Motion to appoint Michael Orvick to the open Planning Commission vacancy effective immediately
Motion made by Councilmember Seiler, Seconded by Councilmember Ryan.
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Seiler, Councilmember Wolf
Motion carried (4-0)

12. MISCELLANEOUS

- a. Discussion of Items not on the Agenda
- b. Meeting Minutes
 - i. July 8, 2026 EDA Board Meeting Minutes
 - ii. July 14, 2026 Park Board Meeting Minutes

13. ADJOURNMENT

Motion to adjourn the meeting at 6:10 p.m.
Motion made by Councilmember Seiler, Seconded by Councilmember Ryan.
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Seiler, Councilmember Wolf
Motion carried (4-0)

ATTEST:

Charles L. Nickolay
Mayor

Joshua M. Tetzlaff
City Administrator



SPECIAL CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, August 17, 2026 at 5:45 PM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

The special meeting was called to order at 5:46 p.m.

PRESENT

Mayor Charles Nickolay

Councilmember Rik Seiler

Councilmember Bruce Wolf

2. APPROVAL OF REGULAR AGENDA

Motion to approve the regular agenda.

Motion made by Mayor Nickolay, Seconded by Councilmember Seiler.

Voting Yea: Mayor Nickolay, Councilmember Seiler, Councilmember Wolf

Motion carried (3-0)

3. GENERAL BUSINESS

a. Interview Board & Commission Applicant

i. Michael Orvick

The City Council interviewed 1 candidate for the open Planning Commission Vacancy.

4. MISCELLANEOUS

a. Discussion of Items not on the Agenda

5. ADJOURNMENT

Motion to adjourn the meeting at 5:56 p.m.

Motion made by Councilmember Wolf, Seconded by Councilmember Seiler.

Voting Yea: Mayor Nickolay, Councilmember Seiler, Councilmember Wolf

Motion carried (3-0)

ATTEST:

Charles L. Nickolay
Mayor

Joshua M. Tetzlaff
City Administrator



SPECIAL CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, August 31, 2026 at 5:00 PM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

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

PRESENT

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

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

Others Present: Brad Falteysek (ABDO)

2. APPROVAL OF REGULAR AGENDA

Motion to approve the regular agenda with Mayor Nickolay mentioning that the long-term financial plan is also included in the packet and will be discussed with the 2027 budget.

Motion made by Councilmember Seiler, Seconded by Mayor Nickolay.

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

Motion carried (5-0)

3. GENERAL BUSINESS

a. 2027 Budget Discussion #2

Discussion was had over the long-term financial plan and the 2027 budget.

No action was taken.

4. MISCELLANEOUS

a. Discussion of Items not on the Agenda

5. ADJOURNMENT

Motion to adjourn the meeting at 7:01 p.m.

Motion made by Mayor Nickolay, Seconded by Councilmember Ryan.

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

Motion carried (5-0)

ATTEST:

Charles L. Nickolay
Mayor

Joshua M. Tetzlaff
City Administrator

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
09/08/2026

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
FUND 101 - GENERAL FUND			
<u>RURAL FIRE - TO BE REIMBURSED</u>			
ANCOM COMMUNICATIONS	BATTERY	\$6.93	
LAKERS NEW PRAGUE SANITARY	TRASH - RURAL	\$22.96	
NEW PRAGUE UTILITIES	RURAL FIRE - UTILITES	\$1,172.52	
QUILL CORPORATION	COPY PAPER	\$22.00	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$18.90	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$686.57	
TOTAL:			\$1,929.88
<u>OTHER - TO BE REIMBURSED</u>			
ACE HARDWARE & PAINT	DRS BALLFIELD	\$27.99	
THE TESSMAN COMPANY	MOUND CLAY - NP BASEBALL ASSOC	\$856.00	
VERIZON WIRELESS	DRS - WI-FI DEVICE	\$48.43	
TOTAL:			\$932.42
<u>COUNCIL</u>			
AMAZON CAPITAL SERVICES	FRAMES	\$23.49	
AMERICAN LEGAL	2026 S-19 SUPPLEMENTAL PAGES	\$195.00	
SUEL PRINTING	COUNCIL MINUTES	\$742.50	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$274.98	
VERIZON WIRELESS	TELEPHONE	\$76.82	
TOTAL:			\$1,312.79
<u>ADMINISTRATION</u>			
AMAZON CAPITAL SERVICES	ENVELOPES	\$7.25	
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	\$27.96	
EHLERS	BOHEMIA FLATS ABATEMENT	\$590.00	
QUILL CORPORATION	COPY PAPER	\$43.99	
ROTARY CLUB OF NEW PRAGUE	1ST QUARTER DUES	\$180.00	
US BANK CREDIT CARD	WEB SERVICES	\$0.61	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$320.30	
VERIZON WIRELESS	TELEPHONE	\$49.93	
TOTAL:			\$1,220.04
<u>TECH NETWORK</u>			
COMPUTER TECHNOLOGY SOLUTIONS	DRIVE REPLACEMENTS	\$405.00	
COMPUTER TECHNOLOGY SOLUTIONS	REPLACEMENT DRIVE	\$145.00	
QUINTILLION CONSULTING LLC	CONSULTING - MSP RFP SOW	\$9,840.00	
TOTAL:			\$10,390.00
<u>ELECTIONS</u>			
HINDERER, ALYSSA	MILEAGE	\$54.72	
US BANK CREDIT CARD	ELECTION SUPPLIES	\$97.48	
KENNEDY & GRAVEN CHARTERED	GENERAL - ACQUISITION OF 1201 1ST ST NE	\$12.00	
KENNEDY & GRAVEN CHARTERED	GENERAL MATTERS	\$551.20	
KENNEDY & GRAVEN CHARTERED	GENERAL MATTERS - ANNEXATION	\$420.00	
KENNEDY & GRAVEN CHARTERED	GENERAL MATTERS - CHARTER COMMISSION	\$203.80	
KENNEDY & GRAVEN CHARTERED	GENERAL MATTERS - POLICE DEPARTMENT M	\$225.00	
KENNEDY & GRAVEN CHARTERED	GENERAL MATTERS - PRAHA OUTDOOR PERF	\$25.00	
KENNEDY & GRAVEN CHARTERED	GENERAL MATTERS - TIKALSKY ACRES	\$120.00	
TOTAL:			\$1,709.20

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
09/08/2026

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>PLANNING</u>			
SUEL PRINTING	PUBLIC HEARING	\$628.25	
US BANK CREDIT CARD	EVAN TRAINING	\$175.00	
US BANK CREDIT CARD	GO TO MEETING	\$41.20	
US BANK CREDIT CARD	WEB SERVICE	\$0.61	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$27.18	
VERIZON WIRELESS	TELEPHONE	\$76.82	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$20.91	
TOTAL:			\$969.97
<u>GOVERNMENT BUILDING</u>			
JANI-KING OF MINNESOTA INC	CLEANING SERVICES	\$1,286.63	
LAKERS NEW PRAGUE SANITARY	TRASH - CITY HALL	\$94.70	
MEI TOTAL ELEVATOR SOLUTIONS	ELEVATOR MAINTENANCE	\$76.76	
NEW PRAGUE UTILITIES	GOVT BUILDING - WATER/SEWER	\$572.75	
NEW PRAGUE UTILITIES	GOVT BUILDING -ELECTRIC	\$2,086.50	
US BANK CREDIT CARD	BREAK ROOM SUPPLIES	\$16.70	
US BANK CREDIT CARD	HYD. FLUID	\$151.68	
WOLD ARCHITECTS AND ENGINEERS	CITY HALL - RELOCATION	\$3,183.44	
TOTAL:			\$7,469.16
<u>POLICE</u>			
ADVANCED GRAPHIX INC.	VEHICLE GRAPHICS	\$697.50	
AMAZON CAPITAL SERVICES	HAND SOAP	\$43.98	
AMAZON CAPITAL SERVICES	KEY BOX	\$37.99	
AMAZON CAPITAL SERVICES	KEYBOARDS	\$180.36	
ANCOM COMMUNICATIONS	BATTERY	\$6.93	
JANI-KING OF MINNESOTA INC	JANI KING PD CLEANING	\$1,404.73	
JEFF BELZER NEW PRAGUE FORD	SQUAD MAINTENANCE #422	\$70.41	
NEW PRAGUE UTILITIES	POLICE FLOCK	\$42.46	
PETERSON COUNSELING AND CONSULTING	CHECK IN/RETAINER FEE	\$465.00	
STREICHER'S	SWAT - ORRIE	\$4,676.90	
STREICHER'S	VEST - SCHMITZ	\$139.99	
TRANSUNION RISK AND ALTERNATIVE	TLO CHARGES	\$100.00	
US BANK CREDIT CARD	PUBLIC RECORDS TRAINING	\$358.00	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$279.14	
VOYAGER FLEET SYSTEMS	FUEL - REBATE	-\$6.19	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$1,705.49	
TOTAL:			\$10,202.69
<u>FIRE</u>			
LAKERS NEW PRAGUE SANITARY	TRASH - FIRE	\$22.97	
NEW PRAGUE UTILITIES	FIRE - ELECTRIC	\$516.59	
NEW PRAGUE UTILITIES	FIRE - WATER/SEWER	\$655.93	
QUILL CORPORATION	COPY PAPER	\$21.99	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$395.18	
TOTAL:			\$1,612.66
<u>BUILDING INSPECTOR</u>			
BRIAN PETERSEN	RIVERBEND INSPECTION MEETING	\$17.18	
SCOTT SASSE	RIVERBEND MEETING MEAL REIM	\$12.13	
US BANK CREDIT CARD	EXAM FEE	\$85.00	
US BANK CREDIT CARD	TRAINING	\$354.00	
VERIZON WIRELESS	TELEPHONE	\$76.82	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$93.20	
TOTAL:			\$638.33

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
09/08/2026

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>GENERAL FUND - AMBULANCE</u>			
LAKERS NEW PRAGUE SANITARY	TRASH - AMBULANCE	\$22.97	
NEW PRAGUE UTILITIES	AMBULANCE - ELECTRIC	\$516.59	
NEW PRAGUE UTILITIES	AMBULANCE - WATER/SEWER	\$96.96	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$9.60	
TOTAL:			\$646.12
<u>STREET</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$9.99	
AMAZON CAPITAL SERVICES	BATTERY CHARGERS	\$59.74	
AMAZON CAPITAL SERVICES	BUNGEE CORD	\$63.97	
AMAZON CAPITAL SERVICES	DIAMOND BLADE	\$159.99	
AMAZON CAPITAL SERVICES	HOSE	\$65.24	
AMAZON CAPITAL SERVICES	SAFETY GLASSES	\$59.85	
AMAZON CAPITAL SERVICES	ZIP TIES	\$29.69	
CRAFCO INC	CRACK SEALING EQUIPMENT RENTAL	\$2,600.00	
CRAFCO INC	CRACK SEALING EQUIPMENT RENTAL	\$5,000.00	
HAWK ALARM SYSTEMS INC	FIRE ALARM MONITORING - STREETS	\$15.00	
LAKERS NEW PRAGUE SANITARY	TRASH - STREETS	\$97.53	
NEW PRAGUE UTILITIES	STREETS - ELECTRIC	\$368.56	
NEW PRAGUE UTILITIES	STREETS - WATER/SEWER	\$232.88	
ST LOUIS MRO INC	RANDOM TESTING	\$25.00	
STAR GROUP LLC.	FITTING	\$83.96	
US BANK CREDIT CARD	CONCRETE TOOLS	\$37.64	
US BANK CREDIT CARD	HYDRAULIC FLUID	\$627.06	
US BANK CREDIT CARD	HYDRAULIC FLUID	\$190.26	
US BANK CREDIT CARD	TOOLS	\$85.58	
US BANK CREDIT CARD	U OF M FALL EXPO	\$130.00	
US BANK EQUIPMENT FINANCE	COPIER LEASE - STREETS	\$75.00	
VERIZON WIRELESS	TELEPHONE	\$79.37	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$1,057.51	
TOTAL:			\$11,153.82
<u>STREET LIGHTS</u>			
NEW PRAGUE UTILITIES	STREETLIGHTS	\$4,026.68	
TOTAL:			\$4,026.68
<u>PARKS</u>			
LAKERS NEW PRAGUE SANITARY	TRASH - BALLFIELD	\$161.55	
LAKERS NEW PRAGUE SANITARY	TRASH - PARKS	\$251.68	
NEW PRAGUE UTILITIES	PARKS - WATER/SEWER	\$2,093.34	
NEW PRAGUE UTILITIES	PARKS -ELECTRIC	\$864.50	
SIWEK LUMBER JORDAN INC	MEMORIAL PARK DOOR	\$1,319.50	
STAR GROUP LLC.	ERASER WHEEL	\$34.67	
STASNEY ELECTRIC	DRS BALLFIELD LIGHTS	\$1,788.80	
STEVE RYNDA CONSTRUCTION	LAWN MOWER RENTAL	\$175.00	
STEVE RYNDA CONSTRUCTION	TREES	\$200.00	
US BANK CREDIT CARD	BATHROOM SINK PART	\$10.96	
US BANK CREDIT CARD	CONCRETE TOOLS	\$37.64	
VERIZON WIRELESS	IPADS	\$10.02	
VERIZON WIRELESS	TELEPHONE	\$233.70	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$74.61	
			\$7,255.97
<u>PARK BOARD</u>			
ACE HARDWARE & PAINT	RINK CONCRETE	\$4.99	
G AND H READY MIX LLC	RINK - CONCRETE	\$16,910.00	
US BANK CREDIT CARD	RINK CONCRETE	\$2,712.69	
TOTAL:			\$19,627.68

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
09/08/2026

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>LIBRARY</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$692.32	
AMAZON CAPITAL SERVICES	EMERGENCY EXIT BATTERY	\$23.62	
JANI-KING OF MINNESOTA INC	CLEANING SERVICE	\$743.27	
NEW PRAGUE UTILITIES	LIBRARY - ELECTRIC	\$1,173.59	
NEW PRAGUE UTILITIES	LIBRARY - WATER/SEWER	\$105.06	
TOTAL:			\$2,737.86
<u>UNALLOCATED</u>			
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$346.50	
TOTAL:			\$346.50
GENERAL FUND TOTAL:			\$84,181.77
<u>FUND 319 - DEBT SERVICE - CIP 2019</u>			
#### US BANK	2019A BOND PAYING AGENT FEE	\$750.00	
TOTAL:			\$1,096.50
<u>FUND 327 - DEBT SERVICE - CIP 2026</u>			
EHLERS	2026 CONTINUING DISCLOSURE	\$4,250.00	
TOTAL:			\$4,250.00
<u>FUND 424 - CAPITAL PROJECTS - CIP 2025</u>			
CHOSEN VALLEY TESTING INC	CIP 2025 - TESTING	\$600.00	
SEH	CIP 2025	\$76.48	
TOTAL:			\$676.48
<u>FUND 425 - CAPITAL PROJECTS - POLICE STATION</u>			
AIR SCIENCE USA LLC	POLICE ADDITION	\$5,511.00	
CENTERPOINT ENERGY	NATURAL GAS - POLICE ADDITION	\$18.04	
COMPUTER TECHNOLOGY SOLUTIONS	POLICE ADDITION	\$4,530.00	
COMPUTER TECHNOLOGY SOLUTIONS	POLICE ADDITION	\$931.05	
COMPUTER TECHNOLOGY SOLUTIONS	POLICE ADDITION	\$687.50	
HALLBERG ENGINEERING INC	NEW PRAGUE POLICE DEPARTMENT ADDITIOI	\$1,350.00	
KENNEDY & GRAVEN CHARTERED	NEW POLICE DEPARTMENT BUILDING	\$25.00	
MET-CON CONSTRUCTION INC	POLICE STATION	\$71,168.77	
NEW PRAGUE UTILITIES	POLICE ADDITION	\$3,294.24	
US BANK CREDIT CARD	POLICE ADDITION	\$859.59	
WOLD ARCHITECTS AND ENGINEERS	POLICE ADDITION	\$3,569.76	
WOLD ARCHITECTS AND ENGINEERS	POLICE ADDITION	\$243.75	
TOTAL:			\$92,188.70
<u>FUND 426 - CAPITAL PROJECTS - CIP 2026</u>			
MN DEPT OF TRANSPORTATION	CIP 2026 - MATERIAL TESTING	\$1,156.25	
SEH	CIP 2026	\$61,309.15	
TOTAL:			\$62,465.40
<u>FUND 427 - CAPITAL PROJECTS - CIP 2027</u>			
SEH	CIP 2027 - CSAH 60	\$7,706.83	
TOTAL:			\$7,706.83
<u>FUND 455 - TRUNK SANITARY FEES</u>			
SEH	NE LIFT STATION DESIGN	\$14,691.91	
SEH	NW LIFT STATION DESIGN	\$11,381.18	
TOTAL:			\$26,073.09

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
09/08/2026

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>FUND 602 - ENTERPRISE - SANITARY SEWER</u>			
CREAGHE, JAMES	FERRIC TANK CAPACITY UPGRADE PARTS	\$68.72	
UTILITY LOGIC	SEWER PUSH CAMERA	\$16,150.00	
ACE HARDWARE & PAINT	SUPPLIES	\$175.87	
ACE HARDWARE & PAINT	SUPPLIES	\$100.92	
ELECTRIC PUMP	NETZSCH PUMPS - DRYER	\$4,666.76	
GOPHER STATE ONE CALL	LINE LOCATES	\$31.73	
HAWKINS INC	AZONE	\$5,188.98	
LAKERS NEW PRAGUE SANITARY	TRASH - WWTP	\$404.36	
LEAGUE OF MN CITIES INSURANCE	WORKERS COMP CLAIM-JAMES CREAGHE	\$136.73	
MESERB	MESERB MEMBERSHIP	\$3,274.70	
NEW PRAGUE UTILITIES	WWTP - ELECTRIC	\$24,481.39	
NEW PRAGUE UTILITIES	WWTP - WATER/SEWER	\$682.69	
QUINTILLION CONSULTING LLC	CONSULTING - MSP RFP SOW	\$800.00	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$197.70	
SALTCO	MONTHLY SALT	\$70.00	
SALTCO	MONTHLY SALT	\$2,069.30	
ST LOUIS MRO INC	RANDOM TESTING	\$25.00	
STAR GROUP LLC.	OILF FILTER	\$68.45	
STASNEY ELECTRIC	2 HP MOTORS	\$3,675.00	
SUEL PRINTING	JOB OPENING - ACCOUNTANT	\$48.10	
US BANK CREDIT CARD	CONTROL	\$806.99	
US BANK CREDIT CARD	CONTROL / HYD. FLUIDS	\$1,624.57	
US BANK CREDIT CARD	DOOR PARTS	\$767.10	
US BANK CREDIT CARD	SMOKE DETECTOR	\$173.37	
UTILITY CONSULTANTS INC.	SAMPLES	\$2,350.41	
VERIZON WIRELESS	IPADS	\$7.52	
VERIZON WIRELESS	TELEPHONE	\$169.00	
VESSCO INC.	LOADSURE ELEMENT	\$706.93	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$115.77	
ZORO TOOLS INC.	DRYER - SENSOR	\$747.99	
TOTAL:			\$69,786.05
<u>FUND 606 - ENTERPRISE - STORM UTILITY</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$51.97	
AMAZON CAPITAL SERVICES	PVC FITTINGS	\$61.97	
GOPHER STATE ONE CALL	LINE LOCATES	\$31.71	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$3.90	
SUEL PRINTING	JOB OPENING - ACCOUNTANT	\$12.02	
VERIZON WIRELESS	IPADS	\$7.52	
VERIZON WIRELESS	TELEPHONE	\$5.76	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$8.94	
TOTAL:			\$183.79
TOTAL ACCOUNTS PAYABLE FOR COUNCIL APPROVAL:		\$348,262.11	

Vendor Name	Net Invoice Amount
BEVCOMM	
TELEPHONE / CABLE / INTERNET	\$366.61
BREAKTHRU BEVERAGE MINNESOTA	
BEVERAGE-ALCOHOL	\$155.55
BEER	\$195.90
ALCOHOL - CREDIT	\$63.60-
CINTAS	
TOWELS / LINENS	\$445.16
LINENS / TOWELS	\$455.66
CIT GROUP	
SPECIAL ORDER - RYDER CUP	\$173.14
CLESENS	
KNOCK ON, TEE,ADAPTER,BUSHING	\$35.36
ADAPTERS	\$22.94
COLLEGE CITY BEVERAGE	
LIQUOR/SELTZERS	\$1,205.99
BEER	\$1,426.15
BEVERAGES-NON ALCOHOLIC	\$60.00
LIQUOR/SELTZERS	\$619.09
BEER	\$583.35
BEVERAGES-NON ALCOHOLIC	\$40.50
BEER	\$1,387.65
BEVERAGES-NON ALCOHOLIC	\$127.00
KEG - CREDIT	\$120.00-
ECOLAB PEST ELIMINATION	
PEST CONTROL / AIR QUALITY	\$569.86
PEST CONTROL / AIR QUALITY	\$567.45
GOLF ASSOCIATES SCORECARD	
GOLF SCORECARDS	\$219.53
GOLF PROFESSIONAL ENTERPRISES LLC	
AUGUST MANAGEMENT FEE	\$8,916.66
GRAINGER	
CHAPS,LOGGERS HELMETS	\$418.14
STORAGE CONTAINERS	\$78.57
HAWK ALARM SYSTEMS INC	
FIRE ALARM MONITORING	\$21.48
HERMEL WHOLESALE	
FOOD	\$162.01
SUPPLIES	\$50.78
SUPPLIES	\$921.60
SUPPLIES	\$175.42
LAKERS NEW PRAGUE SANITARY	
TRASH - GOLF CLUB	\$590.10
LANO EQUIPMENT INC	
BOBCAT REPAIR	\$2,583.98
LAU'S BAKERY	
BUNS	\$25.20
BUNS	\$48.59
BUNS	\$165.32
BUNS	\$19.45
BUNS	\$71.57
LAWSON PRODUCTS	
CRIMPER	\$268.58
MEI ELEVATOR SOLUTIONS	
ELEVATOR MAINTENANCE	\$76.77
MTI DISTRIBUTING INC	
O-RINGS	\$234.21

Vendor Name	Net Invoice Amount
SPARK PLUGS	\$43.60
NEW PRAGUE UTILITIES	
UTILITIES	\$4,749.17
UTILITIES	\$15,504.71
PERFORMANCE FOOD GROUP INC	
BEVERAGES-NON ALCOHOLIC	\$102.52
FOOD	\$870.54
BEVERAGES-NON ALCOHOLIC	\$187.94
FOOD	\$4,777.47
BEVERAGES-NON ALCOHOLIC	\$98.38
FOOD	\$840.06
FOOD	\$2,124.12
FOOD	\$785.42
BEVERAGES-NON ALCOHOLIC	\$296.50
FOOD	\$700.43
SUPPLIES	\$115.52
SUPPLIES	\$114.15
SUPPLIES	\$197.58
SUPPLIES	\$163.71
SUPPLIES	\$84.37
PRECISION SMALL ENGINE CO.	
BATTERY HOLD DOWN, PEDAL SWITCH, SENSOR	\$211.46
QUILL CORPORATION	
OFFICE SUPPLIES	\$23.44
OFFICE SUPPLIES	\$66.02
MISC SUPPLIES	\$235.71
OFFICE SUPPLIES	\$17.59
OFFICE SUPPLIES	\$75.76
QUINTILLION CONSULTING LLC	
CONSULTING - MSP RFP SOW	\$1,840.00
RIVERCITY REFRIGERATION	
BEER COOLER REPAIR	\$527.50
ROSS NESBIT AGENCIES INC.	
AGENCY FEE	\$45.60
TOW DISTRIBUTING CORP	
BEER	\$376.70
BEER - CREDIT	\$30.00-
BEER	\$323.40
BEER - CREDIT	\$12.09-
BEER	\$494.45
KEG CREDIT	\$60.00-
TURFWERKS	
HYD CYLINDER	\$420.24
US BANK CREDIT CARD	
GOLF RECEIPTS	\$136.37
INVENTORY	\$232.26
GOLF REIMBURSEMENT	\$90.60
INVENTORY	\$93.58
COGS	\$113.80
ICE	\$289.54
LIQUOR	\$326.89
COGS	\$474.95
ICE	\$111.84
LIQUOR	\$191.33
STENCILS	\$238.70
TOGGLE SWITCH	\$94.98

Vendor Name	Net Invoice Amount
US BANK EQUIPMENT FINANCE	
COPIER RENTAL	\$258.26
VERIZON WIRELESS	
TELEPHONE	\$78.74
Grand Total	\$62,345.53

Vendor Name	Net Invoice Amount
AMAZON CAPITAL SERVICES	
ENVELOPES	\$7.25
OFFICE SUPPLIES	\$27.96
GOPHER STATE ONE CALL	
LINE LOCATES	\$63.46
LAKERS NEW PRAGUE SANITARY	
TRASH - ELECTRIC	\$55.78
TRASH - POWER PLANT	\$103.38
TRASH - WATER	\$55.77
NEW PRAGUE UTILITIES	
ELECTRIC UTILITIES	\$1,122.62
SMMPA - NORTH SOFTNER	\$759.51
WATER PUMPING - E	\$13,284.74
WATER PUMPING - W/S/S	\$1,977.41
WATER UTILITIES	\$351.24
QUILL CORPORATION	
COPY PAPER	\$87.99
QUINTILLION CONSULTING LLC	
CONSULTING - MSP RFP SOW	\$3,520.00
ROSS NESBIT AGENCIES INC.	
AGENCY FEE	\$377.30
ST LOUIS MRO INC	
RANDOM TESTING	\$75.00
SUEL PRINTING	
JOB OPENING - ACCOUNTANT	\$180.38
US BANK CREDIT CARD	
APPA CONFERENCE	\$1,343.89
CZECH OUT NP	\$100.00
ELECTRICAL TAPE	\$193.82
MN RURAL WATER EXPO	\$300.00
OIL SAMPLES	\$19.67
PLANT BATHROOM	\$1,776.80
PRUNER REPAIRS	\$619.92
TRAINING	\$67.01
WATER SAMPLES	\$32.53
WES BENDER	\$7,785.05
US BANK EQUIPMENT FINANCE	
COPIER LEASE	\$568.98
VERIZON WIRELESS	
IPADS	\$95.16
TELEPHONE	\$480.13
Grand Total	\$35,432.75

Vendor Name	Description	Net Invoice Amount
ROSS NESBIT AGENCIES INC.	AGENCY FEE	.50
Total EDA:		.50
KENNEDY & GRAVEN CHARTERED	AVENTUS INVESTMENT PURCHASE	3,630.00
Total EDA-INDUSTRIAL PARK:		3,630.00
Grand Totals:		3,630.50



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: ST. PATRICK ATHLETIC ASSOCIATION – LG230 APPLICATION TO CONDUCT OFF-SITE GAMBLING
DATE: AUGUST 20, 2026

Attached is an application request from St. Patrick Athletic Association for an off-site gambling permit to conduct pull tabs and a raffle at Knights of Columbus, 411 4th Avenue Southwest, New Prague, at an event on January 29th, 2027.

Recommendation

Staff recommends approval of Resolution #CC-26-09-08-01 – Approving LG230 Application to Conduct Off-Site Gambling for St. Patrick Athletic Association.

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

CITY OF NEW PRAGUE
RESOLUTION #CC-26-09-08-01
RESOLUTION APPROVING LAWFUL GAMBLING APPLICATION TO CONDUCT
OFF-SITE GAMBLING FOR ST. PATRICK ATHLETIC ASSOCIATION

WHEREAS, St. Patrick Athletic Association has applied to the Gambling Control Board of the State of Minnesota for a OFF-SITE PERMIT to conduct off-site gambling as described therein at Knights of Columbus Hall, 411 4th Ave SW, New Prague, Minnesota 56071.

WHEREAS, the provisions of Minn. Stat. 349.165, subd. 5 require that the City Council of the City of New Prague notify the Gambling Control Board of the State of Minnesota of its approval of said application before an OFF-SITE PERMIT is APPROVED.

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

Adopted by the City Council of the City of New Prague on this 8th day of September, 2026.

Charles Nickolay, Mayor

ATTEST:

Joshua M. Tetzlaff,
City Administrator

LG230 Application to Conduct Off-Site Gambling**No Fee****ORGANIZATION INFORMATION**

Organization Name: St. Patrick Athletic Association License Number: 05-70045-999
 Address: 1306 History Court NW City: NEW PRAGUE, MN Zip: 56071
 Chief Executive Officer (CEO) Name: Michael B. Shchar Daytime Phone: 612-298-3682
 Gambling Manager Name: Holly A. Hoffman Daytime Phone: 952-200-6580

GAMBLING ACTIVITY

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

From 1/29/2027 to 1/29/2027

Check the type of games that will be conducted:



Raffle



Pull-Tabs



Bingo



Tipboards



Paddlewheel

GAMBLING PREMISES

Name of location where gambling activity will be conducted: KC Hall

Street address and City (or township): 411 4th Ave SW New Prague MN Zip: 56071 County: LE SUEUR

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

Does your organization own the gambling premises?



Yes If yes, a lease is not required.



No If no, the lease agreement below must be completed, and signed by the lessor.

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

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

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

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

Lessor's Signature: [Signature] Date: 8/10/26

Print Lessor's Name: TOM SIMEX

CONTINUE TO PAGE 2

LG230 Application to Conduct Off-Site Gambling

Section 3, Item c.

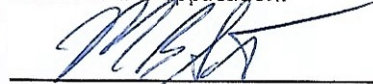
Acknowledgment by Local Unit of Government: Approval by Resolution

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

CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT

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

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



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

8/10/26
Date**Mail or fax to:**

Minnesota Gambling Control Board
Suite 300 South
1711 West County Road B
Roseville, MN 55113
Fax: 651-639-4032

No attachments required.

Questions? Contact a Licensing Specialist at 651-539-1900.

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

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

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public.

If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: EVAN C. GARIEPY, PLANNER
SUBJECT: LARGE ASSEMBLY PERMIT: 2027 EASTER EGG HUNT IN SOUTHSIDE PARK
DATE: AUGUST 19TH, 2026

At the August 18th Park Board meeting, a large assembly permit was presented for an Easter Egg Hunt in Southside Park for 2027. The applicant, Bring the Light Electric, LLC, has hosted this event annually for the past three years for children and families. They are applying to host this at Southside Park on March 27th, 2027, from 7:00am-11:00am.

They estimate the event will be the same as past years, with approximately 250-300 people. The event is geared towards children aged 0-10. There will be a speaker system for announcements and there will be no live entertainment, street closures, fencing, alcohol sales, nor music. The application has been attached.

The Park Board made a unanimous motion of 5-0 to recommend approval of the event to City Council, with the following conditions:

1. The City of New Prague shall be named as additional insured for the event since it is taking place in Southside Park and shall also be provided a copy of the Certificate of Insurance. The City shall be held harmless for any injuries or damages occurring during the event.
2. All of Southside Park shall be reserved for the event from 6:00am to 12:00pm on March 27th, 2027.
3. The applicant shall provide notification of the event and associated activities to the residential properties adjacent to Southside Park at least one week prior to the event.

Additionally, the Park Board asked staff to verify that a bathroom will be available. Public Works Director Matt Rynda confirmed that the city's portable bathroom will be on site for the event, but that if the applicant would like to add another portable restroom, they are able to do so at their own expense, which is standard practice for all large events, including Dozinky.

Staff Recommendation

Staff recommends approval of the Large Assembly Permit for the Easter Egg Hunt on March 27th, 2027, at Southside Park with the conditions listed.



APPLICATION

LICENSE TO PERMIT LARGE ASSEMBLY

City of New Prague, 118 Central Ave. N., New Prague, MN 56071

952-758-4401

APPLICANT MUST SUBMIT COMPLETED APPLICATION A MINIMUM OF 60 DAYS PRIOR TO EVENT.

Circle which large assembly permit (over 250 people) you are applying for:

Level A – New Event - \$150 (single/mult. days, street closures, alcohol, fencing, live entertainment)

Level A – Repeat Event - \$75 (street closures, alcohol sales, fencing, live entertainment, repeat event)

Level B – New/Repeat Event - \$50 (single/multiple days, sidewalk use, live entertainment with PA)

Level C – New/Repeat Event - \$30 (single day, park area, no live entertainment)

Name of Organization

Bring The Light Electric

Contact Person(1) Alex Buresh

Phone (612) 860-1859

Contact Person(2) Jeff Buresh

Phone (952) 210-3904

Contact Person _____

Phone _____

Applicant's Address

4030 Hunters Ln Webster mn 55088

Street

City

State

Zip

Email

alexandria.buresh@gmail.com

Name and Address of Person(s) Responsible for Payment of Bills:

Alex Buresh 4030 Hunters Ln Webster mn 55088

Name

Street Address

City

State

Zip

I, Alex Buresh hereby make application on behalf of
Bring the Light Electric LLC ☐ Corporation ☐ Partnership ☐ Society, Group or Association ☒ Other

to the City of New Prague for a license to permit the lawful assembly of over 250 persons on the following described property:

Southside Park

The nature and purpose of the assembly will be as follows:

4th Annual Easter Egg Hunt

☐ I am also applying for permission for road closure and agree to notify all affected property and business owners.

☐ If the event is held in the downtown area, I agree to notify all liquor establishments to prohibit the use of glass containers. (Only plastic or aluminum containers will be allowed.)

The assembly will be held on the 27th day of March, 2027.

between the hours of 7:00 AM/PM and 11:00 AM/PM.

The maximum number of persons I will permit to attend are — persons. The maximum number of event tickets to be sold, if applicable —.

OUTDOOR MUSIC. Will there be outdoor music? ☐ Yes ☒ No

If yes, please describe:

Outdoor music: Start Time _____ A.M. P.M.

(circle one)

END TIME _____ A.M. P.M.

(circle one)

Applicant is required to answer all questions.

1. List all activities planned for this event.

4th Annual Easter Egg Hunt for children (ages 0-10 yrs):
split into 3 groups

2. Submit layout of activities, parking, sanitation, and music.

3. Certificate of liability insurance coverage provided by the contractor/vendor/supplier of certain activities is required, with the City of New Prague named as "Additional Insured" with respect to general liability for the event.

(Example: circus, carnivals, entertainment, races, contests, etc). List name of Vendor/Insured party.

Bring The Light Electric

4. General liability insurance coverage required for the event. List your agent and contact information.

Brett Holbrook (952) 283-0823

5. Explain the location and placement of fencing and/or barricades.

none

6. Explain plans for providing toilet and lavatory, or portable sanitation. Include site location and quantity including ADA accessible units.

requesting for one portable toilet be up prior to event.

7. Explain plans for refuse collection and disposal of waste material: (Number of dumpsters/waste receptacles and location.

none

8. Public Safety – Police Officers. Arrangements for police officers at the event must be made prior to the event by contacting the New Prague Police Chief at 952-758-4401. List agreed upon arrangements (number of officers and hours of service.)

none needed.

9. For outdoor music, sound systems, describe location, equipment, hours of music, etc. (Note: Music is not allowed past 10PM).

Speakers with single microphone to announce
when to start and thank you at the end. No music!

10. Sales of food/beverages and products. Explain vending of food and/or product sales. (Applicant must inform concessionaires who will be allowed to operate on the grounds to obtain a transient merchant permit from the City of New Prague at least 10 days prior to the event and any temporary liquor licenses must also be obtained as necessary. All necessary food handling permits must also be obtained.)

N/A

11. Contact Information. List cell phone numbers of the event organizers in case of an emergency, and whether they will be on-site during the event.

Alex Buresh (612) 860-1859

Jeff Buresh (952) 210-3904

> both will be onsite
during time of event.

12. Animals - Will there be animals associated with your event? Yes ☒ No

If Yes, give details, such as type and number of animals, time frame, plan for waste disposal.

13. Notification Requirements: Applicant is required to notify the following of the event.

a. Contact North Memorial Ambulance. .

b. Contact New Prague Fire Chief.

c. All vendors at the event must obtain an approved peddlers permit from the City at least seven (7) days before the event.

d. If event is held in the downtown area, notify the liquor establishments of the requirement to prohibit the use of glass bottles or beverage containers.

☒ By checking this box, applicant agrees to comply with the required notification.

14. Explain plans for supplying potable water, including the source, amount available, and location of outlets.

none needed.

15. Explain plans to provide for medical facilities, including the location and the construction of a medical structure, the names and addresses and hours of availability of physicians and nurses, and provisions for emergency ambulance services.

N/A

16. Explain plans for fire protection (ie – contacted the Fire Chief, etc.).

N/A

17. Explain plans or camping facilities, if any, including facilities available and their location:

N/A

18. Explain plans for parking vehicles, including size and location of lots, points of highway access and interior roads including routes between highway access and parking lots. A layout may be required.

Surrounding side streets.

Parking lot is for group to gather prior to start time.

19. Explain plans, if any, to illuminate the location of the assembly, including the source and amount of power and the location of lights.

N/A

20. Explain plans for area traffic control for egress from and exit onto public roads and highways.

21. If your organization has obtained a Large Assembly Permit last year, will there be any changes for your event this year? No changes. Yes. If Yes, please describe the changes and new activities.

22. Will there be any additional special requests or activities for this event that have not been addressed in this permit application? No Yes. If yes, please provide details.

Mandatory requirements:

1. Certificate of liability insurance for general liability required.
2. Certificate of liability insurance by the contractor/vendor required for activities with the City of New Prague listed as the "Additional Insured."
3. All food vendors must obtain Peddler's Permit from the City of New Prague.
4. Applicant must pay the City for Police Officers as determined by City and/or Police Chief.
5. Applicant must provide portable restrooms. Minimum quantity 1, with more as determined by city staff.
6. Applicant must provide refuse hauling services for the event.
7. Applicant must install barricades and remove barricades.
8. Applicant is responsible for picking up litter from the streets and sidewalks immediately after the event.
9. If the event is held in the downtown area, applicant must notify all liquor establishments to prohibit the use of glass containers during the event. (Only plastic or aluminum containers allowed.)
10. If applicant seeks a city road closure in conjunction with event, applicant must obtain a Road Closure Permit from the City and pay applicable fees.
11. The hours of outdoor music are limited to 7am to 10pm.

Additional requirements:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

I, Alex Buresh being duly sworn upon oath, hereby make application for a license to permit a large assembly in the City of New Prague, Minnesota.

Applicant knows the contents of this application and supporting affidavits and that the statements herein are true of his/her own knowledge, save as to such as are herein stated information and belief, and as to those, he/she believes them to be true.

APPLICANT:



New Prague Police Department

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

505 5th Ave NW NEW PRAGUE, MINNESOTA 56071

Phone: (952) 758-2791

Fax: (952) 758-6279

Website: www.NewPragueMN.gov

Tim Applen, Chief of Police

MEMORANDUM

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

From: Tim Applen, Police Chief / Emergency Manager

Date: September 2, 2026

Subject: 2026 New Prague Schools Homecoming Parade Request

New Prague Area Schools (ISD 721) is requesting permission to have a homecoming parade.

The New Prague High School Homecoming parade is scheduled for Friday, September 25, 2026. The parade will begin at 1:20 pm at the High School and proceed south on Columbus Ave to Main St, west on Main St. to 2nd Ave NW. The parade will last approximately 1 hour.

Insurance waivers naming the City of New Prague and MN / DOT District 7 as additionally insured, have been requested and will be received prior to the event.

If the Council authorizes the homecoming parade it will require the following actions of City personnel:

- Submit an application to MN DOT District #7 for permit to close Main St. for the event.
- Utilize additional police personnel for traffic control.
- Utilize other city personnel for traffic control as authorized by Department Supervisors.

Recommended Action:

Grant authorization for New Prague Area Schools (ISD 721) to have a homecoming parade on Friday, September 25, 2026.



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: ALPHA WOMEN'S CENTER - MINNESOTA LAWFUL GAMBLING
LG220 APPLICATION FOR EXEMPT PERMIT
DATE: SEPTEMBER 2, 2026

Attached is a Minnesota Lawful Gambling LG220 Application for Exempt Permit for Alpha Women's Center to conduct a raffle at an event on October 23, 2026, at 2 If By Sea Tactical, 222 2nd Ave. SW, New Prague.

Recommendation

Staff recommends approval of the Lawful Gambling Permit for Alpha Women's Center and recommends requesting a waiver of the waiting period.

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

4/23

Page 1 of 3

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Alpha Women's Center Previous Gambling Permit Number: X- X-95640-25-002

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 41-1560473

Mailing Address: PO Box 435

City: Savage State: MN Zip: 55378 County: Scott

Name of Chief Executive Officer (CEO): Anne Fredrickson

CEO Daytime Phone: 651-894-2882 CEO Email: anne@alphawomenscentermn.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

- ☐ **A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
- ☒ **IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted
(for raffles, list the site where the drawing will take place): 2 if By Sea Tactical

Physical Address (do not use P.O. box): 222 2nd Ave SW, New Prague MN 56071

Check one:

☒ City: New Prague Zip: 56071 County: Le Seuer

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): October 23, 2026

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

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

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

LG220 Application for Exempt Permit**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)****CITY APPROVAL
for a gambling premises
located within city limits**

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

Print City Name: City of New Prague

Signature of City Personnel: _____

Title: City Administrator Date: _____

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

**COUNTY APPROVAL
for a gambling premises
located in a township**

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

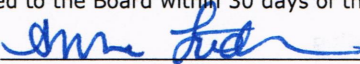
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: 8/10/24

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

Print Name: Anne Fredrickson**REQUIREMENTS****Complete a separate application for:**

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

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

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

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS**Mail application with:**

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

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

Questions?

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

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

An equal opportunity employer



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH, COMMUNITY DEVELOPMENT DIRECTOR
EVAN C. GARIEPY, PLANNER
SUBJECT: PUBLIC HEARING AND ADOPT ORDINANCE FOR VACATION OF CERTAIN RIGHT OF
WAYS IN THE PLAT OF THE SYNDICATE ADDITION TO NEW PRAGUE, AS
PROPOSED BY NICHOLAS BOROWSKE
DATE: AUGUST 20TH, 2026

Nicholas Borowske is the owner of 300 5th Street SW, a property which is broken up by one 40' and two 12' right of ways (as included in the 1898 Plat of Syndicate Addition). Mr. Borowske has submitted an application for the City to consider vacating these right of ways, which would make his property continuous.

Staff supports vacating the right of ways, as the City has no plans or use for streets, alleys, or utilities within the right of ways as they lead directly to the Union Pacific Railroad and currently split up a singular parcel into multiple sections. During the August 3rd City Council meeting, some questions arose regarding the need for any of the right of way for future streets. Staff has included an additional map with this memo to show that this area of the City is very much isolated not only by the railroad, but also adjacent Southside Park and to an even greater extent, FEMA Floodplain which prevents development from occurring that would require roadway extensions. The vacation does not include 2nd Ave. SW on the east side of the property as that may still have future use and does contain utilities at this time.

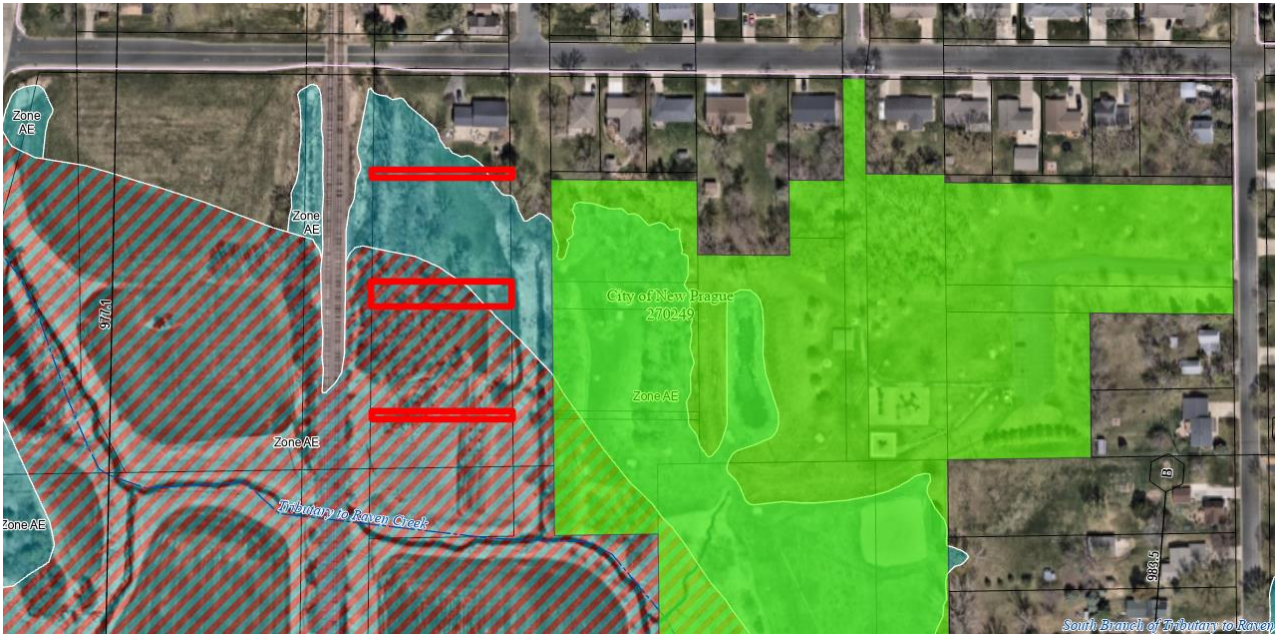
As noted in the introduction memo, there is an existing overhead electric line (NPUC) through the southern portion of the property which requires an easement be provided by the applicant as part of the vacation process as a recorded easement could not be found.

At the August 3rd Council meeting, a public hearing was scheduled for tonight's meeting, and the Ordinance which would vacate the described right of ways was introduced. Since that meeting, a notice was published in the New Prague Times, and notices were mailed directly to utility companies and abutting properties to provide comment, if any, on the right of way vacation request.

Staff does not believe there to be any public or private utility lines currently located within the right of ways being vacated. As of writing this memo, Staff has not received any comments regarding the vacation of this easement.

Staff Recommendation

Staff recommends holding the required public hearing. Subject to the comments received at the public hearing, staff also recommends adopting the Ordinance titled "An Ordinance Vacating Certain Right of Ways in the Plat of the Syndicate Addition to New Prague."



ORDINANCE #366

**AN ORDINANCE VACATING CERTAIN RIGHT OF WAYS IN THE
PLAT OF THE SYNDICATE ADDITION TO NEW PRAGUE**

WHEREAS, the New Prague City Council previously passed Resolution #26-08-03-03 noting the City of New Prague’s interest in vacating certain right of ways as identified in the resolution and the exhibit to the resolution, to Section 12.06 of the New Prague City Charter, legally described as follows:

All of the public right of way lying south of Lots 1, 2, 3, and 4, Block 31, and north of Lots 5, 6, 7, and 8, Block 31, within the Plat of the Syndicate Addition to New Prague, Le Sueur County, Minnesota.

All of the public right of way lying south of Lots 5, 6, 7, and 8, Block 31, and north of Lots 1, 2, 3, and 4, Block 34, within the Plat of the Syndicate Addition to New Prague, Le Sueur County, Minnesota.

All of the public right of way lying south of Lots 1, 2, 3, and 4, Block 34, and north of Lot 5, Block 34, within the Plat of the Syndicate Addition to New Prague, Le Sueur County, Minnesota.

And as depicted on the attached Exhibit A.

(with such right of ways hereinafter referred to as the “Property”); and

WHEREAS, a public hearing to consider the vacation of the Property was held on the 8th day of September, 2026, before the City Council in the City Hall located at 118 Central Avenue North, New Prague, Minnesota, after due published and posted notice had been given, as well as personal mailed notice to all affected property owners by the City Clerk on the 4th day of August, 2026, and all interested and affected persons were given an opportunity to voice their concerns and be heard; and

WHEREAS, any person, corporation, or public body owning or controlling easements contained upon the Property proposed to be vacated, reserves the right to continue the same or to enter upon such Property, way or portion thereof vacated to maintain, repair, replace or otherwise attend thereto; and

WHEREAS, the Council in its discretion has determined that the vacation of the Property will benefit the public interest because the Property will not be used for roads or utilities; and

WHEREAS, a majority of all members of the City Council concur in this ordinance; and

WHEREAS, approval and filing of this ordinance with the County is contingent upon a 40' wide utility easement, centered on the existing overhead electric line being granted by the owner of the property;

NOW, THEREFORE, THE CITY OF NEW PRAGUE, SCOTT AND LESUEUR COUNTIES, MINNESOTA, ORDAINS:

SECTION 1. An uncodified City ordinance is adopted pursuant to Chapter 12.06 of the New Prague City Charter to provide as follows:

Subdivision 1. The recitals set forth in this Ordinance are incorporated into and made a part of this Ordinance.

Subdivision 2. The City controls the dedicated Property located in Scott County, Minnesota, with the legal description of the Property being as follows:

All of the public right of way lying south of Lots 1, 2, 3, and 4, Block 31, and north of Lots 5, 6, 7, and 8, Block 31, within the Plat of the Syndicate Addition to New Prague, Le Sueur County, Minnesota.

All of the public right of way lying south of Lots 5, 6, 7, and 8, Block 31, and north of Lots 1, 2, 3, and 4, Block 34, within the Plat of the Syndicate Addition to New Prague, Le Sueur County, Minnesota.

All of the public right of way lying south of Lots 1, 2, 3, and 4, Block 34, and north of Lot 5, Block 34, within the Plat of the Syndicate Addition to New Prague, Le Sueur County, Minnesota.

And as depicted on the attached Exhibit A.

Subdivision 3. The City Council has determined that vacation of the Property will further the public interest and welfare.

Subdivision 4. As provided by Section 12.06 of the New Prague City Charter, the City Council authorizes and grants the vacation of the Property such that the Property described as follows is hereby vacated:

All of the public right of way lying south of Lots 1, 2, 3, and 4, Block 31, and north of Lots 5, 6, 7, and 8, Block 31, within the Plat of the Syndicate Addition to New Prague, Le Sueur County, Minnesota.

All of the public right of way lying south of Lots 5, 6, 7, and 8, Block 31, and north of Lots 1, 2, 3, and 4, Block 34, within the Plat of the Syndicate Addition to New Prague, Le Sueur County, Minnesota.

All of the public right of way lying south of Lots 1, 2, 3, and 4, Block 34, and north of Lot 5, Block 34, within the Plat of the Syndicate Addition to New Prague, Le Sueur County, Minnesota.

And as depicted on the attached Exhibit A.

Subdivision 5. The Mayor and City Administrator, staff, and consultants are hereby authorized and directed to sign all documents or take any and all additional steps and actions necessary or convenient in order to accomplish the intent of this Ordinance.

SECTION 2. This ordinance shall take effect and be in force upon its publication, in accordance with Section 3.13 of the City Charter.

Introduced to the City Council of the City of New Prague, Minnesota, the 3rd day of August, 2026.

The required 10 days posted notice was completed on the City Website and City Hall Bulletin Board on or before August 4th, 2026.

Adopted by the Council this 8th day of September, 2026.

EFFECTIVE DATE: Immediately upon its publication in the September 17th, 2026 New Prague Times.

Charles L. Nickolay, Mayor

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

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

Notary Public

ATTEST: _____
 Joshua M. Tetzlaff, City Administrator

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

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

Notary Public

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

Exhibit A.

Section 6, Item a.

R. & X

Office of Register of Deeds,
Le Sueur County, Minn.

No. 14847.

I do hereby certify that the within plat was filed in this office,
this 3rd day of August, A.D. 1896, at 10 o'clock A.M., and the certificate
is affixed to the same, recorded in Book "A" of Record of Plat
certificates on pages 61, 62, & 63.

Frank Mondy.
Register of Deeds.

(See Book "H" Misc. page 596 for Order)
Vacating part of First Street.

STATE OF MINNESOTA
COUNTY OF LE SUEUR

On this 16th day of July, A.D. 1896, before me
personally appeared Michael Schreiner & Philomene Schreiner, husband & wife,
to me known to be the persons described in and who executed the foregoing instrument
and acknowledged they executed the same as their free act and deed.

John Joack
Notary Public

See Book 6 misc page 611 for Order.

WE THE UNDERSIGNED OWNERS OF THE PROPERTY, DESCRIBED AND SHOWN HEREON
AS THE SYNDICATE ADDITION TO NEW PRAGUE, SITUATED IN THE NORTH
WEST 1/4 OF SECTION 3 T112.N. R 23. W. HAVE CAUSED THE SAME TO BE
SURVEYED INTO LOTS BLOCKS STREETS AND ALLEYS FOR THE PURPOSES
HEREON SHOWN, AND WE HEREBY DEDICATE FOR PUBLIC USE THE
STREETS AND ALLEYS AS SHOWN ON THIS PLAT, AND WE DO HEREBY
ACKNOWLEDGE THE SAME TO BE OUR OWN FREE ACT AND DEED.
WITNESS OUR HANDS AND SEALS

Michael Schreiner
Philomene Schreiner

Witnessed by
John Joack
F. H. Hennen.

Taxes paid and transfer entered
this 3rd day of August A.D. 1896
Joseph Rachae
County Auditor

I hereby certify that taxes for the year
1896 on the lands described within are paid.
G. H. Hennen

SYNDICATE ADDITION TO NEW PRAGUE.

FROM SURVEYS MADE FOR THE SYNDICATE.

JUNE 23-27 1896.

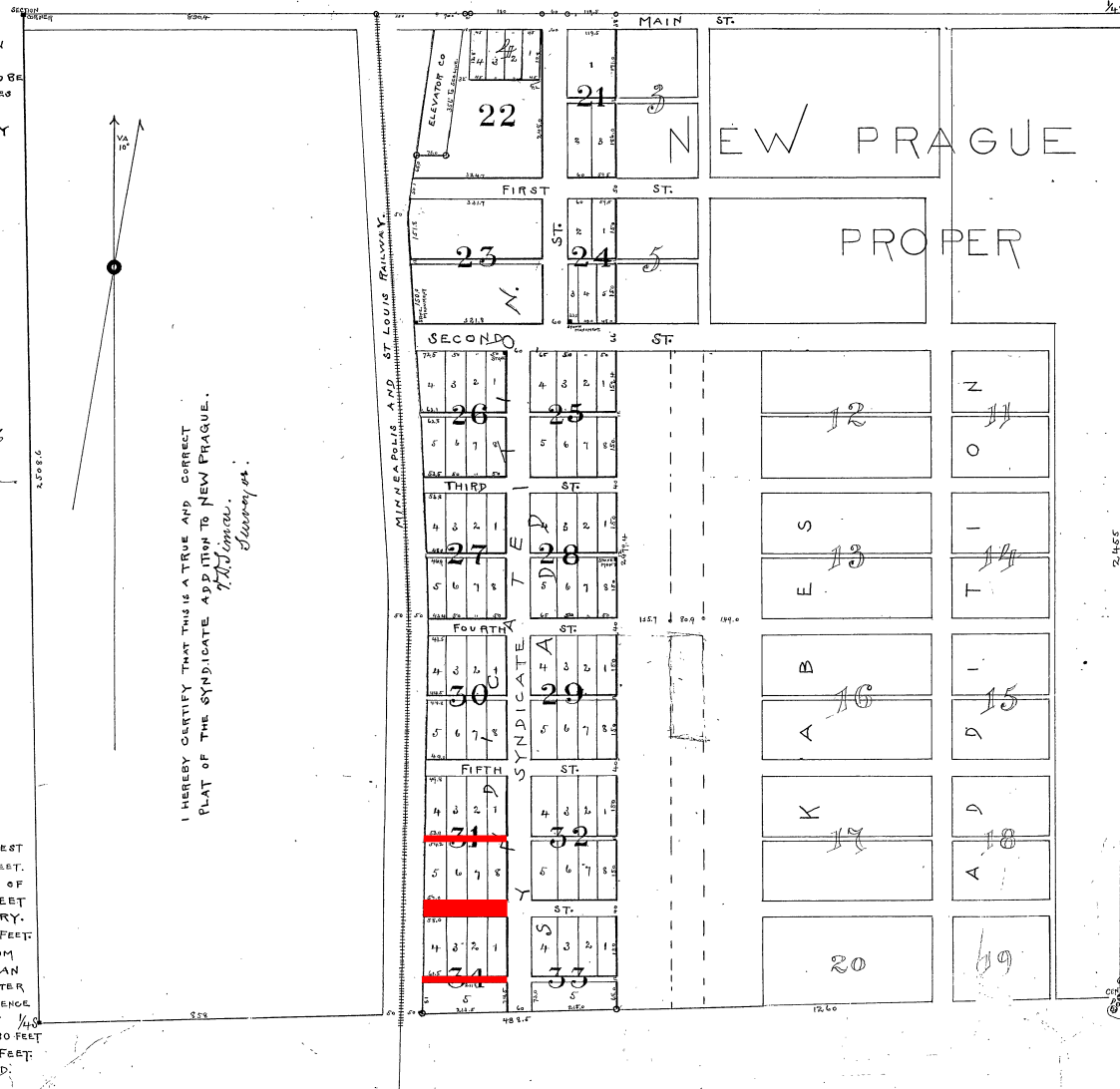
BY V. D. SIMAR. SURVEYOR.

SCALE 200 FEET PER INCH.

OF THE FOLLOWING DESCRIBED TRACT.

BEGINNING AT A POINT NINETY RODS EAST OF THE NORTH WEST
CORNER OF SECTION 3, AND FROM THENCE RUNNING SOUTH 2479.4 FEET.
TO A POINT ON THE EAST AND WEST 1/4 SECTION LINE NINETY RODS EAST OF
THE ORIGINAL 1/4 SECTION CORNER. FROM THENCE WEST 488 1/2 FEET
TO THE EAST RIGHT OF WAY LINE OF THE MINNEAPOLIS AND ST. LOUIS RY.
FROM THENCE NORTHERLY ALONG SAID RIGHT OF WAY LINE 2148.3 FEET
TO A POINT AT THE SOUTHWEST CORNER OF THE ELEVATOR PROPERTY. FROM
THENCE EAST 75 FEET TO A POST. THENCE NORTH 856 FEET TO AN
IRON ROD ON THE NORTH LINE OF SECTION 3. 220 FEET EAST OF THE CENTER
OF THE MAIN TRACK OF THE MINNEAPOLIS AND ST. LOUIS RAILWAY. FROM THENCE
EAST 151 FEET TO AN IRON ROD. FROM THENCE SOUTH ON THE WEST LINE OF
BLOCK 4 NEW PRAGUE PROPER, 163 FEET TO A POST. FROM THENCE EAST 180 FEET
TO A POST. THENCE NORTH 163 FT. TO AN IRON ROD. THENCE EAST 179 1/2 FEET
TO AN IRON ROD AND PLACE OF BEGINNING, CONTAINING 247 ACRES OF LAND.

I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT
PLAT OF THE SYNDICATE ADDITION TO NEW PRAGUE.
V. D. Simar
Surveyor.



I HEREBY CERTIFY THAT THE MONUMENTS FOR THE GUIDANCE OF
FUTURE SURVEYS AS SHOWN ON THIS PLAT ARE CORRECTLY PLACED;
THAT THE BOUNDARY LINES OF THE TRACT PLATTED ARE CORRECTLY
SHOWN AND THAT THE SIZES OF ALL FRACTIONAL LOTS ARE AS
SHOWN HEREON.

IN TESTIMONY WHEREOF I HAVE HEREUNTO SET MY HAND
THIS 16th DAY OF August 1896

Edward Solberg
COUNTY SURVEYOR LE SUEUR COUNTY.



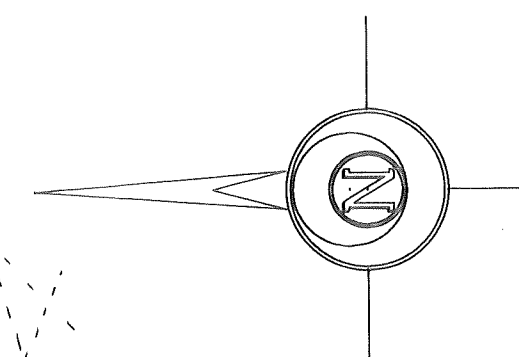
Proposed Vacation
VAC0003-2026
300 5th St SW



0 70 140
ft.

prepared for:

THOMAS E. TOPKA



SCALE 1" = 50'

- Denotes iron monument*
100.6 *Denotes existing elevation*
(104.0) *Denotes proposed elevation*
Indicates direction of surface drainage
= *Top of finished garage floor elevation*
= *Top of basement floor elevation*
= *Top of block elevation*
Denotes off-set hub

THE NORTH LINE OF THE SOUTHWEST QUARTER OF
SECTION 3, T 112 N, R 23 W, IS ASSUMED TO
BEAR N 88 ° 27' 34"E.

CENTERLINE OF THE MAIN TRACKS OF THE MINNEAPOLIS AND ST. LOUIS
RAILROAD COMPANY (NOW KNOWN AS THE CHICAGO AND NORTHWESTERN RAILROAD)

MINNEAPOLIS AND ST. LOUIS RAILROAD COMPANY
(NOW KNOWN AS CHICAGO AND NORTHWESTERN RAILROAD)

LEGAL DESCRIPTION:

Block Thirty-one (31), EXCEPT the North ten feet thereof; and Block Thirty-four (34), Syndicate Addition to New Prague, Le Sueur County, Minnesota, according to the recorded plat thereof on File and of record in the Office of the County Recorder in and for Le Sueur County, Minnesota,

AND,

All that part of the Southwest Quarter (SW¼), Section 3, Township 112 North, Range 23, Le Sueur County, Minnesota, described as follows: Commencing at the intersection of the East right-of-way line of the Minneapolis and St. Louis Railroad, and the North line of the Southwest Quarter (SW¼) of said Section, Township and Range; thence Easterly along the North line of said Southwest Quarter (SW¼) to the Southeast corner of Block 34, Syndicate Addition to the City of New Prague, Minnesota thence Southerly along the extension of the East line of said Block 34, a distance of 102.6 feet; thence Westerly parallel with the North line of said Southwest Quarter (SW¼) to the East right-of-way line of said railroad; thence Northerly along said railroad right-of-way line, a distance of 102.6 feet to the point of beginning.

NOTE:

SUGGESTED LEGAL DESCRIPTION after vacation of street and alleys.

Block 31, except the north 10 feet thereof; together with Block 34; also together with that part of vacated Sixth Street and alleys which accrues thereto by reason of the vacation thereof; all in SYNDICATE ADDITION TO NEW PRAGUE, Le Sueur County, Minnesota, according to the recorded plat thereof on file and of record in the Office of the County Recorder in and for Le Sueur County, Minnesota.

Field Book 07/57
Job # J 1156

Roy Jensen -
Bolton & Mink - Marking # 507-625
4/7/71

Westergren & Associates, Inc.

LAND SURVEYORS

8500 210th Street, Lakeville, Minnesota 55044
OFFICE: (612) 469-1899 HOME: (507) 744-2054

I hereby certify that this a true and correct representation of a tract of land as shown and described hereon. As prepared by me on this 19TH day of February, 1992.

pared by me on this 19th day of February, 1992.

Dan Webster Minnesota Registration No. 19790

Dan B. Webster

MEMORANDUM

TO: Mayor and City Council
Joshua Tetzlaff, City Administrator

FROM: Chris Knutson, PE (Lic. MN)

DATE: September 2, 2026

RE: Project Updates

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

2024 STREET AND UTILITY IMPROVEMENTS PROJECT

One sanitary service remains to be repaired (lined). The contractor has been made aware the intention to enforce liquidated damages.

2025 STREET AND UTILITY IMPROVEMENTS PROJECT

Work on this project is complete. Pay items, specifically concrete, are being reviewed with the contractor.

2026 STREET IMPROVEMENT PROJECT

10th Avenue SE is fully open to traffic. The contractor has installed the RRFB units and is making them operational. The Project will be substantially complete prior to the September 11th deadline.

1ST AVENUE SE TURNBACK (POTENTIAL 2027 STREET IMPROVEMENT PROJECT)

See the attached Engineering Report with the council packet. City staff met with Le Sueur County last week and both are in agreement with the findings and proposed funding splits.

2026 LEAD SERVICE LINE REPLACEMENTS (PHASE 2)

MDH has certified the drawings. This work will be brought to the September Utilities Commission meeting for approval to bid for spring construction.

ALTON AVENUE FEASIBILITY STUDY

The Feasibility Study is complete and sent to City and Scott County staff. Received comments are being integrated into the document.

NW AND NE LIFT STATION STUDIES

The NE Lift Station study was submitted to the City and is being reviewed next week. The NW study has started and a proposal for the Alton Avenue Lift Station (additional lift station study) is being reviewed next week.

cdk

x:\ko\newpr\common\council meetings\090826 cc project updates.docx

Preliminary Engineering Report

1st Avenue SE (CSAH 60) Turnback Project

New Prague, Minnesota

NEWPR 192121 | August 17, 2026



Building a Better World
for All of Us®

Engineers | Architects | Planners | Scientists



Building a Better World
for All of Us®

August 17, 2026

RE: 1st Avenue SE (CSAH 60) Turnback
Project
Preliminary Engineering Report
New Prague, Minnesota
SEH No. NEWPR 192121 4.00

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

Dear Mayor and Council Members:

Pursuant to your request, Short Elliott Hendrickson Inc. (SEH®) is submitting this Preliminary Engineering Report for the potential turnback of 1st Avenue SE (CSAH 60) from Le Sueur County to the City of New Prague. This road extends approximately 1 mile from 15th Street SE (CSAH 29) to Main Street E (TH19). The purpose of this report is to identify the potential improvements to this street and their related costs. This information will be used for a future Memorandum of Understanding between the City and County. The required information for a Feasibility Report, primarily including proposed assessments, is not contained within this study. A thorough review of city-owned utilities including sanitary sewer, water main, and electrical was also not included within this study, but would be considered with a future Feasibility Study.

First Avenue SE is split into three areas based on its most recent construction.

1. Area 1 was constructed in 1998 and includes the portion of 1st Avenue SE from CSAH 29 to the existing south city limits.
2. Area 2 was constructed in 1986 and includes the portion of 1st Avenue SE from the city limits to a 1/2 section line located approximately 600 feet south of 5th Street SE.
3. Area 3 was constructed in 2004 and includes the portion of 1st Avenue SE from approximately 600 feet south of 5th Street SE to approximately 140 feet south of TH19.
4. Area 4 includes the remaining portion of 1st Avenue SE and was reconstructed with the Main Street (TH19) reconstruction in 2021.

As noted, the purpose of this study is to identify improvements to 1st Avenue SE to be completed as part of the potential turnback of the roadway from Le Sueur County ownership to City of New Prague ownership. If this project proceeds, it is expected to occur in 2027.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 10 North Bridge Street, Chippewa Falls, WI 54729-2550

715.720.6200 | 800.472.5881 | 888.908.8166 fax | sehinc.com

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

Honorable Mayor and
Members of the City Council
August 17, 2026
Page 2

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

A handwritten signature in black ink, appearing to read "Chris Knutson". The signature is fluid and cursive, with a long horizontal stroke extending from the end.

Chris Knutson, PE
City Engineer/Project Manager
(Lic. MN)

jb

x:\ko\newpr\192121\4-prelim-dsgn-rpts\47-final-rpt\prelim eng report_08.17.2026.docx

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Appendix A Cost Estimates

Preliminary Engineering Report

1st Avenue SE (CSAH 60) Turnback Project

Prepared for City of New Prague, Minnesota

1 Introduction/Background

1st Avenue SE (CSAH 60) extends approximately 1-mile from 15th Street SE (CSAH 29) to Main Street E (TH19). This roadway is owned by Le Sueur County is on their County State Aid Highway (CSAH) system. Several conversations have taken place between the City and County regarding the potential turnback of this roadway from County control to City control. This is a process the City has followed on multiple other streets over the last 10 years including Columbus Avenue N (formerly CSAH 15) and 7th Street NE/10th Avenue NE (formerly CSAH 37).

The purpose of this report is to identify the potential improvements to this street and their related costs. This information will be used for a future Memorandum of Understanding between the City and County. It would be expected that Le Sueur County would contribute significantly toward improvements to the existing street such that the City would not be burdened with costs related toward improvements. These improvements would match State Aid participating costs including roadway, sidewalks, driveways, and related items. It would not include potential costs for sanitary sewer or water main items as those are considered city utilities.

For the purpose of this study, 1st Avenue is split into four areas based on its most recent construction.

1. Area 1 was constructed in 1998 and includes the portion of 1st Avenue SE from CSAH 29 to the existing south city limits.
2. Area 2 was constructed in 1986 and includes the portion of 1st Avenue SE from the city limits to a 1/2 section line located approximately 600 feet south of 5th Street SE.
3. Area 3 was constructed in 2004 and includes the portion of 1st Avenue SE from approximately 600 feet south of 5th Street SE to approximately 140 feet south of TH19.
4. Area 4 includes the remaining portion of 1st Avenue SE and was reconstructed with the Main Street (TH19) reconstruction in 2021.

2 Pavement

2.1 Existing Pavement and Sidewalk Condition

The existing pavement condition on 1st Avenue SE (CSAH 60) varies along its alignment, generally reflecting the age of the most recent improvements. There have been four significant reconstruction projects on this roadway as shown in the table below. The pavement sections as noted below come from their original design documents. A visual inspection of the street was completed, and notes are provided in the table below.

Table 1 – Existing Pavement Conditions

Location	Last Improvement	Existing Pavement Section	Visual Inspection Notes
Area 1	1998	B618 Curb and Gutter 5.5" Bituminous Pavement 12" Aggregate Base	Surface deterioration throughout. Some areas of cracking and loss of surface smoothness. Curb and gutter generally in good condition with some settlement around catch basins.
Area 2	1986	B618 Curb and Gutter 3.0" Bituminous Pavement 15" Aggregate Base	Pavement surface is cracked throughout with multiple potholes and areas of severe deterioration. A "skim coat" of bituminous surface was applied to the driving lanes in this areas. Curb and gutter in generally okay condition, with some areas of replacement identified.
Area 3	2004	B618 Curb and Gutter 7.0" Bituminous Pavement 8" Aggregate Base 24" Select Granular Geotextile Fabric Edge Drain	Pavement surface in generally good conditions. Curb and gutter generally in good condition, though several areas of settlement or cracking noted. Much of existing sidewalk and curb ramps are not ADA compliant. Sidewalk located within driveways typically too steep.
Area 4	2004 (reconstruct) 2021 (pavement)	B618 Curb and Gutter 7.0" Bituminous Pavement 8" Aggregate Base 24" Select Granular Geotextile Fabric Edge Drain	In good condition. No areas of deficiency noted.

The pavement conditions on 1st Avenue SE south of 5th Street SE have been poor for a number of years, especially in Area 2. An overlay of the driving lanes within Area 2 was constructed in the spring of 2026 to extend its lifespan further until a more significant improvement could be made.

2.2 Pavement Improvements

As part of reviewing the existing pavement section and potential improvements, the roadway pavement section was reviewed using MnDOT calculators for traffic and pavement sections. As a State Aid Route, this roadway is required to allow commercial truck traffic and meet a 10-ton standard. The following was determined using the MnDOT State Aid 10 Ton ESAL Traffic Forecast Calculator and the Flexible Pavement Design, R-Value Method Calculator.

Current Average Daily Traffic (ADT) from 2024	1,953 vehicles per day
20-Year Projected Average Daily Traffic (ADT)	1,980 vehicles per day
20-Year Flexible Forecast ESAL Calculator	216,000
Minimum Granular Equivalent (GE) for pavement	23.05

It is worth noting that the above ESAL (Equivalent Single Axle Load) is based on traffic counts collected in 2017, 2022, and 2024. Traffic counts in 2017 were approximately 250 vehicles per day higher than in 2024. This type of reduction is not typical and may be related to the pavement

conditions as some drivers may elect to take alternate routes. With expected improvements and potential development adjacent to 1st Avenue SE, it is expected that traffic counts will increase in the future.

Throughout 1st Avenue SE, preservation type pavement improvements were considered for potential improvements. This includes "Mill and Overlay" and "Pavement Reclamation". More extensive improvement including Full reconstruction and partial reconstruction were generally not considered as extensive utility replacements are not expected and most curb and gutter is in acceptable condition. As such, the roadway geometrics will not be altered by the proposed project improvements.

Mill and Overlay

A mill and overlay improvement includes removal of the top 2.0" of pavement surface and replacement with a new bituminous mat. Some patching may be required and leveling mixes may be utilized to improve the crown of the road and promote better drainage. The curb and gutter and most of the underlying pavement is left in-place. This is considered a maintenance activity and is typically performed every 20-25 years on a street. This does not significantly affect the structure of the street but does improve drainage along with surface and ride quality.

Pavement Reclamation

A pavement reclamation improvement includes milling the pavement surface along with a portion of the aggregate below. The material is mixed together in-place to a depth of approximately 8 inches to 10 inches. This provides a gravel surface material. In preparation for new bituminous pavement, the excess material is removed and the gravel surface shaped with a crown, similar to new construction. The existing curb and gutter is left in-place and 6.0 inches of new bituminous pavement is constructed. Some utility improvements may take place, though they are usually limited as most of the underlying soils are not disturbed. The 6.0 inches of new bituminous surface is thicker than typical for city streets. This is primarily due to the limited existing aggregate materials.

2.2.1 Area 1

This portion of 1st Avenue SE was most recently reconstructed in 1998 and has 5.5 inches of bituminous over 12 inches of aggregate base. There is no subsurface drainage and the curb condition is generally in good condition with some smaller areas of spot repairs needed due to settlement or cracking. Most of the surrounding areas is agricultural, though residential development is expected to occur in the future on either side of the street.

Both mill and overlay and pavement reclamation were considered for this area. When reviewing the pavement section and potential improvements, a mill an overlay including removal and replacement of the top 2.0 inches of surfacing would result in a 22.63 inch granular equivalent and not meet a minimum 10-ton standard street for the traffic. With the age of the pavement nearing 30 years and observed deterioration of the surface, a pavement reclamation is proposed for this portion of Area 1. Subsurface drainage is also proposed on either side of the street.

2.2.2 Area 2

This portion of 1st Avenue SE was most recently reconstructed in 1998 and has 3.0 inches of bituminous over 15 inches of aggregate base. There is no subsurface drainage and the curb condition is generally in good condition with some smaller areas of spot repairs needed primarily due to settlement. Most of the surrounding areas is residential. The pavement surface is poor

throughout most of this area, primarily due to the limited amount of bituminous surfacing and age of the street.

Due to the thin layer of existing bituminous pavement and poor condition of the road surface, only a pavement reclamation was considered for this area. Subsurface drainage is also proposed on either side of the street.

2.2.3 Area 3

This portion of 1st Avenue SE was most recently reconstructed in 2004 and has 7.0 inches of bituminous over 8 inches of aggregate base, with 24 inches of select granular borrow and subsurface drainage. The curb condition is generally in good condition with some smaller areas of spot repairs due to settlement or cracking. More extensive curb repairs may be needed due to ADA requirements as discussed in the Existing Sidewalks section below. Most of the surrounding area is residential.

Only a mill and overlay was considered for this area. When reviewing the pavement section and potential improvements, the pavement was noted as generally in good condition with some surface level cracking. The existing pavement section is similar to the City's standard for reconstruction and also includes a thicker bituminous section. Improvements to this portion of 1st Avenue SE may not be imminently needed, but would generally be expected within 5-years.

2.2.4 Area 4

This portion of 1st Avenue SE was reconstructed in 2004 and has 7.0 inches of bituminous over 8 inches of aggregate base, with 24 inches of select granular borrow and subsurface drainage. The pavement surface was replaced with improvements to Main Street (TH19) in 2021. The curb condition is generally in good condition with no areas of repair or replacement expected. No improvements are proposed for this portion of 1st Avenue SE.

3 Other Improvements

3.1 Existing Sidewalks

There is sidewalk throughout most of the north half of 1st Avenue SE, primarily located on both sides of Areas 3 and 4. Much of that sidewalk is also located directly behind the curb and without boulevard. A field review of the sidewalk found that much of the existing sidewalk does not meet current ADA requirements due to steep cross slopes or non-conforming curb ramps. It is proposed that sidewalks that are in either poor condition or non-compliant condition be replaced as part of the Project improvements. As many of these sidewalks also cross sidewalks, it will also be necessary to replace portions of the adjacent sidewalks and curb to make them ADA-complaint.

3.2 New Sidewalk

As noted above, most of Areas 3 and 4 include sidewalk on both sides of the street. Extensions of this sidewalk are proposed on the east side of 1st Avenue SE within Areas 1 and 2. Sidewalk on both sides of the street would be preferable, but would be complicated due to steeper boulevards and driveways on the west side of the street. This sidewalk is expected to provide a connection to multiple city streets east and west of 1st Avenue SE and also to a future conceptual

trail to be located on CSAH 29. No immediate plans are in-place for construction of this trail, though accommodations would be made for its future potential construction.

3.3 Sanitary Sewer and Water Main

Existing sanitary sewer and water main is in-place along 1st Avenue SE from 11th Street Circle SE and Main Street SE. Water main extends slightly south of 11th Street Circle SE to provide service to one home and a hydrant for fire protection. At this time, it is not expected that either of these two utilities will require significant repairs or replacement as part of improvements on 1st Avenue SE. One sanitary sewer repair of a settled sewer main has been identified around Station 24+00 on the attached figures. This is likely due to adjacent storm sewer.

It is proposed that sanitary sewer and water main be extended south of 11th Street Circle all the way to CSAH 29 to provide service for future development of this area. This is likely to include areas west and east of 1st Avenue SE and south of CSAH 29. As the existing utilities are east of the curb and not within the street section, it is expected that these utilities could be installed either with improvements on 1st Avenue SE or in the future. Horizontal Directional Drilling (HDD) would be a viable option for their installation to minimize impact to the surrounding areas and allow installation without disrupting the roadway. It may be desirable to include a sanitary sewer and water main crossing of 1st Avenue SE for potential development west of the roadway. This may be done through open cut or directional drilling methods. Sewer and water service to existing homes would also be proposed where not currently provided.

Moving the sewer and water utilities to the street may be considered. This would, however, require more extensive reconstruction of the street pavement than the pavement condition requires. It would be expected that the City may incur additional costs if this would take place.

3.4 Storm Sewer

Storm sewer is located throughout 1st Avenue SE. No significant deficiencies are known to this system and most areas where no areas of flooding have been noted beyond those due to pavement conditions. Two improvements are proposed for surface and subsurface drainage.

1. Installation of a catch basin and storm lead around Sta. 3+00 within Area 1. This catch basin would be directly across from existing storm sewer and reduce runoff that would otherwise continue south toward CSAH 29 where there is no storm sewer.
2. Installation of drain tile on either side of the street within Areas 1 and 2, where feasible. A drain tile would be constructed below the in-place street section, approximately 2-feet below the street surface and 3-feet from the B618 curb and gutter toe. This will improve drainage within the street section and reduce the likelihood of frost heaves occurring. This will only be feasible where there is storm sewer to discharge the drain tile, so it will not be possible to construct south of approximately Sta. 3+00.

3.5 Private Utilities

Private utilities are not expected to be significantly impacted by this project. Both the mill and overlay and pavement reclamation will have relatively minor impacts. The drain tile location will be within the street section where there is typically less utilities. Where sidewalks or trails are reconfigured at intersections, a review of above-ground infrastructure (poles, pedestals, transformers, etc.) will be required at each location with modifications likely made to accommodate both. The sanitary sewer and water main installation in the Area 1 portion of the

project may impact some utilities, which will be determined through later topographic survey and utility locates.

4 Rights-of-Way/Easements

All work is proposed to be completed within existing or acquired right-of-way or easements. Agricultural parcels on the east side 1st Avenue SE within Area 1 have property lines that extend to the centerline of the street. Right-of-way acquisition will be required to complete the proposed improvements and also to include this portion of 1st Avenue SE as a CSAH turnback on the Cities Municipal State Aid System. This process is proposed to take place prior to or concurrently with the turnback agreement to ensure the City can collect future State Aid funding for maintenance of this newly acquired street.

5 Required Permits and Approvals

The following permits are anticipated to be needed:

- Minnesota Department of Health (MDH) (Water Main Improvements)
- Minnesota Pollution Control Agency (MPCA) (NPDES General Stormwater Permit)
- Minnesota Pollution Control Agency (MPCA) (Extension of Sanitary Sewer)
- MnDOT Right of Way Permit (Traffic Control Signing on Highway)

The project may require review and approval by MnDOT for use of State Aid funds, depending on the funding sources used. Previous turnback projects led by the City have not required MnDOT review and approval.

6 Cost Estimates and Funding

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

Construction costs as shown in this report are based on the average bid received on the 2026 Street Project plus 1-year of inflation with the assumption that the turnback process is initiated in 2027. The 2026 Street Project included multiple improvements similar to what is proposed for this turnback Project.

The Estimated Construction Costs are shown in the tables below. Area 4 has minimal improvements proposed (driveway) and is included with Area for the purpose of cost estimating as they'd be assumed to be completed together.

Table 2 – Area 1 Estimated Project Costs

Improvements	Construction Costs	Project Costs
Eligible Street Costs	\$276,100	\$372,735
ADA Walk and Driveways	\$0	\$0
New Sidewalk Construction	\$54,200	\$73,170
Storm Sewer	\$12,900	\$17,415
Sanitary Sewer	\$144,600	\$195,210
Water Main	\$139,800	\$188,730
Total All Improvements	\$627,600	\$847,260
Notes: Project Costs include 25% Project Related Costs and 10% Contingency Costs		

Table 3 – Area 2 Estimated Project Costs

Improvements	Construction Costs	Project Costs
Eligible Street Costs	\$558,900	\$754,515
ADA Walk and Driveways	\$0	\$0
New Sidewalk Construction	\$121,900	\$164,565
Storm Sewer	\$6,300	\$8,505
Sanitary Sewer	\$33,700	\$45,495
Water Main	\$3,200	\$4,320
Total All Improvements	\$724,000	\$977,400
Notes: Project Costs include 25% Project Related Costs and 10% Contingency Costs		

Table 4 – Areas 3 and 4 Estimated Project Costs

Improvements	Construction Costs	Project Costs
Eligible Street Costs	\$335,600	\$453,060
ADA Walk and Driveways	\$170,200	\$229,770
New Sidewalk Construction	\$0	\$0
Storm Sewer	\$8,800	\$11,880
Sanitary Sewer	\$7,800	\$10,530
Water Main	\$5,900	\$7,965
Total All Improvements	\$528,300	\$713,205
Notes: Project Costs include 25% Project Related Costs and 10% Contingency Costs		

Table 5 – Total Estimated Project Costs

Improvements	Project Costs
Eligible Street Costs	\$1,810,080
ADA Walk and Driveways	\$229,770
New Sidewalk Construction	\$237,735
Storm Sewer	\$17,415
Sanitary Sewer	\$251,235
Water Main	\$201,015
Total All Improvements	\$2,517,480

Funding for the project is expected to be split between Le Sueur County and the City of New Prague on Eligible Street Costs and Storm Sewer Costs. For this report, the funding has been split as presented on previous turnback projects between Scott County and the City of New Prague. This would be as follows:

1. Pavement, curb, and striping – 100% County Cost
2. Existing Sign Replacement – 100% County Cost for Materials. City will purchase, remove and replace signage within the Project Area.
3. Curb replacement on roadway – 100% County Cost
4. Sidewalk and curb ramp replacement for ADA compliance – 50% County/50% City (Equal Cost)
5. Driveway replacement necessitated for ADA compliance – 50% County/50% City (Equal Cost)
6. Stormwater structures – 50% County/50% City (Equal Cost)
7. Sanitary sewer and water main – 100% City Cost
8. New sidewalk, curb ramp, and driveway construction – 100% City Cost
9. Engineering, materials testing, and other project related costs to be apportioned based on construction costs.

City Costs are expected to be split funded by each of the utility funds (water, sanitary sewer, storm sewer), assessments, and the general fund. Assessment amounts will be determined with a feasibility report.

Table 6 – Area 1 Estimated Project Funding

Improvements	Total Project Costs	County Funding	City Funding			
			Streets	Sanitary Fund	Water Fund	Stormwater Fund
Eligible Street	\$372,735	\$372,735	\$0	\$0	\$0	\$0
ADA Walk and Driveways	\$0	\$0	\$0	\$0	\$0	\$0
New Sidewalk Construction	\$73,170	\$0	\$73,170	\$0	\$0	\$0
Storm Sewer	\$17,415	\$8,708	\$0	\$0	\$0	\$8,708
Sanitary Sewer	\$195,210	\$0	\$0	\$ 195,210	\$0	\$0
Water Main	\$188,730	\$0	\$0	\$0	\$ 188,730	\$0
Total All Improvements	\$847,260	\$381,443	\$73,170	\$195,210	\$188,730	\$8,708

Table 7 – Area 2 Estimated Project Funding

Improvements	Total Project Costs	County Funding	City Funding			
			Streets	Sanitary Fund	Water Fund	Stormwater Fund
Eligible Street	\$754,515	\$754,515	\$0	\$0	\$0	\$0
ADA Walk and Driveways	\$0	\$0	\$0	\$0	\$0	\$0
New Sidewalk Construction	\$164,565	\$0	\$164,565	\$0	\$0	\$0
Storm Sewer	\$8,505	\$4,253	\$0	\$0	\$0	\$4,253
Sanitary Sewer	\$45,495	\$0	\$0	\$45,495	\$0	\$0
Water Main	\$4,320	\$0	\$0	\$0	\$4,320	\$0
Total All Improvements	\$977,400	\$758,768	\$164,565	\$45,495	\$4,320	\$4,253

Table 8 – Area 3 and 4 Estimated Project Funding

Improvements	Total Project Costs	County Funding	City Funding			
			Streets	Sanitary Fund	Water Fund	Stormwater Fund
Eligible Street	\$453,060	\$453,060	\$0	\$0	\$0	\$0
ADA Walk and Driveways	\$229,770	\$114,885	\$114,885	\$0	\$0	\$0
New Sidewalk Construction	\$0	\$0	\$0	\$0	\$0	\$0
Storm Sewer	\$11,880	\$5,940	\$0	\$0	\$0	\$5,940
Sanitary Sewer	\$10,530	\$0	\$0	\$10,530	\$0	\$0
Water Main	\$7,965	\$0	\$0	\$0	\$7,965	\$0
Total All Improvements	\$713,205	\$573,885	\$114,885	\$10,530	\$7,965	\$5,940

Table 9 – Total Estimated Project Funding

Improvements	Total Project Costs	County Funding	City Funding			
			Streets	Sanitary Fund	Water Fund	Stormwater Fund
Eligible Street	\$1,580,310	\$1,580,310	\$0	\$0	\$0	\$0
ADA Walk and Driveways	\$229,770	\$114,885	\$114,885	\$0	\$0	\$0
New Sidewalk Construction	\$237,735	\$0	\$237,735	\$0	\$0	\$0
Storm Sewer	\$37,800	\$18,900	\$0	\$0	\$0	\$18,900
Sanitary Sewer	\$251,235	\$0	\$0	\$251,235	\$0	\$0
Water Main	\$201,015	\$0	\$0	\$0	\$ 201,015	\$0
Total All Improvements	\$2,537,865	\$1,714,095	\$352,620	\$251,235	\$201,015	\$18,900

7 Standard of Care

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

Figures

Figure 1 – Existing Condition - Area 1 and Area 2

Figure 2 – Existing Condition - Area 3 and Area 4

Figure 3 – Typical Sections

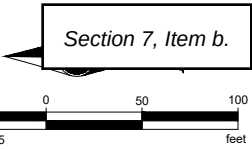
Figure 4 – Proposed Improvements - Sta. 0+00 to Sta. 15+00

Figure 5 – Proposed Improvements - Sta. 15+00 to Sta. 31+00

Figure 6 – Proposed Improvements - Sta. 31+00 to Sta. 47+00

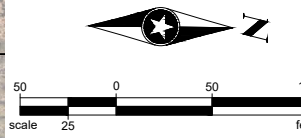
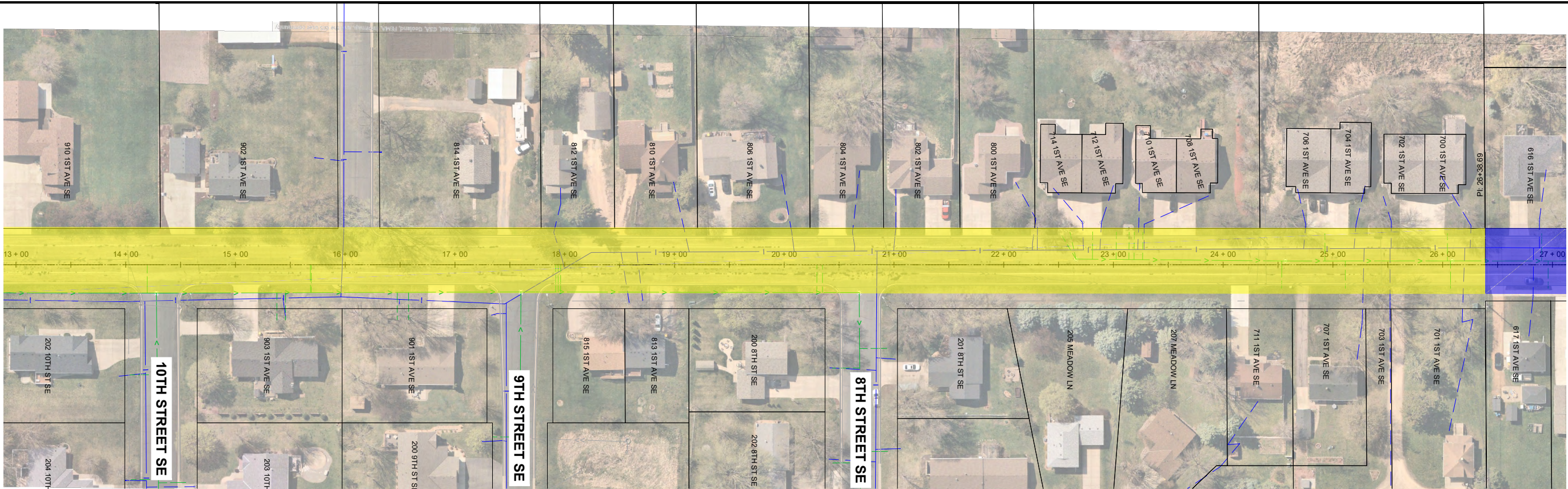
Figure 7 – Proposed Improvements - Sta. 47+00 to Sta. 50+00

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- YEAR OF LAST IMPROVEMENT**
- AREA 1
1998 CONSTRUCTION
 - AREA 2
1986 CONSTRUCTION
 - AREA 3
2004 CONSTRUCTION
 - AREA 4
2004 CONSTRUCTION
2021 PAVING

1ST AVENUE SE (CSAH 60)



- YEAR OF LAST IMPROVEMENT**
- AREA 1
1998 CONSTRUCTION
 - AREA 2
1986 CONSTRUCTION
 - AREA 3
2004 CONSTRUCTION
 - AREA 4
2004 CONSTRUCTION
2021 PAVING



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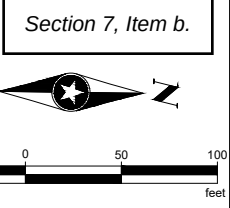
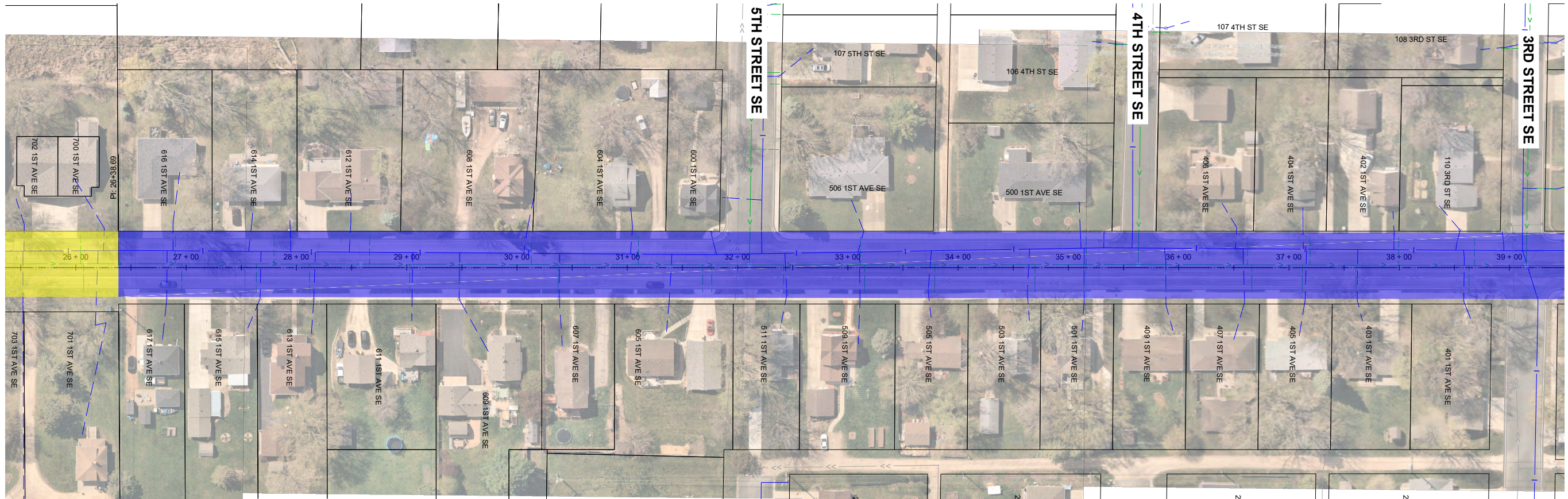
EXISTING CONDITION

1ST AVENUE SE / CSAH 60 TURNBACK
NEW PRAGUE, MINNESOTA

FIGURE NO.

60

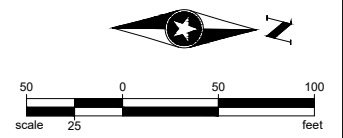
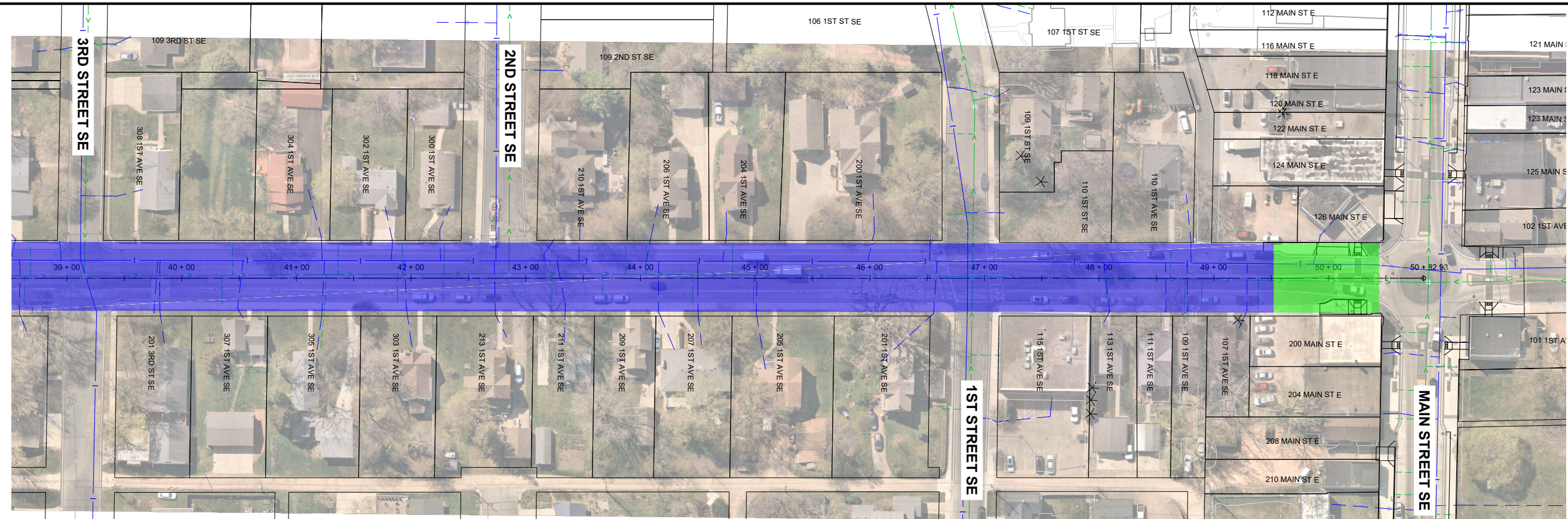
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YEAR OF LAST IMPROVEMENT

- AREA 1 1998 CONSTRUCTION
- AREA 2 1986 CONSTRUCTION
- AREA 3 2004 CONSTRUCTION
- AREA 4 2004 CONSTRUCTION 2021 PAVING

1ST AVENUE SE (CSAH 60)



YEAR OF LAST IMPROVEMENT

- AREA 1 1998 CONSTRUCTION
- AREA 2 1986 CONSTRUCTION
- AREA 3 2004 CONSTRUCTION
- AREA 4 2004 CONSTRUCTION 2021 PAVING



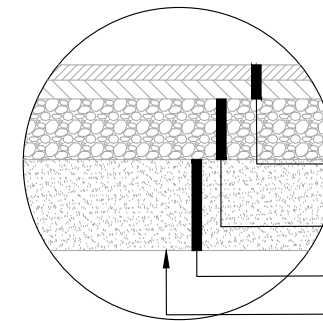
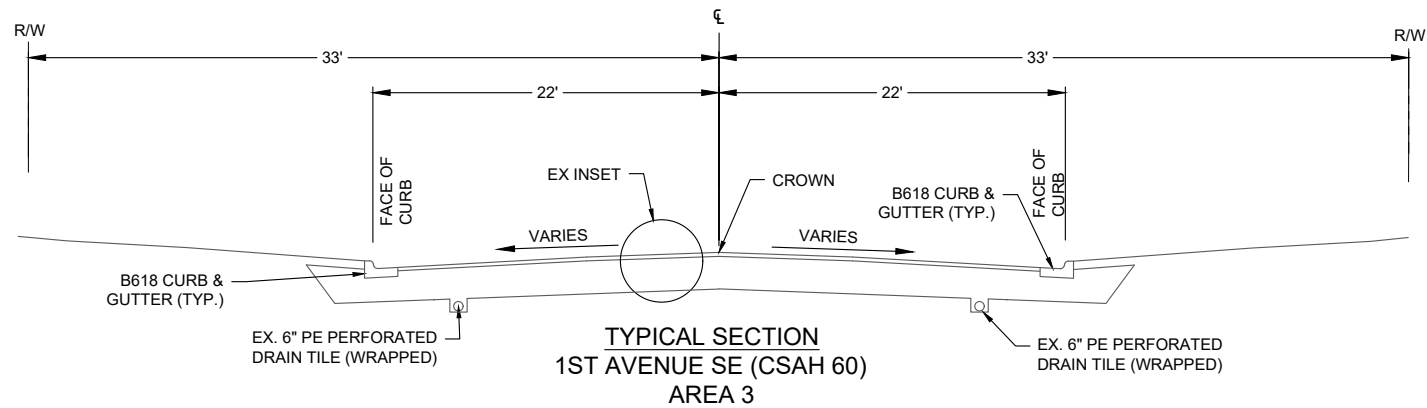
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DATE:
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EXISTING CONDITION

1ST AVENUE SE / CSAH 60 TURNBACK
NEW PRAGUE, MINNESOTA

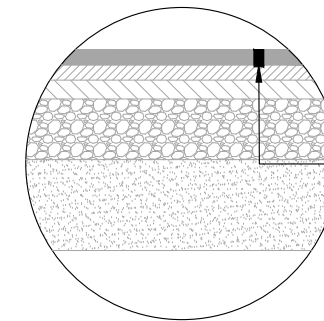
FIGURE NO.

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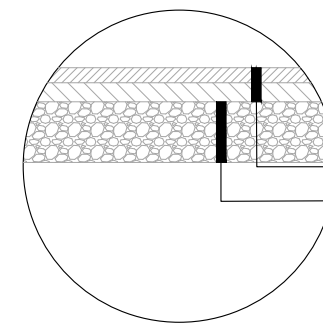
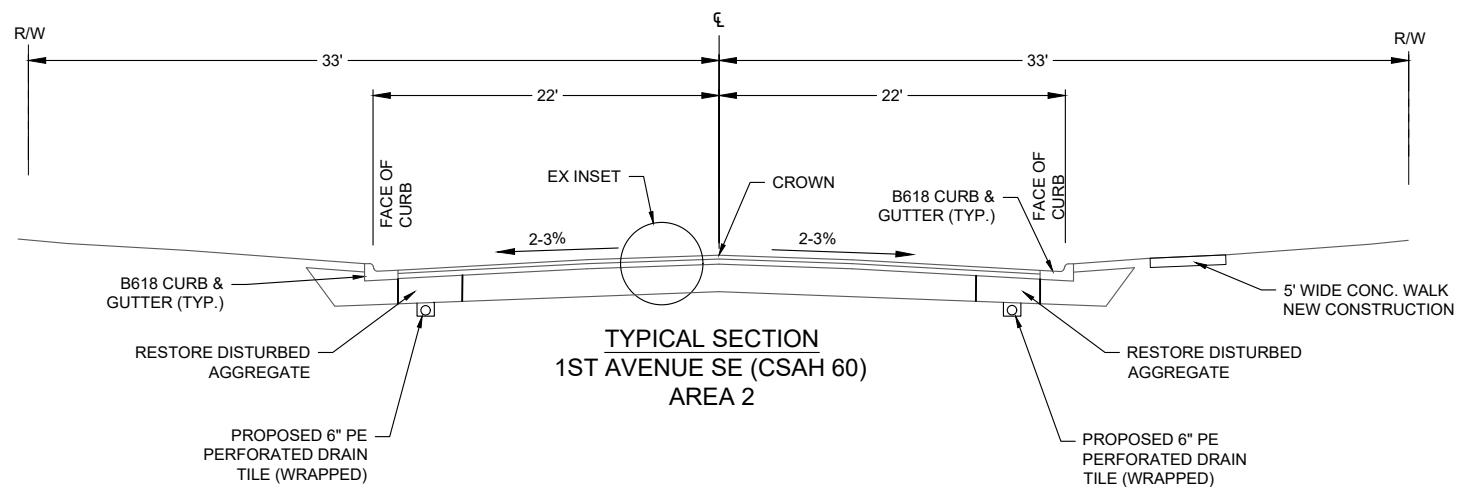
EXISTING CONDITION
AREA 3

- 7.0" BITUMINOUS SURFACE (3 LIFTS)
- 8" CLASS 5 AGGREGATE BASE
- 24" SELECT GRANULAR BORROW
- GEOTEXTILE FABRIC TYPE V



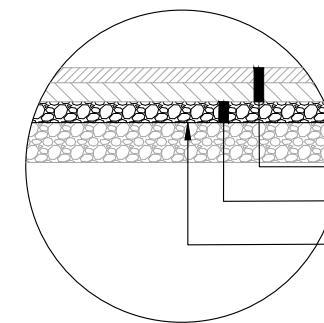
PROPOSED CONDITION
AREA 3

- 2.0" MILL AND OVERLAY
BITUMINOUS SURFACE



EXISTING CONDITION
AREA 2

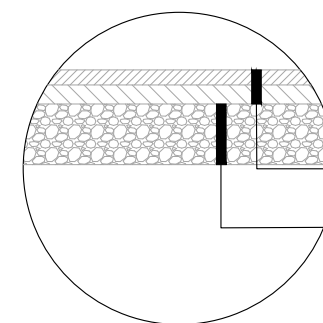
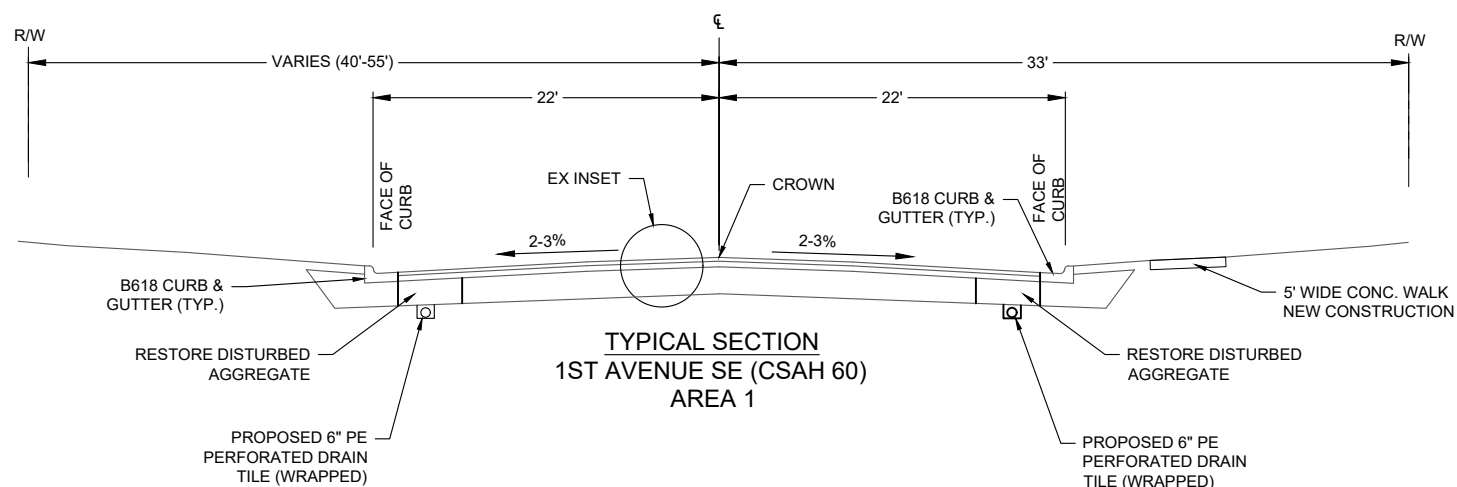
- 3.0" BITUMINOUS SURFACE
- 15" CLASS 5 AGGREGATE BASE



PROPOSED CONDITION
AREA 2

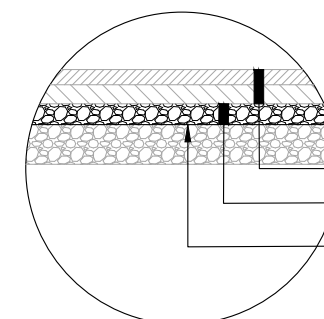
- 6.0" BITUMINOUS SURFACE
- 4.0" FDR AGGREGATE
- 8" AGGREGATE BASE LEFT IN-PLACE

NOTE:
EXISTING PAVEMENT TO BE RECLAIMED TO A DEPTH OF
APPROXIMATELY 8-10".



EXISTING CONDITION
AREA 1

- 5.5" BITUMINOUS SURFACE
- 12" CLASS 5 AGGREGATE BASE

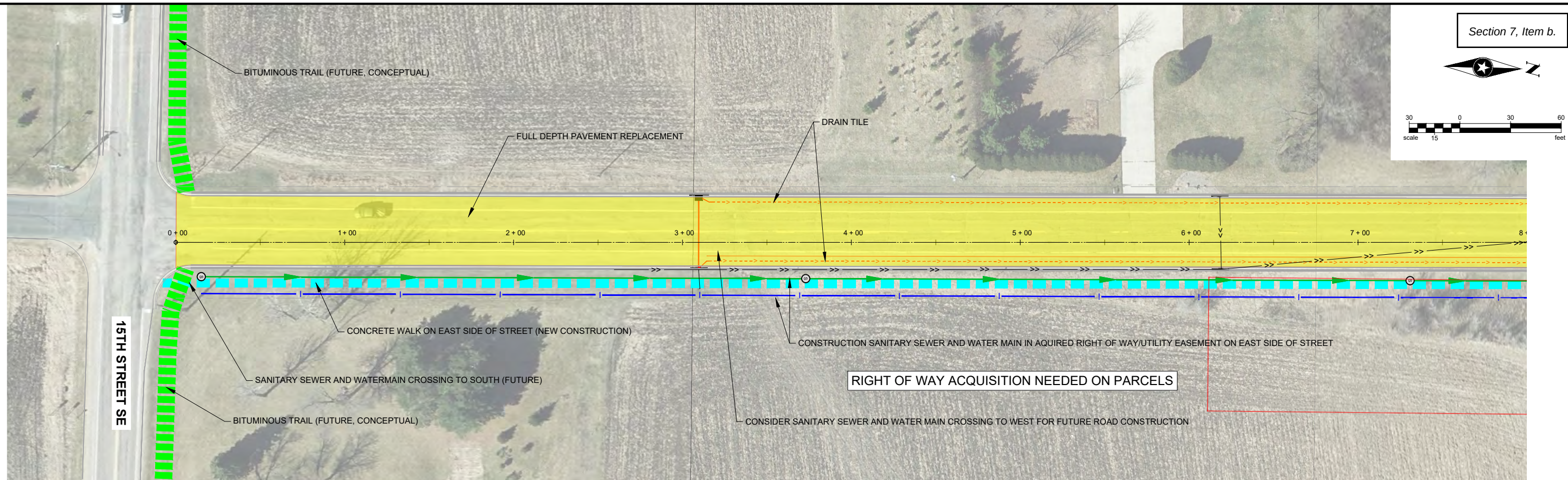


PROPOSED CONDITION
AREA 2

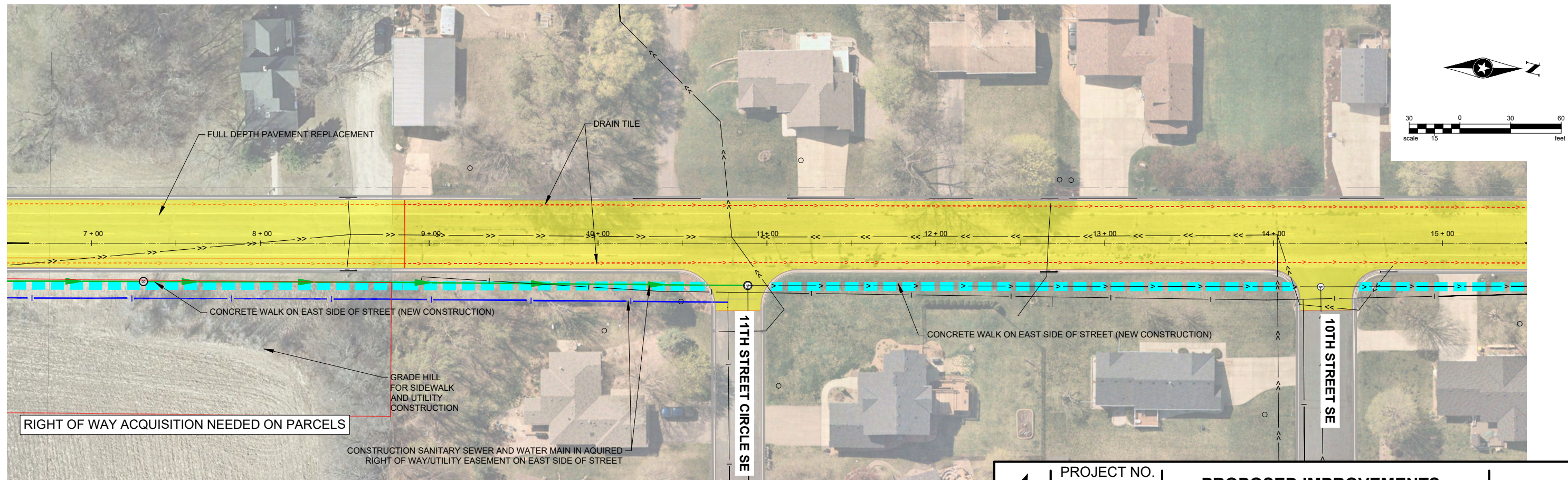
- 6.0" BITUMINOUS SURFACE
- 4.0" FDR AGGREGATE
- 8" AGGREGATE BASE LEFT IN-PLACE

NOTE:
EXISTING PAVEMENT TO BE RECLAIMED TO A DEPTH OF
APPROXIMATELY 8-10".

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1ST AVENUE SE (CSAH 60)

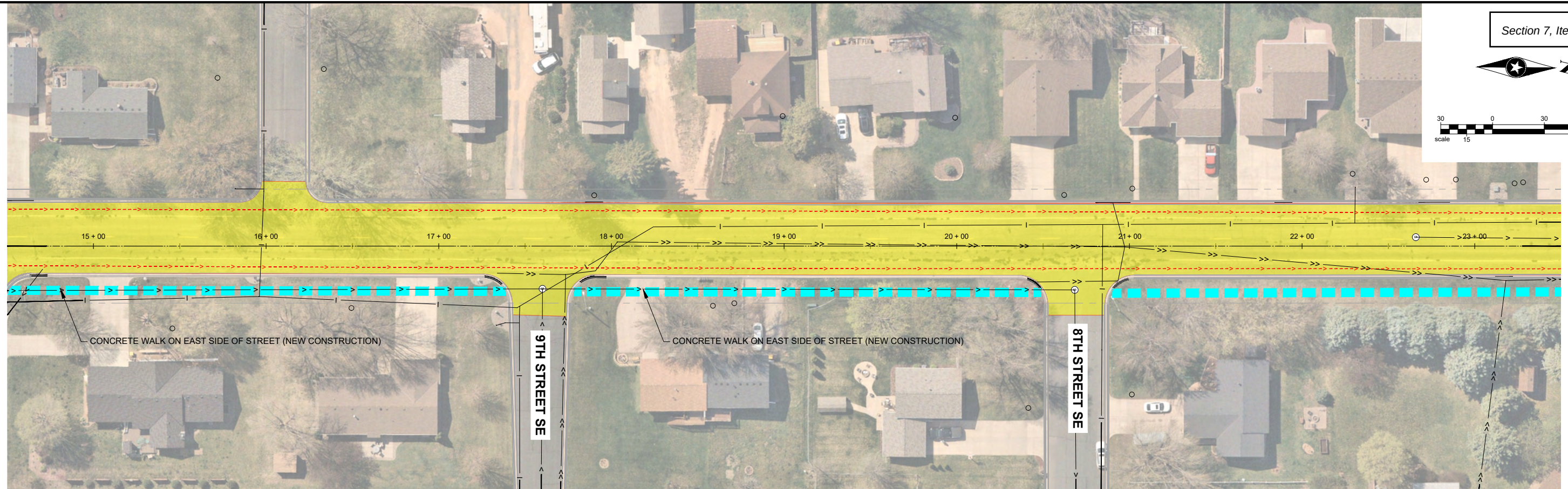


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PROPOSED IMPROVEMENTS
1ST AVENUE SE / CSAH 60 TURNBACK
NEW PRAGUE, MINNESOTA

FIGURE NO. 63

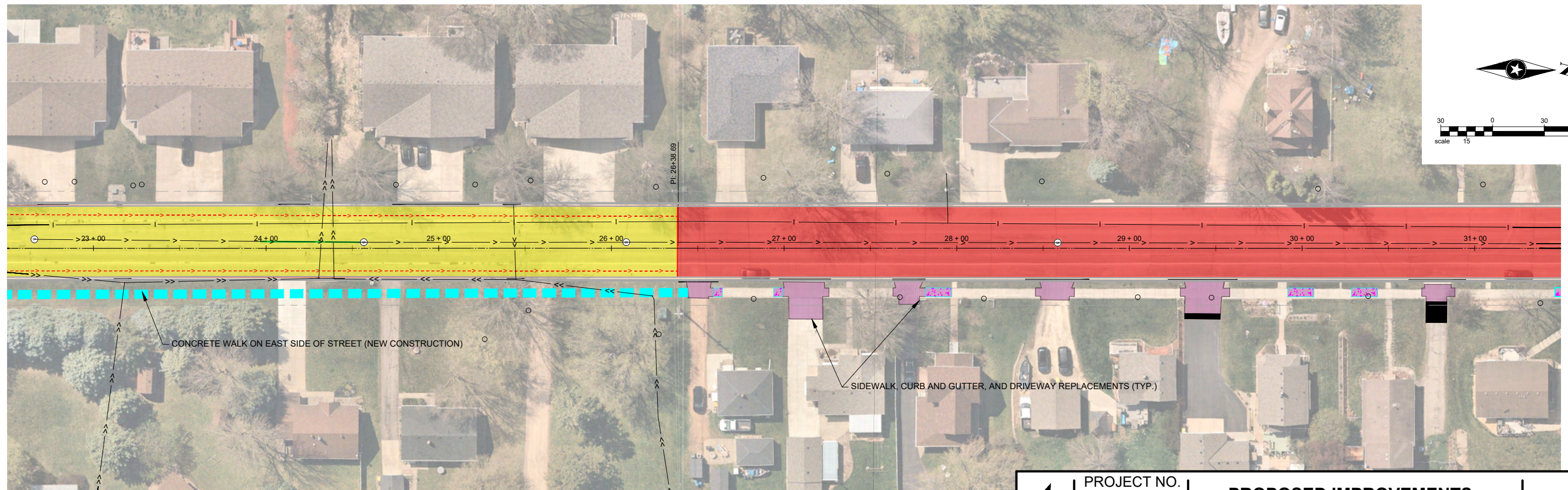
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Section 7, Item b.

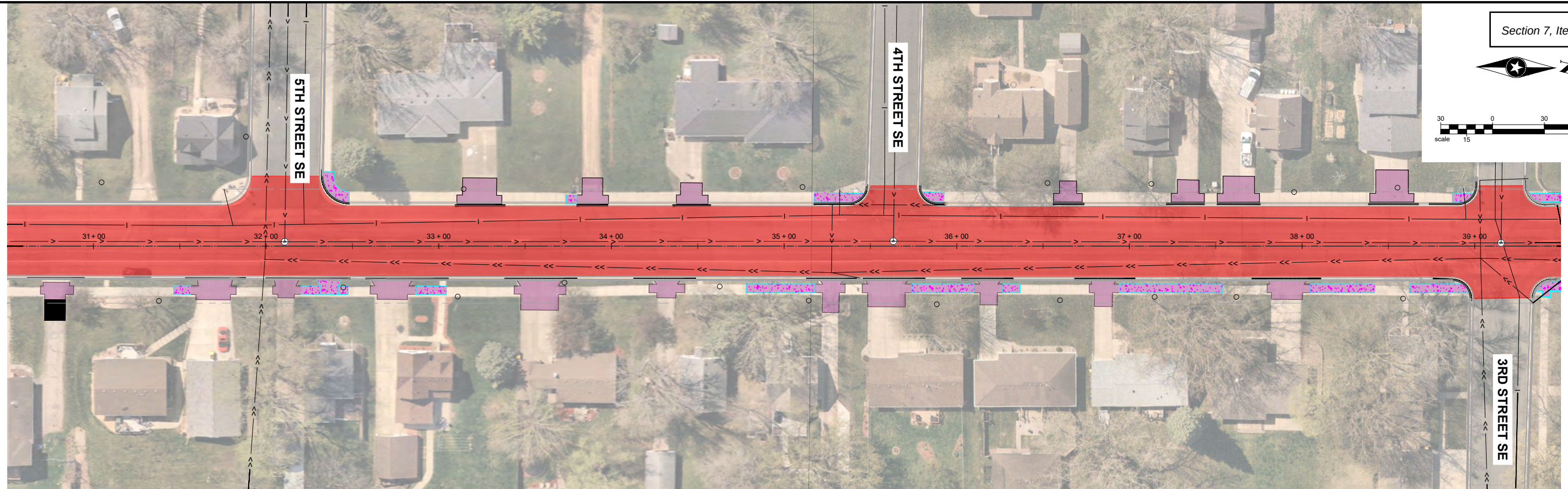


1ST AVENUE SE (CSAH 60)

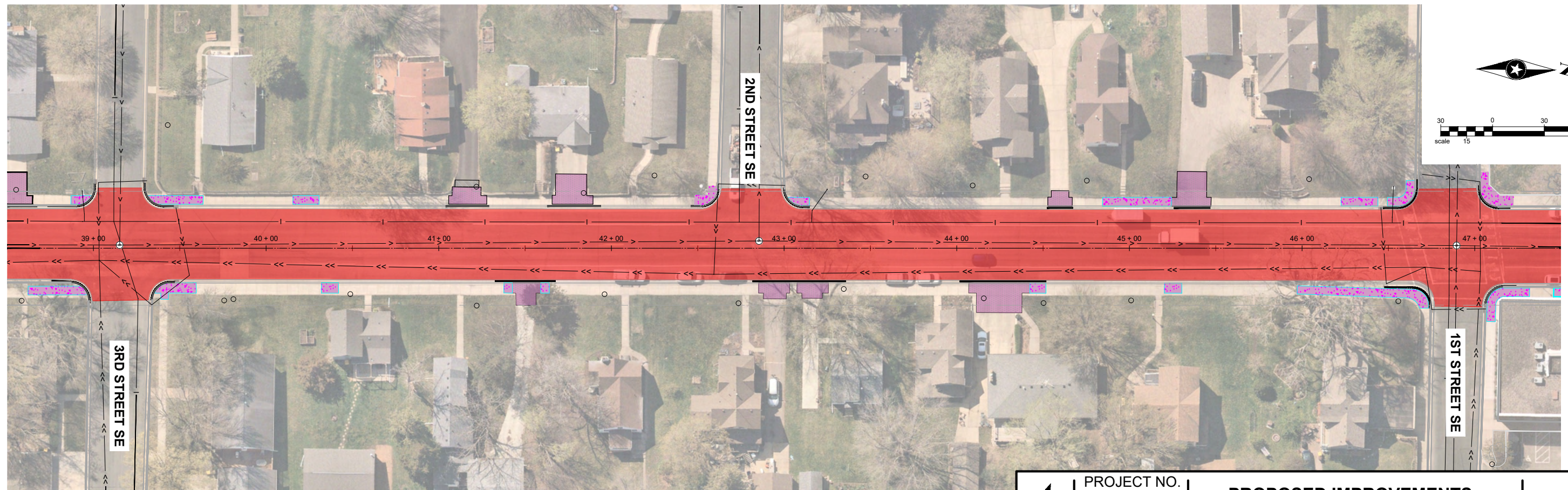


	PROJECT NO. NEWPR 192121	PROPOSED IMPROVEMENTS 1ST AVENUE SE / CSAH 60 TURNBACK NEW PRAGUE, MINNESOTA	FIGURE NO. 64
	DATE: 08/11/2026		

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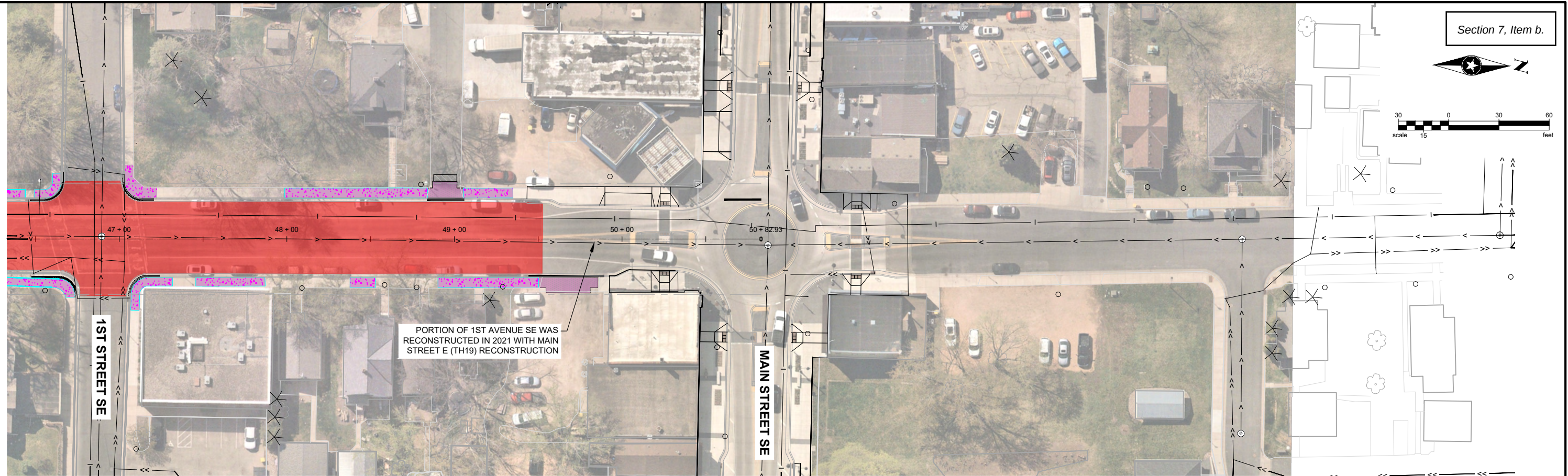


1ST AVENUE SE (CSAH 60)



	PROJECT NO. NEWPR 192121	PROPOSED IMPROVEMENTS 1ST AVENUE SE / CSAH 60 TURNBACK NEW PRAGUE, MINNESOTA	FIGURE NO. 65
	DATE:		
	08/11/2026		

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1ST AVENUE SE (CSAH 60)

	PROJECT NO. NEWPR 192121	PROPOSED IMPROVEMENTS 1ST AVENUE SE / CSAH 60 TURNBACK NEW PRAGUE, MINNESOTA	FIGURE NO. 66
	DATE: 08/11/2026		

Appendix A

Cost Estimates

**COST ESTIMATE**

SEH COST ESTIMATE				AREA 1		AREA 2		AREA 3		ALL AREAS	
Item No.	Item	Unit	Unit Price	Est. Quantity	Total Price	Est. Quantity	Total Price	Est. Quantity	Total Price	Est. Quantity	Total Price
Street, Curb & Gutter, Sidewalk, Driveways, Drainage Pipe											
2021.501	MOBILIZATION	LUMP SUM	\$ 80,000.00	0.2	\$ 16,000	0.4	\$ 32,000	0.4	\$ 32,000	1.0	\$ 80,000
2104.503	SAWING BITUMINOUS PAVEMENT	LIN FT	\$ 3.00	1,100.0	\$ 3,300	150.0	\$ 450	360.0	\$ 1,080	1,610.0	\$ 4,830
2104.503	SAWING CONCRETE PAVEMENT	LIN FT	\$ 7.00	-	\$ -	150.0	\$ 1,050	150.0	\$ 1,050	300.0	\$ 2,100
2104.504	FULL DEPTH RECLAMATION (P)	SQ YD	\$ 7.00	4,040.0	\$ 28,280	8,470.0	\$ 59,290	-	\$ -	12,510.0	\$ 87,570
2104.504	MILL BITUMINOUS SURFACE (2.0")	SQ YD	\$ 3.00	-	\$ -	-	\$ -	10,960.0	\$ 32,880	10,960.0	\$ 32,880
2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$ 250.00	8.0	\$ 2,000	20.0	\$ 5,000	20.0	\$ 5,000	48.0	\$ 12,000
2302.502	DRILL & GROUT REINF BAR (EPOXY COATED)	EACH	\$ 25.00	24.0	\$ 600	208.0	\$ 5,200	100.0	\$ 2,500	332.0	\$ 8,300
2331.603	JOINT ADHESIVE (MASTIC)	LIN FT	\$ 1.00	1,780.0	\$ 1,780	3,600.0	\$ 3,600	4,700.0	\$ 4,700	10,080.0	\$ 10,080
2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	\$ 5.00	570.0	\$ 2,850	1,100.0	\$ 5,500	880.0	\$ 4,400	2,550.0	\$ 12,750
2360.509	TYPE SP 12.5 WEAR COURSE MIX (3,C) (SPWEB340C)	TON	\$ 110.00	1,460.0	\$ 160,600	2,910.0	\$ 320,100	1,320.0	\$ 145,200	5,690.0	\$ 625,900
2502.503	6" PERF HDPE PIPE DRAIN	LIN FT	\$ 18.00	1,200.0	\$ 21,600	3,500.0	\$ 63,000	-	\$ -	4,700.0	\$ 84,600
2502.602	6" PVC PIPE DRAIN CLEANOUT	EACH	\$ 500.00	4.0	\$ 2,000	8.0	\$ 4,000	-	\$ -	12.0	\$ 6,000
2521.518	6" CONCRETE WALK	SQ FT	\$ 12.00	4,450.0	\$ 53,400	7,125.0	\$ 85,500	-	\$ -	11,575.0	\$ 138,900
2521.518	REMOVE AND REPLACE CONCRETE WALK	SQ FT	\$ 14.00	-	\$ -	-	\$ -	5,300.0	\$ 74,200	5,300.0	\$ 74,200
2531.503	REMOVE AND REPLACE CONCRETE CURB & GUTTER, DESIGN B618	LIN FT	\$ 40.00	100.0	\$ 4,000	325.0	\$ 13,000	1,400.0	\$ 56,000	1,825.0	\$ 73,000
2531.504	REMOVE AND REPLACE 7" CONCRETE DRIVEWAY PAVEMENT (ADA OR CONDITION)	SQ YD	\$ 100.00	-	\$ -	140.0	\$ 14,000	960.0	\$ 96,000	1,100.0	\$ 110,000
2531.504	REMOVE AND REPLACE 7" CONCRETE DRIVEWAY PAVEMENT (NEW SIDEWALK)	SQ YD	\$ 100.00	-	\$ -	300.0	\$ 30,000	-	\$ -	300.0	\$ 30,000
2531.618	TRUNCATED DOMES	SQ FT	\$ 80.00	10.0	\$ 800	80.0	\$ 6,400	190.0	\$ 15,200	280.0	\$ 22,400
2563.601	TRAFFIC CONTROL	LUMP SUM	\$ 16,000.00	0.2	\$ 3,200	0.4	\$ 6,400	0.4	\$ 6,400	1.0	\$ 16,000
2573.502	STORM DRAIN INLET PROTECTION	EACH	\$ 180.00	7.0	\$ 1,260	8.0	\$ 1,440	12.0	\$ 2,160	27.0	\$ 4,860
2575.501	TURF ESTABLISHMENT	LUMP SUM	\$ 25,000.00	0.2	\$ 5,000	0.4	\$ 10,000	0.4	\$ 10,000	1.0	\$ 25,000
2575.501	SITE GRADING (GRADE HILL)	LUMP SUM	\$ 15,000.00	1.0	\$ 15,000	-	\$ -	-	\$ -	1.0	\$ 15,000
2575.507	BOULEVARD TOPSOIL BORROW (LV)	CU YD	\$ 60.00	80.0	\$ 4,800	120.0	\$ 7,200	100.0	\$ 6,000	300.0	\$ 18,000
2582.503	4" SOLID LINE MULTI-COMPONENT	LIN FT	\$ 1.00	1,800.0	\$ 1,800	3,500.0	\$ 3,500	4,600.0	\$ 4,600	9,900.0	\$ 9,900
2582.503	8" SOLID LINE MULTI-COMPONENT	LIN FT	\$ 2.00	-	\$ -	320.0	\$ 640	880.0	\$ 1,760	1,200.0	\$ 2,400
2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT	LIN FT	\$ 2.00	900.0	\$ 1,800	1,750.0	\$ 3,500	2,300.0	\$ 4,600	4,950.0	\$ 9,900
2582.503	24" DOTTED LINE MULTI-COMPONENT	LIN FT	\$ 9.00	20.0	\$ 180	-	\$ -	-	\$ -	20.0	\$ 180
Street, Curb & Gutter, Sidewalk Driveways, Drainage Pipe Subtotal					\$ 330,300		\$ 680,800		\$ 505,800		\$ 1,516,900
Storm Sewer											
2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	\$ 1,200.00	1.0	\$ 1,200	-	\$ -	-	\$ -	1.0	\$ 1,200
2506.502	CASTING ASSEMBLY (STORM)	EACH	\$ 1,050.00	1.0	\$ 1,050	-	\$ -	-	\$ -	1.0	\$ 1,050
2503.602	PIPE DRAIN CONNECTION	EACH	\$ 500.00	1.0	\$ 500	-	\$ -	-	\$ -	1.0	\$ 500
2503.503	15" RC PIPE SEWER CLASS IV	LIN FT	\$ 90.00	44.0	\$ 3,960	-	\$ -	-	\$ -	44.0	\$ 3,960
2506.502	ADJUST FRAME RING & CASTING (STORM)	EACH	\$ 1,250.00	2.0	\$ 2,500	5.0	\$ 6,250	7.0	\$ 8,750	14.0	\$ 17,500
2506.503	CONSTRUCT DRAINAGE STRUCTURE SPECIAL (TYPE 477)	LIN FT	\$ 900.00	4.0	\$ 3,600	-	\$ -	-	\$ -	4.0	\$ 3,600
Storm Sewer Subtotal					\$ 12,900		\$ 6,300		\$ 8,800		\$ 28,000
Sanitary Sewer											
2503.602	CONNECT TO EXISTING SANITARY MANHOLE	EACH	\$ 3,000.00	-	\$ -	1.0	\$ 3,000	-	\$ -	1.0	\$ 3,000
2503.602	10" X 4" PVC WYE (SADDLE TAP)	EACH	\$ 6,000.00	2.0	\$ 12,000	-	\$ -	-	\$ -	2.0	\$ 12,000
2503.602	SEWER INSPECTION (VIDEO INSPECTION SERVICE)	EACH	\$ 500.00	2.0	\$ 1,000	-	\$ -	-	\$ -	2.0	\$ 1,000
2503.603	SEWER INSPECTION (VIDEO INSPECTION MAINLINE POST INSTALLATION)	LIN FT	\$ 3.00	900.0	\$ 2,700	200.0	\$ 600	-	\$ -	1,100.0	\$ 3,300
2503.603	4" PVC SANITARY SEWER SERVICE PIPE (HDD)	LIN FT	\$ 60.00	120.0	\$ 7,200	-	\$ -	-	\$ -	120.0	\$ 7,200
2503.603	10" SDR-35 PVC SANITARY SEWER (REGARDLESS OF DEPTH) (HDD)	LIN FT	\$ 105.00	900.0	\$ 94,500	200.0	\$ 21,000	-	\$ -	1,100.0	\$ 115,500
2506.502	CASTING ASSEMBLY	EACH	\$ 1,050.00	3.0	\$ 3,150	-	\$ -	-	\$ -	3.0	\$ 3,150
2506.602	CONSTRUCT SANITARY MANHOLE DESIGN 4007	EACH	\$ 8,000.00	3.0	\$ 24,000	-	\$ -	-	\$ -	3.0	\$ 24,000
2506.502	ADJUST FRAME RING & CASTING (SANITARY)	EACH	\$ 1,300.00	-	\$ -	7.0	\$ 9,100	6.0	\$ 7,800	13.0	\$ 16,900
Sanitary Sewer Subtotal					\$ 144,600		\$ 33,700		\$ 7,800		\$ 186,100
Water Main											
2104.502	REMOVE GATE VALVE & BOX	EACH	\$ 280.00	1.0	\$ 280	-	\$ -	-	\$ -	1.0	\$ 280
2104.502	REMOVE HYDRANT	EACH	\$ 450.00	1.0	\$ 450	-	\$ -	-	\$ -	1.0	\$ 450
2104.503	REMOVE WATER MAIN	LIN FT	\$ 4.50	10.0	\$ 45	-	\$ -	-	\$ -	10.0	\$ 45
2504.602	ADJUST VALVE BOX	EACH	\$ 450.00	-	\$ -	7.0	\$ 3,150	13.0	\$ 5,850	20.0	\$ 9,000
2504.602	CONNECT TO EXISTING WATER MAIN	EACH	\$ 1,900.00	1.0	\$ 1,900	-	\$ -	-	\$ -	1.0	\$ 1,900
2504.602	HYDRANT SYSTEM	EACH	\$ 6,800.00	2.0	\$ 13,600	-	\$ -	-	\$ -	2.0	\$ 13,600
2504.602	6" GATE VALVE & BOX	EACH	\$ 2,600.00	2.0	\$ 5,200	-	\$ -	-	\$ -	2.0	\$ 5,200
2504.602	10" GATE VALVE & BOX	EACH	\$ 3,500.00	1.0	\$ 3,500	-	\$ -	-	\$ -	1.0	\$ 3,500
2504.602	1" CORPORATION STOP (WITH SADDLE)	EACH	\$ 410.00	2.0	\$ 820	-	\$ -	-	\$ -	2.0	\$ 820
2504.602	1" CURB STOP & BOX	EACH	\$ 600.00	2.0	\$ 1,200	-	\$ -	-	\$ -	2.0	\$ 1,200
2504.603	1" SERVICE PIPE, TYPE PE PIPE (HDD)	LIN FT	\$ 75.00	120.0	\$ 9,000	-	\$ -	-	\$ -	120.0	\$ 9,000
2504.603	6" C900 PVC WATER MAIN PIPE W/TRACER WIRE	LIN FT	\$ 75.00	40.0	\$ 3,000	-	\$ -	-	\$ -	40.0	\$ 3,000
2504.603	10" C900 PVC WATER MAIN PIPE (HDD)	LIN FT	\$ 110.00	900.0	\$ 99,000	-	\$ -	-	\$ -	900.0	\$ 99,000
2504.608	WATER MAIN FITTINGS	POUND	\$ 15.00	120.0	\$ 1,800	-	\$ -	-	\$ -	120.0	\$ 1,800
Water Main Subtotal					\$ 139,800		\$ 3,200		\$ 5,900		\$ 148,900
Total Estimated Construction Costs					\$ 627,600	\$ 724,000	\$ 528,300	\$ 1,879,900			

Cost Estimate Summaries

Total Estimated Construction Costs		Area 1	Area 2	Area 3	Total
	Eligible Street Costs	\$ 276,100	\$ 558,900	\$ 335,600	\$ 1,170,600
	ADA Walk and Driveways	\$ -	\$ -	\$ 170,200	\$ 170,200
	New Sidewalk	\$ 54,200	\$ 121,900	\$ -	\$ 176,100
	Storm Sewer	\$ 12,900	\$ 6,300	\$ 8,800	\$ 28,000
	Sanitary Sewer	\$ 144,600	\$ 33,700	\$ 7,800	\$ 186,100
	Water Main	\$ 139,800.00	\$ 3,200.00	5,900.0	\$ 148,900
		\$ 627,600	\$ 724,000	\$ 528,300	\$ 1,879,900

Total Estimated Project Costs		Construction	10% Contingency	25% Project Related	Total Project Cost
Area 1					
	Eligible Street Costs	\$ 276,100	\$ 27,610	\$ 69,025	\$ 372,735
	ADA Walk and Driveways	\$ -	\$ -	\$ -	\$ -
	New Sidewalk	\$ 54,200	\$ 5,420	\$ 13,550	\$ 73,170
	Storm Sewer	\$ 12,900	\$ 1,290	\$ 3,225	\$ 17,415
	Sanitary Sewer	\$ 144,600	\$ 14,460	\$ 36,150	\$ 195,210
	Water Main	\$ 139,800	\$ 13,980	\$ 34,950	\$ 188,730
		\$ 627,600	\$ 62,760	\$ 156,900	\$ 847,260

Total Estimated Project Costs		Construction	10% Contingency	25% Project Related	Total Project Cost
Area 2					
	Eligible Street Costs	\$ 558,900	\$ 55,890	\$ 139,725	\$ 754,515
	ADA Walk and Driveways	\$ -	\$ -	\$ -	\$ -
	New Sidewalk	\$ 121,900	\$ 12,190	\$ 30,475	\$ 164,565
	Storm Sewer	\$ 6,300	\$ 630	\$ 1,575	\$ 8,505
	Sanitary Sewer	\$ 33,700	\$ 3,370	\$ 8,425	\$ 45,495
	Water Main	\$ 3,200	\$ 320	\$ 800	\$ 4,320
		\$ 724,000	\$ 72,400	\$ 181,000	\$ 977,400

Total Estimated Project Costs		Construction	10% Contingency	25% Project Related	Total Project Cost
Area 3					
	Eligible Street Costs	\$ 335,600	\$ 33,560	\$ 83,900	\$ 453,060
	ADA Walk and Driveways	\$ 170,200	\$ 17,020	\$ 42,550	\$ 229,770
	New Sidewalk	\$ -	\$ -	\$ -	\$ -
	Storm Sewer	\$ 8,800	\$ 880	\$ 2,200	\$ 11,880
	Sanitary Sewer	\$ 7,800	\$ 780	\$ 1,950	\$ 10,530
	Water Main	\$ 5,900	\$ 590	\$ 1,475	\$ 7,965
		\$ 528,300	\$ 52,830	\$ 132,075	\$ 713,205

Total Estimated Project Costs		Area 1	Area 2	Area 3	Total Project Cost
	Eligible Street Costs	\$ 372,735	\$ 754,515	\$ 453,060	\$ 1,580,310
	ADA Walk and Driveways	\$ -	\$ -	\$ 229,770	\$ 229,770
	New Sidewalk	\$ 73,170	\$ 164,565	\$ -	\$ 237,735
	Storm Sewer	\$ 17,415	\$ 8,505	\$ 11,880	\$ 37,800
	Sanitary Sewer	\$ 195,210	\$ 45,495	\$ 10,530	\$ 251,235
	Water Main	\$ 188,730	\$ 4,320	\$ 7,965	\$ 201,015
		\$ 847,260	\$ 977,400	\$ 713,205	\$ 2,537,865

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

JOIN OUR SOCIAL COMMUNITIES



August 10, 2026

RE: Proposal for Professional Services
MS4 Program Assistance

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

Dear Matt:

It is anticipated that the Municipal Separate Storm Sewer System (MS4) Permit will be renewed in 2026. The City of New Prague received notification that the City will be included in the new 2026 MS4 program. As part of the program, the City will be required to apply for coverage and develop a Storm Water Pollution Prevention Plan (SWPPP).

There are 6 minimum control measures (MCM), which include:

1. Public Education and Outreach
2. Public Participation/Involvement
3. Illicit Discharge Detection and Elimination
4. Construction Site Stormwater Management
5. Post-Construction Stormwater Management
6. Pollution Prevention/Good Housekeeping for Municipal Operations

Each MCM has a set of requirements that must be met by the City. It is also imperative that the City maintain records on how requirements are met. It is anticipated that the City's MS4 program will be audited for compliance by the MPCA approximately every 5 years.

Based on the discussion with City staff and SEH, the City has several current programs and activities that are likely meeting the MS4 requirements.

ANTICIPATED SCOPE OF SERVICES:

SEH proposes to assist the City in developing their MS4 program and SWPPP through a step-by-step process. The first step in this process is to gather information to determine existing City activities and processes that fulfill requirements of the MS4 permit.

In this first step, SEH will develop a questionnaire to understand existing City activities related to MS4 compliance. Once the questionnaire has been returned to SEH, our team will set up 2 workshops with the City. Workshop 1 will be to discuss existing activities and record keeping practices. Workshop 2 will be to discuss proposed activities needed for compliance and the desired level of effort by the City. Based on SEH's review of existing information and the workshops, SEH will develop a summary of activities and a checklist, which will include recommendations for Step 2.

Step 2 has not been included in this scope of work. The information gathered in Step 1 is needed to define the scope of work for Step 2. Step 2 may include development of the SWPPP, TMDL/WLA analysis, ordinance revisions, process updates, written procedures, record keeping recommendations, and/or public education/outreach/involvement.

PROPOSED FEES:

This proposal is based on the DRAFT 2026 MS4 Permit requirements and assumes that there will be no substantial changes to the permit when the FINAL Permit is renewed. SEH proposes to complete Step 1 for a not-to-exceed fee of **\$29,900**.

SCHEDULE AND FUTURE STEPS:

The anticipated schedule is illustrated below and can be adjusted to meet the needs or desires of the city council and staff:

Preliminary Engineering Study

- | | |
|----------------------------------|--------------------------|
| • Council Approves Proposal* | August 17, 2026 |
| • Send Questionnaire to the City | September 4, 2026 |
| • Evaluate Questionnaire | September 2026 |
| • Workshop 1 | October 2026 (date TBD) |
| • Workshop 2 | November 2026 (date TBD) |
| • Summary Report and Checklists | December 15, 2026 |

Please contact Jeremy Walgrave, jwalgrave@sehinc.com with any questions or comments concerning this proposal/agreement.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Jeremy Walgrave, PE
Project Manager
(Lic. MN)

Attachments

1. Supplemental Letter Agreement

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of New Prague ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective May 8, 2009, this Supplemental Letter Agreement dated August 17, 2026 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: MS4 Development Step 1.

Client's Authorized Representative: Matt Rynda
Address: 118 Central Ave N, New Prague, Minnesota 56071, United States
Telephone: 952.758.1144 **Email:** mrynda@newpragemn.gov

Project Manager: Jeremy Walgrave
Address: 11 Civic Center Plaza, Suite 200, Mankato, Minnesota 56001
Telephone: 605.330.7018 **Email:** jwalgrave@sehinc.com

Scope: The Services to be provided by Consultant: **See attached letter dated August 10th, 2026.**

Schedule: **See attached letter dated August 10th, 2026.**

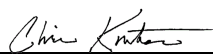
Payment: The estimated fee is subject to a not-to-exceed amount of **\$29,900** including expenses and equipment.

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

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

Short Elliott Hendrickson Inc.

City of New Prague

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

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

Exhibit A-1**Payments to Consultant for Services and Expenses Using the Hourly Basis Option**

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

A. Hourly Basis Option

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

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

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

B. Expenses

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

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.

9. All taxes levied on professional services and on reimbursable expenses.

10. Other special expenses required in connection with the Project.

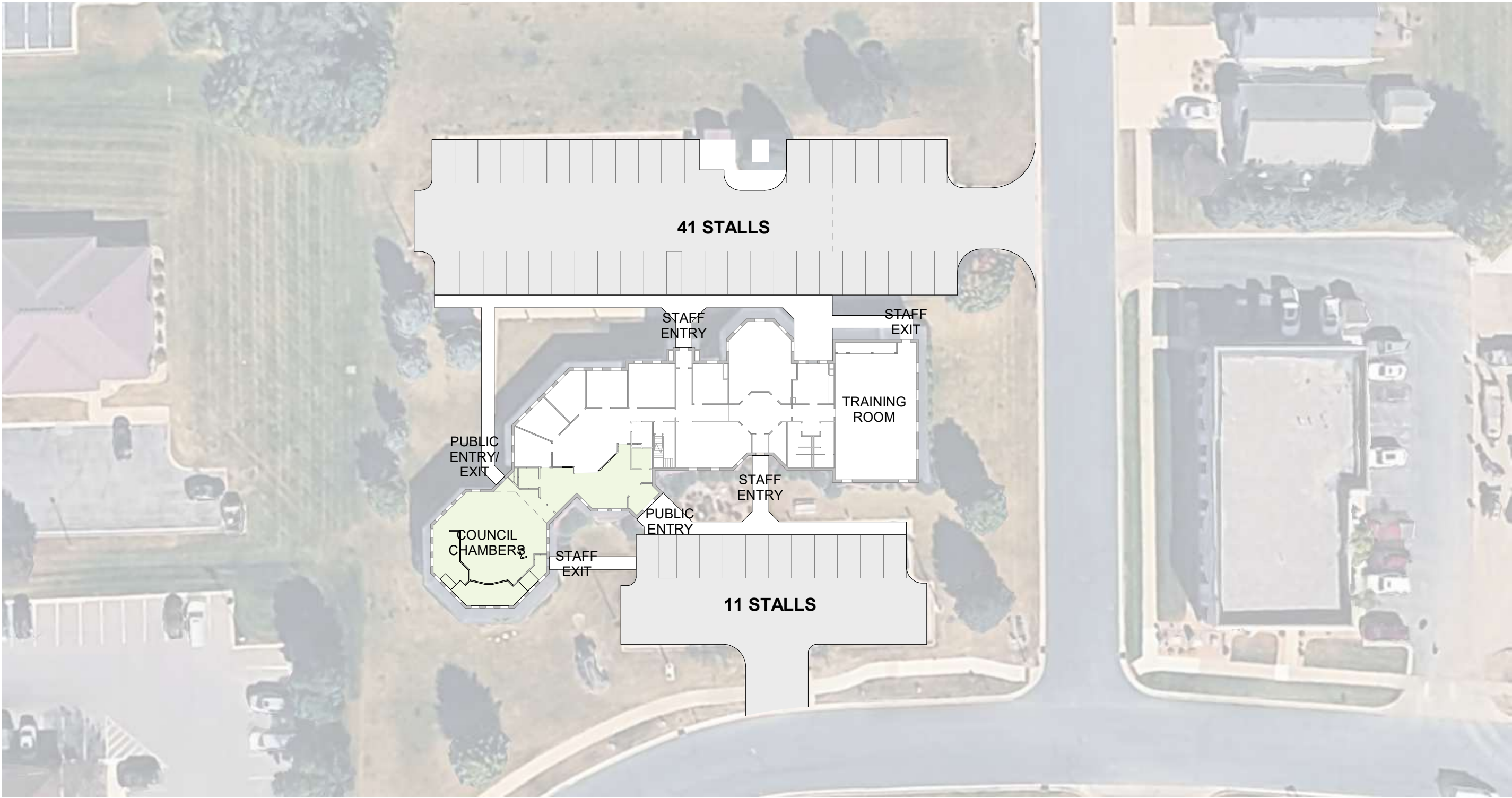
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

C. Equipment Utilization

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

The Client shall pay Consultant monthly for equipment utilization.

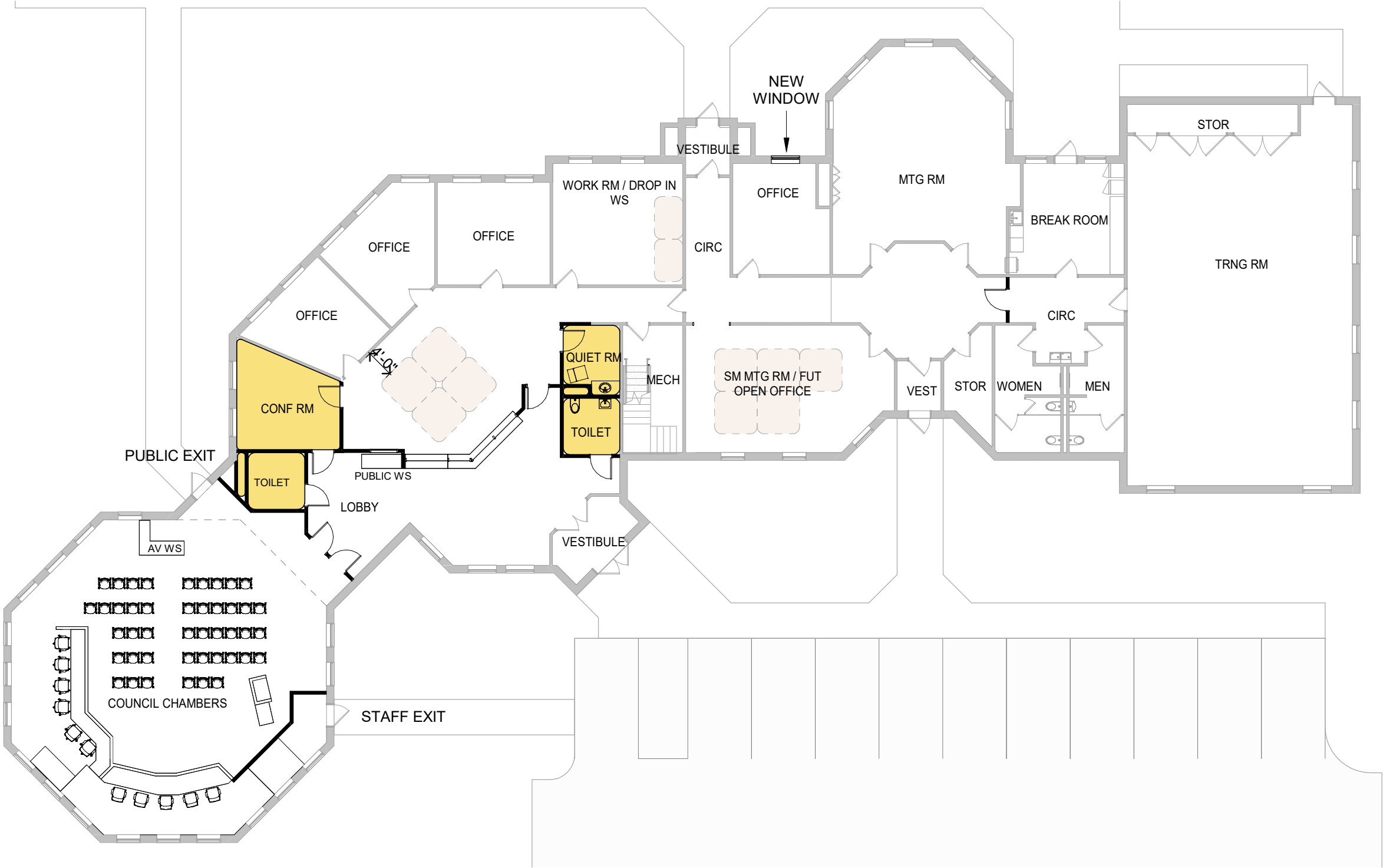


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SITE PLAN - OPTION 1

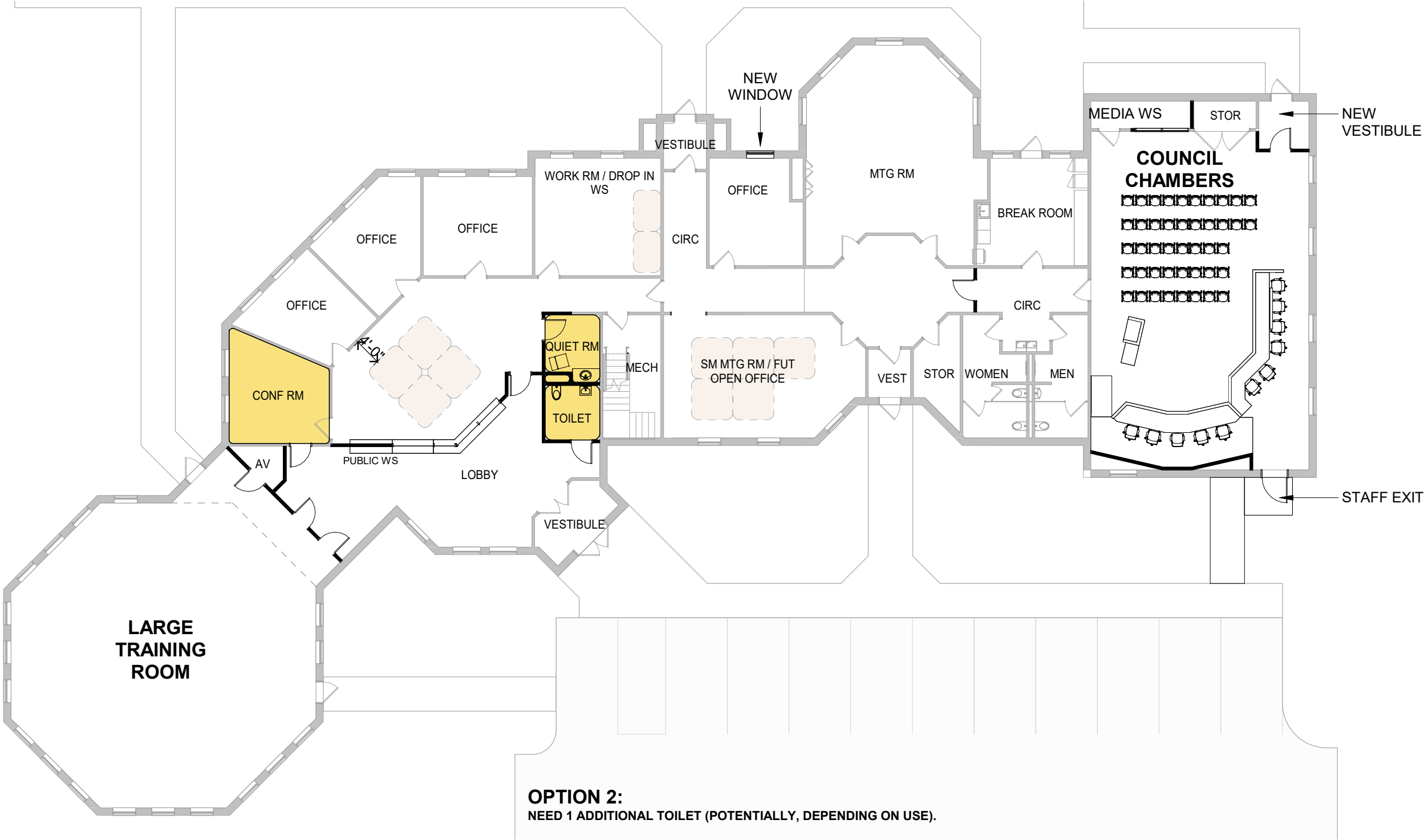
1" = 40'-0"

06'12'



1 FLOOR PLAN - MAIN LEVEL - OPTION 1

1/16" = 1'-0"
0 6' 12'



1

FLOOR PLAN - MAIN LEVEL - OPTION 2

1/16" = 1'-0"

0 6' 12'



SCHEMATIC DESIGN PROJECT BUDGET ESTIMATE

OPTION 1

September 8, 2026

This schematic design estimate establishes a planning-level project budget for Option 1. It reflects the scope and quantities currently defined in the concept plan and scope summary. Costs will require refinement as existing conditions, engineering requirements, security criteria, and final material/equipment selections are confirmed.

CONSTRUCTION BUDGET	
Direct Construction Scope	\$390,478
General Conditions	\$39,048
Contractor Overhead and Profit	\$21,476
Bonds and Insurance	\$9,020
Schematic Design Estimating Contingency	\$23,001
RECOMMENDED CONSTRUCTION BUDGET	\$483,023

PROJECT BUDGET	
SD Construction Budget	\$483,023
Design Fees	\$29,000
Testing and Inspections	\$20,000
Technology (TBD)	\$115,138
FF&E	\$50,000
Parking Lot Lights	\$5,000
City Hall Sign	\$10,000
Project Contingency (10% of Construction)	\$48,302
RECOMMENDED PROJECT BUDGET	\$760,463

Per City

Per City/Wold

Verify

Per City

Per City



DIRECT CONSTRUCTION COST BY DIVISION		
DIV.	DESCRIPTION	COST
01	General Requirements and Demolition	\$16,000
06	Carpentry and Casework	\$56,080
08	Openings and Glazing	\$108,100
09	Finishes	\$61,277
10	Specialties	\$11,000
22	Plumbing	\$66,000
23	HVAC	\$20,000
26	Electrical	\$40,000
27	Technology Rough-Ins	\$12,021
28	Electronic Safety and Security Rough-Ins	Incl.

ESTIMATE NOTES:

This estimate is a schematic planning document and is not a contractor bid, proposal, or guarantee of cost.

The project budget does not include allowances for furniture, window treatments, full council-chamber audiovisual equipment, owner move costs, site or parking improvements, or hazardous-material abatement.

Costs assume construction mid-point of March 2027. Modify escalation if construction schedule is changed.



TECHNOLOGY COSTS/NOTES		
DESCRIPTION	COST	NOTES
General Low Voltage Demo	\$0	Incl. in Construction
Structured Cabling	\$26,950	Wold Estimate
A/V By City, Reuse (Placeholder)	\$15,000	Wold estimate \$97,030 new, reuse existing, confirm
Security - Access Control By City,	\$12,000	Wold estimate \$28,160 new, reusing existing, confirm.
Security - Intrusion Detection	\$17,083	Wold estimate
Security - Surveillance	\$18,638	Wold estimate, could defer
Low Voltage Rough-In	\$0	Incl. in Construction
Fiber Run from 10th to City Hall	\$15,000	Placeholder, Bruce to Confirm
Technology Subtotal:	\$104,671	
Design/Contingency	\$10,467	
Technology Total:	\$115,138	



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH, COMMUNITY DEVELOPMENT DIRECTOR
EVAN C. GARIEPY, PLANNER
SUBJECT: INTRODUCTION OF ORDINANCE #367 FOR MULTIPLE MISCELLANEOUS
AMENDMENTS WITHIN THE UNIFIED DEVELOPMENT CODE
DATE: SEPTEMBER 1ST, 2026

The City Council passed minor amendments to the Unified Development Code on July 6th, which were updating the contents of the UDC to match the old Zoning Ordinance. Through continued use and administration of the UDC, Staff believes there are a few additional areas of the UDC that the Planning Commission and City Council should consider changing.

The following amendments to the Unified Development Code are proposed:

- Prohibiting shipping containers and storage containers from being utilized as structures or buildings due to aesthetic concerns and concerns regarding them meeting Building Code.
- Clarifying that the City requires building permits for all solar systems and explicitly prohibiting ground-mounted solar systems, which were previously disallowed through omission.
- Clarifying that ordinances pertaining to vehicles parking on the front and side yards of residential properties applies to all vehicles, rather than just personal non-commercial vehicles. The definition of carport is also clarified.
- Requiring that commercial and industrial accessory buildings must only meet one, rather than two, of the new building design requirements. Prior to the UDC, there were no building design requirements for accessory buildings, and principal commercial and industrial buildings must still meet two requirements.
- All decks, regardless of whether they are attached or detached, currently must be 20 feet from the rear property line. The change proposes that decks that are detached from a house, such as those surrounding a pool, must only meet the typical accessory structure setback requirements. Additional clarification is also provided regarding garages needing 20 feet of direct access within the property lines, which was an existing ordinance.

- Multiple references within the UDC to the ‘Zoning Ordinance,’ which were amended to instead refer to the Unified Development Code. A reference to a City Code Section that no longer exists is also amended.

The Planning Commission considered and discussed the proposed UDC amendments at their July and August meetings. On August 26th, they held a public hearing and unanimously voted (5-0) forwarding the proposed amendments to City Council for their consideration and approval.

A full copy of the staff report presented at the Planning Commission meeting on August 26th is attached as information.

Recommendation

Staff recommends that the City Council conduct a first reading and approve the introduction of Ordinance #367 for multiple miscellaneous amendments to the UDC.

ORDINANCE NO. 367

CITY OF NEW PRAGUE

**AN ORDINANCE AMENDING MULTIPLE MISCELLANEOUS
SECTIONS OF THE UNIFIED DEVELOPMENT CODE**

WHEREAS, the Planning Commission on August 26th, 2026, held a public hearing regarding the proposed Unified Development Code amendments related to shipping and storage containers, solar structures, vehicle ordinance, building design standards, unattached decks, and references to the old Zoning Ordinance and to the City Code, and forwarded a recommendation to the City Council for consideration of approval of said amendments; and,

The City of New Prague Ordains:

SECTION 1. The Unified Development Code is amended by deleting the ~~stricken~~ material and adding the underlined material as follows:

2.001 Rules and Definitions

Carport: A permanent roofed structure permanently opened on at least ~~two sides~~ one side, designed for or occupied by ~~private-passenger~~ vehicles. ~~Carports shall be prohibited.~~

Garage, Private – An accessory building or accessory portion of the principal building which is intended for and used to store the ~~private-passenger~~ vehicle of the family or family’s resident upon the premises. A garage shall not include a carport.

Shipping Container: A large, steel or similar material box designed and built to transport goods by sea or land. They may also be referred to as ISO or Intermodal Containers.

Portable Storage Container: A large, secured, weather-resistant box that can be moved from place to place and used for temporary storage purposes.

Practical Difficulty – Practical difficulties as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the ~~Zoning Ordinance~~ Unified Development Code; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties. Practical difficulties include but are not limited to inadequate access to direct sunlight for solar energy systems.

3.002 Administration

(K) Administrative Permits

- (1) An administrative permit shall be required for the following activities:
(~~e~~) ~~Solar energy systems that does not require a building permit.~~

5.002 Prohibited Uses in all Zoning Districts.

- (H) Solar structures that are not roof mounted, including ground mounted solar structures.
- (I) Carports.

5.003 Performance Standards

(B) Exterior Storage

(1) Exceptions

(e) Off-street parking of ~~passenger motor~~ vehicles.

- 1. Parking of ~~passenger~~ vehicles must be on an unimproved bituminous surface if located in the front or side yard. Parking of ~~passenger~~ vehicles is permitted on an unimproved surface in the rear yard if the vehicle meets accessory structure setbacks of the district.

(h) Portable storage containers or shipping containers

- 1. The use of portable storage containers or shipping containers or other similar structures or containers are permitted for temporary storage on a driveway or parking lot, but in no event shall such containers be present for more than 60 days within any one-year period.
- 2. Portable storage containers or shipping containers or other similar structures or containers may not be used as a dwelling, a primary structure, nor an accessory building or structure.

(2) Refuse

- (b) ~~Passenger~~ Vehicles in an inoperative state shall not be parked in residential districts for a period exceeding 7 days. “Inoperative” shall mean incapable of movement under the vehicle’s own power and in need of repairs. All ~~passenger~~ vehicles shall be currently licensed.

(S) Cannabis Businesses

- (1) Cannabis businesses may not be located within 250 feet of a school as established in City Code Section ~~121.14 (H)~~ 121.23 (K).

(V) Traffic Impact Study Guidelines and Process

(3) Need for Traffic Impact Study

- (b) Certain types of development, because of their size, nature, or location, are less likely to result in traffic impacts and therefore do not require the investment of time or effort in conducting a comprehensive traffic analysis. When a development is staged or phased over time, the City requires that a Traffic Impact Study be completed based on the impacts of the final phase or build out. At a minimum, all development projects will need to prepare some documentation such as driveway/access locations, showing consistency with the New Prague Comprehensive Plan, and compliance with the access spacing guidelines ~~which are part of the New Prague Zoning Ordinance~~ as outlined in this Ordinance.

Table 1 – Level of Analysis Required

Minimal Analysis

Required Information:

Consistency with Comp Plan and ~~Zoning Ordinance~~ Unified Development Code.

6.002 Character and Building Standards

(D) Permitted Encroachments

- (2) Attached decks are also exempted from the rear yard setback requirements except that an attached deck may not be located closer than 20 feet from the rear property line including on through lots.

(E) Accessory Buildings and Structures

(1) In Residential Districts

- (b) Accessory buildings and structures are permitted in any rear or side yard. Accessory buildings and structures shall not be erected within six (6) feet of any lot line or ten (10) feet from any alley, and Garages must provide a minimum of 20 feet of direct access to the entrance within the property lines.

(3) In All Districts

- (e) Portable storage containers or shipping containers or other similar structures or containers may not be used as an accessory building or structure.

(Q) Building Design Requirements

- (3) A minimum of two (2) of the following design requirements shall be incorporated for principal structures, and a minimum of one (1) of the following design requirements shall be incorporated for accessory buildings which are accessory to a building upon which these provisions apply:

- (a) At least two (2) contrasting building colors or accent textures.
- (b) At minimum 25% window coverage on each building wall facing a street.
- (c) A front entry that is accented with a minimum 150 square feet around the door entrance. Primary building entrances shall be clearly defined and emphasized through architectural treatments such as canopies, recesses, or enhanced materials.
- (d) Varying roof lines.
- (e) Varying wall depths.

- (7) Multi-family buildings with 5 or more units located in the B-1 Central Business District must comply with the provisions of Section 6.002 (Q) of ~~the Zoning Ordinance~~ this Ordinance.

SECTION 2. This ordinance shall take effect and be in force after its passage and upon its publication, in accordance with Section 3.13 of the City Charter.

Introduced to the City Council of the City of New Prague, Minnesota, this 8th day of September, 2026.

The required 10 days posted notice was completed on the City Website and City Hall Bulletin Board on September 9th, 2026.

Passed by the City Council of the City of New Prague, Minnesota, the ____ day of _____,

2026, and to be published on the ____ day of _____, 2026.

Charles L. Nickolay, Mayor

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

Subscribed and sworn before me, a Notary Public this _____ day of _____, 2024.

Notary Public

ATTEST: _____
Joshua M. Tetzlaff, City Administrator

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

Subscribed and sworn before me, a Notary Public this _____ day of _____, 2024.

Notary Public

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



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

MEMORANDUM

TO: PLANNING COMMISSION
FROM: KEN ONDICH, COMMUNITY DEVELOPMENT DIRECTOR
EVAN C. GARIEPY, PLANNER
SUBJECT: PUBLIC HEARING FOR 2ND MISCELLANEOUS UNIFIED DEVELOPMENT
CODE AMENDMENTS
DATE: AUGUST 14TH, 2026

At the July 22nd Planning Commission meeting, Staff presented multiple miscellaneous proposed changes to the Unified Development Code. The first amendments to the UDC were passed by City Council on July 6th, which were more minor.

Upon review of the proposed amendments, the Planning Commission requested alternative proposed language for the design requirements of accessory commercial and industrial buildings to reduce the requirements rather than fully eliminate them. All other proposed amendments are the same as were brought forth in July, with the exception of 5.003 (B)(1)(e) being amended from “off-street parking of motor vehicles” to “off-street parking of vehicles.”

The Planning Commission motioned for a public hearing to be scheduled for the August 26th, 2026 Planning Commission meeting. Notice regarding the hearing has been posted at City Hall and has been published in the New Prague Times. Staff has not received any public comment regarding the proposed changes at the time of writing this memo.

Proposed Amendment: Building Design Standards

The building design standards outlined in 6.002 Character and Building Standards Building Design Requirements were added in March, with the enactment of the UDC. These were added to encourage higher design standards for commercial, industrial, and apartment buildings. Since beginning to utilize the UDC, Staff realized that these stricter regulations also apply to accessory buildings, which includes commercial and industrial sheds and garages.

6.002 Character and Building Standards

(Q) Building Design Requirements

(8) The provisions outlined in Section 6.002 (1) of this Ordinance shall not be applicable to accessory buildings or structures that are accessory to a building upon which these provisions apply.

The above proposed amendment was brought forward in July, and the Planning Commission requested potential alternative language to amend the Ordinance that lessen the design requirements on accessory buildings without entirely eliminating it.

Existing Language in the UDC.

6.002 Character and Building standards

- (1) These design requirements shall be applicable to Commercial (excluding B-1 Zoning District), Industrial, and Multi-Family Residential Buildings containing 5 or more units. Variation from these design standards shall require City Council approval.
- (2) Predominant exterior building materials must be of high quality, including brick, wood, stucco, natural or artificial stone, or concrete. When concrete or tilt-up concrete panels are used, detail using color, textures, and material treatments must be integrated to provide a higher degree of aesthetic treatment. Aluminum or vinyl siding, unfinished metal, plywood, or reflective glass are prohibited. Fiber cement or vinyl siding may be used for multi-family residential buildings as long as no more than 50% of an individual wall is comprised of this material.
- (3) A minimum of two (2) of the following design requirements shall be incorporated:
 - (a) At least two (2) contrasting building colors or accent textures.
 - (b) At minimum 25% window coverage on each building wall facing a street.
 - (c) A front entry that is accented with a minimum 150 square feet around the door entrance. Primary building entrances shall be clearly defined and emphasized through architectural treatments such as canopies, recesses, or enhanced materials.
 - (d) Varying roof lines.
 - (e) Varying wall depths.
- (4) Internal pedestrian walkways must be provided from perimeter sidewalks to building entrances.
- (5) All mechanical equipment, whether rooftop or ground-mounted, shall be fully screened from public view using parapet walls, architectural enclosures, or landscape screening.
- (6) Trash enclosures shall be constructed of materials consistent with the principal structure and include opaque gates.
- (7) Multi-family buildings with 5 or more units located in the B-1 Central Business District must comply with the provisions of Section 6.002 (Q) of ~~the Zoning Ordinance~~ this Ordinance.

Proposed Alternative Language #1.

The following proposed language requires that only 1 rather than 2 of the design requirement “menu” options are required for accessory buildings.

6.002 Character and Building Standards

- (3) A minimum of two (2) of the following design requirements shall be incorporated for principal structures, and a minimum of one (1) of the following design requirements shall be incorporated for accessory buildings which are accessory to a building upon which these provisions apply:
 - (a) At least two (2) contrasting building colors or accent textures.
 - (b) At minimum 25% window coverage on each building wall facing a street.
 - (c) A front entry that is accented with a minimum 150 square feet around the door entrance. Primary building entrances shall be clearly defined and emphasized through architectural treatments such as canopies, recesses, or enhanced materials.

- (d) Varying roof lines.
- (e) Varying wall depths.

Proposed Alternative Language #2

The following proposed alternative language gives the Zoning Administrator the authority to exempt accessory buildings from the building design requirements. This would allow discretion for small sheds, garages entirely behind industrial structures, and other similar buildings without requiring Planning Commission review. However, this may provide more discretion than the Planning Commission would like.

6.002 Character and Building Standards

(8) The Zoning Administrator may waive the building design requirements for an accessory building which is accessory to a building upon which these provisions apply if, in the opinion of the Zoning Administrator, the accessory building is sufficiently screened from public view, industrial in nature, or if it is otherwise deemed unnecessary.

Proposed Alternative Language #3

The following proposed alternative language combines the previous two. Under the discretion of the Zoning Administrator, accessory buildings may be exempt from being required to meet at least 2 of the design requirement “menu” options, and instead are only required to meet 1 of them.

6.002 Character and Building Standards

(3) A minimum of two (2) of the following design requirements shall be incorporated:

- (a) At least two (2) contrasting building colors or accent textures.
- (b) At minimum 25% window coverage on each building wall facing a street.
- (c) A front entry that is accented with a minimum 150 square feet around the door entrance. Primary building entrances shall be clearly defined and emphasized through architectural treatments such as canopies, recesses, or enhanced materials.
- (d) Varying roof lines.
- (e) Varying wall depths.

(8) If, in the opinion of the Zoning Administrator, an accessory building which is accessory to a building upon which these provisions apply is sufficiently screened from public view, industrial in nature, or if it is otherwise deemed unnecessary, the Zoning Administrator may require that only one (1) of the design requirements required by Section (3) of this Ordinance must be followed rather than two (2).

Proposed Amendments: Shipping and Storage Containers

Staff believes that the use of shipping and storage containers as buildings, even as temporary buildings or as permanent dwelling units, shall be prohibited due to concerns of them being unable to meet building design standards or the building code. The proposed language has been modeled after the City of Elko New Market's.

2.001 Rules and Definitions

Shipping Container: A large, steel or similar material box designed and built to transport goods by sea or land. They may also be referred to as ISO or Intermodal Containers.

Portable Storage Container: A large, secured, weather-resistant box that can be moved from place to place and used for temporary storage purposes.

5.003 Performance Standards

(B) Exterior Storage

(1) Exceptions

(h) Portable storage containers or shipping containers

- 1. The use of portable storage containers or shipping containers or other similar structures or containers are permitted for temporary storage on a driveway or parking lot, but in no event shall such containers be present for more than 60 days within any one-year period.
- 2. Portable storage containers or shipping containers or other similar structures or containers may not be used as a dwelling, a primary structure, nor an accessory building or structure.

6.003 Character and Building Standards

(E) Accessory Buildings and Structures

(3) In All Districts

(e) Portable storage containers or shipping containers or other similar structures or containers may not be used as an accessory building or structure.

Proposed Amendments: Solar

Currently, the State only requires building permits for solar photovoltaic systems, which are thought of as the “typical” power-producing power systems. The City requires building permits for all solar energy systems, including those meant to just generate heat or to heat up water to confirm that all mounting, plumbing, and wiring is correct.

3.002 Administration

(K) Administrative Permits

- (1) An administrative permit shall be required for the following activities:
 - ~~(c) Solar energy system that does not require a building permit.~~

The UDC’s 5.001 Use Chart lists roof mounted solar structures as a permitted use in all zoning districts. Through omission, this means that ground mounted solar structures are not permitted. Clarifying this within 5.002 Prohibited Uses in all Zoning Districts just makes this more explicit.

5.002 Prohibited Uses in all Zoning Districts.

(H) Solar structures that are not roof mounted, including ground mounted solar structures.

Proposed Amendment: Vehicles

The following amendments are regarding clarifying vehicle Ordinances. The City’s current restrictions regarding passenger vehicles includes prohibiting vehicles from parking on the grass in a front or side yard, and only permitting it in rear yards with accessory structure setbacks, as well as restrictions regarding inoperative and junk vehicles. Due to how the law defines passenger vehicles, these regulations do not impact commercial vehicles, even if it is in a residential district. The proposed amendments will make these regulations apply to commercial vehicles as well as passenger vehicles. Clarification regarding the definition of carport is also proposed.

2.001 Rules and Definitions

Carport – A permanent roofed structure permanently open on at least ~~two sides~~ **one side**, designed for or occupied by ~~private passenger~~ vehicles. ~~Carports shall be prohibited.~~

5.002 Prohibited Uses in All Zoning Districts

(I) Carports.

2.001 Rules and Definitions

Garage, Private – An accessory building or accessory portion of the principal building which is intended for and used to store the ~~private passenger~~ vehicles of the family or family’s resident upon the premises. A garage shall not include a carport.

5.003 Performance Standards

(B) Exterior Storage

(1) Exceptions

(e) Off-street parking of ~~passenger~~ motor vehicles.

1. Parking of ~~passenger~~ vehicles must be on an improved bituminous surface if located in the front or side yard. Parking of ~~passenger~~ vehicles is permitted on an unimproved surface in the rear yard if the vehicle meets accessory structure setbacks of the district.

(2) Refuse

(b) ~~Passenger~~ Vehicles in an inoperative state shall not be parked in residential districts for a period exceeding 7 days. “Inoperative” shall mean incapable of movement under the vehicle’s own power and in need of repairs. All ~~passenger~~ vehicles shall be currently licensed.

Proposed Amendment: Unattached Decks and Garage Clarification

As currently written, the UDC prevents decks at all from being within 20 feet of the rear property line. Staff believes that decks that are not attached to a building or structure with frost footings – such as decks surrounding above-ground pools, or small decks surrounding pavilions – should not have as strict of requirements. The proposed amendments clarify the differences between unattached and attached decks. Decks that are attached to the rear of a house must still be 20 feet from the rear setback line. Additional clarification regarding accessory building requirements for garages is also proposed.

6.002 Character and Building Standards

(D) Permitted Encroachments

(2) Attached decks are also exempted from the rear yard setback requirements except that an attached deck may not be located closer than 20 feet from the rear property line including on through lots.

(E) Accessory Buildings and Structures

(1) In Residential Districts

(b) Accessory buildings and structures are permitted in any rear or side yard. Accessory buildings and structures shall not be erected within six (6) feet of any lot line or ten (10) feet from any alley ~~and~~. Garages must provide a minimum of 20 feet of direct access to the entrance within the property lines.
(e) Unattached decks are considered an accessory structure for the purposes of this Section. Attached decks are not considered an accessory structure for the purposes of this Section.

Proposed Amendment: Zoning Ordinance References

As New Prague replaced its Zoning Ordinance and Subdivision Ordinance with the UDC, all mentions of them were to be replaced with references to the UDC. Some of these were missed, thus the following corrections are proposed.

2.001 Rules and Definitions

Practical Difficulty – Practical difficulties as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the ~~Zoning Ordinance~~ Unified Development Code; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone do not constitute practical difficulties. Practical difficulties include but are not limited to inadequate access to direct sunlight for solar energy systems.

5.003 Performance Standards

(V) Traffic Impact Study Guidelines and Process

(3) Need for Traffic Impact Study

(b) Certain types of development, because of their size, nature, or location, are less likely to result in traffic impacts and therefore do not require the investment of time or effort in conducting a comprehensive traffic analysis. When a development is staged or phased over time, the City requires that a Traffic Impact Study be completed based on the impacts of the final phase or build out. At a minimum, all development projects will need to prepare some documentation such as driveway/access locations, showing consistency with the New Prague Comprehensive Plan, and compliance with the access spacing guidelines ~~which are part of the New Prague Zoning Ordinance~~ as outlined in this Ordinance.

Table 1 – Level of Analysis Required

Minimal Analysis

Required Information:

Consistency with Comp Plan and ~~Zoning Ordinance~~ Unified Development Code

6.002 Character and Building Standards

(Q) Building design Requirements

(7) Multi-family buildings with 5 or more units located in the B-1 Central Business District must comply with the provisions of Section 6.002 (Q) of ~~the Zoning Ordinance~~ this Ordinance.

Proposed Amendment: Cannabis Reference to City Code

The City Code 121.23 (K) requires that cannabis businesses cannot be closer than 250 feet to a school. The UDC cites this, but the reference is incorrect and refers to 121.14, which does not exist. The proposed amendment fixes this citation to reference the correct City Code section.

5.003 Performance Standards

(S) Cannabis Businesses

(1) Cannabis businesses may not be located within 250 feet of a school as established in City Code Section ~~121.14 (H)~~ 121.23 (K).

Recommendation

Staff recommends that the Planning Commission holds the required public hearing to gather public input, and to forward a recommendation on the proposed amendment to the City Council for consideration at their September 8th, 2026 meeting.



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF – CITY ADMINISTRATOR
FROM: KEN ONDICH – COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: RESOLUTION ESTABLISHING THE NAME MILL POND COMMONS
DATE: AUGUST 19, 2026

As the City Council is aware, the Park Board has been soliciting comments regarding the establishment of a formal park name for what has been generically referred to as “City Center” where the POPS facility is under construction. The City’s Park and Facility Naming Policy was followed and the public notifications began in April and wrapped up at the August 18th Park Board meeting.

As a reminder, the City received six applications which are listed below in no particular order:

- Mill Pond Commons
- Central Park
- Dvorak’s Landing
- Harmony Park
- Mill Pond Park
- Stromovka Park

The Public Comment period concluded on August 10th and the Park Board passed a motion on August 18th to recommend the name of “Mill Pond Commons” to the City Council.

Also included with this memo are the public comments on the submitted names, full copies of the park name applications as well as a copy of the park naming policy.

Staff Recommendation

City Council approval of the attached resolution establishing the name of Mill Pond Commons for the public park located at 110 2nd Ave. NW.

RESOLUTION #CC-26-09-08-02

**RESOLUTION OF THE NEW PRAGUE CITY COUNCIL OFFICIALLY
ESTABLISHING THE NAME OF MILL POND COMMONS**

WHEREAS, the City of New Prague, Minnesota, has designated a specific area of City owned land for use as a public park, located at 110 2nd Ave. NW; and,

WHEREAS, the Park Board and City Council recognize that establishing a permanent name for this park creates community placemaking, simplifies public wayfinding, and aligns with the City’s core recreational values; and,

WHEREAS, a review process was conducted by the Park Board between April and August of 2026 utilizing the City’s adopted Public Park and Facility Naming Policy (last amended 3/18/2019); and,

WHEREAS, public input was actively sought and evaluated, ensuring that the selected name reflects the history, geographic location, and heritage of the area; and,

WHEREAS, the Park Board has formally recommended that this new park be officially named “Mill Pond Commons”; and,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of New Prague, Minnesota, that:

1. The park property located at 110 2nd Ave. NW is hereby officially and permanently named “**Mill Pond Commons**”.
2. City staff are authorized and directed to update all necessary official city documents to reflect this name.

Passed this 8th day of September, 2026.

Charles L. Nickolay, Mayor

ATTEST: _____
Joshua M. Tetzlaff, City Administrator

From: Sandy Eaton <sandyeaton69@gmail.com>
Sent: Thursday, June 11, 2026 8:08 PM
To: Ken Ondich <kondich@newpraguemn.gov>
Subject: Park Naming

I vote for Mill Pond Commons! That's what that space used to be... Mill Pond!

From: dengardner@gandgcomm.com <dengardner@gandgcomm.com>
Sent: Saturday, June 13, 2026 2:23 PM
To: Ken Ondich <kondich@newpraguemn.gov>
Subject: City Center Renaming

Hi Ken. Great choices for names for City Center. I LOVE Mill Pond Commons. Because the whole area likely will be partially park, possibly partially commercial or residential?, "Commons" lends itself better to the whole property than calling in a Park. I also like the historical perspective. I can live with Mill Pond Park if Commons doesn't work for people.

ON THE OTHER HAND, with today's rancor in America likely NOT ending soon (decades perhaps to get over this divisiveness), I also LOVE "Harmony Park or Commons." The word harmony has MANY connections to what this area can become and what it will be used for. From "I'd like to teach the world to sing, in perfect HARMONY," to the many musical acts that will perform at POPS, this has such a "warm" feel to it. I can REALLY get into that name.

Stromovka Park is nice, but isn't the literal interpretation "Place of trees?!" Long time before that becomes a reality, knowing there's a park in Prague with that name. My only remark here is that the POPS Committee DECIDED NOT to put the word "Praha" on the POPS building. I appreciate the Czech heritage, but not sure that this would work. Now, if the facility had been in Memorial Park (lots of trees), that's a different story.

Not hot for Central Park or Dvorak's Landing.

Thanks for letting me comment.
 Den (Chair, NP Arts Foundation/Forward NP Foundation)

From: Suzy Rook <ricecocommunications@gmail.com>
Sent: Sunday, June 14, 2026 8:56 PM
To: Ken Ondich <kondich@newpraguemn.gov>
Subject: Park naming

My preference is the name Central Park.

In Czech, it would be Centrální Park, which I think would be even more fitting given the town's Czech roots. I understand this suggestion is coming late in the process, but feel it's nothing more than a tweak to the suggestion of Central Park.

Suzy Rook
1523 English Ave NW

Comment Below received via paper copy on 7/2/26.



**Public Park and Facility Naming
Comment Form**

Name: Myles Pavcek
Address: 713 Highland Dr NP
Phone #: 952 758 3144
E-mail: Mylespavcek@Bewcomm.net

Comments:

I Feel the Name For the Park
Should Be Mill Pond Park the reason
is AS Long I can remember it WAS
called Mill Pond since there was
A Lake there

-----Original Message-----

From: Christine Wolf <goflow1@gmail.com>
Sent: Friday, July 31, 2026 8:27 AM
To: Ken Ondich <kondich@newpraguemn.gov>
Subject: Park Naming

Hi Ken,

I am excited to see so many options available for the city center naming! I would like to support the Mill Pond Commons name for this new area. The history behind this name is interesting and speaks clearly to this land and our Czech heritage. Our family's connection to the Mill and long time residence across from the pond also gives us reason to keep this history alive.

Sincerely, Chris and Mark Wolf

Sent from my iPhone



Application for Public Park and Facility Naming

Name of Applicant: Dennis F. Dvorak
 Address: 28438 141 ST AVE. New Prague, MN 56071
 Phone #: 952-758-2201
 E-mail: dnldvorak@gmail.com
 Park Name: Mill Pond Commons

Explanation:

see attached sheet

Applications can be dropped off at City Hall
 or e-mailed to the Community Development Department

kondich@ci.new-prague.mn.us

Questions? Contact City Staff at 952-758-4401

I SUGGEST NAMING NEW PRAGUE'S NEWEST PUBLIC PARK "MILL POND COMMONS"

The imposing buildings of International Milling continue to dominate the skyline of New Prague and remind us of the mills contribution to the development of New Prague and the **Mill Pond**.

The naming of the new public space is challenging considering its varied history.

The area in question was wet and marshy when Mathias Remes decided to dig a pond with horses to raise carp in the 1880's. The pond was dug too shallow and the carp froze out the first winter. The pond was never used again for raising carp.

Carp continue to be raised in ponds in Bohemia (Czech Republic) where many of New Prague's first families originated. The Bastyr, Kubes, Korbel, Remes, and Rybak families lived in villages along the carp ponds. Bastyr translates to "pond master" and Rybak is the name for "fisherman." Today, carp continues to be raised, seined, and sold in town markets. After a live carp is purchased it is taken home to swim in the family bathtub. The carp are eventually cleaned and prepared for a traditional Czech Christmas dinner.

The International Milling Company used water to cool its turbines and the excess water was pumped under Main Street via a duct to what became known as the **Mill Pond**. New Prague firemen took their fire wagons to the pond to soak the wheels and spokes in order to make them swell and remain operational. A natural spring on the mill property along with discharge from the creamery also emptied into to the pond. As a result, the larger **Mill Pond** rarely froze over in winter.

Eventually, a narrow walk path was created between two ponds. Children used the ponds for pranks by pushing one another into the water while walking to and from school when the water was low.

The walk path was gradually widened and became a gravel road before it was paved and became part of 2nd Avenue NW.

The **Mill Pond** became a community water feature that was used by adults and children for skating and boating. The pond on the east was eventually filled in and used as a skating rink with a warming house. The pond on the west was filled in and became a parking lot for grain trucks waiting to access the mill.

I recommend placing a plaque on the **The Mill Pond Commons Plaza** explaining the history of the area. A photograph of the Mill Pond taken from the top of the mill, is included in my "Reconnaissance Survey of Downtown New Prague." Additional photographs of the mill pond are in the collection of the New Prague Area Historical Society and the Minnesota State Historical Society.

The "**Mill Pond Commons**" is a great step forward in erasing a part of the city that has been begging for renewal. Even though the **Mill Pond** no longer exists, I was pleased to see a pond included in the current landscape design which reinforces the history of the area. Hopefully, the new public park will also spur a second look at the train depot and surrounding area which is historical and in need of consideration.

Thank you for giving me the opportunity to contribute. I am always open to assisting the City of New Prague in celebrating New Prague's colorful past and present history.

A handwritten signature in black ink, appearing to read "Dennis F. Dvorak", with a long horizontal flourish extending to the right.

Dennis F. Dvorak





Application for Public Park and Facility Naming

Name of Applicant: Martin Růžička

Address: Prague, Czech republic

Phone #: +420 734721684

E-mail: mart.ruzicka.1994@gmail.com

Park Name: STROMOVKA PARK

Explanation:

I enthusiastically propose the name 'Stromovka Park' for the new downtown core. This choice directly honors the rich Czech heritage of New Prague's founders. 'Stromovka' is Prague's oldest and most beloved public park, meaning 'Place of Trees'. The name perfectly mirrors the actual design and physical layout of this new space. It beautifully celebrates the extensive tree planting and walking trails in the plan. The scenic water basin directly reflects the famous ponds of the original Stromovka. It provides an authentic and vibrant home for the Praha Performance Stage (POPS). This distinct, historic name brings a living piece of Prague culture to our community.

Applications can be dropped off at City Hall
or e-mailed to the Community Development Department

kondich@ci.new-prague.mn.us

Questions? Contact City Staff at 952-758-4401



Application for Public Park and Facility Naming

Name of Applicant: Austin Reville

Address: 203 5th Ave NW New Prauge, MN 56071

Phone #: 256-679-0860

E-mail: areville@2ifbyseatactical.com

Park Name: Dvořák's Landing

Explanation:

Antonín Dvořák was a Czech composer that has left a lasting legacy on music. This would keep "City Center"
with references to our Czech heritage while also highlighting an important composer. An opportunity for a historical plaque
palque to educate those of someone important that is often forgotten. It would open the door to raise money for a
statue of Antonín Dvořák and beautify the area with puropse. The Dvořák name is still relevant here in New Prague

Applications can be dropped off at City Hall
or e-mailed to the Community Development Department

kondich@ci.new-prague.mn.us

Questions? Contact City Staff at 952-758-4401



Application for Public Park and Facility Naming

Name of Applicant: STEVE FROST

Address: 104 LEXINGTON AVE. S., NEW PRAGUE

Phone #: 952-393-9268

E-mail: bruzelefh@comcast.net

Park Name: MILL POND PARK

Explanation: In 1877 the Minneapolis + St. Louis railway reached New Prague and in 1881 the first flour mill began operation. In 1882 Francis Atherton Bean Sr. founded and operated the New Prague Flouring Mill Co. Famous for Robin Hood Flour it expanded and evolved to become International Multi-Foods Co. In 1906 the Bean family built the Tudor style mansion up the hill to the NE and overlooking the mill pond. The mill pond served the Mill operation and was used for raising fish for traditional Christmas dinners.

Patrons of the arts the Bean Family was well known as an important contributor to the Minneapolis Institute of Arts Chinese Silks collection, and the Minnesota Symphony has an endowed chair; the Bertha Boynton Bean Principal Harp, through their support.

mailed
5-11-26

Applications can be dropped off at City Hall
or e-mailed to the Community Development Department

kondich@ci.new-prague.mn.us

Questions? Contact City Staff at 952-758-4401



**Application for
Public Park and Facility Naming**

Name of Applicant: Sarah Kallal

Address: 207 7th Ave SE New Prague

Phone #: 651-398-4737

E-mail: Sarah.Kallal@gmail.com

Park Name: Harmony Park

Explanation:

Harmony Park reflects both music + community.
Harmony is created when different notes come
together, just as this park will be bringing
people together to connect, celebrate, bond,
+ enjoy shared experiences. The name is
simple, meaningful, + welcoming to all. ☺

Applications can be dropped off at City Hall
or e-mailed to the Community Development Department

kondich@ci.new-prague.mn.us

Questions? Contact City Staff at 952-758-4401



**Application for
Public Park and Facility Naming**

Name of Applicant: _____ Joe Barten _____

Address: _____ 401 Lincoln Ave N, New Prague _____

Phone #: _____ 952-212-2266 _____

E-mail: _____ joebarten@gmail.com _____

Park Name: _____ **Central Park** _____

Explanation: This will be a larger park addition to the City and it's likely future primary use will be parkland and natural areas surrounding the POPs Facility and the stormwater pond. The Small Area Committee and Plan focused primarily on park amenities to potentially be added in the future. The name Central Park evokes importance and priority through it's location and proximity to downtown; it ties well into promotion of future development on the north end of the property, highlighting a close connection to parkland for future residents; it also elicits the context of this being a central cultural hub for New Prague residents for gathering and to bring nature and all the benefits that trees and greenspace (over time) will bring into the City.

Please note that my proposal is for the entire area to be called **Central Park**, and for the Praha Outdoor Performance Stage to be one amenity (along with other future potential amendities) within the park.

Applications can be dropped off at City Hall
or e-mailed to the Community Development Department

kondich@ci.new-prague.mn.us

Questions? Contact City Staff at 952-758-4401

Public Park and Facility Naming Policy

Originally Adopted by New Prague City Council: 1/20/2004

Amended by the City Council: 3/18/19

Purpose

To establish a formal policy and process for naming public parklands and recreational facilities in New Prague. A sound policy can add meaning and significance that embody the value and heritage of this community.

Authorization

The Park Board shall be responsible for recommending to the City Council the naming of all public parks and recreational facilities in the city, subject to the approval of the City Council.

Objectives

1. Provide name identification for individual parks and recreational facilities.
2. Provide for citizen input into the process of naming parks and facilities as enumerated above.
3. Ensure control for the naming of parks and recreational facilities by the City Council through the recommendations of the Park Board.

Qualifying Names

A. Names should provide some form of individual identity related to:

1. The geographic location of the facility.
2. An outstanding feature of the facility.
3. The adjoining subdivision.
4. Commonly recognized historical event, group or individual.

B. Naming Parks After People/ Organizations

1. *When 50 percent or more of the value of the property is donated by the person or organization.
2. *When 50 percent or more of the cost of development is donated by the person or organization.
3. When a major contribution has been made by the person or organization to the enhancement of the quality of life in the community.
4. To recognize an individual for outstanding service for the good of the community. Quality of the contribution should be considered along with the length of service by the individual - this to be fully substantiated by person making recommendation.

*Excludes developers' land dedication

Naming Process

1. At the time parkland or facility is acquired but before development occurs, the Park Board will assign a nondescript temporary working name for the area or facility.
2. Once the development is initiated, public notice will be in the City's official newspaper seeking citizen input on the naming the park or facility. The Park Board will receive naming applications for review.
3. After a name is decided upon by the Park Board, public notice of the recommended Qualifying Name will occur twice during a sixty (60) day period in the City's official newspaper. Citizen comments and recommendations must be in writing to the Park Board and be postmarked within the sixty (60) day public notice period.
4. For an individual (excluding historically significant individuals) to be considered, that person must have contributed significantly to the acquisition or development of the park or facility to the park system overall. The recommended name must be accompanied by a biographical sketch which shall provide evidence of contributions to the park, facility, or park system overall.
5. After the sixty (60) day public notice period, the Park board, well submit the recommended name to the City council for final approval.

Renaming

1. The renaming of parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discounting the value of the prior contributors.
2. Only those parks and facilities named for geographic location, outstanding feature or subdivision should be considered for renaming. Parks named by deed restriction cannot be considered for renaming.
3. Parks and facilities named after individuals should never be changed unless it is found that the individual's personal character is or was such that the continued use of their name for a park or facility would not be in the best interest of the community.
4. In order for a park or facility to be considered for renaming, the following must occur:

The recommended name must qualify and; be accompanied by a petition from the particular park or facility users.

Other Naming Alternatives

1. Parks and facilities that are donated to the city can be named by deed restriction by the donor. The naming and acceptance of land is subject to approval by the Park Board and City Council.
2. Facilities within parks, i.e. playgrounds, picnic shelters, geographical features, etc. can be named separately from the parks and facilities they are in, subject to the general approving policies.

Plaques, Markers, Memorials

1. All plaques, markers, and memorials (other than those that are associated with the Memorial Park Bench and Tree Program) are subject to the same naming criteria as in this policy.
2. Because of their proneness to vandalism and maintenance, plaques, markers, and memorials should be used sparingly.
3. The Park Board establishes the style, size, and placement of all plaques, markers, and memorials.
4. All plaques, markers and memorials are to be paid for by the requesting party, including any future replacements thereof.
5. Small plaques acknowledging a donation may be affixed to the donated item, proportionate to the physical size of the donated item or fiscal amount of the contribution.
6. Acknowledgement of contributions may also be considered by way of “Sponsorship” on signage located in the park for as long as the donations continue. The amount of the donation shall be significant, and reasonably proportionate to the cost of the park’s operations, as determined by the Park Board and City Council.
7. Small plaques acknowledging a historical owner’s/family’s tie to a portion of a park, or geographical feature, may be considered to be placed on signage within the park, where the park as a whole is not already named for that former owner or family.



City of New Prague

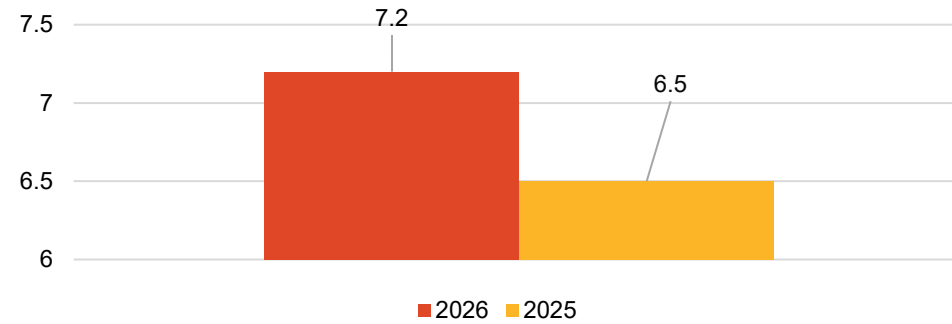
NORTH AMBULANCE OPERATIONS REVIEW

January 1, 2026, to June 30, 2026

New Prague Median Response Time

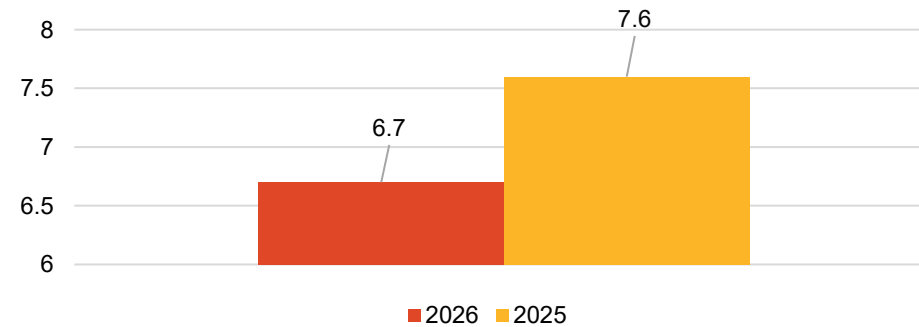
911 Response Time:

Median Unit Notified by Dispatch to Unit Arrived on Scene



Interfacility Transfer Response Time:

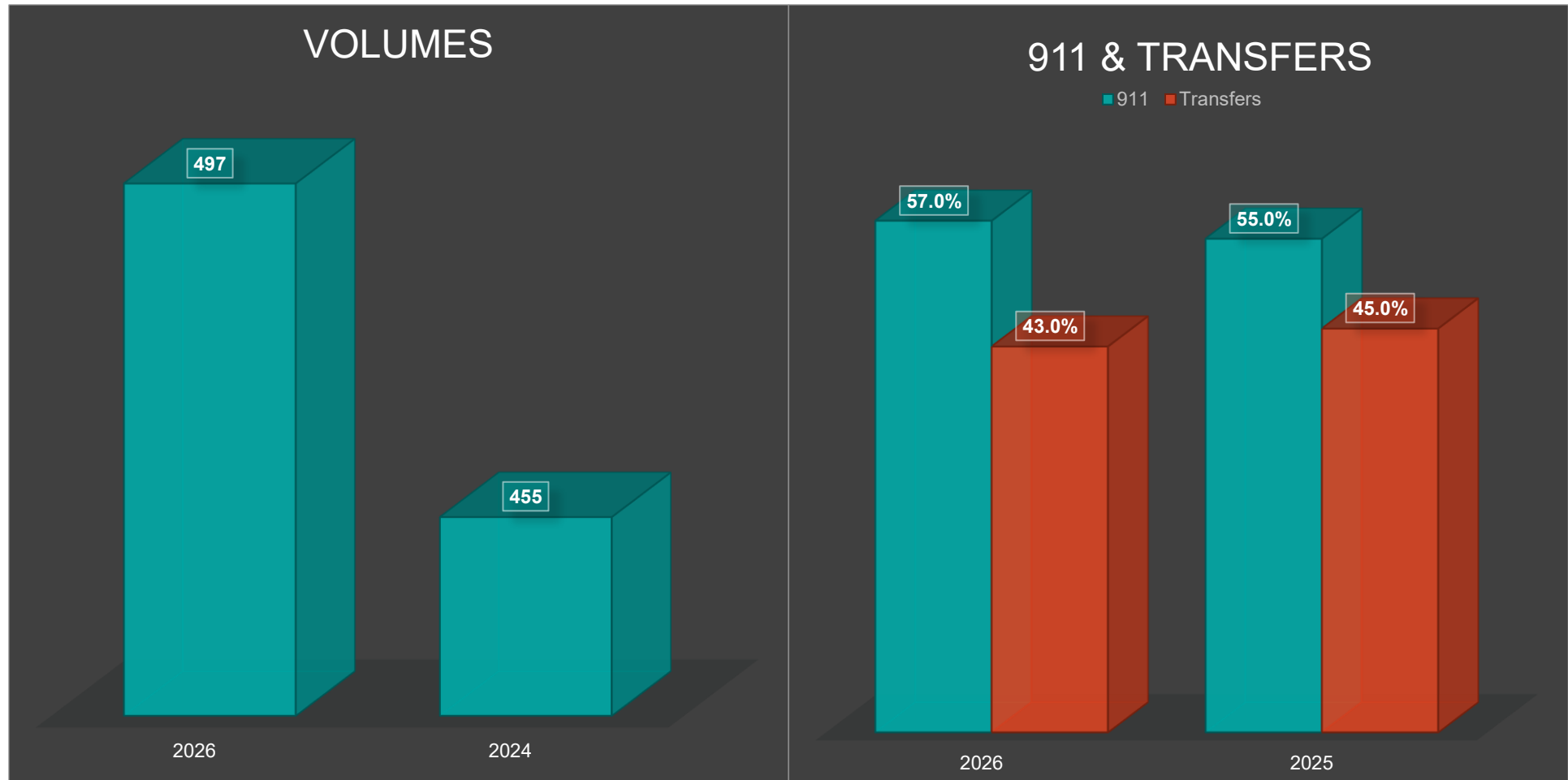
Median Unit Notified by Dispatch to Unit Arrived on Scene



New Prague Calls per hour of day

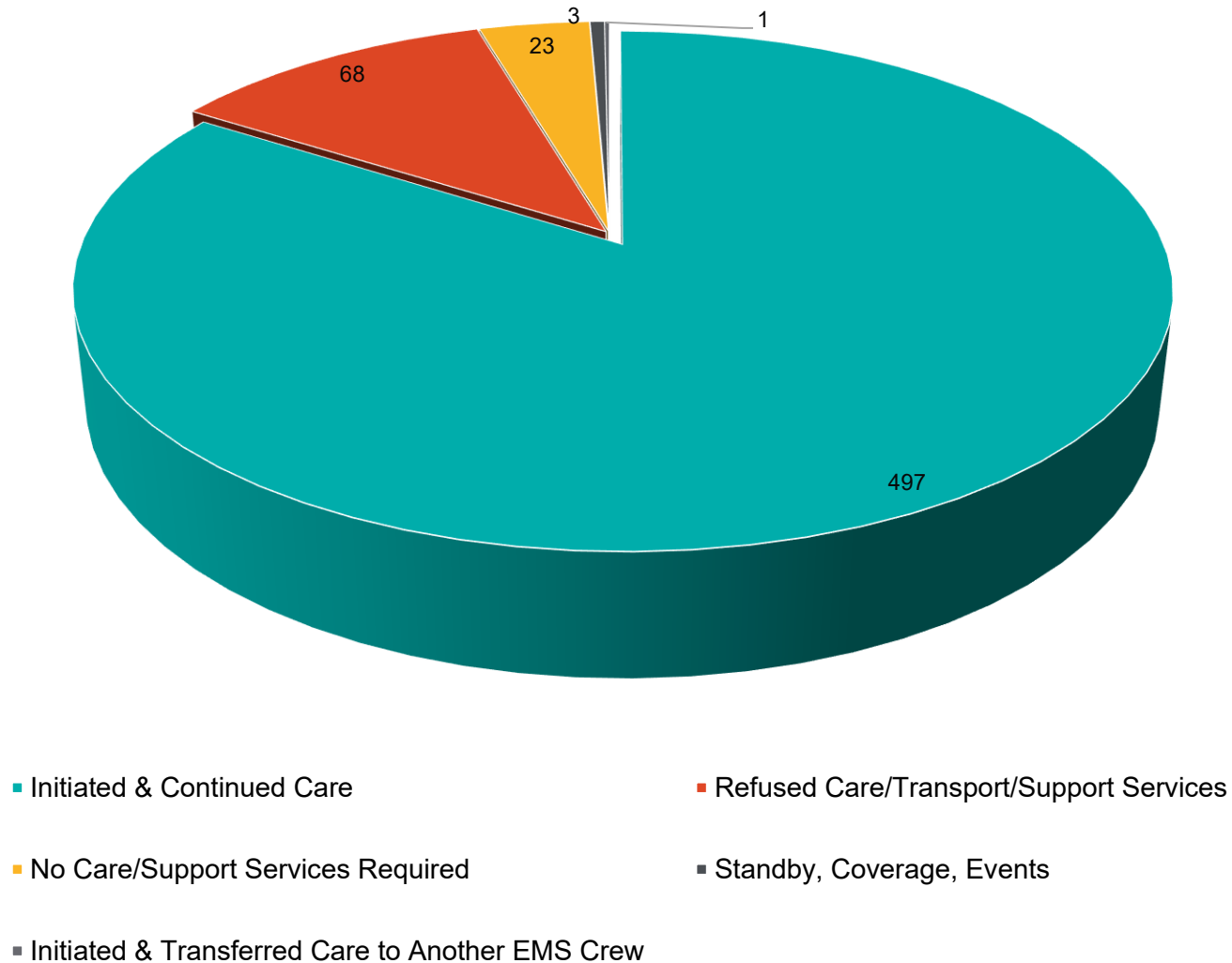


Volumes & 911 vs Transfer %



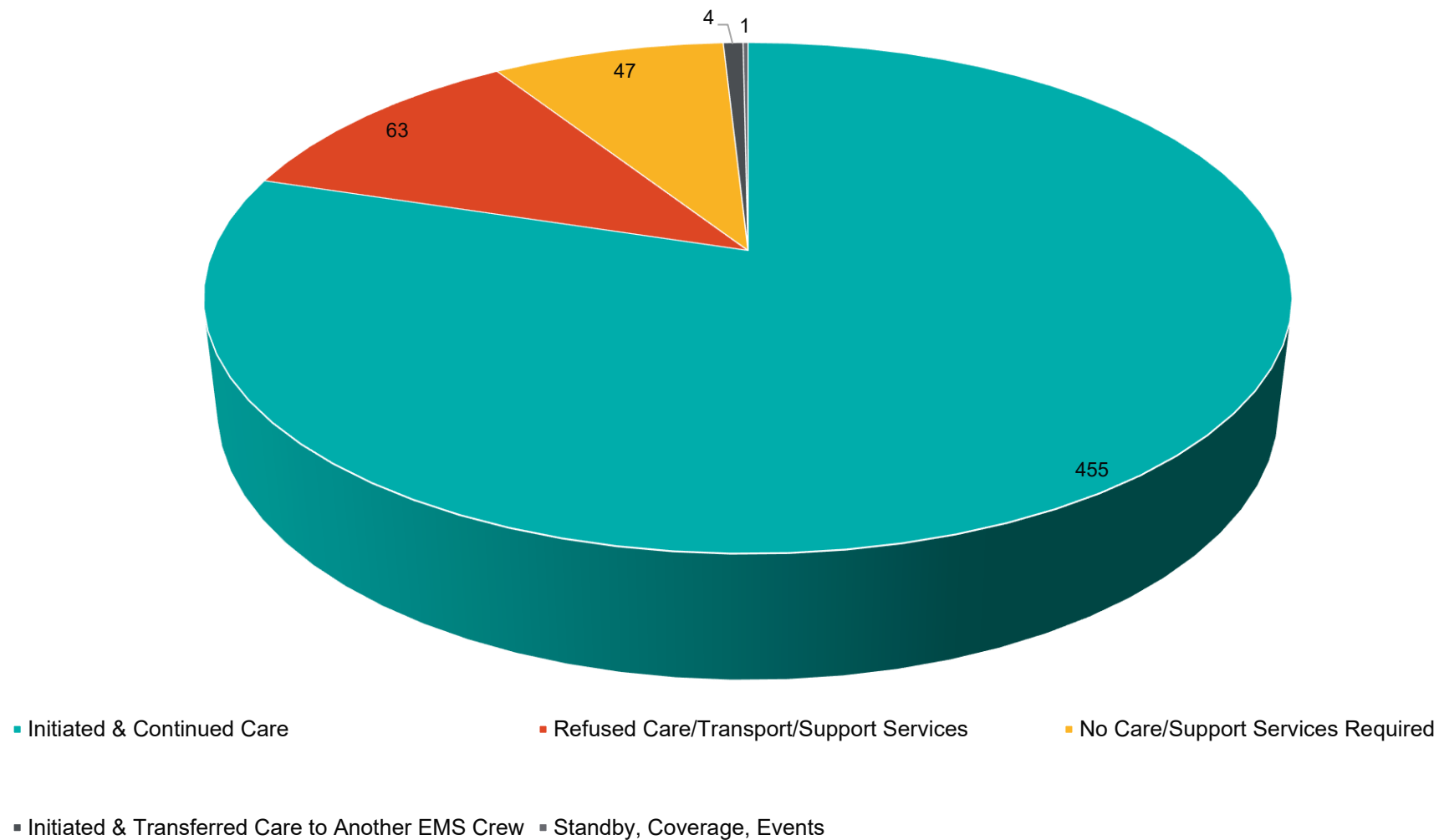
New Prague Responses 01.01.2026 through 06/30/2026

Section 13, Item a.



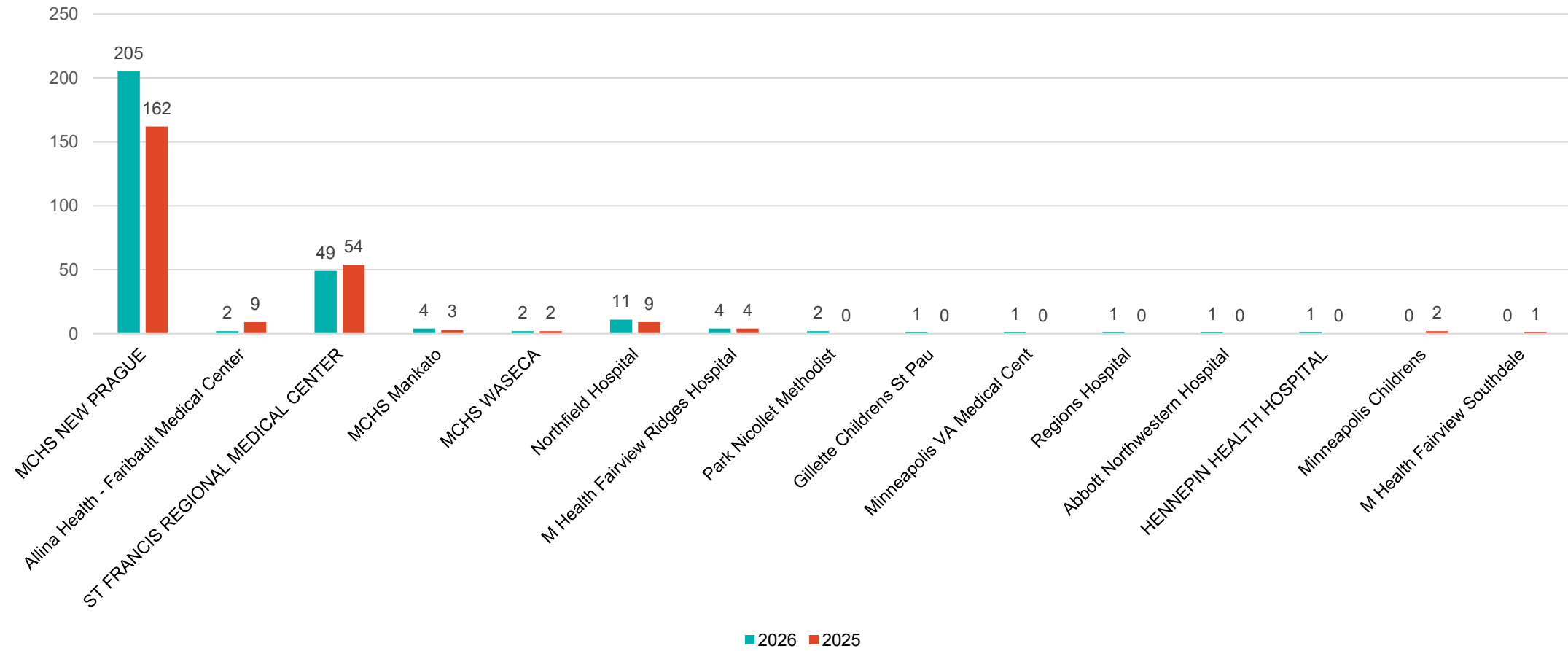
New Prague Responses

01.01.2025 through 06/30/2025

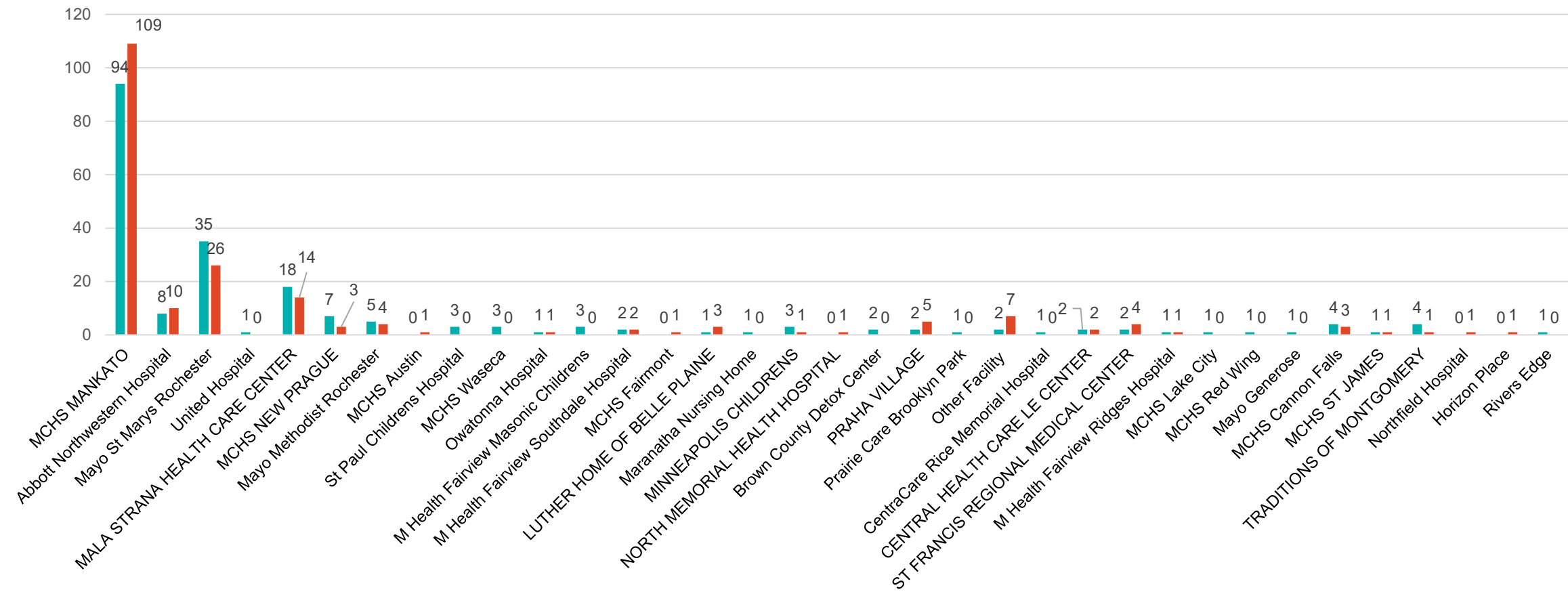


911 Patient Destinations

Chart Title



Transfer Patient Destinations



2026 2025

New Prague Ambulance Income Statement

For Six Months Ended June 30, 2026

(Unaudited)
(\$000's)

	Actual YTD 2026	Budget YTD 2026	F(U) Actual vs Budget
Revenue:			
Ambulance Services Revenue	\$524	\$504	4.0%
*Other Revenue	(\$0)	(\$0)	
Total Operating Revenue	\$524	\$504	3.9%
Direct Expense			
Compensation	574	586	1.9%
Supplies	19	18	-6.0%
Purchased Services	37	32	-14.1%
Utilities and Fuel	10	17	44.0%
Maintenance and Repairs	15	18	19.5%
Rental	10	10	0.6%
Tax & Insurance	22	16	-41.4%
Other Expense	3	7	52.2%
Depreciation	39	10	-271.5%
Total Direct Expense	728	714	-2.0%
Indirect Expense			
Indirect Expense (10%)	73	71	-2.0%
Total Indirect Expense	\$73	\$71	-2.0%
Total Operating Expense	\$801	\$785	-2.0%
Net Operating Income (Loss)	(\$277)	(\$281)	1.6%
Net Operating Margin	-52.8%	-55.8%	2.9%
Statistics			
Key Stat / Transports	497	449	10.7%
Net Patient Revenue / Transports	\$1,055	\$1,123	-6.0%
FTE's	11.1	11.0	-0.5%

Positive Highlights

- Transport volume exceeded plan by 10.7%
- Total revenue exceeded plan by \$24,000
- Payroll and benefits were \$12,000 below plan
- Overtime hours were reduced by 34%
- Utility expenses were \$7,000 below plan
- Net operating loss improved by \$71,656 compared to plan

Areas of Focus

- Collection rate remains below target and continues to impact net revenue realization.
- Contractual discounts remain significantly higher than planned.
- Supply and purchased service expenses should continue to be monitored as volumes increase.
- Depreciation expense exceeded plan by more than \$29,000

*Other Revenue excludes 2025 one-time Emergency Aid funds of \$65K used in 2025 recognized in 2026

Questions

????



PLANNING COMMISSION MINUTES

City of New Prague

Wednesday, July 22nd, 2026

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

The meeting was called to order at 6:30pm by Chair Dan Meyer.
The following members were present: Chair Dan Meyer, Vice Chair Brandon Pike, and Rik Seiler.
The following members were absent: Shawn Ryan and Jennifer Schultz.
The following City Staff were present: Community Development Director Ken Ondich and Planner Evan Gariepy.

2. PUBLIC FORUM

A motion was made by Pike, seconded by Seiler, to open the public forum at 6:31pm.
Motion carried (3-0)

No comments were given.

A motion was made by Pike, seconded by Seiler, to close the public forum at 6:32pm.
Motion carried (3-0)

3. APPROVAL OF REGULAR AGENDA

a. July 22nd, 2026 Regular Meeting

A motion was made by Seiler, seconded by Pike, to approve the July 22nd, 2026 regular meeting agenda.
Motion carried (3-0)

4. APPROVAL OF PREVIOUS MEETING MINUTES

a. June 24th, 2026 Regular Meeting

Gariepy noted that Jason Bentson was incorrectly recorded as being present at the meeting within the minutes.

A motion was made by Pike, seconded by Seiler, to approve the June 24th, 2026 regular meeting minutes with the amendment of removing Jason Bentson from the list of members present.
Motion carried (3-0)

5. NEW BUSINESS

a. Request for Concept Plan Review – Harvest Fields, 63-acre Residential Development – JPB Land, LLC, Applicant

Ondich presented the concept plan review for the proposed Harvest Fields development.

Paul Tabone and Lucinda Spanier, representing JPB Land, LLC, were in attendance. Spanier stated that they have gone through multiple design iterations, and that they are proposing a lifecycle housing community. She noted that not all houses will be built at the minimum setback measurements.

Spanier stated that every home built will have three distinct elevations and that they do not allow identical house designs to be built adjacent to one another to reduce monotony.

Seiler and Pike asked if two houses with the same floor plan can be adjacent, and Spanier stated they can be, but they must have different colors and elevations. She noted that the 42' wide lot's house design offerings are still in progress, but that they only make up 15% of the proposed lots.

Spanier stated that they ideally would begin construction in Spring 2027, with phasing taking potentially five years depending on the market conditions.

Seiler asked how long annexation may take, and Ondich stated it would be the next step. Pike asked if the prospective buyer chooses the lot and floor plans, or if the developer builds the houses and then sells them as-is. Spanier stated that they prefer to build a few houses on each lot size, and then they offer model specs to prospective buyers. Pike asked if all of the infrastructure will be built in one phase, and Ondich stated it will not. Spanier stated approximately 45 lots will be available per phase.

Pike noted that there may be increased traffic throughout the development before further phasing is complete and all roads are built out. Spanier stated that each phase will go through the Planning Commission and City Council prior to development. Seiler asked if the roads will be built to the City's requirements, and Ondich stated it would be.

Pike stated that he likes that JPB Land is both the developer and builder. He also stated that he appreciates the lifecycle community aspect of it, and that he hopes it can be economically feasible. Meyer asked what the rough square footage of a house on the 42' wide lot will be. Spanier stated they would be between 1,800 and 2,400 square feet, slab on grade without a basement, and two stories.

Meyer opened up the floor to public comments and questions, with a limit of 5 minutes per speaking time.

John Wermerskirchen, Helena Township Chair, stated that Helena Township is in favor of the annexation of the land. He stated that it would be a timely process.

Ed Nytes, Helena Township Supervisor, stated that he is concerned that W 270th St will be gravel going east towards FaithPoint Lutheran Church, and is wondering if it could be paved within the future.

Jake Parker, 806 Wencel Ave, asked if there would be the option to purchase a lot without JPB Land building on it. Tabone stated that it could be a possibility, and that they are still internally considering it companywide with a policy. He noted that other communities have asked the same question.

Greg Pint, 1007 Lexington Ave N, asked if the development will be completed without the connection being finalized to the north and east to W 270th St and Alton Ave. Ondich noted that the traffic impact study and the phasing of the development will also impact this, but they are currently uncertain of this.

Veronica Harrison, 907 Lexington Ave N, stated that when the trees were cleared on the unannexed land, work began before 7am, which violates the City's quiet hours ordinance. She stated that the environmental impact of the tree removal was very high, and she is concerned that the proposed development will impact the tree line that is remaining. She stated she is also concerned about the concentration of the proposed housing development.

Spanier stated that JPB Land prefers to preserve as many trees as possible within a new development, and that they are easiest to maintain along the border of a development and that a good faith effort will

be made to maintain them. Seiler asked if the development would be affected by the new tree preservation ordinance, and Ondich stated that it would once it is annexed into the city. Pike asked if the PUD could allow for the City to impose additional tree requirements, and Ondich stated that it can.

Meyer closed the floor for public comment and question.

Spanier stated that JPB Land was not involved in the tree removal at this site.

Polly Cleary stated that her lot backs up to the vacant parcel, and that there has been an issue with thistle since the trees were cut. She asked if the Township can do anything about this, and Heather Taylor DuCharme, the Helena Township Clerk, provided information regarding the next Township Meeting.

b. Concept Review of UDC 2nd Miscellaneous Amendments

Gariepy presented the proposed UDC miscellaneous amendments.

Meyer asked if small wind turbines are currently allowed, and Ondich stated they are not.

Pike noted that 5.003 (B)(1)(e) should be amended to say ‘vehicles’ rather than ‘motor vehicles’ for further clarity. Gariepy stated that will be amended.

Pike stated that fully removing the building design standards from accessory buildings may be too much. Meyer noted that accessory buildings are generally less visible, and Seiler noted that they can be more screened from the public view. Pike noted that this can include other highly visible buildings like car washes. Gariepy stated that alternatives to the proposed language will be brought forward next month for consideration, including new proposed reductions in building design standards for accessory buildings.

A motion was made by Pike, seconded by Seiler, to schedule a public hearing for the August 26th, 2026, Planning Commission meeting to discuss the proposed miscellaneous amendments to the Unified Development Code.
Motion carried (3-0)

6. OLD BUSINESS

a. None

7. MISCELLANEOUS

a. Monthly Business Updates

Ondich presented the monthly business update as information.

8. ADJOURNMENT

A motion was made by Seiler, seconded by Meyer, to adjourn the meeting at 8:03pm.
Motion carried (3-0)

Respectfully submitted,



Evan C. Gariepy
Planner



UTILITIES COMMISSION MEETING MINUTES

City of New Prague

Monday, July 27, 2026 at 3:30 PM

Power Plant - 300 East Main St

1. CALL TO ORDER

The meeting was called to order by Commission President Dan Bishop on Monday, July 27th, 2026, at 3:30 p.m.

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

Staff Present: General Manager Bruce Reimers, Finance Director Robin Pikal and EOS Ken Zweber

Others Present: Bond consultant Keith Dahl from Ehlers Advisors

2. APPROVAL OF AGENDA

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

Motion carried (5-0)

3. APPROVAL OF MINUTES

a. June 22, 2026 Utilities Meeting Minutes

Motion made by Commissioner Busch, seconded by Commissioner Wolf, to approve the June meeting minutes as presented.

Motion carried (5-0)

4. 2026A BOND SALE UPDATE/REPORT

a. Sale Day Report

Keith Dahl from Ehlers presented a sale update on the revenue bond sale for the WES project. The principal amount was \$16,315,000 at a true interest cost of 4.1657%

This was an update only, no action taken.

5. UTILITY AND SMMPA BILLS

a. Approval of accounts payable in the amount of **\$1,404,592.93** and the SMMPA billing of **\$541,025.77**.

Motion made by Commissioner Nickolay, seconded by Commissioner Ewert, to approve the accounts payable as presented.

Motion carried (5-0)

6. FINANCIAL REPORTS

a. Investment Report

b. Financial Report

c. Water and Kilowatt Hours Sales

Motion made by Commissioner Bishop, seconded by Commissioner Nickolay, to approve the financial reports as presented.

Motion carried (5-0)

7. SMMPA BOARD OF DIRECTORS MEETING

a. June 10, 2026

GM Reimers informed the Commission on the following:

- Power sales contract extensions will be offered to SMMPA member cities extending full commitment power purchase agreements through 2065
- Staff is reviewing 2027 budget and rate information to be presented to the board in September.

8. GENERAL MANAGER'S REPORT

GM Reimers informed the Commission on the following:

- Filter #3 still has a small leak and is recommending that we hold off making any more payments to the contractor and SEH until they come up with some solid solutions to address the leaks.
- Utility staff is working on 2027 budgets along with updated CIP estimates

9. OTHER BUSINESS

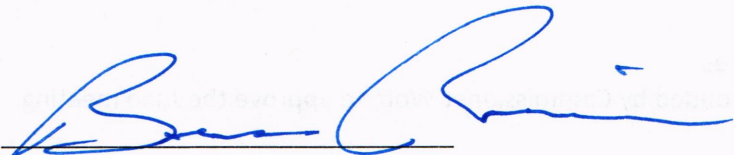
None

10. ADJOURNMENT

Motion made by Commissioner Nickolay, seconded by Commissioner Ewert, to adjourn the July Commission meeting at 4:24 p.m.

Motion carried (5-0)

Respectfully Submitted,



Bruce Reimers
General Manager



MEETING MINUTES

New Prague Golf Board

On site meeting at NPGC
Tuesday, July 28th, 2026

The meeting was called to order at 6:30pm by Board President Den Gardner. The following Board Members were present for the meeting: Den Gardner, Jen Berglund, Adam Gill, Bob Cunniff, and Mayor/Council Liaison Chuck Nickolay. Unable to attend were Graham Kuehner and Adam Brister. Also present: GPE Owner/Contract Manager Kurt Ruehling and Grounds Superintendent Jeff Pint

- **Approval of June 23rd, 2026 Meeting Minutes:**
 - A motion to approve the June 23rd, 2026 Meeting Minutes was made by Nickolay, second by Cunniff. Motion carried (5-0)
- **Claims for Payment (\$148,813.33):**
 - A motion to approve the Claims for Payment was made by Berglund, seconded by Gill. Motion carried (5-0)
- **Review of Monthly Income Statement and Balance Sheet (May 2026):**
 - Nickolay pointed out that the membership revenue exceeded the projected amount
 - Berglund inquired about the Cintas Linen/Towel Service being over budget
 - Nickolay asked about the large utility charge for June...Pint explained
 - A motion to approve the Monthly Income Statement and Balance Sheet was made by Gill, seconded by Cunniff. Motion carried (5-0)
- **Capital Equipment Report**
 - Still waiting for delivery of the Aerifier, the final piece for 2026
 - Pint explained the delay with the aerifier...it is currently trapped in customs
- **Grounds Operation Update:**
 - Superintendent Pint discussed some of the practices he is applying to help with the dry conditions...he has applied a wetting agent to the greens along with hydro-jetting them
 - Pint also informed the Golf Board of the addition of stepping stones to some areas around the cart paths...said they needed to stop due to hot temperatures, in order to allow the new grass around them to germinate
 - Gardner asked Pint about new tee box construction. Pint was asked to call Hartman or Dunnick, two companies that build tee boxes, and report back
 - Ruehling inquired with Nickolay about the process to free up money for these projects
- **Food & Beverage Update...Jess Treviño, Food & Beverage Coordinator:**
 - Staff is hard at it and customers are very pleased
 - Trevino reported that the new menu is nearly complete
 - Staff currently organizing for the upcoming Denny Greene Invitational and the Club Championship weekend
- **Golf Operation Update...Kurt Ruehling, GM/PGA Professional:**
 - Revenue collected in the golf operation is up by over \$55,000...with about \$12,000 still in receivables
 - All leagues are progressing very well! Ruehling gave a huge THANK YOU to Dan Puls for overseeing the Junior League, Chuck Nickolay for scoring the Men's League, and Wade Brod for overseeing the Couples' League

- **Marketing Update...Kurt Ruehling, GM/PGA Professional:**
 - Ruehling IS CURRENTLY PROMOTING the Club Championship, Junior Championship, and the Scholarship Fund Raiser
 - Ruehling is reviewing the Satisfaction Survey and trying to find time to summarize all of the answers to the numerous questions
- **Golf Scholarship Event Update...Den Gardner:**
 - **Scholarship Tournament is August 9th, 2026, hoping for 15+ teams**
 - Currently only (3) teams are signed up...Ruehling will advertise more
 - Gardner informed Golf Board that the current balance in the scholarship account is around \$12,000, so he made a motion to increase the scholarships from \$1,000 each to \$1,500 each. Motion seconded by Cunniff. Motion carried (5-0)
- **Miscellaneous:**
 - Cunniff discussed some significant upgrades and additions to our practice facilities. Simon Kallal, from 2nd Swing, has offered to provide the majority of the funding for these projects. Pint has been involved and said it will all work within his maintenance practices. The project would include a new practice tee area in the NE corner of the current driving range and a putting/chipping complex located north of #7 green and NW of #8 back teeing ground. Golf Board likes the idea
- **Adjournment:**
 - A motion to adjourn the meeting at 7:36p was made by Berglund, second by Gill. Move to adjourn carried (5-0)

Next Golf Board Meeting –Tuesday, August 25th, 2026, 6:30pm

Respectfully submitted by,
Kurt Ruehling, GME...PGA General Manager