



CITY COUNCIL MEETING AGENDA

City of New Prague

Monday, December 16, 2024 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

OPTIONAL ONLINE CONNECTION. MEETINGS ARE IN PERSON.

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1. CALL TO ORDER

- a. Pledge of Allegiance

2. APPROVAL OF REGULAR AGENDA

3. CONSENT AGENDA

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

- [a.](#) Meeting Minutes
 - i. December 2, 2024 City Council Meeting Minutes
- [b.](#) Claims for Payment: **\$460,969.49**
- [c.](#) Financial Summary Report
- [d.](#) Release Deferred Assessment
- [e.](#) 2025 Tobacco Licenses
- [f.](#) 2025 THC Licenses
- [g.](#) Appointment of Justin Birdsell for Streets Position
- [h.](#) Appointment of Kyle Sticha for Parks Position
- [i.](#) LG230 Gambling Application - NP Firearms Relief Association
- [j.](#) 2025 Tri-County Mutual Aid Agreement

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

(Speakers limited to 5 minutes.)

5. CITY ENGINEER PROJECTS UPDATE

- [a.](#) December 16, 2024

6. PUBLIC HEARING(S) – 6:00 PM

- a. None

7. ORDINANCE(S) FOR INTRODUCTION

8. ORDINANCE(S) FOR ADOPTION

9. RESOLUTIONS

- [a.](#) [Resolution #24-12-16-01](#) - Adopting 2025 City Budget
- [b.](#) [Resolution #24-12-16-02](#) - 2025 Official Fee Schedule
- [c.](#) [Resolution #24-12-16-03](#) - Adopting 2024 Property Tax Levy, Payable in 2025
- [d.](#) [Resolution #24-12-16-04](#) - Request for Sign Variance #V9-2024
- [e.](#) [Resolution #24-12-16-05](#) - Active Transportation Grant
- [f.](#) [Resolution #24-12-16-06](#) - Supporting MNDOT Safe Routes to School Grant Application

10. GENERAL BUSINESS

- [a.](#) Approval of 2025-2034 Capital Improvement Plan
- [b.](#) Approval of 2025-2034 Visioning Document
- [c.](#) Compensation Pay Plan 2025
- [d.](#) 2025 Golf Course Consultant Agreement
- [e.](#) Flock Safety Camera Agreement

11. MISCELLANEOUS

- [a.](#) Meeting Minutes
 - i. October 22, 2024, Golf Board Meeting Minutes
 - ii. October 28, 2024, Utilities Commission Meeting Minutes
 - iii. November 13, 2024, EDA Board Meeting Minutes
 - iiii. November 13, 2024, EDA Board Meeting Minutes - Closed
- [b.](#) Discussion of Items not on the Agenda
- [c.](#) North Memorial Health Ambulance 2024 Q3 Update

12. ADJOURNMENT

UPCOMING MEETINGS AND NOTICES:

December 17	6:30 p.m. Golf Board
December 18	6:30 p.m. Planning Commission
December 24	Holiday – City Offices Closed
December 25	Holiday – City Offices Closed
December 30	3:30 p.m. Utilities Commission
January 1	Holiday – City Offices Closed
January 7	6:00 p.m. City Council



CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, December 02, 2024 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

Councilmember Maggie Bass called the meeting order to order at 6:00 p.m.

PRESENT

Councilmember Shawn Ryan

Councilmember Maggie Bass

Councilmember Rik Seiler

Councilmember Bruce Wolf

ABSENT

Mayor Duane Jirik

Staff present: City Administrator Joshua Tetzlaff, Utility General Manager Bruce Reimers, Police Chief Tim Applen, Public Works Director Matt Rynda and Fire Chief Steve Rynda.

a. Pledge of Allegiance

2. APPROVAL OF REGULAR AGENDA

Motion to approve the regular agenda.

Motion made by Councilmember Seiler, Seconded by Councilmember Wolf.

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

Motion carried (4-0)

3. CONSENT AGENDA

Motion to approve the consent agenda.

Motion made by Councilmember Wolf, Seconded by Councilmember Ryan.

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

Motion carried (4-0)

a. Meeting Minutes

i. November 15, 2024, Special City Council Meeting Minutes

ii. November 18, 2024, City Council Meeting Minutes

b. Claims for Payment: **\$327,512.90**

c. Approval of League of Minnesota Cities Liability Coverage Waiver Form

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

(Speakers limited to 5 minutes.)

No speakers present.

5. VIOLATION APPEAL

City Administrator Joshua Tetzlaff explained the violation appeal.

Matthew Egan (305 4th St. NE) spoke on the appeal.

Motion made by Councilmember Ryan, Seconded by Councilmember Seiler to table the appeal hearing until the next meeting when a representative from the Planning Department can be present.

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

Motion carried (4-0)

a. 305 4th St. NE

6. 2024 TRUTH IN TAXATION

City Administrator Joshua Tetzlaff presented the 2024 Truth in Taxation hearing and presented the Planning Community Department updates.

Police Chief Tim Applen presented the Police Department updates.

Fire Chief Steve Rynda presented the Fire Department updates.

Public Works Director Matt Rynda presented the Public Works Department updates.

City Administrator Joshua Tetzlaff presented notable EDA updates.

City staff answered any questions.

Councilmember Maggie Bass opened the public hearing at 6:57 p.m.

Gary Morrison (1540 Praha St. SE & 1522 Praha St. SE) spoke.

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

Motion to close the public hearing at 7:13 p.m.

Motion made by Councilmember Seiler, Seconded by Councilmember Ryan.

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

Motion carried (4-0)

a. 2025 Budget and Property Taxes

7. CITY ENGINEER PROJECTS UPDATE

No update.

a. December 2, 2024

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

a. Ordinance #354 - Cannabis Zoning Amendment

Motion to Approve the Second Reading of Ordinance #354 - Cannabis Zoning Amendment

Motion made by Councilmember Seiler, Seconded by Councilmember Wolf.

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

Motion carried (4-0)

b. Ordinance #355 - Cannabis Registration Regulations

Motion to Approve the Second Reading of Ordinance #355 - Cannabis Registration Regulations

Motion made by Councilmember Ryan, Seconded by Councilmember Seiler.

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

Motion carried (4-0)

11. RESOLUTIONS

- a. #24-12-02-01 Conditional Use Permit Amendment
Dave Poutz (14285 310th Lane) & John Stephens (209 8th Ave NW) spoke.
Motion to remove the 3rd condition and then Approve Resolution #24-12-02-01 - Conditional Use Permit Amendment
Motion made by Councilmember Bass, Seconded by Councilmember Wolf.
Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (4-0)
- b. #24-12-02-02 Sign Variance
Bill Gibson & Rick Con answered any questions about the sign variance.
Motion to table Resolution #24-12-02-02 - Sign Variance until new renderings of the sign are made and extend the review period by 60 days.
Motion made by Councilmember Ryan, Seconded by Councilmember Seiler.
Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (4-0)

12. GENERAL BUSINESS

Public Works Director Matt Rynda spoke on open positions within the department.

13. MISCELLANEOUS

- a. Meeting Minutes
 - i. October 8, 2024, Park Board Meeting Minutes
 - ii. October 23, 2024, Planning Commission Meeting Minutes
- b. Discussion of Items not on the Agenda

14. ADJOURNMENT

Motion to adjourn the meeting at 8:10 p.m.
Motion made by Councilmember Seiler, Seconded by Councilmember Wolf.
Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (4-0)

ATTEST:

Duane J. Jirik
Mayor

Joshua M. Tetzlaff
City Administrator

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
12/16/2024

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
FUND 101 - GENERAL FUND			
<u>RURAL FIRE - TO BE REIMBURSED</u>			
BEVCOMM	TELEPHONE	\$90.71	
CENTERPOINT ENERGY	NATURAL GAS	\$92.75	
LAKERS NEW PRAGUE SANITARY	TRASH - RURAL	\$21.04	
QUILL CORPORATION	COPY PAPER	\$18.99	
VERIZON WIRELESS	TABLETS	\$40.08	
ZORO TOOLS INC.	DOOR THRESHOLD	\$19.86	
TOTAL:			\$283.43
<u>OTHER - TO BE REIMBURSED</u>			
KENNEDY & GRAVEN CHARTERED	EBERT CONSTRUCTION HOUSING DEVELOP	\$590.19	
KENNEDY & GRAVEN CHARTERED	TRACKER ADDITION	\$132.00	
KENNEDY & GRAVEN CHARTERED	YELLOW TREE HOUSING DEVELOPMENT	\$469.20	
NOVAK COMPANIES	SNOWFLAKE BRACKETS	\$11.20	
TOTAL:			\$1,202.59
<u>COUNCIL</u>			
SUEL PRINTING	COUNCIL MINUTES	\$1,584.00	
TOTAL:			\$1,584.00
<u>ADMINISTRATION</u>			
AMAZON CAPITAL SERVICES	DESK CALENDAR	\$6.48	
AMERICAN MAILING MACHINES	POSTAGE SUPPLIES	\$57.46	
BEVCOMM	TELEPHONE	\$102.61	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$21.90	
SCHAEPEKAHM, ALYSSA	NOTARY FEE	\$44.79	
VETERAN SHREDDING	CONTRACTED SERVICES	\$8.50	
TOTAL:			\$241.74
<u>TECH NETWORK</u>			
COMPUTER TECHNOLOGY SOLUTIONS	COMPUTER SUPPORT	\$5,346.06	
COMPUTER TECHNOLOGY SOLUTIONS	OFFICE 365 / FIREWALL	\$1,871.24	
TOTAL:			\$7,217.30
<u>ATTORNEY</u>			
KENNEDY & GRAVEN CHARTERED	LEGAL SERVICES	\$5,481.45	
SCOTT COUNTY ATTORNEY'S OFFICE	NOVEMBER COURT FINES	\$1,527.54	
SCOTT COUNTY ATTORNEY'S OFFICE	OCTOBER COURT FINES	\$1,462.82	
TOTAL:			\$8,471.81
<u>PLANNING</u>			
AMERICAN MAILING MACHINES	POSTAGE SUPPLIES	\$34.73	
BEVCOMM	TELEPHONE	\$46.65	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$24.13	
METRO SALES INC	COPIER LEASE	\$49.50	
SCOTT COUNTY RECORDER	RECORDING FEE	\$46.00	
SUEL PRINTING	LEGAL ADS	\$432.00	
TOTAL:			\$633.01
<u>GOVERNMENT BUILDING</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$19.99	
CENTERPOINT ENERGY	NATURAL GAS	\$249.71	
JANI-KING OF MINNESOTA INC	CLEANING SERVICES	\$1,286.63	
LAKERS NEW PRAGUE SANITARY	TRASH - CITY HALL	\$86.62	
MEI TOTAL ELEVATOR SOLUTIONS	ELEVATOR MAINTENANCE	\$69.62	
TOTAL:			\$1,712.57

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
12/16/2024

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>POLICE</u>			
AMERICAN MAILING MACHINES	POSTAGE SUPPLIES	\$10.43	
AT&T MOBILITY	WIRELESS CELLS	\$568.80	
BEVCOMM	TELEPHONE	\$109.09	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$7.05	
NORTH CENTRAL DBA RW&B	EQUINOX LIGHTS	\$4,145.23	
PETERSON COUNSELING AND CONSULTING	CONSULTING SERVICE/RETAINER FEE	\$620.00	
TRANSUNION RISK AND ALTERNATIVE	TLO CHARGES	\$75.00	
VERIZON WIRELESS	SQUAD BROADBAND	\$280.09	
VETERAN SHREDDING	CONTRACTED SERVICES	\$42.50	
TOTAL:			\$5,858.19
<u>FIRE</u>			
BEVCOMM	TELEPHONE	\$90.71	
CENTERPOINT ENERGY	NATURAL GAS	\$92.75	
LAKERS NEW PRAGUE SANITARY	TRASH - FIRE	\$21.03	
QUILL CORPORATION	COPY PAPER	\$19.00	
VERIZON WIRELESS	TABLETS	\$40.08	
ZORO TOOLS INC.	DOOR THRESHOLD	\$19.86	
TOTAL:			\$283.43
<u>BUILDING INSPECTOR</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$228.87	
AMERICAN MAILING MACHINES	POSTAGE SUPPLIES	\$0.66	
BEVCOMM	TELEPHONE	\$46.65	
METRO SALES INC	COPIER LEASE	\$49.50	
TOTAL:			\$325.68
<u>STREET</u>			
AAI GARAGE DOOR	GARAGE DOOR #3 - SPRINGS	\$940.00	
ACE HARDWARE & PAINT	SUPPLIES	\$118.86	
ALLIED PRODUCTS	FLAGS	\$64.75	
AMAZON CAPITAL SERVICES	DESK CALENDAR	\$6.48	
AMAZON CAPITAL SERVICES	OFFICE CHAIR	\$69.59	
BEVCOMM	TELEPHONE	\$77.02	
CENTERPOINT ENERGY	NATURAL GAS	\$111.48	
EARL F. ANDERSEN	COMPOST SIT - LOG SIGN	\$111.85	
LAKERS NEW PRAGUE SANITARY	TRASH - STREETS	\$86.62	
MACH LUMBER INC	LUMBER - GARAGE DOOR	\$19.50	
METRO SALES INC	COPIER LEASE	\$49.50	
O'REILLY AUTOMOTIVE INC	SOCKET & PAINT	\$14.98	
REGENTS OF THE UNIVERSITY OF MINNESOTA	TREE INSPECTOR WORKSHOP	\$100.00	
STAR GROUP LLC.	OIL & FILTERS	\$196.77	
STAR GROUP LLC.	TIRE BEAD SEALER - SKID	\$18.39	
TOTAL:			\$1,985.79
<u>PARKS</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$132.67	
AMAZON CAPITAL SERVICES	DESK CALENDAR	\$6.48	
AMAZON CAPITAL SERVICES	OFFICE CHAIR	\$34.80	
AMAZON CAPITAL SERVICES	PRINTER CARTRIDGE	\$47.98	
AMAZON CAPITAL SERVICES	TIRES	\$122.39	
AMERICAN MAILING MACHINES	POSTAGE SUPPLIES	\$1.94	
BEVCOMM	TELEPHONE	\$34.50	
CENTERPOINT ENERGY	NATURAL GAS	\$64.35	
HERITAGE LANDSCAPE SUPPLY GROUP	HERBICIDE	\$12,539.60	
LAKERS NEW PRAGUE SANITARY	TRASH - PARKS	\$86.62	
LANO EQUIPMENT INC	PALLET FORKS	\$695.00	
RENT N SAVE PORTABLE SERVICES	PORTABLE RESTROOM	\$155.00	
VERIZON WIRELESS	IPADS	\$10.02	
TOTAL:			\$13,931.35

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
12/16/2024

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>LIBRARY</u>			
CENTERPOINT ENERGY	NATURAL GAS	\$137.82	
JANI-KING OF MINNESOTA INC	CLEANING SERVICE	\$743.27	
TOTAL:			<u>\$881.09</u>
<u>UNALLOCATED</u>			
HEYN BROTHERS CONSTRUCTION CORP	CITY ROOF REPAIR - HAIL	\$285,000.00	
MSA PROFESSIONAL SERVICES INC	SMALL AREA PLAN	\$4,125.00	
SEH	CITY ROOF REPAIR	\$2,800.00	
TOTAL:			<u>\$291,925.00</u>
GENERAL FUND TOTAL:			<u>\$336,536.98</u>
FUND 230 - SPECIAL REVENUE - PARK EQUIPMENT			
EARL F. ANDERSEN	DISC GOLF GRANT - SIGNS	\$81.15	
TOTAL:			<u>\$81.15</u>
FUND 321 - DEBT SERVICE - CIP 2020-2021			
US BANK	PAYING AGENT FEE	\$500.00	
TOTAL:			<u>\$500.00</u>
FUND 324 - DEBT SERVICE - CIP 2024			
SEURER, MARLENE	CIP 2024 ASSESSMENT OVERPAYMENT	\$2,490.00	
TOTAL:			<u>\$2,490.00</u>
FUND 423 - CAPITAL PROJECTS - CIP 2024			
BCM CONSTRUCTION INC.	CIP 2024 PAY AP #8	\$67,046.66	
TOTAL:			<u>\$67,046.66</u>
FUND 602 - ENTERPRISE - SANITARY SEWER			
ACE HARDWARE & PAINT	SUPPLIES	\$76.22	
ADVANCED PROCESS SOLUTIONS	ACTUATORS	\$1,346.57	
ADVANCED PROCESS SOLUTIONS	VALVE	\$901.51	
AMAZON CAPITAL SERVICES	DESK CALENDAR	\$12.94	
AMAZON CAPITAL SERVICES	LAPTOP BAG/ CHARGER	\$31.38	
AMAZON CAPITAL SERVICES	OFFICE CHAIR	\$52.20	
AMAZON CAPITAL SERVICES	THERMOSTAT	\$64.60	
BEVCOMM	TELEPHONE	\$209.43	
CENTERPOINT ENERGY	NATURAL GAS	\$4,038.37	
COMPUTER TECHNOLOGY SOLUTIONS	COMPUTER SUPPORT	\$1,344.64	
COMPUTER TECHNOLOGY SOLUTIONS	OFFICE 365 / FIREWALL	\$271.90	
DIVAL SAFETY EQUIPMENT INC	WORK GLOVES	\$79.92	
HAWKINS INC	AZONE	\$3,899.04	
KORTERRA INC	LINE LOCATES	\$500.00	
LAKERS NEW PRAGUE SANITARY	TRASH - WWTP	\$301.60	
MN VALLEY TESTING LABS	TESTING ANALYSIS	\$273.00	
NEON LINK	ONLINE PAYMENT FEES	\$199.78	
ROBERT HALF	TEMP UTILITY BILLING EMPLOYEE	\$303.80	
SALTCO	SALT FEE	\$1,110.75	
STAR GROUP LLC.	V-BELT	\$44.58	
TODDS AUTO PARTS INC	JETTER VAC PARTS	\$6.29	
VERIZON WIRELESS	IPADS	\$7.52	
VETERAN SHREDDING	CONTRACTED SERVICES	\$8.50	
TOTAL:			<u>\$15,084.54</u>

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
12/16/2024

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
FUND 606 - ENTERPRISE - STORM UTILITY			
AMAZON CAPITAL SERVICES	OFFICE CHAIR	\$17.40	
KORTERRA INC	LINE LOCATES	\$500.00	
NEON LINK	ONLINE PAYMENT FEES	\$24.13	
ROBERT HALF	TEMP UTILITY BILLING EMPLOYEE	\$75.96	
TODDS AUTO PARTS INC	JETTER VAC PARTS	\$2.69	
VERIZON WIRELESS	IPADS	\$7.52	
TOTAL:			<u>\$627.70</u>
FUND 651 - ENTERPRISE - AMBULANCE			
CENTERPOINT ENERGY	NATURAL GAS	\$92.75	
LAKERS NEW PRAGUE SANITARY	TRASH - AMBULANCE	\$21.04	
ZORO TOOLS INC.	DOOR THRESHOLD	\$19.87	
TOTAL:			<u>\$133.66</u>
TOTAL ACCOUNTS PAYABLE FOR COUNCIL APPROVAL:			\$422,500.69

Vendor Name	Net Invoice Amount
BEVCOMM	
TELEPHONE / CABLE / INTERNET	\$427.48
BREAKTHRU BEVERAGE MINNESOTA	
BEER	\$212.00
BRYAN ROCK PRODUCTS INC.	
3/4 MINUS	\$259.08
CARD SERVICES/COBORNS	
FOOD	\$53.41
CENTRAL MCGOWAN INC	
CO2 RENTAL	\$153.44
CHARD GRADING & EXCAVATING	
SAND	\$122.41
CLESENS	
KNOCK ON FITTINGS	\$1,136.13
COLLEGE CITY BEVERAGE	
BEER	\$846.00
BEER/ALCOHOL	\$648.55
DR. FRESH TAP	
TAP LINE CLEANING	\$75.00
G AND H READY MIX LLC	
CEMENT FOR WASH PAD	\$1,589.15
GENERAL PARTS LLC	
REPAIR GLASS WASHER	\$373.68
GOLF PROFESSIONAL ENTERPRISES LLC	
NOVEMBER MANAGEMENT FEE	\$8,347.50
HERMEL WHOLESALE	
FOOD	\$874.02
SUPPLIES	\$181.09
JEFF PINT	
JEFF PESTICIDE RECERT	\$145.00
LAKERS NEW PRAGUE SANITARY	
TRASH	\$383.89
MIKE PORTNER	
DISTILLED WATER	\$18.84
MTI DISTRIBUTING INC	
SERVICE WORK	\$522.13
NEW PRAGUE UTILITIES	
UTILITIES	\$9,715.62
PEPSI-COLA	
BEVERAGE - NON-ALCOHOL	\$2,166.88
QUILL CORPORATION	
MEMBERSHIP DUES	\$69.99
RIVER COUNTRY COOP	
FUEL	\$419.21
SHAKOPEE GRAVEL INC.	
CLASS 5 GRAVEL	\$153.12
STAR GROUP LLC.	
FILTERS	\$129.58
TOW DISTRIBUTING CORP	
BEER	\$170.80
TOWN & COUNTRY SEWER SERVICE	
PORTABLE RESTROOMS	\$1,030.80
TURFWERKS	
ALIGNMENT TOOL	\$91.60
DRIVE SHAFT	\$374.49
ROTOR	\$613.60-
TURBINE ASSY	\$3,558.54

Vendor Name	Net Invoice Amount
US BANK EQUIPMENT FINANCE	
COPIER RENTAL	\$184.77
VERSATILE VEHICLES INC.	
FENDERS, RECEPTACLE	\$526.52
SPLINE BUMPER	\$25.56
WASHA TRUCKING SERVICES INC	
HAULIN - ROCK & SAND	\$345.00
ZIEGLER INC.	
COMPRESSOR RENTAL	\$3,751.12
Grand Totals	\$38,468.80

Unaudited Income Statement
Through October 31, 2024
Percent of year complete: 83%

Section 3, Item c.

	Prior Year 2023 Thru 10/31/2023	Actual Thru 10/31/2024	2023/2024 Variance YTD	Current Month 10/31/2024	2024 Adopted Budget	2024 Budget Balance	% Actual compared to Budget
General Fund							
REVENUES							
Property Taxes	\$ 3,104,845.93	\$ 2,004,547.16	\$ (1,100,298.77)	\$ -	\$ 3,749,628	\$ 1,745,081	53.46%
Local Government Aid	\$ 492,904.00	\$ 591,763.50	\$ 98,859.50	\$ -	\$ 1,183,527	\$ 591,764	50.00%
Licenses and permits	\$ 289,733.63	\$ 327,409.41	\$ 37,675.78	\$ 28,954.15	\$ 250,255	\$ (77,154)	130.83%
Intergovernmental	\$ 244,108.78	\$ 291,909.72	\$ 47,800.94	\$ 128,314.83	\$ 383,672	\$ 91,762	76.08%
Charges for services	\$ 52,260.78	\$ 88,637.27	\$ 36,376.49	\$ 860.75	\$ 81,164	\$ (7,473)	109.21%
Fines	\$ 23,819.52	\$ 14,870.28	\$ (8,949.24)	\$ 1,802.94	\$ 20,000	\$ 5,130	74.35%
Interest Income	\$ 328,934.74	\$ 397,077.50	\$ 68,142.76	\$ 26,978.65	\$ 125,000	\$ (272,078)	317.66%
Miscellaneous revenue	\$ 88,547.35	\$ 442,762.73	\$ 354,215.38	\$ 4,553.55	\$ 200,500	\$ (242,263)	220.83%
Transfers In	\$ 36,249.99	\$ 33,333.30	\$ (2,916.69)	\$ 3,333.33	\$ 425,894	\$ 392,561	7.83%
TOTAL REVENUES	\$ 4,661,404.72	\$ 4,192,310.87	\$ (469,093.85)	\$ 194,798.20	\$ 6,419,640.00	\$ 2,227,329.13	65.30%
EXPENSES							
Council	\$ 56,304.68	\$ 58,188.39	\$ 1,883.71	\$ 4,852.69	\$ 76,142	\$ 17,954	76.42%
Administration	\$ 407,142.98	\$ 416,276.92	\$ 9,133.94	\$ 35,504.03	\$ 461,644	\$ 45,367	90.17%
Tech Network	\$ 176,008.90	\$ 117,956.92	\$ (58,051.98)	\$ 7,664.03	\$ 207,383	\$ 89,426	56.88%
Elections	\$ 1,214.00	\$ 11,373.08	\$ 10,159.08	\$ 23.46	\$ 15,900	\$ 4,527	71.53%
Assessor	\$ 44,400.00	\$ 45,700.00	\$ 1,300.00	\$ -	\$ 45,700	\$ -	100.00%
Attorney	\$ 55,681.76	\$ 71,305.53	\$ 15,623.77	\$ 5,688.99	\$ 70,000	\$ (1,306)	101.87%
Engineer	\$ 7,335.40	\$ 113.00	\$ (7,222.40)	\$ -	\$ 20,000	\$ 19,887	0.57%
Planning	\$ 265,273.88	\$ 242,681.07	\$ (22,592.81)	\$ 21,883.83	\$ 405,723	\$ 163,042	59.81%
Government Building	\$ 63,583.62	\$ 408,337.14	\$ 344,753.52	\$ 110,522.71	\$ 174,138	\$ (234,199)	234.49%
Police	\$ 1,720,881.45	\$ 1,729,299.60	\$ 8,418.15	\$ 149,491.33	\$ 2,196,296	\$ 466,996	78.74%
Fire	\$ 67,868.28	\$ 226,415.74	\$ 158,547.46	\$ 10,249.42	\$ 252,332	\$ 25,916	89.73%
Building Inspector	\$ 251,707.31	\$ 266,893.53	\$ 15,186.22	\$ 24,942.54	\$ 341,054	\$ 74,160	78.26%
Emergency Management	\$ 1,738.85	\$ 3,395.81	\$ 1,656.96	\$ -	\$ 2,637	\$ (759)	128.78%
Animal Control	\$ 11,700.00	\$ 15,600.00	\$ 3,900.00	\$ 3,900.00	\$ 15,750	\$ 150	99.05%
Public Works	\$ 93,786.57	\$ 97,883.78	\$ 4,097.21	\$ 8,732.00	\$ 116,637	\$ 18,753	83.92%
Streets	\$ 982,344.07	\$ 688,051.23	\$ (294,292.84)	\$ 52,325.16	\$ 892,825	\$ 204,774	77.06%
Street Lights	\$ 47,371.14	\$ 45,527.11	\$ (1,844.03)	\$ 4,106.96	\$ 72,333	\$ 26,806	62.94%
Outdoor Swimming Pool	\$ -	\$ 9.89	\$ 9.89	\$ -	\$ -	\$ (10)	0.00%
Aquatic Center	\$ 140,224.14	\$ 154,012.34	\$ 13,788.20	\$ -	\$ 116,251	\$ (37,761)	132.48%
Municipal Band	\$ 4,473.97	\$ 4,481.65	\$ 7.68	\$ -	\$ 4,484	\$ 2	99.95%
Parks	\$ 1,857,747.05	\$ 701,914.48	\$ (1,155,832.57)	\$ 35,096.30	\$ 621,815	\$ (80,099)	112.88%
Park Board	\$ 45,778.09	\$ 43,634.56	\$ (2,143.53)	\$ 1,383.00	\$ 180,000	\$ 136,365	24.24%
Library	\$ 41,866.34	\$ 25,617.66	\$ (16,248.68)	\$ 1,650.45	\$ 33,265	\$ 7,647	77.01%
Unallocated	\$ 110,017.70	\$ 131,714.42	\$ 21,696.72	\$ 327.00	\$ 97,331	\$ (34,383)	135.33%
TOTAL EXPENSES	\$ 6,454,450.18	\$ 5,506,383.85	\$ (948,066.33)	\$ 478,343.90	\$ 6,419,640.00	\$ 913,256.15	85.77%
EXCESS REVENUES OVER EXPENSES	\$ (1,793,045.46)	\$ (1,314,072.98)	\$ 478,972.48	\$ (283,545.70)	\$ -	\$ 1,314,072.98	

Unaudited Income Statement
Through October 31, 2024
Percent of year complete: 83%

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	Prior Year 2023 Thru 10/31/2023	Actual Thru 10/31/2024	2023/2024 Variance YTD	Current Month 10/31/2024	2024 Adopted Budget	2024 Budget Balance	% Actual compared to Budget
Ambulance							
TOTAL REVENUES	\$ 20,873.33	\$ 22,426.23	\$ 1,552.90	\$ 1,836.82	\$ 20,100	\$ (2,326)	111.57%
TOTAL EXPENSES	\$ 11,953.61	\$ 12,165.39	\$ 211.78	\$ 685.05	\$ 12,366	\$ 201	98.38%
EXCESS REVENUES OVER EXPENSES	<u>\$ 8,919.72</u>	<u>\$ 10,260.84</u>	<u>\$ 1,341.12</u>	<u>\$ 1,151.77</u>	<u>\$ 7,734.00</u>	<u>\$ (2,526.84)</u>	
EDA							
TOTAL REVENUES	\$ 57,977.45	\$ 46,692.28	\$ (11,285.17)	\$ 305.99	\$ 75,250.00	\$ 28,558	62.05%
TOTAL EXPENSES	\$ 63,500.37	\$ 45,200.96	\$ (18,299.41)	\$ 4,521.54	\$ 75,250.00	\$ 30,049	60.07%
EXCESS REVENUES OVER EXPENSES	<u>\$ (5,522.92)</u>	<u>\$ 1,491.32</u>	<u>\$ 7,014.24</u>	<u>\$ (4,215.55)</u>	<u>\$ -</u>	<u>\$ (1,491.32)</u>	
EDA- INDUSTRIAL							
TOTAL REVENUES	\$ 2,576.39	\$ 3,792.59	\$ 1,216.20	\$ 135.33	\$ -	\$ (3,793)	0.00%
TOTAL EXPENSES	\$ 1,635.90	\$ 1,805.56	\$ 169.66	\$ (1,635.90)	\$ 1,773	\$ (33)	101.84%
EXCESS REVENUES OVER EXPENSES	<u>\$ 940.49</u>	<u>\$ 1,987.03</u>	<u>\$ 1,046.54</u>	<u>\$ 1,771.23</u>	<u>\$ (1,773.00)</u>	<u>\$ (3,760.03)</u>	
WATER FUND							
TOTAL REVENUES	\$ 1,684,225.94	\$ 1,600,293.01	\$ (83,932.93)	\$ 193,219.53	\$ 1,877,961.00	\$ 277,667.99	85.21%
TOTAL EXPENSES	\$ 1,280,850.65	\$ 1,347,454.69	\$ 66,651.97	\$ 109,252.69	\$ 1,589,904.00	\$ 242,467.50	84.75%
EXCESS REVENUES OVER EXPENSES	<u>\$ 403,375.29</u>	<u>\$ 252,838.32</u>	<u>\$ (150,584.90)</u>	<u>\$ 83,966.84</u>	<u>\$ 288,057.00</u>	<u>\$ 35,200.49</u>	
ELECTRIC FUND							
TOTAL REVENUES	\$ 8,659,474.93	\$ 9,231,556.43	\$ 572,081.50	\$ 869,306.07	\$ 10,474,072.00	\$ 1,242,515.57	88.14%
TOTAL EXPENSES	\$ 7,781,869.59	\$ 8,096,166.68	\$ 314,297.09	\$ 726,721.84	\$ 10,076,660.00	\$ 1,980,493.32	80.35%
EXCESS REVENUES OVER EXPENSES	<u>\$ 877,605.34</u>	<u>\$ 1,135,389.75</u>	<u>\$ 257,784.41</u>	<u>\$ 142,584.23</u>	<u>\$ 397,412.00</u>	<u>\$ (737,977.75)</u>	

Unaudited Income Statement
Through October 31, 2024
Percent of year complete: 83%

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	Prior Year 2023 Thru 10/31/2023	Actual Thru 10/31/2024	2023/2024 Variance YTD	Current Month 10/31/2024	2024 Adopted Budget	2024 Budget Balance	% Actual compared to Budget
SANITARY SEWER							
TOTAL REVENUES	\$ 3,153,973.43	\$ 3,296,166.30	\$ 142,192.87	\$ 323,492.92	\$ 3,677,947.00	\$ 381,780.70	89.62%
TOTAL EXPENSES	\$ 3,485,307.95	\$ 3,601,632.31	\$ 116,324.36	\$ 251,785.34	\$ 4,057,592.00	\$ 455,959.69	88.76%
EXCESS REVENUES OVER EXPENSES	<u>\$ (331,334.52)</u>	<u>\$ (305,466.01)</u>	<u>\$ 25,868.51</u>	<u>\$ 71,707.58</u>	<u>\$ (379,645.00)</u>	<u>\$ (74,178.99)</u>	
GOLF							
TOTAL REVENUES	\$ 1,419,218.41	\$ 1,440,282.53	\$ 21,064.12	\$ 114,657.20	\$ 1,392,982.00	\$ (47,300.53)	103.40%
TOTAL EXPENSES	\$ 1,231,648.06	\$ 1,288,648.02	\$ 56,999.96	\$ 155,068.99	\$ 1,408,833.11	\$ 120,185.09	91.47%
EXCESS REVENUES OVER EXPENSES	<u>\$ 187,570.35</u>	<u>\$ 151,634.51</u>	<u>\$ (35,935.84)</u>	<u>\$ (40,411.79)</u>	<u>\$ (15,851.11)</u>	<u>\$ (167,485.62)</u>	
STORM SEWER							
TOTAL REVENUES	\$ 352,855.13	\$ 374,840.68	\$ 21,985.55	\$ 37,143.72	\$ 401,040.00	\$ 26,199.32	93.47%
TOTAL EXPENSES	\$ 347,228.09	\$ 398,051.26	\$ 50,823.17	\$ 38,354.42	\$ 403,445.00	\$ 5,393.74	98.66%
EXCESS REVENUES OVER EXPENSES	<u>\$ 5,627.04</u>	<u>\$ (23,210.58)</u>	<u>\$ (28,837.62)</u>	<u>\$ (1,210.70)</u>	<u>\$ (2,405.00)</u>	<u>\$ 20,805.58</u>	

CITY OF NEW PRAGUE
BALANCE SHEET
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GENERAL FUND

ASSETS		
101-10101	CLAIM ON CASH	(720,060.63)
101-10120	MONEY MARKET-FIRST BK & TRUST	390,053.40
101-10121	MONEY MARKET-WELLS FARGO	24,998.09
101-10122	MONEY MARKET-ROUNDBANK	33,653.69
101-10123	WELLS FARGO MARKET VALUE	32,591.67
101-10124	WELLS FARGO MONEY FUNDS	1,412.34
101-10125	MONEY MARKET-4M	4,578,889.61
101-10129	MONEY MARKET.STATE BANK - FUTU	133,752.00
101-10160	MONEY MARKET-ROUNDBANK - 350	1,302.26
101-10200	PETTY CASH	198.91
101-10201	PETTY CASH POLICE DEPT	100.00
101-10406	WELLS SELECT INVESTMENT	108,000.00
101-10450	INT. RECEIVABLE - INVESTMENTS	94,946.58
101-10700	TAXES RECEIVABLE-DELINQUENT	28,049.12
101-11500	ACCOUNTS RECEIVABLE	16,706.57
101-11501	ACCOUNTS RECEIVABLE - FLEX	2,257.90
101-11521	BUSINESS LICENSE AR	3,037.50
101-11531	BANK CLEARING ACCT	27,332.30
101-11535	CLEARING ACCOUNT - RURAL FIRE	748.23
101-11536	CLEARING ACCOUNT-GENERAL	12,905.00
101-11537	MISC PROPERTY MAINT	708.77
101-12100	SPECIAL ASSESS. REC.-CURRENT	1,746.10
101-12200	SPECIAL ASSESS. REC.-DELINQUEN	1,982.15
101-13109	DUE FROM RETIREE/COBRA	88.77
101-15501	PREPAID OTHER	24.23
TOTAL ASSETS		4,775,424.56
LIABILITIES AND EQUITY		
LIABILITIES		
101-20204	AP OTHER	45.00
101-20210	ACCOUNTS PAYABLE	322,154.24
101-20800	DUE TO OTHER GOVERNMENTS	171.00
101-20801	STATE SALES TAX	(4.54)
101-20803	LS TRANSIT TAX	(.33)
101-21600	ACCRUED WAGES	138,987.05
101-21706	INSURANCE PAYABLE	8,777.38
101-21714	ACCRUED POLICE DUES	50.00
101-21716	HSA EMPLOYEE AMOUNTS	2,872.49
101-21800	ESCROW - BLDG PERMITS	81,577.07
101-22000	DEPOSITS	15,000.00
101-22022	HOLDING FUNDS-DEVELOPERS/OTHER	2,673.00
101-22200	DEFERRED REVENUE	10.00
101-22202	DEFERRED REVENUE - ASSMNTS	4,505.91
101-22206	DEFERRED REVENUE - AR	(45.00)
101-22207	DEFERRED REVENUE - BP	29,232.65
101-22210	DEFERRED REVENUE - TAXES	28,049.12
TOTAL LIABILITIES		634,055.04
FUND EQUITY		

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GENERAL FUND			
101-25311	COMMITTED: ATHLETIC FIELD		143,987.00
101-25312	ASSIGNED: RENOV/REPL PUB FAC		834,002.00
101-25313	ASSIGNED: ACQ OF EQUIP & VEHIC		330,059.00
101-25314	COMMITTED: PUB FAC INFRAS		500,000.00
101-25999	COMMITTED: EMERG/DIASTER		100,000.00
UNAPPROPRIATED FUND BALANCE:			
101-25300	UNDESIGNATED: FUND BALANCE	3,547,394.50	
	REVENUE OVER EXPENDITURES - YTD	(1,314,072.98)	
	BALANCE - CURRENT DATE		2,233,321.52
	TOTAL FUND EQUITY		4,141,369.52
	TOTAL LIABILITIES AND EQUITY		4,775,424.56

CITY OF NEW PRAGUE
BALANCE SHEET
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ASSETS		
602-10101	CLAIM ON CASH	1,031,682.25
602-10106	DESIGNATED FOR MEMB REPLACEMEN	210,000.00
602-10120	MONEY MARKET-FIRST BK & TRUST	577,028.65
602-10121	MONEY MARKET-WELLS FARGO	44,609.15
602-10122	MONEY MARKET-ROUNDBANK	44,932.37
602-10125	MONEY MARKET-4M	6,055,414.80
602-10126	MONEY MARKET-4M 2024 BOND	812,960.56
602-11500	ACCOUNTS RECEIVABLE	13,549.80
602-11710	CUSTOMER ACCOUNTS RECEIVABLE	288,385.48
602-12300	SPECIAL ASSESS. REC.-DEFFERED	258,519.56
602-15696	DEFERRED OUTFLOW - OPEB	3,889.00
602-15699	GERF DEFERRED OUTFLOWS	101,203.00
602-16100	LAND	56,980.00
602-16200	BUILDINGS	27,964,821.77
602-16210	ACCUM. DEPRECIATION-BUILDINGS	(12,286,173.54)
602-16300	INFRASTRUCTURE	7,897,920.09
602-16310	ACCUMULATED DEPRECIATION - INF	(2,966,316.83)
602-16400	EQUIPMENT	13,891,983.08
602-16410	ACCUMULATED DEPRECIATION - EQU	(8,723,724.64)
602-16420	OFFICE EQUIPMENT	40,455.10
602-16504	SCADA UPGRADE	2,211.93
TOTAL ASSETS		35,320,331.58
LIABILITIES AND EQUITY		
LIABILITIES		
602-20210	ACCOUNTS PAYABLE	31,971.18
602-21500	ACCRUED INTEREST	337,860.71
602-21650	ACCRUED WAGES-VAC & COMP	29,965.66
602-21717	OPEB LIABILITY	19,506.00
602-22000	DEPOSITS	66,564.27
602-22296	OPEB DEFERRED INFLOW	7,361.00
602-22299	GERF DEFERRED INFLOWS	103,397.00
602-22500	BOND PAYABLE - CUR PORT	(.55)
602-23100	BONDS PAYABLE	3,126,651.27
602-23101	PFA BOND PAYABLE	22,202,000.00
602-23400	BOND PREMIUM	310,005.80
602-23999	GERF PENSION LIABILITY	323,468.00
TOTAL LIABILITIES		26,558,750.34
FUND EQUITY		
602-25999	PRIOR PERIOD ADJUSTMENT	(651,969.00)
602-27200	FUND BALANCE-UNDESIGNATED	5,565,947.85
UNAPPROPRIATED FUND BALANCE:		
602-25300	FUND BALANCE-UNDESIGNATED	4,153,068.40
	REVENUE OVER EXPENDITURES - YTD	(305,466.01)
BALANCE - CURRENT DATE		3,847,602.39
TOTAL FUND EQUITY		8,761,581.24

CITY OF NEW PRAGUE
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TOTAL LIABILITIES AND EQUITY

35,320,331.58

CITY OF NEW PRAGUE
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GOLF COURSE

ASSETS		
603-10101	CLAIM ON CASH	83,526.84
603-10125	MONEY MARKET-4M	161,784.95
603-10126	MONEY MARKET-4M 2024 BOND	189,590.57
603-10200	PETTY CASH	2,000.00
603-11500	ACCOUNTS RECEIVABLE - GOLF A/R	5,936.20
603-14100	MATERIAL INVENTORY	88,969.88
603-15696	DEFERRED OUTFLOW - OPEB	872.00
603-15699	GERF DEFERRED OUTFLOWS	71,391.00
603-16150	OTHER IMPROVEMENTS (LAND)	910,289.85
603-16160	ACCUMULATED DEPR - OTHER IMPRO	(904,772.75)
603-16200	BUILDINGS	1,094,511.44
603-16210	ACCUM. DEPRECIATION-BUILDINGS	(669,792.08)
603-16400	EQUIPMENT	1,923,404.79
603-16410	ACCUMULATED DEPRECIATION - EQU	(1,280,465.97)
TOTAL ASSETS		1,677,246.72
LIABILITIES AND EQUITY		
LIABILITIES		
603-20210	ACCOUNTS PAYABLE	59,726.73
603-21500	ACCRUED INTEREST	3,152.00
603-21650	ACCRUED WAGES-VAC & COMP	11,206.35
603-21717	OPEB LIABILITY	4,375.00
603-22000	DEPOSITS	44,645.43
603-22001	DESIGNATED - JR GOLF FUND	20,263.52
603-22004	DESIGNATED- GOLF MAINT. FUND	648.12
603-22201	DEFERRED REVENUE-MEMBERSHIP DU	4,012.65
603-22211	DEFERRED REVENUE-GIFT CERTIFIC	13,539.82
603-22213	DEFERRED REVENUE-MEMBER CREDIT	21,563.37
603-22296	OPEB DEFERRED INFLOW	1,651.00
603-22299	DEFERRED (GERF) INFLOW	60,854.00
603-23106	BOND PAYABLE-2015 EQUIPMENT	10,000.00
603-23107	BOND PAYABLE-2016 EQUIPMENT	18,000.00
603-23110	BOND PAYABLE-2022 EQUIPMENT	345,000.00
603-23400	BOND PREMIUM	35,516.08
603-23999	GERF PENSION LIABILITY	218,084.00
TOTAL LIABILITIES		872,238.07
FUND EQUITY		
603-25999	PRIOR PERIOD ADJUSTMENT	(117,578.00)
UNAPPROPRIATED FUND BALANCE:		
603-25300	FUND BALANCE-UNDESIGNATED	595,952.14
	REVENUE OVER EXPENDITURES - YTD	326,634.51
BALANCE - CURRENT DATE		922,586.65
TOTAL FUND EQUITY		805,008.65
TOTAL LIABILITIES AND EQUITY		1,677,246.72

CITY OF NEW PRAGUE
BALANCE SHEET
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WATER

ASSETS		
604-10101	CLAIM ON CASH	1,486,411.78
604-10125	MONEY MARKET-4M	410,954.51
604-10126	MONEY MARKET-4M 2024 BOND	900,579.95
604-10406	F.I.S.T. INVESTMENTS	881,850.46
604-10407	INVEST ALLOW-UNREALIZED LOS	(44,321.78)
604-11500	ACCOUNTS RECEIVABLE	120.22
604-11502	ACCOUNTS RECEIVABLE - NSF	660.06
604-11525	ACCRUED REVENUE	121,773.77
604-11530	CLEARING ACCOUNT	17,985.00
604-11600	ALLOWANCE DOUBTFUL ACC'T	(4,000.00)
604-11710	CUSTOMER ACCOUNTS RECEIVABL	219,287.75
604-12100	SPECIAL ASSESS. REC.-CURRENT	183.38
604-12300	SPECIAL ASSESS. REC.-DEFFERED	478,878.00
604-14100	MATERIAL INVENTORY	74,768.78
604-15696	DEFERRED OUTFLOW - OPEB	3,872.00
604-15699	GERF DEFERRED OUTFLOWS	75,379.00
604-16100	LAND	79,519.50
604-16200	BUILDINGS	2,454,932.92
604-16201	WELLS, PUMPS & PUMP HOUSE	2,197,186.11
604-16202	WATER TREATMENT	68,116.88
604-16203	WATER TREATMENT EQUIPMENT	1,253,269.45
604-16211	ACCUM DEPR-PRODUCTION PLANT	(4,371,600.33)
604-16301	ELEVATED TOWER	1,988,569.68
604-16303	RESERVOIR	732,530.15
604-16304	DISTRIBUTION TO SYSTEM	7,212,617.25
604-16305	PRU VALVES	902.95
604-16306	MAIN STREET TREATMENT UPGRADE	215,848.13
604-16308	WATER METERS	1,129,223.86
604-16311	ACCUM DEPR.-TRANS-DISTRIBUTI	(4,615,865.88)
604-16312	ACCUM. DEPR-GENERAL PLANT	(292,156.35)
604-16314	SCADA	218,511.67
604-16401	BLDG IMPROVEMENT OFFICE	5,533.95
604-16402	DEFERRED MAINTENANCE CHARGE	24,794.02
604-16403	OFFICE FUNITURE & FIXTURES	29,980.37
604-16404	TRANSPORTATION/EQUIPMENT	317,010.20
604-16405	MISCELLANEOUS EQUIPMENT	39,308.45
604-16406	SHOP EQUIPMENT	1,417.62
604-16507	SCADA UPGRADE	133,434.07
604-16508	10TH AVE WATER MAIN	81,956.30
TOTAL ASSETS		13,529,423.85
LIABILITIES AND EQUITY		

CITY OF NEW PRAGUE
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WATER

LIABILITIES		
604-20210	ACCOUNTS PAYABLE	7,199.06
604-21503	ACCRUED INTEREST	45,129.04
604-21650	ACCRUED WAGES-VAC & COMP	53,414.10
604-21712	DUE WATER TESTING PROGRAM	2,417.79
604-21717	OPEB LIABILITY	19,420.00
604-22000	DEPOSITS	34,606.37
604-22296	OPEB DEFERRED INFLOW	7,329.00
604-22299	DEFERRED (GERF) INFLOW	95,644.00
604-22500	BOND PAYABLE - CUR PORT	34,999.97
604-23400	BOND PREMIUM	421,725.55
604-23511	2011 CIP	44,455.00
604-23516	2013B-REFUNDING 2005-2007	80,000.00
604-23517	CIP 2014	60,000.00
604-23518	2020A - REFUNDING	319,923.58
604-23519	CIP 2020-2021	2,180,000.00
604-23520	2021 UTILITY BUILDING	415,000.00
604-23521	CIP 2022	275,000.00
604-23522	CIP 2023	460,000.00
604-23523	CIP 2024	(150.00)
604-23999	GERF PENSION LIABILITY	293,737.00
TOTAL LIABILITIES		4,849,850.46
FUND EQUITY		
604-25999	PRIOR PERIOD ADJUSTMENT	(274,691.48)
604-26730	RESERVED FOR INVESTMENT AL	(.40)
604-27200	FUND BALANCE-UNDESIGNATED	7,413,719.83
604-28000	INVESTED IN UTILITY PLANT	1,287,688.93
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		252,856.51
BALANCE - CURRENT DATE		252,856.51
TOTAL FUND EQUITY		8,679,573.39
TOTAL LIABILITIES AND EQUITY		13,529,423.85

CITY OF NEW PRAGUE
BALANCE SHEET
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ELECTRIC

ASSETS		
605-10101	CLAIM ON CASH	3,470,677.11
605-10125	MONEY MARKET-4M	1,510,824.06
605-10200	PETTY CASH	300.00
605-10405	MONEY MARKET-FIRST BK & TRUST	151,584.54
605-10406	F.I.S.T. INVESTMENT	2,509,882.07
605-10407	INVEST ALLOW-UNREALIZED LOS	(126,146.61)
605-11500	ACCOUNTS RECEIVABLE	1,042.00
605-11502	ACCOUNTS RECEIVABLE - NSF	5,478.06
605-11510	ACOUNTS RECEIVABLE - SMMPA	199,442.45
605-11525	ACCRUED REVENUE	547,099.85
605-11530	CLEARING ACCOUNT	22,286.12
605-11531	BANK CLEARING ACCT	(535,239.44)
605-11600	ALLOWANCE DOUBTFUL ACC'T	(10,000.05)
605-11710	CUSTOMER ACCOUNTS RECEIVABL	870,821.82
605-11720	BUDGET A/R	223.58
605-12100	SPECIAL ASSESS. REC.-CURRENT	454.89
605-14100	MATERIAL INVENTORY	1,208,247.19
605-15501	PREPAID OTHER	322.56
605-15696	DEFERRED OUTFLOW - OPEB	5,538.00
605-15699	GERF DEFERRED OUTFLOWS	185,794.00
605-16100	LAND	41,647.88
605-16205	STRUCTURE & IMPROV. BLDGS	3,792,791.38
605-16206	GENERATORS	5,527,533.57
605-16211	ACCUM DEPR-PRODUCTION PLANT	(6,799,415.28)
605-16301	TRANSMISSION STATION EQUIPMENT	601,832.72
605-16302	TRANSMISSION POLES & CONDUCTOR	87,734.24
605-16303	DISTRIBUTION STATION EQUIPMENT	832,233.96
605-16304	POLES-TOWERS-FIXTURES	204,140.34
605-16305	OVERHEAD CONDUCTORS-DEVICES	678,998.06
605-16306	UNDERGROUND CONDUCTORS-DEVICE	6,038,780.12
605-16307	LINE TRANSFORMERS	2,057,276.01
605-16308	SERVICES	379,201.70
605-16309	ELECTRIC METERS	1,075,499.99
605-16310	FIBER OPTIC	89,759.87
605-16311	ACCUM DEPR.-TRANS-DISTRIBUTI	(8,014,869.76)
605-16312	ACCUM DEPR - GEN PLANT	(1,650,171.25)
605-16313	LOAD MANAGEMENT	97,714.51
605-16314	SCADA	123,864.82
605-16315	STREET LIGHTS	1,717,237.14
605-16316	STRUCTURE & IMPROVEMENTS E	224,058.67
605-16403	TOOLS & WORK EQUIPMENT	237,583.03
605-16404	TRANSPORTATION/EQUIPMENT	1,865,610.77
605-16405	MISCELLANEOUS EQUIPMENT	97,109.01
605-16406	SHOP EQUIPMENT	56,994.23
605-16420	OFFICE EQUIPMENT	89,730.18
605-16500	JOB #1 (POLE) LOAD CONTROL	22.84
605-16504	JOB #1 (SERV) LOAD CONTROL	158.10
605-16505	JOB #1 (METER) LOAD CONTROL	909.32
605-16510	JOB #2 (URD) GIS MAPPING	16,092.28
605-16511	JOB #2 (TRAN) GIS MAPPING	106.23
605-16512	JOB #2 (SERV) GIS MAPPING	2,762.08
605-16517	JOB #3 (OH) NE STREET RECONS	99.92
605-16518	JOB #3 (URD) NE STREET RECONS	983.49
605-16519	JOB #3 (TRANS) NE STREET RECON	268.32
605-16522	JOB #3 (S.L.) NE STREET RECONS	2,169.84
605-16525	JOB #4 (OH) FEEDER #1	11,221.35
605-16526	JOB #4 (URD) FEEDER #1	243,012.02
605-16527	JOB #4 (TRANS) FEEDER #1	30,099.76

CITY OF NEW PRAGUE
BALANCE SHEET
OCTOBER 31, 2024

ELECTRIC		
605-16528	JOB #4 (SERV) FEEDER #1	102,658.60
605-16529	JOB #4 (METER) FEEDER #1	408.14
605-16530	JOB #4 (S.L.) FEEDER #1	18,077.24
605-16531	JOB #4 (FIBER) FEEDER #1	571.96
605-16534	JOB #5 (URD) BISHOP BLDG	524.91
605-16537	JOB #5 (MTR) BISHOP BLDG	589.33
605-16542	JOB #6 (URD) FEEDER #4 & #6	370.64
605-16550	JOB #7 (URD) FEEDER #8	3,731.75
605-16568	JOB #9 (SERV) FUTURE GENERATIO	42,125.30
605-16578	JOB #10 (S.L.) CHART	173.12
605-16582	JOB #11 (URD) SCOTT EQUIP	3,638.74
605-16583	JOB #11 (TRANS) SCOTT EQUIP	1,267.16
605-16584	JOB #11 (SERV) SCOTT EQUIP	535.89
605-16586	JOB #11 (S.L.) SCOTT EQUIP	372.00
605-16590	JOB #12 (URD) DOG PARK	9,302.12
605-16592	JOB #12 (SERV) DOG PARK	5.40
605-16595	JOB #12 (FIBER) DOG PARK	352.68
605-16598	JOB #13 (URD) PARKS BUILDING	621.35
605-16600	JOB #13 (SERV) PARKS BUILDING	126.48
605-16601	JOB #13 (METER) PARKS BUILDING	1,350.25
605-16603	JOB #13 (FIBER) PARKS BUILDING	2,831.28
605-16606	JOB #14 (URD) SCOOTERS COFFEE	11,600.09
605-16607	JOB #14 (TRANS) SCOOTERS COFFE	1,350.82
605-16608	JOB #14 (SERV) SCOOTERS COFFEE	458.30
605-16616	JOB #15 (SERV)	1,509.00
605-16638	JOB #18 (URD) BELZER EV CHARGE	30,953.90
605-16646	JOB #19 (URD) WEST SUB PLC	10,139.21
605-16648	JOB #19 (SERV) WEST SUB PLC	48,960.80
TOTAL ASSETS		20,074,020.12
LIABILITIES AND EQUITY		
LIABILITIES		
605-20200	ACCOUNTS PAYABLE-SMMPA	486,387.81
605-20202	AP REFUSE	.04
605-20204	AP OTHER	312,590.10
605-20210	ACCOUNTS PAYABLE	26,638.89
605-21650	ACCRUED WAGES-VAC & COMP	122,384.98
605-21717	OPEB LIABILITY	27,780.00
605-22000	DEPOSITS	140,997.12
605-22001	ENERGY ASSISTANCE CONTRACTS	40.40
605-22022	HOLDING FUNDS-DEPOSITS	950.00
605-22296	OPEB DEFERRED INFLOW	10,484.00
605-22299	DEFERRED (GERF) INFLOW	235,737.00
605-23999	GERF PENSION LIABILITY	723,987.00
TOTAL LIABILITIES		2,087,977.34
FUND EQUITY		
605-25999	PRIOR PERIOD ADJUSTMENT	(890,763.35)
605-26300	CONTRIBUTED CAPITAL	(.19)
605-26720	RESERVED FOR BONDS	321,700.00
605-27200	FUND BALANCE-UNDESIGNATED	12,995,882.31
605-28000	INVESTED IN UTILITY PLANT	4,423,834.26

CITY OF NEW PRAGUE
BALANCE SHEET
OCTOBER 31, 2024

ELECTRIC

UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD	1,135,389.75		
BALANCE - CURRENT DATE		1,135,389.75	
TOTAL FUND EQUITY			17,986,042.78
TOTAL LIABILITIES AND EQUITY			20,074,020.12

CITY OF NEW PRAGUE
BALANCE SHEET
OCTOBER 31, 2024

STORM WATER UTILITY

ASSETS			
606-10101	CLAIM ON CASH	456,860.70	
606-10120	MONEY MARKET-FIRST BK & TRUST	63,369.26	
606-10122	MONEY MARKET.COMM SEC BK	4,508.00	
606-10125	MONEY MARKET-4M	638,657.17	
606-10126	MONEY MARKET-4M 2024 BOND	483,016.94	
606-11710	CUSTOMER ACCOUNTS RECEIVABLE	34,548.62	
606-15696	DEFERRED OUTFLOW - OPEB	625.00	
606-15699	GERF DEFERRED OUTFLOWS	14,498.00	
606-16300	INFRASTRUCTURE	8,282,527.19	
606-16310	ACCUMULATED DEPRECIATION - INF	(4,228,157.20)	
606-16400	EQUIPMENT	29,295.57	
606-16410	ACC. DEP. - EQUIPMENT	(23,807.26)	
TOTAL ASSETS			5,755,941.99
LIABILITIES AND EQUITY			
LIABILITIES			
606-20210	ACCOUNTS PAYABLE	6,137.09	
606-21500	ACCRUED INTEREST	21,870.23	
606-21717	OPEB LIABILITY	3,134.00	
606-22296	OPEB DEFERRED INFLOW	1,183.00	
606-22299	GERF DEFERRED INFLOWS	14,813.00	
606-23100	BONDS PAYABLE	1,758,220.66	
606-23400	BOND PREMIUM	178,698.76	
606-23999	GERF PENSION LIABILITY	46,339.00	
TOTAL LIABILITIES			2,030,395.74
FUND EQUITY			
606-25999	PRIOR PERIOD ADJUSTMENT	(36,253.00)	
UNAPPROPRIATED FUND BALANCE:			
606-25300	FUND BALANCE-UNDESIGNATED	3,785,009.83	
	REVENUE OVER EXPENDITURES - YTD	(23,210.58)	
BALANCE - CURRENT DATE		3,761,799.25	
TOTAL FUND EQUITY			3,725,546.25
TOTAL LIABILITIES AND EQUITY			5,755,941.99

CITY OF NEW PRAGUE
BALANCE SHEET
OCTOBER 31, 2024

AMBULANCE

ASSETS			
651-10101	CLAIM ON CASH	62,354.70	
651-10120	MONEY MARKET-FIRST BK & TRUST	12,956.30	
651-10121	MONEY MARKET-WELLS FARGO	416.28	
651-10125	MONEY MARKET-4M	115,923.90	
651-10127	MONEY MARKET.STATE BANK - 1206	5,645.45	
TOTAL ASSETS			197,296.63
LIABILITIES AND EQUITY			
LIABILITIES			
651-20210	ACCOUNTS PAYABLE	641.38	
TOTAL LIABILITIES			641.38
FUND EQUITY			
651-27200	FUND BALANCE-UNDESIGNATED	162,640.15	
UNAPPROPRIATED FUND BALANCE:			
651-25300	FUND BALANCE-UNDESIGNATED	23,754.26	
	REVENUE OVER EXPENDITURES - YTD	10,260.84	
BALANCE - CURRENT DATE		34,015.10	
TOTAL FUND EQUITY			196,655.25
TOTAL LIABILITIES AND EQUITY			197,296.63

CITY OF NEW PRAGUE
BALANCE SHEET
OCTOBER 31, 2024

EDA

ASSETS			
680-10101	CLAIM ON CASH	166,123.10	
680-10120	MONEY MARKET-FIRST BK & TRUST	25,712.78	
680-10125	MONEY MARKET-4M	252,992.52	
TOTAL ASSETS			444,828.40
LIABILITIES AND EQUITY			
LIABILITIES			
680-20210	ACCOUNTS PAYABLE	438.00	
TOTAL LIABILITIES			438.00
FUND EQUITY			
680-27200	FUND BALANCE-UNDESIGNATED	602,744.97	
UNAPPROPRIATED FUND BALANCE:			
680-25300	FUND BALANCE-UNDESIGNATED	(159,845.89)	
	REVENUE OVER EXPENDITURES - YTD	1,491.32	
BALANCE - CURRENT DATE		(158,354.57)	
TOTAL FUND EQUITY			444,390.40
TOTAL LIABILITIES AND EQUITY			444,828.40

CITY OF NEW PRAGUE
BALANCE SHEET
OCTOBER 31, 2024

EDA-INDUSTRIAL PARK

ASSETS			
681-10101	CLAIM ON CASH	76,624.03	
681-10120	MONEY MARKET-FIRST BK & TRUST	12,857.25	
681-10125	MONEY MARKET-4M	111,642.20	
681-16100	LAND	453,940.38	
681-16300	INFRASTRUCTURE	(.32)	
681-16310	ACCUM. DEPRECIATION-INFRASTR	(591.17)	
TOTAL ASSETS			654,472.37
LIABILITIES AND EQUITY			
LIABILITIES			
681-20610	CIP RETAINAGE PERCENTAGE	6,286.00	
TOTAL LIABILITIES			6,286.00
FUND EQUITY			
UNAPPROPRIATED FUND BALANCE:			
681-25300	FUND BALANCE	646,199.34	
	REVENUE OVER EXPENDITURES - YTD	1,987.03	
BALANCE - CURRENT DATE		648,186.37	
TOTAL FUND EQUITY			648,186.37
TOTAL LIABILITIES AND EQUITY			654,472.37



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: RELEASE OF DEFERRED ASSESSMENT FOR PID #24.009.0130
DATE: DECEMBER 4TH, 2024

As the City Council is aware, whenever a property owner has been approved for a deferral on a special assessment for a street improvement project, the City has recorded a “City Administrator’s Certificate as to Deferred Assessment” to document on the title of the property that an assessment is due and owed when a triggering event occurs.

The City received full payment for a deferred assessment on the property commonly known as 205 Sunrise Ave. N. (PID 24.009.0130) in the amount of \$15,030.00.

The property has now sold and the title company has made a request for the City provide a recordable document for the release of the deferred assessment certificate which is on file with the County.

City Attorney Scott Riggs developed the template for the release of deferred assessment documents which is being used for this request.

Staff Recommendation

Staff recommends approval of the attached “Release of Deferred Assessment” document which will be recorded with Scott County by the title company at their own expense.

Date: _____, 2024.

RELEASE OF DEFERRED ASSESSMENT

That certain **CITY ADMINISTRATOR’S CERTIFICATE AS TO DEFERRED ASSESSMENT UNDER MINNESOTA STATUTES SECTION 435.193 TO 435.195, SUBDIVISION 2 (ASSESSMENT DEFERRAL FOR SENIORS, DISABLED OR MILITARY PERSONS)** filed for record November 25, 2024 as Document Number A1198067 in the Office of the County Recorder of Scott County, Minnesota, is fully paid and satisfied.

CITY OF NEW PRAGUE

By: _____
Duane J. Jirik
Its: Mayor

By: _____
Joshua M. Tetzlaff
Its: City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF SCOTT)

The foregoing instrument was acknowledged before me this _____ day of _____, 2024, by Duane J. Jirik and Joshua J. Tetzlaff, the Mayor and City Administrator, respectively, of the City of New Prague, a Minnesota municipal corporation, on behalf of the corporation.

Notary Public

This document drafted by:

Kenneth D. Ondich
City of New Prague
118 Central Ave. N.
New Prague, MN 56071
(952) 758-4401

Receipt:# 747491

A1198067

RES

\$46.00

Return to:
G-NEW PRAGUE CITY
118 CENTRAL AVE N
NEW PRAGUE MN 56071



Certified Filed and/or recorded on:

11/25/2024 4:02 PM

Office of the County Recorder
Scott County, Minnesota
Julie K. Hanson, County Recorder

(This cover sheet is now a permanent part of the recorded document)

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

City Administrator's Certificate as to
Deferred Assessment under Minnesota
Statutes Sections 435.193 to 435.195
(Assessment Deferral for Seniors, Disabled or
Military Persons)

The undersigned duly appointed and acting City Administrator of the City of New Prague, Minnesota, certifies that the following special assessment and interest thereon have been deferred by the City Council pursuant to Minnesota Statutes Sections 435.193 to 435.195 (Assessment Deferral for Seniors, Disable or Military Persons) and the terms of City of New Prague Resolution #23-12-04-01 adopted December 4th, 2023.

The authority for this Deferred Assessment is based on a City of New Prague Special Assessment Policy which was adopted by the City Council on November 6, 2023.

Legal description of property assessed: The North Sixty (N60) feet of Lot Three (3), and the South Thirty-five (S 35) of Lot Two (2), Block Three (3) Sun Rise Acres Second Addition to New Prague, Scott County, Minnesota, according to the plat thereof on file and of record in the Office of the County Recorder in and for said County and State.

PID #'s of property assessed: 24-009-0130

Amount of assessment deferred: \$15,030.00

Such deferred assessment shall be payable upon: the death of the owner/applicant when there is no spouse who is eligible for deferment; the sale, transfer or subdivision of the property; the loss of homestead status on the property for any reason, subject to and Minnesota Statutes Sections 435.193 to 435.195 or within 30 years of the date of adoption of Resolution #23-12-04-01 which occurred on December 4th, 2023, subject to the terms of the resolution and Minnesota Statutes Section 429.061.

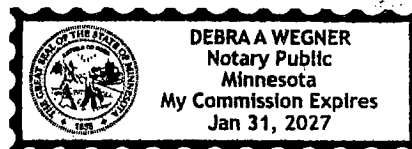
Dated: October 14th, 2024.


Joshua M. Tetzlaff, City Administrator

The foregoing instrument was acknowledged before me this 14th day of October, 2024, by Joshua M. Tetzlaff, the City Administrator of the City of New Prague, a Minnesota municipal corporation on behalf of the City.

Debra A. Wegner
Notary Public

This document drafted by:
City of New Prague
Kenneth D. Ondich
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: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: APPROVAL OF 2024 TOBACCO LICENSES
DATE: DECEMBER 10, 2024

Enclosed for your review are the fourteen (14) tobacco licenses for the 2025 calendar year.

The annual fee for this type of license is \$200.00.

All the required materials have been submitted along with payment of fees. There are no outstanding property taxes or utility bills.

Of note, New Prague Tobacco did have a violation in the last 12 months. I have included the staff report that was in the September 16, 2024, packet regarding the violation. This violation does not prohibit granting a tobacco license for 2025, though it does give the Council that ability should it wish. With only a single violation, I would recommend granting the license for 2025.

Recommendation

Staff recommends approval of the 2025 Tobacco Licenses.



City of New Prague

In the Counties of Scott & Le Sueur

118 CENTRAL AVENUE NORTH · NEW PRAGUE, MINNESOTA 56071 · PHONE (952) 758-4401
www.ci.new-prague.mn.us

Joshua M. Tetzlaff
City Administrator

Section 3, Item e.

September 16, 2024

Mr. Mohammad M Mirib
New Prague Tobacco
201 Chalupsky Avenue SE
New Prague, MN 56071

RE: 201 Chalupsky Avenue SE, New Prague, MN - Tobacco Ordinance Violation

Dear Mr. Mirib:

On August 13, 2024, the New Prague Police Department was dispatched to your New Prague Tobacco establishment, located at 201 Chalupsky Avenue SE in New Prague, MN, at approximately 8:05 p.m.

During this visit your employee, Isabelle Meili Huan Henderson, allegedly made a tobacco-related product sale to an underage person, which is a violation of New Prague City Ordinance Section 117.05 (A) (1). Incident report #24004358, dated August 13, 2024, has been attached.

In accordance with New Prague City Ordinance Section 117.09 (A), Administrative Penalties, the penalty for the second (2nd) violation (within three years of the first), for an employee of a licensee who sells tobacco to a person under the age of 21 years shall be an Administrative Penalty of \$600.00.

Also attached to this letter is a copy of the Administrative Citation for this alleged offense along with a copy of the City of New Prague's Tobacco Ordinance, with the Administrative Penalty section (117.09) highlighted. Your company has the option of choosing to pay the administrative fee for this alleged violation by forwarding a check for \$600.00 as shown on the Administrative Penalty within twenty (20) days of receipt of this letter to: City of New Prague, Attn: City Administrator, 118 Central Avenue N., New Prague, MN 56071.


In the alternative, should you decide that you would rather appeal this Administrative Penalty in accordance with Section 117.10 Administrative Penalty Procedure of the New Prague City Code, please feel free to contact my office to schedule this hearing before the City Council.



Lastly, if you elect to neither pay the Administrative Penalty or appeal the Administrative Penalty (no later than 20 days after receipt of the citation), the City of New Prague will seek prosecution of this matter as a criminal offense.

Should you have any questions concerning this matter, please feel free to contact either Police Chief Tim Applen or myself at (952) 758-4401.

Sincerely,



Joshua M. Tetzlaff, AICP
City Administrator

cc: Police Chief Applen
City Attorney Riggs

Enclosures:

- Incident Report #24004358
- Administrative Citation
- Tobacco Ordinance

2025 Tobacco Licenses (January 1 - December 31)

	DBA	Legal Name	New Prague Location	City, State, Zip
1	Casey's General Store #2399	Casey's Retail Company	201 4 th Ave NW	New Prague, MN 56071
2	Coborn's #2038	Coborn's, Incorporated	200 Alton Ave SE	New Prague, MN 56071
3	Coborn's Liquor #6041	Coborn's, Incorporated	202 Alton Ave SE	New Prague, MN 56071
4	Holiday Stationstores, LLC	Holiday Stationstores, LLC	102 10th Ave NE	New Prague, MN 56071
5	Hy-Vee Fast & Fresh	Hy-Vee Inc.	100 10th Ave SE	New Prague, MN 56071
6	Hy-Vee Food Store	Hy-Vee Inc.	200 10th Ave SE	New Prague, MN 56071
7	Hy-Vee Wine & Spirits	Hy-Vee Inc.	202 10th Ave SE	New Prague, MN 56071
8	Kwik Trip #926 - West Side	Kwik Trip, Inc.	100 4th Avenue NW	New Prague, MN 56071
9	Kwik Trip #1090 - East Side	Kwik Trip, Inc.	101 Chalupsky Avenue NE	New Prague, MN 56071
10	New Prague Tobacco	New Prague Tobacco Inc.	201 Chalupsky Avenue SE	New Prague, MN 56071
11	New Prague Speedway #4799	River Country Cooperative	435 Main St W	New Prague, MN 56071
12	New Prague Tobacco Downtown	South West Tobacco Inc.	122 Main St E	New Prague, MN 56071
13	Walgreen's #12972	Walgreens Co.	100 Chalupsky Ave SE	New Prague, MN 56071
14	West End Liquors	J & C Picka Investment Inc.	404 Main St W	New Prague, MN 56071
	\$200 x 14 licenses = \$2,800			



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: APPROVAL OF 2025 THC LICENSES
DATE: DECEMBER 5, 2024

Enclosed for your review are the three (3) THC licenses for the 2025 calendar year.

The annual fee for this type of license is \$350.00.

All the required materials have been submitted along with payment of fees. There are no outstanding property taxes or utility bills.

Recommendation

Staff recommends approval of the 2025 THC Licenses.

2025 THC Licenses (January 1 - December 31)

	DBA	Legal Name	New Prague Location	City, State, Zip
1	Coborn's Liquor #6041	Coborn's, Incorporated	202 Alton Ave SE	New Prague, MN 56071
2	New Prague Tobacco & Vape	New Prague Tobacco Inc.	201 Chalupsky Avenue SE	New Prague, MN 56071
3	New Prague Tobacco Downtown	South West Tobacco Inc.	122 Main St E	New Prague, MN 56071
	\$350 x 3 licenses = \$1050			



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: MATT RYNDA, PUBLIC WORKS DIRECTOR
SUBJECT: HIRE JUSTIN BIRDSSELL FOR STREETS POSITION
DATE: DECEMBER 10, 2024

On November 29, 2024, we advertised the Streets Position on the City website and the League of Minnesota. We received 3 applications and after reviewing all applications, we interviewed 2 candidates.

Based on the application and interviews review process, staff is recommending that Justin Birdsell be hired for the Streets position with an effective start date of Thursday January 2, 2025, and that his wage be placed at Pay Grade 9 Step 5 on the City’s Compensation Plan at \$30.70/hr.

Recommendation

Mayor and Council approval of the hiring of Jason Birdsell to the Streets Department per the recommendations listed above.



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: MATT RYNDA, PUBLIC WORKS DIRECTOR
SUBJECT: HIRE KYLE STICHA FOR PARKS POSITION
DATE: DECEMBER 10, 2024

On November 20, 2024, we started to advertise for the Parks position in the New Prague Times and the Times Extra for two (2) weeks each. We also advertised in several related organizations that offer free employment sites to their members. We received 10 applications and after reviewing all applications, we interviewed 5 candidates.

Based on the application and interviews review process, staff is recommending that Kyle Sticha be hired for the Parks position with an effective start date of Tuesday December 17, 2024, and that his wage be placed at Pay Grade 8 Step 5 on the City’s Compensation Plan at \$28.15/hr.

Recommendation

Mayor and Council approval of the hiring of Kyle Sticha to the Parks Department per the recommendations listed above.

LG230 Application to Conduct Off-Site Gambling**No Fee****ORGANIZATION INFORMATION**Organization Name: New Prague Firemens Relief Association License Number: 02426Address: 505 5th Avenue NW City: New Prague, MN Zip: 56071Chief Executive Officer (CEO) Name: Paul Tupy Daytime Phone: 952-594-4569Gambling Manager Name: Phil Werner Daytime Phone: 952-994-4694**GAMBLING ACTIVITY**

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

From 02 / 28 / 2025 to 02 / 28 / 2025

Check the type of games that will be conducted:

☐

Raffle

☒

Pull-Tabs

☐

Bingo

☐

Tipboards

☐

Paddlewheel

GAMBLING PREMISESName of location where gambling activity will be conducted: Knights Of ColumbusStreet address and
City (or township): 411 4th Avenue SW Zip: 56071 County: LeSueur

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

Does your organization own the gambling premises?

☐**Yes** If yes, a lease is not required.☒**No** If no, the lease agreement below must be completed, and signed by the lessor.**LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)**Rent to be paid for the leased area: \$0 (if none, write "0")

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

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

Lessor's Signature: Tom Simlek Date: 12-10-24Print Lessor's Name: Tom Simlek

CONTINUE TO PAGE 2

LG230 Application to Conduct Off-Site Gambling

Section 3, Item i.

Acknowledgment by Local Unit of Government: Approval by Resolution

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City Name: <u>City Of New Prague</u>	County Name: _____
Date Approved by City Council: _____	Date Approved by County Board: _____
Resolution Number: _____ (If none, attach meeting minutes.)	Resolution Number: _____ (If none, attach meeting minutes.)
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date Signed: _____	Title: _____ Date Signed: _____
<div style="border: 1px solid black; padding: 10px; text-align: center;"> Local unit of government must sign. </div>	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)

12/10/2024
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.

Blue Earth, Nicollet, and Le Sueur County Mutual Aid Agreement

Purpose

This agreement is made pursuant to Minnesota Statutes 471.59 which authorizes the joint and cooperative exercise of powers common to contracting parties. The intent of this agreement is to make equipment, personnel, and other resources available to political subdivisions from other political subdivisions.

Definitions

1. "Party" means a political subdivision.
2. "Requesting Official" means the person designated by a Party who is responsible for requesting Assistance from other Parties.
3. "Requesting Party" means a party that requests assistance from other parties.
4. "Responding Official" means the person designated by a party who is responsible to determine whether and to what extent that party should provide assistance to a Requesting Party.
5. "Responding Party" means a party that provides assistance to a Requesting Party.
6. "Assistance" means (Check the type of assistance that will be provided):
 - a. Public Works personnel and equipment X
 - b. Fire and/or Emergency Medical Services personnel and equipment X
 - c. Law enforcement personnel and equipment X
 - d. Utility personnel and equipment X
 - e. Public Health X
 - f. Other personnel and equipment as listed below:

Procedure

1. **Request for assistance.** Whenever, in the opinion of a Requesting Official, there is a need for assistance from other parties, the Requesting Official may call upon the Responding Official of any other party to furnish assistance.
2. **Response to request.** Upon the request for assistance from a Requesting Party, the Responding Official may authorize and direct his/her party's personnel to provide assistance to the Requesting Party. This decision will be made after considering the needs of the responding party and the availability of resources.
3. **Recall of Assistance.** The Responding Official may at any time recall such assistance when in his or her best judgment or by an order from the governing body of the Responding Party, it is considered to be in the best interests of the Responding Party to do so.
4. **Command of Scene.** The Requesting Party shall be in command of the mutual aid scene. The personnel and equipment of the Responding Party shall be under the direction and control of the Requesting Party until the Responding Official withdraws assistance.

Workers' compensation

Each party shall be responsible for injuries or death of its own personnel. Each party will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are providing assistance pursuant to this agreement. Each party waives the right to sue any other party for any workers' compensation benefits paid to its own employee or volunteer or their dependants, even if the injuries were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.

Damage to equipment

Each party shall be responsible for damages to or loss of its own equipment. Each party waives the right to sue any other party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.

Liability

1. For the purposes of the Minnesota Municipal Tort Liability Act (Minn. Stat. 466), the employees and officers of the Responding Party are deemed to be employees (as defined in Minn. Stat. 466.01, subdivision 6) of the Requesting Party.
2. The Requesting Party agrees to defend, indemnify, and hold harmless the Responding Party against any claims brought or actions filed against the Responding Party or any elected official, officer, employee, or volunteer of the Responding Party for injury to, death of, or damage to the property of any third person or persons, arising from the performance and provision of assistance in responding to a request for assistance by the Requesting Party pursuant to this agreement.

For purposes of determining total liability for damages pursuant to Minn. Stat. § 471.59, subd. 1a(b), the Parties are considered a single governmental unit and the total liability of the Parties shall not exceed the limits on governmental liability for a single governmental unit as specified in Minn. Stat. § 466.04, subd. 1.

The intent of this subdivision is to impose on each Requesting Party a limited duty to defend, indemnify, and hold harmless a Responding Party for claims arising within the Requesting Party's jurisdiction subject to the limits of liability under Minnesota Statutes Chapter 466. The purpose of creating this duty to defend, indemnify, and hold harmless is to simplify the defense of claims by eliminating conflicts among defendants, and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney.

3. No party to this agreement nor any officer or elected official of any Party shall be liable to any other Party or to any other person for failure of any party to furnish assistance to any other party, or for recalling assistance, both as described in this agreement.

Charges to the Requesting Party

1. No charges will be levied by a Responding Party to this agreement for assistance rendered to a Requesting Party under the terms of this agreement unless that assistance continues for a period of more than 12 hours. If assistance provided under this agreement continues for more than 12 hours, the Responding Party will submit to the Requesting Party an itemized bill for the actual cost of any assistance provided after the initial 12-hour period, including salaries, overtime, materials and supplies and other necessary expenses; and the Requesting Party will reimburse the party providing the assistance for that amount.
2. Such charges are not contingent upon the availability of federal or state government funds.

Duration

This agreement shall be in force for a period beginning January 1, 2025, for all parties executing the agreement before January 1, 2025.

This agreement shall be in force for a period beginning on the date and time of execution for all parties executing this agreement on or after January 1, 2025.

This agreement shall continue in force for all parties until January 1, 2030. Upon expiration of the initial 5-year term, and upon each anniversary thereafter, this Agreement shall automatically renew on the same terms and conditions for additional renewal terms of one (1) year each.

Any party may withdraw from this agreement upon thirty (30) days written notice to the other parties to the agreement.

Execution

Each party hereto has read, agreed to and executed this Mutual Aid Agreement on the date indicated. This agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one in the same instrument.

Mutual Aid Agreement

Signature Page

The undersigned county/city hereby joins in this Mutual Aid Agreement. The collective copies of this agreement, executed by the various parties, shall have the same force and effect as if all parties had signed on a single page in a single document.

COUNTY OF _____

By: _____

Date: _____

By: _____
Chairperson of the County Board

Date: _____

By: _____
Administrator/Auditor

Date: _____

CITY OF _____

By: _____
Mayor

Date: _____

By: _____
Administrator/Clerk

Date: _____

MEMORANDUM

TO: Mayor and City Council
Joshua Tetzlaff, City Administrator

FROM: Chris Knutson, PE (Lic. MN)

DATE: December 11, 2024

RE: Project Updates

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

2023 STREET AND UTILITY IMPROVEMENTS PROJECT

The contractor has been gathering close out documents with final payment expected soon. Some warranty items, including trail patching, are expected in 2025.

2024 STREET AND UTILITY IMPROVEMENTS PROJECT

The contractor is complete with work for the year. Conversations with the contractor, including those pertaining to project closeout and liquidated damages, were started last month.

2025 STREET AND UTILITY IMPROVEMENTS PROJECT

The project is approximately 75% complete through design with a review meeting scheduled for Thursday next week. The project is on track with the intended schedule to bid in February. The next neighborhood meeting will be held in early January.

CITY CENTER GRADING PLAN – PHASE 1

Ken Ondich and Chris Knutson recently met with representatives from the NPPOPS group to clarify site needs and grading requirements. Based on this information, it is expected the grading plan will move toward completion of bidding documents.

cdk
x:\ko\newpr\common\council meetings\110424 cc project updates.docx



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: RESOLUTION ADOPTING 2025 CITY BUDGET
DATE: DECEMBER 11, 2024

Enclosed for your review is the City's proposed 2024 Total Budget (All Funds), totaling \$31,550,234 in total expenditures across all City departments as has been reviewed and discussed during budget workshops over the last few months.

The budget includes summaries of the General Funds, the EDA, the Enterprise Funds (Water, Wastewater, Electric, Ambulance, Golf, and Stormwater), Special Revenues, Capital Projects, and the Debt Service funds.

Following the Truth in Taxation public hearing on December 2, 2024, staff recommends approval of the proposed 2025 Total Budget (All Funds).

Recommendation

Staff recommends approval of Resolution #24-12-16-01, Adopting the City Budget for 2025.

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

CITY OF NEW PRAGUE
RESOLUTION #24-12-16-01

RESOLUTION ADOPTING THE CITY BUDGET FOR 2025

WHEREAS, the Minnesota Legislature has adopted legislation that requires the adoption of a proposed property tax levy on or before September 30, 2024, and a final tax levy prior to December 30, 2024; and

WHEREAS, the City held a Truth in Taxation budget and tax levy hearing on December 2, 2024, prior to the adoption of the final budget and tax levy; and

WHEREAS, it is the intent of the New Prague City Council to adopt a final budget for 2025 for all City Funds; and

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

The 2025 Total City Budget of \$31,550,234 (All Funds) is hereby adopted and is supported with a property tax levy.

Adopted by the City Council of the City of New Prague, Minnesota, this 16th day of December, 2024.

Duane Jirik
Mayor

ATTEST:

Joshua M. Tetzlaff
City Administrator

New Prague, Minnesota

A Tradition of Progress



CITY OF NEW PRAGUE 2025 PROPOSED GENERAL FUND BUDGET REPORT

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BUDGET MESSAGE

The budget is intended to serve as a guide for elected officials, City staff and others interested in the budget for the City of New Prague. The City Council formally adopts budgets for the General Fund, Enterprise Funds, Debt Service, Special Revenue and Capital Projects Funds.

BUDGET POLICY & STRATEGY

The budget document was prepared after analyzing and evaluating recommendations from the various Departments. It represents the requested financial support for the operation of the City of New Prague for the upcoming fiscal year. Revenue estimates are conservative, realistic, and based on historical and current trends. The City Administrator, Finance Director, and City Council have provided input for the budget.

The City of New Prague provides a range of services to the community, including police and fire protection, street and park maintenance, snow and ice removal, recreation, economic development, administrative and planning services, elections, and electric, water, wastewater sewer and storm water management services.

2025 BUDGETS – ALL FUNDS

The City of New Prague's Budgets include the General Fund, the Special Revenue Funds, the Debt Service Funds, the Capital Improvement Funds and the Enterprise Funds (Water, Electric, Sanitary Sewer, Storm Water, Ambulance, EDA, EDA Industrial Park and Golf).

GENERAL FUND

The General Fund serves as a primary operating fund of the city. The General Fund is used to account for all financial resources not assigned to a special purpose or revenue. The proposed General Fund Budget is a balanced budget – current revenues and other sources are equal to expenditures and other uses.

CITY OF NEW PRAGUE												
2025 Budgets - All Funds												
December 16, 2024												
Fund	Revenues	(+)	Transfers In	(=)	Revenues	Expenses	(+)	Transfers Out	(=)	Total Expenses	Net Differences	Description
General Fund	\$6,743,242		\$265,612		\$7,008,854	\$6,966,908		\$41,946		\$7,008,854	\$0	Balanced Budget
Enterprise Funds (Major)												
Water	\$2,056,961				\$2,056,961	\$1,715,099				\$1,715,099	\$341,862	Use of Fund Balance
Sanitary Sewer	\$3,807,276				\$3,807,276	\$4,309,102				\$4,309,102	-\$501,826	
Electric	\$10,405,068				\$10,405,068	\$9,984,284		\$40,000		\$10,024,284	\$380,784	
Enterprise Funds (Non-Major)												
Ambulance	\$20,000				\$20,000	\$16,658				\$16,658	\$3,342	Use of Fund Balance
EDA	\$75,250				\$75,250	\$75,250				\$75,250	\$0	
EDA - Industrial Park	\$0				\$0	\$1,773				\$1,773	-\$1,773	
Golf	\$1,774,102				\$1,774,102	\$1,829,473				\$1,829,473	-\$55,371	Use of Fund Balance
Storm Water	\$429,680				\$429,680	\$480,833				\$480,833	-\$51,153	Use of Fund Balance
Special Revenue Funds	\$23,411				\$23,411	\$14,010				\$14,010	\$9,401	
Capital Project Funds	\$4,419,604				\$4,419,604	\$4,389,204				\$4,389,204	\$30,400	
Debt Service Funds	\$1,503,985				\$1,503,985	\$1,685,694				\$1,685,694	-\$181,709	Use of Fund Balance
	\$31,258,579		\$265,612		\$31,524,191	\$31,468,288		\$81,946		\$31,550,234	-\$26,043	

	2023	2024	2025		
	ACTUAL	ADOPTED	PROPOSED	2024 to 2025	2024 to 2025
	GENERAL	GENERAL	GENERAL	(\$)	(%)
GENERAL FUND REVENUE	FUND	FUND BUDGET	FUND BUDGET	DIFFERENCE	DIFFERENCE
TAXES	\$ 3,839,129	\$ 3,839,628	\$ 4,328,585	\$ 488,957	12.73%
LICENSES & PERMITS	\$ 321,635	\$ 250,255	\$ 255,680	\$ 5,425	2.17%
INTERGOVERNMENTAL	\$ 1,709,267	\$ 1,567,199	\$ 1,615,965	\$ 48,766	3.11%
CHARGES FOR SERVICES	\$ 118,471	\$ 82,164	\$ 154,367	\$ 72,203	87.88%
FINES	\$ 26,319	\$ 20,000	\$ 25,000	\$ 5,000	25.00%
SPECIAL ASSESSMENTS	\$ -	\$ -	\$ -	\$ -	0.00%
INTEREST INCOME	\$ 346,169	\$ 125,000	\$ 89,145	\$ (35,855)	-28.68%
MISCELLANEOUS REVENUE	\$ 91,370	\$ 14,500	\$ 274,500	\$ 260,000	1793.10%
TRANSFERS IN	\$ 234,985	\$ 520,894	\$ 265,612	\$ (255,282)	-49.01%
TOTAL REVENUE	\$ 6,687,344	\$ 6,419,640	\$ 7,008,854	\$ 589,214	9.18%
	2023	2024	2025		
	ACTUAL	ADOPTED	PROPOSED	2024 to 2025	2024 to 2025
	GENERAL	GENERAL	GENERAL	(\$)	(%)
GENERAL FUND EXPENSES	FUND	FUND BUDGET	FUND BUDGET	DIFFERENCE	DIFFERENCE
CITY COUNCIL	\$ 67,313	\$ 76,142	\$ 70,925	\$ (5,217)	-6.85%
ADMINISTRATION	\$ 498,980	\$ 461,644	\$ 508,668	\$ 47,024	10.19%
TECHNOLOGY NETWORK	\$ 188,907	\$ 207,383	\$ 207,421	\$ 38	0.02%
ELECTIONS	\$ 3,434	\$ 15,900	\$ 1,365	\$ (14,535)	-91.42%
ASSESSOR	\$ 44,400	\$ 45,700	\$ 48,000	\$ 2,300	5.03%
ATTORNEY	\$ 78,100	\$ 70,000	\$ 80,000	\$ 10,000	14.29%
ENGINEERING	\$ 10,491	\$ 20,000	\$ 15,000	\$ (5,000)	-25.00%
PLANNING	\$ 331,444	\$ 405,723	\$ 498,457	\$ 92,734	22.86%
GOVERNMENT BUILDINGS	\$ 105,814	\$ 174,138	\$ 82,091	\$ (92,047)	-52.86%
POLICE	\$ 1,988,922	\$ 2,196,296	\$ 2,363,118	\$ 166,822	7.60%
FIRE	\$ 230,499	\$ 252,332	\$ 308,622	\$ 56,290	22.31%
BUILDING INSPECTION	\$ 308,239	\$ 341,054	\$ 397,744	\$ 56,690	16.62%
EMERGENCY MANAGEMENT	\$ 1,739	\$ 2,637	\$ 3,341	\$ 704	26.70%
ANIMAL CONTROL	\$ 11,700	\$ 15,750	\$ 15,700	\$ (50)	-0.32%
PUBLIC WORKS	\$ 123,723	\$ 116,637	\$ 125,507	\$ 8,870	7.60%
STREETS	\$ 1,089,772	\$ 892,825	\$ 1,164,673	\$ 271,848	30.45%
STREET LIGHTS	\$ 65,265	\$ 72,333	\$ 78,366	\$ 6,033	8.34%
OUTDOOR SWIMMING POOL	\$ -	\$ -	\$ -	\$ -	0.00%
AQUATICS CENTER	\$ 140,224	\$ 116,251	\$ 140,329	\$ 24,078	20.71%
MUNICIPAL BAND	\$ 4,474	\$ 4,484	\$ 4,575	\$ 91	2.03%
PARKS	\$ 2,008,887	\$ 621,815	\$ 693,980	\$ 72,165	11.61%
PARK BOARD	\$ 55,778	\$ 180,000	\$ 78,126	\$ (101,874)	-56.60%
LIBRARY	\$ 46,100	\$ 33,265	\$ 36,027	\$ 2,762	8.30%
UNALLOCATED	\$ 50,585	\$ 55,385	\$ 57,000	\$ 1,615	2.92%
TRANSFER OUT	\$ 121,270	\$ 41,946	\$ 29,819	\$ (12,127)	\$ (0)
TOTAL EXPENSES	\$ 7,576,061	\$ 6,419,640	\$ 7,008,854	\$ 589,214	9.18%
DIFFERENCE	\$ (888,717)	\$ -	\$ -	\$ -	

General Fund - Fund 101

Description	Account Code	2024 Adopted			Difference 2024-2025	Section 9, Item a.
		FY2023 Actuals	Budget	2025 Proposed		
Administration						
	Expense	\$498,979.78	\$461,644.00	\$508,668.00	\$47,024.00	10%
WAGES FULL-TIME	101-4-4132-101	\$315,214.83	\$288,397.00	\$296,421.00	\$8,024.00	3%
WAGES OVERTIME	101-4-4132-102	\$611.57	\$500.00	\$500.00	\$0.00	0%
EMPLOYEE BENEFITS	101-4-4132-113	\$4,906.35	\$4,800.00	\$4,800.00	\$0.00	0%
EMPLOYER CONT. P E R A	101-4-4132-121	\$23,496.75	\$21,667.00	\$22,269.00	\$602.00	3%
EMPLOYER CONT. F I C A	101-4-4132-122	\$21,844.51	\$22,119.00	\$22,732.00	\$613.00	3%
HEALTH INSURANCE	101-4-4132-131	\$59,767.21	\$57,428.00	\$65,643.00	\$8,215.00	14%
DENTAL INSURANCE	101-4-4132-132	\$5,322.60	\$5,920.00	\$5,190.00	-\$730.00	-12%
LIFE & S-T DISABILITY INS	101-4-4132-133	\$1,057.06	\$863.00	\$870.00	\$7.00	1%
WORKER'S COMP PREMIUMS	101-4-4132-151	\$2,004.72	\$1,746.00	\$1,986.00	\$240.00	14%
SUPPLIES	101-4-4132-200	\$1,876.11	\$2,000.00	\$2,000.00	\$0.00	0%
REPAIRS & MAINT. SUPPLIES	101-4-4132-220	\$23.12	\$0.00		\$0.00	0
SAFETY EQUIP & TRAINING	101-4-4132-231	\$1,053.99	\$1,196.00	\$1,105.00	-\$91.00	-8%
AUDIT	101-4-4132-301	\$31,207.54	\$24,742.00	\$32,860.00	\$8,118.00	33%
PROFESSIONAL SERVICES	101-4-4132-310	\$1,360.00	\$5,000.00	\$25,804.00	\$20,804.00	416%
ADMINISTRATIVE FEES	101-4-4132-315	\$0.00	\$0.00		\$0.00	0
POSTAGE	101-4-4132-320	\$3,095.62	\$1,200.00	\$1,200.00	\$0.00	0%
TELEPHONE	101-4-4132-321	\$1,901.90	\$2,000.00	\$2,000.00	\$0.00	0%
COMPUTER COMM/MAINT	101-4-4132-322	\$52.13	\$0.00		\$0.00	0
TRAVEL, CONF, MILEAGE ALLOW.	101-4-4132-330	\$139.16	\$0.00		\$0.00	0
ADVERTISING & PUBLICATIONS	101-4-4132-340	\$305.00	\$0.00		\$0.00	0
INSURANCES	101-4-4132-369	\$2,472.01	\$2,716.00	\$2,988.00	\$272.00	10%
CONTRACTED SERVICES	101-4-4132-401	\$109.00	\$100.00	\$100.00	\$0.00	0%
RENTALS	101-4-4132-410	\$5,575.94	\$2,500.00	\$2,500.00	\$0.00	0%
MISCELLANEOUS EXPENSE	101-4-4132-430	\$75.00	\$200.00	\$200.00	\$0.00	0%
CREDIT CARD EXPENSE	101-4-4132-431	\$937.18	\$550.00	\$1,000.00	\$450.00	82%
DUES & SUBSCRIPTIONS	101-4-4132-433	\$13,494.78	\$12,000.00	\$14,000.00	\$2,000.00	17%
TRAINING & SEMINARS	101-4-4132-450	\$1,075.70	\$4,000.00	\$2,500.00	-\$1,500.00	-38%
Animal Control						
	Expense	\$11,700.00	\$15,750.00	\$15,700.00	-\$50.00	0%
CONTRACTED SERVICES	101-4-4270-401	\$11,700.00	\$15,600.00	\$15,600.00	\$0.00	0%
LICENSE FEES/REGISTRATION	101-4-4270-460	\$0.00	\$150.00	\$100.00	-\$50.00	-33%

General Fund - Fund 101						
Description	Account Code	2024 Adopted			Difference 2024-2025	Section 9, Item a.
		FY2023 Actuals	Budget	2025 Proposed		
	Aquatic Center					
	Expense	\$140,224.14	\$116,251.00	\$140,329.00	\$24,078.00	21%
INSURANCES	101-4-4515-369	\$272.00	\$299.00	\$329.00	\$30.00	10%
CONTRIBUTION TO NPAS	101-4-4515-491	\$139,952.14	\$115,952.00	\$140,000.00	\$24,048.00	21%
	Assessor					
	Expense	\$44,400.00	\$45,700.00	\$48,000.00	\$2,300.00	5%
ASSESSOR FEES	101-4-4155-312	\$44,400.00	\$45,700.00	\$48,000.00	\$2,300.00	5%
	Attorney					
	Expense	\$78,100.11	\$70,000.00	\$80,000.00	\$10,000.00	14%
CRIMINAL LEGAL FEES	101-4-4161-304	\$26,318.52	\$30,000.00	\$30,000.00	\$0.00	0%
CIVIL LEGAL FEES	101-4-4161-305	\$51,781.59	\$40,000.00	\$50,000.00	\$10,000.00	25%
	Building Inspector					
	Expense	\$308,239.15	\$341,054.00	\$397,744.00	\$56,690.00	17%
WAGES FULL-TIME	101-4-4240-101	\$206,161.60	\$220,753.00	\$240,539.00	\$19,786.00	9%
EMPLOYEE BENEFITS	101-4-4240-113	\$909.70	\$940.00	\$940.00	\$0.00	0%
EMPLOYER CONT. P E R A	101-4-4240-121	\$15,321.63	\$16,556.00	\$18,040.00	\$1,484.00	9%
EMPLOYER CONT. F I C A	101-4-4240-122	\$14,384.69	\$16,960.00	\$18,473.00	\$1,513.00	9%
HEALTH INSURANCE	101-4-4240-131	\$39,228.07	\$46,527.00	\$58,013.00	\$11,486.00	25%
DENTAL INSURANCE	101-4-4240-132	\$4,160.08	\$5,060.00	\$5,370.00	\$310.00	6%
LIFE & S-T DISABILITY INS	101-4-4240-133	\$673.52	\$680.00	\$717.00	\$37.00	5%
WORKER'S COMP PREMIUMS	101-4-4240-151	\$1,368.50	\$1,228.00	\$1,952.00	\$724.00	59%
SUPPLIES	101-4-4240-200	\$665.04	\$1,300.00	\$1,300.00	\$0.00	0%
MOTOR FUELS	101-4-4240-212	\$1,513.57	\$2,000.00	\$2,000.00	\$0.00	0%
REPAIRS & MAINT SUPPLIES	101-4-4240-220	\$6.04	\$0.00		\$0.00	0
SAFETY EQUIP & TRAINING	101-4-4240-231	\$602.28	\$684.00	\$631.00	-\$53.00	-8%
PROFESSIONAL SERVICES	101-4-4240-310	\$7,493.19	\$1,300.00	\$7,500.00	\$6,200.00	477%
POSTAGE	101-4-4240-320	\$88.08	\$100.00	\$100.00	\$0.00	0%
TELEPHONE	101-4-4240-321	\$1,572.90	\$1,600.00	\$1,600.00	\$0.00	0%
COMPUTER COMM/MAINT	101-4-4240-322	\$52.13	\$0.00		\$0.00	0
TRAVEL, CONF, MILEAGE ALLOW.	101-4-4240-330	\$12.03	\$250.00	\$250.00	\$0.00	0%
INSURANCES	101-4-4240-369	\$1,752.38	\$1,926.00	\$2,119.00	\$193.00	10%
CONTRACTED NUISANCE ABATEMENT	101-4-4240-401	\$1,530.10	\$1,500.00	\$1,500.00	\$0.00	0%
VEHICLE MAINTENANCE	101-4-4240-408	\$675.27	\$700.00	\$700.00	\$0.00	0%
RENTALS	101-4-4240-410	\$822.13	\$850.00	\$850.00	\$0.00	0%
CREDIT CARD FEES	101-4-4240-431	\$7,965.95	\$6,000.00	\$6,000.00	\$0.00	0%
DUES & SUBSCRIPTIONS	101-4-4240-433	\$274.89	\$900.00	\$900.00	\$0.00	0%
TRAINING & SEMINARS	101-4-4240-450	\$979.38	\$3,200.00	\$3,200.00	\$0.00	0%

General Fund - Fund 101						
Description	Account Code	2024 Adopted			Difference 2024-2025	Section 9, Item a.
		FY2023 Actuals	Budget	2025 Proposed		
LICENSE FEES/REGISTRATION	101-4-4240-460	\$26.00	\$40.00	\$50.00	\$10.00	25%
CAPITAL OUTLAY	101-4-4240-500	\$0.00	\$10,000.00	\$25,000.00	\$15,000.00	150%
Comm Dev.						
	Revenue	-\$260,792.29	-\$195,000.00	-\$205,000.00	-\$10,000.00	5%
BUILDING PERMITS	101-3-4100-32210	-\$248,213.29	-\$185,000.00	-\$195,000.00	-\$10,000.00	5%
PLANNING APPLICATIONS	101-3-4100-32220	-\$8,320.00	-\$6,000.00	-\$6,000.00	\$0.00	0%
PLAN REVIEW	101-3-4100-32260	-\$4,259.00	-\$4,000.00	-\$4,000.00	\$0.00	0%
Council						
	Expense	\$67,312.87	\$76,142.00	\$70,925.00	-\$5,217.00	-7%
WAGES PART-TIME	101-4-4111-103	\$23,406.25	\$21,900.00	\$21,900.00	\$0.00	0%
EMPLOYEE BENEFITS	101-4-4111-113	\$151.94	\$400.00	\$400.00	\$0.00	0%
EMPLOYER CONT. P E R A	101-4-4111-121	\$1,121.25	\$1,035.00	\$1,035.00	\$0.00	0%
EMPLOYER CONT. F I C A	101-4-4111-122	\$400.08	\$422.00	\$423.00	\$1.00	0%
WORKER'S COMP PREMIUMS	101-4-4111-151	\$70.00	\$95.00	\$91.00	-\$4.00	-4%
SUPPLIES	101-4-4111-200	\$72.46	\$400.00	\$400.00	\$0.00	0%
PROFESSIONAL SERVICES	101-4-4111-310	\$9,200.00	\$9,300.00	\$9,200.00	-\$100.00	-1%
POSTAGE	101-4-4111-320	\$44.09	\$0.00		\$0.00	0
TELEPHONE	101-4-4111-321	\$987.76	\$1,000.00	\$1,000.00	\$0.00	0%
TRAVEL, CONF, MILEAGE ALLOW.	101-4-4111-330	\$1,095.37	\$1,500.00	\$1,000.00	-\$500.00	-33%
ADVERTISING & PUBLICATIONS	101-4-4111-340	\$24,911.70	\$35,000.00	\$30,000.00	-\$5,000.00	-14%
PRINTING & BINDING	101-4-4111-350	\$3,228.98	\$2,000.00	\$2,200.00	\$200.00	10%
INSURANCES	101-4-4111-369	\$1,693.00	\$1,860.00	\$2,046.00	\$186.00	10%
CONTRACTED SERVICES	101-4-4111-401	\$600.00	\$500.00	\$500.00	\$0.00	0%
MISCELLANEOUS EXPENSE	101-4-4111-430	\$0.00	\$150.00	\$150.00	\$0.00	0%
DUES & SUBSCRIPTIONS	101-4-4111-433	\$174.99	\$80.00	\$80.00	\$0.00	0%
TRAINING & SEMINARS	101-4-4111-450	\$155.00	\$500.00	\$500.00	\$0.00	0%
Elections						
	Expense	\$3,433.97	\$15,900.00	\$1,365.00	-\$14,535.00	-91%
WAGES PART-TIME	101-4-4141-103	\$0.00	\$12,000.00	\$0.00	-\$12,000.00	-100%
SUPPLIES	101-4-4141-200	\$2,208.00	\$500.00	\$0.00	-\$500.00	-100%
PROFESSIONAL SERVICES	101-4-4141-310	\$1,200.00	\$1,200.00	\$1,200.00	\$0.00	0%
POSTAGE	101-4-4141-320	\$11.97	\$100.00	\$15.00	-\$85.00	-85%
TRAVEL, CONF, MILEAGE ALLOW.	101-4-4141-330	\$0.00	\$600.00	\$50.00	-\$550.00	-92%
INSURANCES	101-4-4141-369	\$14.00	\$0.00	\$0.00	\$0.00	0
MISCELLANEOUS EXPENSE	101-4-4141-430	\$0.00	\$1,500.00	\$100.00	-\$1,400.00	-93%

General Fund - Fund 101						
Description	Account Code	2024 Adopted			Difference 2024-2025	Section 9, Item a.
		FY2023 Actuals	Budget	2025 Proposed		
	Emergency Mgmt					
	Expense	\$1,738.85	\$2,637.00	\$3,341.00	\$704.00	27%
REPAIRS & MAINT. SUPPLIES	101-4-4250-220	\$232.25	\$350.00		-\$350.00	-100%
INSURANCES	101-4-4250-369	\$489.00	\$537.00	\$591.00	\$54.00	10%
REPAIRS & MAINTENANCE	101-4-4250-404	\$1,017.60	\$1,750.00	\$2,750.00	\$1,000.00	57%
	Engineer					
	Expense	\$10,491.00	\$20,000.00	\$15,000.00	-\$5,000.00	-25%
ENGINEERING FEES	101-4-4171-303	\$10,491.00	\$20,000.00	\$15,000.00	-\$5,000.00	-25%
	Fire					
	Expense	\$230,499.48	\$252,332.00	\$308,622.00	\$56,290.00	22%
WAGES PART-TIME	101-4-4220-103	\$37,525.00	\$40,000.00	\$50,000.00	\$10,000.00	25%
EMPLOYER CONT. F I C A	101-4-4220-122	\$4,115.13	\$4,050.00	\$5,485.00	\$1,435.00	35%
FIRE PENSION CONTR.	101-4-4220-124	\$116,173.72	\$100,000.00	\$120,000.00	\$20,000.00	20%
WORKER'S COMP PREMIUMS	101-4-4220-151	\$16,953.00	\$17,000.00	\$19,687.00	\$2,687.00	16%
SUPPLIES	101-4-4220-200	\$10,265.70	\$12,500.00	\$12,500.00	\$0.00	0%
MOTOR FUELS	101-4-4220-212	\$3,564.68	\$3,000.00	\$3,000.00	\$0.00	0%
REPAIRS & MAINT. SUPPLIES	101-4-4220-220	\$2,547.53	\$8,000.00	\$8,000.00	\$0.00	0%
PROFESSIONAL SERVICES	101-4-4220-310	\$3,185.71	\$5,000.00	\$5,000.00	\$0.00	0%
TELEPHONE	101-4-4220-321	\$1,420.99	\$1,500.00	\$1,500.00	\$0.00	0%
COMPUTER COMMUNICATIONS	101-4-4220-322	\$0.00	\$250.00	\$50.00	-\$200.00	-80%
TRAVEL, CONF, MILEAGE ALLOW.	101-4-4220-330	\$2,296.94	\$1,500.00	\$2,500.00	\$1,000.00	67%
ADVERTISING & PUBLICATIONS	101-4-4220-340	\$255.00	\$400.00	\$300.00	-\$100.00	-25%
INSURANCES	101-4-4220-369	\$4,260.50	\$4,682.00	\$5,150.00	\$468.00	10%
ELECTRIC	101-4-4220-381	\$5,345.52	\$4,500.00	\$5,000.00	\$500.00	11%
WATER/SEWER	101-4-4220-382	\$3,753.07	\$2,000.00	\$3,800.00	\$1,800.00	90%
REFUSE	101-4-4220-384	\$253.38	\$250.00	\$250.00	\$0.00	0%
NATURAL GAS	101-4-4220-385	\$3,717.63	\$4,000.00	\$4,000.00	\$0.00	0%
CONTRACTED SERVICES	101-4-4220-401	\$120.00	\$500.00	\$200.00	-\$300.00	-60%
REPAIRS & MAINTENANCE	101-4-4220-404	\$4,367.70	\$8,000.00	\$8,000.00	\$0.00	0%
DUES & SUBSCRIPTIONS	101-4-4220-433	\$145.00	\$200.00	\$200.00	\$0.00	0%
TRAINING & SEMINARS	101-4-4220-450	\$8,480.94	\$10,000.00	\$12,000.00	\$2,000.00	20%
CAPITAL OUTLAY	101-4-4220-500	\$1,752.34	\$25,000.00	\$42,000.00	\$17,000.00	68%
	Revenue	-\$123,145.72	-\$101,000.00	-\$172,000.00	-\$71,000.00	70%
FIRE TRAINING AID	101-3-4220-33417	-\$6,766.50	-\$6,000.00	-\$12,000.00	-\$6,000.00	100%
FIRE STATE AID	101-3-4220-33423	-\$116,173.72	-\$95,000.00	-\$120,000.00	-\$25,000.00	26%
STATE/COUNTY GRANT	101-3-4220-33435	\$0.00	\$0.00	-\$40,000.00	-\$40,000.00	0
MISCELLANEOUS INCOME	101-3-4220-36200	-\$205.50	\$0.00		\$0.00	0

General Fund - Fund 101

Description	Account Code	2024 Adopted			Difference	Section 9, Item a.
		FY2023 Actuals	Budget	2025 Proposed	2024-2025	
Governmental Building						
	Expense	\$105,814.20	\$174,138.00	\$82,091.00	-\$92,047.00	-53%
WAGES FULL-TIME	101-4-4194-101	\$9,080.74	\$7,824.00	\$8,322.00	\$498.00	6%
EMPLOYEE BENEFITS	101-4-4194-113	\$0.00	\$12.00		-\$12.00	-100%
EMPLOYER CONT. P E R A	101-4-4194-121	\$685.54	\$586.00	\$624.00	\$38.00	6%
EMPLOYER CONT. F I C A	101-4-4194-122	\$626.01	\$599.00	\$637.00	\$38.00	6%
HEALTH INSURANCE	101-4-4194-131	\$2,342.55	\$1,963.00	\$2,176.00	\$213.00	11%
DENTAL INSURANCE	101-4-4194-132	\$234.12	\$202.00	\$177.00	-\$25.00	-12%
LIFE & S-T DISABILITY INS	101-4-4194-133	\$30.93	\$7.00	\$239.00	\$232.00	3314%
WORKER'S COMP PREMIUMS	101-4-4194-151	\$60.30	\$50.00	\$51.00	\$1.00	2%
SUPPLIES	101-4-4194-200	\$1,576.05	\$1,500.00	\$1,600.00	\$100.00	7%
REPAIRS & MAINT. SUPPLIES	101-4-4194-220	\$2,803.83	\$3,500.00	\$4,000.00	\$500.00	14%
SAFETY EQUIP & TRAINING	101-4-4194-231	\$49.15	\$100.00	\$100.00	\$0.00	0%
PROFESSIONAL SERVICES	101-4-4194-310	\$5,648.36	\$1,300.00	\$1,350.00	\$50.00	4%
INSURANCES	101-4-4194-369	\$177.24	\$195.00	\$215.00	\$20.00	10%
ELECTRIC	101-4-4194-381	\$15,267.34	\$18,000.00	\$20,000.00	\$2,000.00	11%
WATER/SEWER	101-4-4194-382	\$2,458.26	\$2,200.00	\$2,500.00	\$300.00	14%
REFUSE	101-4-4194-384	\$1,052.51	\$1,100.00	\$1,100.00	\$0.00	0%
NATURAL GAS	101-4-4194-385	\$9,133.57	\$10,000.00	\$14,000.00	\$4,000.00	40%
CITY WIDE CLEAN-UP	101-4-4194-387	\$2,215.00	\$4,000.00	\$4,000.00	\$0.00	0%
CONTRACTED SERVICES	101-4-4194-401	\$15,439.56	\$16,000.00	\$16,000.00	\$0.00	0%
REPAIRS & MAINTENANCE	101-4-4194-404	\$4,218.09	\$5,000.00	\$5,000.00	\$0.00	0%
RENTALS	101-4-4194-410	\$104.75	\$0.00		\$0.00	0
CAPITAL OUTLAY	101-4-4194-500	\$32,610.30	\$100,000.00	\$0.00	-\$100,000.00	-100%
Library						
	Expense	\$46,099.81	\$33,265.00	\$36,027.00	\$2,762.00	8%
SUPPLIES	101-4-4550-200	\$522.43	\$700.00	\$700.00	\$0.00	0%
REPAIRS & MAINT. SUPPLIES	101-4-4550-220	\$210.47	\$1,650.00	\$1,700.00	\$50.00	3%
PROFESSIONAL SERVICES	101-4-4550-310	\$15.25	\$0.00		\$0.00	0
INSURANCE	101-4-4550-369	\$3,290.00	\$3,615.00	\$3,977.00	\$362.00	10%
ELECTRIC	101-4-4550-381	\$9,304.75	\$10,000.00	\$11,500.00	\$1,500.00	15%
WATER/SEWER	101-4-4550-382	\$906.15	\$1,200.00	\$1,300.00	\$100.00	8%
REFUSE	101-4-4550-384	\$862.51	\$800.00	\$850.00	\$50.00	6%
NATURAL GAS	101-4-4550-385	\$4,059.36	\$4,500.00	\$5,000.00	\$500.00	11%
CONTRACTED SERVICES	101-4-4550-401	\$8,919.24	\$9,300.00	\$9,500.00	\$200.00	2%
REPAIRS & MAINTENANCE	101-4-4550-404	\$18,009.65	\$1,500.00	\$1,500.00	\$0.00	0%

General Fund - Fund 101						
Description	Account Code	2024 Adopted			Difference 2024-2025	Section 9, Item a.
		FY2023 Actuals	Budget	2025 Proposed		
	Municipal Band					
	Expense	\$4,473.97	\$4,484.00	\$4,575.00	\$91.00	2%
WAGES PART-TIME	101-4-4516-103	\$4,473.97	\$4,484.00	\$4,575.00	\$91.00	2%
	Park Board					
	Expense	\$55,778.09	\$180,000.00	\$78,126.00	-\$101,874.00	-57%
SUPPLIES	101-4-4521-200	\$850.00	\$0.00	\$0.00	\$0.00	0
PROFESSIONAL SERVICES	101-4-4521-310	\$6,150.00	\$0.00	\$0.00	\$0.00	0
SPECIAL PROJECTS	101-4-4521-441	\$48,778.09	\$50,000.00	\$35,000.00	-\$15,000.00	-30%
CAPITAL OUTLAY	101-4-4521-500	\$0.00	\$130,000.00	\$43,126.00	-\$86,874.00	-67%
	Revenue	-\$7,000.00	\$0.00	-\$35,000.00	-\$35,000.00	0
LOCAL GOV'T GRANTS.AID	101-3-4521-33640	-\$7,000.00	\$0.00	-\$35,000.00	-\$35,000.00	0
	Parks					
	Expense	\$2,008,887.43	\$621,815.00	\$693,980.00	\$72,165.00	12%
WAGES FULL-TIME	101-4-4520-101	\$234,820.23	\$206,158.00	\$243,076.00	\$36,918.00	18%
WAGES OVERTIME	101-4-4520-102	\$2,283.42	\$3,500.00	\$3,500.00	\$0.00	0%
WAGES PART-TIME	101-4-4520-103	\$74,060.50	\$80,000.00	\$80,000.00	\$0.00	0%
EMPLOYEE BENEFITS	101-4-4520-113	\$1,500.64	\$1,830.00	\$2,055.00	\$225.00	12%
EMPLOYER CONT. P E R A	101-4-4520-121	\$17,805.40	\$17,324.00	\$20,093.00	\$2,769.00	16%
EMPLOYER CONT. F I C A	101-4-4520-122	\$22,674.59	\$21,916.00	\$25,140.00	\$3,224.00	15%
HEALTH INSURANCE	101-4-4520-131	\$37,736.91	\$26,289.00	\$40,838.00	\$14,549.00	55%
DENTAL INSURANCE	101-4-4520-132	\$3,484.49	\$3,151.00	\$3,632.00	\$481.00	15%
LIFE & S-T DISABILITY INS	101-4-4520-133	\$747.06	\$647.00	\$751.00	\$104.00	16%
WORKER'S COMP PREMIUMS	101-4-4520-151	\$16,115.00	\$13,855.00	\$20,311.00	\$6,456.00	47%
SUPPLIES	101-4-4520-200	\$2,409.36	\$3,000.00	\$3,000.00	\$0.00	0%
MOTOR FUELS	101-4-4520-212	\$9,416.78	\$14,000.00	\$14,000.00	\$0.00	0%
REPAIRS & MAINT. SUPPLIES	101-4-4520-220	\$50,393.15	\$54,000.00	\$55,000.00	\$1,000.00	2%
SAFETY EQUIP & TRAINING	101-4-4520-231	\$1,513.93	\$1,700.00	\$1,700.00	\$0.00	0%
PROFESSIONAL SERVICES	101-4-4520-310	\$512.49	\$500.00	\$500.00	\$0.00	0%
POSTAGE	101-4-4520-320	\$0.00	\$30.00	\$50.00	\$20.00	67%
TELEPHONE	101-4-4520-321	\$1,821.92	\$2,000.00	\$2,000.00	\$0.00	0%
COMPUTER COMM/MAINT	101-4-4520-322	\$152.33	\$180.00	\$600.00	\$420.00	233%
ADVERTISING & PUBLICATIONS	101-4-4520-340	\$382.50	\$700.00	\$700.00	\$0.00	0%
INSURANCES	101-4-4520-369	\$11,816.90	\$12,985.00	\$14,284.00	\$1,299.00	10%
ELECTRIC	101-4-4520-381	\$10,394.50	\$9,000.00	\$14,700.00	\$5,700.00	63%
WATER/SEWER	101-4-4520-382	\$9,247.53	\$6,250.00	\$7,000.00	\$750.00	12%
REFUSE	101-4-4520-384	\$2,160.61	\$3,000.00	\$3,000.00	\$0.00	0%
NATURAL GAS	101-4-4520-385	\$3,650.27	\$4,500.00	\$6,000.00	\$1,500.00	33%

General Fund - Fund 101						
Description	Account Code	2024 Adopted			Difference	Section 9, Item a.
		FY2023 Actuals	Budget	2025 Proposed	2024-2025	
CONTRACTED SERVICES	101-4-4520-401	\$2,760.00	\$5,000.00	\$5,000.00	\$0.00	0%
REPAIRS & MAINTENANCE	101-4-4520-404	\$9,940.40	\$12,000.00	\$12,000.00	\$0.00	0%
VEHICLE MAINTENANCE	101-4-4520-408	\$2,418.70	\$4,000.00	\$4,000.00	\$0.00	0%
RENTALS	101-4-4520-410	\$4,980.00	\$7,000.00	\$7,400.00	\$400.00	6%
MISCELLANEOUS EXPENSE	101-4-4520-430	\$0.00	\$1,000.00	\$1,000.00	\$0.00	0%
DUES & SUBSCRIPTIONS	101-4-4520-433	\$720.89	\$500.00	\$750.00	\$250.00	50%
REAL ESTATE TAXES	101-4-4520-440	\$3,004.29	\$2,600.00		-\$2,600.00	-100%
SPECIAL PROJECTS	101-4-4520-441	\$17,704.00	\$20,300.00	\$21,000.00	\$700.00	3%
GRANTS/SPECIAL PROJECTS	101-4-4520-442	\$50,653.28	\$0.00		\$0.00	0
TRAINING & SEMINARS	101-4-4520-450	\$2,300.00	\$700.00	\$700.00	\$0.00	0%
LICENSE FEES/REGISTRATION	101-4-4520-460	\$74.22	\$200.00	\$200.00	\$0.00	0%
CAPITAL OUTLAY	101-4-4520-500	\$1,399,231.14	\$82,000.00	\$80,000.00	-\$2,000.00	-2%
	Revenue	-\$53,871.89	\$0.00		\$0.00	0
EMERALD ASH BORER GRANT	101-3-4520-33640	-\$46,100.89	\$0.00		\$0.00	0
CONTRIBUTIONS AND DONATIONS	101-3-4520-36330	-\$1,140.00	\$0.00		\$0.00	0
SMALL TOWN GRANT-DISC GOLF(R)	101-3-4520-33641	-\$6,631.00			\$0.00	
	Planning					
	Expense	\$331,444.00	\$405,723.00	\$498,457.00	\$92,734.00	23%
WAGES FULL-TIME	101-4-4191-101	\$197,540.91	\$249,252.00	\$271,063.00	\$21,811.00	9%
EMPLOYEE BENEFITS	101-4-4191-113	\$108.53	\$160.00		-\$160.00	-100%
EMPLOYER CONT. P E R A	101-4-4191-121	\$14,801.09	\$18,694.00	\$20,330.00	\$1,636.00	9%
EMPLOYER CONT. F I C A	101-4-4191-122	\$14,053.63	\$19,083.00	\$20,758.00	\$1,675.00	9%
HEALTH INSURANCE	101-4-4191-131	\$24,834.89	\$49,076.00	\$58,106.00	\$9,030.00	18%
DENTAL INSURANCE	101-4-4191-132	\$2,620.32	\$5,060.00	\$4,631.00	-\$429.00	-8%
LIFE & S-T DISABILITY INS	101-4-4191-133	\$616.21	\$747.00	\$776.00	\$29.00	4%
WORKER'S COMP PREMIUMS	101-4-4191-151	\$1,320.50	\$1,382.00	\$2,188.00	\$806.00	58%
SUPPLIES	101-4-4191-200	\$838.23	\$1,500.00	\$1,500.00	\$0.00	0%
MOTOR FUELS	101-4-4191-212	\$132.09	\$250.00	\$250.00	\$0.00	0%
SAFETY EQUIP & TRAINING	101-4-4191-231	\$752.85	\$513.00	\$789.00	\$276.00	54%
ENGINEERING FEES	101-4-4191-303	\$0.00	\$1,600.00	\$1,600.00	\$0.00	0%
CIVIL LEGAL FEES	101-4-4191-305	\$0.00	\$0.00	\$20,000.00	\$20,000.00	0
PROFESSIONAL SERVICES	101-4-4191-310	\$60,646.60	\$42,000.00	\$61,500.00	\$19,500.00	46%
POSTAGE	101-4-4191-320	\$415.63	\$300.00	\$400.00	\$100.00	33%
TELEPHONE	101-4-4191-321	\$1,527.48	\$1,548.00	\$1,600.00	\$52.00	3%
COMPUTER COMM/MAINT	101-4-4191-322	\$52.13	\$0.00		\$0.00	0
TRAVEL, CONF, MILEAGE ALLOW.	101-4-4191-330	\$152.65	\$275.00	\$275.00	\$0.00	0%
ADVERTISING & PUBLICATIONS	101-4-4191-340	\$3,779.75	\$4,000.00	\$4,000.00	\$0.00	0%

General Fund - Fund 101						
Description	Account Code	2024 Adopted			Difference 2024-2025	Section 9, Item a.
		FY2023 Actuals	Budget	2025 Proposed		
PRINTING & BINDING	101-4-4191-350	\$85.52	\$0.00		\$0.00	0
INSURANCES	101-4-4191-369	\$1,895.43	\$2,083.00	\$2,291.00	\$208.00	10%
VEHICLE MAINT	101-4-4191-408	\$17.14	\$100.00	\$100.00	\$0.00	0%
RENTALS	101-4-4191-410	\$1,428.17	\$3,900.00	\$2,000.00	-\$1,900.00	-49%
CREDIT CARD EXPENSE	101-4-4191-431	\$468.59	\$400.00	\$500.00	\$100.00	25%
DUES & SUBSCRIPTIONS	101-4-4191-433	\$787.49	\$1,000.00	\$1,000.00	\$0.00	0%
TRAINING & SEMINARS	101-4-4191-450	\$1,499.42	\$1,800.00	\$1,800.00	\$0.00	0%
LICENSE FEES/REGISTRATION	101-4-4191-460	\$1,068.75	\$1,000.00	\$1,000.00	\$0.00	0%
CAPITAL OUTLAY	101-4-4191-500	\$0.00	\$0.00	\$20,000.00	\$20,000.00	0
Police						
	Expense	\$1,988,922.31	\$2,196,296.00	\$2,363,118.00	\$166,822.00	8%
WAGES FULL-TIME	101-4-4210-101	\$1,035,702.68	\$1,263,815.00	\$1,327,644.00	\$63,829.00	5%
WAGES OVERTIME	101-4-4210-102	\$67,928.77	\$50,000.00	\$60,000.00	\$10,000.00	20%
POLICE COURT TIME	101-4-4210-107	\$1,892.20	\$3,200.00	\$3,200.00	\$0.00	0%
EMPLOYEE BENEFITS	101-4-4210-113	\$16,228.49	\$15,000.00	\$15,000.00	\$0.00	0%
VACATION ACCRUAL	101-4-4210-115	\$0.00	\$0.00		\$0.00	0
EMPLOYER CONT. P E R A	101-4-4210-121	\$185,282.07	\$211,788.00	\$231,964.00	\$20,176.00	10%
EMPLOYER CONT. F I C A	101-4-4210-122	\$20,193.30	\$23,875.00	\$27,731.00	\$3,856.00	16%
HEALTH INSURANCE	101-4-4210-131	\$171,015.76	\$239,769.00	\$280,900.00	\$41,131.00	17%
DENTAL INSURANCE	101-4-4210-132	\$17,973.89	\$24,236.00	\$22,263.00	-\$1,973.00	-8%
LIFE & S-T DISABILITY INS	101-4-4210-133	\$3,144.36	\$3,637.00	\$3,865.00	\$228.00	6%
WORKER'S COMP PREMIUMS	101-4-4210-151	\$90,889.18	\$98,339.00	\$113,412.00	\$15,073.00	15%
SUPPLIES	101-4-4210-200	\$11,395.88	\$12,000.00	\$12,000.00	\$0.00	0%
COMPUTER SUPPORT SERVICES	101-4-4210-207	\$4,055.27	\$5,500.00	\$6,000.00	\$500.00	9%
MOTOR FUELS	101-4-4210-212	\$19,067.70	\$23,000.00	\$23,000.00	\$0.00	0%
REPAIRS & MAINT. SUPPLIES	101-4-4210-220	\$845.63	\$500.00	\$700.00	\$200.00	40%
SAFETY EQUIP & TRAINING	101-4-4210-231	\$838.73	\$750.00	\$631.00	-\$119.00	-16%
PROFESSIONAL SERVICES	101-4-4210-310	\$13,371.83	\$2,500.00	\$2,500.00	\$0.00	0%
POSTAGE	101-4-4210-320	\$251.56	\$500.00	\$500.00	\$0.00	0%
TELEPHONE	101-4-4210-321	\$6,338.86	\$9,200.00	\$9,200.00	\$0.00	0%
COMPUTER COMM/MAINT	101-4-4210-322	\$6,959.00	\$8,800.00	\$8,800.00	\$0.00	0%
TRAVEL, CONF, MILEAGE ALLOW.	101-4-4210-330	\$938.06	\$700.00	\$1,300.00	\$600.00	86%
ADVERTISING & PUBLICATIONS	101-4-4210-340	\$784.00	\$350.00	\$350.00	\$0.00	0%
PRINTING & BINDING	101-4-4210-350	\$67.00	\$500.00	\$400.00	-\$100.00	-20%
INSURANCES	101-4-4210-369	\$29,126.90	\$32,007.00	\$35,208.00	\$3,201.00	10%
CONTRACTED SERVICES	101-4-4210-401	\$29,809.29	\$39,000.00	\$46,500.00	\$7,500.00	19%
REPAIRS & MAINTENANCE	101-4-4210-404	\$152.23	\$300.00	\$300.00	\$0.00	0%

General Fund - Fund 101

Description	Account Code	2024 Adopted			Difference 2024-2025	Section 9, Item a.
		FY2023 Actuals	Budget	2025 Proposed		
VEHICLE MAINT	101-4-4210-408	\$4,526.06	\$6,500.00	\$6,500.00	\$0.00	0%
RENTALS	101-4-4210-410	\$3,069.33	\$4,000.00	\$4,000.00	\$0.00	0%
LEASE EQUIPMENT	101-4-4210-415	\$20,256.00	\$34,000.00	\$34,000.00	\$0.00	0%
DUES & SUBSCRIPTIONS	101-4-4210-433	\$5,132.17	\$850.00	\$950.00	\$100.00	12%
TRAINING & SEMINARS	101-4-4210-450	\$10,452.75	\$14,000.00	\$14,500.00	\$500.00	4%
SEIZED PROPERTY DIST.	101-4-4210-453	\$0.00	\$1,500.00	\$1,500.00	\$0.00	0%
POLICE COMPLIANCE EXPENSES	101-4-4210-455	\$440.00	\$500.00	\$500.00	\$0.00	0%
LICENSE FEES/REGISTRATION	101-4-4210-460	\$762.19	\$700.00	\$600.00	-\$100.00	-14%
DONATION OTHER CIVIC ORG.	101-4-4210-490	\$0.00	\$2,980.00	\$3,200.00	\$220.00	7%
CAPITAL OUTLAY	101-4-4210-500	\$210,031.17	\$62,000.00	\$64,000.00	\$2,000.00	3%
Revenue		-\$205,487.96	-\$187,708.00	-\$236,500.00	-\$48,792.00	26%
FEDERAL GRANT-COPS POLICE	101-3-4210-33161	-\$8,309.34	\$0.00	\$0.00	\$0.00	0
COVID-19 RELIEF FUNDS	101-3-4210-33410	\$0.00	\$0.00	\$0.00	\$0.00	0
POLICE TRAINING AID	101-3-4210-33416	-\$9,091.78	-\$10,300.00	-\$9,000.00	\$1,300.00	-13%
POLICE STATE AID	101-3-4210-33424	-\$106,171.87	-\$92,000.00	-\$100,000.00	-\$8,000.00	9%
POLICE LIAISON REVENUE	101-3-4210-34210	-\$40,407.65	-\$45,408.00	-\$100,000.00	-\$54,592.00	120%
POLICE REVENUE	101-3-4210-34220	-\$6,483.41	-\$20,000.00	-\$2,500.00	\$17,500.00	-88%
COURT FINES-STATE OF MN	101-3-4210-35101	-\$26,318.52	-\$20,000.00	-\$25,000.00	-\$5,000.00	25%
MISCELLANEOUS INCOME	101-3-4210-36200	-\$3,499.89	\$0.00	\$0.00	\$0.00	0
REIMBURSEMENTS	101-3-4210-36240	-\$5,205.50	\$0.00	\$0.00	\$0.00	
Public Works						
Expense		\$123,723.29	\$116,637.00	\$125,507.00	\$8,870.00	8%
WAGES FULL-TIME	101-4-4300-101	\$77,956.42	\$82,036.00	\$88,414.00	\$6,378.00	8%
EMPLOYEE BENEFITS	101-4-4300-113	\$0.00	\$56.00	\$56.00	\$0.00	0%
EMPLOYER CONT. P E R A	101-4-4300-121	\$5,837.67	\$6,148.00	\$6,627.00	\$479.00	8%
EMPLOYER CONT. F I C A	101-4-4300-122	\$5,700.98	\$6,276.00	\$6,764.00	\$488.00	8%
HEALTH INSURANCE	101-4-4300-131	\$12,978.15	\$13,743.00	\$15,231.00	\$1,488.00	11%
DENTAL INSURANCE	101-4-4300-132	\$1,311.00	\$1,417.00	\$1,242.00	-\$175.00	-12%
LIFE & S-T DISABILITY INS	101-4-4300-133	\$235.63	\$237.00	\$249.00	\$12.00	5%
WORKER'S COMP PREMIUMS	101-4-4300-151	\$5,373.90	\$4,614.00	\$4,827.00	\$213.00	5%
SAFETY EQUIP & TRAINING	101-4-4300-231	\$301.14	\$400.00	\$316.00	-\$84.00	-21%
INSURANCES	101-4-4300-369	\$646.47	\$710.00	\$781.00	\$71.00	10%
DUES & SUBSCRIPTIONS	101-4-4300-433	\$477.50	\$500.00	\$500.00	\$0.00	0%
GRANTS/SPECIAL PROJECTS	101-4-4300-442	\$12,859.19	\$0.00	\$0.00	\$0.00	0
TRAINING & SEMINARS	101-4-4300-450	\$20.00	\$500.00	\$500.00	\$0.00	0%
Revenue		-\$118,822.79	-\$111,442.00	-\$150,596.00	-\$39,154.00	35%
HIGHWAY STATE AID	101-3-4300-33425	-\$107,135.00	-\$106,242.00	-\$120,000.00	-\$13,758.00	13%

General Fund - Fund 101						
Description	Account Code	2024 Adopted			Difference 2024-2025	Section 9, Item a.
		FY2023 Actuals	Budget	2025 Proposed		
STATE/COUNTY ROAD MAINT	101-3-4300-33610	-\$9,877.00	-\$4,200.00	-\$4,200.00	\$0.00	0%
STREET REVENUE	101-3-4300-34320	-\$1,655.33	-\$1,000.00	-\$1,000.00	\$0.00	0%
MISCELLANEOUS INCOME	101-3-4300-36200	-\$155.46	\$0.00		\$0.00	0
TAA TRANSPORTATION ADVANCEMENT ACC	101-3-4300-33611	\$0.00	\$0.00	-\$25,396.00	-\$25,396.00	0
Streetlights						
	Expense	\$65,265.27	\$72,333.00	\$78,366.00	\$6,033.00	8%
INSURANCES	101-4-4316-369	\$303.00	\$333.00	\$366.00	\$33.00	10%
UTILITIES	101-4-4316-380	\$0.00	\$0.00		\$0.00	
Streets						
	Expense	\$1,164,900.78	\$892,825.00	\$1,164,673.00	\$271,848.00	30%
WAGES FULL-TIME	101-4-4310-101	\$399,133.24	\$410,336.00	\$400,037.00	-\$10,299.00	-3%
WAGES OVERTIME	101-4-4310-102	\$10,779.20	\$11,000.00	\$11,000.00	\$0.00	0%
WAGES PART-TIME	101-4-4310-103	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0
WAGES ON-CALL	101-4-4310-108	\$19,363.60	\$20,700.00	\$22,499.00	\$1,799.00	9%
EMPLOYEE BENEFITS	101-4-4310-113	\$2,949.31	\$2,375.00	\$2,375.00	\$0.00	0%
EMPLOYER CONT. P E R A	101-4-4310-121	\$32,276.91	\$33,236.00	\$33,115.00	-\$121.00	0%
EMPLOYER CONT. F I C A	101-4-4310-122	\$29,032.78	\$34,083.00	\$33,959.00	-\$124.00	0%
HEALTH INSURANCE	101-4-4310-131	\$96,333.63	\$90,517.00	\$108,649.00	\$18,132.00	20%
DENTAL INSURANCE	101-4-4310-132	\$9,668.44	\$9,761.00	\$8,550.00	-\$1,211.00	-12%
LIFE & S-T DISABILITY INS	101-4-4310-133	\$1,366.65	\$1,301.00	\$1,269.00	-\$32.00	-2%
WORKER'S COMP PREMIUMS	101-4-4310-151	\$28,468.75	\$26,891.00	\$26,300.00	-\$591.00	-2%
SUPPLIES	101-4-4310-200	\$1,739.93	\$1,200.00	\$1,200.00	\$0.00	0%
MOTOR FUELS	101-4-4310-212	\$42,381.10	\$40,000.00	\$40,000.00	\$0.00	0%
REPAIRS & MAINT. SUPPLIES	101-4-4310-220	\$29,608.29	\$41,000.00	\$43,000.00	\$2,000.00	5%
SIDEWALK MAINTENANCE	101-4-4310-224	\$381.86	\$2,000.00	\$2,000.00	\$0.00	0%
SAFETY EQUIP & TRAINING	101-4-4310-231	\$3,461.52	\$3,000.00	\$2,051.00	-\$949.00	-32%
ENGINEERING FEES	101-4-4310-303	\$0.00	\$500.00	\$500.00	\$0.00	0%
PROFESSIONAL SERVICES	101-4-4310-310	\$6,265.40	\$4,200.00	\$2,700.00	-\$1,500.00	-36%
SNOW REMOVAL	101-4-4310-316	\$37,823.00	\$57,000.00	\$57,000.00	\$0.00	0%
POSTAGE	101-4-4310-320	\$1.23	\$20.00	\$20.00	\$0.00	0%
TELEPHONE	101-4-4310-321	\$3,885.32	\$4,300.00	\$4,100.00	-\$200.00	-5%
COMPUTER COMM/MAINT	101-4-4310-322	\$52.13	\$200.00	\$200.00	\$0.00	0%
TRAVEL, CONF, MILEAGE ALLOW.	101-4-4310-330	\$0.00	\$100.00	\$100.00	\$0.00	0%
ADVERTISING & PUBLICATIONS	101-4-4310-340	\$186.08	\$300.00	\$600.00	\$300.00	100%
INSURANCES	101-4-4310-369	\$13,363.98	\$14,685.00	\$16,154.00	\$1,469.00	10%
ELECTRIC	101-4-4310-381	\$4,418.10	\$4,750.00	\$5,500.00	\$750.00	16%
WATER/SEWER	101-4-4310-382	\$1,444.67	\$1,500.00	\$1,550.00	\$50.00	3%

General Fund - Fund 101						
Description	Account Code	2024 Adopted			Difference 2024-2025	Section 9, Item a.
		FY2023 Actuals	Budget	2025 Proposed		
REFUSE	101-4-4310-384	\$1,265.97	\$1,200.00	\$1,200.00	\$0.00	0%
NATURAL GAS	101-4-4310-385	\$8,255.95	\$10,000.00	\$10,500.00	\$500.00	5%
REPAIRS & MAINTENANCE	101-4-4310-404	\$22,586.12	\$29,000.00	\$30,000.00	\$1,000.00	3%
VEHICLE MAINT	101-4-4310-408	\$5,856.51	\$6,000.00	\$10,500.00	\$4,500.00	75%
RENTALS	101-4-4310-410	\$8,323.05	\$10,500.00	\$13,500.00	\$3,000.00	29%
LEASE AGREEMENTS	101-4-4310-414	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	0%
MISCELLANEOUS EXPENSE	101-4-4310-430	\$715.00	\$1,000.00	\$1,000.00	\$0.00	0%
DUES & SUBSCRIPTIONS	101-4-4310-433	\$19.89	\$120.00	\$130.00	\$10.00	8%
SPECIAL PROJECTS	101-4-4310-441	\$0.00	\$3,500.00	\$0.00	-\$3,500.00	-100%
GRANTS/SPECIAL PROJECTS	101-4-4310-442	\$73.72	\$0.00	\$0.00	\$0.00	0
TRAINING & SEMINARS	101-4-4310-450	\$696.50	\$1,700.00	\$2,150.00	\$450.00	26%
LICENSE FEES/REGISTRATION	101-4-4310-460	\$156.00	\$850.00	\$265.00	-\$585.00	-69%
CAPITAL OUTLAY	101-4-4310-500	\$265,437.74	\$12,000.00	\$265,000.00	\$253,000.00	2108%
MnDOT HSIP GRANT - 10TH AVE(E)	101-4-4310-443	\$75,129.21	\$0.00	\$0.00	\$0.00	0
Tech Network						
	Expense	\$188,907.22	\$207,383.00	\$207,421.00	\$38.00	0%
COMPUTER SUPPORT SERVICES	101-4-4135-207	\$63,953.52	\$67,000.00	\$67,000.00	\$0.00	0%
COMPUTER COMM/MAINT	101-4-4135-322	\$124,604.70	\$98,000.00	\$50,000.00	-\$48,000.00	-49%
INSURANCES	101-4-4135-369	\$349.00	\$383.00	\$421.00	\$38.00	
CAPITAL OUTLAY	101-4-4135-500	\$0.00	\$42,000.00	\$90,000.00	\$48,000.00	114%
Unallocated						
	Expense	\$171,854.73	\$97,331.00	\$86,819.00	\$9,488.00	10%
PROFESSIONAL SERVICES	101-4-4920-310	\$1,539.90	\$0.00	\$0.00	\$0.00	0
INSURANCE DEDUCTIBLES	101-4-4920-365	\$28,242.30	\$10,000.00	\$10,000.00	\$0.00	0%
PROP/LIAB INSURANCE	101-4-4920-369	\$16,329.40	\$16,147.00	\$17,762.00	\$1,615.00	10%
MISCELLANEOUS EXPENSE	101-4-4920-430	\$1,235.03	\$1,000.00	\$1,000.00	\$0.00	0%
TOWNSHIP TAX PAYMENT	101-4-4920-615	\$3,238.10	\$3,238.00	\$3,238.00	\$0.00	0%
CONTINGENCY	101-4-4920-700	\$0.00	\$25,000.00	\$25,000.00	\$20,000.00	80%
OPERATING TRF - GOLF COURSE	101-4-4920-721	\$121,270.00	\$41,946.00	\$29,819.00	-\$12,127.00	-29%
	Revenue	-\$6,470,822.65	-\$5,824,490.00	-\$6,209,758.00	-\$405,268.00	7%
CURRENT PROPERTY TAXES	101-3-0000-31010	-\$3,746,520.51	-\$3,749,628.00	-\$4,238,585.00	-\$488,957.00	13%
DELINQUENT PROPERTY TAXES	101-3-0000-31020	\$2,340.21	\$0.00	\$0.00	\$0.00	0
CABLE TV FRANCHISE TAXES	101-3-0000-31030	-\$94,949.10	-\$90,000.00	-\$90,000.00	\$0.00	0%
BOND PROCEEDS-EQUIP CERT	101-3-0000-36200	\$0.00	\$0.00	-\$265,000.00	-\$265,000.00	0
INTEREST INCOME	101-3-0000-36210	-\$206,466.56	-\$125,000.00	-\$89,145.00	\$35,855.00	-29%
INTEREST INCOME- MARKET VALUE	101-3-0000-36211	-\$139,702.16	\$0.00	\$0.00	\$0.00	0
INSURANCE REIMBURSEMENTS	101-3-0000-36240	-\$44,894.61	-\$5,000.00	-\$5,000.00	\$0.00	0%

General Fund - Fund 101						
Description	Account Code	FY2023 Actuals	2024 Adopted		Difference 2024-2025	Section 9, Item a.
			Budget	2025 Proposed		
MISCELLANEOUS INCOME	101-3-0000-36300	-\$20,789.49	-\$2,000.00	-\$2,000.00	\$0.00	0%
CONTRIBUTIONS AND DONATIONS	101-3-0000-36330	\$0.00	-\$5,000.00	-\$500.00	\$4,500.00	-90%
REIMBURSEMENTS	101-3-0000-36440	-\$16,619.76	-\$2,500.00	-\$2,000.00	\$500.00	-20%
USE OF FUND BALANCE	101-3-0000-36500	\$0.00	-\$95,000.00	-\$185,308.00	-\$110,308.00	116%
TRF- PILOT FROM ELEC FUND	101-3-0000-39200	-\$40,000.00	-\$40,000.00	-\$40,000.00	\$0.00	0%
TRF IN	101-3-0000-39201	-\$5,000.00	\$0.00		\$0.00	0
TRF FROM ARPA FUNDS	101-3-0000-39206	\$0.00	-\$237,388.00	\$0.00	\$237,388.00	-100%
TRF FROM EQUIPMENT FUND	101-3-0000-39207	-\$189,985.00	-\$148,506.00	-\$40,304.00	\$108,202.00	-73%
LIQUOR LICENSES	101-3-4100-32110	-\$47,700.00	-\$34,825.00	-\$38,400.00	-\$3,575.00	10%
BUSINESS LICENSES	101-3-4100-32180	-\$3,507.50	-\$12,500.00	-\$3,000.00	\$9,500.00	-76%
TOBACCO LICENSES	101-3-4100-32181	-\$2,800.00	-\$3,000.00	-\$2,800.00	\$200.00	-7%
PET LICENSES	101-3-4100-32182	-\$1,650.00	-\$1,000.00	-\$1,000.00	\$0.00	0%
THC LICENSES	101-3-4100-32183	-\$1,050.00	\$0.00	-\$1,650.00	-\$1,650.00	0
GOLF CART/ UTV PERMITS	101-3-4100-32215	-\$4,135.00	-\$3,930.00	-\$3,830.00	\$100.00	-3%
LOCAL GOVERNMENTAL AID	101-3-4100-33401	-\$985,808.00	-\$1,183,527.00	-\$1,185,369.00	-\$1,842.00	0%
MARKET VALUE CREDIT	101-3-4100-33408	-\$180.61	\$0.00		\$0.00	0
PUBLIC SAFETY AID	101-3-4100-33440	-\$359,753.00	-\$69,930.00	\$0.00	\$69,930.00	-100%
ASSESSMENT SEARCH REVENUE	101-3-4100-34107	-\$2,275.00	-\$2,500.00	-\$2,500.00	\$0.00	0%
ADMINISTRATIVE CHARGES	101-3-4100-34108	-\$6,956.94	-\$7,000.00	-\$7,000.00	\$0.00	0%
SVC CHG/CODE ENFORCEMENT	101-3-4100-34109	-\$1,566.62	-\$1,500.00	-\$1,500.00	\$0.00	0%
TEAM LEAGUE REVENUE	101-3-4500-34331	-\$2,378.00	-\$2,842.00	-\$3,019.00	-\$177.00	6%
PARK FEES-SHELTERS	101-3-5201-34783	-\$2,507.00	-\$1,914.00	-\$1,848.00	\$66.00	-3%
AMERICAN RESCUE AID(R)	101-3-4100-33180	-\$545,968.00			\$0.00	0
General Fund - Fund 101	Grand Total Exp-Rev	\$411,247.15	\$0.00	\$0.00		

Sum of Amount	Years										
Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Grand Total
Building Inspections	25,000		11,000	35,000							71,000
Office Desks, Uppers and Privacy Panels	25,000										25,000
Vehicle Replacement			11,000	35,000							46,000
Capital Projects	4,904,605										4,904,605
CIP 2025	1,389,265										1,389,265
CIP 2025 - Assessments	1,595,340										1,595,340
CIP 2025 - Grants	173,000										173,000
CIP 2025 - Municipal State Aid	1,747,000										1,747,000
Fire	-	26,250	27,563	578,941	30,387						663,141
City Fire Pumper				550,000							550,000
Portable Radios	-	26,250	27,563	28,941	30,387						113,141
Fire - Rural	25,000	26,250	27,563	578,941	30,387						688,141
City Fire Pumper - \$0 Cost				550,000							550,000
Portable Radios - \$0 Cost	25,000	26,250	27,563	28,941	30,387						138,141
Government Building	-	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	900,000
Government Building Improvements	-	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	900,000
Park Board	78,126			90,000							168,126
12th Ave. SE Sidewalk Extension	43,126										43,126
Central Plaza Shade Structure	35,000										35,000
Sledding Hill Picnic Shelter				90,000							90,000
Parks	80,000	108,890	21,145	91,000	6,000	245,318	35,000	25,950	383,922	5,000	1,002,225
Stump Grinder (1/3 of cost) - 2024										5,000	5,000
1 Ton Truck - 2018				44,200							44,200
1/2 Ton Truck - 2013		34,000									34,000
1/2 Ton Truck - 2014		31,000									31,000

Sum of Amount	Years										
Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Grand Total
1/2 Ton Truck - 2015		32,000									32,000
16ft Lawn Mower - 2019						146,518					146,518
310 Top Dresser - 2017								15,950			15,950
60" Zero Turn Lawn Mower - 2016	32,000										32,000
72" Zero Turn Lawn Mower				30,000							30,000
Ball Diamond Drag - 2015		5,890									5,890
Brush Chipper (30% of cost) - 2013				10,800							10,800
Building Improvements	6,000	6,000	6,000	6,000	6,000						30,000
Fairway Roller - 2017			15,145								15,145
Heavy Duty Utility Tractor - 2021									358,700		358,700
Mini Front End Loader						98,800					98,800
Rotary Aerator 83" - 2018									25,222		25,222
Sprayer	7,000										7,000
Utility Vehicle - 2014	35,000										35,000
Utility Vehicle - 2021							35,000				35,000
Vehicle Replacement - 2022 - Public Works Director 20%								10,000			10,000
Planning	20,000										20,000
Vehicle Replacement	20,000										20,000
Police	100,850	105,904	144,220	150,401	113,000	116,000	116,000	116,000	116,000	116,000	1,194,375
Portable Radios			37,200	37,200							74,400
Squad Car Camera	11,849	12,323	12,816	13,329	12,500	12,500	13,000	13,000	13,000	13,000	127,317
Squad Car Install and Equipment	18,000	20,000	18,000	22,000	23,000	24,500	24,000	24,000	24,000	24,000	221,500
Squad Car Replacement	44,000	45,500	47,000	47,500	47,500	49,000	49,000	49,000	49,000	49,000	476,500
Taser/Bodycam	27,001	28,081	29,204	30,372	30,000	30,000	30,000	30,000	30,000	30,000	294,658
Streets	265,000	229,534	510,000	17,930	322,063		7,500	31,500	340,260	238,800	1,962,587
Stump Grinder (1/3 of cost) - 2024										5,000	5,000
1 Ton Truck w/ Plow - 2016		62,000									62,000

Sum of Amount	Years										
Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Grand Total
1/2 Ton Crew Cab Truck - 2014		60,000									60,000
1/2 Ton Crew Cab Truck - 2023										65,000	65,000
12' Snow Plow - 2017								11,500			11,500
12 Ton Trailer - 2014					8,355						8,355
2 Ton Dump Truck W/ Plow - 2016		82,000									82,000
2 Ton Dump Truck W/ Plow & Sander - 2023									70,000		70,000
20 Ton Trailer - 2009				10,730							10,730
5 Ton Asphalt Roller - 2014					43,303						43,303
5 Ton Dump Truck w/Plows and Sanding Equipment - 2010	265,000										265,000
5 Ton Dump Truck w/Plows and Sanding Equipment - 2014					265,405						265,405
72" Grapple Bucket - 2019					5,000						5,000
Brush Chipper (20% of cost) - 2013				7,200							7,200
Cold Planer - 2016		25,534									25,534
Mini Excavator Backhoe (1/3 of Cost) - 2015	-										-
Pay Loader - 2012			180,000								180,000
Pay Loader - 2019										168,800	168,800
Skid Loader - 2017			35,000								35,000
Street Sweeper - 2017			295,000								295,000
Tractor - 2018									270,260		270,260
Utility Vehicle 50% - 2021							7,500				7,500
Vehicle Replacement - 2022 - Public Works Director 40%								20,000			20,000
Grand Total	5,498,581	596,828	841,491	1,642,213	601,837	461,318	258,500	273,450	940,182	459,800	11,574,201

ENTERPRISE FUNDS

Enterprise Funds are used to report any activity for which a fee is charged to external users for goods or services. Unlike governmental funds, enterprise funds operate like private business enterprises where decisions are made that determine revenues earned, costs incurred and/or net income that is necessary for management accountability.

WATER FUND

The Water Fund is a self-sustaining city utility fund. The water utility provides a safe, reliable, efficient, and cost-effective water operation system to meet the needs of the resident and businesses now and into the future. Services include water pumping, water treatment, water storage, water distribution, repairs and maintenance, hydrant flushing, line locates and responding to emergency water main breaks.

The 2025 Revenue budget reflects an increase of \$.50 / 1000 gallons and \$2.00 / month customer charge for all customer classes. Residential customer with an average usage of 5000 gallons a month will see approximately a \$4.52 per month increase. Seasonal rates will continue in 2025 with higher usage rates during the summer months of June through September to meet the water conservation pricing requirement set forth by the state.

	2023	2024	2025		2024 to 2025	2024 to 2025
	ACTUAL	ADOPTED	PROPOSED		(\$)	(%)
WATER REVENUE	FUND	BUDGET	BUDGET		DIFFERENCE	DIFFERENCE
CHARGES FOR SERVICES	\$ (1,867,382)	\$ (1,786,561)	\$ (1,988,851)		\$ (202,290)	11.32%
HOOK-UP CHARGES	\$ (44,700)	\$ (25,000)	\$ (28,000)		\$ (3,000)	12.00%
MISCELLANEOUS REVENUE	\$ (242,490)	\$ (66,400)	\$ (40,110)		\$ 26,290	-39.59%
TOTAL REVENUE	\$ (2,154,572)	\$ (1,877,961)	\$ (2,056,961)		\$ (179,000)	9.53%
	2023	2024	2025	0	2024 to 2025	2024 to 2025
	ACTUAL	ADOPTED	PROPOSED		(\$)	(%)
WATER EXPENSES	FUND	BUDGET	BUDGET		DIFFERENCE	DIFFERENCE
SOURCE OF SUPPLY	\$ 540,217	\$ 533,408	\$ 666,088		\$ 132,680	24.87%
POWER & PUMPING	\$ 131,814	\$ 117,500	\$ 117,500		\$ -	0.00%
PURIFICATION	\$ 57,785	\$ 58,000	\$ 58,000		\$ -	0.00%
DISTRIBUTION	\$ 72,889	\$ 70,500	\$ 64,500		\$ (6,000)	-8.51%
ADMIN & GENERAL	\$ 713,015	\$ 810,496	\$ 809,011		\$ (1,485)	-0.18%
TOTAL EXPENSES	\$ 1,515,719	\$ 1,589,904	\$ 1,715,099		\$ 125,195	7.87%
DIFFERENCE	\$ (638,853)	\$ (288,057)	\$ (341,862)		\$ (53,805)	

New Prague, Minnesota

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NEW PRAGUE UTILITIES COMMISSION 2025 PROPOSED WATER BUDGET REPORT

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MANAGEMENT STATEMENT

The overall management goal for the New Prague Utilities Water Department is our commitment to the Community in providing a safe and reliable water supply to the City of New Prague. During the past couple of years, we had to change the focus of our budget to include major CIP reconstruction projects that affect the water distribution system. That focus is forecasted to continue through 2026 with large CIP projects. It is estimated that total bonding will exceed \$3.5 million for all projects through 2026.

FORECAST

The 2025 water department budget is projected to forecast the financial operation of the New Prague Utilities Commission. The New Prague Utilities Commission has been able to keep rates relatively flat with an average increase of only 1.9% per year over the past several years but due to large CIP projects and higher bonding cost rates will need to be increased. The 2025 budget reflects a change in rates to include both the usage and customer service charges.

REVENUE

The 2025 Revenue budget reflects an increase of \$.50 / 1000 gallons and \$2.00 / month customer charge for all customer classes. Residential customers with an average usage of 5000 gallons a month will see approximately a \$4.52 per month increase. Seasonal rates will continue in 2025 with higher usage rates during the summer months of June through September to meet the water conservation pricing requirement set forth by the state.

EXPENSES

Personnel Costs:

- Wages Full-Time and Part-Time – Reflects a 2.8% COLA wage adjustment and step increases.
- Health Insurance – There will be a 4.7% increase in health insurance premiums for 2025. HSA contributions will increase from \$1,000 (family) to \$2,250 and \$500 (single) to \$1,125.
 - Note: Insurance providers will change effective Jan. 1, 2025 from HealthPartners to BlueCross Blue Shield. This change is effective for the entire Sourcewell insurance pool.
- Dental Insurance – There is an 12.6% decrease in dental insurance premiums for 2025.
 - Note: Insurance providers will change effective Jan. 1, 2025 from Delta Dental to HealthPartners. This change is due to bid results completed in 2024
- Life, Long-Term Disability and Short-Term Disability – 0% change in 2025 as part of the 36-month rate guarantee established in 2023.

Operating Expenses:

- Projected increase of 15% in water hook-up fees due to projected homes being built in 2025.
- Debt service interest increased by 38.39% due to the cost of CIP projects.
- Distribution decreased by 8.51% due to the cost of planned projects.

2025 KEY WATER BUDGET AND OPERATIONAL CHALLENGES

- Replaced 4,000' of water main and 60 service lines in the NE sector or town.
- Continue to make updates to the GIS mapping system.
- Continue CIP Planning for reconstruction of 1st Ave SE
- Start the process of working with customers to replace lead service lines.

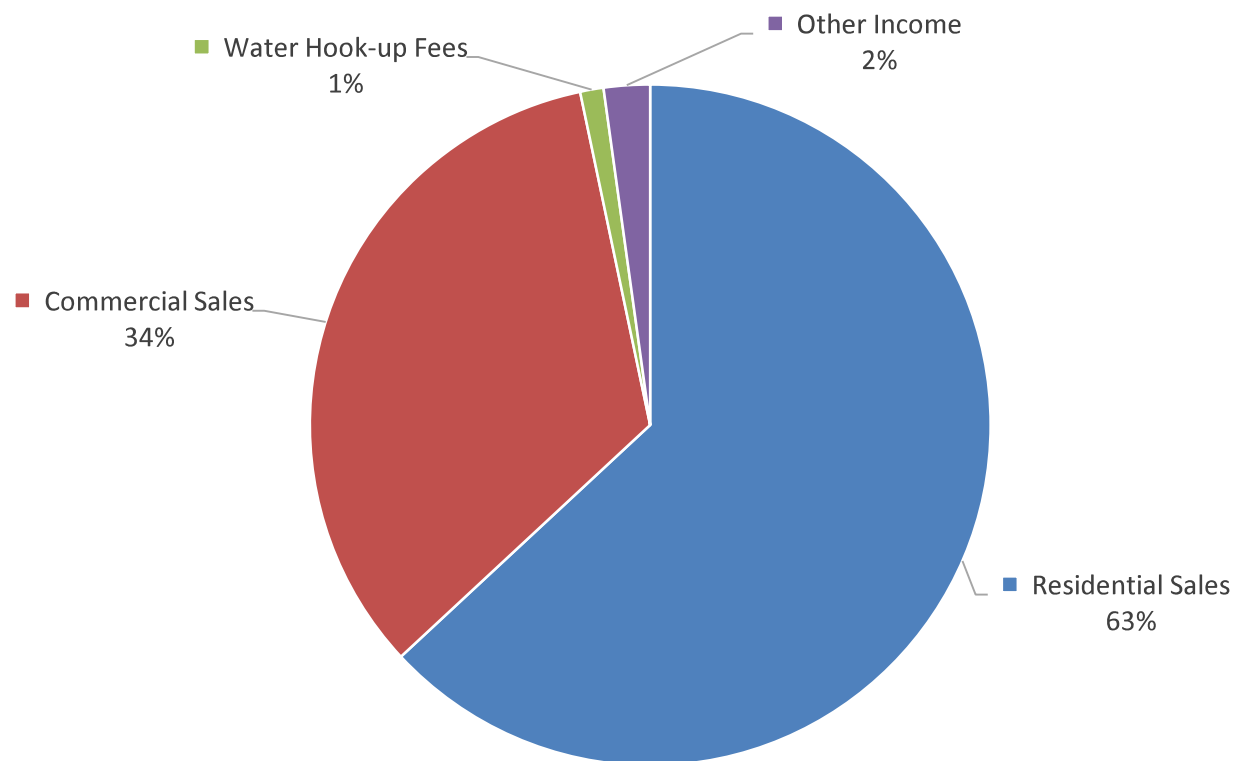
2024 KEY ACCOMPLISHMENTS

- Replaced 5000' of water main and 90 service lines on the Lyndale and Lexington Ave CIP project.
- Replaced well #2 failed pump.
- Long and short-term planning for several reconstruction projects that are planned in the NE sector of town over the next three years.
- Completed Water System Modeling Study
- Finished lead service line inventory and applied for funding from the state to start lead service line replacement in 2025

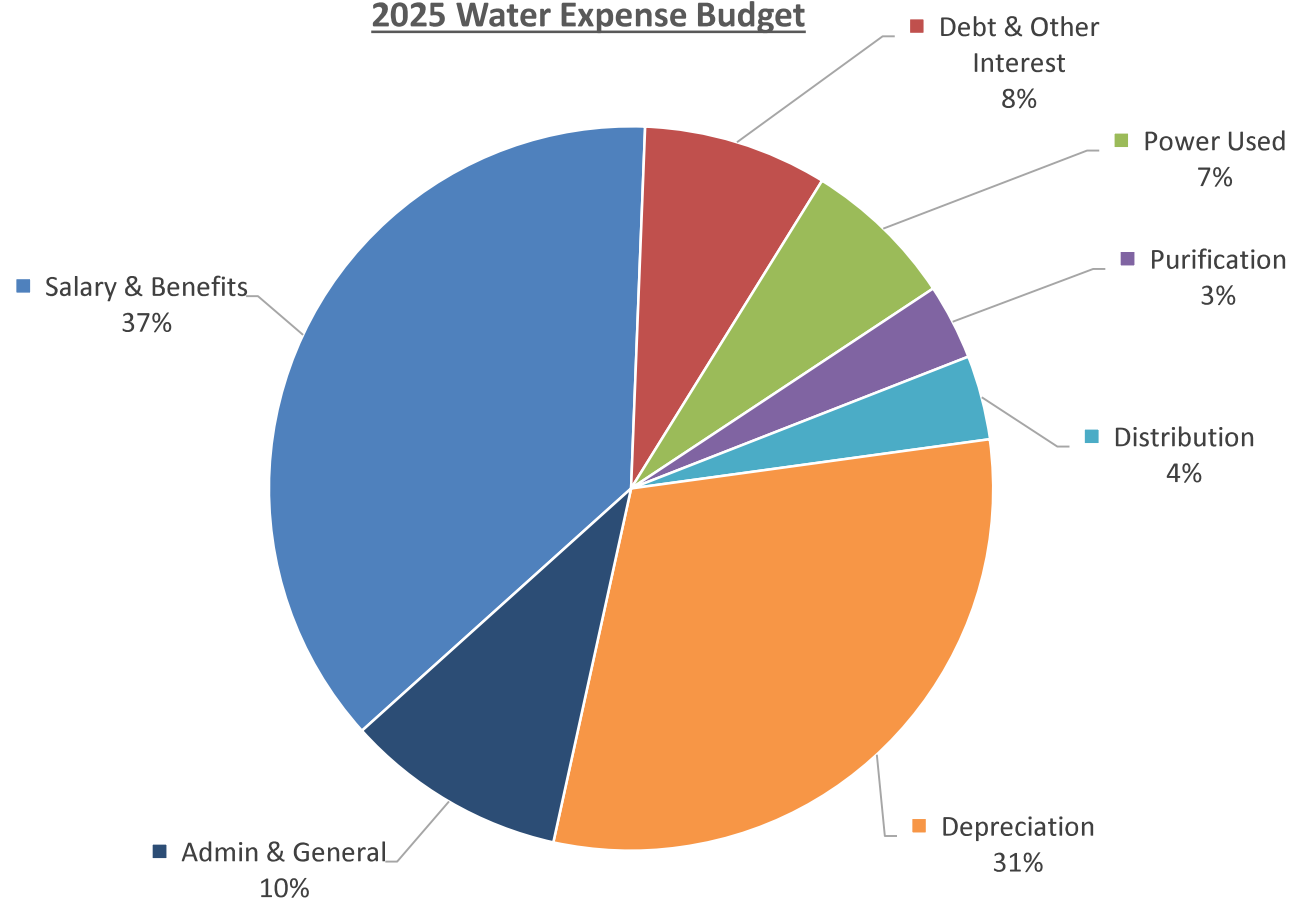
NEW PRAGUE UTILITIES COMMISSION
PROPOSED WATER BUDGET
As of 9/30/2024

	2023	2024	2024	2025	2024-2025	
	ACTUAL	Y-T-D ACTUAL	CURRENT BUDGET	PROPOSED BUDGET	\$ DIFFERENCE	% DIFFERENCE
REVENUES						
Unbilled Accounts Receivable	\$ (10,208.54)	\$ -	\$ -	\$ -	\$ -	0.00%
Residential	\$ 1,272,612.04	\$ 1,167,088.00	\$ 1,167,088.00	\$ 1,297,761.00	\$ 130,673.00	11.20%
Commercial	\$ 594,770.28	\$ 619,473.00	\$ 619,473.00	\$ 691,090.00	\$ 71,617.00	11.56%
Water Hook-up Fees	\$ 40,647.96	\$ 33,711.00	\$ 20,000.00	\$ 23,000.00	\$ 3,000.00	15.00%
Other Income	\$ 256,750.50	\$ 43,673.38	\$ 71,400.00	\$ 45,110.00	\$ (26,290.00)	-36.82%
TOTAL REVENUES	\$ 2,154,572.24	\$ 1,863,945.38	\$ 1,877,961.00	\$ 2,056,961.00	\$ 179,000.00	9.53%
EXPENSES						
Power Used	\$ 131,813.87	\$ 69,191.10	\$ 117,500.00	\$ 117,500.00	\$ -	0.00%
Purification	\$ 57,784.99	\$ 33,076.03	\$ 58,000.00	\$ 58,000.00	\$ -	0.00%
Distribution	\$ 72,888.54	\$ 23,012.31	\$ 70,500.00	\$ 64,500.00	\$ (6,000.00)	-8.51%
Depreciation	\$ 433,404.39	\$ 345,792.81	\$ 431,460.00	\$ 525,000.00	\$ 93,540.00	21.68%
Debt & Other Interest	\$ 106,812.26	\$ 107,890.67	\$ 101,948.00	\$ 141,088.00	\$ 39,140.00	38.39%
Salary & Benefits	\$ 581,332.60	\$ 400,680.67	\$ 647,468.00	\$ 639,341.00	\$ (8,127.00)	-1.26%
Loss on Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Admin & General	\$ 131,682.80	\$ 142,998.24	\$ 163,028.00	\$ 169,670.00	\$ 6,642.00	4.07%
TOTAL EXPENSES	\$ 1,515,719.45	\$ 1,122,641.83	\$ 1,589,904.00	\$ 1,715,099	\$ 125,195.00	7.87%
EXCESS REVENUES OVER EXPENSES	\$ 638,852.79	\$ 741,303.55	\$ 288,057.00	\$ 341,862.00	\$ (53,805.00)	18.68%

2025 Water Revenue Budget



2025 Water Expense Budget



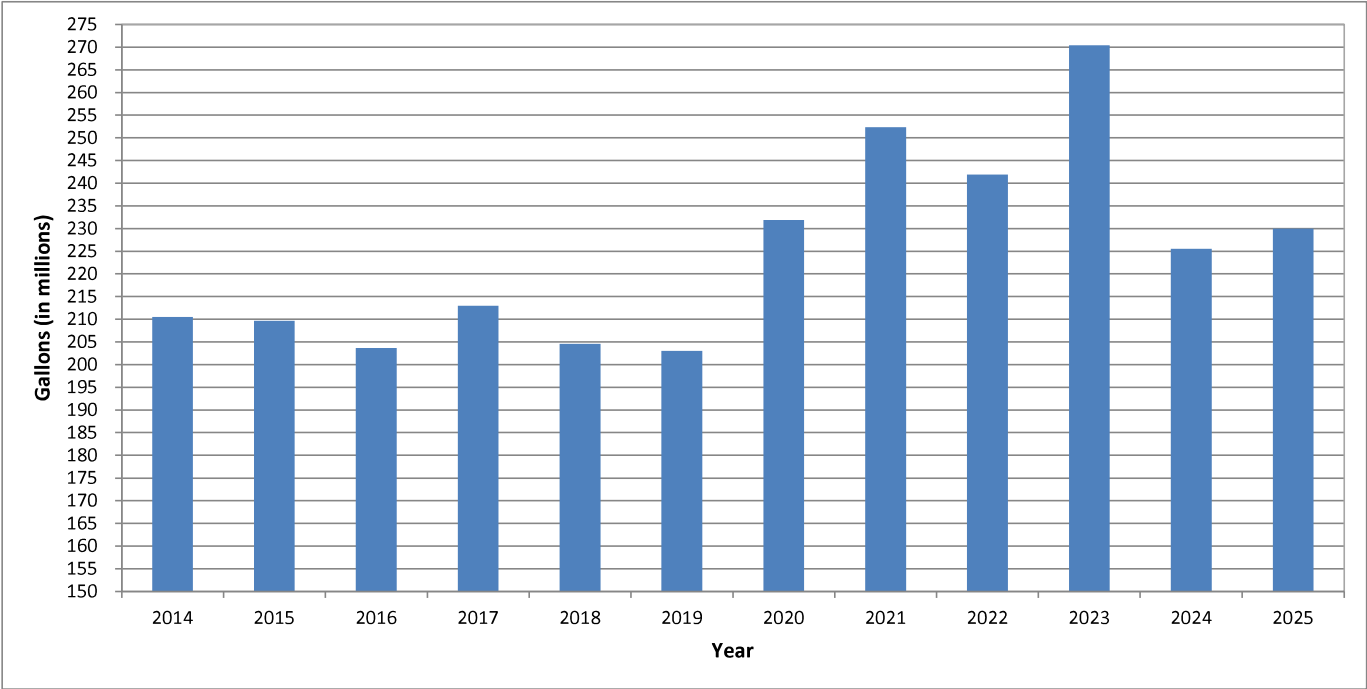
2025 Projected Water Sales

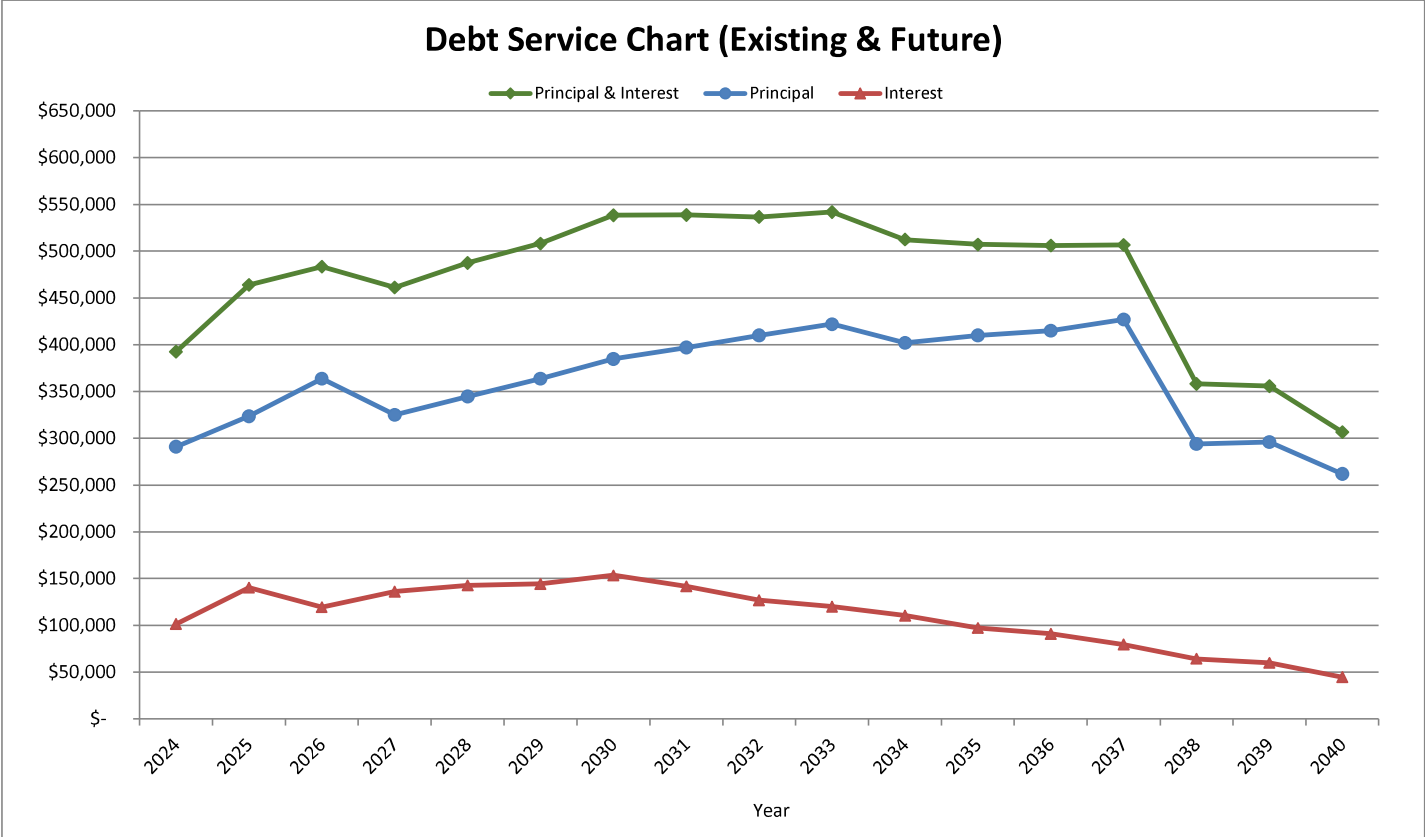
Water Sales are projected to be at 230,000,000 gallons sold for 2025. Weather has a large effect on gallons sold.

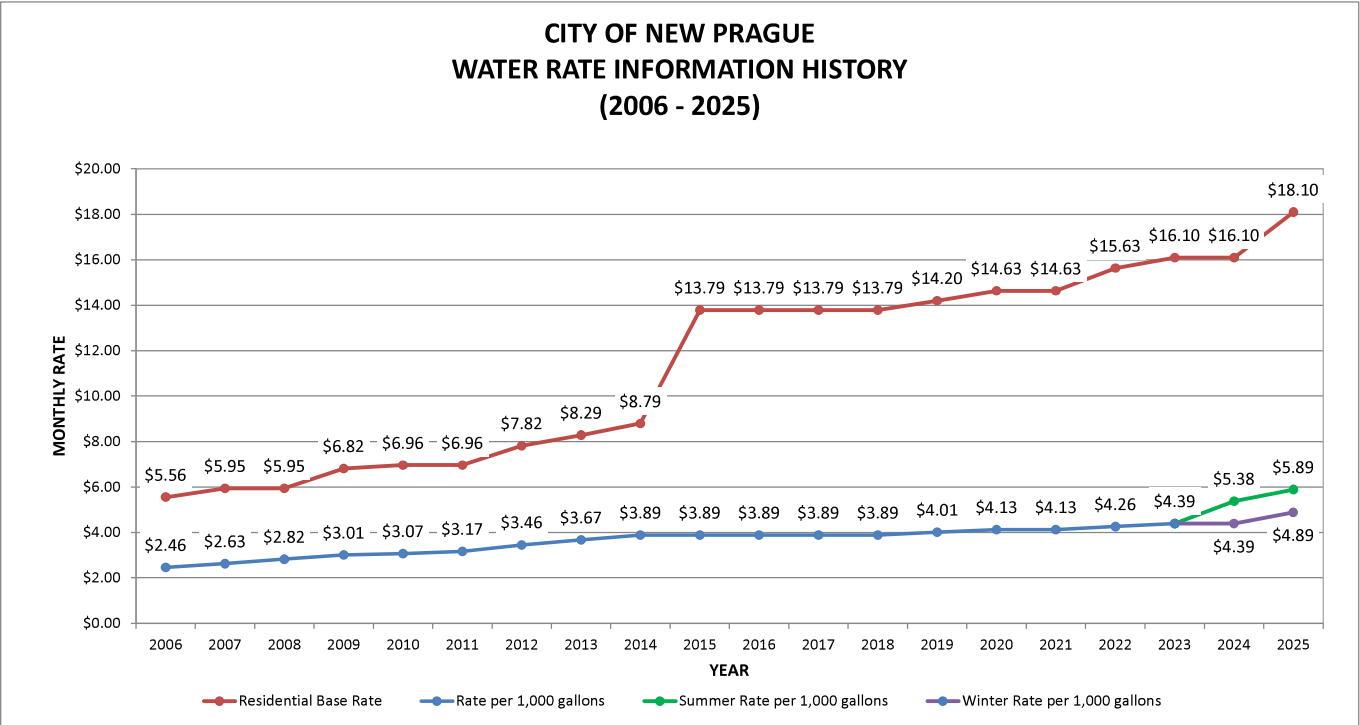
History of Water Sales:

2014	210,547,000	2020	231,931,000
2015	209,645,000	2021	252,326,000
2016	203,679,000	2022	241,960,000
2017	213,000,000	2023	270,410,000
2018	204,592,000	* 2024	225,542,000
2019	203,000,000	* * 2025	230,000,000

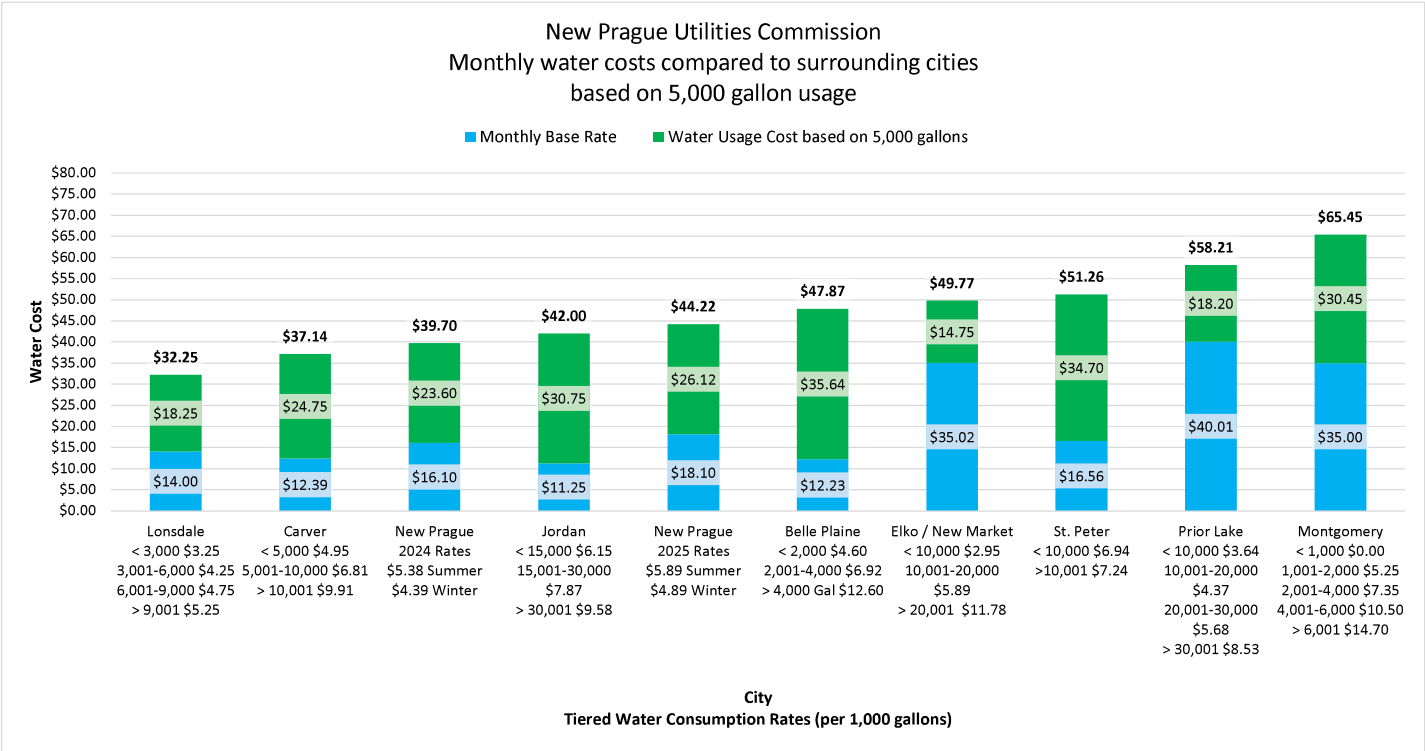
* Anticipated * * Budgeted







* An average residential customer using 4,000 gallons will see an annual increase of \$48.16 with 2025 rate increase
* An average residential customer using 8,000 gallons will see an annual increase of \$72.32 with 2025 rate increase



Sum of Amount	Years										
Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Grand Total
Water	850,000	510,000	498,000	566,000	561,050	541,200	565,500	591,000	602,789	630,917	5,916,456
Filter #1 Chemical Feed System	40,000										40,000
Future CIP	750,000	400,000	400,000	441,000	463,050	486,200	510,500	536,000	562,789	590,917	5,140,456
Mini Excavator Backhoe (1/3 of Cost)	10,000										10,000
Misc. Equipment	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	150,000
SCADA	10,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000			115,000
Service Truck		55,000									55,000
Tractor Backhoe				25,000							25,000
Well #1 Replacement			43,000								43,000
Well #2 Replacement					43,000						43,000
Well #3, #4, #6 Pump Replacement	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	250,000
Well #5 Replacement				45,000							45,000
Grand Total	850,000	510,000	498,000	566,000	561,050	541,200	565,500	591,000	602,789	630,917	5,916,456

**New Prague Utilities
Existing and Proposed Water Rates**

<u>Class</u>	<u>Current Rate</u>	<u>2025 Proposed Rate</u>
Customer Charge		
Residential 5/8" & 3/4"	\$16.10	\$18.10
Residential 1"	\$16.81	\$18.81
Residential 1.5"	\$16.96	\$18.96
Commercial 5/8" & 3/4"	\$16.10	\$18.10
Commercial 1"	\$16.81	\$18.81
Commercial 1.5"	\$16.96	\$18.96
Commercial 2"	\$37.17	\$39.17
Commercial 3"	\$42.46	\$44.46
Commercial 4"	\$62.83	\$64.83
Commercial 6"	\$93.66	\$95.66
Residential Multi	\$11.27	\$13.69
Commercial Multi	\$11.27	\$13.69
 Water Charges		
per 1,000 gallons (June 1-Sept 30)	\$5.38	\$5.88
per 1,000 gallons (non-summer)	\$4.39	\$4.89
per 1,000 gallons (golf course - all months)	\$4.52	\$4.65

ELECTRIC FUND

The Electric Fund is a self-sustaining city utility fund. The electric utility provides reasonably priced, reliable, and customer-focused electrical services to fulfill the needs of the New Prague area.

Services include maintaining the electric distribution system, installation of a new AMI metering system, inspecting, and testing high voltage equipment, maintaining, repairing, and operating all engines and generators in the power plant and responding to emergency electrical outages.

New Prague Public Utilities customers are accustomed to a staff of full-time professionals to provide virtually uninterrupted services on demand – 24 hours a day, 365 days a year.

The New Prague Public Utilities is a member of the Southern Minnesota Municipal Power Agency (SMMPA) from which it purchases all its wholesale electricity.

The 2025 Revenue budget reflects a 2% increase on residential and Commercial rates and 2.3% on industrial and demand rates. Residential customer service charges will increase by \$1.00 in 2025. These increases are primarily driven by escalating labor, material and equipment cost and the ongoing operational cost of building and maintaining an electric distribution system that is both reliable and capable of serving future growth.

	2023	2024	2025	2024 to 2025	2024 to 2025
	ACTUAL	ADOPTED	PROPOSED	(\$)	(%)
ELECTRIC REVENUE	FUND	BUDGET	BUDGET	DIFFERENCE	DIFFERENCE
CHARGES FOR SERVICES	\$ (9,510,122)	\$ (9,716,632)	\$ (9,630,735)	\$ 85,897	-0.88%
MISCELLANEOUS REVENUE	\$ (1,098,467)	\$ (757,440)	\$ (774,333)	\$ (16,893)	2.23%
TOTAL REVENUE	\$ (10,608,590)	\$ (10,474,072)	\$ (10,405,068)	\$ 69,004	-0.66%
	2023	2024	2025	2024 to 2025	2024 to 2025
	ACTUAL	ADOPTED	PROPOSED	(\$)	(%)
ELECTRIC EXPENSES	FUND	BUDGET	BUDGET	DIFFERENCE	DIFFERENCE
SOURCE OF SUPPLY	\$ 7,343,903	\$ 7,465,461	\$ 7,351,509	\$ (113,952)	-1.53%
SOURCE OF SUPPLY - SMMPA	\$ 287,056	\$ 486,740	\$ 332,295	\$ (154,445)	-31.73%
DISTRIBUTION	\$ 232,333	\$ 126,500	\$ 145,813	\$ 19,313	15.27%
CUSTOMER SERVICE	\$ 1,277	\$ -	\$ 2,500	\$ 2,500	0.00%
ADMIN & GENERAL	\$ 1,541,689	\$ 1,957,959	\$ 2,152,167	\$ 194,208	9.92%
TRANSFER OUT	\$ 40,000	\$ 40,000	\$ 40,000	\$ -	0.00%
TOTAL EXPENSES	\$ 9,446,258	\$ 10,076,660	\$ 10,024,284	\$ (52,376)	-0.52%
DIFFERENCE	\$ (1,162,331)	\$ (397,412)	\$ (380,784)	\$ 16,628	

New Prague, Minnesota

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NEW PRAGUE UTILITIES COMMISSION 2025 PROPOSED ELECTRIC BUDGET REPORT

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MANAGEMENT STATEMENT

The overall management goal of the New Prague Utilities Electric Department is to provide safe, reliable, and economical public electric service with a focus on customer needs, infrastructure enhancements, growth, and responsible resource management. 2024 was a very busy year starting out with the NE residential Project that involved the utility installing nearly 10,000' of underground conductor and 68 underground house services. The utility also worked with several commercial customers upgrading or installing new services.

2024 also brought on continued challenges dealing with supply chain shortages for construction materials, metering electronics, and delays on equipment orders forcing staff to move project dates and pre-order material as much as two years in advance for upcoming projects.

FORECAST

The 2025 Electric Department budget is projected to forecast the financial operation of the New Prague Utilities Commission. Southern Minnesota Municipal Power Agency (SMPA) is predicting that wholesale energy cost will remain stable throughout 2025 with only slight changes in transmission rates and demand ratchet charges due to peak load changes.

REVENUE

The 2025 Revenue budget reflects a 2% increase on residential and Commercial rates and 2.3% on industrial and demand rates. Residential customer service charges will increase by \$1.00 in 2025. These increases are primarily driven by escalating labor, material and equipment cost and the ongoing operational cost of building and maintaining an electric distribution system that is both reliable and capable of serving future growth.

EXPENSES

Personnel Costs:

- Wages Full-Time and Part-Time – Reflects a 2.8% COLA wage adjustment and step increases.
- Health Insurance – There will be a 4.7% increase in health insurance premiums for 2025. HSA contributions will increase from \$1,000 (family) to \$2,250 and \$500 (single) to \$1,125.
 - Note: Insurance providers will change effective Jan. 1, 2025 from HealthPartners to BlueCross Blue Shield. This change is effective for the entire Sourcewell insurance pool.
- Dental Insurance – There is a 12.6% decrease in dental insurance premiums for 2025.
 - Note: Insurance providers will change effective Jan. 1, 2025 from Delta Dental to HealthPartners. This change is due to bid results completed in 2024
- Life, Long-Term Disability and Short-Term Disability – 0% change in 2025 as part of the 36-month rate guarantee established in 2023.

Operating Expenses:

- Purchased Power cost shows a slight budget decrease compared to 2024, but can show fluctuations from year to year based on local demand and ratchet costs.
- Capital improvement costs are a decrease compared to 2024 and are based on planned SMMPA projects.

2025 KEY BUDGET AND OPERATIONAL CHALLENGES

2025 will bring several budget and operation challenges while maintaining and providing reliable and affordable electric service to its current and new customers.

- Continued work on future expansion of New Prague’s generation facilities to meet continued growth and to meet base load requirements of New Prague’s power supplier (SMMPA) it is anticipated that this project will cost an estimated 18 million dollars and take nearly 3 years to complete. This expansion will provide New Prague residents with reliable generation backup for the next 20 years and be paid for by a 20 year contract with New Prague’s wholesale power provider (SMMPA)
- Distribution replacements and upgrades to our distribution system and the extension of underground distribution lines to keep moving toward our goal of having all residential distribution lines underground by the end of the 2025 by adding an additional 20,000’ of new underground conductors and related equipment.
- Continued refinement and development of energy programs that are offered to new and existing customers to promote energy sales and cost efficiency.
- Strengthen current and future workforce and career development needs so that the utility can retain a skilled labor force and be prepared for future workforce retirements.

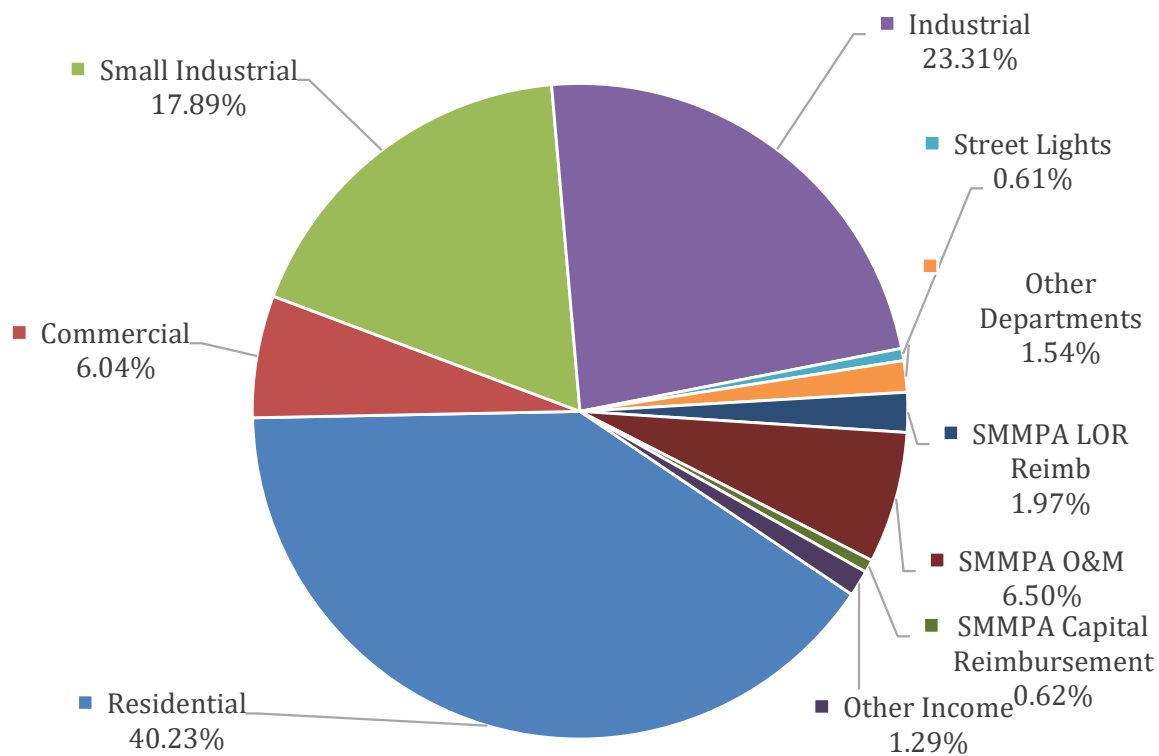
2024 NPUC KEY ACCOMPLISHMENTS

- Installed 20,500 feet of new underground distribution conductor, 19 distribution Transformers and 65 house services furthering the goal to have all residential lines underground.
- Installed commercial services to Scott Equipment and Scooters Coffee
- Replaced Cooling towers as part of SMMPA’s \$225,000 capital improvement plan.
- Installed fiber optic and electrical services to the new dog park and parks department building

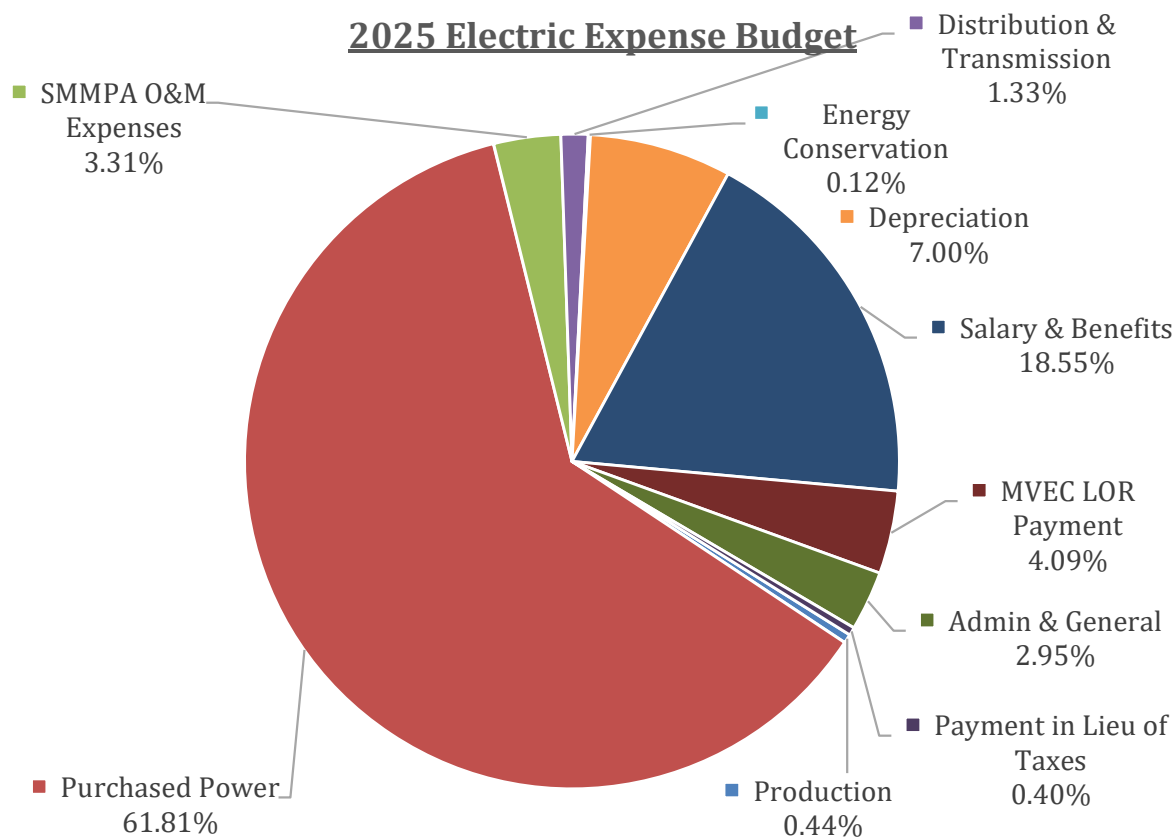
NEW PRAGUE UTILITIES COMMISSION
PROPOSED ELECTRIC BUDGET
As of 9/30/2024

	2023	2024	2024	2025	2024-2025	
	ACTUAL	Y-T-D ACTUAL	CURRENT BUDGET	PROPOSED BUDGET	\$ DIFFERENCE	% DIFFERENCE
REVENUES						
Unbilled Accounts Receivable	\$ (101,665.83)	\$ 195,502.77	0	\$ -	\$ -	#DIV/0!
Residential	\$ 4,190,656.01	\$ 2,789,874.14	\$ 4,226,849.00	\$ 4,186,223.00	\$ (40,626.00)	-0.96%
Commercial	\$ 621,377.31	\$ 444,148.40	\$ 606,240.00	\$ 628,951.00	\$ 22,711.00	3.75%
Small Industrial	\$ 1,835,814.18	\$ 1,255,706.32	\$ 1,837,352.00	\$ 1,861,047.00	\$ 23,695.00	1.29%
Industrial	\$ 2,383,439.94	\$ 1,614,815.88	\$ 2,374,761.00	\$ 2,424,913.00	\$ 50,152.00	2.11%
Large Industrial	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Streetlights	\$ 64,064.46	\$ 36,548.33	\$ 58,529.00	\$ 63,443.00	\$ 4,914.00	8.40%
Other Departments	\$ 147,823.24	\$ 83,363.95	\$ 162,901.00	\$ 160,583.00	\$ (2,318.00)	-1.42%
SMMPA LOR Reimbursement	\$ 208,350.36	\$ 135,821.42	\$ 180,000.00	\$ 205,075.00	\$ 25,075.00	13.93%
SMMPA O&M Revenue	\$ 696,048.51	\$ 447,875.73	\$ 654,740.00	\$ 676,033.00	\$ 21,293.00	3.25%
SMMPA Capital Reimbursement	\$ -	\$ -	\$ 225,000.00	\$ 65,000.00	\$ (160,000.00)	-71.11%
Other Income	\$ 562,681.32	\$ 273,714.46	\$ 147,700.00	\$ 133,800.00	\$ (13,900.00)	-9.41%
TOTAL REVENUES	\$ 10,608,589.50	\$ 7,277,371.40	\$ 10,474,072.00	\$ 10,405,068.00	\$ (69,004.00)	-0.66%
EXPENSES						
Production	\$ 10,124.77	\$ 4,213.33	\$ 26,000.00	\$ 44,000.00	\$ 18,000.00	69.23%
Purchased Power	\$ 6,221,565.52	\$ 4,210,866.65	\$ 6,401,508.00	\$ 6,196,036.00	\$ (205,472.00)	-3.21%
SMMPA O&M Expenses	\$ 287,056.29	\$ 198,805.15	\$ 486,740.00	\$ 332,295.00	\$ (154,445.00)	-31.73%
Distribution/Transmission	\$ 139,750.14	\$ 17,775.52	\$ 114,000.00	\$ 133,313.00	\$ 19,313.00	16.94%
Energy Conservation	\$ 42,911.84	\$ 9,732.15	\$ 12,500.00	\$ 12,500.00	\$ -	0.00%
Depreciation	\$ 695,511.90	\$ 502,614.38	\$ 680,160.00	\$ 701,323.00	\$ 21,163.00	3.11%
Salary & Benefits	\$ 1,328,631.33	\$ 985,091.80	\$ 1,697,681.00	\$ 1,859,346.00	\$ 161,665.00	9.52%
MVEC LOR Payment	\$ 416,700.67	\$ 271,642.82	\$ 357,793.00	\$ 410,150.00	\$ 52,357.00	14.63%
Admin & General	\$ 264,005.94	\$ 231,944.44	\$ 260,278.00	\$ 295,321.00	\$ 35,043.00	13.46%
Payment in Lieu of Taxes	\$ 40,000.00	\$ 26,666.64	\$ 40,000.00	\$ 40,000.00	\$ -	0.00%
TOTAL EXPENSES	\$ 9,446,258.40	\$ 6,459,352.88	\$ 10,076,660.00	\$ 10,024,284.00	\$ (52,376.00)	-0.52%
EXCESS REVENUES OVER EXPENSES	\$ 1,162,331.10	\$ 818,018.52	\$ 397,412.00	\$ 380,784.00	\$ (16,628.00)	-4.18%

2025 Electric Revenue Budget



2025 Electric Expense Budget



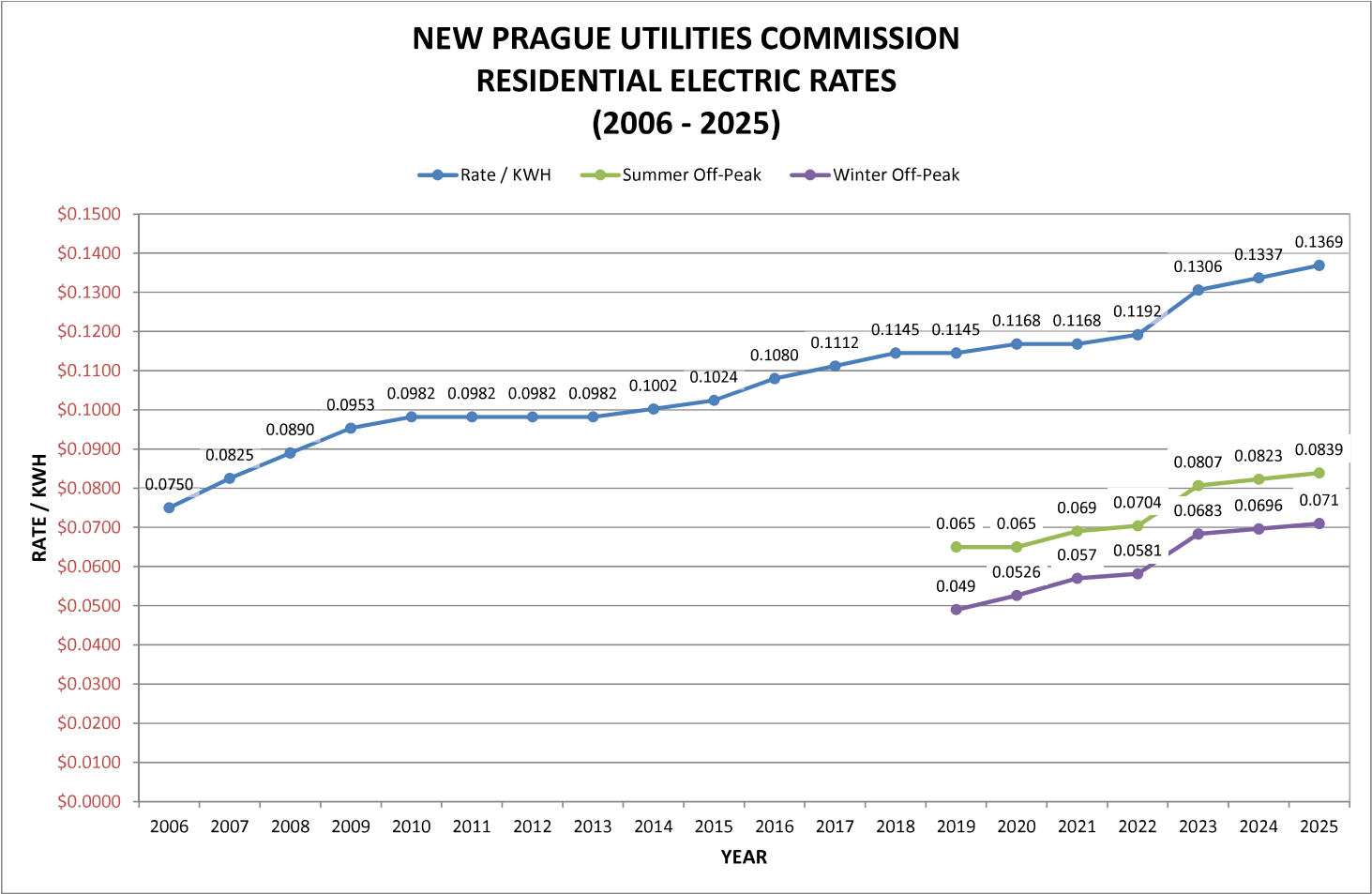
**ELECTRIC DEPARTMENT
SMMPA PURCHASE POWER**

The 2025 purchased wholesale net power rate is projected to be \$0.0875 per kilowatt-hour (kWh).

The budget projects the energy purchase to be 70,811,849 kWh for New Prague.

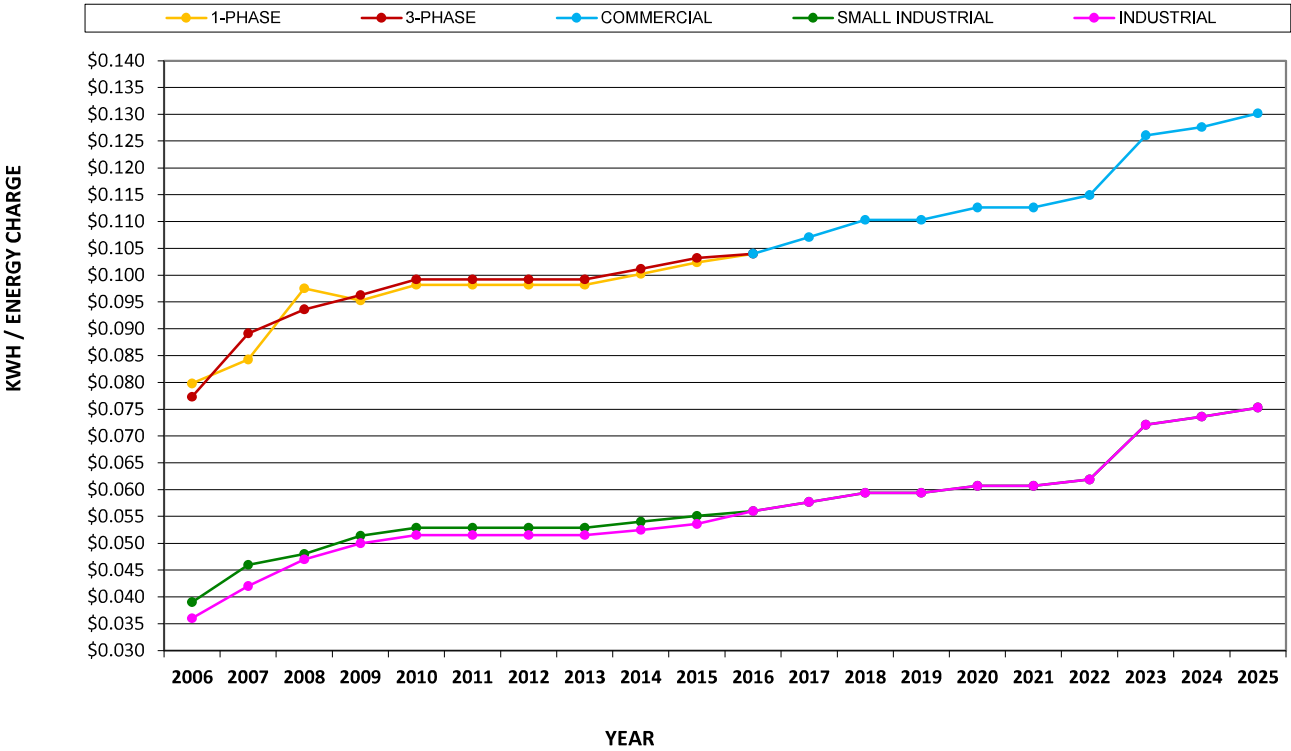
	Purchased kWh	Cost kWh	Total Cost
*2025	70,811,849	\$0.0875	\$6,196,036
*2024	70,270,140	\$0.0859	\$6,037,365
2023	72,260,959	\$0.0861	\$6,221,565
2022	72,086,211	\$0.0753	\$5,427,726
2021	72,006,211	\$0.0754	\$5,427,727
2020	61,433,726	\$0.0847	\$5,200,945
2019	77,305,672	\$0.0744	\$5,752,796

* Represents projections

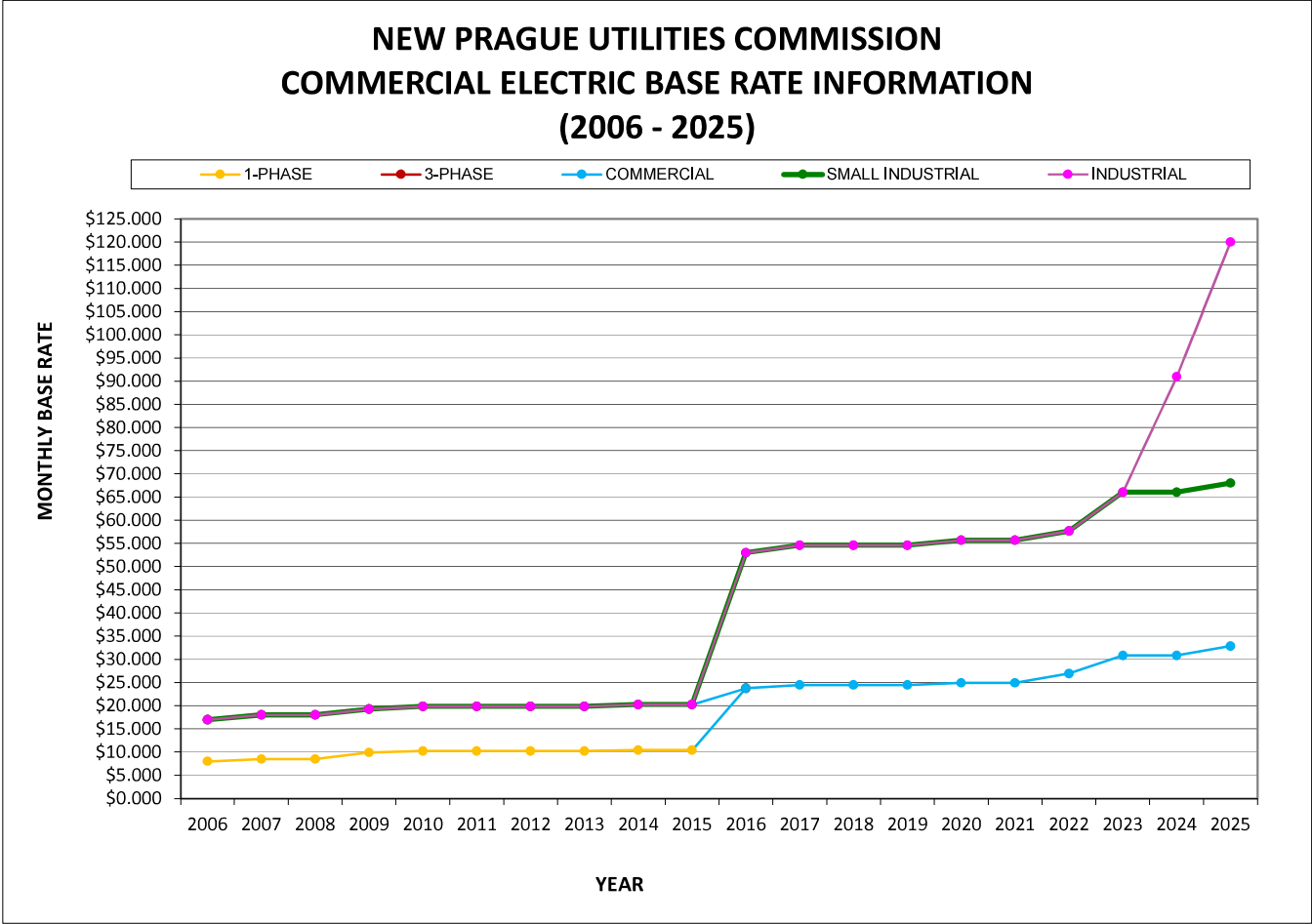


* An average residential customer using 650 kWh will see an increase of \$2.02 per month with 2024 rate increase
* An average residential customer using 1200 kWh will see an increase of \$3.72 per month with 2024 rate increase

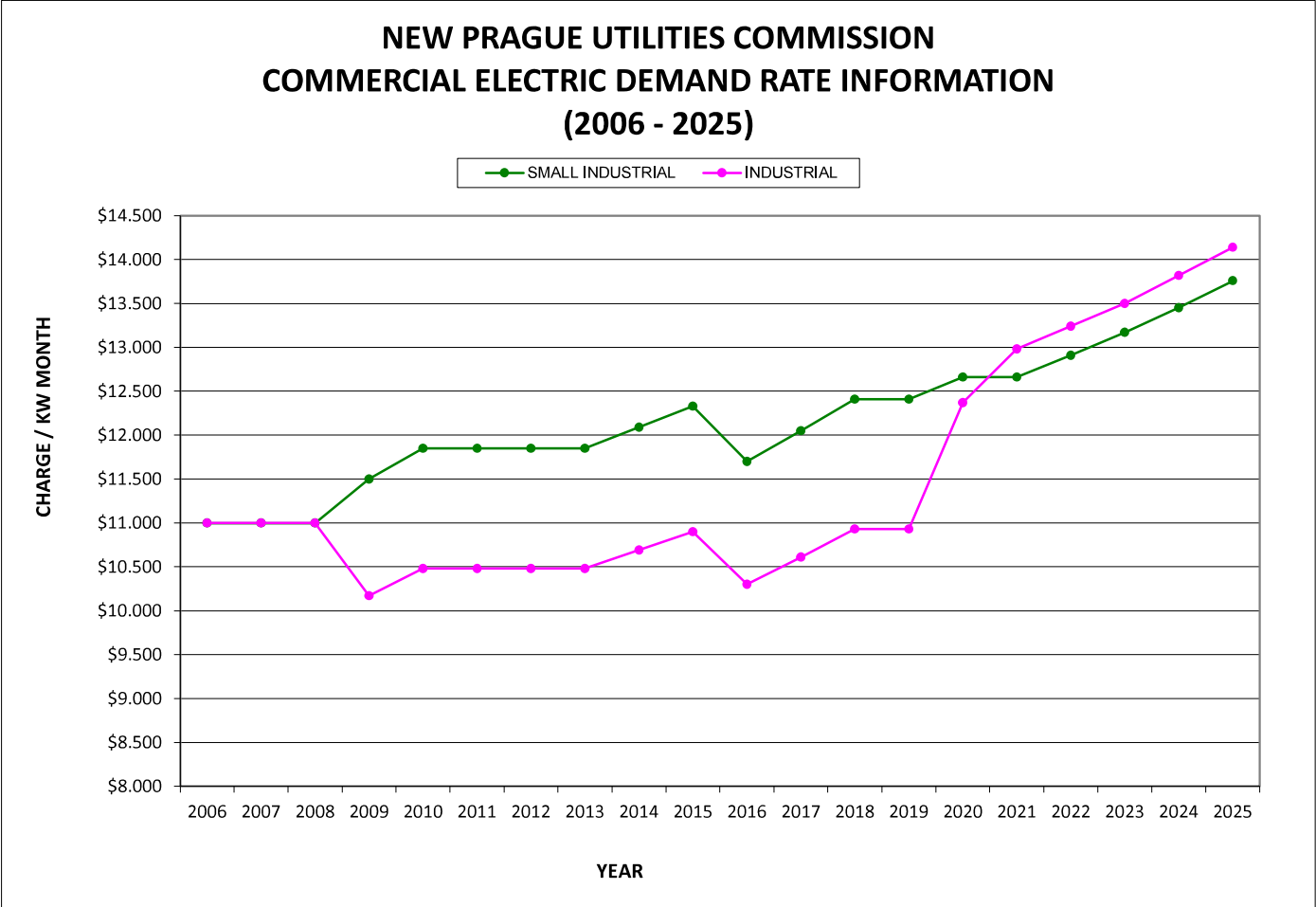
NEW PRAGUE UTILITIES COMMISSION
COMMERCIAL ELECTRIC RATE INFORMATION
(2006 - 2025)



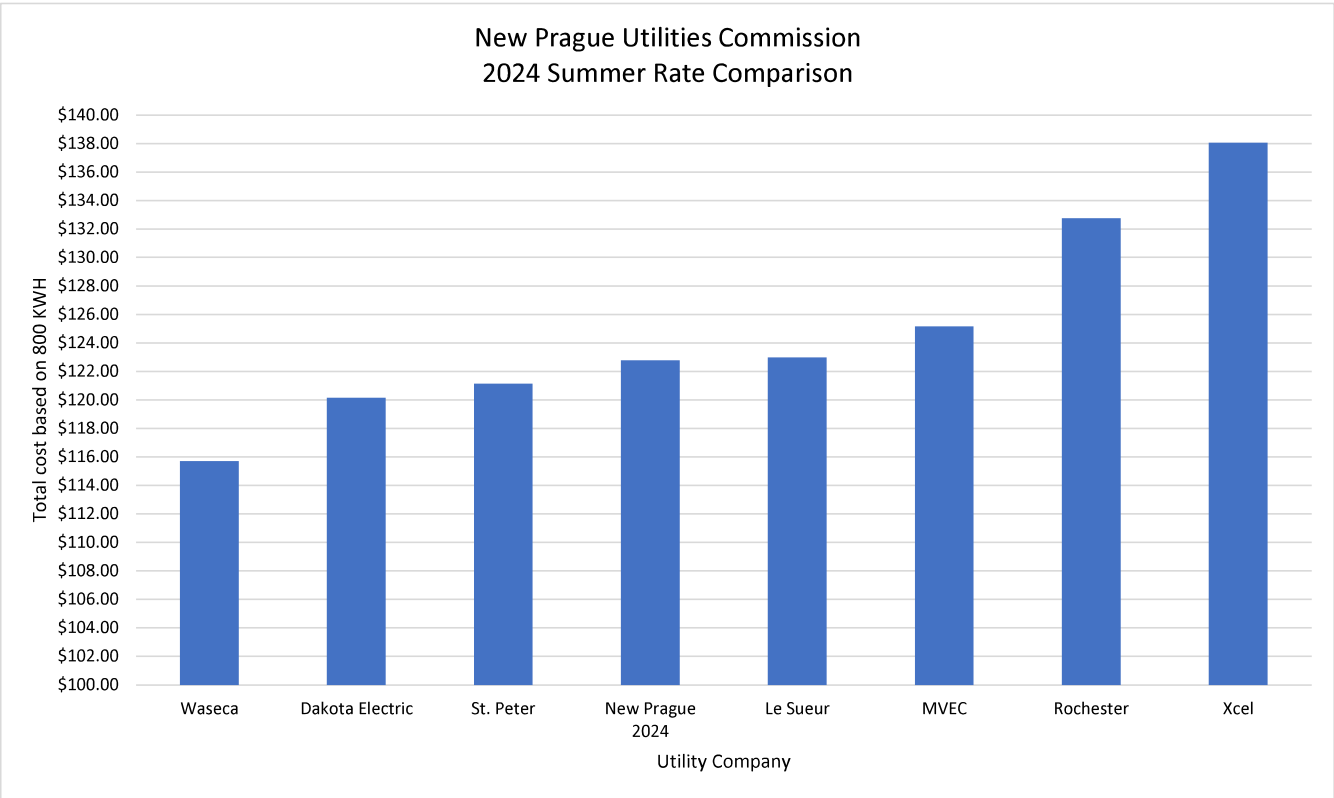
1-Phase and 3-Phase rates were combined in 2016 to create the Commercial rate.
2016-2025, Small Industrial and Industrial will have the same rate.



1-Phase and 3-Phase rates were combined in 2016 to create the Commercial rate.
From 2006 to 2015, 3-Phase(Commercial), Small Industrial, Industrial, and Large Industrial charged the same rate.
2017-2023, Small Industrial and Industrial will have the same rate.



From 2006 to 2008, Small Industrial, Industrial, and Large Industrial charged the same rate.



Sum of Amount	Years										
Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Grand Total
Electric	6,972,000	7,247,000	6,738,000	799,400	626,000	589,000	606,000	684,000	642,590	661,677	25,565,667
#5 Generator Replacement	300,000	300,000									600,000
Brush Chipper (15% of cost)				5,400							5,400
Bucket Truck	65,000	275,000									340,000
Directional Drill				150,000							150,000
Dump Truck Replacement				65,000							65,000
Future Distribution CIP	450,000	463,000	477,000	491,000	506,000	522,000	537,000	553,000	569,590	586,677	5,155,267
Future Generation	6,000,000	6,000,000	6,000,000								18,000,000
Mini Excavator Backhoe	45,000										45,000
Miscellaneous Equipment	27,000	29,000	31,000	33,000	35,000	37,000	39,000	41,000	43,000	45,000	360,000
Pavement Replacement- Warehouse Alley	55,000										55,000
SCADA/ Switch Gear	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	300,000
Service Truck Replacement			50,000		55,000			60,000			165,000
Tractor Backhoe				25,000							25,000
Trencher/Plow			150,000								150,000
West Substation Upgrade - Controls/Gear		150,000									150,000
Grand Total	6,972,000	7,247,000	6,738,000	799,400	626,000	589,000	606,000	684,000	642,590	661,677	25,565,667

Proposed 2025 Rates

	2024		2025	
	Rate	BASE FEE	RATE	BASE FEE
RESIDENTIAL	\$ 0.1337	\$ 15.82	\$ 0.1369	\$16.82
OFF PEAK SUMMER (JUNE - SEPT)	\$ 0.0823	\$ -	\$ 0.0839	
OFF PEAK WINTER (OCT - MAY)	\$ 0.0696	\$ -	\$ 0.0710	
RESIDENTIAL - SOLAR	\$ 0.1337	\$ 4.50	\$ 0.1369	\$4.50
RESIDENTIAL - SOLAR BI-DIRECTIONAL	\$ (0.1337)	\$ -	\$ (0.1369)	
TIME OF USE - AM (CAR)	\$ 0.2388	\$ -	\$ 0.2507	
TIME OF USE - PM (CAR)	\$ 0.0806	\$ -	\$ 0.0806	
LOAD CONTROL CREDITS		\$ (5.00)		\$ (5.00)
COMMERCIAL	\$ 0.1276	\$ 30.85	\$ 0.1302	\$ 32.86
SMALL INDUSTRIAL	\$ 0.0736	\$ 66.04	\$ 0.0753	\$ 68.04
SMALL INDUSTRIAL - DEMAND	\$13.4500	\$ -	\$13.7600	
INDUSTRIAL	\$ 0.0736	\$ 91.00	\$ 0.0753	\$120.00
INDUSTRIAL - DEMAND	\$13.8200	\$ -	\$14.1400	
PEAK ALERT	\$ 0.0779	\$ 136.60	\$ 0.0797	\$ 138.60
PEAK ALERT - DEMAND	\$ 3.8100	\$ -	\$ 4.4100	\$1.00
INTERRUPTABLE	\$ 0.0926	\$ 30.86	\$ 0.0945	\$32.86
LARGE INDUSTRIAL	\$ -	\$ 100.00	\$ 0.0753	\$140.00
LARGE INDUSTRIAL - Demand			\$17.2000	
INTERDEPARTMENT SALES	\$ 0.0812	\$ 26.94	\$ 0.0945	\$32.86
INTERDEPARTMENT SALES	\$ 0.1149	\$ 26.94	\$ 0.1302	\$32.86
METERED STREET LIGHT - LED	\$ 0.2000	\$ 12.35	\$ 0.2500	\$12.60
METERED STREET LIGHT - NON LED	\$ 0.1469	\$ 11.29	\$ 0.1469	\$12.60
SECURITY LIGHTS	\$ -	\$ 12.35	\$ -	\$12.60

		Electric 605				
Description	Account Code	FY2023 Actuals	Enterprise Funds		Difference 2025 -	
			2024 Adopted	2025 Proposed	2024	% Difference
			Budget			
Electric						
	Expense	\$9,446,677.31	\$10,076,660.00	\$10,024,284.00	-\$52,376.00	-1%
WAGES FULL-TIME	605-4-4955-101	\$225,640.42	\$0.00		\$0.00	0
WAGES OVER-TIME	605-4-4955-102	\$50.99	\$0.00		\$0.00	0
EMPLOYER CONT. P E R A	605-4-4955-121	\$16,889.13	\$0.00		\$0.00	0
EMPLOYER CONT. F I C A	605-4-4955-122	\$15,974.83	\$0.00		\$0.00	0
EMPLOYER PAID INSURANCE	605-4-4955-130	\$0.00	\$0.00		\$0.00	0
HEALTH INSURANCE	605-4-4955-131	\$21,472.86	\$0.00		\$0.00	0
DENTAL INSURANCE	605-4-4955-132	\$2,972.40	\$0.00		\$0.00	0
LIFE & S-T DISABILITY INS	605-4-4955-133	\$652.58	\$0.00		\$0.00	0
NP GENERATION GAS/OIL	605-4-4955-214	\$4,861.48	\$5,000.00	\$5,000.00	\$0.00	0%
EQUIPMENT REPAIRS	605-4-4955-224	\$0.00	\$7,000.00	\$7,000.00	\$0.00	0%
NPUC-TRANS/STATION EQUIP	605-4-4955-313	\$0.00	\$10,000.00	\$28,000.00	\$18,000.00	180%
PURCHASED POWER	605-4-4955-391	\$6,221,565.52	\$6,401,508.00	\$6,196,036.00	-\$205,472.00	-3%
MVEC LOR PAYMENT	605-4-4955-392	\$416,700.67	\$357,793.00	\$410,150.00	\$52,357.00	15%
LPR EXPENSE	605-4-4955-395	\$0.00	\$0.00		\$0.00	0
DEPRECIATION	605-4-4955-420	\$695,511.90	\$680,160.00	\$701,323.00	\$21,163.00	3%
CASH (OVER) SHORT	605-4-4955-431	\$0.00	\$0.00		\$0.00	0
PAYMENT IN LIEU OF TAXES	605-4-4955-495	\$40,000.00	\$40,000.00	\$40,000.00	\$0.00	0%
CAPITAL OUTLAY	605-4-4955-500	\$0.00	\$0.00		\$0.00	0
CONTRA CAPITAL OUTLAY	605-4-4955-501	\$0.00	\$0.00		\$0.00	0
NPUC-GENERATION MAINT	605-4-4955-552	\$396.00	\$4,000.00	\$4,000.00	\$0.00	0%
OTHER INTEREST EXPENSES	605-4-4955-619	\$4,867.29	\$0.00		\$0.00	0
SMPMA ENGINE LUBE OIL	605-4-4956-218	\$4,620.52	\$8,000.00	\$8,000.00	\$0.00	0%
SMPMA GAS & OIL ENGINE	605-4-4956-219	\$90,953.32	\$75,000.00	\$75,000.00	\$0.00	0%
SMPMA SAFETY	605-4-4956-231	\$2,045.63	\$4,000.00	\$4,262.00	\$262.00	7%
SMPMA SUPPLIES & CHEMICALS	605-4-4956-243	\$10,952.00	\$20,000.00	\$25,000.00	\$5,000.00	25%
SMPMA INSURANCE	605-4-4956-368	\$54,253.10	\$47,240.00	\$52,533.00	\$5,293.00	11%
SMPMA NATURAL GAS BLDG	605-4-4956-386	\$379.68	\$500.00	\$500.00	\$0.00	0%
SMPMA PLANT WATER USED	605-4-4956-393	\$2,120.41	\$2,000.00	\$2,000.00	\$0.00	0%

Description	Account Code	Enterprise Funds			Difference 2025 -	
		FY2023 Actuals	2024 Adopted	2025 Proposed	2024	% Difference
			Budget			
SMMPA PLANT BLDG MAINT	605-4-4956-402	\$11,970.28	\$25,000.00	\$20,000.00	-\$5,000.00	-20%
SMMPA PLANT EQUIP. MAINT	605-4-4956-409	\$20,660.68	\$55,000.00	\$55,000.00	\$0.00	0%
SMMPA MISCELLANEOUS	605-4-4956-435	\$4,287.98	\$25,000.00	\$25,000.00	\$0.00	0%
TRAINING & SEMINARS	605-4-4956-450	\$599.00	\$0.00		\$0.00	0
CAPITAL PROJECTS	605-4-4956-500	\$84,213.69	\$225,000.00	\$65,000.00	-\$160,000.00	-71%
UTILITY BUILDING	605-4-4957-010	\$266.35	\$0.00		\$0.00	0
WAGES FULL TIME	605-4-4957-101	\$309,525.57	\$0.00		\$0.00	0
WAGES OVERTIME	605-4-4957-102	\$5,103.97	\$0.00		\$0.00	0
WAGES ON-CALL	605-4-4957-106	\$49,832.62	\$0.00		\$0.00	0
UNEMPLOYMENT BENEFITS	605-4-4957-114	\$161.81	\$0.00		\$0.00	0
EMPLOYER CONT. P E R A	605-4-4957-121	\$39,201.88	\$0.00		\$0.00	0
EMPLOYER CONT. F I C A	605-4-4957-122	\$38,151.51	\$0.00		\$0.00	0
HEALTH INSURANCE	605-4-4957-131	\$40,978.13	\$0.00		\$0.00	0
DENTAL INSURANCE	605-4-4957-132	\$4,807.82	\$0.00		\$0.00	0
LIFE & S-T DISABILITY INS	605-4-4957-133	\$1,444.63	\$0.00		\$0.00	0
WORKER'S COMP PREMIUM	605-4-4957-151	\$1,572.23	\$0.00		\$0.00	0
MOTOR FUELS	605-4-4957-212	\$15,151.70	\$15,000.00	\$16,000.00	\$1,000.00	7%
DISTRIBUTION OVERHEAD/UNDERGRO	605-4-4957-223	\$63,720.27	\$35,000.00	\$60,000.00	\$25,000.00	71%
SAFETY EQUIP & TRAINING	605-4-4957-231	\$12,395.95	\$15,000.00	\$3,313.00	-\$11,687.00	-78%
ENERGY CONSER MATERIAL	605-4-4957-233	\$1,421.51	\$500.00	\$500.00	\$0.00	0%
ENERGY CONSERV MISC/EMP	605-4-4957-234	\$5,203.78	\$7,000.00	\$7,000.00	\$0.00	0%
ENERGY CONSERV APPLIANCE	605-4-4957-235	\$35,212.20	\$0.00		\$0.00	0
ENERGY CONSERVATION C&I	605-4-4957-236	\$0.00	\$0.00		\$0.00	0
ENERGY CONSERV LOW INCOME	605-4-4957-237	\$1,074.35	\$5,000.00	\$5,000.00	\$0.00	0%
ENERGY CONSERV LIGHT BULBS	605-4-4957-239	\$0.00	\$0.00		\$0.00	0
STREET LIGHTING	605-4-4957-241	\$9,503.85	\$20,000.00	\$20,000.00	\$0.00	0%
SAFETY EQUIP TESTING	605-4-4957-242	\$1,697.30	\$4,000.00	\$4,000.00	\$0.00	0%
LINE LOCATES	605-4-4957-306	\$1,237.44	\$3,000.00	\$3,000.00	\$0.00	0%
LOAD MANAGEMENT	605-4-4957-307	\$35,881.82	\$20,000.00	\$25,000.00	\$5,000.00	25%
OFF PEAK CUST EQUIPMENT	605-4-4957-441	\$0.00	\$2,000.00	\$2,000.00	\$0.00	0%
WAGES FULL-TIME	605-4-4958-101	\$8,520.14	\$0.00		\$0.00	0

Description	Account Code	Enterprise Funds			Difference 2025 -	
		FY2023 Actuals	2024 Adopted		2024	% Difference
			Budget	2025 Proposed		
EMPLOYER CONT. P E R A	605-4-4958-121	\$662.13	\$0.00		\$0.00	0
EMPLOYER CONT. F I C A	605-4-4958-122	\$643.49	\$0.00		\$0.00	0
EMPLOYER PAID INSURANCE	605-4-4958-130	\$0.00	\$0.00		\$0.00	0
HEALTH INSURANCE	605-4-4958-131	\$730.10	\$0.00		\$0.00	0
DENTAL INSURANCE	605-4-4958-132	\$75.10	\$0.00		\$0.00	0
LIFE & S.T. DISABILITY INS	605-4-4958-133	\$19.01	\$0.00		\$0.00	0
BAD DEBT EXPENSE	605-4-4958-438	\$1,696.39	\$0.00	\$2,500.00	\$2,500.00	0
WAGES FULL-TIME	605-4-4959-101	\$281,018.55	\$1,217,709.00	\$1,334,399.00	\$116,690.00	10%
WAGES OVERTIME	605-4-4959-102	\$1,327.17	\$0.00		\$0.00	0
WAGES-PART TIME	605-4-4959-103	\$0.00	\$20,000.00	\$20,000.00	\$0.00	0%
CITY WAGES	605-4-4959-104	\$6,386.50	\$0.00		\$0.00	0
CITY WAGES - STREETLIGHTS	605-4-4959-105	\$29,352.92	\$0.00		\$0.00	0
WAGES ON-CALL	605-4-4959-106	\$0.00	\$36,852.00	\$39,387.00	\$2,535.00	7%
EMPLOYEE BENEFITS	605-4-4959-113	\$9,846.80	\$9,700.00	\$2,502.00	-\$7,198.00	-74%
UNEMPLOYMENT BENEFITS	605-4-4959-114	\$0.00	\$0.00		\$0.00	0
VACATION ACCRUAL	605-4-4959-115	\$18,082.39	\$0.00		\$0.00	0
EMPLOYER CONT. P E R A	605-4-4959-121	\$24,209.02	\$95,592.00	\$100,493.00	\$4,901.00	5%
EMPLOYER CONT. F I C A	605-4-4959-122	\$22,817.08	\$97,605.00	\$104,319.00	\$6,714.00	7%
GERF CHANGE	605-4-4959-129	\$76,812.00	\$0.00		\$0.00	0
EMPLOYER PAID INSURANCE	605-4-4959-130	\$0.00	\$0.00		\$0.00	0
HEALTH INSURANCE	605-4-4959-131	\$40,694.76	\$168,082.00	\$201,985.00	\$33,903.00	20%
DENTAL INSURANCE	605-4-4959-132	\$3,835.88	\$19,478.00	\$21,886.00	\$2,408.00	12%
LIFE & S-T DISABILITY INS	605-4-4959-133	\$1,027.34	\$3,639.00	\$3,623.00	-\$16.00	0%
OPEB EXPENSE	605-4-4959-135	\$1,023.00	\$0.00		\$0.00	0
WORKER'S COMP PREMIUMS	605-4-4959-151	\$27,010.03	\$29,024.00	\$30,752.00	\$1,728.00	6%
SUPPLIES	605-4-4959-200	\$6,574.28	\$7,000.00	\$7,000.00	\$0.00	0%
COMPUTER SUPPORT SERVICES	605-4-4959-207	\$11,878.62	\$12,000.00	\$14,000.00	\$2,000.00	17%
GENERAL EXP-EQUIPMENT	605-4-4959-224	\$8,528.36	\$11,000.00	\$15,000.00	\$4,000.00	36%
GENERAL PLANT MAINTENANCE	605-4-4959-225	\$46,867.08	\$25,000.00	\$33,000.00	\$8,000.00	32%
MAINT/LEASE	605-4-4959-230	\$6,520.77	\$6,000.00	\$6,500.00	\$500.00	8%
AUDIT	605-4-4959-301	\$4,900.01	\$5,000.00	\$5,200.00	\$200.00	4%

Description	Account Code	Enterprise Funds			Difference 2025 -	
		2024 Adopted			2024	
		FY2023 Actuals	Budget	2025 Proposed		% Difference
ENGINEERING FEES	605-4-4959-303	\$0.00	\$6,000.00	\$6,000.00	\$0.00	0%
CIVIL LEGAL FEES	605-4-4959-305	\$244.40	\$12,000.00	\$12,000.00	\$0.00	0%
PROFESSIONAL SERVICES	605-4-4959-310	\$12,567.04	\$20,000.00	\$20,000.00	\$0.00	0%
POSTAGE	605-4-4959-320	\$7,428.37	\$7,000.00	\$7,000.00	\$0.00	0%
TELEPHONE	605-4-4959-321	\$7,526.35	\$8,000.00	\$8,000.00	\$0.00	0%
COMPUTER COMM/MAINT	605-4-4959-322	\$22,453.78	\$20,000.00	\$20,000.00	\$0.00	0%
TRAVEL, CONF, MILEAGE ALLOW.	605-4-4959-330	\$6,442.97	\$7,000.00	\$7,000.00	\$0.00	0%
ADVERTISING & PUBLICATIONS	605-4-4959-340	\$1,854.82	\$3,000.00	\$3,000.00	\$0.00	0%
INSURANCES	605-4-4959-369	\$25,896.10	\$27,928.00	\$30,721.00	\$2,793.00	10%
UTILITIES	605-4-4959-380	\$30,623.25	\$25,000.00	\$25,000.00	\$0.00	0%
REFUSE	605-4-4959-384	\$300.22	\$500.00	\$500.00	\$0.00	0%
CONTRACTED SERVICES	605-4-4959-401	\$109.00	\$250.00	\$300.00	\$50.00	20%
VEHICLE MAINT	605-4-4959-408	\$6,791.32	\$7,000.00	\$7,000.00	\$0.00	0%
MISCELLANEOUS EXPENSE	605-4-4959-430	\$40.58	\$4,000.00	\$4,000.00	\$0.00	0%
CREDIT CARD EXPENSE	605-4-4959-431	\$33,441.39	\$20,000.00	\$35,000.00	\$15,000.00	75%
DUES & SUBSCRIPTIONS	605-4-4959-433	\$13,474.89	\$16,000.00	\$16,000.00	\$0.00	0%
REAL ESTATE TAXES	605-4-4959-440	\$2,309.00	\$2,000.00	\$2,000.00	\$0.00	0%
TRAINING & SEMINARS	605-4-4959-450	\$5,900.78	\$8,000.00	\$8,000.00	\$0.00	0%
LICENSE FEES/REGISTRATION	605-4-4959-460	\$55.08	\$600.00	\$600.00	\$0.00	0%
	Revenue	-\$10,608,589.50	-\$10,474,072.00	-\$10,405,068.00	-\$69,004.00	1%
PERA PENSION OTHER REVENUE	605-3-0000-33439	-\$90.00	\$0.00		\$0.00	0
UNBILLED ACCOUNTS RECEIVABLE	605-3-4955-33200	\$101,665.83	\$0.00		\$0.00	0
STATE AID FUNDS	605-3-4955-33435	\$0.00	\$0.00		\$0.00	0
MISCELLANEOUS INCOME	605-3-4955-36200	-\$55,408.02	-\$50,000.00	-\$50,000.00	\$0.00	0%
CASH-OVER/SHORT	605-3-4955-36205	\$0.00	\$0.00		\$0.00	0
INTEREST INCOME	605-3-4955-36210	-\$218,174.17	-\$25,000.00	-\$25,000.00	\$0.00	0%
RADIO TOWER LEASE	605-3-4955-36225	\$0.00	\$0.00		\$0.00	0
HOUSE RENTAL	605-3-4955-36231	-\$11,400.00	-\$11,400.00	-\$11,400.00	\$0.00	0%
REIMBURSEMENTS	605-3-4955-36240	-\$145,868.59	-\$5,000.00	-\$5,000.00	\$0.00	0%
REIMBURSEMENT - SMMPA REBATES	605-3-4955-36241	-\$35,212.20	\$0.00		\$0.00	0
ELECTRIC CONNECTION FEE	605-3-4955-37103	-\$17,600.00	-\$16,000.00	-\$8,000.00	\$8,000.00	-50%

Description	Account Code	FY2023 Actuals	Enterprise Funds 2024 Adopted		Difference 2025 -	
			Budget	2025 Proposed	2024	% Difference
DIST ENERGY RESOURCE - SOLAR	605-3-4955-37104	-\$1,042.00	-\$4,000.00		\$4,000.00	-100%
REVENUE-RESIDENTIAL	605-3-4955-37400	-\$4,190,656.01	-\$4,226,849.00	-\$4,186,223.00	\$40,626.00	-1%
REVENUE-COMMERCIAL	605-3-4955-37401	-\$609,754.56	-\$594,240.00	-\$618,062.00	-\$23,822.00	4%
REVENUE-COMMERCIAL INTERRUPTIB	605-3-4955-37403	-\$11,622.75	-\$12,000.00	-\$10,889.00	\$1,111.00	-9%
REVENUE-LARGE INDUSTRIAL	605-3-4955-37404	\$0.00	\$0.00		\$0.00	0
REVENUE-INDUSTRIAL	605-3-4955-37405	-\$2,383,439.94	-\$2,374,761.00	-\$2,424,913.00	-\$50,152.00	2%
REVENUE-SMALL INDUSTRIAL	605-3-4955-37406	-\$1,835,814.18	-\$1,837,352.00	-\$1,861,047.00	-\$23,695.00	1%
REVENUE-SECURITY LIGHTING	605-3-4955-37407	-\$5,010.57	-\$5,335.00	-\$5,000.00	\$335.00	-6%
REVENUE-OTHER DEPARTMENTS	605-3-4955-37409	-\$125,392.89	-\$137,566.00	-\$135,583.00	\$1,983.00	-1%
INTERDEPARTMENTAL SALES	605-3-4955-37410	-\$17,419.78	-\$20,000.00	-\$20,000.00	\$0.00	0%
REVENUE-STREET LIGHTING	605-3-4955-37411	-\$64,064.46	-\$58,529.00	-\$63,443.00	-\$4,914.00	8%
LPR REVENUE	605-3-4955-37412	\$0.00	\$0.00		\$0.00	0
SMMPA O&M	605-3-4955-37413	-\$696,048.51	-\$654,740.00	-\$676,033.00	-\$21,293.00	3%
SEWER/REFUSE COLLECTION	605-3-4955-37414	-\$10,094.70	-\$7,300.00	-\$6,900.00	\$400.00	-5%
CONTRIBUTED CAPITAL	605-3-4955-37415	-\$26,795.00	\$0.00		\$0.00	0
ENERGY COST ADJ - RESIDENTIAL	605-3-4955-37416	-\$891.68	\$0.00		\$0.00	0
ENERGY COST ADJ - COMMERCIAL	605-3-4955-37417	-\$6,235.21	\$0.00		\$0.00	0
SMMPA LOR REIMBURSEMENT	605-3-4955-37421	-\$208,350.36	-\$180,000.00	-\$205,075.00	-\$25,075.00	14%
SMMPA CAPITAL REIMBURSEMENT	605-3-4955-37422	\$0.00	-\$225,000.00	-\$65,000.00	\$160,000.00	-71%
PENALTIES	605-3-4955-37460	-\$33,869.75	-\$29,000.00	-\$27,500.00	\$1,500.00	-5%
SALE OF FIXED ASSETS	605-3-4955-39101	\$0.00	\$0.00		\$0.00	0
TRF FROM GOLF	605-3-4955-39200	\$0.00	\$0.00		\$0.00	0
TRF FROM GENERAL FUND	605-3-4955-39206	\$0.00	\$0.00		\$0.00	0
Grand Total Rev-Exp		-\$20,055,266.81	-\$20,550,732.00	-\$20,429,352.00		

WASTEWATER SANITARY SEWER FUND

The 2025 Revenue Budget reflects a 3.5% increase for Residential and Commercial Wastewater Rates. Currently there are 2,941 wastewater connections.

Sewer Hook-ups: The city is anticipating 10 new residential building permits. Each permit brings in \$5,934.50 in hook-up charges.

	2023	2024	2025	2024 TO 2025	2024 TO 2025
	ACTUAL	ADOPTED	PROPOSED	(\$)	(%)
SANITARY SEWER REVENUE	FUND	BUDGET	BUDGET	DIFFERENCE	DIFFERENCE
CHARGES FOR SERVICES	\$ (3,476,554)	\$ 3,526,353	\$ 3,649,776	\$ 123,423	3.50%
HOOK-UP CHARGES	\$ (111,753)	\$ 120,000	\$ 124,200	\$ 4,200	3.50%
MISCELLANEOUS REVENUE	\$ (359,691)	\$ 31,594	\$ 33,300	\$ 1,706	5.40%
TOTAL REVENUE	\$ (3,947,997)	\$ 3,677,947	\$ 3,807,276	\$ 129,329	3.52%
	2023	2024	2025	2024 TO 2025	2024 TO 2025
	ACTUAL	ADOPTED	PROPOSED	(\$)	(%)
SANITARY SEWER EXPENSES	FUND	BUDGET	BUDGET	DIFFERENCE	DIFFERENCE
EMPLOYEE WAGES & BENEFITS	\$ 659,942	\$ 738,537	\$ 790,865	\$ 52,328	7.09%
OPERATING EXPENSES	\$ 2,427,809	\$ 2,400,733	\$ 2,600,218	\$ 199,485	8.31%
CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	0.00%
DEBT SERVICE	\$ 945,670	\$ 918,322	\$ 918,019	\$ (303)	-0.03%
TOTAL EXPENSES	\$ 4,033,421	\$ 4,057,592	\$ 4,309,102	\$ 251,510	6.20%
DIFFERENCE	\$ 85,424	\$ 7,735,539	\$ 8,116,378	\$ 380,839	

New Prague, Minnesota

A Tradition of Progress



CITY OF NEW PRAGUE 2025 PROPOSED SANITARY SEWER BUDGET REPORT

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MANAGEMENT STATEMENT

The overall management goal for the City of New Prague is our commitment to the community to provide wastewater collection, treatment, and disposal services to protect public health and preserve the environment for current and future generations.

FORECAST

The 2025 Wastewater Budget is projected to forecast the financial operation of the City of New Prague. A component of the Wastewater Budget is that there is 42 miles of sanitary sewer mains and 799 sanitary sewer manholes that are currently maintained by the Street Department. The Wastewater Treatment Plant also serves the residents of the Cedar Lake Area Water and Sanitary Sewer District which contributes average annual flows of up to 14 million gallons of wastewater.

REVENUE

The 2025 Revenue Budget reflects a 3.5% increase for Residential and Commercial Wastewater Rates. Currently there are 2,941 wastewater connections.

Sewer Hook-ups:

- The city is anticipating 10 new residential building permits. Each permit brings in \$5,934.50 in hook-up charges.

EXPENSES

Personal Costs:

- Wages Full-Time - reflect a 2.8% wage adjustment and step increases.
- Health Insurance – There will be a 4.7% premium increase for 2025; Employer cost share remains at 80% and HSA contributions will remain at \$2,250 (family) and \$1,125 (single).

Operating Expenses:

Chemicals

- Due to demand and supply chain issues, supplier pricing continues to rise.

Utilities:

- Electric, natural gas and water expenditures are all anticipated to increase for 2025.

OPERATION & MAINTENANCE

The Wastewater Department consists of four (4) employees who are responsible for the operation and maintenance of a 1.8 million gallon per day capacity Biological Aerated Filtration Plant along with nine (9) lift stations.

- The lift stations are checked one (1) time per week by two (2) employees.
- Multiple samples are collected, tested in house and by private labs.

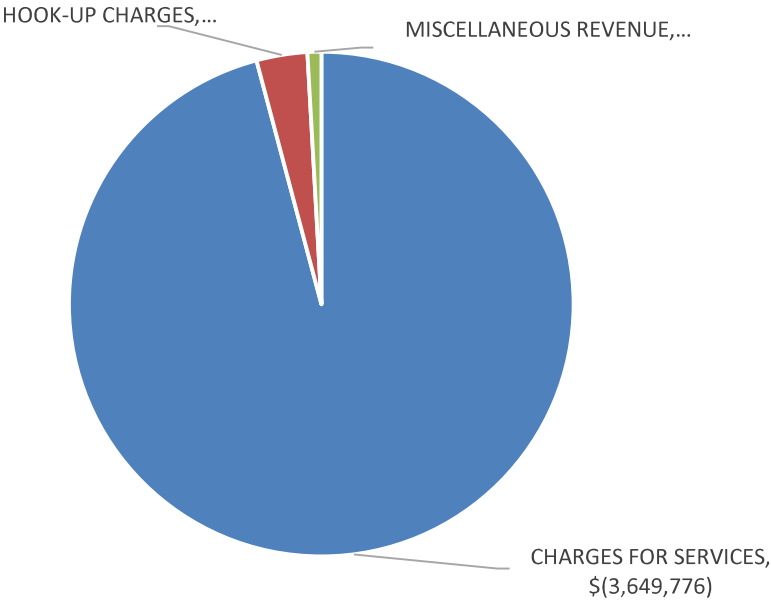
ONGOING CHALLENGES FOR 2025

The Wastewater Treatment Plant has proven to be a constant financial and labor intense challenge. Following renewal of the Wastewater Permit, increased testing and testing limits requirements are changing. In 2024 we filed for a 15-year extension to meet the new requirements.

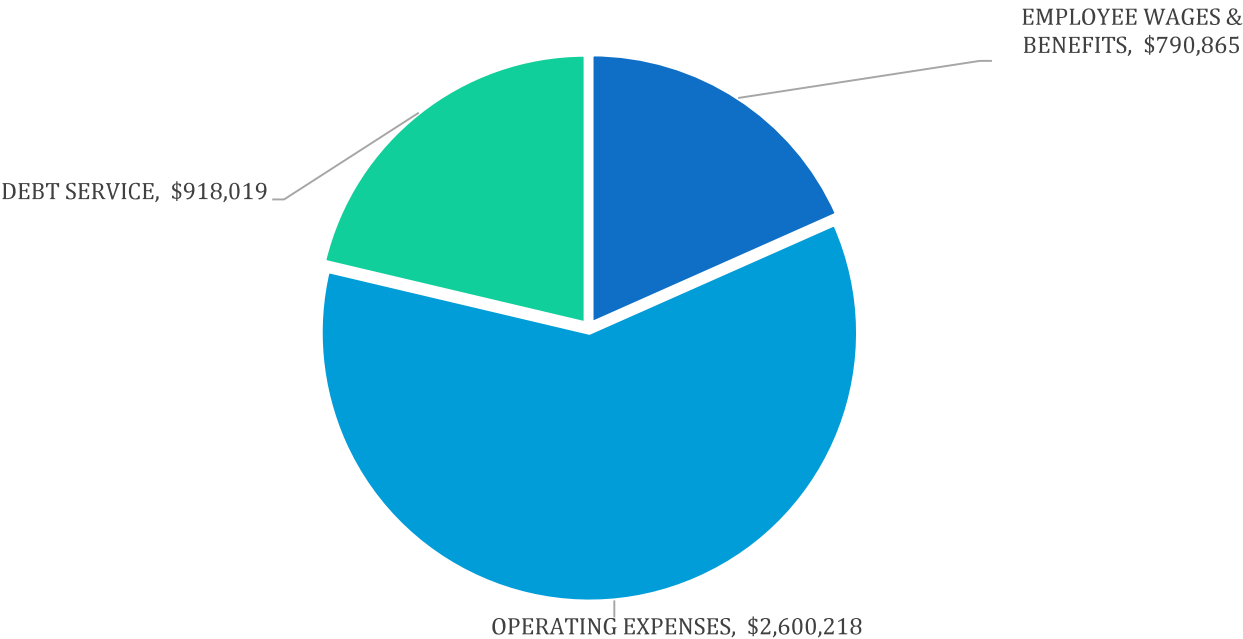
The cost of equipment maintenance at the plant is rising constantly due to the corrosive environment it is in, along with the cost of replacing some of the equipment out in the field at existing lift stations due mostly to age along with a large increase due to supply chain challenges and demand.

	2023	2024	2025	2024 TO 2025	2024 TO 2025
	ACTUAL	ADOPTED	PROPOSED	(\$)	(%)
SANITARY SEWER REVENUE	FUND	BUDGET	BUDGET	DIFFERENCE	DIFFERENCE
CHARGES FOR SERVICES	\$ (3,476,554)	\$ (3,526,353)	\$ (3,649,776)	\$ (123,423)	3.50%
HOOK-UP CHARGES	\$ (111,753)	\$ (120,000)	\$ (124,200)	\$ (4,200)	3.50%
MISCELLANEOUS REVENUE	\$ (359,691)	\$ (31,594)	\$ (33,300)	\$ (1,706)	5.40%
TOTAL REVENUE	\$ (3,947,997)	\$ (3,677,947)	\$ (3,807,276)	\$ (129,329)	3.52%
	2023	2024	2025	2024 TO 2025	2024 TO 2025
	ACTUAL	ADOPTED	PROPOSED	(\$)	(%)
SANITARY SEWER EXPENSES	FUND	BUDGET	BUDGET	DIFFERENCE	DIFFERENCE
EMPLOYEE WAGES & BENEFITS	\$ 659,942	\$ 738,537	\$ 790,865	\$ 52,328	7.09%
OPERATING EXPENSES	\$ 2,427,809	\$ 2,400,733	\$ 2,600,218	\$ 199,485	8.31%
CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	0.00%
DEBT SERVICE	\$ 945,670	\$ 918,322	\$ 918,019	\$ (303)	-0.03%
TOTAL EXPENSES	\$ 4,033,421	\$ 4,057,592	\$ 4,309,102	\$ 251,510	6.20%
DIFFERENCE	\$ 85,424	\$ 379,645	\$ 501,826	\$ 122,181	

2025 Sanitary Sewer Revenue Budget



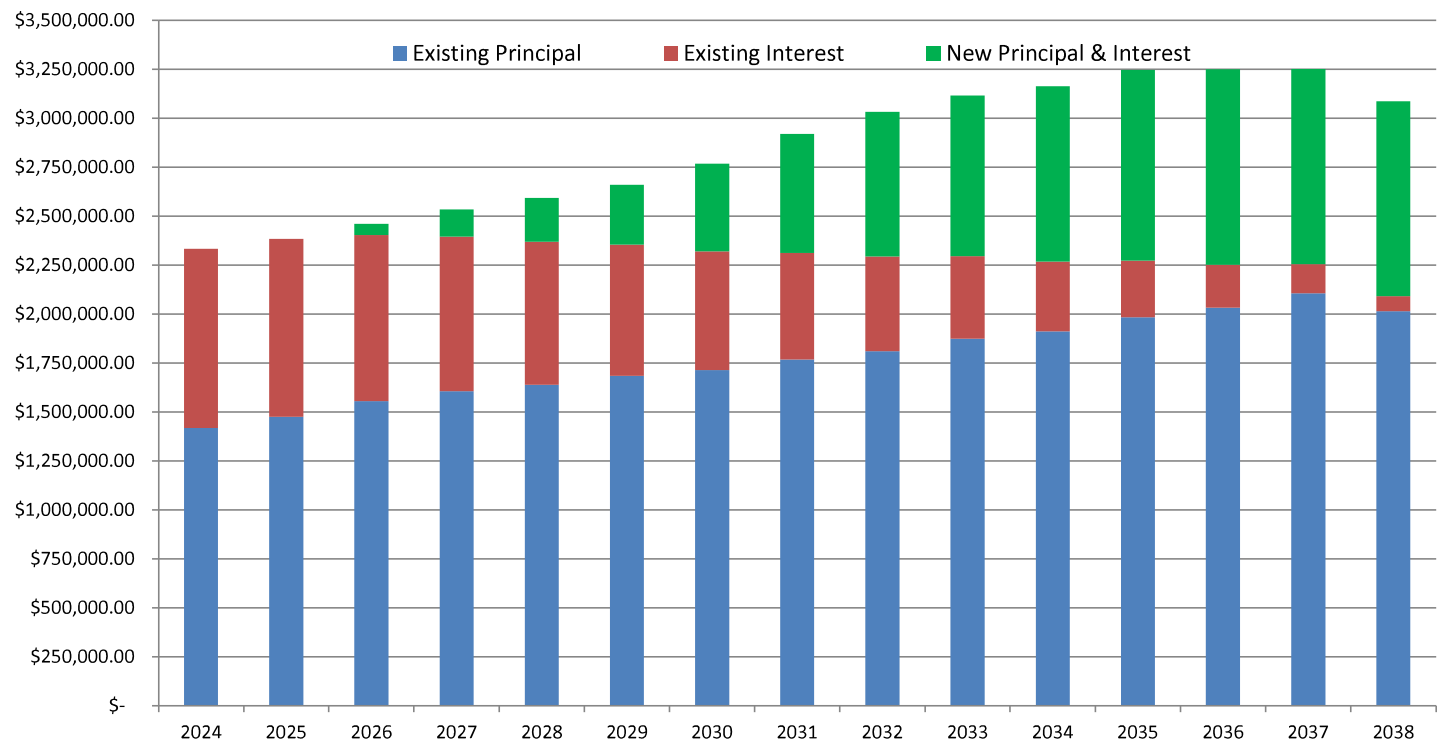
2025 Sanitary Sewer Expenditure Budget



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Sum of Amount	Years										
Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Grand Total
Wastewater	1,132,358	712,552	1,118,363	739,297	2,217,356	1,405,550	1,483,884	435,362	1,165,994	634,786	11,045,502
1/2 Ton Pickup			40,000								40,000
Air Compressor Replacement				100,000							100,000
Air Heater Skid Replacement									500,000		500,000
All Polymer Injection Systems Replacement									75,000		75,000
Bypass Lift Station Control Cabinet	80,000										80,000
Chalupsky Lift Station					100,000						100,000
Chemical Feed Pumps Replacement										300,000	300,000
Chemical Tank & PVC Replacement		100,000									100,000
Clarifier Scraper System Replacement		70,000									70,000
Confined Space Entry Equipment for Lift Stations/Hatches	14,000	11,000									25,000
Forklift Replacement								33,000			33,000
Future CIP	536,500	48,000	52,000	300,001	325,000	325,000	350,000				1,936,501
HVAC Controls Upgrade					400,000						400,000
Lift Station Rehab & Pump Replacement Program	29,941	30,839	31,764	32,717	33,698	34,709	35,751	36,823	37,928	39,066	343,236
Membrane Cartridge Replacement	180,000	180,000	180,000	200,000	200,000	200,000	200,000	200,000	200,000		1,740,000
Mini Excavator Backhoe (1/3 of Cost)	11,000										11,000
Pipe Gallery Lift Station Controls Replacement	30,000										30,000
Plant Blowers			25,000	25,000	15,000						65,000
Pond Lift Station & Piping		50,000	750,000								800,000
Pump and Instrument Panel Replacement	35,917	37,713	39,599	41,579	43,658	45,841	48,133	50,539	53,066	55,720	451,765
Rebuild Sludge Tank Blower		35,000									35,000

Wastewater GO Bond Payments



Wastewater		602	Enterprise Funds			
Description	Account Code	FY2023 Actuals	2024 Adopted		Difference 2025-	
			Budget	2025 Proposed	2024	% Difference
Wastewater						
	Expense	\$4,033,421.12	\$4,057,592.00	\$4,309,102.00	\$251,510.00	6%
WAGES FULL-TIME	602-4-4945-101	\$420,740.61	\$497,758.00	\$539,730.00	\$41,972.00	8%
WAGES OVERTIME	602-4-4945-102	\$5,509.73	\$8,500.00	\$8,500.00	\$0.00	0%
WAGES ON-CALL	602-4-4945-106	\$25,290.50	\$26,661.00	\$27,212.00	\$551.00	2%
EMPLOYEE BENEFITS	602-4-4945-113	\$1,867.36	\$2,318.00	\$2,251.00	-\$67.00	-3%
VACATION ACCRUAL	602-4-4945-115	-\$653.43	\$0.00		\$0.00	0
EMPLOYER CONT. P E R A	602-4-4945-121	\$33,506.31	\$39,969.00	\$40,311.00	\$342.00	1%
EMPLOYER CONT. F I C A	602-4-4945-122	\$31,739.59	\$40,946.00	\$41,289.00	\$343.00	1%
PENSION (GERF) CHANGE	602-4-4945-129	\$38,583.00	\$0.00		\$0.00	0
HEALTH INSURANCE	602-4-4945-131	\$72,936.91	\$89,814.00	\$99,186.00	\$9,372.00	10%
DENTAL INSURANCE	602-4-4945-132	\$5,610.70	\$9,285.00	\$9,730.00	\$445.00	5%
LIFE & S-T DISABILITY INS	602-4-4945-133	\$1,313.03	\$1,512.00	\$1,485.00	-\$27.00	-2%
OPEB EXPENSE	602-4-4945-135	\$4,135.00	\$0.00		\$0.00	0
WORKER'S COMP PREMIUMS	602-4-4945-151	\$19,362.54	\$21,774.00	\$21,171.00	-\$603.00	-3%
SUPPLIES	602-4-4945-200	\$68.93	\$200.00	\$200.00	\$0.00	0%
CHEMICALS	602-4-4945-201	\$204,861.25	\$214,000.00	\$243,000.00	\$29,000.00	14%
COMPUTER SUPPORT SERVICES	602-4-4945-207	\$15,869.46	\$18,100.00	\$19,100.00	\$1,000.00	6%
GENERATOR FUEL	602-4-4945-211	\$6,721.82	\$8,000.00	\$8,000.00	\$0.00	0%
MOTOR FUELS	602-4-4945-212	\$2,588.48	\$4,000.00	\$4,000.00	\$0.00	0%
REPAIRS & MAINT. SUPPLIES	602-4-4945-220	\$28,584.36	\$37,000.00	\$37,000.00	\$0.00	0%
GEN. EXPENSE-EQUIPMENT	602-4-4945-224	\$47,555.92	\$43,000.00	\$43,000.00	\$0.00	0%
SAFETY EQUIP & TRAINING	602-4-4945-231	\$5,502.00	\$6,000.00	\$4,100.00	-\$1,900.00	-32%
AUDIT	602-4-4945-301	\$14,216.01	\$12,000.00	\$15,900.00	\$3,900.00	33%
ENGINEERING FEES	602-4-4945-303	\$208.00	\$2,000.00	\$3,000.00	\$1,000.00	50%
CIVIL LEGAL FEES	602-4-4945-305	\$0.00	\$2,000.00	\$2,000.00	\$0.00	0%
LINE LOCATES	602-4-4945-306	\$578.63	\$1,000.00	\$1,000.00	\$0.00	0%
PROFESSIONAL SERVICES	602-4-4945-310	\$7,750.87	\$14,500.00	\$17,000.00	\$2,500.00	17%
ADMINISTRATIVE FEES	602-4-4945-315	\$7,043.60	\$6,500.00	\$7,500.00	\$1,000.00	15%
TESTING ANALYSIS	602-4-4945-317	\$24,664.56	\$36,000.00	\$51,000.00	\$15,000.00	42%

Description	Account Code	Enterprise Funds			Difference 2025-	
		FY2023 Actuals	2024 Adopted Budget	2025 Proposed	2024	% Difference
POSTAGE	602-4-4945-320	\$0.00	\$200.00	\$200.00	\$0.00	0%
TELEPHONE	602-4-4945-321	\$5,012.75	\$4,600.00	\$4,300.00	-\$300.00	-7%
COMPUTER COMM/MAINT	602-4-4945-322	\$11,962.37	\$4,000.00	\$5,000.00	\$1,000.00	25%
TRAVEL, CONF, MILEAGE ALLOW.	602-4-4945-330	\$0.00	\$150.00	\$150.00	\$0.00	0%
ADVERTISING & PUBLICATIONS	602-4-4945-340	\$544.00	\$100.00	\$100.00	\$0.00	0%
PRINTING & BINDING	602-4-4945-350	\$0.00	\$0.00		\$0.00	0
INSURANCE DEDUCTIBLES	602-4-4945-365	\$2,178.37	\$5,000.00	\$5,000.00	\$0.00	0%
INSURANCES	602-4-4945-369	\$56,763.22	\$61,219.00	\$67,341.00	\$6,122.00	10%
ELECTRIC	602-4-4945-381	\$273,167.10	\$270,000.00	\$300,000.00	\$30,000.00	11%
WATER	602-4-4945-382	\$4,199.61	\$5,000.00	\$6,000.00	\$1,000.00	20%
REFUSE	602-4-4945-384	\$3,601.12	\$3,000.00	\$3,300.00	\$300.00	10%
NATURAL GAS	602-4-4945-385	\$88,286.05	\$65,000.00	\$75,000.00	\$10,000.00	15%
NATURAL GAS - DRYER	602-4-4945-386	\$26,992.95	\$24,000.00	\$26,600.00	\$2,600.00	11%
CONTRACTED SERVICES	602-4-4945-401	\$0.00	\$0.00		\$0.00	0
REPAIRS & MAINTENANCE	602-4-4945-404	\$14,160.59	\$11,000.00	\$10,500.00	-\$500.00	-5%
VEHICLE MAINTENANCE	602-4-4945-408	\$580.87	\$700.00	\$700.00	\$0.00	0%
RENTALS/LEASES/CONTRACTS	602-4-4945-410	\$1,175.77	\$1,500.00	\$1,500.00	\$0.00	0%
DEPRECIATION	602-4-4945-420	\$1,546,780.53	\$1,519,739.00	\$1,608,252.00	\$88,513.00	6%
MISCELLANEOUS EXPENSE	602-4-4945-430	\$25.98	\$0.00	\$1,000.00	\$1,000.00	0
CREDIT CARD EXPENSE	602-4-4945-431	\$13,933.93	\$8,500.00	\$15,600.00	\$7,100.00	84%
DUES & SUBSCRIPTIONS	602-4-4945-433	\$29.89	\$75.00	\$75.00	\$0.00	0%
LICENSE FEES/REGISTRATION	602-4-4945-434	\$9,203.00	\$9,450.00	\$9,600.00	\$150.00	2%
BAD DEBT EXPENSE	602-4-4945-438	\$215.65	\$0.00		\$0.00	0
TRAINING & SEMINARS	602-4-4945-450	\$2,781.61	\$3,200.00	\$4,200.00	\$1,000.00	31%
DEBT SERVICE-INTEREST	602-4-4945-610	\$934,484.70	\$915,472.00	\$908,019.00	-\$7,453.00	-1%
OTHER INTEREST EXPENSE	602-4-4945-619	\$1,688.65	\$100.00	\$1,000.00	\$900.00	900%
BOND ISSUANCE FEES	602-4-4945-620	\$9,496.67	\$2,750.00	\$9,000.00	\$6,250.00	227%
	Revenue	\$3,947,997.40	\$3,677,947.00	\$3,807,276.00	\$129,329.00	4%
PERA PENSION OTHER REVENUE	602-3-0000-33439	\$40.00	\$0.00		\$0.00	0
SPECIAL ASSESSMENTS-CO	602-3-0000-36100	\$72,210.00	\$0.00		\$0.00	0
MISCELLANEOUS INCOME	602-3-0000-36200	\$8,815.32	\$500.00	\$500.00	\$0.00	0%

Description	Account Code	FY2023 Actuals	Enterprise Funds		Difference 2025-	
			2024 Adopted	2025 Proposed	2024	% Difference
INTEREST INCOME	602-3-0000-36210	\$253,825.09	\$10,000.00	\$10,000.00	\$0.00	0%
REIMBURSEMENTS	602-3-0000-36240	\$2,087.76	\$0.00		\$0.00	0
SANITARY SEWER CHARGES	602-3-0000-37200	\$3,316,827.41	\$3,378,873.00	\$3,497,134.00	\$118,261.00	4%
CEDAR LAKE SEWER CHARGES	602-3-0000-37271	\$144,291.72	\$132,480.00	\$137,117.00	\$4,637.00	4%
PENALTIES	602-3-0000-37460	\$15,434.46	\$15,000.00	\$15,525.00	\$525.00	4%
BOND PREMIUM AMORTIZATION	602-3-0000-39500	\$22,713.07	\$21,094.00	\$22,800.00	\$1,706.00	8%
SEWER HOOKUP	602-3-4945-35304	\$111,752.57	\$120,000.00	\$124,200.00	\$4,200.00	4%
Grand Total Exp-Rev		\$ 85,423.72	\$ 379,645.00	\$ 501,826.00		

AMBULANCE FUND

The City’s Ambulance Fund is used to track the rental income of the North Memorial Ambulance Service and the expenses associated with the Emergency Management Services building. In addition to the rental income, North Memorial also pays toward the payment of premises utilities.

	2023	2024	2025	2024 to 2025	2024 to 2025
	ACTUAL	ADOPTED	PROPOSED	(\$)	(%)
AMBULANCE REVENUE	FUND	BUDGET	BUDGET	DIFFERENCE	DIFFERENCE
RENT	\$ (14,856)	\$ (15,000)	\$ (15,000)	\$ -	0.00%
MISCELLANEOUS REVENUE	\$ (10,542)	\$ (5,100)	\$ (5,000)	\$ 100	-1.96%
TOTAL REVENUE	\$ (25,398)	\$ (20,100)	\$ (20,000)	\$ 100	-0.50%
	2023	2024	2025	2024 to 2025	2024 to 2025
	ACTUAL	ADOPTED	PROPOSED	(\$)	(%)
AMBULANCE EXPENSES	FUND	BUDGET	BUDGET	DIFFERENCE	DIFFERENCE
OPERATING EXPENSES	\$ 13,673	\$ 12,366	\$ 16,658	\$ 4,292	34.71%
TOTAL EXPENSES	\$ 13,673	\$ 12,366	\$ 16,658	\$ 4,292	34.71%
DIFFERENCE	\$ (11,725)	\$ (7,734)	\$ (3,342)	\$ 4,392	

Ambulance		651	Enterprise Funds			
Description	Account Code	FY2023 Actuals	2024 Adopted Budget	2025 Proposed	Difference 2025 - 2024	% Difference
Ambulance						
	Expense	\$13,673.05	\$12,366.00	\$16,658.00	\$4,292.00	35%
SUPPLIES	651-4-4972-200	\$125.91	\$0.00		\$0.00	0
REPAIRS & MAINT. SUPPLIES	651-4-4972-220	\$25.98	\$0.00	\$2,000.00	\$2,000.00	0
AUDIT	651-4-4972-301	\$134.82	\$104.00	\$150.00	\$46.00	44%
PROFESSIONAL SERVICES	651-4-4972-310	\$15.75	\$50.00	\$50.00	\$0.00	0%
INSURANCES	651-4-4972-369	\$2,746.30	\$2,962.00	\$3,258.00	\$296.00	10%
ELECTRIC	651-4-4972-381	\$5,345.52	\$4,500.00	\$4,950.00	\$450.00	10%
WATER/SEWER	651-4-4972-382	\$1,187.82	\$1,500.00	\$1,500.00	\$0.00	0%
REFUSE	651-4-4972-384	\$253.37	\$250.00	\$250.00	\$0.00	0%
NATURAL GAS	651-4-4972-385	\$3,717.58	\$2,500.00	\$4,000.00	\$1,500.00	60%
CONTRACTED SERVICES	651-4-4972-401	\$120.00	\$0.00		\$0.00	0
REPAIRS & MAINTENANCE	651-4-4972-404	\$0.00	\$500.00	\$500.00	\$0.00	0%
	Revenue	\$25,397.94	\$20,100.00	\$20,000.00	-\$100.00	0%
MISCELLANEOUS INCOME	651-3-0000-36200	\$0.00	\$100.00		-\$100.00	-100%
INTEREST INCOME	651-3-0000-36210	\$5,448.44	\$0.00		\$0.00	0
REIMBURSEMENTS	651-3-0000-36240	\$5,093.50	\$5,000.00	\$5,000.00	\$0.00	0%
RENT	651-3-4972-36231	\$14,856.00	\$15,000.00	\$15,000.00	\$0.00	0%
Grand Total Exp-Rev		\$ (11,724.89)	\$ (7,734.00)	\$ (3,342.00)		

ECONOMIC DEVELOPMENT AUTHORITY FUND

The Economic Development Authority Fund is designed to account for the authority's detailed financial activities (including all receipts, disbursements, their nature, money on hand, the purposes to which the money or land is to be applied, the authority's credits and assets, and its outstanding liabilities). The local EDA Board possess all the economic development and redevelopment powers and authority as authorized by MN States, Chapter 469, and the City's Home Rule Charter.

	2023	2024	2025	2024 to 2025	2024 to 2025
	ACTUAL	ADOPTED	PROPOSED	(\$)	(%)
EDA REVENUE	FUND	BUDGET	BUDGET	DIFFERENCE	DIFFERENCE
PROPERTY TAXES	\$ (74,653)	\$ (75,000)	\$ (75,000)	\$ -	0.00%
LOCAL GRANT	\$ -	\$ -	\$ -	\$ -	0.00%
MISCELLANEOUS REVENUE	\$ (24,194)	\$ (250)	\$ (250)	\$ -	0.00%
TOTAL REVENUE	\$ (98,846)	\$ (75,250)	\$ (75,250)	\$ -	0.00%
	2023	2024	2025	2024 to 2025	2024 to 2025
	ACTUAL	ADOPTED	PROPOSED	(\$)	(%)
EDA EXPENSES	FUND	BUDGET	BUDGET	DIFFERENCE	DIFFERENCE
OPERATING EXPENSES	\$ 68,821	\$ 75,250	\$ 75,250	\$ -	0.00%
TRANSFERS OUT	\$ 5,000	\$ -	\$ -	\$ -	0.00%
TOTAL EXPENSES	\$ 73,821	\$ 75,250	\$ 75,250	\$ -	0.00%
DIFFERENCE	\$ (25,025)	\$ -	\$ -	\$ -	

ECONOMIC DEVELOPMENT AUTHORITY FUND (INDUSTRIAL PARK)

	2023	2024	2025	2024 to 2025	2024 to 2025
	ACTUAL	ADOPTED	PROPOSED	(\$)	(%)
EDA - INDUSTRIAL PARK REVENUE	FUND	BUDGET	BUDGET	DIFFERENCE	DIFFERENCE
TRANSFERS IN	\$ -	\$ -	\$ -	\$ -	0.00%
LOCAL GRANT	\$ -	\$ -	\$ -	\$ -	0.00%
MISCELLANEOUS INCOME	\$ (5,887)	\$ -	\$ -	\$ -	0.00%
RENTAL INCOME	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL REVENUE	\$ (5,887)	\$ -	\$ -	\$ -	0.00%
	2023	2024	2025	2024 to 2025	2024 to 2025
	ACTUAL	ADOPTED	PROPOSED	(\$)	(%)
EDA - INDUSTRIAL PARK EXPENSES	FUND	BUDGET	BUDGET	DIFFERENCE	DIFFERENCE
OPERATING EXPENSES	\$ 667,879	\$ -	\$ -	\$ -	0.00%
DEPRECIATION	\$ 0	\$ 1,773	\$ 1,773	\$ -	0.00%
SETTLEMENT CHARGES	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL EXPENSES	\$ 667,880	\$ 1,773	\$ 1,773	\$ -	0.00%
DIFFERENCE	\$ 661,993	\$ 1,773	\$ 1,773	\$ -	

EDA - FUND 680						
Description	Account Code	2024 Adopted			Difference	
		FY2023 Actuals	Budget	2025 Proposed	2024-2025	% Difference
Expense		\$73,821.37	\$75,250.00	\$75,250.00	\$0.00	0%
WAGES FULL-TIME	680-4-4650-101	\$37,180.22	\$44,901.00	\$47,111.00	\$2,210.00	5%
EMPLOYEE BENEFITS	680-4-4650-113	\$0.00	\$24.00	\$24.00	\$0.00	0%
EMPLOYER CONT. PERA	680-4-4650-121	\$2,782.62	\$3,366.00	\$3,532.00	\$166.00	5%
EMPLOYER CONT. FICA	680-4-4650-122	\$2,776.81	\$3,435.00	\$3,604.00	\$169.00	5%
GERF CHANGE	680-4-4650-129	\$0.00	\$0.00	\$0.00	\$0.00	0
HEALTH INSURANCE	680-4-4650-131	\$3,255.04	\$5,890.00	\$6,728.00	\$838.00	14%
DENTAL INSURANCE	680-4-4650-132	\$267.83	\$618.00	\$670.00	\$52.00	8%
LIFE & S-T DISABILITY INS.	680-4-4650-133	\$117.62	\$124.00	\$128.00	\$4.00	3%
OPEB EXPENSE	680-4-4650-135	\$0.00	\$0.00	\$0.00	\$0.00	0
WORKER'S COMPENSATION INS.	680-4-4650-151	\$266.48	\$242.00	\$365.00	\$123.00	51%
SUPPLIES	680-4-4650-200	\$23.28	\$500.00	\$500.00	\$0.00	0%
REPAIRS & MAINT. SUPPLIES	680-4-4650-220	\$0.00	\$500.00	\$500.00	\$0.00	0%
AUDIT	680-4-4650-301	\$674.57	\$521.00	\$725.00	\$204.00	39%
ENGINEERING FEES	680-4-4650-303	\$0.00	\$0.00	\$0.00	\$0.00	0
CIVIL LEGAL FEES	680-4-4650-305	\$17,887.34	\$3,000.00	\$3,000.00	\$0.00	0%
PROFESSIONAL SERVICES	680-4-4650-310	\$0.00	\$1,500.00	\$327.00	-\$1,173.00	-78%
POSTAGE	680-4-4650-320	\$157.36	\$200.00	\$200.00	\$0.00	0%
TELEPHONE	680-4-4650-321	\$0.00	\$0.00	\$0.00	\$0.00	0
COMPUTER COMM/MAINT	680-4-4650-322	\$32.60	\$0.00	\$0.00	\$0.00	0
TRAVEL, CONF, MILEAGE ALLOW.	680-4-4650-330	\$41.40	\$300.00	\$300.00	\$0.00	0%
ADVERTISING & PUBLICATIONS	680-4-4650-340	\$368.00	\$1,200.00	\$1,200.00	\$0.00	0%
PRINTING & BINDING	680-4-4650-350	\$0.00	\$0.00	\$0.00	\$0.00	0
INSURANCES	680-4-4650-369	\$2,490.20	\$2,685.00	\$2,954.00	\$269.00	10%
DUES & SUBSCRIPTIONS	680-4-4650-433	\$0.00	\$545.00	\$545.00	\$0.00	0%
SPECIAL PROJECTS	680-4-4650-441	\$0.00	\$5,699.00	\$2,837.00	-\$2,862.00	-50%
DONATION OTHER CIVIC ORG.	680-4-4650-490	\$500.00	\$0.00	\$0.00	\$0.00	0
TRANSFER-OUT	680-4-4650-720	\$5,000.00	\$0.00	\$0.00	\$0.00	0

EDA - FUND 680						
Description	Account Code	2024 Adopted			Difference	
		FY2023 Actuals	Budget	2025 Proposed	2024-2025	% Difference
	Revenue	-\$98,846.40	-\$75,250.00	-\$75,250.00	\$0.00	0%
CURRENT PROPERTY TAXES	680-3-0000-31010	-\$74,634.96	-\$75,000.00	-\$75,000.00	\$0.00	0%
DELINQUENT PROPERTY TAXES	680-3-0000-31020	-\$17.75	\$0.00	\$0.00	\$0.00	0
PERA PENSION OTHER REVENUE	680-3-0000-33439	\$0.00	\$0.00	\$0.00	\$0.00	0
SPECIAL ASSESSMENTS- CO INT	680-3-0000-36102	\$0.00	\$0.00	\$0.00	\$0.00	0
MISCELLANEOUS INCOME	680-3-0000-36200	-\$11,133.55	\$0.00	\$0.00	\$0.00	0
TRANSFER IN-GF	680-3-0000-36202	\$0.00	\$0.00	\$0.00	\$0.00	0
INTEREST INCOME	680-3-0000-36210	-\$12,974.81	-\$250.00	-\$250.00	\$0.00	0%
REIMBURSEMENTS	680-3-4650-36240	-\$85.33	\$0.00	\$0.00	\$0.00	0
	Revenue Over/ (Under) Expenditures	-\$25,025.03	\$0.00	\$0.00	\$0.00	

EDA INDUSTRIAL PARK - FUND 681						
Description	Account Code	FY2023 Actuals	2024 Adopted		Difference	
			Budget	2025 Proposed	2024-2025	% Difference
	Expense	\$667,879.84	\$1,773.00	\$1,773.00	\$0.00	0%
ENGINEERING FEES	681-4-4650-303	-\$0.22	\$0.00	\$0.00	\$0.00	0
CIVIL LEGAL FEES	681-4-4650-305	\$0.00	\$0.00	\$0.00	\$0.00	0
PROFESSIONAL FEES	681-4-4650-310	\$0.00	\$0.00	\$0.00	\$0.00	0
ADVERTISING & PUBLICATIONS	681-4-4650-340	\$0.00	\$0.00	\$0.00	\$0.00	0
INSURANCE DEDUCTIBLE	681-4-4650-365	\$0.00	\$0.00	\$0.00	\$0.00	0
DEPRECIATION EXPENSE	681-4-4650-420	\$0.48	\$1,773.00	\$1,773.00	\$0.00	0%
BAD DEBT EXPENSE	681-4-4650-438	\$0.00	\$0.00	\$0.00	\$0.00	0
LOSS ON FIXED ASSET	681-4-4650-439	\$0.00	\$0.00	\$0.00	\$0.00	0
REAL ESTATE TAXES	681-4-4650-440	\$0.00	\$0.00	\$0.00	\$0.00	0
REIMBURSEMENTS	681-4-4650-451	\$0.00	\$0.00	\$0.00	\$0.00	0
LICENSE FEES/REGISTRATION	681-4-4650-460	\$0.00	\$0.00	\$0.00	\$0.00	0
CAPITAL PROJECTS	681-4-4650-500	\$667,879.58	\$0.00	\$0.00	\$0.00	0
SETTLEMENT CHARGES	681-4-4650-620	\$0.00	\$0.00	\$0.00	\$0.00	0
	Revenue	-\$59,201.74	\$0.00	\$0.00	\$0.00	0
MISCELLANEOUS INCOME	681-3-0000-36200	\$0.00	\$0.00	\$0.00	\$0.00	0
INTEREST INCOME	681-3-0000-36210	-\$5,886.74	\$0.00	\$0.00	\$0.00	0
TRANSFERS IN	681-3-0000-39200	\$0.00	\$0.00	\$0.00	\$0.00	0
LOCAL GRANT	681-3-4650-33436	\$0.00	\$0.00	\$0.00	\$0.00	0
RENTAL INCOME	681-3-4650-36231	\$0.00	\$0.00	\$0.00	\$0.00	0
GAIN/LOSS ON LAND VALUE	681-3-4650-39101	-\$53,315.00	\$0.00	\$0.00	\$0.00	0
	Revenue Over/ (Under) Expenditures	\$608,678.10	\$1,773.00	\$1,773.00	\$0.00	

STORM WATER FUND

The Storm Water Fund is a self-sustaining city utility fund. The Storm Water utility exists to regulate, manage, and maintain storm water drainage infrastructure effectively and efficiently.

The 2025 Revenue Budget reflects a 4% increase in residential and commercial storm sewer rates to offset increased expenditures. Currently the City of New Prague has 36 miles of storm pipe along with 30 storm water ponds and water ways all monitored and maintained by the street department. Maintenance includes repairing and cleaning leaves out of the catch basins, cleaning dirt and sand from in front of the inlet and discharge pipes in all ponds.

	2023	2024	2025	2024 to 2025	2024 to 2025
	ACTUAL	ADOPTED	PROPOSED	(\$)	(%)
STORM WATER REVENUE	FUND	BUDGET	BUDGET	DIFFERENCE	DIFFERENCE
CHARGES FOR SERVICES	\$ (406,599)	\$ 400,940	\$ 429,580	\$ 28,640	7.14%
MISCELLANEOUS REVENUE	\$ (43,989)	\$ 100	\$ 100	\$ -	0.00%
TOTAL REVENUE	\$ (450,587)	\$ 401,040	\$ 429,680	\$ 28,640	7.14%
	2023	2024	2025	2024 to 2025	2024 to 2025
	ACTUAL	ADOPTED	PROPOSED	(\$)	(%)
STORM WATER EXPENSES	FUND	BUDGET	BUDGET	DIFFERENCE	DIFFERENCE
EMPLOYEE WAGES & BENEFITS	\$ 96,115	\$ 95,750	\$ 96,838	\$ 1,088	1.14%
OPERATING EXPENSES	\$ 260,751	\$ 260,651	\$ 298,355	\$ 37,704	14.47%
CAPITAL EXPENSES	\$ -	\$ -	\$ 11,000	\$ 11,000	0.00%
DEBT SERVICE	\$ 59,062	\$ 47,044	\$ 74,640	\$ 27,596	58.66%
TOTAL EXPENSES	\$ 415,927	\$ 403,445	\$ 480,833	\$ 77,388	19.18%
DIFFERENCE	\$ (34,660)	\$ 804,485	\$ 910,513	\$ 106,028	

New Prague, Minnesota

A Tradition of Progress



CITY OF NEW PRAGUE 2025 PROPOSED STORM SEWER BUDGET REPORT

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MANAGEMENT STATEMENT

It is the responsibility of the City of New Prague to effectively and efficiently regulate, manage and maintain the storm water drainage infrastructure.

FORECAST

The 2025 Storm Sewer Budget is projected to forecast the financial operation of the City of New Prague.

REVENUE

The 2025 Revenue Budget reflects a 4% increase in residential and commercial storm sewer rates..

EXPENSES

Personnel Costs:

- Approximately 7.65% of Street, Billing and Administrative wages are allocated to the Storm Sewer.
 - Currently there are no employee(s) assigned strictly to Storm Sewer.
- 2025 wages reflect a 2.8% wage adjustment and step increases.
- Health Insurance – 4.7% premium increase for 2025; Employer cost share remains at 80% and HSA contributions will increase to \$2,250 (family) and \$1,125 (single).

Operating Expenses:

- The purchase of a mini excavator is included in the budget for 2025, this equipment purchase is split with other departments.

OPERATION & MAINTENANCE

Currently, the City of New Prague has 36 miles of storm pipe in addition to 30 storm water ponds and water ways all monitored and maintained by the street department. Maintenance includes repairing and cleaning leaves out of the catch basins every fall (weather permitting), cleaning dirt and sand in front of the inlet and discharge pipes along with noxious weed and tree control at the ponds.

ONGOING CHALLENGES FOR 2025

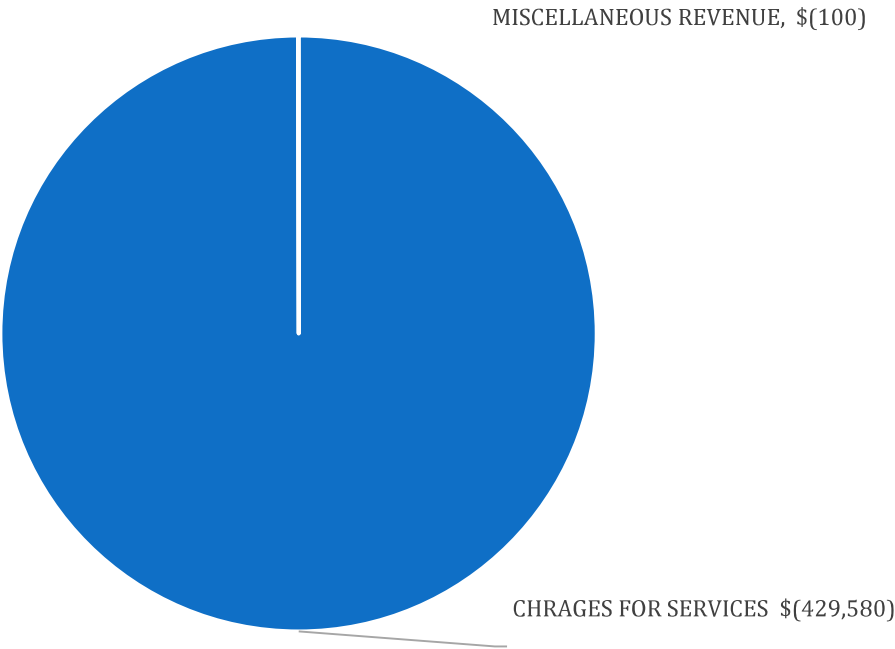
We were notified that starting in 2026, New Prague will be recognized as an MS4 City, this designation will require additional documentation and reporting on our ponds, which will ultimately cause additional expenses. Spraying noxious weeds around the ponds is one of the biggest challenges due to staffing, weather and available equipment needed to do the job. The maintenance of the storm water catch basins and the ponds is very time consuming and because of limited staff, we do not spend as much time taking care of them as we really should.

City staff continues to struggle getting residents to stop cutting grass past their property line. It is important that resident don't disturb the buffer zone around ponds. The buffer zone around ponds is what keeps our water ways healthy.

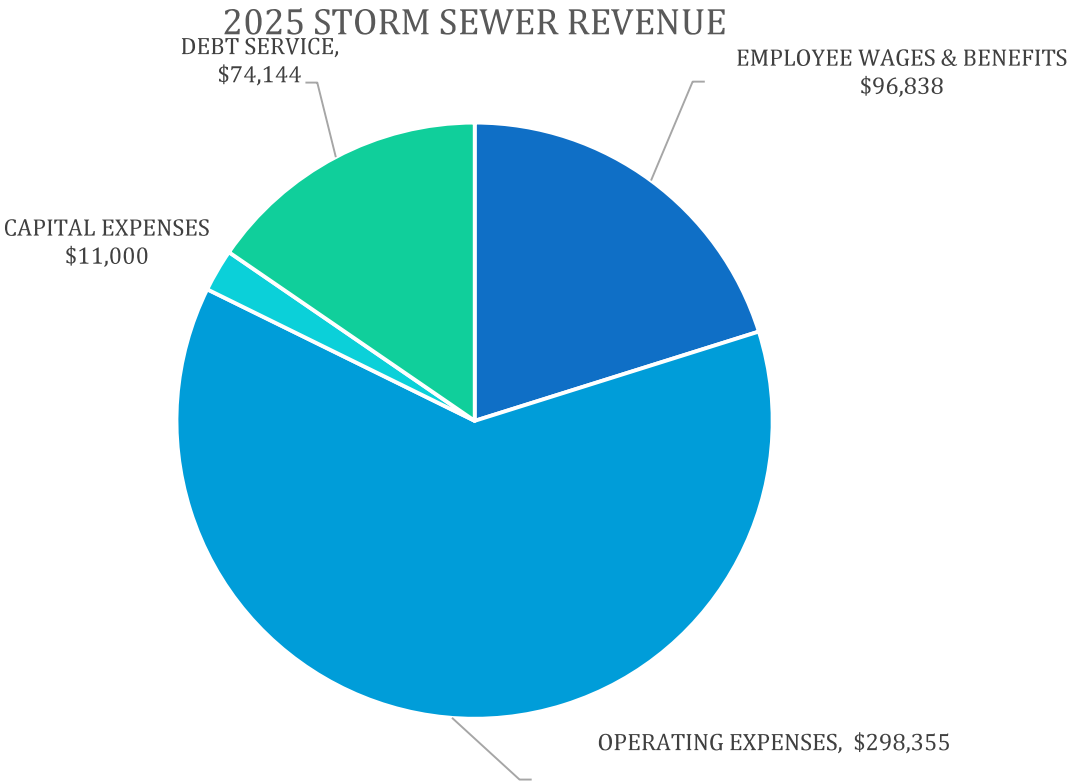
Staff will continue to monitor storm sewer permit requirements.

	2023	2024	2025	2024 TO 2025	2024 TO 2025
	ACTUAL	ADOPTED	PROPOSED	(\$)	(%)
STORM WATER REVENUE	FUND	BUDGET	BUDGET	DIFFERENCE	DIFFERENCE
CHARGES FOR SERVICES	\$ (406,599)	\$ (400,940)	\$ (429,580)	\$ (28,640)	7.14%
MISCELLANEOUS REVENUE	\$ (43,989)	\$ (100)	\$ (100)	\$ -	0.00%
TOTAL REVENUE	\$ (450,587)	\$ (401,040)	\$ (429,680)	\$ (28,640)	7.14%
	2023	2024	2025	2024 TO 2025	2024 TO 2025
	ACTUAL	ADOPTED	PROPOSED	(\$)	(%)
STORM WATER EXPENSES	FUND	BUDGET	BUDGET	DIFFERENCE	DIFFERENCE
EMPLOYEE WAGES & BENEFITS	\$ 96,115	\$ 95,750	\$ 96,838	\$ 1,088	1.14%
OPERATING EXPENSES	\$ 260,751	\$ 260,651	\$ 298,355	\$ 37,704	14.47%
CAPITAL EXPENSES	\$ -	\$ -	\$ 11,000	\$ 11,000	0.00%
DEBT SERVICE	\$ 59,062	\$ 47,044	\$ 74,144	\$ 27,100	57.61%
TOTAL EXPENSES	\$ 415,927	\$ 403,445	\$ 480,337	\$ 76,892	19.06%
DIFFERENCE	\$ (34,660)	\$ 2,405	\$ 50,657	\$ 48,252	

2025 STORM SEWER REVENUE

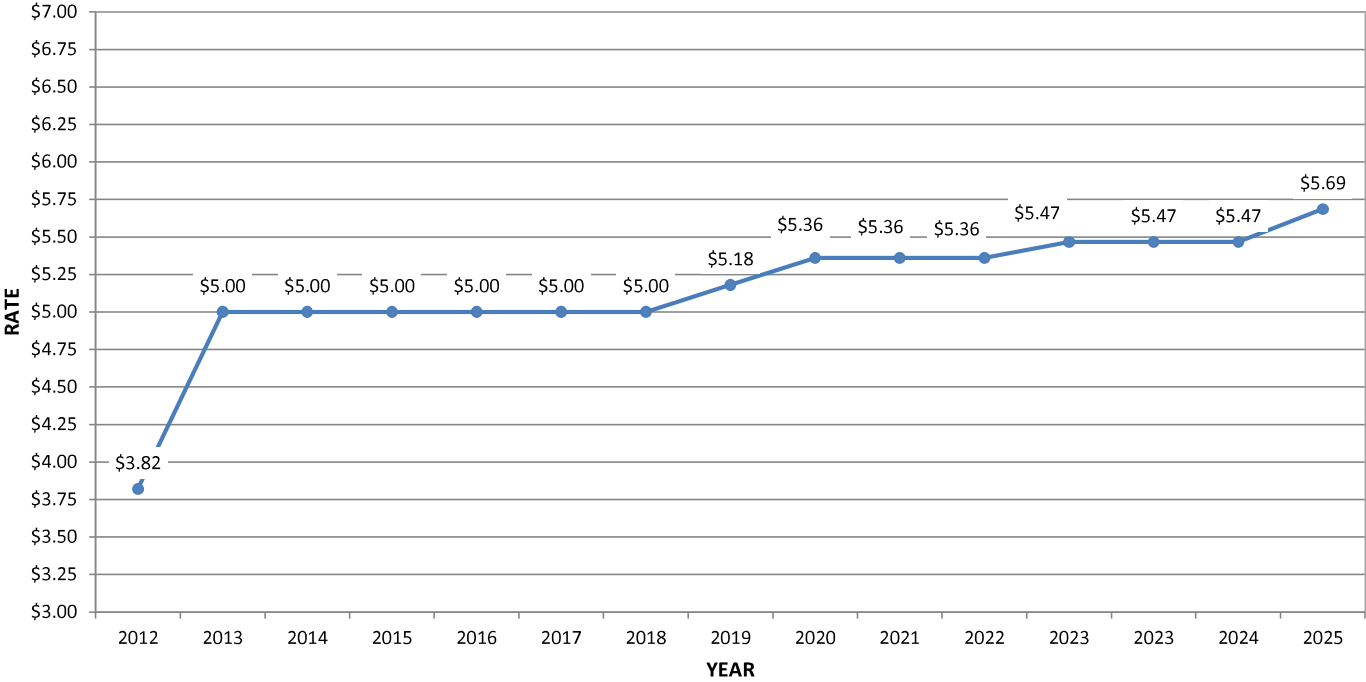


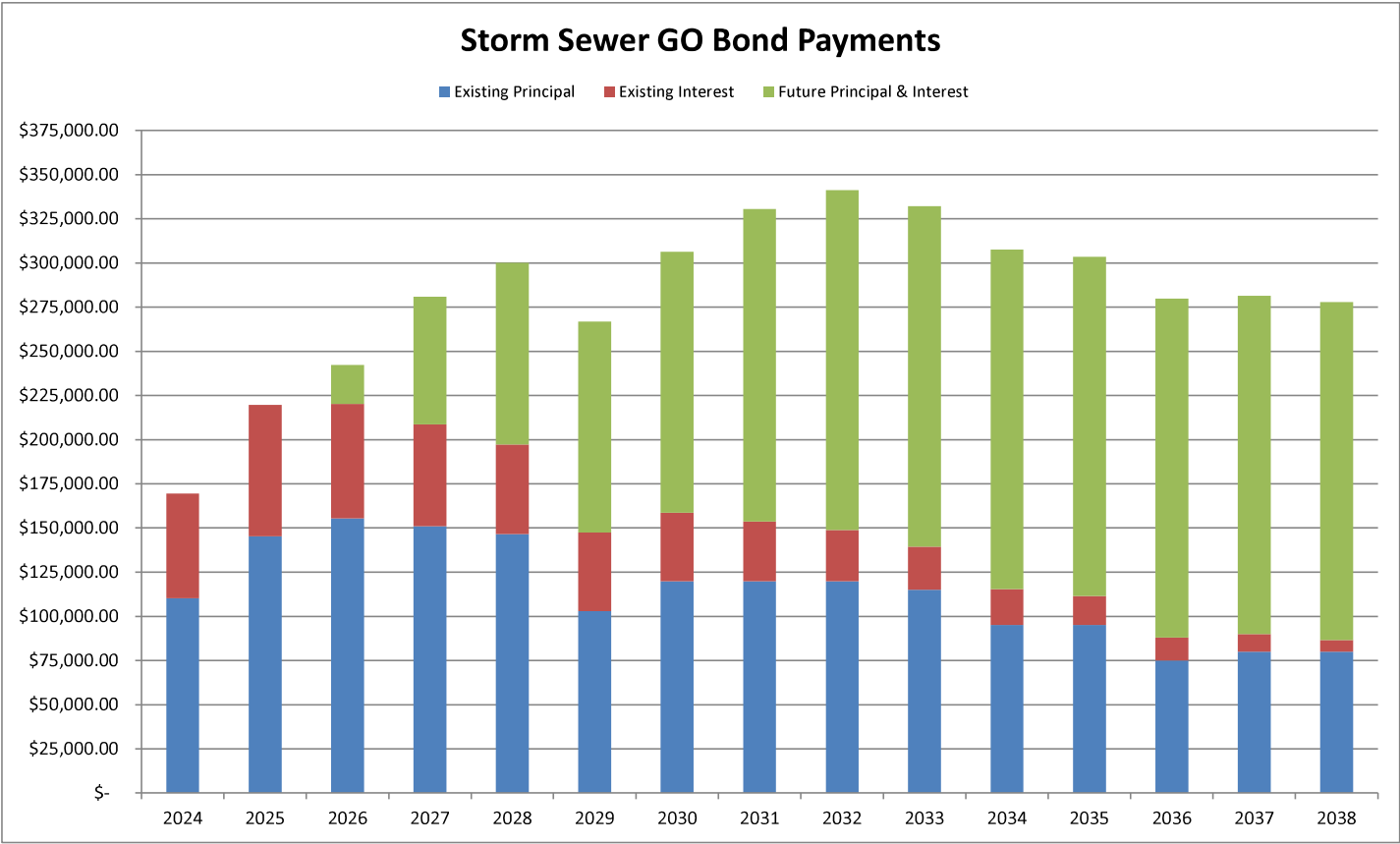
2025 STORM SEWER REVENUE



Sum of Amount	Years								
Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	Grand Total
Storm Water	497,000	601,001	65,000	300,000	325,000	325,000	7,500	5,000	2,125,501
2025 CIP	486,000								486,000
2026 CIP		601,001							601,001
2027 CIP			65,000						65,000
2028 CIP				300,000					300,000
2029 CIP					325,000				325,000
2030 CIP						325,000			325,000
Mini Excavator Backhoe (1/3 of Cost)	11,000								11,000
Utility Vehicle 50%							7,500		7,500
Vehicle Replacement - Public Works Director 10%								5,000	5,000
Grand Total	497,000	601,001	65,000	300,000	325,000	325,000	7,500	5,000	2,125,501

**CITY OF NEW PRAGUE
RESIDENTIAL STORM SEWER RATE HISTORY
(2012 - 2025)**





Storm Sewer		606	Enterprise Funds			
Description	Account Code	FY2023 Actuals	2024 Adopted	2025	Difference 2025 -	
			Budget	Proposed	2024	% Difference
	Storm Sewer					
	Expense	\$415,927.18	\$403,445.00	\$480,337.00	\$76,892.00	19%
WAGES FULL-TIME	606-4-4311-101	\$64,474.74	\$68,092.00	\$67,390.00	-\$702.00	-1%
WAGES OVERTIME	606-4-4311-102	\$169.06	\$0.00		\$0.00	0
EMPLOYEE BENEFITS	606-4-4311-113	\$0.00	\$246.00	\$246.00	\$0.00	0%
EMPLOYER CONT. PERA	606-4-4311-121	\$4,799.61	\$5,107.00	\$5,054.00	-\$5,107.00	-100%
EMPLOYER CONT. FICA	606-4-4311-122	\$4,446.84	\$5,228.00	\$5,174.00	-\$54.00	-1%
PENSION (GERF) CHANGE	606-4-4311-129	\$5,746.00	\$0.00		\$0.00	0
HEALTH INSURANCE	606-4-4311-131	\$11,719.59	\$12,740.00	\$14,549.00	\$1,809.00	14%
DENTAL INSURANCE	606-4-4311-132	\$1,375.99	\$1,323.00	\$1,434.00	\$111.00	8%
LIFE & S-T DISABILITY INS	606-4-4311-133	\$232.64	\$208.00	\$202.00	-\$6.00	-3%
OPEB EXPENSE	606-4-4311-135	\$118.00	\$0.00		\$0.00	0
WORKER'S COMPENSATION	606-4-4311-151	\$3,032.39	\$2,806.00	\$2,789.00	-\$17.00	-1%
SUPPLIES	606-4-4311-200	\$26.92	\$50.00	\$50.00	\$0.00	0%
MOTOR FUEL	606-4-4311-212	\$1,972.98	\$5,000.00	\$5,000.00	\$0.00	0%
REPAIRS & MAINT. SUPPLIES	606-4-4311-220	\$1,408.41	\$3,500.00	\$4,500.00	\$1,000.00	29%
AUDIT	606-4-4311-301	\$871.29	\$950.00	\$950.00	\$0.00	0%
ENGINEERING FEES	606-4-4311-303	\$0.00	\$500.00	\$500.00	\$0.00	0%
LINE LOCATES	606-4-4311-306	\$578.69	\$800.00	\$800.00	\$0.00	0%
PROFESSIONAL SERVICES	606-4-4311-310	\$3,222.35	\$1,000.00	\$100.00	-\$900.00	-90%
ADMINISTRATIVE FEES	606-4-4311-315	\$6,766.20	\$6,500.00	\$6,900.00	\$400.00	6%
POSTAGE	606-4-4311-320	\$0.00	\$50.00	\$50.00	\$0.00	0%
TELEPHONE	606-4-4311-321	\$84.46	\$100.00	\$100.00	\$0.00	0%
COMPUTER COMM/MAINT	606-4-4311-322	\$712.78	\$825.00	\$825.00	\$0.00	0%
ADVERTISING & PUBLICATIONS	606-4-4311-340	\$0.00	\$50.00	\$50.00	\$0.00	0%
INSURANCES	606-4-4311-369	\$979.19	\$1,056.00	\$1,162.00	\$106.00	10%
CONTRACTED SERVICES	606-4-4311-401	\$0.00	\$1,000.00	\$1,000.00	\$0.00	0%
REPAIRS & MAINTENANCE	606-4-4311-404	\$3,114.11	\$3,000.00	\$3,000.00	\$0.00	0%
RENTALS/LEASES/CONTRACTS	606-4-4311-410	\$0.00	\$100.00		-\$100.00	-100%
DEPRECIATION	606-4-4311-420	\$239,316.71	\$235,120.00	\$271,118.00	\$35,998.00	15%

Description	Account Code	Enterprise Funds			Difference 2025 -	
		FY2023 Actuals	2024 Adopted Budget	2025 Proposed	2024	% Difference
MISCELLANEOUS EXPENSE	606-4-4311-430	\$2.08	\$0.00		\$0.00	0
CREDIT CARD EXPENSE	606-4-4311-431	\$1,672.07	\$1,000.00	\$2,200.00	\$1,200.00	120%
DUES & SUBSCRIPTIONS	606-4-4311-433	\$5.00	\$50.00	\$50.00	\$0.00	0%
BAD DEBT	606-4-4311-438	\$17.32	\$0.00		\$0.00	0
CAPITAL OUTLAY	606-4-4311-500	\$0.00	\$0.00	\$11,000.00	\$11,000.00	0
DEBT SERVICE-INTEREST	606-4-4311-610	\$44,183.15	\$47,044.00	\$74,144.00	\$27,100.00	58%
BOND ISSUANCE FEES	606-4-4311-620	\$14,878.61	\$0.00		\$0.00	0
AMORITIZATION EXPENSE	606-4-4311-630	\$0.00	\$0.00		\$0.00	0
OPERATING TRANSFER-OUT	606-4-4311-720	\$0.00	\$0.00		\$0.00	0
	Revenue	\$450,587.41	\$401,040.00	\$429,680.00	\$28,640.00	7%
PERA PENSION OTHER REVENUE	606-3-0000-33439	\$6.00	\$0.00		\$0.00	0
SPECIAL ASSESSMENTS	606-3-0000-36100	\$0.00	\$0.00		\$0.00	0
MISCELLANEOUS REVENUE	606-3-0000-36200	\$0.00	\$0.00		\$0.00	0
INTEREST INCOME	606-3-0000-36210	\$32,214.75	\$100.00	\$100.00	\$0.00	0%
REIMBURSEMENTS	606-3-0000-36240	\$45.33	\$0.00		\$0.00	0
STORM SEWER REVENUE	606-3-0000-37205	\$405,186.58	\$399,840.00	\$428,480.00	\$28,640.00	7%
CONTRIBUTED CAPITAL	606-3-0000-37415	\$0.00	\$0.00		\$0.00	0
PENALTIES	606-3-0000-37460	\$1,412.10	\$1,100.00	\$1,100.00	\$0.00	0%
TRANSFER IN	606-3-0000-39200	\$0.00	\$0.00		\$0.00	0
BOND PREM AMORTIZIATION	606-3-0000-39500	\$11,722.65	\$0.00		\$0.00	0
STATE AID	606-3-4311-33435	\$0.00	\$0.00		\$0.00	0
CONTR. OF CAPITAL ASSET	606-3-4311-37415	\$0.00	\$0.00		\$0.00	0
Grand Total Exp-Rev		-\$34,660.23	\$2,405.00	\$50,657.00		

NEW PRAGUE GOLF CLUB

The New Prague Golf Club is located within Memorial Park and was established in 1931.

The golf club, membership, and competition in the area have changed. The nine-hole golf course has expanded to an 18-hole course in the late 1960's. In the 1970s membership was comprised of approximately 30% residents, increasing to 45% in the early 1990s. Membership trends over recent years included 260 members in 2018; 226 in 2019 and have continued to grow since 2020. The golf club provides recreational opportunities for a wide demographic in the community including leagues and lessons for all ages and abilities, juniors to seniors.

The golf course property includes a club house which can accommodate 100 people on the second-floor dining. Up to 100 people can be accommodate on the 3rd floor, which includes a kitchen, full bar, two outdoor patios and restrooms. The first floor includes a golf shop, ladies locker rooms/restrooms and the business office. The men's locker room and additional restrooms are located on the basement level. The Golf club hosts weddings, anniversaries, reunions, bingo, meeting, birthday parties along with daily lunches.

The 2025 Revenue Budget reflects an increase to membership fees/dues: \$20 single, \$30 couple, and \$50 families.

	2023	2024	2025	2024 to 2025	2024 to 2025
	ACTUAL	ADOPTED	PROPOSED	(\$)	(%)
GOLF REVENUE	FUND	BUDGET	BUDGET	DIFFERENCE	DIFFERENCE
SALES	\$ (75,523)	\$ (62,000)	\$ (84,200)	\$ (22,200)	35.81%
CHARGES FOR SERVICES	\$ (911,369)	\$ (880,536)	\$ (947,602)	\$ (67,066)	7.62%
FOOD & BEVERAGE	\$ (418,371)	\$ (389,000)	\$ (411,000)	\$ (22,000)	5.66%
MISCELLANEOUS	\$ (26,032)	\$ (3,500)	\$ (11,300)	\$ (7,800)	222.86%
TRANSFERS IN	\$ (121,270)	\$ (41,946)	\$ (320,000)	\$ (278,054)	662.89%
TOTAL REVENUE	\$ (1,552,564)	\$ (1,376,982)	\$ (1,774,102)	\$ (397,120)	28.84%
	2023	2024	2025	2024 to 2025	2024 to 2025
	ACTUAL	ADOPTED	PROPOSED	(\$)	(%)
GOLF EXPENSES	FUND	BUDGET	BUDGET	DIFFERENCE	DIFFERENCE
GOLF OPERATIONS	\$ 540,992	\$ 537,881	\$ 901,719	\$ 363,837	67.64%
FOOD & BEVERAGE	\$ 349,291	\$ 350,294	\$ 333,676	\$ (16,618)	-4.74%
MAINTENANCE	\$ 614,386	\$ 520,658	\$ 594,078	\$ 73,420	14.10%
TOTAL EXPENSES	\$ 1,504,669	\$ 1,408,833	\$ 1,829,473	\$ 420,639	29.86%
DIFFERENCE	\$ (47,895)	\$ 31,851	\$ 55,371	\$ 23,519	

New Prague, Minnesota

A Tradition of Progress



NEW PRAGUE GOLF CLUB 2025 PROPOSED BUDGET REPORT

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MANAGEMENT STATEMENT

It is the goal of the New Prague Golf Club to provide a well maintained and affordable municipal golf facility for the residents of New Prague and surrounding areas. The NPGC strives to build a strong image within the community by offering quality services, programs and a facility able to host tournaments accessible to all.

FORECAST

The 2025 Golf Budget is projected to forecast the financial operation of the New Prague Golf Club. Golf revenue will realize an increase in revenue by \$397,120 or 29% and an increase in expenses of \$420,639 or 30% in 2025 compared to 2024.

REVENUE

The Golf Board and Golf Professionals Enterprise, LLC are increasing membership dues by \$20/single, \$30/couple, \$40/family

EXPENSES

Personnel: There are two full-time employees in the Maintenance Department and there is a percentage of City administration staff wages in Golf Operations.

- Wages Full-time – Full-time wages reflect 2.8% COLA w/step adjustments (under the current compensation plan).
- Health Insurance – reflects an increase of 4.7% in premium for 2025. HSA contributions will increase from \$1,000 (family) to \$2,250 and \$500 (single) to \$1,125.
 - Note: Insurance providers will change effective Jan. 1, 2025 from HealthPartners to BlueCross Blue Shield. This change is effective for the entire Sourcewell insurance pool.
- Dental Insurance – There is a 12.6% decrease in dental insurance premiums for 2025.
 - Note: Insurance providers will change effective Jan. 1, 2025 from Delta Dental to HealthPartners. This change is due to bid results completed in 2024
- Life, Long-Term Disability and Short-Term Disability – 0% change in 2025 as part of the 36-month rate guarantee established in 2023.

Operating Expenses:

- Golf Operations in total, reflects an increase to expense of \$82,420 or 17.60% from 2024 to 2025 budgeted expenses.
 - Employee Wages & Benefits reflects an increase of \$3,652 or 3.08%
 - Operating Expenses reflects an increase of \$78,767 or 18.78%
- Food & Beverage in total, reflects an increase to expense of \$2,458 or .70% from 2024 to 2025
 - Employee Wages & Benefits reflects an increase of \$8,468 or 6.42%
 - Operating Expenses reflect an increase of -\$6,010 or -2.75%
- Maintenance in total, reflects an increase to expense of \$67,116 or 12.89% from 2024 to 2025.
 - Employee Wages & Benefits reflects an increase of \$37,435 or 11.71%
 - Operating expense reflect an increase of \$29,681 or 14.77%

	2023	2024	2025	2024 to 2025	2024 to 2025
	ACTUAL	ADOPTED	PROPOSED	(\$)	(%)
GOLF REVENUE	FUND	BUDGET	BUDGET	DIFFERENCE	DIFFERENCE
SALES	\$ (75,523)	\$ (62,000)	\$ (84,200)	\$ (22,200)	35.81%
CHARGES FOR SERVICES	\$ (911,369)	\$ (880,536)	\$ (947,602)	\$ (67,066)	7.62%
FOOD & BEVERAGE	\$ (418,371)	\$ (389,000)	\$ (411,000)	\$ (22,000)	5.66%
MISCELLANEOUS	\$ (26,032)	\$ (3,500)	\$ (11,300)	\$ (7,800)	222.86%
TRANSFERS IN	\$ (121,270)	\$ (41,946)	\$ (320,000)	\$ (278,054)	662.89%
TOTAL REVENUE	\$ (1,552,564)	\$ (1,376,982)	\$ (1,774,102)	\$ (397,120)	28.84%
	2023	2024	2025	2024 to 2025	2024 to 2025
	ACTUAL	ADOPTED	PROPOSED	(\$)	(%)
GOLF EXPENSES	FUND	BUDGET	BUDGET	DIFFERENCE	DIFFERENCE
GOLF OPERATIONS	\$ 540,992	\$ 537,881	\$ 901,719	\$ 363,837	67.64%
FOOD & BEVERAGE	\$ 349,291	\$ 350,294	\$ 333,676	\$ (16,618)	-4.74%
MAINTENANCE	\$ 614,386	\$ 520,658	\$ 594,078	\$ 73,420	14.10%
TOTAL EXPENSES	\$ 1,504,669	\$ 1,408,833	\$ 1,829,473	\$ 420,639	29.86%
DIFFERENCE	\$ (47,895)	\$ 31,851	\$ 55,371	\$ 23,519	

GOLF DEPARTMENT GO BOND PAYMENT SCHEDULE							
GO Bonds	2024	2025	2026	2027	2028	2029	2030
CIP 2014							
Project Cost - \$50,000							
Principal	\$ 5,000.00						
Interest	\$ 62.50						
CIP 2015							
Project Cost - \$85,000							
Principal	\$ 10,000.00	\$ 10,000.00					
Interest	\$ 375.00	\$ 125.00					
CIP 2016							
Project Cost - \$74,000							
Principal	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00				
Interest	\$ 461.25	\$ 276.75	\$ 92.25				
CIP 2022							
Project Cost - \$210,000							
Principal	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 45,000.00	\$ 45,000.00		
Interest	\$ 9,500.00	\$ 7,500.00	\$ 5,500.00	\$ 3,375.00	\$ 1,125.00		
CIP 2024							
Project Cost - \$175,000							
Principal			\$ 30,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 40,000.00
Interest		\$ 10,086.81	\$ 8,000.00	\$ 6,375.00	\$ 4,625.00	\$ 2,875.00	\$ 1,000.00
TOTAL							
Principal	\$ 64,000.00	\$ 59,000.00	\$ 79,000.00	\$ 80,000.00	\$ 80,000.00	\$ 35,000.00	\$ 40,000.00
Interest	\$ 10,398.75	\$ 17,988.56	\$ 13,592.25	\$ 9,750.00	\$ 5,750.00	\$ 2,875.00	\$ 1,000.00
TOTAL PAYMENTS	\$ 74,398.75	\$ 76,988.56	\$ 92,592.25	\$ 89,750.00	\$ 85,750.00	\$ 37,875.00	\$ 41,000.00

		Green Fees					
		----- Thru 9/9/2024 -----		Sales/Round	% of Total	2025	2025
Item #	Description	Rounds	Sales			Projected Rds	Proj. Green Fees
	Member Rounds	8,453	\$ -	\$ -	28.90%	10,116	\$0.00
	Green Fee Rounds	20,794	\$ 272,498.07	\$ 13.10	71.10%	24,884	\$326,099.51
		29,247	\$ 272,498.07	\$ 9.32	100.00%	35,000	\$ 326,099.51
	Rate Increase					1.05	\$342,404.49

2011 - 2025 NEW PRAGUE CONTRACTUAL AGREEMENTS							
GOLF MANAGEMENT ENTERPRISES, LLC							
CONTRACT YEAR	CONTRACT BASE FEE		ADDITIONAL ADJUSTMENT	INCENTIVE PAYMENT	TOTAL COMPENSATION	\$ Difference	% Difference
2011*	\$55,000		0	0	\$55,000		
2012	\$83,000	(1)	0	\$9,562.80	\$92,562.80	\$28,000	50.9%
2013	\$88,000		0	0	\$88,000	\$5,000	6.0%
2014	\$89,760		\$880	\$7,913.85	\$98,553.85	\$1,760	2.0%
2015	\$114,760	(2)	0	\$1,898.78	\$116,658.78	\$25,000	27.9%
2016	\$119,760		0	0	\$119,760	\$5,000	4.4%
2017	\$130,000		0	0	\$130,000	\$10,240	8.6%
2018	\$130,000		0	"tbd"	\$130,000	\$0	0.0%
2019	\$130,000		0	"tbd"	\$130,000	\$0	0.0%
GOLF PROFESSIONAL ENTERPRISES, LLC							
2020	\$73,333		0	0	\$73,333		
2021	\$85,000		0	0	\$85,000	\$11,667	15.9%
2022	\$90,000		0	0	\$90,000	\$5,000	5.88%
2023	\$94,500		0	0	\$94,500	\$4,500	5.00%
2024	\$100,170	(3)	0	0	\$100,170	\$5,670	6.00%
2025	\$102,173		0	0	\$102,173	\$2,003	2.00%
* 11 months							
(1) - Beginning in 2012, \$13,00 in part-time wages for the City was moved into GME contract base fee							
(2) - City increased the GME Contract for F&B/GO employee							
(3) - Proposed by Golf Board							

Sum of Amount	Years												
Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2040	Grand Total
Golf	321,500	298,500	149,000	81,600	-	330,000	84,000	6,500	277,000	5,000	30,000	23,509	1,606,609
Backflow Prevention for Irr. System												2	2
RPZ Backflow 2016, Rebuild is possible.												2	2
Brush Chipper (35% of cost)				12,600									12,600
2028-Brush Chipper - 20% Streets, 15% Electric, 30% Parks, 35% Golf. (Replacement of a 2013 Morbark Brush Chipper M12-R)				12,600									12,600
Clubhouse Chairs	2,500	2,500											5,000
Replace first half of dining room chairs in clubhouse.	2,500												2,500
Replace second half of dining room chairs in clubhouse.		2,500											2,500
Core Harvester													
Ryan Core Harvester 2015, Picks up cores after aerification.													
Dump Truck		15,000											15,000
Chevy Dump Truck 1992		15,000											15,000
Equipment Lift													
Equipment lift 2015													
Fairway / Deep Tine Aerifier			65,000										65,000
Vertidrain 7120 2011			65,000										65,000
Fairway Mower #1	70,000												70,000
Jacobsen 570 2011	70,000												70,000
Fairway Mower #2						80,000							80,000
Toro 3555 2018						80,000							80,000
Fertilizer Spreader #1								6,500					6,500
Lely Fert Spreader 2012								6,500					6,500

Sum of Amount	Years												
Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2040	Grand Total
Fertilizer Spreader #2													
Earthway 2015													
Golf Carts						250,000							250,000
(60) Club Cars 2024						250,000							250,000
Greens / Tee Aerifier				50,000									50,000
Toro ProCore 648 2012				50,000									50,000
Greens Brush												1	1
Greens Brush 2013												1	1
Greens Mower #1		44,000											44,000
Toro 3220 #1 2016		44,000											44,000
Greens Mower #2		44,000											44,000
Toro 3220 #2 2016		44,000											44,000
Greens Roller #1		18,000											18,000
Smithco Roller 2011		18,000											18,000
Greens Roller #2				19,000									19,000
Toro 1260 Roller 2014				19,000									19,000
Leaf Blower #1			15,000										15,000
Buffalo Blower 2004			15,000										15,000
Leaf Blower #2			15,000										15,000
Buffalo Blower 2007			15,000										15,000
Leaf Blower #3												15,000	15,000
Turco Blower 2018												15,000	15,000
Mower #3									48,000				48,000
Toro 3320 #3 2023									48,000				48,000

Sum of Amount	Years												
Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2040	Grand Total
Mower #4									48,000				48,000
Toro 3320 #4 2023									48,000				48,000
Pressure Washer												8,500	8,500
Hotsy Pressure Washer 2014												8,500	8,500
Reel Sharpener		85,000											85,000
Duel Express Grinder 2005		85,000											85,000
Rough Mower #1	105,000												105,000
Toro 4100D 2015	105,000												105,000
Rough Mower #2									105,000				105,000
Toro 4700 2023									105,000				105,000
Skid Loader									36,000				36,000
Bobcat Skid loader 2013									36,000				36,000
Slit Seeder												1	1
Turfco Tri Wave 2014												1	1
Sod Cutter												1	1
Ryan Sod Cutter 2013												1	1
Sprayer	75,000												75,000
Toro Sprayer 300 2013	75,000												75,000
Stump Grinder (1/3 of cost)										5,000			5,000
Split equally between Streets, Parks, and Golf.										5,000			5,000
Top dresser												1	1
Turfco Top dresser 2015												1	1
Tractor							40,000						40,000
Toro Sand Pro 2023											30,000		30,000

		Golf 603				
Description	Account Code	FY2023 Actuals	Enterprise Funds		Difference 2025-2024	% Difference
			2024 Adopted Budget	2025 Proposed		
Golf						
	Revenue	\$10,755.35	\$0.00	\$0.00	\$0.00	0
STATE AID-PERA	603-3-0000-33426	\$4,295.01	\$0.00	\$0.00	\$0.00	0
PERA PENSION OTHER REVENUE	603-3-0000-33439	\$27.00	\$0.00	\$0.00	\$0.00	0
SALE OF FIXED ASSETS	603-3-0000-39101	\$0.00	\$0.00	\$0.00	\$0.00	0
BOND PREMIUM AMORTIZATION	603-3-0000-39500	\$6,433.34	\$0.00	\$0.00	\$0.00	0
Golf Food & Beverage						
	Expense	\$349,290.97	\$350,294.00	\$333,676.00	-\$16,618.00	-5%
WAGES OVERTIME	603-4-4512-102	\$734.07	\$0.00	\$500.00	\$500.00	0
WAGES PART-TIME	603-4-4512-103	\$102,957.08	\$101,270.00	\$102,000.00	\$730.00	1%
GRATUITIES	603-4-4512-104	\$11,918.25	\$11,000.00	\$11,000.00	\$0.00	0%
EMPLOYEE BENEFITS	603-4-4512-113	\$0.00	\$0.00	\$0.00	\$0.00	0
UNEMPLOYMENT BENEFITS	603-4-4512-114	\$312.12	\$0.00	\$0.00	\$0.00	0
EMPLOYER CONT. P E R A	603-4-4512-121	\$4,494.91	\$9,206.00	\$4,500.00	-\$4,706.00	-51%
EMPLOYER CONT. F I C A	603-4-4512-122	\$8,907.07	\$9,431.00	\$7,000.00	-\$2,431.00	-26%
EMPLOYER PAID INSURANCE	603-4-4512-130	\$0.00	\$0.00	\$0.00	\$0.00	0
WORKER'S COMPENSATION	603-4-4512-151	\$787.00	\$917.00	\$866.00	-\$51.00	-6%
SUPPLIES - GENERAL	603-4-4512-210	\$20,330.89	\$18,000.00	\$18,000.00	\$0.00	0%
TOWELS/LINENS	603-4-4512-217	\$5,140.94	\$7,500.00	\$4,800.00	-\$2,700.00	-36%
COGS - ALCOHOL	603-4-4512-251	\$61,314.74	\$60,000.00	\$60,000.00	\$0.00	0%
COGS - BEV NON-ALCOHOL	603-4-4512-254	\$18,689.30	\$22,000.00	\$17,000.00	-\$5,000.00	-23%
COGS - FOOD	603-4-4512-259	\$84,863.32	\$80,000.00	\$81,760.00	\$1,760.00	2%
COGS - SUNDRIES	603-4-4512-262	\$9,995.35	\$7,470.00	\$7,650.00	\$180.00	2%
EXPIRED GOODS	603-4-4512-263	\$999.01	\$500.00	\$500.00	\$0.00	0%
ADVERTISING & PUBLICATIONS	603-4-4512-340	\$0.00	\$0.00	\$0.00	\$0.00	0
INSURANCE DEDUCTIBLE	603-4-4512-365	\$0.00	\$0.00	\$0.00	\$0.00	0
REPAIRS & MAINTENANCE	603-4-4512-404	\$4,504.92	\$4,000.00	\$4,000.00	\$0.00	0%
EQUIPMENT RENTAL	603-4-4512-415	\$2,746.80	\$2,500.00	\$2,600.00	\$100.00	4%
MISCELLANEOUS EXPENSE	603-4-4512-430	\$6,334.77	\$2,000.00	\$2,000.00	\$0.00	0%
LICENSE FEES/REGISTRATION	603-4-4512-460	\$4,260.43	\$4,500.00	\$4,500.00	\$0.00	0%

Description	Account Code	FY2023 Actuals	Enterprise Funds		Difference 2025-	
			2024 Adopted	2025	2024	% Difference
			Budget	Proposed		
CAPITAL OUTLAY	603-4-4512-500	\$0.00	\$10,000.00	\$5,000.00	-\$5,000.00	-50%
	Revenue	\$418,370.87	\$389,000.00	\$411,000.00	\$22,000.00	6%
FACILITY FEES	603-3-4512-38044	\$6,268.00	\$6,000.00	\$6,000.00	\$0.00	0%
GRATUITIES	603-3-4512-38045	\$11,918.25	\$11,000.00	\$11,000.00	\$0.00	0%
FOOD SALES	603-3-4512-38140	\$159,725.35	\$150,000.00	\$160,000.00	\$10,000.00	7%
BEVERAGE NON-ALCOHOL	603-3-4512-38141	\$29,807.33	\$28,000.00	\$30,000.00	\$2,000.00	7%
BEVERAGE ALCOHOL	603-3-4512-38142	\$200,917.22	\$185,000.00	\$195,000.00	\$10,000.00	5%
SUNDRIES	603-3-4512-38143	\$9,734.72	\$9,000.00	\$9,000.00	\$0.00	0%
	Golf Maintenance					
	Expense	\$614,386.27	\$520,658.00	\$594,078.00	\$73,420.00	14%
WAGES FULL-TIME	603-4-4513-101	\$172,463.60	\$182,506.00	\$191,045.00	\$8,539.00	5%
WAGES OVERTIME	603-4-4513-102	\$1,769.38	\$1,000.00	\$1,000.00	\$0.00	0%
WAGES PART-TIME	603-4-4513-103	\$96,859.58	\$80,000.00	\$105,000.00	\$25,000.00	31%
EMPLOYEE BENEFITS	603-4-4513-113	\$760.00	\$760.00	\$760.00	\$0.00	0%
UNEMPLOYMENT BENEFITS	603-4-4513-114	\$0.00	\$2,546.00	\$0.00	-\$2,546.00	-100%
VACATION ACCRUAL	603-4-4513-115	-\$104.38	\$0.00	\$0.00	\$0.00	0
EMPLOYER CONT. P E R A	603-4-4513-121	\$15,354.69	\$14,324.00	\$14,283.00	-\$41.00	0%
EMPLOYER CONT. F I C A	603-4-4513-122	\$20,248.10	\$20,276.00	\$20,211.00	-\$65.00	0%
GERF CHANGE	603-4-4513-129	\$37,296.00	\$0.00	\$0.00	\$0.00	0
HEALTH INSURANCE	603-4-4513-131	\$12,594.08	\$13,312.00	\$29,959.00	\$16,647.00	125%
DENTAL INSURANCE	603-4-4513-132	\$2,385.00	\$1,796.00	\$1,731.00	-\$65.00	-4%
LIFE & S-T DISABILITY	603-4-4513-133	\$542.30	\$525.00	\$536.00	\$11.00	2%
OPEB EXPENSE	603-4-4513-135	\$405.00	\$0.00	\$0.00	\$0.00	0
WORKER'S COMP INSURANCE	603-4-4513-151	\$3,624.71	\$2,663.00	\$3,822.00	\$1,159.00	44%
SUPPLIES - GENERAL	603-4-4513-210	\$7,079.02	\$6,000.00	\$8,000.00	\$2,000.00	33%
MOTOR FUELS	603-4-4513-212	\$24,568.03	\$25,000.00	\$25,000.00	\$0.00	0%
FERTILIZER & CHEMICALS	603-4-4513-216	\$64,561.78	\$40,000.00	\$45,000.00	\$5,000.00	13%
R & M - MACHINERY PARTS	603-4-4513-221	\$26,989.78	\$30,000.00	\$30,000.00	\$0.00	0%
R & M - IRRIGATION	603-4-4513-222	\$13,825.95	\$15,000.00	\$15,000.00	\$0.00	0%
SAFETY EQUIP & TRAINING	603-4-4513-231	\$639.54	\$800.00	\$631.00	-\$169.00	-21%
R & M - COURSE GEN IMPROV	603-4-4513-247	\$11,650.53	\$15,000.00	\$15,000.00	\$0.00	0%

Description	Account Code	Enterprise Funds			Difference 2025-	
		FY2023 Actuals	2024 Adopted Budget	2025 Proposed	2024	% Difference
TRAVEL, CONF, MILEAGE ALLOW	603-4-4513-330	\$115.00	\$500.00	\$500.00	\$0.00	0%
ELECTRIC	603-4-4513-381	\$1,883.22	\$1,400.00	\$1,600.00	\$200.00	14%
WATER/SEWER	603-4-4513-382	\$81,930.67	\$62,000.00	\$62,000.00	\$0.00	0%
REPAIRS & MAINTENANCE	603-4-4513-404	\$805.13	\$1,750.00	\$2,000.00	\$250.00	14%
R & M - PRIVATE CART REPAIRS	603-4-4513-405	\$5,396.91	\$3,500.00	\$5,000.00	\$1,500.00	43%
UNIFORMS	603-4-4513-417	\$0.00	\$0.00	\$0.00	\$0.00	0
OPERATING LEASE PAYMENTS	603-4-4513-419	\$0.00	\$0.00	\$0.00	\$0.00	0
MISCELLANEOUS EXPENSE	603-4-4513-430	\$5.15	\$0.00	\$1,000.00	\$1,000.00	0
SPECIAL PROJECTS	603-4-4513-441	\$10,737.50	\$0.00	\$15,000.00	\$15,000.00	0
CAPITAL OUTLAY	603-4-4513-500	\$0.00	\$0.00	\$0.00	\$0.00	0
Golf Operations						
	Expense	\$540,991.85	\$537,881.11	\$901,718.56	\$263,837.45	49%
WAGES FULL-TIME-	603-4-4511-101	\$18,065.16	\$50,920.00	\$21,744.00	-\$29,176.00	-57%
WAGES OVERTIME	603-4-4511-102	\$506.50	\$250.00	\$250.00	\$0.00	0%
WAGES PART-TIME	603-4-4511-103	\$58,384.00	\$50,000.00	\$50,000.00	\$0.00	0%
EMPLOYEE BENEFITS	603-4-4511-113	\$8.68	\$117.00	\$117.00	\$0.00	0%
EMPLOYER CONT. P E R A	603-4-4511-121	\$2,936.08	\$2,613.00	\$2,675.00	\$62.00	2%
EMPLOYER CONT. F I C A	603-4-4511-122	\$5,788.66	\$9,953.00	\$5,517.00	-\$4,436.00	-45%
EMPLOYER PAID INSURANCE	603-4-4511-130	\$0.00	\$0.00	\$0.00	\$0.00	0
HEALTH INSURANCE	603-4-4511-131	\$3,766.37	\$3,572.00	\$3,953.00	\$381.00	11%
DENTAL INSURANCE	603-4-4511-132	\$341.70	\$362.00	\$319.00	-\$43.00	-12%
LIFE & S-T DISABILITY	603-4-4511-133	\$59.82	\$62.00	\$63.00	\$1.00	2%
WORKER'S COMP INSURANCE	603-4-4511-151	\$765.44	\$651.00	\$859.00	\$208.00	32%
COMPUTER SUPPORT SERVICES	603-4-4511-207	\$11,383.62	\$11,250.00	\$13,550.00	\$2,300.00	20%
SUPPLIES - GENERAL	603-4-4511-210	\$4,738.51	\$5,500.00	\$5,500.00	\$0.00	0%
SUPPLIES - CLEANING	603-4-4511-211	\$603.53	\$500.00	\$1,000.00	\$500.00	100%
MOTOR FUELS	603-4-4511-212	\$0.00	\$0.00	\$0.00	\$0.00	0
COGS - GOLF MERCHANDISE	603-4-4511-260	\$24,348.80	\$25,000.00	\$30,000.00	\$5,000.00	20%
COGS - CLOTHING	603-4-4511-261	\$18,712.98	\$15,000.00	\$17,500.00	\$2,500.00	17%
COGS - SPECIAL ORDER	603-4-4511-262	\$9,299.29	\$8,000.00	\$8,000.00	\$0.00	0%
SUPPLIES - OFFICE	603-4-4511-264	\$2,327.25	\$2,400.00	\$2,000.00	-\$400.00	-17%

Description	Account Code	FY2023 Actuals	Enterprise Funds		Difference 2025-	
			2024 Adopted Budget	2025 Proposed	2024	% Difference
DRIVING RANGE	603-4-4511-265	\$7,386.62	\$5,000.00	\$7,000.00	\$2,000.00	40%
AUDIT	603-4-4511-301	\$6,745.76	\$5,250.00	\$7,102.00	\$1,852.00	35%
CIVIL LEGAL FEES	603-4-4511-305	\$88.60	\$750.00	\$500.00	-\$250.00	-33%
PROFESSIONAL SERVICES	603-4-4511-310	\$121.80	\$0.00	\$0.00	\$0.00	0
HANDICAP SERVICES	603-4-4511-318	\$5,970.00	\$6,000.00	\$6,000.00	\$0.00	0%
PROF. FEES - CONSULTING	603-4-4511-319	\$114.11	\$0.00	\$0.00	\$0.00	0
TELEPHONE / CABLE	603-4-4511-321	\$6,860.51	\$7,600.00	\$7,600.00	\$0.00	0%
COMPUTER COMM/MAINT	603-4-4511-322	\$3,607.24	\$4,000.00	\$4,000.00	\$0.00	0%
POSTAGE	603-4-4511-323	\$931.08	\$900.00	\$950.00	\$50.00	6%
ADVERTISING & PUBLICATIONS	603-4-4511-340	\$564.40	\$1,500.00	\$1,000.00	-\$500.00	-33%
PROMOTION	603-4-4511-341	\$4,150.00	\$4,500.00	\$3,800.00	-\$700.00	-16%
INSURANCES	603-4-4511-369	\$14,443.10	\$12,662.11	\$13,928.00	\$1,265.89	10%
ELECTRIC	603-4-4511-381	\$22,290.05	\$21,000.00	\$23,000.00	\$2,000.00	10%
WATER/SEWER	603-4-4511-382	\$5,217.09	\$5,000.00	\$5,500.00	\$500.00	10%
STORM SEWER UTILITIES	603-4-4511-383	\$5,989.04	\$6,000.00	\$6,000.00	\$0.00	0%
REFUSE	603-4-4511-384	\$4,208.93	\$4,000.00	\$4,500.00	\$500.00	13%
NATURAL GAS	603-4-4511-385	\$7,885.31	\$9,500.00	\$9,500.00	\$0.00	0%
CONTRACTED SERVICES	603-4-4511-401	\$94,609.00	\$100,170.00	\$102,173.00	\$2,003.00	2%
REPAIRS & MAINTENANCE	603-4-4511-404	\$13,969.09	\$13,000.00	\$13,000.00	\$0.00	0%
EQUIPMENT RENTAL	603-4-4511-411	\$5,925.74	\$5,200.00	\$5,200.00	\$0.00	0%
TOURNAMENT FLEET RENTALS	603-4-4511-412	\$10,630.00	\$6,000.00	\$3,000.00	-\$3,000.00	-50%
PORTABLE TOILETS	603-4-4511-418	\$2,221.14	\$1,800.00	\$2,000.00	\$200.00	11%
DEPRECIATION	603-4-4511-420	\$98,716.74	\$84,000.00	\$143,105.00	\$59,105.00	70%
MISCELLANEOUS EXPENSE	603-4-4511-430	\$4.76	\$250.00	\$0.00	-\$250.00	-100%
CASH (OVER) SHORT	603-4-4511-431	\$6,284.13	\$0.00	\$0.00	\$0.00	0
DUES & SUBSCRIPTIONS	603-4-4511-433	\$1,247.38	\$1,000.00	\$1,200.00	\$200.00	20%
CREDIT CARD FEES	603-4-4511-437	\$32,574.29	\$29,000.00	\$29,000.00	\$0.00	0%
BAD DEBT EXPENSE	603-4-4511-438	\$0.00	\$250.00	\$0.00	-\$250.00	-100%
LICENSE FEES/REGISTRATION	603-4-4511-460	\$175.00	\$1,000.00	\$1,000.00	\$0.00	0%
DONATION OTHER CIVIC ORG.	603-4-4511-490	\$0.00	\$0.00	\$0.00	\$0.00	0
CAPITAL OUTLAY	603-4-4511-500	\$0.00	\$0.00	\$320,000.00	\$320,000.00	0

Description	Account Code	FY2023 Actuals	Enterprise Funds		Difference 2025-	
			2024 Adopted	2025	2024	% Difference
			Budget	Proposed		
DEBT SERVICE INTEREST	603-4-4511-611	\$12,864.55	\$10,399.00	\$13,613.56	\$3,214.56	31%
BOND ISSUANCE FEES	603-4-4511-620	\$3,160.00	\$6,000.00	\$5,000.00	-\$1,000.00	-17%
	Revenue	\$1,125,772.02	\$1,003,982.00	\$1,363,102.00	\$359,120.00	36%
EMPLOYEE GOLF PUNCH CARD	603-3-4511-34710	\$2,334.08	\$0.00	\$0.00	\$0.00	0
INTEREST INCOME	603-3-4511-36210	\$11,635.31	\$0.00	\$5,000.00	\$5,000.00	0
FINANCE CHARGE INCOME	603-3-4511-36220	\$0.00	\$0.00	\$0.00	\$0.00	0
ATM INCOME	603-3-4511-36221	\$0.00	\$0.00	\$0.00	\$0.00	0
CONTRIBUTIONS AND DONATIONS	603-3-4511-36230	\$1,283.14	\$0.00	\$1,300.00	\$1,300.00	0
REIMBURSEMENTS	603-3-4511-36240	\$879.46	\$500.00	\$500.00	\$0.00	0%
MEMBERSHIP DUES	603-3-4511-38040	\$299,037.57	\$306,000.00	\$315,000.00	\$9,000.00	3%
ADDITIONAL FEES	603-3-4511-38041	\$8,270.00	\$8,500.00	\$8,500.00	\$0.00	0%
RENTALS	603-3-4511-38042	\$100.00	\$500.00	\$500.00	\$0.00	0%
LESSONS	603-3-4511-38043	\$0.00	\$2,500.00	\$2,500.00	\$0.00	0%
MISCELLANEOUS INCOME	603-3-4511-38045	\$1,378.80	\$0.00	\$1,500.00	\$1,500.00	0
GOLF MERCHANDISE	603-3-4511-38046	\$40,061.99	\$50,000.00	\$50,000.00	\$0.00	0%
CLOTHING	603-3-4511-38047	\$25,971.46	\$20,000.00	\$25,000.00	\$5,000.00	25%
GREEN FEES	603-3-4511-38048	\$350,403.01	\$304,459.00	\$342,404.00	\$37,945.00	12%
DAILY CART FEES	603-3-4511-38049	\$207,563.23	\$214,727.00	\$223,198.00	\$8,471.00	4%
PRIVATE CART FEES	603-3-4511-38050	\$14,445.00	\$17,850.00	\$27,000.00	\$9,150.00	51%
DRIVING RANGE	603-3-4511-38051	\$24,375.90	\$25,000.00	\$26,000.00	\$1,000.00	4%
SPECIAL ORDER-MERCHANDISE	603-3-4511-38052	\$9,489.20	\$8,000.00	\$9,200.00	\$1,200.00	15%
PRIVATE CART REPAIRS	603-3-4511-38053	\$7,273.87	\$4,000.00	\$5,500.00	\$1,500.00	38%
OPERATING TRANSFER IN	603-3-4511-39200	\$121,270.00	\$41,946.00	\$0.00	-\$41,946.00	-100%
BOND PROCEEDS	603-3-4511-38054	\$0.00	\$0.00	\$100,000.00	\$100,000.00	0
USE OF FUND BALANCE	603-3-4511-38055	\$0.00	\$0.00	\$220,000.00	\$220,000.00	0
Grand Total Exp-Rev		-\$50,229.15	\$15,851.11	\$55,370.56		

New Prague, Minnesota

A Tradition of Progress

NEW PRAGUE SPECIAL REVENUE FUNDS NEW PRAGUE CAPITAL PROJECT FUNDS NEW PRAGUE DEBT SERVICE FUNDS 2025 PROPOSED BUDGET REPORTS

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SPECIAL REVENUE FUNDS

Special Revenue Funds are established to collect money that must be used for a specific project and provide an extra level of accountability to taxpayers that their tax dollars will go toward an intended purpose.

(203) Development Revolving Loan – Grant from the State to use as a loan to New Prague Opportunities which was for (the “blue” building for MVE - Chart). When the money was paid back; the city was able to keep approx. \$100,000 for loan revolving purposes. Use of these funds are restricted because they are State MIF Funds which cannot be used for retail business, housing and/or transferred to Small Cities.

Currently this fund has a balance of \$167,295.

(204) Small Cities Revolving Grant – Leftover State “Small Cities” Funds that became available to residential customers to up-grade their homes. However, if the house was sold within 10 years, the residential customer must reimburse the city at a pro-rata share of the house loan. \$80,000 was sent to LeSueur County for this housing rehabilitation program of which 5 of 20 homes, funded, were rehabilitated in 2011 within the City. This term expired March of 2021.

Currently this fund has a balance of \$32,947.

(206) Special Economic Development (2017) – This fund was created with monies received from Chart in the amount of \$173,639 from the “claw back” payment for not meeting their job goals. The City Council approved the transfer from Funds 239 and 240 – Tax Abatement in the amount of \$47,406 to this fund in December 2018.

Currently this fund has balance of \$232,977.

(207) 2016 Small Cities Project (SCDP): This program was established in 2016 for the Rehabilitation of 6 commercial units and 4 commercial rental units. Funding to undertake this project came from a 2008 SCDP Grant of \$300,000 (repaid from the Westgate Townhome Project in 2015) and owner matching Funds of \$73,200. There have been (2) commercial establishments that have utilized this program in 2017, (2) in 2018, (1) in 2019 and (1) in 2020. This program closed in 2020, however, payments into this fund will continue until 2030.

Currently this fund has a balance of \$194,778.

(208) 2017 Small Cities Development Program (SCDP): This Program was established to assist in the rehabilitation of 20 residential owner-occupied units, 5 residential rental units and 8 commercial units. Funding to undertake this project is a 2017 SCDP Grant of \$295,550, the City’s former MN Investment Fund of \$476,100 and property owner matching funds of \$249,000 for a total estimated project cost of \$1,020,650. There were (4) residents that utilized this program. This Program closed in 2020.

Currently this fund has a balance of \$477,163.

(209) American Rescue Plan Act of 2021: A 1.9 billion economic stimulus bill passed to speed up the United States’ recovery from the economic and health effects of COVID-19 pandemic and the ongoing recession. The City of New Prague was allotted \$902,999.14: receiving \$437,183 in July 2021, \$14,316.54 in November 2021 and \$451,499.57 in December 2021. The use of the funds must be decided by the end of 2024 and spent by the end of 2026.

All funds will be spent as of 12/31/2024, resulting in a \$0 fund balance at year end.

SPECIAL REVENUE FUNDS

(210) Federal Grants: This fund is for tracking federal grant money and associated expenditures. **Currently this fund has a balance of \$0.**

(227) Rental Property – This account has two (2) City owned rental properties. The first one is the rental house located @ 208 Central Ave N. (directly north of City Hall). Revenue comes from the rent and is used to pay expenses. was \$200/monthly. As of April 1, 2023 this property will no longer be a rented out and the structure was demolished June 28th, 2023.

The second rental property is a rental building at 505 5th Ave NW (tin building Southwest of the Fire/Ambulance Building) that was entered into on Dec. 2012 and is \$600.

Currently this fund has a balance of \$34,102.

(228) Park Acquisition Fees – Collected from developers and can be used only for the acquisition of land for parks. The city had entered into a 3-year lease agreement with Ralph Sullivan (Lanesburg Farms, LLC) in 2023. Lease payments for years 2023, 2024, and 2025 will be \$27,332.85 for the land that is owned by the city located at the SW intersection of Highway 13/21 and County Rd 29. 2023 property taxes in the amount of \$2,078 is paid thru the Parks Budget. There are not any definitive plans to acquire additional park land currently utilizing this fund.

Currently this fund has a balance of \$216,378.

(230) Park Equipment – Collected thru the building permit (.0025% of the value of a new home) or based on the demand new platted land is expected to make on the park system (the fee schedule provides for the fees based on fair market value of the undeveloped land and the land demand the use puts on the park system), for purchases of new or expanded 197 park equipment (not for repairs and maintenance).

Currently this fund has a balance of \$121,062.

(233) Crime Prevention – Fund designed for forfeiture revenue and expenses; annual contribution of \$4,000.00 received from the School District to buy drug awareness, educational and promotional material.

Currently this fund has a balance of \$43,640.

(235) Sidewalk – Collected from developers in the developer's agreement as a flat fee (\$50/per lot). Funds are to be used for City-wide sidewalk improvements, first to connect new neighborhoods to existing and secondarily to remove gaps in the sidewalk system City-wide.

Currently this fund has a balance of \$40,709.

(236) Sirens – Collected from the developer in the developer's agreement as a flat fee (\$150/acre of land platted). Funds are to be used only for the purchase of new sirens to ensure coverage for all developments in the City limits and not intended to replace existing sirens. There is revenue budgeted in the amount of \$1,500 for a 10-acre plat.

Currently this fund has a balance of \$26,479.

SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are committed to expenditures for specific projects or purposes other than debt service or capital projects. Unlike the General Fund, the budgets of special revenue funds do not always balance, e.g., revenues equal expenditures.

		2023	2024	2025		
		ACTUAL	ADOPTED	PROPOSED	2024 to 2025	2024 to 2025
		SPECIAL	SPECIAL	SPECIAL	(\$)	(%)
	SPECIAL REVENUE	REVENUE	REVENUE	REVENUE	DIFFERENCE	DIFFERENCE
203 R	SMALL CITIES REVOLVING	\$ (5,039)	\$ (100)	\$ (100)	\$ -	0.00%
204 R	SMALL CITIES GRANT	\$ (18,477)	\$ -	\$ -	\$ -	0.00%
206 R	SP - ECONOMIC DEVELOPMENT	\$ (6,748)	\$ -	\$ -	\$ -	0.00%
207 R	SOUTHERN MN HOUSING PARTNERSHIP (SWMHP)-2016	\$ (5,357)	\$ (1,200)	\$ (800)	\$ 400	-33.33%
208 R	SMALL CITIES DEVELOPMENT PROGRAM (SCDP)-2018	\$ (14,937)	\$ (450)	\$ (450)	\$ -	0.00%
209 R	AMERICAN RESCUE PLAN	\$ (25,943)	\$ -	\$ -	\$ -	0.00%
227 R	RENTALS	\$ (8,276)	\$ (9,600)	\$ 600	\$ 10,200	-106.25%
228 R	PARK ACQUISITION FEE	\$ (15,289)	\$ (9,211)	\$ (9,211)	\$ -	0.00%
230 R	PARK EQUIPMENT	\$ (36,071)	\$ (6,850)	\$ (6,850)	\$ -	0.00%
233 R	CRIME PREVENTION	\$ (6,233)	\$ (6,300)	\$ (3,300)	\$ 3,000	-47.62%
235 R	SIDEWALKS	\$ (1,208)	\$ -	\$ -	\$ -	0.00%
236 R	SIRENS	\$ (976)	\$ (1,500)	\$ (3,300)	\$ (1,800)	120.00%
	TOTAL REVENUE	\$ (144,554)	\$ (35,211)	\$ (23,411)	\$ 11,800	-33.51%
		2023	2024	2025		
		ACTUAL	ADOPTED	PROPOSED	2024 to 2025	2024 to 2025
		SPECIAL	SPECIAL	SPECIAL	(\$)	(%)
	SPECIAL REVENUE EXPENSES	REVENUE	REVENUE	REVENUE	DIFFERENCE	DIFFERENCE
203 E	SMALL CITIES REVOLVING	\$ -	\$ -	\$ -	\$ -	0.00%
204 E	SMALL CITIES GRANT	\$ -	\$ -	\$ -	\$ -	0.00%
206 E	SP - ECONOMIC DEVELOPMENT	\$ -	\$ -	\$ -	\$ -	0.00%
207 E	SOUTHERN MN HOUSING PARTNERSHIP (SWMHP)	\$ -	\$ -	\$ -	\$ -	0.00%
208 E	SMALL CITIES DEVELOPMENT PROGRAM (SCDP)	\$ -	\$ -	\$ -	\$ -	0.00%
209 E	AMERICAN RESCUE PLAN	\$ -	\$ -	\$ -	\$ -	0.00%
227 E	RENTALS	\$ 35,554	\$ 2,210	\$ 2,010	\$ (200)	-9.05%
228 E	PARK ACQUISITION FEE	\$ -	\$ -	\$ -	\$ -	0.00%
230 E	PARK EQUIPMENT	\$ -	\$ -	\$ -	\$ -	0.00%
233 E	CRIME PREVENTION	\$ 8,996	\$ 13,800	\$ 12,000	\$ (1,800)	-13.04%
235 E	SIDEWALKS	\$ -	\$ -	\$ -	\$ -	0.00%
236 E	SIRENS	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL EXPENSES	\$ 44,550	\$ 16,010	\$ 14,010	\$ (2,000)	-12.49%
	DIFFERENCE	\$ (100,004)	\$ (19,201)	\$ (9,401)	\$ 9,800	

Special Revenue Funds "200's"						
Description	Account Code	FY2023 Actuals	2024 Adopted		Difference	
			Budget	2025 Proposed	2024-2025	% Difference
	203	\$5,039.20	-\$100.00	-\$100.00	\$0.00	0%
	Revenue	\$5,039.20	-\$100.00	-\$100.00	\$0.00	0%
INTEREST INCOME	203-3-0000-36210	\$5,039.20	-\$100.00	-\$100.00	\$0.00	0%
	204	\$19,314.70	\$0.00		\$0.00	0
	Revenue	\$19,314.70	\$0.00		\$0.00	0
INTEREST INCOME	204-3-0000-36210	\$837.70	\$0.00		\$0.00	0
MISCELLANEOUS INCOME	204-3-4650-36200	\$18,477.00	\$0.00		\$0.00	0
	206	\$6,747.91	\$0.00		\$0.00	0
	Revenue	\$6,747.91	\$0.00		\$0.00	0
INTEREST INCOME	206-3-0000-36210	\$6,747.91	\$0.00		\$0.00	0
	207	\$5,357.06	-\$1,200.00	-\$800.00	\$400.00	-33%
	Revenue	\$5,357.06	-\$1,200.00	-\$800.00	\$400.00	-33%
INTEREST INCOME	207-3-0000-36210	\$4,667.91	-\$100.00	-\$100.00	\$0.00	0%
LOAN INTEREST	207-3-0000-36361	\$689.15	-\$1,100.00	-\$700.00	\$400.00	-36%
	208	\$14,936.57	-\$450.00	-\$450.00	\$0.00	0%
	Revenue	\$14,936.57	-\$450.00	-\$450.00	\$0.00	0%
INTEREST INCOME	208-3-0000-36210	\$14,936.57	-\$450.00	-\$450.00	\$0.00	0%
TRANSFER IN	208-3-0000-39200	\$0.00	\$0.00		\$0.00	0
	209	\$25,943.30	\$0.00		\$0.00	0
INTEREST INCOME	209-3-0000-36210	\$25,943.30	\$0.00		\$0.00	0
	210	\$10,534.90	\$0.00		\$0.00	0
	Expense	\$10,534.90	\$0.00		\$0.00	0
ENGINEERING FEES	210-4-4311-303	\$10,534.90	\$0.00		\$0.00	0
	227	\$43,830.20	-\$7,390.00	\$0.00	\$7,390.00	-100%
	Expense	\$35,554.28	\$2,210.00	\$0.00	-\$2,210.00	-100%
INSURANCES	227-4-4911-369	\$3.60	\$10.00	\$0.00	-\$10.00	-100%
REPAIRS & MAINTENANCE	227-4-4911-404	\$33,784.13	\$500.00	\$0.00	-\$500.00	-100%
REAL ESTATE TAXES	227-4-4911-440	\$1,766.55	\$1,700.00	\$0.00	-\$1,700.00	-100%
	Revenue	\$8,275.92	-\$9,600.00		\$9,600.00	-100%
INTEREST INCOME	227-3-0000-36210	\$1,075.92	\$0.00		\$0.00	0
RENTS	227-3-4911-36220	\$7,200.00	-\$9,600.00		\$9,600.00	-100%

Special Revenue Funds "200's"						
Description	Account Code	FY2023 Actuals	2024 Adopted		Difference	
			Budget	2025 Proposed	2024-2025	% Difference
	228	\$15,289.06	-\$9,211.00	-\$9,211.00	\$0.00	0%
	Revenue	\$15,289.06	-\$9,211.00	-\$9,211.00	\$0.00	0%
INTEREST INCOME	228-3-0000-36210	\$6,178.21	-\$100.00	-\$100.00	\$0.00	0%
RENTS	228-3-4522-36220	\$9,110.85	-\$9,111.00	-\$9,111.00	\$0.00	0%
	230	\$36,070.59	-\$6,850.00	-\$6,850.00	\$0.00	0%
	Revenue	\$36,070.59	-\$6,850.00	-\$6,850.00	\$0.00	0%
INTEREST INCOME	230-3-0000-36210	\$3,385.90	-\$100.00	-\$100.00	\$0.00	0%
CONTRIBUTIONS AND DONATIONS	230-3-0000-36330	\$27,099.06	\$0.00		\$0.00	0
PARK FEES-DESIGNATED	230-3-4522-34781	\$5,585.63	-\$6,750.00	-\$6,750.00	\$0.00	0%
	233	\$15,228.74	\$7,500.00	\$8,700.00	\$1,200.00	16%
	Revenue	\$4,910.00	-\$6,000.00	-\$3,000.00	\$3,000.00	-50%
CRIME REVENUE	233-3-4210-34239	\$4,910.00	-\$6,000.00	-\$3,000.00	\$3,000.00	-50%
	Expense	\$8,995.81	\$13,800.00	\$12,000.00	-\$1,800.00	-13%
SUPPLIES	233-4-4211-200	\$4,811.75	\$6,000.00	\$6,000.00	\$0.00	0%
ADVERTISING & PUBLICATIONS	233-4-4211-340	\$75.00	\$0.00		\$0.00	0
REPAIRS & MAINTENANCE	233-4-4211-404	\$360.00	\$750.00	\$750.00	\$0.00	0%
DUES & SUBSCRIPTIONS	233-4-4211-433	\$0.00	\$800.00		-\$800.00	-100%
SEIZED PROPERTY DIST.	233-4-4211-453	\$942.47	\$2,000.00	\$2,000.00	\$0.00	0%
POLICE COMPLIANCE EXPENSES	233-4-4211-455	\$106.59	\$750.00	\$750.00	\$0.00	0%
DONATION OTHER CIVIC ORG.	233-4-4211-490	\$2,700.00	\$3,500.00	\$2,500.00	-\$1,000.00	-29%
	Revenue	\$1,322.93	-\$300.00	-\$300.00	\$0.00	0%
INTEREST INCOME	233-3-0000-36210	\$1,322.93	-\$300.00	-\$300.00	\$0.00	0%
	235	\$1,208.44	\$0.00		\$0.00	0
	Revenue	\$1,208.44	\$0.00		\$0.00	0
INTEREST INCOME	235-3-0000-36210	\$1,208.44	\$0.00		\$0.00	0
	236	\$6,169.96	-\$1,500.00	-\$3,300.00	-\$1,800.00	120%
	Revenue	\$237.60	-\$1,500.00	-\$3,300.00	-\$1,800.00	120%
FEES-DEVELOPER AGREEMENT	236-3-4250-36390	\$237.60	-\$1,500.00	-\$3,300.00	-\$1,800.00	120%
	Revenue	\$5,932.36	\$0.00		\$0.00	0
INTEREST INCOME	236-3-0000-36210	\$738.86	\$0.00		\$0.00	0
MISCELLANEOUS INCOME	236-3-0000-36300	\$5,193.50	\$0.00		\$0.00	0

CAPITAL PROJECT FUNDS

The City's primary capital projects are in the reconstruction of city streets/water mains/sanitary and storm sewer. The total cost of these capital project expenditures is accumulated in this fund until the project is completed; at which time the fund ceases to exist, and any remaining balance is transferred to the appropriate debt service account.

(418) – CIP 2020 - TH 19 – Main Street Project – The 2020 Main Street CIP project changed to a two-year project, completed in 2022. The approximate cost of the project was \$16 million.

(420) – CIP 2019 - CSAH 37 and Mill Overlay of various streets – This Fund is for road repairs, manhole restoration, sidewalk, curb, etc. along Cty. Rd 37. Most of this cost will be reimbursed by of Scott County as well as with assessments and City Debt Service. Currently the City is seeking payment from Scott County for the railroad crossing, once payment is received we will work with the railroad to complete this project.

(421) – CIP 2022 – Columbus Ave North – This fund is for total reconstruction of Main Street to 4th Street and realigning 2nd street intersection. 4th Street to 7th Street included mill work and repave.

(422) – CIP 2023 – NE Section of Town – This fund is for total reconstruction of various streets within 13 City Blocks: Parts of the following streets will be reconstructed in 2023 Sunset, Sunrise, 1st Steet, 2nd Street, 3rd Street. The project started in Spring 2023 and concluded in Fall 2023.

(423) – CIP 2024 –Continuation of NE Section of Town– This fund is for total reconstruction of various streets and some connection of sidewalks on the NE section of town and 1 block on the south east side of town. Parts of the following streets are included: Sunset, 1st Steet, 2nd Street, 3rd Street, 6th St, Lexington, Lyndale and 1st St SE. The project started in Spring 2024 and concluded in Fall 2024.

(455) Trunk Sanitary Sewer Fees – Collected through a portion (17% or \$1,215.50) of the building permit fee and is to be used for future sanitary sewer trunk line over-sizing projects. \$30,000 is budgeted for a projected 20 single family homes and 5 commercial units.

(472) – TH19/11th Intersection Improvements - This fund is being used to keep track of the assessments associated with these improvements. This fund will remain active during the collection period of the deferred assessments and will be closed out to Fund 499-General Improvements once all assessments have been collected.

(498) – Equipment Fund- This Fund is used to supplement various City-wide equipment expenses. Funding to this fund is through the levy.

(499) – General Improvements –This Fund is used to supplement various City-wide improvement projects associated with CIP Projects/Land Acquisitions. Funding to this specific fund traditionally occurs when Debt Service Accounts are closed out.

CAPITAL PROJECT FUNDS

Capital Project Funds are used to account for the acquisition and construction of major capital facilities, infrastructure, and equipment (except those financed by enterprise funds). This fund includes the expenditure relating to the capital project and large capital outlay purchases. Project budgets and/or annual financial plans are established for each fund.

		2023	2024	2025		
		ACTUAL	ADOPTED	PROPOSED	2024 to 2025	2024 to 2025
		CAPITAL	CAPITAL	CAPITAL	(\$)	(%)
	CAPITAL PROJECTS REVENUE	FUND	FUND BUDGET	FUND BUDGET	DIFFERENCE	DIFFERENCE
417 R	CIP 2016-2020	\$ -	\$ -	\$ -	\$ -	0.00%
418 R	TH 19 PROJECT (2020)	\$ (245,352)	\$ (456,316)	\$ -	\$ 456,316	-100.00%
420 R	CIP 2019	\$ (99,863)	\$ -	\$ -	\$ -	0.00%
421 R	CIP 2022	\$ (70,009)	\$ (1,879,311)		\$ 1,879,311	0.00%
422 R	CIP 2023	\$ -	\$ -	\$ -	\$ -	
423 R	CIP 2024		\$ (2,920,400)	\$ -	\$ 2,920,400	
424 R	CIP 2025	\$ -	\$ -	\$ (4,347,000)	\$ (4,347,000)	
455 R	TRUNK SANITARY FEES	\$ (87,938)	\$ (31,800)	\$ (31,800)	\$ -	0.00%
472 R	TH19-11TH AVE PROJECT	\$ (4,529)	\$ -	\$ -	\$ -	0.00%
498 R	EQUIPMENT FUND	\$ -	\$ (110,418)	\$ (40,304)	\$ 70,114	-63.50%
499 R	GENERAL	\$ (25,177)	\$ (9,500)	\$ (500)	\$ 9,000	-94.74%
	TOTAL REVENUE	\$ (532,868)	\$ (5,407,745)	\$ (4,419,604)	\$ 988,141	-18.27%
		2023	2024	2025		
		ACTUAL	ADOPTED	PROPOSED	2024 to 2025	2024 to 2025
		CAPITAL	CAPITAL	CAPITAL	(\$)	(%)
	CAPITAL PROJECTS EXPENSES	FUND	FUND BUDGET	FUND BUDGET	DIFFERENCE	DIFFERENCE
417 E	CIP 2016-2020	\$ -	\$ -	\$ -	\$ -	0.00%
418 E	TH 19 PROJECT (2020)	\$ 2,825	\$ 884,579	\$ -	\$ (884,579)	-100.00%
420 E	CIP 2019	\$ 192,866	\$ -	\$ -	\$ -	0.00%
421 E	CIP 2022	\$ -	\$ 2,351,729	\$ -	\$ -	0.00%
422 E	CIP 2023	\$ 1,908,550	\$ -	\$ -	\$ -	0.00%
423 E	CIP 2024	\$ -	\$ 3,699,300	\$ -	\$ -	0.00%
424 E	CIP 2025	\$ -	\$ -	\$ 4,347,000	\$ -	100.00%
455 E	TRUNK SANITARY FEES	\$ -	\$ -	\$ -	\$ -	0.00%
472 E	TH19-11TH AVE PROJECT	\$ -	\$ -	\$ -	\$ -	0.00%
498 E	EQUIPMENT FUND	\$ -	\$ 189,985	\$ 40,304	\$ (149,681)	-78.79%
499 E	GENERAL	\$ 1,528	\$ 1,900	\$ 1,900	\$ -	0.00%
	TOTAL EXPENSES	\$ 2,105,769	\$ 7,127,493	\$ 4,389,204	\$ (1,034,260)	-14.51%
	DIFFERENCE	\$ 1,572,901	\$ 1,719,748	\$ (30,400)	\$ (46,119)	

Capital Funds "400's"						
Description	Account Code	FY2023 Actuals	2024 Adopted	2025 Proposed	Difference 2024-	
			Budget		2025	% Difference
	Expense	\$2,825.34	\$0.00		\$0.00	0
ENGINEERING	418-4-4311-303	\$2,825.33	\$0.00		\$0.00	0
MISCELLANEOUS EXPENSE	418-4-4311-430	\$0.01	\$0.00		\$0.00	0
	Revenue	\$245,351.80	\$0.00		\$0.00	0
STATE AID	418-3-0000-33435	\$245,351.80	\$0.00		\$0.00	0
	420	\$292,728.48	\$0.00		\$0.00	0
	Expense	\$192,865.77	\$0.00		\$0.00	0
MISCELLANEOUS EXPENSE	420-4-4311-430	\$771.00	\$0.00		\$0.00	0
TRANSFER OUT	420-4-4311-720	\$192,094.77	\$0.00		\$0.00	0
	Revenue	\$99,862.71	\$0.00		\$0.00	0
INTEREST INCOME	420-3-0000-36210	\$5,437.71	\$0.00		\$0.00	0
REIMBURSEMENTS	420-3-0000-36240	\$94,425.00	\$0.00		\$0.00	0
	421	\$170,724.38	\$0.00		\$0.00	0
	Expense	\$100,715.08	\$0.00		\$0.00	0
CAPITAL	421-4-4311-500	\$95,748.08	\$0.00		\$0.00	0
	Revenue	\$70,009.30	\$0.00		\$0.00	0
INTEREST INCOME	421-3-0000-36210	\$70,009.30	\$0.00		\$0.00	0
	422	\$1,908,550.16	\$0.00		\$0.00	0
	Expense	\$1,908,550.16	\$0.00		\$0.00	0
ENGINEERING	422-4-4311-303	\$138,581.70	\$0.00		\$0.00	0
CIVIL LEGAL FEES	422-4-4311-305	\$2,303.64	\$0.00		\$0.00	0
PROFESSIONAL SERVICES	422-4-4311-310	\$9,942.25	\$0.00		\$0.00	0
CAPITAL OUTLAY	422-4-4311-500	\$1,757,722.57	\$0.00		\$0.00	0
	423	\$167,482.31	\$778,900.00		-\$778,900.00	-100%
	Expense	\$167,482.31	\$3,699,300.00		-\$3,699,300.00	-100%
ENGINEERING	423-4-4311-303	\$167,482.31	\$0.00		\$0.00	0
CAPITAL	423-4-4311-500	\$0.00	\$3,699,300.00		-\$3,699,300.00	-100%
	Revenue	\$0.00	-\$2,920,400.00		\$2,920,400.00	-100%
STATE AID	423-3-0000-33435	\$0.00	-\$666,900.00		\$666,900.00	-100%
BOND PROCEEDS	423-3-0000-39310	\$0.00	-\$2,253,500.00		\$2,253,500.00	-100%

Capital Funds "400's"						
Description	Account Code	FY2023 Actuals	2024 Adopted		Difference 2024-	
			Budget	2025 Proposed	2025	% Difference
	424	\$0.00	\$0.00	\$557,605.00	\$557,605.00	0
	Expense	\$0.00	\$0.00	\$4,904,605.00	\$4,904,605.00	0
ENGINEERING	424-4-4311-303	\$0.00	\$0.00		\$0.00	0
CAPITAL	424-4-4311-500	\$0.00	\$0.00	\$4,904,605.00	\$4,904,605.00	0
	Revenue	\$0.00		-\$4,347,000.00	-\$4,347,000.00	0
STATE AID	424-3-0000-33435	\$0.00		-\$1,747,000.00	-\$1,747,000.00	0
BOND PROCEEDS	424-3-0000-39310	\$0.00		-\$2,600,000.00	-\$2,600,000.00	0
	455	\$87,938.45	\$28,200.00	-\$31,800.00	-\$60,000.00	-213%
	Revenue	\$87,938.45	\$28,200.00	-\$31,800.00	-\$60,000.00	-213%
INTEREST INCOME	455-3-0000-36210	\$65,049.37	-\$1,800.00	-\$1,800.00	\$0.00	0%
TRUNK HOOKUP	455-3-4945-34305	\$22,889.08	\$30,000.00	-\$30,000.00	-\$60,000.00	-200%
MISCELLANEOUS INCOME	455-3-4945-36300	\$0.00	\$0.00		\$0.00	0
	472	\$4,529.13	\$0.00		\$0.00	0
	Revenue	\$4,529.13	\$0.00		\$0.00	0
INTEREST INCOME	472-3-0000-36210	\$4,529.13	\$0.00		\$0.00	0
	498	\$390,202.00	\$10,232.00	\$0.00	-\$10,232.00	-100%
	Expense	\$189,985.00	\$120,650.00	\$40,304.00	-\$80,346.00	-67%
TRANSFER OUT	498-4-4311-720	\$189,985.00	\$120,650.00	\$40,304.00	-\$80,346.00	-67%
	Revenue	\$200,217.00	-\$110,418.00	-\$40,304.00	\$70,114.00	-63%
CURRENT PROPERTY TAXES	498-3-0000-31010	\$200,217.00	-\$110,418.00	-\$40,304.00	\$70,114.00	-63%
	499	\$26,704.76	-\$7,600.00	-\$500.00	\$7,100.00	-93%
	Expense	\$1,528.06	\$1,900.00		-\$1,900.00	-100%
REAL ESTATE TAXES	499-4-4311-440	\$1,528.06	\$1,900.00		-\$1,900.00	-100%
	Revenue	\$25,176.70	-\$9,500.00	-\$500.00	\$9,000.00	-95%
CURRENT PROPERTY TAXES	499-3-0000-31010	\$5,202.50	\$0.00		\$0.00	0
SPECIAL ASSESSMENTS-CO	499-3-0000-36100	\$1,339.07	-\$1,500.00		\$1,500.00	-100%
INTEREST INCOME	499-3-0000-36210	\$11,135.13	-\$500.00	-\$500.00	\$0.00	0%
RENTAL INCOME	499-3-4311-36231	\$7,500.00	-\$7,500.00		\$7,500.00	-100%

DEBT SERVICE FUNDS

The Debt Service Fund is used to make interest and principal payments on general long-term debt. In the graphs following, it is the intent of staff to keep the levy at \$1,000,000 to establish an Equipment Fund (as illustrated in the graph #3 – Existing and all Future Debt plus Proposed Capital Levy.

1. **(380) HRA** – Philipps Square Apartments – Refinanced in 2011 – Maturity 2035
2. **(395) CIP 2009** – 5th Street & Forest Green Circle – *Maturity 2/1/2025*
3. **(311) CIP 2011** – 5th St NW; 4th St NW; 1st Ave NW; Central Ave N - *Maturity 2/1/2027*
4. **(315) CIP 2013** – 2013B Refunding Bonds. Refunded 2005B, 2007BC, 2008A. *Maturity 2028*
5. **(316) CIP 2014** – 3rd St NW, 1st Ave NE, Church Ave & Alley by the Church-*Maturity 2030*
6. **(317) CIP 2015** – 1st St NW; 2nd St NW; 5th Ave NW; 1st St NW, 3rd St NW and 6th Ave NW-
Maturity 2/1/2031
7. **(318) TIF District 8-1** – New Prague Senior Housing Living I, LLC Project: The Developer will be reimbursed development costs up to a total of \$1,724,492. The city will receive tax increment monies from the county twice a year (June – December) of which 5% will be maintained for the City’s expenses. A check will then be issued to the Developer for the remaining 95%.
8. **(319) CIP 2019** – Total reclaim and turnback of 10th Ave SE, 7th St NE/NW, (formally known as County Road 37) along with the mill and overlay of a few Residential Streets in the NE and SE sides of New Prague - *Maturity 02/2035*
9. **(320) REFUNDING 2020A** – Refunding of 2010A, 2012A, 2012B and 2013A
10. **(321) CIP 2021A** – Mainstreet project, began in 2020 with a completion date of November of 2022. Funding came for MNDOT, Federal and State Aid, Scott & LeSueur County and City bonding. City Bonding for the Project was \$5,465,000 (which included assessments, sanitary, storm sewer and water utility, water utility building and the Central Plaza) – *Maturity 2/1/2037*
11. **(322) CIP 2022A** –Project bonding \$1,095,000 (which included assessments, street improvements, sanitary, storm sewer, water utility and equipment certificates Golf Course)– *Maturity 2/1/2033*
12. **(323) CIP 2023A** – Project bonding \$3,445,000 (which included assessments, street improvements, sanitary, storm sewer and water utility) – *Maturity 2/1/2039*
13. **(324) CIP 2024A** – Project bonding \$4,745,000 (which included assessments, street improvements, sanitary, storm sewer and water utility) – *Maturity 2/1/2040*
14. **(399) New Prague Area Community Center Assoc., Inc. (NPACCA)** -This Fund represents and acknowledges the loan agreement between the NPACCA and the Round Bank for the Community Center expansion project that occurred in 2011. The loan has a separate security agreement between NPACCA and New Prague Area Schools which provides funding for making the monthly loan payments. The loan for the improvement project that was taken out by NPACCA essentially encumbers a city owned asset. Although NPACCA makes principal and interest payments on the loan, the city is listed as a Guarantor of the loan with Round Bank. For auditing purposes, the city is required to record principal and interest payments as they are being made.

DEBT SERVICE FUNDS

Debt Service Fund is a cash reserve that is used to pay for the interest and principal payments of general long-term debt principal, interest, and related costs. The city maintains individual debt service funds for its various bond issues. The city has established annual financial plans for each of the individual debt service funds.

		2023	2024	2025		
		ACTUAL	ADOPTED	PROPOSED	2024 to 2025	2024 to 2025
		DEBT	DEBT	DEBT	(\$)	(%)
	DEBT SERVICE REVENUE	FUND	FUND BUDGET	FUND BUDGET	DIFFERENCE	DIFFERENCE
311 R	CIP 2011	\$ (20,216)	\$ (9,473)	\$ (9,473)	\$ -	0.00%
315 R	2013B - REFUNDING	\$ (376,506)	\$ (281,508)	\$ (281,960)	\$ (452)	0.16%
316 R	CIP 2014	\$ (89,054)	\$ (87,751)	\$ (81,056)	\$ 6,695	-7.63%
317 R	CIP 2015	\$ (26,626)	\$ (15,630)	\$ (15,963)	\$ (333)	2.13%
318 R	TIF-NP SENIOR HOUSING	\$ (110,451)	\$ (133,842)	\$ (110,016)	\$ 23,826	-17.80%
319 R	CIP 2019	\$ (289,821)	\$ (259,176)	\$ (260,720)	\$ (1,544)	0.60%
320 R	2020A REFUNDING	\$ (187,548)	\$ (169,424)	\$ (150,364)	\$ 19,060	-11.25%
321 R	CIP 2020-2021	\$ (86,283)	\$ (128,266)	\$ (124,873)	\$ 3,393	-2.65%
322 R	CIP 2022	\$ (108,464)	\$ (93,450)	\$ (84,525)	\$ 8,925	-9.55%
323 R	CIP 2023	\$ (203,287)	\$ -	\$ (79,010)	\$ (79,010)	0.00%
324 R	CIP 2024	\$ -	\$ -	\$ (294,475)	\$ (294,475)	0.00%
375 R	CIP 2007	\$ (3,128)	\$ -	\$ -	\$ -	0.00%
380 R	HRA (PHILLIPS SQUARE)	\$ (11,709)	\$ (11,550)	\$ (11,550)	\$ -	0.00%
395 R	CIP 2009	\$ (27,566)	\$ (27,543)	\$ -	\$ 27,543	-100.00%
	TOTAL REVENUE	\$ (1,540,659)	\$ (1,217,613)	\$ (1,503,985)	\$ (286,372)	23.52%
		2023	2024	2025		
		ACTUAL	ADOPTED	PROPOSED	2024 to 2025	2024 to 2025
		DEBT	DEBT	DEBT	(\$)	(%)
	DEBT SERVICE EXPENSES	FUND	FUND BUDGET	FUND BUDGET	DIFFERENCE	DIFFERENCE
311 E	CIP 2011	\$ 10,221	\$ 8,317	\$ 7,045	\$ (1,272)	-15.29%
315 E	2013B - REFUNDING	\$ 452,680	\$ 370,630	\$ 374,036	\$ 3,406	0.92%
316 E	CIP 2014	\$ 104,738	\$ 102,913	\$ 105,500	\$ 2,587	2.51%
317 E	CIP 2015	\$ 38,525	\$ 37,025	\$ 36,275	\$ (750)	-2.03%
318 E	TIF-NP SENIOR HOUSING	\$ 109,139	\$ 134,235	\$ 111,600	\$ (22,635)	-16.86%
319 E	CIP 2019	\$ 290,800	\$ 288,050	\$ 286,800	\$ (1,250)	-0.43%
320 E	2020A REFUNDING	\$ 187,483	\$ 182,397	\$ 166,772	\$ (15,625)	-8.57%
321 E	CIP 2020-2021	\$ 161,968	\$ 176,468	\$ 175,343	\$ (1,125)	-0.64%
322 E	CIP 2022	\$ 16,712	\$ 41,750	\$ 40,250	\$ (1,500)	-3.59%
323 E	CIP 2023	\$ 31,040	\$ 104,152	\$ 215,650	\$ 111,498	107.05%
324 E	CIP 2024	\$ -	\$ -	\$ 115,912	\$ 115,912	0.00%
375 E	CIP 2007	\$ 3,850	\$ -	\$ -	\$ -	0.00%
380 E	HRA (PHILLIPS SQUARE)	\$ 11,000	\$ 11,400	\$ 11,400	\$ -	0.00%
395 E	CIP 2009	\$ 41,921	\$ 42,221	\$ 39,111	\$ (3,110)	-7.37%
	TOTAL EXPENSES	\$ 1,460,076	\$ 1,499,558	\$ 1,685,694	\$ 186,136	12.41%
	DIFFERENCE	\$ (80,583)	\$ 281,945	\$ 181,709	\$ (100,236)	

Debt "300's"						
Description	Account Code	FY2023 Actuals	2024 Adopted		Difference 2024-	
			Budget	2025 Proposed	2025	% Difference
	311	\$30,436.94	-\$1,156.00	-\$2,428.00	\$1,156.00	-100%
	Expense	\$10,221.17	\$8,317.00	\$7,045.00	-\$1,272.00	-15%
AUDIT	311-4-4700-301	\$0.00	\$0.00		\$0.00	0
PROFESSIONAL SERVICES	311-4-4700-310	\$200.00	\$525.00	\$500.00	-\$25.00	-5%
MISCELLANEOUS EXPENSE	311-4-4700-430	\$0.00	\$0.00		\$0.00	0
CAPITAL PROJECTS	311-4-4700-500	\$0.00	\$0.00		\$0.00	0
DEBT SERVICE-PRINCIPAL	311-4-4700-600	\$5,485.00	\$4,566.00	\$3,625.00	-\$941.00	-21%
DEBT SERVICE INTEREST	311-4-4700-610	\$4,011.17	\$3,226.00	\$2,395.00	-\$831.00	-26%
BOND ISSUANCE FEE	311-4-4700-620	\$525.00	\$0.00	\$525.00	\$525.00	0
OPERATING TRANSFER-OUT	311-4-4700-720	\$0.00	\$0.00		\$0.00	0
	Revenue	\$20,215.77	-\$9,473.00	-\$9,473.00	\$0.00	0%
SPECIAL ASSESSEMENTS-CO	311-3-0000-36100	\$11,252.77	-\$9,473.00	-\$9,473.00	\$0.00	0%
INTEREST INCOME	311-3-0000-36210	\$8,963.00	\$0.00		\$0.00	0
	315	\$829,186.17	\$89,122.33	\$92,076.00	\$2,953.67	3%
	Expense	\$452,680.00	\$370,630.00	\$374,036.00	\$3,406.00	1%
PROFESSIONAL SERVICES	315-4-4700-310	\$200.00	\$500.00	\$500.00	\$0.00	0%
MISCELLANEOUS EXPENSE	315-4-4700-430	\$0.00	\$0.00		\$0.00	0
DEBT SERVICE PRINCIPAL	315-4-4700-600	\$405,000.00	\$330,000.00	\$340,000.00	\$10,000.00	3%
DEBT SERVICE-INTEREST	315-4-4700-610	\$47,480.00	\$39,380.00	\$32,786.00	-\$6,594.00	-17%
BOND ISSUANCE FEES	315-4-4700-620	\$0.00	\$750.00	\$750.00	\$0.00	0%
TRANSFER OUT	315-4-4700-720	\$0.00	\$0.00		\$0.00	0
	Revenue	\$376,506.17	-\$281,507.67	-\$281,960.00	-\$452.33	0%
CURRENT PROPERTY TAX	315-3-0000-31010	\$334,482.00	-\$266,595.00	-\$269,247.00	-\$2,652.00	1%
SPECIAL ASSESSMENTS-CO	315-3-0000-36100	\$7,981.47	\$0.00		\$0.00	0
INTEREST INCOME	315-3-0000-36210	\$18,749.36	-\$1,786.00	-\$1,786.00	\$0.00	0%
REFUNDING REIMBURSEMENT	315-3-0000-36240	\$0.00	\$0.00		\$0.00	0
LOAN INTEREST-RURAL FIRE	315-3-0000-36361	\$15,293.34	-\$13,126.67	-\$10,927.00	\$2,199.67	-17%
OPERATING TRANSFERS IN	315-3-0000-39200	\$0.00	\$0.00		\$0.00	0
BOND PROCEEDS	315-3-0000-39310	\$0.00	\$0.00		\$0.00	0
BOND PREMIUM	315-3-0000-39500	\$0.00	\$0.00		\$0.00	0

Debt "300's"						
Description	Account Code	FY2023 Actuals	2024 Adopted		Difference 2024-	
			Budget	2025 Proposed	2025	% Difference
	316	\$193,791.04	\$15,162.00	\$24,444.00	\$9,282.00	61%
	Expense	\$104,737.50	\$102,913.00	\$105,500.00	\$2,587.00	3%
PROFESSIONAL SERVICES	316-4-4700-310	\$200.00	\$500.00	\$500.00	\$0.00	0%
MISCELLANEOUS EXPENSE	316-4-4700-430	\$0.00	\$0.00		\$0.00	0
LICENSE FEES/REGISTRATION	316-4-4700-460	\$0.00	\$0.00		\$0.00	0
DEBT SERVICE PRINCIPAL	316-4-4700-600	\$85,000.00	\$85,000.00	\$90,000.00	\$5,000.00	6%
DEBT SERVICE - INTEREST	316-4-4700-610	\$18,787.50	\$16,663.00	\$14,250.00	-\$2,413.00	-14%
BOND ISSUANCE FEES	316-4-4700-620	\$750.00	\$750.00	\$750.00	\$0.00	0%
	Revenue	\$89,053.54	-\$87,751.00	-\$81,056.00	\$6,695.00	-8%
CURRENT PROPERTY TAXES	316-3-0000-31010	\$63,684.00	-\$68,092.00	-\$61,397.00	\$6,695.00	-10%
SPECIAL ASSESSMENT-CO.	316-3-0000-36100	\$19,234.73	-\$19,659.00	-\$19,659.00	\$0.00	0%
SPECIAL ASSESSMENTS-CO INT	316-3-0000-36102	\$0.00	\$0.00		\$0.00	0
INTEREST INCOME	316-3-0000-36210	\$6,134.81	\$0.00		\$0.00	0
OPERATING TRANSFERS IN	316-3-0000-39200	\$0.00	\$0.00		\$0.00	0
BOND PREMIUM	316-3-0000-39500	\$0.00	\$0.00		\$0.00	0
	317	\$65,151.06	\$21,395.00	\$20,312.00	-\$1,083.00	-5%
	Expense	\$38,525.00	\$37,025.00	\$36,275.00	-\$750.00	-2%
PROFESSIONAL SERVICES	317-4-4700-310	\$200.00	\$500.00	\$500.00	\$0.00	0%
MISCELLANEOUS EXPENSE	317-4-4700-430	\$0.00	\$0.00		\$0.00	0
SPECIAL PROJECTS	317-4-4700-441	\$0.00	\$0.00		\$0.00	0
DEBT SERVICE PRINCIPAL	317-4-4700-600	\$30,000.00	\$30,000.00	\$30,000.00	\$0.00	0%
DEBT SERVICE-INTEREST	317-4-4700-610	\$7,275.00	\$6,525.00	\$5,775.00	-\$750.00	-11%
BOND ISSUANCE FEES	317-4-4700-620	\$1,050.00	\$0.00		\$0.00	0
TRANSFER OUT	317-4-4700-720	\$0.00	\$0.00		\$0.00	0
	Revenue	\$26,626.06	-\$15,630.00	-\$15,963.00	-\$333.00	2%
CURRENT PROPERTY TAXES	317-3-0000-31010	\$1,957.00	-\$2,291.00	-\$2,624.00	-\$333.00	15%
PROPERTY TAXES	317-3-0000-31030	\$0.00	\$0.00		\$0.00	0
STATE AID FUNDS	317-3-0000-33435	\$0.00	\$0.00		\$0.00	0
SPECIAL ASSESSMENTS-CO	317-3-0000-36100	\$19,482.05	-\$13,339.00	-\$13,339.00	\$0.00	0%
SPECIAL ASSESSMENTS- CO INT	317-3-0000-36102	\$110.40	\$0.00		\$0.00	0
INTEREST INCOME	317-3-0000-36210	\$5,076.61	\$0.00		\$0.00	0

Debt "300's"						
Description	Account Code	FY2023 Actuals	2024 Adopted		Difference 2024-	
			Budget	2025 Proposed	2025	% Difference
	318	\$219,590.11	\$393.00	\$1,584.00	\$1,191.00	303%
	Expense	\$109,138.96	\$134,235.00	\$111,600.00	-\$22,635.00	-17%
CIVIL LEGAL FEES	318-4-4700-305	\$0.00	\$0.00		\$0.00	0
PROFESSIONAL SERVICES	318-4-4700-310	\$0.00	\$600.00	\$600.00	\$0.00	0%
SERVICE FEES	318-4-4700-431	\$5,456.94	\$6,500.00	\$6,500.00	\$0.00	0%
TRUSTEE BOND PAYMENTS	318-4-4700-615	\$103,682.02	\$127,135.00	\$104,500.00	-\$22,635.00	-18%
	Revenue	\$110,451.15	-\$133,842.00	-\$110,016.00	\$23,826.00	-18%
TAX INCREMENTS	318-3-0000-31050	\$109,138.96	-\$133,826.00	-\$110,000.00	\$23,826.00	-18%
INTEREST INCOME	318-3-0000-36210	\$1,312.19	-\$16.00	-\$16.00	\$0.00	0%
	319	\$580,620.95	\$28,874.00	\$26,080.00	-\$2,794.00	-10%
	Expense	\$290,800.00	\$288,050.00	\$286,800.00	-\$1,250.00	0%
PROFESSIONAL SERVICES	319-4-4700-310	\$2,500.00	\$500.00	\$500.00	\$0.00	0%
MISCELLANEOUS EXPENSE	319-4-4700-430	\$0.00	\$0.00		\$0.00	0
DEBT SERVICE-PRINCIPAL	319-4-4700-600	\$210,000.00	\$220,000.00	\$230,000.00	\$10,000.00	5%
DEBT SERVICE-INTEREST	319-4-4700-610	\$78,300.00	\$67,550.00	\$56,300.00	-\$11,250.00	-17%
BOND ISSUANCE FEES	319-4-4700-620	\$0.00	\$0.00		\$0.00	0
	Revenue	\$289,820.95	-\$259,176.00	-\$260,720.00	-\$1,544.00	1%
CURRENT PROPERTY TAXES	319-3-0000-31010	\$186,027.00	-\$188,095.00	-\$189,639.00	-\$1,544.00	1%
SPECIAL ASSESSMENTS-CO	319-3-0000-36100	\$89,472.33	-\$71,081.00	-\$71,081.00	\$0.00	0%
SPECIAL ASSESSMENTS-CO INT	319-3-0000-36102	\$366.03	\$0.00		\$0.00	0
INTEREST INCOME	319-3-0000-36210	\$13,955.59	\$0.00		\$0.00	0
	320	\$417,885.07	\$12,973.00	\$16,408.00	\$3,435.00	26%
	Expense	\$187,482.76	\$182,397.00	\$166,772.00	-\$15,625.00	-9%
PROFESSIONAL SERVICES	320-4-4700-310	\$200.00	\$500.00	\$500.00	\$0.00	0%
DEBT SERVICE - PRINCIPAL	320-4-4700-600	\$145,357.87	\$148,057.00	\$139,368.00	-\$8,689.00	-6%
DEBT SERVICE-INTEREST	320-4-4700-610	\$40,674.89	\$33,340.00	\$26,154.00	-\$7,186.00	-22%
BOND ISSUANCE FEES	320-4-4700-620	\$1,250.00	\$500.00	\$750.00	\$250.00	50%
	Revenue	\$230,402.31	-\$169,424.00	-\$150,364.00	\$19,060.00	-11%
CURRENT PROPERTY TAXES	320-3-0000-31010	\$122,975.00	-\$113,159.00	-\$101,458.00	\$11,701.00	-10%
DELINQUENT PROPERTY TAXES	320-3-0000-31020	\$0.00	\$0.00		\$0.00	0
SPECIAL ASSESSMENTS	320-3-0000-36100	\$64,573.21	-\$56,265.00	-\$48,906.00	\$7,359.00	-13%

Debt "300's"						
Description	Account Code	FY2023 Actuals	2024 Adopted		Difference 2024-	
			Budget	2025 Proposed	2025	% Difference
MISCELLANEOUS INCOME	320-3-0000-36200	\$148.54	\$0.00		\$0.00	0
INTEREST INCOME	320-3-0000-36210	\$42,705.56	\$0.00		\$0.00	0
TRANSFER IN	320-3-0000-39200	\$0.00	\$0.00		\$0.00	0
321		\$257,239.13	\$48,202.00	\$50,470.00	\$2,268.00	5%
Expense		\$161,967.50	\$176,468.00	\$175,343.00	-\$1,125.00	-1%
PROFESSIONAL SERVICES	321-4-4700-310	\$800.00	\$800.00	\$800.00	\$0.00	0%
DEBT SERVICE-PRINCIPAL	321-4-4700-600	\$100,000.00	\$120,000.00	\$125,000.00	\$5,000.00	4%
DEBT SERVICE - INTEREST	321-4-4700-610	\$61,167.50	\$55,668.00	\$49,543.00	-\$6,125.00	-11%
BOND ISSUANE FEE	321-4-4700-620	\$0.00	\$0.00		\$0.00	0
Revenue		\$95,271.63	-\$128,266.00	-\$124,873.00	\$3,393.00	-3%
CURRENT PROPERTY TAXES	321-3-0000-31010	\$24,991.00	-\$27,110.00	-\$23,717.00	\$3,393.00	-13%
SPECIAL ASSESSMENTS	321-3-0000-36100	\$61,292.29	-\$101,156.00	-\$101,156.00	\$0.00	0%
SPECIAL ASSESSMENTS-CO INT	321-3-0000-36102	\$0.00	\$0.00		\$0.00	0
INTEREST INCOME	321-3-0000-36210	\$8,988.34	\$0.00		\$0.00	0
322		\$125,175.54	-\$51,700.00	-\$44,275.00	\$7,425.00	-14%
Expense		\$16,712.00	\$41,750.00	\$40,250.00	-\$1,500.00	-4%
PROFESSIONAL SERVICES	322-4-4700-310	\$0.00	\$500.00	\$500.00	\$0.00	0%
DEBT SERVICE-PRINCIPAL	322-4-4700-600		\$30,000.00	\$30,000.00	\$0.00	0%
DEBT SERVICE INTEREST	322-4-4700-610	\$12,800.00	\$11,250.00	\$9,750.00	-\$1,500.00	-13%
BOND ISSUANE FEE	322-4-4700-620	\$3,912.00	\$0.00		\$0.00	0
Revenue		\$108,463.54	-\$93,450.00	-\$84,525.00	\$8,925.00	-10%
CURRENT PROPERTY TAX	322-3-0000-31010	\$30,212.00	-\$28,246.00	-\$21,030.00	\$7,216.00	-26%
SPECIAL ASSESSMENT-COUNTY	322-3-0000-36100	\$71,995.75	-\$65,204.00	-\$63,495.00	\$1,709.00	-3%
INTEREST INCOME	322-3-0000-36210	\$6,255.79	\$0.00		\$0.00	0
323		\$31,039.95	\$104,152.00	\$767.00	-\$103,385.00	-99%
Expense		\$31,039.95	\$104,152.00	\$215,650.00	\$111,498.00	107%
DEBT SERVICE INTEREST	323-4-4700-610		\$104,152.00	\$95,650.00	-\$8,502.00	-8%
BOND ISSUANE FEE	323-4-4700-620	\$31,039.95	\$0.00		\$0.00	0
DEBT SERVICE PRINCIPAL	323-4-4700-600			\$120,000.00	\$120,000.00	0
Revenue				-\$214,883.00	-\$214,883.00	0
SPECIAL ASSESSMENT-COUNTY	323-3-0000-36100			-\$79,010.00	-\$79,010.00	0

Debt "300's"						
Description	Account Code	FY2023 Actuals	2024 Adopted Budget	2025 Proposed	Difference 2024-2025	% Difference
CURRENT PROPERTY TAX	323-3-0000-31010			-\$135,873.00	-\$135,873.00	0
	375	\$6,977.65	\$0.00		\$0.00	0
	Expense	\$3,850.00	\$0.00		\$0.00	0
PROFESSIONAL SERVICES	375-4-4700-310	\$3,850.00	\$0.00		\$0.00	0
MISCELLANEOUS EXPENSE	375-4-4700-430	\$0.00	\$0.00		\$0.00	0
	Revenue	\$3,127.65	\$0.00		\$0.00	0
INTEREST INCOME	375-3-0000-36210	\$3,127.65	\$0.00		\$0.00	0



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 J. TETZLAFF– CITY ADMINISTRATOR
FROM: CITY DEPARTMENT HEADS
SUBJECT: PROPOSED 2025 OFFICIAL CITY FEE SCHEDULE
DATE: DECEMBER 10TH, 2024

Attached to this memo is the proposed 2025 Official City Fee Schedule. All the fees are categorized by type/department. Any language or fees that are proposed to change from the 2024 amount are highlighted in yellow.

All City Departments have reviewed the fees throughout the year and have proposed appropriate changes based on increased costs from 2024, adding costs missing, or deleting fees that no longer apply on the fee schedule. Department Heads will be available at the meeting to answer specific questions regarding the proposed 2025 City Fee Schedule.

The notable changes include:

- THC/Cannabis Fee Changes to meet state statute requirements for temporary continued low potency hemp licenses and eventual “registrations” for cannabis retailers.
- Public Works Labor Rate Increases
- Publications no longer printed – found online for free
- Interim Use Permit Fee Increase to match Conditional Use Permit Fee
- Lawn Sprinkler permit fee increase and change of commercial tenant fee added as flat fee
- Sewer (Sanitary and Storm) rate increase as proposed by staff
- Water rate increases as proposed by the Utilities Commission
- Electric rate increases as proposed by the Utilities Commission
- Miscellaneous utility fee increases such as for meters, valves and street lights

Staff Recommendation

Approval of the attached “Resolution Adopting An Official 2025 Fee Schedule”.

CITY OF NEW PRAGUE
RESOLUTION #24-12-16-02

RESOLUTION ADOPTING AN OFFICIAL 2025 FEE SCHEDULE

WHEREAS, several sections of the City Code allow the City Council to adopt permit fees which will be effective in the City; and,

WHEREAS, the City Council has historically reviewed and updated its Official Fee Schedule each year; and,

WHEREAS, City Staff has reviewed and suggested changes to the existing 2024 Fee Schedule that would become effective with the proposed 2025 Fee Schedule; and,

NOW, THEREFORE BE IT RESOLVED, by the City Council of New Prague, MN, that the attached 2025 Official City Fee Schedule is hereby **approved** and will become effective on 1/1/2025, until amended.

This resolution is approved effective immediately upon its passage and without publication.

Adopted by the City Council of the City of New Prague on this 16th day of December, 2024.

Duane J. Jirik, Mayor

ATTEST:_____

Joshua M. Tetzlaff, City Administrator

2025 OFFICIAL CITY FEE SCHEDULE (Effective 1/1/25)		2024 Fee (In Dollars)	Proposed 2025 Fee (highlighted if changing)
ADMINISTRATIVE SERVICE CHARGES:			
Assessment Search (per parcel)		\$25.00	\$25.00
Nuisance/Code Violation Search (per parcel)		\$20.00	\$20.00
Nuisance Abatement Service Administrative Charge (per lot, per incident)	75.00 or 15% of Service Charge - Whichever is Greater		75.00 or 15% of Service Charge - Whichever is Greater
Nuisance Abatement Assessment Administrative Fee (only if assessed to taxes)	\$100.00 per property that is assessed		\$100.00 per property that is assessed
Utility Charges Assessment Administrative Fee (only if assessed to taxes)	\$100.00 per property that is assessed		\$100.00 per property that is assessed
NSF Charge		\$30.00	\$30.00
Special Meeting Fee for Park Board, Planning Commission and City Council as requested (workshops not included)	\$500.00 + \$50.00 per diem per member		\$500.00 + \$50.00 per diem per member
Consent Assessment Administrative Fee		\$350.00	\$350.00
Employee Mileage	(Standard Federal IRS Rate)		(Standard Federal IRS Rate)
Past Due and Delinquent Invoices (Non-Utility Bills)	1% Monthly Service Charge of Past Due Amount or \$1.00, whichever is greater		1% Monthly Service Charge of Past Due Amount or \$1.00, whichever is greater
Overnight Parking Permit		\$10.00	\$10.00
Application for Deferral of Special Assessment		\$100.00	\$100.00
Subordination of Small Cities Development Program Agreements		\$150.00	\$150.00
Release of Deferred Assessment Certificate	\$100.00 (does not include recording fee)		\$100.00 (does not include recording fee)
City Repayment / Lien Agreement Verification Fee		\$30.00	\$30.00
MAPS:			
Small - Less than 11 x 17 (Color or Black and White)		\$1.20	\$1.20
Medium - 11 x 17 to 17 x 22 (Color or Black and White)		\$6.00	\$6.00
Large - Larger than 17 x 22 up to 34 x 44 (Color or Black and White)		\$24.00	\$24.00
Copy charge per page (Black and White)		0.35	0.35
Copy charge per page (Color)		0.65	0.65
Fax service per page		1.10	1.10
Notary (per document)		2.20	2.20
Custom GIS Maps (per hour)		99.00	99.00
PUBLIC WORKS SERVICES:			
<i>(Minimum 1 hour charge for all items below)</i>			
Mileage	(Standard Federal IRS Rate)		(Standard Federal IRS Rate)
Sweeper		\$90.00/hr	\$90.00/hr
Roller		\$60.00/hr	\$60.00/hr
Loader		\$105.00/hr	\$105.00/hr
Sewer Jetter		\$115.00/hr	\$115.00/hr
Five Ton Dump Truck		\$115.00/hr	\$115.00/hr
Tractor & Implements (mower, etc.)		\$75.00/hr	\$75.00/hr
Gravel		Actual Cost	Actual Cost
Blacktop		Actual Cost	Actual Cost
Labor (during regular hours of 7:30AM - 3:45 PM)		\$72.50/hr	\$75.00/hr
Labor (after hours)		\$90.00/hr	\$94.00/hr
Labor (Sundays and Holidays)		\$120.00/hr	\$125.00/hr
Skid Loader		\$65.00/hr	\$65.00/hr
Lawn Mower		\$45.00/hr	\$45.00/hr
Pickup & Plow		\$85.00/hr	\$85.00/hr
Parks Utility Vehicle		\$50.00/hr	\$50.00/hr
Pick-up Truck		\$75.00/hr	\$75.00/hr
Equipment rate to be charged at established rate plus actual labor costs			
Road Surface Deposit		\$500.00	\$500.00
MISCELLANEOUS LICENSES/PERMITS:			
Bingo/Gambling License		\$20.00	\$20.00
Commercial Lawn Spraying License		\$30.00	\$30.00
Dance Permit		\$100.00	\$100.00
Tobacco / Cigarette License		\$200.00	\$200.00

2025 OFFICIAL CITY FEE SCHEDULE (Effective 1/1/25)		2024 Fee (In Dollars)	Proposed 2025 Fee (highlighted if changing)
THC License Application / Investigation Fee		\$200.00	\$200.00 (prorated towards registration fee as necessary)
THC License Annual Fee		\$350.00	\$350.00 (prorated towards registration fee as necessary)
Cannabis Retailer* Registration Fee**		N/A	\$500.00
Cannabis Retailer* Renewal Fee***		N/A	\$1,000.00
*Initial registration fee includes first annual renewal fee: a registration fee shall be charged at the time of the second renewal and each subsequent year. **Not to exceed 1/2 of the initial state license fee under M.S. 342.11. ***Not to exceed 1/2 of the renewal state license fee under M.S. 342.11			
Dog License (includes dog park use)	\$15.00 per license year (no refunds or transfers)		\$15.00 per license year (no refunds or transfers)
Replacement Dog Tag	\$5.00		\$5.00
Peddlers/Transient Merchant License	\$30.00		\$30.00
Solicitor License / Permit (per person)	\$0.00		\$0.00
Golf Cart Operator Permit (annual)	\$30.00		\$30.00
Golf Cart Event Operation Permit (each event)	\$30.00		\$30.00
Class 2 ATV / Utility Task Vehicle Operator Permit (annual)	\$40.00		\$40.00
Adult Use License (annual)	\$3,000.00		\$3,000.00
Commercial Refuse Hauler License (up to 3 year license)	\$150.00 per year		\$150.00 per year
Residential Refuse Hauler License (up to 3 year license)	\$150.00 per year		\$150.00 per year
Fireworks Display Permit	\$50.00		\$50.00
Pawn Broker / Seconhand Goods Dealer Application Fee	\$500.00		\$500.00
Annual Pawn Broker License Fee	\$10,000.00 Annual		\$10,000.00 Annual
Filming Permit - Documentary	\$250 plus actual costs		\$250 plus actual costs
Filming Permit - Low Impact Commercial	\$500 plus actual costs		\$500 plus actual costs
Filming Permit - High Impact Commercial	\$1,000 plus actual costs		\$1,000 plus actual costs
Large Assembly Permits			
Level A - New Event (single/mult. days, street closures, alcohol, fencing, live entertainm	\$150.00		\$150.00
Level A - Repeat Event (single/mult. days street closures, alcohol, fencing, live entertainr	\$75.00		\$75.00
Level B - New/Repeat Event (single/mult. days, sidewalk use, live entertainment)	\$50.00		\$50.00
Level C - New/Repeat Event (single day, park area, no live entertainment)	\$30.00		\$30.00
ROW Management			
Excavation Permit Fee	\$100.00		\$100.00
Small Wireless Facility Permit Fee	\$250/application for first 5 facilities, \$100 each after 5 (up to 15 max)		\$250/application for first 5 facilities, \$100 each after 5 (up to 15 max)
Obstruction Permit Fee	\$50.00		\$50.00
Degradation Fee In Lieu of Restoration	Negotiated fee determined on a case by case basis.		Negotiated fee determined on a case by case basis.
Small Wireless Facility Agreement Fees (Set by M.S. 237.163 as may be amended)			
Collocation Rental Fee on City Structure	\$150 per year		\$150 per year
Maintainace for Collocation Fee	\$25 per year		\$25 per year
Monthly Electrical Service			
Per Radio Node Less than or equal to 100 maximum watts	\$73.00		\$73.00
Per Radio Node Over 100 maximum watts	\$182.00		\$182.00
Actual costs of electricity (if actual costs exceed forgoing fees)	See Electric Fees in this fee schedule		See Electric Fees in this fee schedule
LIQUOR LICENSES:			
Off Sale Intoxicating	\$150.00		\$150.00
Off Sale 3.2% Malt Liquor	\$100.00		\$100.00
Small Brewer (Off Sale)	\$100.00		\$100.00
On Sale Intoxicating	3,000.00		3,000.00
On Sale 3.2% Malt Liquor	\$400.00		\$400.00
Brewer Taproom (On Sale)	\$400.00		\$400.00
Set-up License	\$300.00		\$300.00
Sunday Liquor	\$200.00		\$200.00
Temporary On Sale Non-intoxicating (1-4 days)	\$100.00		\$100.00
Temporary On Sale Intoxicating (1-4 days)	\$100.00		\$100.00
Wine License	\$500.00		\$500.00
License Investigation Fee - On/Off Sale Intoxicating	\$200.00		0

2025 OFFICIAL CITY FEE SCHEDULE (Effective 1/1/25)			
	2024 Fee (In Dollars)	Proposed 2025 Fee (highlighted if changing)	
Application Fee	\$200.00		\$200.00
Premises Extension Permit for Alcohol on Temporary Patio	\$100.00		\$100.00
PUBLICATIONS:			
Audit Booklet	\$28.00		\$28.00
City Code of Ordinances	\$110.00		Free Online Viewing Only
Comprehensive Plan	\$55.00		Free Online Viewing Only
Comprehensive Utility Plans (each)	\$1.65		Free Online Viewing Only
Subdivision Ordinance	\$55.00		Free Online Viewing Only
Zoning Ordinance	\$55.00		Free Online Viewing Only
ZONING/SUBDIVISION APPLICATION FEES:			
Minor Subdivision Fee	\$400.00		\$400.00
Comprehensive Plan Amendment	\$660.00		\$660.00
Concept Review (Plats, CUP)	\$330.00		\$330.00
Conditional Use / Planned Unit Development Fee	\$550.00		\$550.00
Conditional / Interim Use Amendment	\$440.00		\$440.00
Interim Use Permit	\$495.00		\$550.00
Final Plat Application Fee	\$495.00		\$495.00
Final Plat Major Modification	\$440.00		\$440.00
RLS Review Fee	\$550.00		\$550.00
Building Relocation Deposit/Escrow	\$5,000.00		\$5,000.00
Preliminary Plat Application Fee	\$660.00		\$660.00
Rezoning	\$550.00		\$550.00
Sign Permit (permanent)	\$82.00		\$82.00
Sign Permit (temporary - only need to pay one time per year)	\$33.00		\$33.00
Vacation Fee (Easements and Right of Way)	\$495.00		\$495.00
Zoning Code Amendment	\$550.00		\$550.00
Right of Way Encroachment Permit	\$330.00		\$330.00
Variance Fee	\$385.00		\$385.00
Residential Rental Inspection Fee (Valid for 2 to 4 years - See City Code for Details)	\$100 per building plus \$25 for each additional unit		\$100 per building plus \$25 for each additional unit
Residential Rental Re-Inspection Fee (only for failing to keep a scheduled inspection or not fixing a violation found on a previous inspection)	\$50 per inspection		\$50 per inspection
Zoning Verification Letter	\$55.00		\$55.00
2nd Kitchen Permit/Agreement	\$110.00		\$110.00
Bed and Breakfast Home/Inn License	\$110.00		\$110.00
Annexation Administration Fee - plus filing fees from state	\$605.00		\$605.00
Natural Landscape Permit Fee	\$220.00		\$220.00
Wetland Mitigation/Monitoring Escrow	\$1,760.00		\$1,760.00
PARK FACILITY RENTALS:			
Shelter (except Memorial Park Shelter)			
Resident (of City of New Prague)	\$33.00 plus sales tax		\$33.00 plus sales tax
Non-resident	\$66.00 plus sales tax		\$66.00 plus sales tax
Picnic Table Rental	\$17 plus sales tax per table (For tables not normally located at a shelter)		\$17 plus sales tax per table (For tables not normally located at a shelter)
Damage Deposit (Shelter Rental)	\$100.00		\$100.00
Daily Use of Softball/Baseball Fields (Includes a picnic shelter at park)(Does not include dragging of the fields - contact the City for requests to drag fields for actual costs)			
Resident - One Field (\$30 for shelter and \$20 for field)	\$50.00 plus sales tax		\$50.00 plus sales tax
Non-Resident - One Field (\$60 for shelter and \$40 for field)	\$100.00 plus sales tax		\$100.00 plus sales tax
Resident - Two Fields (\$30 for shelter and \$20 for each field)	\$70.00 plus sales tax		\$70.00 plus sales tax
Non-Resident - Two Fields (\$60 for shelter and \$40 for each field)	\$140.00 plus sales tax		\$140.00 plus sales tax
Daily Use of Memorial Stadium Baseball Field (single game)	\$80.00 plus sales tax		\$80.00 plus sales tax

2025 OFFICIAL CITY FEE SCHEDULE (Effective 1/1/25)		2024 Fee (In Dollars)	Proposed 2025 Fee (highlighted if changing)
Volleyball Court		\$10.00/day plus sales tax	\$10.00/day plus sales tax
Tournament Fees			
Memorial Park Softball Fields (Includes Memorial Park Shelter and both fields)			
One Day Tournament - Resident (\$30 for shelter and \$20 for each field)		\$70.00 plus sales tax	\$70.00 plus sales tax
One Day Tournament - Non-Resident (\$60 for shelter and \$40 for each field)		\$140.00 plus sales tax	\$140.00 plus sales tax
Two Day Tournament - Resident (\$30 for shelter and \$40 for each field)		\$110.00 plus sales tax	\$110.00 plus sales tax
Two Day Tournament - Non-Resident (\$60 for shelter and \$80 for each field)		\$220.00 plus sales tax	\$220.00 plus sales tax
Damage Deposit for Memorial Park Shelter Concession Stand		\$100.00	\$100.00
Temporary Liquor License for On-Sale 3.2 Malt Liquor (With Tournaments)		\$25.00	\$25.00
Memorial Stadium Baseball Field (Concessions to be Coordinated with the Orioles)			
One Day Tournament		\$160.00 plus sales tax	\$160.00 plus sales tax
Additional Days of Tournament (Each)		\$160.00 plus sales tax	\$160.00 plus sales tax
Memorial Park Baseball Stadium Team Fees			
Adult Teams	\$358.75 + \$40 per game played (plus sales tax)		\$358.75 + \$40 per game played (plus sales tax)
Youth Teams	\$180.00 + \$40 per game played (plus sales tax)		\$180.00 + \$40 per game played (plus sales tax)
Adult Softball/Baseball League Fees (Annual - Not Including Teams Using Memorial Park Baseball Stadium)			
Teams Playing 2 Times a Week	\$358.75 plus sales tax		\$358.75 plus sales tax
Teams Playing 1 Time a Week	\$301.25 plus sales tax		\$301.25 plus sales tax
Fall League Teams (starting after Labor Day) 2 Times a Week	\$215.00 plus sales tax		\$215.00 plus sales tax
Fall League Teams (starting after Labor Day) 1 Time a Week	\$107.50 plus sales tax		\$107.50 plus sales tax
Youth Ball Team Fees (Annual)			
Teams Playing 2 Times a Week	\$180.00 plus sales tax		\$180.00 plus sales tax
Teams Playing 1 Time a Week	\$151.25 plus sales tax		\$151.25 plus sales tax
POLICE SERVICE CHARGES:			
Police Reports (incident print-out 1 to 100 pages)	\$0.25 per page		\$0.25 per page
Copies of Audio and Visual media (media storage device may be CD, DVD, USB Flash Drive)	\$20.00 per media storage device		\$20.00 per media storage device
	Charged on a case by case basis with actual costs determined for searching, retrieving, and making, certifying, compiling and electronically making copies of the data or the data itself.		Charged on a case by case basis with actual costs determined for searching, retrieving, and making, certifying, compiling and electronically making copies of the data or the data itself.
Computer Research, or copies over 100 pages			
Police Accident Reports	\$0.25 per page		\$0.25 per page
Police Officer	\$130.00/hr		\$130.00/hr
Fine for Public Use of Cannabis	\$100.00		\$100.00
BUILDING PERMITS:			
*Valuation determined by Building Official based on square footage and information from area municipalities.			
Building Permit	Fee Schedule - MN Statute 326B.153 + 0.05% + State Surcharge		Fee Schedule - MN Statute 326B.153 + 0.05% + State Surcharge
Common Home Improvements	(Fixed valuation fees)		(Fixed valuation fees)
Re-roofing	\$110.00 + State Surcharge		\$110.00 + State Surcharge
Re-siding	\$110.00 + State Surcharge		\$110.00 + State Surcharge
Windows (Total Replacement - Sash Replacement Only is Exempt)	\$110.00 + State Surcharge		\$110.00 + State Surcharge
Front Door or Patio Door Replacement Only	\$44.00 + State Surcharge		\$44.00 + State Surcharge
Lower level finish	\$170.00 + State Surcharge		\$170.00 + State Surcharge
Swimming pool (above ground)	\$59.00 + State Surcharge+Planning Site Plan Review		\$59.00 + State Surcharge+Planning Site Plan Review
Swimming pool (below ground)	\$360.00 + State Surcharge+Planning Site Plan Review		\$360.00 + State Surcharge+Planning Site Plan Review
Deck	\$170.00 + State Surcharge+Planning Site Plan Review		\$170.00 + State Surcharge+Planning Site Plan Review
Re-Decking	\$85.00 + State Surcharge		\$85.00 + State Surcharge
Pergola	\$60.00 + State Surcharge+Planning Site Plan Review		\$60.00 + State Surcharge+Planning Site Plan Review
Plan Review	65.05% Building Permit Fee		65.05% Building Permit Fee
Repetitive Plan Review	32.55% Building Permit Fee		32.55% Building Permit Fee
Plumbing Permits			
Industrial, commercial, multi-residential	1.55% of valuation (\$75.00 min. + State Surcharge)		1.55% of valuation (\$75.00 min. + State Surcharge)
Residential - New construction (single/two family)	\$147.00 + State Surcharge		\$147.00 + State Surcharge

2025 OFFICIAL CITY FEE SCHEDULE (Effective 1/1/25)		2024 Fee (In Dollars)	Proposed 2025 Fee (highlighted if changing)
Residential - Bathroom finish		\$65.00 + State Surcharge	\$65.00 + State Surcharge
Residential - Lawn sprinkler		\$65.00 + State Surcharge	\$75.00 + State Surcharge
Residential - Water softener		\$65.00 + State Surcharge	\$65.00 + State Surcharge
Residential - Water Heater		\$65.00 + State Surcharge	\$65.00 + State Surcharge
Repetitive Plan Review			
Residential - Miscellaneous		\$55.00 + State Surcharge	\$55.00 + State Surcharge
Mechanical Permits			
Industrial, commercial, multi-residential	1.55% of valuation (\$75.00 min. + State Surcharge)		1.55% of valuation (\$75.00 min. + State Surcharge)
Residential - HVAC system (single/two family)		\$147.00 + State Surcharge	\$147.00 + State Surcharge
Residential - Factory fireplace		\$65.00 + State Surcharge	\$65.00 + State Surcharge
Residential - Furnace replacement		\$65.00 + State Surcharge	\$65.00 + State Surcharge
Residential - Air conditioning		\$65.00 + State Surcharge	\$65.00 + State Surcharge
Residential - Garage heater		\$65.00 + State Surcharge	\$65.00 + State Surcharge
Residential - Air exchanger		\$65.00 + State Surcharge	\$65.00 + State Surcharge
Residential - Miscellaneous		\$65.00 + State Surcharge	\$65.00 + State Surcharge
Erosion Control, Turf Establishment and Tree Escrow (Residential)	\$1,650 (unused portion returned after warranty period)		\$1,650 (unused portion returned after warranty period)
Erosion Control, Turf Establishment and Landscaping Escrow (Commercial)	\$3,300 per acre (unused portion returned after warranty period)		\$3,300 per acre (unused portion returned after warranty period)
Work without Permit		Double Permit Fee	Double Permit Fee
Temporary Structures (more than 30 but less than 180 days)		\$82.00 per season	\$82.00 per season
Demolition Permit	\$80.00 plus escrow on case by case basis as deemed needed		\$80.00 plus escrow on case by case basis as deemed needed
Move-In house pre-inspection	\$250.00 plus mileage if outside City Limits		\$250.00 plus mileage if outside City Limits
Move-In accessory structure pre-inspection	\$100 plus mileage if outside City Limits		\$100 plus mileage if outside City Limits
Lead certification verification fee		\$5.00	\$5.00
Change of Commercial Tenant	Not previously listed on fee schedule.		\$75.00
Other Inspection Fees			
A re-inspection fee may be assessed for each re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made. Re-inspection fees may be assessed when the inspection record card is not readily available, approved plans are not readily available, failure to provide access on the the date for which the inspection is requested, or for deviating from plans requiring approval from the Building Official			
a. Inspection outside of normal business hours (minimum charge - 2 hrs)		\$82.00 per hour*	\$82.00 per hour*
b. Re-Inspection fees assessed		\$82.00 per hour*	\$82.00 per hour*
c. Inspection for which no fee is specifically indicated (minimum charge 1 hour)		\$82.00 per hour*	\$82.00 per hour*
(minimum charge 1 hour)		\$82.00 per hour*	\$82.00 per hour*
e. Use of outside consultants for plan checking and inspection, or both		Actual cost**	Actual cost**
* Or the total hourly cost to jurisdiction, whichever is greatest. The cost shall include supervision, overhead, hourly wages and fringe benefits of the employee involved.			
** Actual cost includes administrative and overhead costs			
Planning Survey/Site Plan Review for commercial structures (non-refundable)		\$100 per hour	\$100 per hour
Planning Survey/Site Plan Review for New dwellings (non-refundable)		\$100.00	\$100.00
Planning Survey/Site Plan Review for Decks, additions and similar projects		\$50.00	\$50.00
Engineering Survey/Site Plan/Grading Plan Review by City Engineer		Actual Costs	Actual Costs
Refunds	No more than 80% of the permit fee will be refunded. Requests must be in writing within 180 days of date permit is applied for. No refunds for plan review fees.		No more than 80% of the permit fee will be refunded. Requests must be in writing within 180 days of date permit is applied for. No refunds for plan review fees.
FIRE INSPECTION FEES:			
Fire protection equipment (Sprinkler Systems, etc.)	Fee Schedule - MN Statute 326B.153 + 0.05% + State Surcharge		Fee Schedule - MN Statute 326B.153 + 0.05% + State Surcharge
Flammable/Combustible Liquid Storage	\$115.00 for first tank and \$82.00 for each additional tank		\$115.00 for first tank and \$82.00 for each additional tank
Flammable/Combustible Liquid Storage Install Plan Review	\$88.00 per tank		\$88.00 per tank
Plan Review	65.05% of permit fee		65.05% of permit fee
Daycare/Childcare License Inspection	\$60.00		

2025 OFFICIAL CITY FEE SCHEDULE (Effective 1/1/25)		2024 Fee (In Dollars)	Proposed 2025 Fee (highlighted if changing)
CONNECTION PERMIT CHARGES:			
Sewer Connection Charge (Total)		\$7,150 per REU	\$7,150 per REU
Trunk Fund at 17%		\$1,215.50	\$1,215.50
WWTF Fund at 83%		\$5,934.50	\$5,934.50
Water Connection Charge			
Residential - single family - 1" line		\$1,800.00	\$1,800.00
Residential - townhouse unit (75% of REU)		\$1,350.00	\$1,350.00
Commercial / Industrial / Institutional		\$1,800.00 per REU	\$1,800.00 per REU
(Based on Met. Council Service Availability Charge Manual)			
Water Meters			
3/4" meter and equipment	\$315.00 and is subject to change per vendor pricing		\$400.00 and is subject to change per vendor pricing
1" meter and equipment	\$425.00 and is subject to change per vendor pricing		\$450.00 and is subject to change per vendor pricing
1-1/2" meter and equipment	\$1080.00 and is subject to change per vendor pricing		\$1080.00 and is subject to change per vendor pricing
2" meter and equipment	\$1120.00 and is subject to change per vendor pricing		\$1300.00 and is subject to change per vendor pricing
3" meter and equipment	To be quoted at time of purchase		To be quoted at time of purchase
4" meter and equipment	To be quoted at time of purchase		To be quoted at time of purchase
Pressure Reducer Valve	\$112.00 and is subject to change per vendor pricing		\$225.00 and is subject to change per vendor pricing
DEVELOPMENT FEES:			
Park Dedication Fee			
Land Dedication Requirement			
Land Requirement	Commercial/Industrial Per Capita Share: 282 sq. ft. per employee		Commercial/Industrial Per Capita Share: 282 sq. ft. per employee
	Residential Per Capita Share: 815 sq. ft. per resident		Residential Per Capita Share: 815 sq. ft. per resident
	.25% of value of residential dwelling unit*		.25% of value of residential dwelling unit*
Building Permit Fee	*applicable only to residential lots platted prior to April 25, 2010		*applicable only to residential lots platted prior to April 25, 2010
Fee in Lieu of Land Based on Land Requirement	Fair Market Value of the Buildable Unplatted Land x Land Requirement		Fair Market Value of the Buildable Unplatted Land x Land Requirement
Water Area Access Charge	\$2814.00/ac.		\$2814.00/ac.
Emergency Warning Siren Area Charge	\$165/ac		\$165/ac
Sidewalk Fee	\$55 per lot		\$55 per lot
Saw and Seal Fee (Developer Installed Roadways)	\$3.50/lineal foot (Saw Joint Every 40' of new road)		\$3.50/lineal foot (Saw Joint Every 40' of new road)
Municipal Electric Development Fees (costs subject to change per material pricing)			
Development Electric Service Install and Material Cost	At cost plus 15%		At cost plus 15%
Street Lights (NPUC Standard Light)	\$1,850/light		\$1,850/light and is subject to change per vendor pricing
Street Lights Other than NPUC Standard (All Fixtures Require NPUC Approval)	At-Cost Plus 15%		At-Cost Plus 15%
Street Light Wire and Conduit	\$2.25/ft		\$2.25/ft
Road Crossing Conduit Pricing - Based on 4" PVC	\$9.00/ft		\$9.00/ft
Road Crossing Conduit Pricing - Other than 4" PVC	At-Cost Plus 15%		At-Cost Plus 15%
Winter Construction Frost Charges (November 1st through April 15th)	Additional \$5.00/ft		Additional \$5.00/ft
Winter Construction Equipment Charges (November 1st through April 15th)	\$150.00/per piece of equipment		\$150.00/per piece of equipment
MISCELLANEOUS			
Memorial plaques			
5" x 8" engraved tree plaque	\$83.00 or actual cost		\$83.00 or actual cost
4" x 6" engraved metal bench plaque	\$.40 per letter or actual cost		\$.40 per letter or actual cost
Wooden Post for Plaques	\$75.00 or actual cost		\$75.00 or actual cost
Memorial trees	\$300.00 or actual cost		\$300.00 or actual cost
Memorial benches			
6' metal coated	\$490.00 or actual cost		\$490.00 or actual cost
MUNICIPAL FINANCING APPLICATION FEES:			
Tax Increment Financing Application Fee (plus city expenses)	\$1,200.00		\$1,200.00
Tax Abatement (plus city expenses)	\$1,200.00		\$1,200.00
Tax Exempt Financing	\$1,200.00		

2025 OFFICIAL CITY FEE SCHEDULE (Effective 1/1/25)		2024 Fee (In Dollars)	Proposed 2025 Fee (highlighted if changing)
*All costs incurred by the City for TIF, Abatement, and Tax Exempt Financing applications will be billed separately. Such costs include, but are not limited to, costs for legal, fiscal, and staff time.			
UTILITY BILLING RATES:			
WATER:			
Water (Base) Rates			
5/8" or 3/4" meter		\$16.10/billing cycle	\$18.10/billing cycle
1" meter		\$16.81/billing cycle	\$18.81/billing cycle
1 1/2" meter		\$16.96/billing cycle	\$18.96/billing cycle
2" compound meter		\$37.17/billing cycle	\$39.17/billing cycle
3" compound meter		\$42.46/billing cycle	\$44.46/billing cycle
4" compound meter		\$62.83/billing cycle	\$64.83/billing cycle
6" compound meter		\$93.66/billing cycle	\$95.66/billing cycle
Multi-Dwelling Units (with one water meter)	(70% of base residential fee)	\$11.27/monthly per unit	\$13.69/monthly per unit
Multi-Dwellings constructed after 1-1-2025 (with one water meter)			Base Rate \$18.10 / unit per monthly billing cycle
Water Rate	\$4.39/1,000 gallons Non Summer (Oct 1 - May 31)	\$5.38/1000 gallons (June 1 - Sept 30)	\$4.89/1,000 gallons Non Summer (Oct 1 - May 31) \$5.89/1000 gallons (June 1-Sept 30)
Water Rate for City Golf Course (All Months)		\$4.52/ 1000 gallons	\$4.65/1000 gallons
Bulk Water Charge		\$8.50/1000 gallons	\$8.50/1000 gallons
Bulk Water Loading Charge		\$40.00/ load	\$40.00/ load
Pool fill metered from Fire Hydrant	\$75.00 meter set up fee & water charge	\$8.50/ 1000 gallons	\$75.00 meter set up fee & water charge \$8.50/ 1000 gallons
Water Conservation Violation Fines			
First Day		\$50/day	\$50/day
Each Additional Day		\$100/day	\$100/day
Minnesota Department of Health Water Service Connection Fee	\$.81/Month Subject to change per Minnesota Department of Health		\$.81/Month Subject to change per Minnesota Department of Health
REFUSE:			
Yard Waste Site Fee	\$0.40/month added to residential utility accounts		\$0.40/month added to residential utility accounts
SANITARY:			
Sanitary Sewer Rate	\$11.11 base rate + \$16.42/1,000 gallons		\$11.50 base rate + \$16.99/1,000 gallons
STORM:			
Storm Sewer Rate			
Base Rate (Used in the formula for storm sewer charges: Base Rate x Acres x REF)		\$16.39	\$17.05
ELECTRIC:			
Electric Rates			
Residential	\$15.82 Customer Charge & \$0.1337/kWh		\$16.82 Customer Charge & \$0.1369/kWh
Commercial	\$30.85 Customer Charge & \$0.1276/kWh		\$32.86 Customer Charge & \$0.1302/kWh
Small Industrial	\$66.04 Customer Charge & \$13.45/kw Demand & \$0.0736/kWh		\$68.04 Customer Charge & \$13.76/kw Demand & \$0.0753/kWh
Industrial	\$91.00 Customer Charge & \$13.82/kw Demand & \$0.0736/kWh		\$120.00 Customer Charge & \$14.14/kw Demand & \$0.0753/kWh
Large Industrial	\$100 Customer Charge \$16.91/kw Demand & \$0.0736/kWh		\$140 Customer Charge \$17.20/kw Demand & \$0.0753/kWh
Interruptible	\$30.86 Customers Charge & \$0.0926/kWh		\$32.86 Customers Charge & \$0.0945/kWh
Street Light Rental - Residential LED Light Fixture on 23' Fiberglass Pole		\$25.00/month	\$25.00/month
Street Light Rental - Commercial LED Light Fixture on 35' Fiberglass Pole		\$35.00/month	\$35.00/month
Security Lights - Rental		\$12.35/month	\$12.35/month
City Street Light (LED less than 100 watt)		\$12.35/month	\$12.60/month
City Street Light (LED 100 watt or more)		\$15.93/month	\$16.25/month
Metered Street Lights (Current non LED Fixtures)	\$11.29 Customer Charge & \$0.1469/kWh		\$12.60 Customer Charge & \$0.1469/kWh
Metered Street Lights (LED Fixtures)	\$11.29 Customer Charge & \$0.2000/kWh		\$12.60 Customer Charge & \$0.2500/kWh
Peak Alert Rate (Customer Owned Generation)			
Customer Charge		\$136.60/month	\$138.60/month
Demand Charge		\$3.81/kW	\$4.41/kW
Energy Charge		\$0.0779/kWh	\$0.0797/kWh
Off Peak			

2025 OFFICIAL CITY FEE SCHEDULE (Effective 1/1/25)		2024 Fee (In Dollars)	Proposed 2025 Fee (highlighted if changing)
Summer Energy Charge (June through September)		\$0.0823/kWh	\$0.0839/kWh
Winter Energy Charge (October through May)		\$0.0696/kWh	\$0.0710/kWh
Off Peak Load Control Credit			
Car Charging (Time of Use)	\$5.00/monthly (non-metered)		\$5.00/monthly (non-metered)
10pm - 8am		\$0.0806/kWh	\$0.0822/kWh
8am - 10pm		\$0.2388/kWh	\$0.2507/kWh
Whole House Time of Use Rate			
Customer Charge		\$15.82/month	\$16.82/month
8am - 10pm		\$0.1650/kWh	\$0.1683/kWh
10pm - 8am		\$0.0823/kWh	\$0.084/kWh
Solar Grid Access Charge	First 3kW Free, then billed \$4.50/kW/Month based on rated AC output of solar array		First 3kW Free, then billed \$4.50/kW/Month based on rated AC output of solar array
Residential Solar Reimbursement Under 40kW		\$0.1337/kWh	\$0.1369/kWh
Energy Cost Adjustment (ECA)	Based on additional charge or credit of wholesale energy / kWh		Based on additional charge or credit of wholesale energy / kWh
Residential Electric Service Install Fees (costs subject to change per material pricing)			
200 Amp Residential Underground Service - Up to 100' In Length	1,600.00 (includes 200A Disconnect)		1,600.00 (includes 200A Disconnect)
Additional Charge for 200 Amp Service Installs Over 100'	\$6.00/ft		\$6.00/ft
Winter Frost Charges will be applied November 1st through April 15th	Additional \$5.00/ft		Additional \$5.00/ft
Service Conduit (If Needed)	\$7.00/ft		\$7.00/ft
Residential Service - Over 200 Amp	At-Cost Plus 15%		At-Cost Plus 15%
Other Utility Service Drops (Materials Provided by Service Provider)	\$150.00/service duct		\$150.00/service duct
Other Utility Service Drops Winter Installation (November 1st through April 1st)	\$200.00/service duct		\$200.00/service duct
Electric Service Connection Charges			
Commercial Electric Service Connection Charge	Billed Per Policy of the New Prague Utilities Commission		Billed Per Policy of the New Prague Utilities Commission
UTILITY EQUIPMENT:			
Bucket / Digger Truck	\$135.00/hr		\$135.00/hr
Service Truck	\$75.00/hr		\$75.00/hr
Skid Loader	\$60.00/hr		\$60.00/hr
Tractor Backhoe	\$100.00/hr		\$100.00/hr
Trencher	Quoted Per Foot		Quoted Per Foot
Directional Bore	Quoted Per Foot		Quoted Per Foot
DEPOSITS:			
Residential Electric	\$150.00		\$150.00
Residential Water	\$50.00		\$50.00
Residential Sanitary Sewer	\$100.00		\$100.00
Small Industrial, Industrial and Large Industrial Electric	2 months estimated consumption based on load & demand w/\$300.00 min		2 months estimated consumption based on load & demand w/\$300.00 min
Commercial Electric	2 months estimated consumption based on load & demand w/\$150.00 min		2 months estimated consumption based on load & demand w/\$150.00 min
Commercial Water	2 months estimated consumption with a \$100.00 minimum		2 months estimated consumption with a \$100.00 minimum
Commercial Sanitary Sewer	2 months estimated consumption with a \$100.00 minimum		2 months estimated consumption with a \$100.00 minimum
DISCONNECTION/RECONNECTION OF UTILITIES:			
During Work Hours (8:00AM to 4:30PM)	\$35.00 plus sales tax		\$35.00 plus sales tax
After Work Hours	\$150.00 plus sales tax		\$150.00 plus sales tax
MISCELLANEOUS:			
Fire Hydrant Maintenance (Annual per private hydrant)	\$57.00/hr		\$60.00/hr, minimum 1hr
Water System Flow Testing	\$160.00/hr		\$200.00/hr, minimum 1hr
Irrigation Meter Connection/Disconnection Fee	\$70.00/hr		\$70.00/hr
Temporary Service Connection Fee - Residential	200.00		200.00
Temporary Service Connection Fee - Commercial	Cost based on type & size of service		Cost based on type & size of service
Utility Line Worker Labor Rate	\$85.00/hr during normal business hours, \$135.00/hr all other hours		\$87.50/hr during normal business hours, \$140.00/hr all other hours
Utility Line Worker Labor Rate for Mutual Aid with other Utilities	\$135.00/hr all hours		\$140.00/hr all hours
Interest Rate for customer deposits (water and electric)	Rate as Published on Department of Commerce Website - based on MN Statute 325E.02(B)		Rate as Published on Department of Commerce Website - based on MN Statute 325E.02(B)



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: RESOLUTION ADOPTING THE 2024 PROPERTY TAX LEVY, PAYABLE IN 2025
DATE: DECEMBER 11, 2024

Enclosed for your review is a copy of the resolution adopting the proposed 2024 Property Tax Levy, Payable in 2025.

The proposed Property Tax Levy is comprised of the following components:

General Fund Levy	\$4,238,585
Debt Service Levy	\$ 959,696
Equipment Levy	\$ 40,304
<u>EDA Levy</u>	<u>\$ 75,000</u>
Total Levy	\$5,313,585

Recommendation

Staff recommends approval of Resolution #24-12-16-03, Approving the 2024 Property Tax Levy, Payable in 2025.

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

CITY OF NEW PRAGUE
RESOLUTION #24-12-16-03

RESOLUTION APPROVING THE 2024 PROPERTY TAX LEVY,
PAYABLE IN 2025

WHEREAS, the Minnesota Legislature has adopted legislation that requires the adoption of a proposed property tax levy on or before September 30, 2024, and a final tax levy prior to December 30, 2024; and

WHEREAS, the City held a Truth in Taxation budget and tax levy hearing on December 2, 2024, prior to the adoption of the final budget and tax levy.

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

The following sums of money be levied for the 2024 current year, payable in 2025, upon the taxable property of the City of New Prague for the following purposes:

<u>Net Tax Capacity Levy for 2024/Payable 2025</u>	
General Fund Levy	\$4,238,585
Debt Service Levy	\$ 959,696
Equipment Levy	\$ 40,304
EDA Levy	\$ 75,000
Total 2024 Levy/Payable 2025	\$5,313,585

The City Administrator is hereby instructed to transmit a certified copy of this Resolution to the County Auditor of Scott and Le Sueur Counties, Minnesota.

Adopted by the City Council of the City of New Prague, Minnesota, this 16th day of December 2024.

Duane Jirik
Mayor

ATTEST:

Joshua M. Tetzlaff
City Administrator



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: PLANNING COMMISSION SUMMARY AND CITY COUNCIL UPDATE-
REQUEST FOR VARIANCE #V9-2024 TO ALLOW A 180 SQUARE FOOT
FREESTANDING SIGN AT 100 2ND AVE SW IN THE I1-LIGHT
INDUSTRIAL DISTRICT, AS PROPOSED BY THE NEW PRAGUE MILL,
LLC
DATE: DECEMBER 11, 2024

Since the initial discussion with the City Council on this matter at the December 2nd City Council meeting, the applicant has submitted the two attached revisions to the sign for consideration by the City Council. As the Council will recall, it was requested that the sign be “beautified”.

Attached Revision #1 shows a brick base added to the sign that was presented originally.

Attached Revision #2 shows a revised design with a more traditional monument sign design.

Staff would recommend approval of Sign Revision #2 but with a brick base.

Staff Recommendation

Staff recommends approval of the attached resolution “...Approving Variance (#V9-2024)...”.



Sign Revision #1



Sign Revision #2

RESOLUTION #24-12-16-__

**RESOLUTION OF THE NEW PRAGUE CITY COUNCIL APPROVING
VARIANCE (#V9-2024) TO ALLOW A 180 SQUARE FOOT FREESTANDING SIGN AT 100
2ND AVE SW IN THE I1-LIGHT INDUSTRIAL DISTRICT, AS PROPOSED BY THE NEW
PRAGUE MILL, LLC, NEW PRAGUE, MINNESOTA**

WHEREAS, New Prague Mill, LLC, owner of the following real estate in the County of Le Sueur to wit:

Parcel 1:
Lots 1, 2, 3, and 4 in Block No. 4, in the Village (now City) of New Prague, Le Sueur County, Minnesota.

Parcel 2:
Lot 4, Block 26, Syndicate Addition to New Prague, Le Sueur County, Minnesota, together with that part of the North half of the Vacated alley lying West of the Southerly extension of the East line of said Lot 4.

Parcel 3:
Block 22 of “Beans Re-Arrangement of Block 22 and 23 Syndicate Addition to New Prague”.

Parcel 4: Block 23 of “Beans Re-Arrangement of Blocks 22 and 23 Syndicate Addition to New Prague”, together with the vacated alley and the North half of vacated “L” street as shown on said Plat.

Parcel 5:
Lots 1 and 2, Block 23-1/2, of “Beans Re-Arrangement of Blocks 22 and 23 Syndicate Addition to New Prague”, together with the South half of vacated “L” Street as shown on said Plat.

Parcel 6:
Commencing with the intersection of the County Road with the line of the right way of the M. & St. L. Ry. Co., on the East side of their track, thence running East 70 feet, thence South 356 feet to a point 75 feet East of the said right of way line, thence west 75 feet to

said right of way, thence running North 356 feet to the point of beginning, being in the NW1/4 of NW1/4 of Sec. 3-112-23, Le Sueur County, Minnesota.

Parcel 7:

The tract of land lying and being in the County of Le Sueur and State of Minnesota, described as follows, to wit: Beginning at a point on the North line of Section Three (3), Township One Hundred Twelve (112) North, Range Twenty-three (23) West, said point being distant East, One Hundred Fifty (150) feet, measured along said section line from the original centerline of the Railways main track; thence Southwardly Four Hundred Nine and Five-Tenths (409.5) feet, to a point distant Easterly Sixty-Seven and Ninety-seven Hundredths (67.97) feet, measured at right angles thereto, from said centerline of main track, thence Northwardly, parallel with said centerline of main track, Three Hundred Seven and One-Tenth, (307.1) feet; thence eastwardly at right angles, Three and Six Tenths (3.6) feet; thence Northwardly about One Hundred (100) feet to a point on said Section line distant West Sixty-Nine and Seventy-Three Hundredths (69.73) feet from the point of beginning; thence East, upon and along said Section line Sixty-Nine and Seventy-three Hundredths (69.73) feet to the point of beginning.

Parcel 8:

That part of the NW1/4 NW1/4 of Section 3, Township 112 North, Range 23 West, City of New Prague, Le Sueur County, Minnesota, described as follows: Commencing at the intersection of the centerline of main track of the Union Pacific Railroad Company and the North line of Section 3; thence N. 90 degrees 00 minutes 00 seconds E. (assumed bearing) along the North line of Section 3, a distance of 150.00 feet; thence S. 07 degrees 06 minutes 51 seconds W., 409.64 feet to a point distant 67.97 feet Easterly of and measured at right angles from the centerline of said main track; thence N. 04 degrees 22 minutes 30 seconds W., parallel with the centerline of said main track, 307.10 feet; thence N. 85 degrees 37 minutes 30 seconds E., 3.60 feet; thence N. 00 degrees 28 minutes 52 seconds E., 67.01 feet to the Southerly right of way line of State Highway No. 19 (Main Street); thence N. 90 degrees 00 minutes 00 seconds W., along said right of way line, a distance of 27.32 feet to a point distant 50.00 feet Easterly of and measured at right angles to the centerline of said main track; thence S. 04 degrees 22 minutes 30 seconds E., parallel with the centerline of said main track, 464.37 feet; thence N. 07 degrees 06 minutes 51 seconds E., 90.22 feet to the point of beginning.

are requesting a variance to allow a 180 sq ft sign on the northeast corner of their property in the I1-Light Industrial District at 100 2nd Ave SW, which is located on the above-described real estate; and

WHEREAS, the New Prague Planning Commission has completed a review of the application and made a report pertaining to said request (#V9-2024), a copy of said report has been presented to the City Council; and,

WHEREAS, the New Prague Planning Commission on the 20th day of November, 2024, after due consideration of presented testimony and information, voted unanimously (3-0) to forward staff's recommendation to the City Council with a recommendation for approval; and,

WHEREAS, the New Prague City Council finds:

- A. The variance to allow freestanding signage to exceed 100 sq. ft. is in harmony with the general purposes and intent of the Zoning Ordinance because freestanding and electronic variable message sign are a permitted use in the I1-Light Industrial Zoning District.
- B. The proposed variance to allow freestanding signage is in harmony with the general purposes and intent of the Comprehensive Plan because freestanding signage is a permitted use in the I1-Light Industrial Zoning District.
- C. The applicant proposes to use the property in a reasonable manner by adding an additional 80 sq. ft. of freestanding signage over the typical ordinance allowed limit on a very large 5.83 acre site.
- D. Unique circumstances apply to this property over which the applicant had no control, and which do not generally apply to other properties nearby because the property very large (5.83 acres), therefore the bigger sign would help accommodate the large building size and the property is currently zoned as industrial rather than commercially zoned, which would better fit their current use.
- E. The variance does not alter the essential character of the neighborhood because freestanding signs are a permitted use in the I1 Light Industrial Zoning District as well as the B1 Central Business and B3 Highway Commercial Districts, which abut the property.
- F. The variance requested is the minimum variance which would alleviate the practical difficulties because it would adequately display the tenants that reside within the building and advertise community events so that it is legible for those who are walking or driving by.

NOW, THEREFORE BE IT RESOLVED, by the City Council of New Prague, Minnesota, that the request for variance #V9-2024 to allow a 180 sq ft sign in the I1-Light Industrial District at 100 2nd Ave SW, is hereby approved based on the above findings and the following conditions:

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

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

Passed this 2nd day of December, 2024.

Duane J. Jirik, Mayor

State of Minnesota)
)ss.
County of Scott & Le Sueur)

(CORPORATE ACKNOWLEDGMENT)

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:
Kyra J. Chapman
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: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KYRA CHAPMAN, PLANNER
SUBJECT: PLANNING COMMISSION SUMMARY - REQUEST FOR VARIANCE #V9-2024 TO ALLOW A 180 SQUARE FOOT FREESTANDING SIGN AT 100 2ND AVE SW IN THE I1-LIGHT INDUSTRIAL DISTRICT, AS PROPOSED BY THE NEW PRAGUE MILL, LLC
DATE: NOVEMBER 25, 2024

Planning Commission Summary

The Planning Commission heard the above variance request on November 20th, 2024. The New Prague Mill, LLC is currently requesting to install a 180 sq ft sign near the northeastern corner of the old mill property at 100 2nd Ave SW. The sign would be 30' tall and consist of tenant name slots (10' x 8'), an electronic sign (6' x 13'), and a sign header (22 sq ft). In the Zoning Ordinance within the I1-Light Industrial District, electronic variable message signs are permitted as long as they do not change more than once per 5 seconds. Furthermore, the ordinance also allows the district to have signage that is a maximum of 30' tall as long as it is 10' away from property lines and outside of easements, and the sign face cannot exceed 100 sq ft. In other words, the applicant is requesting to exceed the 100 sq ft maximum by an additional 80 sq ft.

While a public hearing is not required for variances, the Planning Commission did open a public hearing for comment. Comments were received from New Prague Mill, LLC applicants, Rick Kaun and Bill Gibson. Mr. Kaun explained that the sign would be facing east and west along Main Street so that the POPS site would not be looking directly at it. The mill is one of the lowest points on Main Street and want to maximize the height of the sign for visibility purposes. Mr. Gibson stated that they want to attract more tenants and customers to the site with the sign.

The Planning Commission recommended approval of the variance request with a unanimous vote (3-0) based on the findings listed in the attached resolution.

Staff Recommendation

Staff recommends approval of the attached resolution "...Approving Variance (#V9-2024)...".



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

MEMORANDUM

TO: PLANNING COMMISSION
FROM: KYRA CHAPMAN – PLANNER
SUBJECT: REQUEST FOR VARIANCE #V9-2024 TO ALLOW A 180 SQUARE FOOT
FREESTANDING SIGN AT 100 2ND AVE SW IN THE I1-LIGHT INDUSTRIAL
DISTRICT, AS PROPOSED BY THE NEW PRAGUE MILL, LLC
DATE: NOVEMBER 7, 2024

Background / History

The New Prague Flouring Mill was first established in 1896 and was the main economic driver in the City, making New Prague a large manufacturer of flour for several years. However, in 2019 Miller Milling closed their business, later selling the property to current owners, New Prague Mill, LLC, who intend to re-purpose the property for multiple tenant uses. Today the building is occupied, in part, by Faith, Recovery & Music, and 2 If By Sea Tactical Firing Range. In September 2024, interim use permit I2-2024 was approved to allow exterior storage of vehicles and recreational equipment under the covered canopy until 10/7/2027.

The applicant, which is the owner of the site in total, intends to install a 30’ tall freestanding sign that has a maximum surface area of 180 sq ft. The proposed sign would be installed on the northeastern corner of the property (south of the existing flagpole) near the intersection of Main St W and 2nd Ave SW facing east and west. The freestanding sign would consist of tenant name slots, electronic variable message sign, and header sign.

New Prague Mill, LLC is requesting a sign size variance to allow the installation of a 180 sq ft freestanding sign. In the I-1Light Industrial District, freestanding or monument signs cannot exceed a surface area of 100 sq ft. The applicant is requesting the variance because the sign would accommodate the large size of the site, which is 5.83 acres large, and it would more adequately display the multiple tenants that reside in the building. Additionally, if the site was located in any of the business districts (B1, B2, or B3 District) the subject building would be allowed a sign with a maximum surface of 200 sq ft.

Legal Description

Parcel 1:

Lots 1, 2, 3, and 4 in Block No. 4, in the Village (now City) of New Prague, Le Sueur County, Minnesota.

Parcel 2:

Lot 4, Block 26, Syndicate Addition to New Prague, Le Sueur County, Minnesota, together with that part of the North half of the Vacated alley lying West of the Southerly extension of the East line of said Lot 4.

Parcel 3:

Block 22 of “Beans Re-Arrangement of Block 22 and 23 Syndicate Addition to New Prague”.

Parcel 4: Block 23 of “Beans Re-Arrangement of Blocks 22 and 23 Syndicate Addition to New Prague”, together with the vacated alley and the North half of vacated “L” street as shown on said Plat.

Parcel 5:

Lots 1 and 2, Block 23-1/2, of “Beans Re-Arrangement of Blocks 22 and 23 Syndicate Addition to New Prague”, together with the South half of vacated “L” Street as shown on said Plat.

Parcel 6:

Commencing with the intersection of the County Road with the line of the right way of the M. & St. L. Ry. Co., on the East side of their track, thence running East 70 feet, thence South 356 feet to a point 75 feet East of the said right of way line, thence west 75 feet to said right of way, thence running North 356 feet to the point of beginning, being in the NW1/4 of NW1/4 of Sec. 3-112-23, Le Sueur County, Minnesota.

Parcel 7:

The tract of land lying and being in the County of Le Sueur and State of Minnesota, described as follows, to wit: Beginning at a point on the North line of Section Three (3), Township One Hundred Twelve (112) North, Range Twenty-three (23) West, said point being distant East, One Hundred Fifty (150) feet, measured along said section line from the original centerline of the Railways main track; thence Southwardly Four Hundred Nine and Five-Tenths (409.5) feet, to a point distant Easterly Sixty-Seven and Ninety-seven Hundredths (67.97) feet, measured at right angles thereto, from said centerline of main track, thence Northwardly, parallel with said centerline of main track, Three Hundred Seven and One-Tenth, (307.1) feet; thence eastwardly at right angles, Three and Six Tenths (3.6) feet; thence Northwardly about One Hundred (100) feet to a point on said Section line distant West Sixty-Nine and Seventy-Three Hundredths (69.73) feet from the point of beginning; thence East, upon and along said Section line Sixty-Nine and Seventy-three Hundredths (69.73) feet to the point of beginning.

Parcel 8:

That part of the NW1/4 NW1/4 of Section 3, Township 112 North, Range 23 West, City of New Prague, Le Sueur County, Minnesota, described as follows: Commencing at the intersection of the centerline of main track of the Union Pacific Railroad Company and the North line of Section 3; thence N. 90 degrees

New Prague Mill, LLC – Variance #V9-2024

November 20, 2024 Planning Commission Meeting

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00 minutes 00 seconds E. (assumed bearing) along the North line of Section 3, a distance of 150.00 feet; thence S. 07 degrees 06 minutes 51 seconds W., 409.64 feet to a point distant 67.97 feet Easterly of and measured at right angles from the centerline of said main track; thence N. 04 degrees 22 minutes 30 seconds W., parallel with the centerline of said main track, 307.10 feet; thence N. 85 degrees 37 minutes 30 seconds E., 3.60 feet; thence N. 00 degrees 28 minutes 52 seconds E., 67.01 feet to the Southerly right of way line of State Highway No. 19 (Main Street); thence N. 90 degrees 00 minutes 00 seconds W., along said right of way line, a distance of 27.32 feet to a point distant 50.00 feet Easterly of and measured at right angles to the centerline of said main track; thence S. 04 degrees 22 minutes 30 seconds E., parallel with the centerline of said main track, 464.37 feet; thence N. 07 degrees 06 minutes 51 seconds E., 90.22 feet to the point of beginning.

Zoning

The subject property is located in the I1-Light Industrial Zoning District. In the recently adopted Comprehensive Plan, the subject property will be identified as Business Flex. However, staff will be working with Bolton & Menk for the next year to develop a unified development code for the Zoning Ordinance and Subdivision Ordinance. The existing Zoning Ordinance will be utilized until the new Zoning and Subdivision Ordinance are adopted.

The applicant is requesting a 30' tall freestanding sign that is approximately 180 sq ft in size. The sign would consist of an electronic variable sign with tenant name slots. The electronic board would display important community events such as school sports games or boy scout activities.

According to section 718 (4) of the Zoning Ordinance regarding signage in the I1-Light Industrial District, it states:

- A. One (1) freestanding or monument sign per lot for single street frontage lots. In cases where lots have more than one street frontage, such lot shall be allowed up to two freestanding or monument signs which must each be placed on different frontages. The total square footage of all freestanding or monument signs on a lot shall not exceed the sum of one square foot for each front foot of lot, or 100 square feet, per surface, whichever is smaller. Freestanding or monument signs shall be set back 10 feet from any property line. Maximum height is 30 feet from average grade.
- B. No building sign shall extend in height more than six feet above the highest outside wall or parapet of any principal building. Building signs can only be placed on the principal building. Sign area is limited to 15 percent of the building face.
- C. Billboard signs are allowed only as the principal use of a lot. Billboards shall not exceed 480 square feet of sign per surface with a maximum of two sides. Setbacks shall comply with applicable district regulations for principal structures. Billboards shall maintain a spacing of not less than 500 feet between billboards.
- D. Electronic variable message signs and readerboard signs are permitted as part of the allowed signage.
- E. Signs may be illuminated but must meet the glare standards listed in this Ordinance.

In the I1-Light Industrial District, electronic variables message signs and reader board signs are permitted as long as the picture on the sign does not change more than one per five seconds. Furthermore, the ordinance allows a monument or freestanding sign in the I1 District to be setback a minimum of 10' from any property lines and outside any easements and cannot exceed 100 sq ft and be no taller than 30' in height.

The Zoning Ordinance states that signage is calculated only by the square footage of the text or design rather than white space. At this time, there is no clear plan for the text/design, but the electronic sign will be 6' x 13', the tenant name slots would be 10' x 8', and the sign header will be approximately 22 sq ft. In total this would be 180 sq ft sign. However, it should be noted that since no text/design plan has been submitted, the sign calculation may actually be less than 180 sq ft.

If the existing property were in the B1, B2, or B3 Districts, the sign could be a maximum of 200 sq ft. Section 718 (3)(B)(1) states that properties in the Business District that have a floor area greater than 50,000 sq ft but less than 100,000 sq ft, may have a freestanding or monument sign with a maximum surface area of 200 sq ft. The main floor of the subject building is 59,484 sq ft. In the Comprehensive Plan, the subject property is designated as 'Business Flex', and the site is currently utilized for mainly commercial purposes rather than industrial.

Neighborhood Conditions and Nearby Land Uses

North – Central Business District / Main Street and underutilized portions of the former mill building which are also zoned I-1 Light Industrial

South – I-1 Light Industrial Zoned properties and to the southeast are some residential dwellings separated by public roads from the subject site

East – Mach Lumber which is zoned I-1 Light Industrial and single-family homes further east

West – Union Pacific Railroad and beyond that is the B-3 Highway Commercial Zoning District and TH13/21.

The former mill property is unique in that there are several different zoning districts surrounding the site, which are a mix of commercial and residential properties. The Mill is currently occupied by Faith, Recovery & Music and the future 2 If By Sea Tactical indoor firing range. The site will also consist of exterior storage of vehicles and recreational equipment under the existing covered canopy. Other tenants will also be occupying the site in the future.

Statement of Practical Difficulties

An email dated on November 5th, 2024, by applicant representative Rick Kaun, provided the following practical difficulty:

There are many reasons to justify the need of the variance of the sign size.

New Prague Mill, LLC – Variance #V9-2024
November 20, 2024 Planning Commission Meeting
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We wish to limit the amount of signage on the buildings themselves, to preserve the ascetic and historical nature that they have.

We would like to increase city involvement and interaction by promoting local events, such as high school sports, Dozinski, historical society events, art council, chamber of commerce etc. (We have gotten positive feedback from Den at the art council and Tracy from the Chamber)

The size is important for the sighting to the property, being over 10ft lower than downtown. It would be nice to see the sign before it surprises you.

It is an important identification for our tenants

The size of the sign is minimal compared to the size of the buildings (one of the largest on Main Street).

One of our long term goals is to be a destination landmark for New Prague with both service and retail businesses.

Public Works / Utilities / Engineer Comments

Utilities General Manager Bruce Reimers noted that the applicant should be careful when placing the sign footings because there are two large-buried power cables in that location that feed their facilities.

City Engineer Chris Knutson with SEH, Inc. stated that although he has no concerns with the size of the sign, he wants to ensure that the sign lighting or messaging will not cause a nuisance for users on Main Street/TH19. The sign supplies will need to provide information regarding brightness, overall lighting, message changes, etc. **It will need to follow Sec. 173.155 MN Statutes regarding changeable electronic variable message signs.** The sign may not fit within the character of the downtown, but it is also a larger facility than others. It would be beneficial to have a site plan showing the orientation and location of the sign.

Public Works Director Matt Rynda believed that the sign will be very big and hopes it does not become an eyesore on Main Street. Police Chief Tim Applen is concerned about the aesthetics of the sign as it might be unsightly with a large glowing sign across from POPS especially since the entire sign is almost double the square footage allowed.

Building Official Comments

Building Official Scott Sasse stated that the city will need plans of footings that are stamped and signed by an engineer.

MnDOT Comments

New Prague Mill, LLC – Variance #V9-2024
November 20, 2024 Planning Commission Meeting
Page 5 of 18

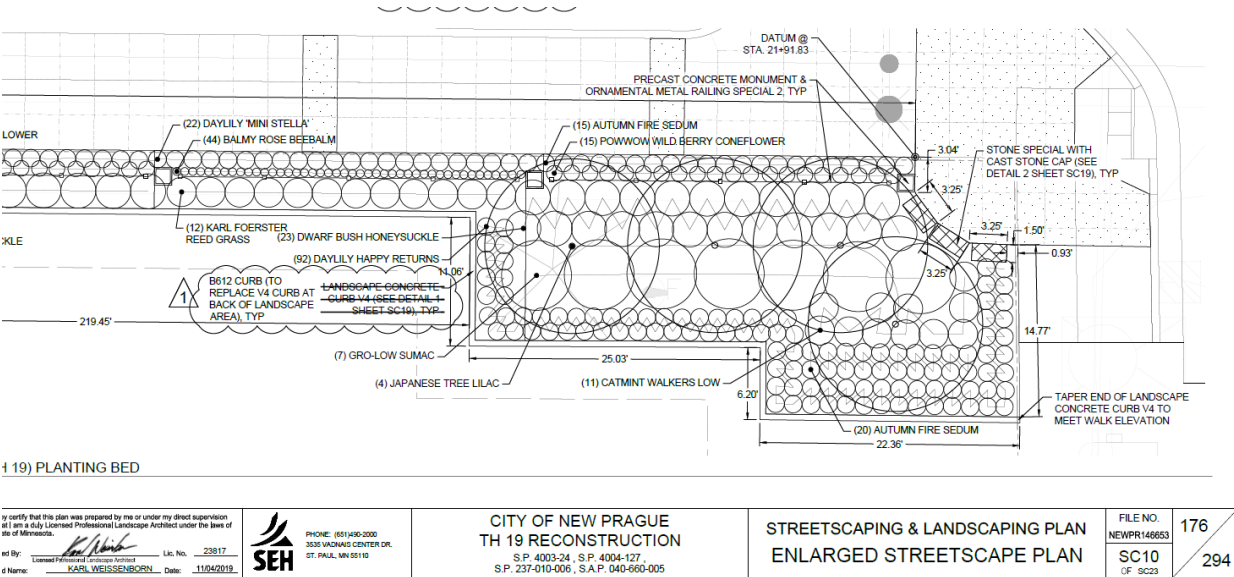
MnDOT District 7 East, Steve Schoeb, informed the City that the signage will need to be built outside of the MnDOT right-of-way. It was recommended that a certified surveyor must locate the property pins to make sure the sign is constructed on the applicant’s property. The electronic variable message sign cannot be scrolling or resemble emergency flashing lights.

Planning Staff Comments

Planning staff are in agreement that the size of the large 180 sq ft sign would accommodate the large size of the 5.83 acre site and size of the building, which would help identify the multiple tenants that would reside at the site. However, staff have concerns regarding the aesthetics of the electronic variable message sign along Main Street. Although electronic variable message signs are permitted use in the I1-Light Industrial District, it is prohibited in the B1-Central Business District, which are most adjacent properties north and east of the subject site. Additionally, the Comprehensive Plan has identified the subject site as Business Flex, which will result in new standards for the district.

In the existing Zoning Ordinance, electronic variable message signs may not change once per 5 seconds. As a way to mitigate aesthetic concerns, staff recommends adding a condition in which the electronic variable message sign cannot change more than once per 10 seconds.

Staff would like to note that there is a landscaping easement in the northeast corner of the site. The sign cannot be located within the easement area. The below picture is the landscaping easement identified in the TH 19 Reconstruction Project.



Criteria for Granting Variances - Section 507

The Zoning Ordinance defines a variance as follows: A modification or variation of the provisions of this Ordinance where it is determined that by reason of unique circumstances relating to a specific lot, that strict application of the Ordinance would cause practical difficulties. Practical

difficulties is a legal standard set forth in law that cities must apply when considering applications for variances. To constitute practical difficulties, all three factors of the test must be satisfied, which are reasonableness, uniqueness and essential character. The Zoning Ordinance's criteria addresses these standards.

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

- A. The variance is in harmony with the general purposes and intent of this Ordinance. (The variance to allow freestanding signage to exceed 100 sq. ft. is in harmony with the general purposes and intent of the Zoning Ordinance because freestanding and electronic variable message sign are a permitted use in the I1-Light Industrial Zoning District.)
- B. The variance is consistent with the comprehensive plan. (The proposed variance to allow freestanding signage is in harmony with the general purposes and intent of the Comprehensive Plan because freestanding signage is a permitted use in the I1-Light Industrial Zoning District.)
- C. The applicant proposes to use the property in a reasonable manner not permitted by this Ordinance, the City Code or the City Subdivision Ordinance. (The applicant proposes to use the property in a reasonable manner by adding an additional 80 sq. ft. of freestanding signage over the typical ordinance allowed limit on a very large 5.83 acre site.)
- D. Unique circumstances apply to the property which do not apply generally to other properties in the same zone or vicinity and result from lot size or shape, topography or other circumstances over which the owner of the property since enactment of this Ordinance has had no control. The unique circumstances do not result from the actions of the applicant. (Unique circumstances apply to this property over which the applicant had no control, and which do not generally apply to other properties nearby because the property very large (5.83 acres), therefore the bigger sign would help accommodate the large building size and the property is currently zoned as industrial rather than commercially zoned, which would better fit their current use.)
- E. The variance does not alter the essential character of the neighborhood. (The variance does not alter the essential character of the neighborhood because freestanding signs are a permitted use in the I1 Light Industrial Zoning District as well as the B1 Central Business and B3 Highway Commercial Districts, which abut the property.)

- F. That the variance requested is the minimum variance which would alleviate the practical difficulties. Economic conditions alone do not constitute practical difficulties. (The variance requested is the minimum variance which would alleviate the practical difficulties because it would adequately display the tenants that reside within the building and advertise community events so that it is legible for those who are walking or driving by.)
- G. The Board of Adjustment may impose such conditions upon the premises benefited by a variance as may be necessary to comply with the standards established by this Ordinance, or to reduce or minimize the effect of such variance upon other properties in the neighborhood, and to better carry out the intent of the variance. The condition must be directly related to and must bear a rough proportionality to the impact created by the variance. No variance shall permit a lower degree of flood protection than the Regulatory Flood Protection Elevation for the particular area or permit standards lower than those required by federal, state or local law. (The electronic variable message sign cannot change more than once per ten (10) seconds. The sign must be located outside the landscaping easement in the northeast corner. The placement of the sign is allowed as shown on a site plan with the specific date.)

Staff Recommendation

Staff recommends **approval** of Variance #V9-2024 to allow a variance for a 180 sq ft freestanding sign rather than the standard 100 sq ft sign at 100 2nd Ave SW, as proposed by New Prague Mill, LLC for the following reasons:

- A. The variance to allow freestanding signage to exceed 100 sq. ft. is in harmony with the general purposes and intent of the Zoning Ordinance because freestanding and electronic variable message sign are a permitted use in the I1-Light Industrial Zoning District.
- B. The proposed variance to allow freestanding signage is in harmony with the general purposes and intent of the Comprehensive Plan because freestanding signage is a permitted use in the I1-Light Industrial Zoning District.
- C. The applicant proposes to use the property in a reasonable manner by adding an additional 80 sq. ft. of freestanding signage over the typical ordinance allowed limit on a very large 5.83 acre site.
- D. Unique circumstances apply to this property over which the applicant had no control, and which do not generally apply to other properties nearby because the property very large (5.83 acres), therefore the bigger sign would help accommodate the large building size and the property is currently zoned as industrial rather than commercially zoned, which would better fit their current use.

- E. The variance does not alter the essential character of the neighborhood because freestanding signs are a permitted use in the I1 Light Industrial Zoning District as well as the B1 Central Business and B3 Highway Commercial Districts, which abut the property.
- F. The variance requested is the minimum variance which would alleviate the practical difficulties because it would adequately display the tenants that reside within the building and advertise community events so that it is legible for those who are walking or driving by.

And with the following conditions:

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

Attachments

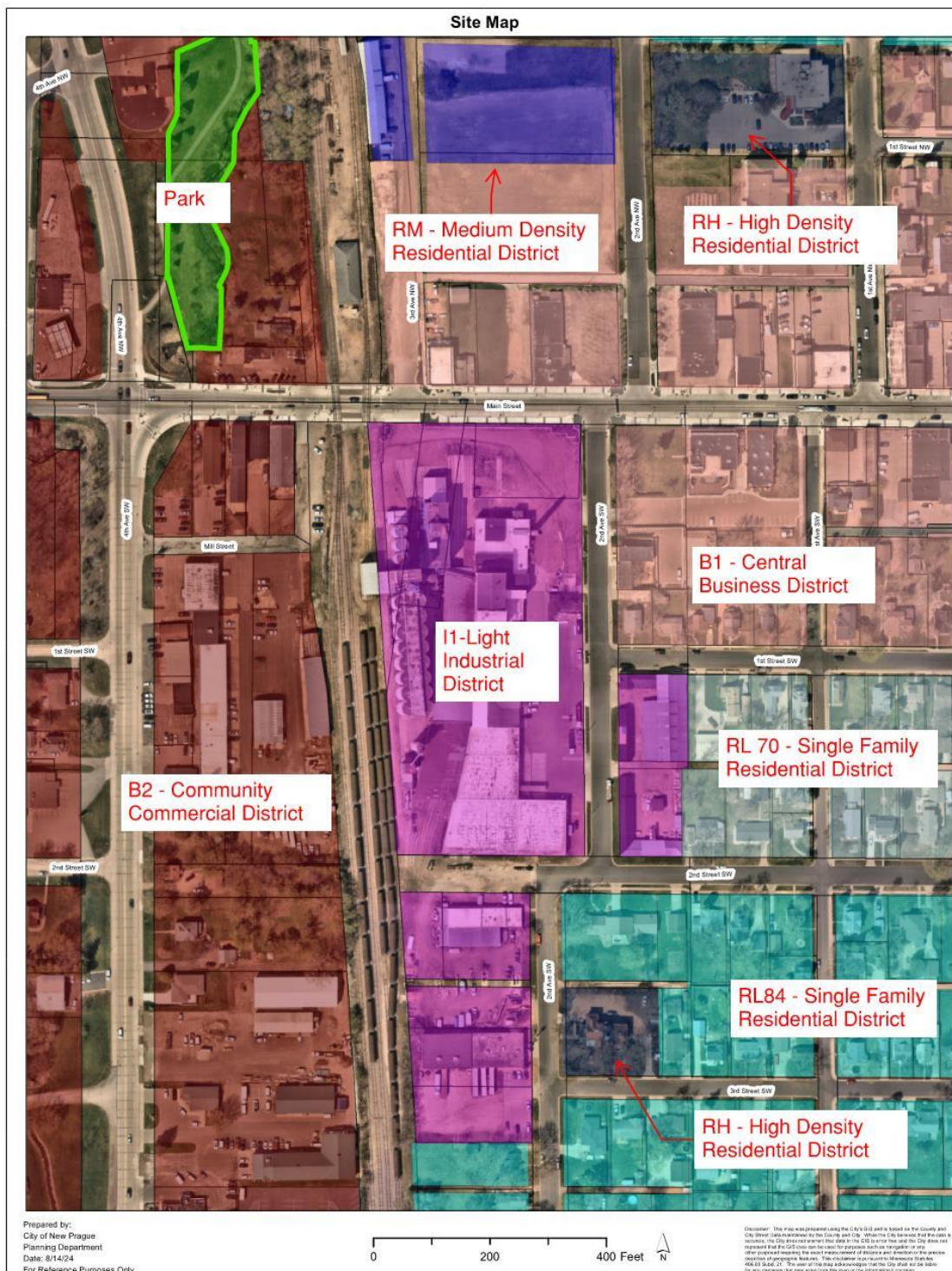
- 1. Site Map Aerial – Dated 8/14/24
- 2. Location of Sign – Dated 11/4/24
- 3. Site Map Aerial Zoning – Dated 8/14/24
- 4. Square Footage of Main Floor – Dated 11/1/24
- 5. Freestanding Sign Plan — Dated 10/30/24
- 6. Draft Design of the Sign – Dated 10/3/24
- 7. Google Street Map – Dated August 2023
- 8. Pictures – Dated 11/5/24



Aerial Site Map

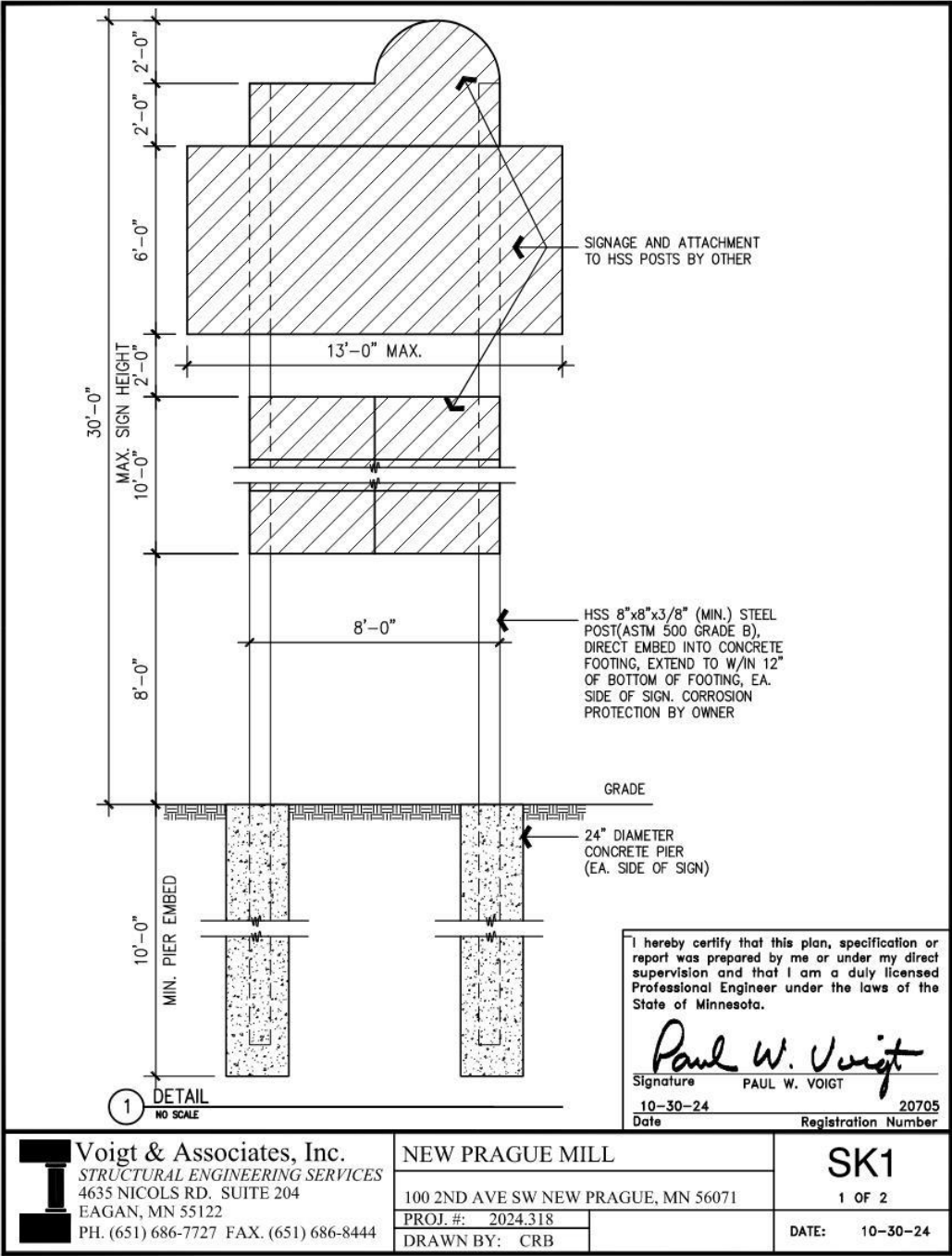


Sign Location

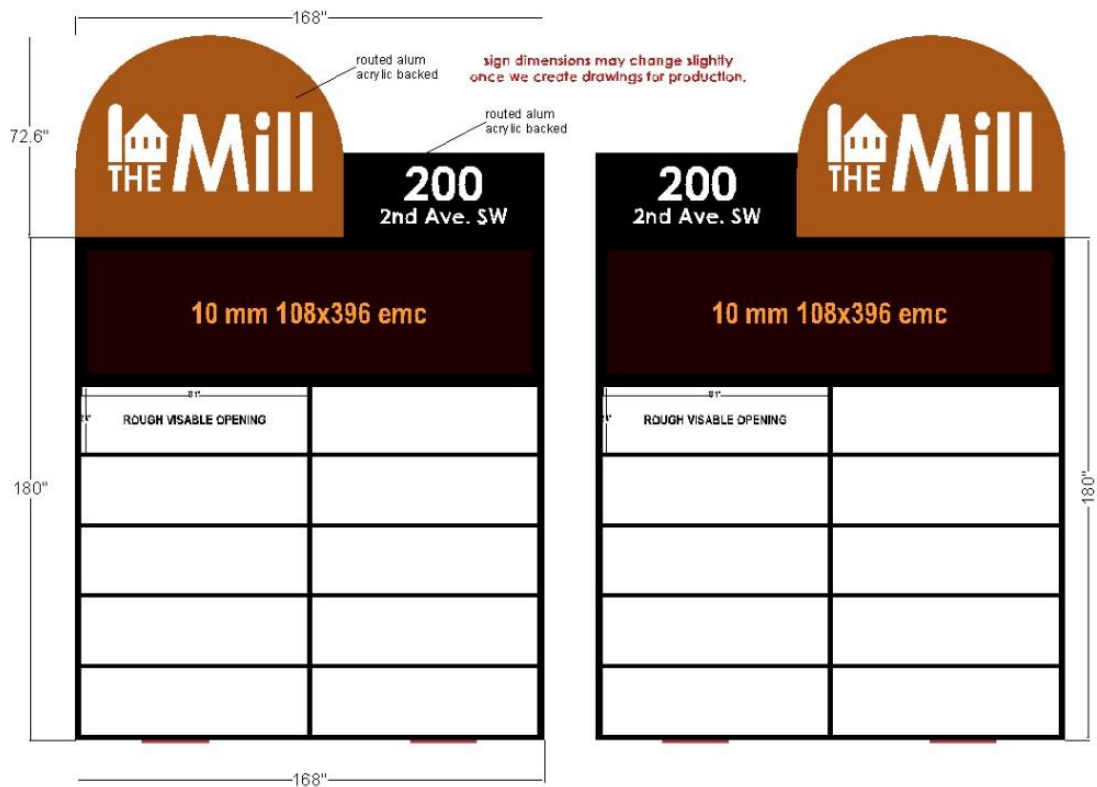


Site Map of Zoning Districts

New Prague Mill, LLC – Variance #V9-2024
November 20, 2024 Planning Commission Meeting
Page 13 of 18



Freestanding Sign Plan



Draft Design of the Sign



Google Street Maps – Looking Southeast from Main St W



Google Street Maps – Looking Northwest from 2nd Ave SW



Looking Towards the Mill from the Intersection of Main St W and 2nd Ave SW



Looking South from Main St W



Looking West from 2nd Ave SW



Looking North from the Sidewalk Off of 2nd Ave SW

RESOLUTION #24-12-16-04

**RESOLUTION OF THE NEW PRAGUE CITY COUNCIL APPROVING
VARIANCE (#V9-2024) TO ALLOW A 180 SQUARE FOOT FREESTANDING SIGN AT 100
2ND AVE SW IN THE I1-LIGHT INDUSTRIAL DISTRICT, AS PROPOSED BY THE NEW
PRAGUE MILL, LLC, NEW PRAGUE, MINNESOTA**

WHEREAS, New Prague Mill, LLC, owner of the following real estate in the County of Le Sueur to wit:

- Parcel 1:
Lots 1, 2, 3, and 4 in Block No. 4, in the Village (now City) of New Prague, Le Sueur County, Minnesota.
- Parcel 2:
Lot 4, Block 26, Syndicate Addition to New Prague, Le Sueur County, Minnesota, together with that part of the North half of the Vacated alley lying West of the Southerly extension of the East line of said Lot 4.
- Parcel 3:
Block 22 of “Beans Re-Arrangement of Block 22 and 23 Syndicate Addition to New Prague”.
- Parcel 4: Block 23 of “Beans Re-Arrangement of Blocks 22 and 23 Syndicate Addition to New Prague”, together with the vacated alley and the North half of vacated “L” street as shown on said Plat.
- Parcel 5:
Lots 1 and 2, Block 23-1/2, of “Beans Re-Arrangement of Blocks 22 and 23 Syndicate Addition to New Prague”, together with the South half of vacated “L” Street as shown on said Plat.
- Parcel 6:
Commencing with the intersection of the County Road with the line of the right way of the M. & St. L. Ry. Co., on the East side of their track, thence running East 70 feet, thence South 356 feet to a point 75 feet East of the said right of way line, thence west 75 feet to

said right of way, thence running North 356 feet to the point of beginning, being in the NW1/4 of NW1/4 of Sec. 3-112-23, Le Sueur County, Minnesota.

Parcel 7:

The tract of land lying and being in the County of Le Sueur and State of Minnesota, described as follows, to wit: Beginning at a point on the North line of Section Three (3), Township One Hundred Twelve (112) North, Range Twenty-three (23) West, said point being distant East, One Hundred Fifty (150) feet, measured along said section line from the original centerline of the Railways main track; thence Southwardly Four Hundred Nine and Five-Tenths (409.5) feet, to a point distant Easterly Sixty-Seven and Ninety-seven Hundredths (67.97) feet, measured at right angles thereto, from said centerline of main track, thence Northwardly, parallel with said centerline of main track, Three Hundred Seven and One-Tenth, (307.1) feet; thence eastwardly at right angles, Three and Six Tenths (3.6) feet; thence Northwardly about One Hundred (100) feet to a point on said Section line distant West Sixty-Nine and Seventy-Three Hundredths (69.73) feet from the point of beginning; thence East, upon and along said Section line Sixty-Nine and Seventy-three Hundredths (69.73) feet to the point of beginning.

Parcel 8:

That part of the NW1/4 NW1/4 of Section 3, Township 112 North, Range 23 West, City of New Prague, Le Sueur County, Minnesota, described as follows: Commencing at the intersection of the centerline of main track of the Union Pacific Railroad Company and the North line of Section 3; thence N. 90 degrees 00 minutes 00 seconds E. (assumed bearing) along the North line of Section 3, a distance of 150.00 feet; thence S. 07 degrees 06 minutes 51 seconds W., 409.64 feet to a point distant 67.97 feet Easterly of and measured at right angles from the centerline of said main track; thence N. 04 degrees 22 minutes 30 seconds W., parallel with the centerline of said main track, 307.10 feet; thence N. 85 degrees 37 minutes 30 seconds E., 3.60 feet; thence N. 00 degrees 28 minutes 52 seconds E., 67.01 feet to the Southerly right of way line of State Highway No. 19 (Main Street); thence N. 90 degrees 00 minutes 00 seconds W., along said right of way line, a distance of 27.32 feet to a point distant 50.00 feet Easterly of and measured at right angles to the centerline of said main track; thence S. 04 degrees 22 minutes 30 seconds E., parallel with the centerline of said main track, 464.37 feet; thence N. 07 degrees 06 minutes 51 seconds E., 90.22 feet to the point of beginning.

are requesting a variance to allow a 180 sq ft sign on the northeast corner of their property in the I1-Light Industrial District at 100 2nd Ave SW, which is located on the above-described real estate; and

WHEREAS, the New Prague Planning Commission has completed a review of the application and made a report pertaining to said request (#V9-2024), a copy of said report has been presented to the City Council; and,

WHEREAS, the New Prague Planning Commission on the 20th day of November, 2024, after due consideration of presented testimony and information, voted unanimously (3-0) to forward staff's recommendation to the City Council with a recommendation for approval; and,

WHEREAS, the New Prague City Council finds:

- A. The variance to allow freestanding signage to exceed 100 sq. ft. is in harmony with the general purposes and intent of the Zoning Ordinance because freestanding and electronic variable message sign are a permitted use in the I1-Light Industrial Zoning District.
- B. The proposed variance to allow freestanding signage is in harmony with the general purposes and intent of the Comprehensive Plan because freestanding signage is a permitted use in the I1-Light Industrial Zoning District.
- C. The applicant proposes to use the property in a reasonable manner by adding an additional 80 sq. ft. of freestanding signage over the typical ordinance allowed limit on a very large 5.83 acre site.
- D. Unique circumstances apply to this property over which the applicant had no control, and which do not generally apply to other properties nearby because the property very large (5.83 acres), therefore the bigger sign would help accommodate the large building size and the property is currently zoned as industrial rather than commercially zoned, which would better fit their current use.
- E. The variance does not alter the essential character of the neighborhood because freestanding signs are a permitted use in the I1 Light Industrial Zoning District as well as the B1 Central Business and B3 Highway Commercial Districts, which abut the property.
- F. The variance requested is the minimum variance which would alleviate the practical difficulties because it would adequately display the tenants that reside within the building and advertise community events so that it is legible for those who are walking or driving by.

NOW, THEREFORE BE IT RESOLVED, by the City Council of New Prague, Minnesota, that the request for variance #V9-2024 to allow a 180 sq ft sign in the I1-Light Industrial District at 100 2nd Ave SW, is hereby approved based on the above findings and the following conditions:

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

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

Passed this 2nd day of December, 2024.

Duane J. Jirik, Mayor

State of Minnesota)
)ss.
County of Scott & Le Sueur)

(CORPORATE ACKNOWLEDGMENT)

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:
Kyra J. Chapman
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: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KYRA CHAPMAN, PLANNER
SUBJECT: RESOLUTION SUPPORTING MNDOT ACTIVE TRANSPORTATION GRANT APPLICATION
DATE: DECEMBER 9, 2024

Earlier this year, the City submitted two applications for the Active Transportation grant, which included the industrial park's trail extension on 6th St NW and the trail connection along 12th Ave SE from 9th St SE to Tikalsky St SE. In the spring, the 12th Ave SE trail connection project was selected for funding and was awarded \$172,505. However, the trail extension project on 6th St NW was not chosen. The City is planning to apply for the 6th St NW project again in early 2025. The project would consist of an 8' bituminous trail north along 6th St NW from 11th Ave NW to 4th Ave NW (TH21).

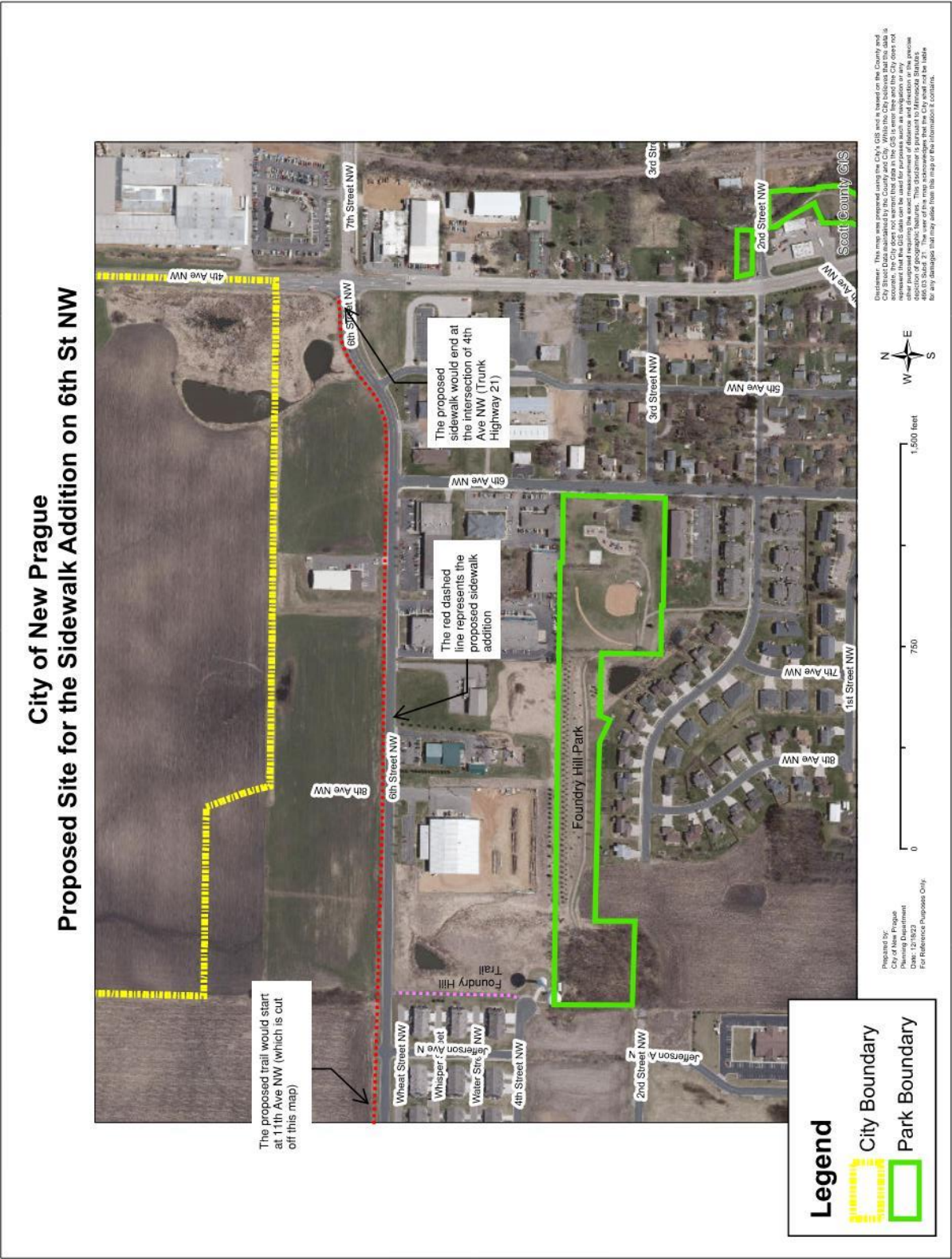
The grant funding could provide 100% of the construction costs for the project whereas the city would cover related project costs (engineering, construction observation, right of way acquisition, etc.). The benefit of the trail is not only for safety purposes to get pedestrians off the roads, but also for encouraging people to walk and bike more. More specifically, it would benefit employees and customers who want to access the industrial district using the trail.

Estimated project costs are as follows:

Industrial Park Trail - \$379,125.00 (\$303,300.00 grant and \$75,825.00 city share)

Staff Recommendation

Approve the attached resolution supporting the MnDOT Active Transportation grant application.



Industrial Park Trail Proposal

System Map 8-8

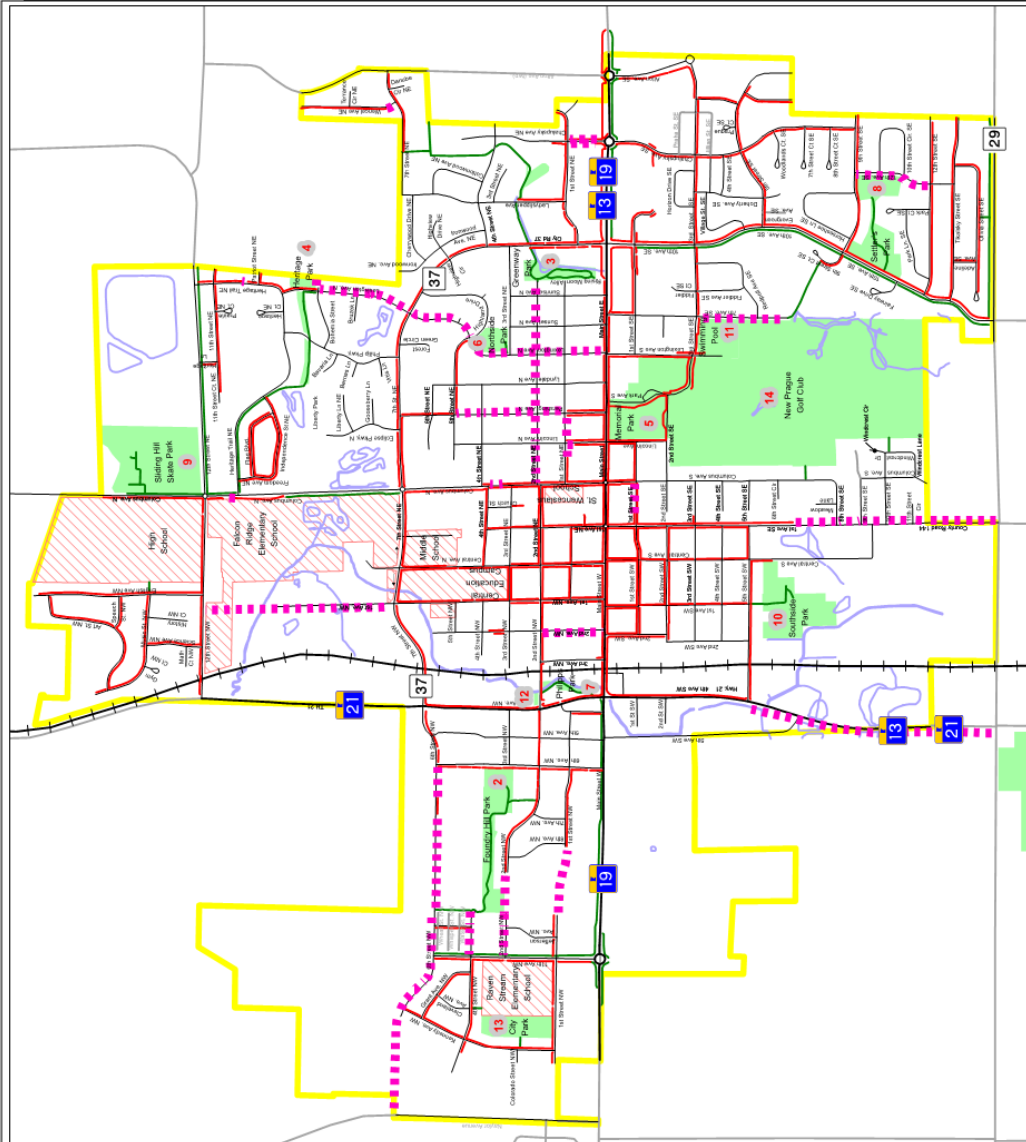
1. Future Athletic Complex
2. Foundry Hill Park
3. Greenway Park
4. Heritage Park
5. Memorial Park
6. Northside Park
7. Phillips Park
8. Settlers Park
9. Sliding Hill Skate Park
10. Southside Park
11. Swimming Pool / Baseball Field
12. Yackly Cabin Park
13. Unnamed Park
14. New Prague Golf Club

- Parks
- Schools
- Water
- City Limits
- Existing
- Existing
- City Street
- County Road
- State Highway
- Railroad
- System Center
- Sidewalk



Current to: September 2021
Replaces by: City of San Diego Department of Planning
File Path: WGIS\Projects\Gap_Sidekicks_Trails_May_8_2021.mxd

Disclaimer: This map was prepared using the City's GIS and it is based on the County and city data. The City does not warrant that the data is current or that the data is free from errors. The City does not represent that the GIS data can be used for purposes such as navigation or any other purpose requiring the exact measurement of distance and direction or the precise location of points. The user of this map acknowledges that the City shall not be liable for any damages that may arise from the use of the information contained herein.



Existing Gaps in the Sidewalk Map

RESOLUTION #24-12-16-05

**RESOLUTION OF THE NEW PRAGUE CITY COUNCIL
SUPPORTING MNDOT ACTIVE TRANSPORTATION GRANT APPLICATION**

WHEREAS, \$12.502 million in Active Transportation funding is available, with a minimum of \$50,000 and a cap of \$1,000,000 for each project; and,

WHEREAS, the City of New Prague's 2023 Visioning document identified the establishment of a trail connections to make it easier for residents to walk or bike for safety and health benefits such as for the benefit of those using non-motorized transportation and to help alleviate greenhouse gas emissions. The project will complete missing connections for non-motorized vehicles in the city and allow users to remain off-street. Construction for the project must begin no later than December 31st, 2026. The proposed project would consist of an 8' wide bituminous trail extension along the north side of 6th Street NW from TH21 to 11th Ave NW in the City's industrial park; and,

WHEREAS, the City of New Prague previously identified this project in the City's Comprehensive Plan for trail/sidewalk gaps; and,

WHEREAS, the City of New Prague is a Municipal State Aid City and does not require a sponsoring agency; and,

WHEREAS, the New Prague City Council fully supports the application for Active Transportation Grant funds; and,

WHEREAS, the City of New Prague understands it is responsible for all project costs not covered by Active Transportation Grant funds including but not limited to consultant engineering, right-of-way acquisition, construction administration and inspection, utility construction, as well as construction costs above the Active Transportation grant awards; and,

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

1. The City agrees to maintain such improvements for the lifetime of said improvements.
2. Full support is given to the applications for the Active Transportation program and construction of the projects.
3. The City agrees to pay all costs associated with the projects beyond the grant awards.

Passed this 16th day of December, 2024.

Duane J. Jirik, Mayor

ATTEST: _____
Joshua M. Tetzlaff, City Administrator



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KYRA CHAPMAN, PLANNER
SUBJECT: RESOLUTION SUPPORTING MNDOT SAFE ROUTES TO SCHOOL (SRTS) INFRASTRUCTURE GRANT APPLICATION
DATE: DECEMBER 6, 2024

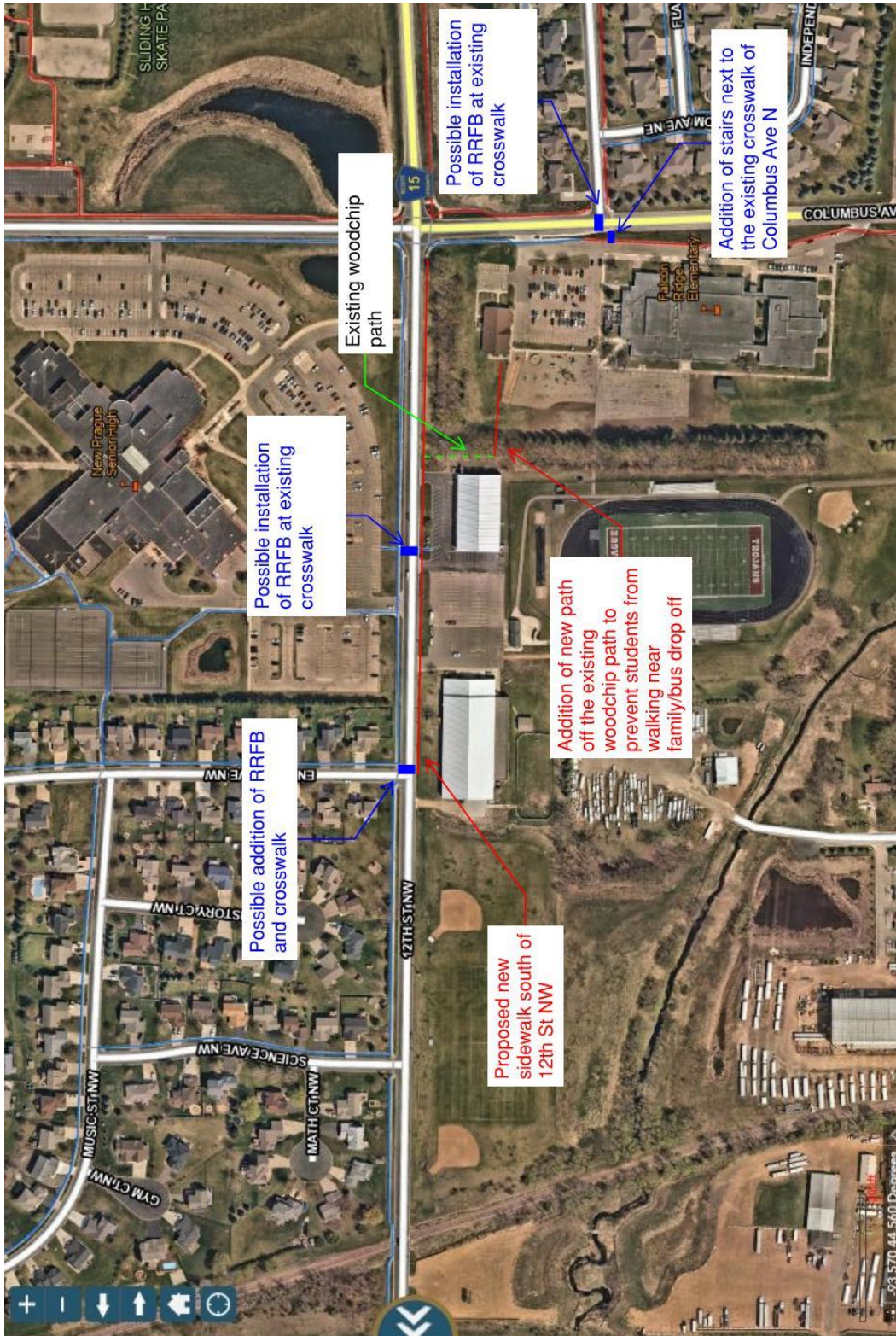
In 2023, the New Prague Area School's referendum for an operating levy failed. As a result, bus routes were scaled back and student walking distances increased. This has especially impacted walking distances for those around Homefield Addition (English Ave NW) to Falcon Ridge Elementary School and from Westgate Townhomes to Raven Stream Elementary School.

To improve the walkability near surrounding schools, New Prague Area Schools (NPAS) intends to apply for the MnDOT Safe Routes to School (SRTS) Infrastructure grant application. SRTS grant will fund infrastructure construction costs that promote safe modes of non-motorized transportation to and from school. MnDOT is accepting grant requests that are between \$50,000 to \$1,000,000 with no match required. Funding will not cover costs associated with engineering, construction administration and inspection, right of way acquisition, water main, sanitary sewer, or private utility work. As a requirement of the grant, schools that apply for this grant must have a state aid city or county to sponsor the application. New Prague Area Schools is requesting the City of New Prague to act as a sponsor agency for the project.

The proposed project will consist of multiple infrastructure improvements that would benefit New Prague High School, Falcon Ridge and Raven Stream Elementary School. It's anticipated that the project would cost \$548,830 with construction beginning in 2026. Rectangular Rapid Flashing Beacons (RRFBs) are proposed to be installed at existing posted crosswalks at Columbus Ave N/Heritage Trl NE, Columbus Ave N/12th St NE, and 11th Ave NW/2nd St NW. A completely new crosswalk with a RRFB would be installed at 12th St NE/English Ave NW. A trail would be added south of 12th St NW from English Ave NW to Columbus Ave N. Stairs would be installed behind the crosswalk of Columbus Ave N/Heritage Trl NE, and a woodchip trail would diverge from the new 12th St NW trail towards Compass Learning Center.

Staff Recommendation

Approve the attached resolution supporting the MnDOT Safe Routes to School (SRTS) Infrastructure Grant Application.



Proposed Improvements Near the High School and Falcon Ridge Elementary School



Proposed Improvement Near Raven Stream Elementary School

RESOLUTION #24-12-16-06

**RESOLUTION OF THE NEW PRAGUE CITY COUNCIL
SUPPORTING MNDOT SAFE ROUTES TO SCHOOL (SRTS) INFRASTRUCTURE
SOLICITATION GRANT APPLICATION AS A SPONSORING STATE AID CITY FOR
NEW PRAGUE AREA SCHOOLS**

WHEREAS, up to \$8.5 million in SRTS funding is available, with a minimum of \$50,000 and a cap of \$1,000,000 for each project; and,

WHEREAS, the City understands that since the 2023 referendum for an operating levy failed, walking distances for students were increased and bus routes were reduced. New Prague Area Schools is applying for the MnDOT SRTS grant to fund multiple infrastructure improvements to enhance walkability around Falcon Ridge Elementary, Raven Stream Elementary, and New Prague High School. These improvements include the construction of Rectangular Rapid Flashing Beacons, a trail extension, a woodchip path, and stairs; and,

WHEREAS, non-state aid cities, townships, and school must have a project sponsor; and,

WHEREAS, New Prague Area Schools requested the City of New Prague to act as a sponsor agency for the project; and,

WHEREAS, New Prague Area Schools understands that it will be responsible for all costs not covered by SRTS including but not limited to consultant engineering, right-of-way acquisition, construction administration and inspection, utility construction, as well as construction costs above the SRTS infrastructure grant amount; and,

WHEREAS, the New Prague City Council fully supports the application for the Safe Routes to School (SRTS) Infrastructure Solicitation Grant funds; and,

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

1. The City agrees to act as project sponsor for the project should New Prague Area Schools (NPAS) be selected to receive SRTS funds, and that sponsorship should include the following responsibilities of serving as the fiscal agent on behalf of NPAS, request an SAP/SP number for the project, ensure the project meets scheduled milestones, provide any required environmental documents and permits, and develop and review construction plan.

2. Full support is given to the application for the SRTS Infrastructure grant and construction of the project.

Passed this 16th day of December, 2024.

Duane J. Jirik, Mayor

ATTEST: _____
Joshua M. Tetzlaff, City Administrator



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: 2025-2034 CAPITAL IMPROVEMENT PLAN
DATE: DECEMBER 11, 2024

As reviewed by the City Council during the 2025 budget workshops, I have attached the proposed 2025-2034 Capital Improvement Plan (CIP). This plan reflects estimated spending in 2025 and forward, split into the departments who would make the proposed spending.

As a reminder, this is a plan and does not formally approve spending on any singular item. Ultimately, spending will take place according to the existing budget and how availability fits into that budget.

Recommendation

Staff recommends approval 2025-2034 Capital Improvement Plan.

Sum of Amount	Years										
Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Grand Total
Building Inspections	25,000		11,000	35,000							71,000
Office Desks, Uppers and Privacy Panels	25,000										25,000
Vehicle Replacement			11,000	35,000							46,000

Sum of Amount	Years										
Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Grand Total
Fire	-	26,250	27,563	578,941	30,387						663,141
City Fire Pumper				550,000							550,000
Portable Radios	-	26,250	27,563	28,941	30,387						113,141
Fire - Rural	25,000	26,250	27,563	578,941	30,387						688,141
City Fire Pumper - \$0 Cost				550,000							550,000
Portable Radios - \$0 Cost	25,000	26,250	27,563	28,941	30,387						138,141

Section 10, Item a.

Sum of Amount	Years										
Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Grand Total
Utility Vehicle	35,000								40,000		75,000
Work Cart #1							22,000				22,000
Work Cart #2							22,000				22,000
Work Cart #3		19,000									19,000
Work Cart #4		19,000									19,000
Work Cart #5	18,000										18,000
Work Cart #6	16,000										16,000

Section 10, Item a.

Sum of Amount	Years										
Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Grand Total
Government Building	-	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	900,000
Government Building Improvements	-	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	900,000

Section 10, Item a.

Sum of Amount	Years										
Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Grand Total
Park Board	78,126			90,000							168,126
12th Ave. SE Sidewalk Extension	43,126										43,126
Central Plaza Shade Structure	35,000										35,000
Sledding Hill Picnic Shelter				90,000							90,000

Section 10, Item a.

Sum of Amount	Years										
Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Grand Total
Planning	20,000										20,000
Vehicle Replacement	20,000										20,000

Section 10, Item a.

Sum of Amount	Years										
Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Grand Total
Police	100,850	105,904	144,220	150,401	113,000	116,000	116,000	116,000	116,000	116,000	1,194,375
Portable Radios			37,200	37,200							74,400
Squad Car Camera	11,849	12,323	12,816	13,329	12,500	12,500	13,000	13,000	13,000	13,000	127,317
Squad Car Install and Equipment	18,000	20,000	18,000	22,000	23,000	24,500	24,000	24,000	24,000	24,000	221,500
Squad Car Replacement	44,000	45,500	47,000	47,500	47,500	49,000	49,000	49,000	49,000	49,000	476,500
Taser/Bodycam	27,001	28,081	29,204	30,372	30,000	30,000	30,000	30,000	30,000	30,000	294,658

Section 10, Item a.

Sum of Amount	Years										
Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Grand Total
Storm Water	494,000	601,001	65,000	300,000	325,000	325,000	7,500	5,000			2,122,501
2025 CIP	486,000										486,000
2026 CIP		601,001									601,001
2027 CIP			65,000								65,000
2028 CIP				300,000							300,000
2029 CIP					325,000						325,000
2030 CIP						325,000					325,000
Mini Excavator Backhoe (1/3 of Cost)	8,000										8,000
Utility Vehicle 50%							7,500				7,500
Vehicle Replacement - Public Works Director 10%								5,000			5,000

Section 10, Item a.

Sum of Amount	Years										
Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Grand Total
Wastewater	1,132,358	712,552	1,118,363	739,297	2,217,356	1,405,550	1,483,884	435,362	1,165,994	634,786	11,045,502
1/2 Ton Pickup			40,000								40,000
Air Compressor Replacement				100,000							100,000
Air Heater Skid Replacement									500,000		500,000
All Polymer Injection Systems Replacement									75,000		75,000
Bypass Lift Station Control Cabinet	80,000										80,000
Chalupsky Lift Station					100,000						100,000
Chemical Feed Pumps Replacement										300,000	300,000
Chemical Tank & PVC Replacement		100,000									100,000
Clarifier Scraper System Replacement		70,000									70,000
Confined Space Entry Equipment for Lift Stations/Hatches	14,000	11,000									25,000
Forklift Replacement								33,000			33,000
Future CIP	536,500	48,000	52,000	300,001	325,000	325,000	350,000				1,936,501
HVAC Controls Upgrade					400,000						400,000
Lift Station Rehab & Pump Replacement Program	29,941	30,839	31,764	32,717	33,698	34,709	35,751	36,823	37,928	39,066	343,236
Membrane Cartridge Replacement	180,000	180,000	180,000	200,000	200,000	200,000	200,000	200,000	200,000		1,740,000
Mini Excavator Backhoe (1/3 of Cost)	11,000										11,000
Pipe Gallery Lift Station Controls Replacement	30,000										30,000
Plant Blowers			25,000	25,000	15,000						65,000
Pond Lift Station & Piping		50,000	750,000								800,000
Pump and Instrument Panel Replacement	35,917	37,713	39,599	41,579	43,658	45,841	48,133	50,539	53,066	55,720	451,765
Rebuild Sludge Tank Blower		35,000									35,000
Rehab (2) Barscreens & Replace (2) Compactors							300,000				300,000
Rehab Pretreatment UPS				20,000							20,000
Replace Effluent Refrigerated Sampler	10,000										
Roof Repair 1/3									240,000	240,000	480,000

Section 10, Item a.

Sum of Amount	Years									Section 10, Item a.	
Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Grand Total
Rotary Press Control / PLC Upgrade							50,000				50,000
SCADA Hardware Software/PLC Upgrade	150,000	150,000				300,000					600,000
Sludge Blanket Monitoring/Programming	50,000										50,000
Truck with Vactor					750,000						750,000
UV System Replacement					350,000						350,000
Valves & Actuators in BAF Replacement						500,000					500,000
Valves & Actuators in Biosolids Replacement								100,000			100,000
Valves & Actuators in Membrane Replacement							500,000				500,000
Vehicle Replacement	5,000										5,000
Vehicle Replacement - Public Works Director 30%								15,000			15,000
VFD's and Controls for BAF Blowers									60,000		60,000
Water Softener Upgrade				20,000							20,000

Sum of Amount	Years									Section 10, Item a.	
Funding Sources	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Grand Total
Water	850,000	510,000	498,000	566,000	561,050	541,200	565,500	591,000	602,789	630,917	5,916,456
Filter #1 Chemical Feed System	40,000										40,000
Future CIP	750,000	400,000	400,000	441,000	463,050	486,200	510,500	536,000	562,789	590,917	5,140,456
Mini Excavator Backhoe (1/3 of Cost)	10,000										10,000
Misc. Equipment	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	150,000
SCADA	10,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000			115,000
Service Truck		55,000									55,000
Tractor Backhoe				25,000							25,000
Well #1 Replacement			43,000								43,000
Well #2 Replacement					43,000						43,000
Well #3, #4, #6 Pump Replacement	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	250,000
Well #5 Replacement				45,000							45,000
Grand Total	10,363,834	9,965,881	9,409,854	4,128,510	4,331,243	3,652,068	3,005,384	1,995,312	3,628,555	2,392,180	52,872,822



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: 2025 VISIONING DOCUMENT
DATE: DECEMBER 11, 2024

Over the course of the 2025 budget preparation cycle, there has also been discussion about the 2025 Visioning document. This document has included updates to the projects going forward, as well as adding information for projects completed in 2024. I have attached the most recent version of the document for your review.

Some highlights looking forward to 2025 include:

- Completing the City’s Long-Term Financial Plan
- Completing an update to the City’s Zoning Ordinance
- Work with the Townships to update our Orderly Annexation Agreements

Once the Visioning document is approved, the approved version will be placed in the City Council Share Drive and updated quarterly so that the Council can have an updated version to view at its pleasure or when citizens may have questions.

Recommendation

Staff recommends approval of the 2025 Visioning document.

2025 Visioning List

Each year, the City Council meets with the City department heads and holds a number of workshops to determine projects and ideas the City would like to accomplish. Some of the projects are small in both cost and interest to the public, such as updating the employee review process, while others are large in both cost and interest to the public, such as building a new City Hall or development of the land in the southwest portion of town thought to be an athletic complex. Some projects are internal to City operations, such as implementing a City-wide GIS solution while others are more public based, such as a trail to Cedar Lake Farm Regional Park.

This list is in no way exhaustive of the activities of staff but is meant to act as a beacon for specific projects that are desired to be completed and to act as a list that will increase the accountability of both the Council and the staff for completion of projects. It is possible that some projects listed will not be completed in their given year due to extenuating circumstances or because a change in desirability took place. At the end of each calendar year, the City Administrator will share a report with the City Council that will outline the progress on the visioning list and the outlook for the next year.

Within the following list, each project/idea will have the following:

- a Target Date that the City would like to complete the project by;
- a Date Added that shows the year the idea was first added to the list;
- an Original Target Date that shows the Target date a project/idea was first assigned to track if a project has moved around;
- a Responsible Department that the City Administrator will use to track which departments are working on the various projects;
- a Details section that will layout and explain what the project is and why it is being supported; and
- and Progress section that will show progress on the projects/ideas.

The list is expected to be updated annually and approved at the end of each year during the budgeting process. As the list continues to be used through the years, completed projects will be listed in an abbreviated form at the end of the document for up to five years to remind readers what the City has been able to accomplish.

I hope that this process will continue to evolve into the future and be completed so that the City can continue to progress, providing better and more efficient services to our residents as we continue to grow.



Joshua M. Tetzlaff, AICP
City Administrator, City of New Prague

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Short-term Goals

The following projects are considered short-term in nature and are meant to be completed in the next 1-3 years, or between the years 2023 and 2025. The list has been categorized by year that it is intended to be completed.

2025

Staff Development	
Timeframe	Ongoing
Resp. Depart.	All
Details	Budget each year for staff in each department to be able to grow their skills as professionals

Equipment Fund/General Obligation Debt Reduction	
Timeframe	Ongoing
Resp. Depart.	Administration
Details	<p>As yearly debt payments are reduced, the levy amount previously used to pay debt will be instead allocated to an Equipment Replacement fund. This will reduce the need to borrow for the purchasing of equipment on a yearly basis as well as allow the City to maintain a more consistent levy increase. It will also create a cushion should debt need to be again used in the future to reduce overall levy impacts.</p> <p>For the 2025, \$40,304 is being levied towards the Equipment Fund.</p>

Long-Term Financial Plan			
Target Year	2025	Year Added	2023
Original Target Year	2023	Change in Target Year?	
Resp. Depart.	Administration		
Details	<p>Working through the long-term financial plan in 2023, it was quickly discovered that doing so with the budget created a large amount of work having to change both with any small change to the budget. Because of this, staff recommends completely the plan, and then subsequent updates, in the spring, which will help guide staff along with the Visioning Document when it puts together the budget for the upcoming year.</p> <ul style="list-style-type: none"> 6/2024 Update: The plan is to work through pieces of the long-term financial plan through late-summer/fall of 2024, culminating in a full document. The first part that will be shared will be based on the General Fund. 9/2024 Update: The long-term financial plan continues to not be completed while other items take precedent. As the City goes through the process of selecting a Financial Advisor for the coming years, I would like to work with whoever is chosen to get this project across the finish line. 		

Sidewalk Expansion/Maintenance			
Target Year	2025	Year Added	2022
Original Target Year	2023	Change in Target Year?	Applying for Grants
Resp. Depart.	Community Development		
Details	<p>The City is looking at expanding two sidewalks/trails in 2023. First, a sidewalk/trail along 6th Street NW, from 4th Avenue NW west to the trail connection at the end of the industrial park. The second sidewalk/trail would be along 12th Avenue SE, from Tikalsky Street SE to 9th Street SE.</p> <ul style="list-style-type: none"> 12/2022 Update: A grant has been applied for through MnDOT to fund both of these extensions. Build-out is planned whether or not the grants are received. 3/2023 Update: The City was not awarded the grant for expansion of the trail system. We were told a Complete Streets Policy would make us much more competitive. 6/2024 Update: The City was awarded a grant to build out a sidewalk along 12th Avenue SE, from Tikalsky Street SE to 9th Street SE. With grant funds not available for the trail along 6th Street NW, staff's recommendation is to wait until street work is done on 6th Street NW and the lots are built out before constructing a trail to minimize damage to trail. 9/2024 Update: The City has informed residents along 12th Avenue SE that will be along the sidewalk route that the project is being considered to be built in 2025. 		

City Hall Hours			
Target Year	2025	Year Added	2022
Original Target Year	2023	Change in Target Year?	Was not completed on time
Resp. Depart.	Administration		
Details	<p>Research City Hall hours and employee schedules to determine if the current work schedules are appropriate.</p> <ul style="list-style-type: none"> 12/2023 Update: This initiative was not completed in 2023. 6/2024 Update: This project has not been started. 9/2024 Update: Internally, staff has discussed a trial period for this to take place during the summer of 2025. This trial period would shift City Hall hours from 730a to 5p, which adds one hour to each day, while also closing City Hall at 1130a on Fridays. This closure time would both provide flexibility to staff as well as allow staff time to work without interruption. This is planned to be discussed with the City Council at the start of 2025. 		

Orderly Annexation Agreements			
Target Year	2025	Year Added	2022
Original Target Year	2023	Change in Target Year?	Waited until Comp Plan updated
Resp. Depart.	Community Development		
Details	<p>Staff will work to negotiate and enter into Annexation Agreements with Helena and Lanesburgh townships for continued planned expansion of New Prague.</p> <ul style="list-style-type: none"> 3/2023 Update: This item is set to be moved to 2024. The Townships would like us to complete our Comprehensive Plan before coming to the table. 6/2024 Update: Once the Comprehensive Plan is completed, staff will begin talking with the townships about updating the City's orderly annexation agreements. 9/2024 Update: With the Comprehensive Plan being shared with the Townships for comment, discussions are in the preliminary phase to look at updating the annexation agreements so that everyone is on the same page. 		

Organize Revolving Loan Fund Program for Downtown Businesses			
Target Year	2025	Year Added	2022
Original Target Year	2023	Change in Target Year?	Waited until Comp Plan updated
Resp. Depart.	Community Development		
Details	<p>The City has funding available to start a revolving loan fund program. Staff will organize and work with the EDA on potentially starting up a program for downtown businesses.</p> <ul style="list-style-type: none"> 3/2023 Update: This is currently being considered by the EDA as a future project/goal. The EDA would like to wait on the Comprehensive Plan update before finalizing any goals. 6/2024 Update: There has been interest from a few downtown businesses for some sort of assistance in improving buildings. This project continues to be on the list of possible future EDA projects to be discussed once the Comprehensive Plan is completed. 9/2024 Update: No further discussions have taken place as the EDA waits on the Comprehensive Plan. 		

Electronic Document Storage			
Target Year	2024	Year Added	2022
Original Target Year	2023	Change in Target Year?	On hold to determine need
Resp. Depart.	Administration		
Details	<p>City staff will review options for implementing a storage system for all the City's documents, that makes them more accessible and usable. This will include the integration of the City's software platforms (finance, community development, licensing, permits, time keeping, Council/board packets) to create efficiencies.</p> <ul style="list-style-type: none"> • 3/2023 Update: So as not to create redundancies, staff would like to wait until the new Finance/Administration software is in place to see what needs exist. Likely won't be reviewed more in-depth until Q4 2023. This may become a 2024 project. • 6/2024 Update: At this point, staff does not see a need for further systems to store electronic documents. That being said, staff is still adapting to the new administrative/financial software and recommends moving this to 2025 to be able to re-assess at that point. 		

Green Step Cities			
Target Year	2025	Year Added	2022
Original Target Year	2023	Change in Target Year?	Not fully completed in 2023
Resp. Depart.	Administration/Planning Commission		
Details	<p>Staff will work with the Planning Commission to develop a plan to implement 1 – 2 possible best practices in 2023.</p> <ul style="list-style-type: none"> 3/2023 Update: Meeting with the Planning Commission 1/2023, it was determined the Planning Commission would like staff to work on pursuing the following two Best Practices: <ul style="list-style-type: none"> 15.1: Adopt a sustainable purchasing policy 25.2: Create or participate in a marketing program to connect businesses with assistance providers, including utilities, who provide energy audits and assistance. 25.7: Conduct or participate in a buy local campaign for community members and local businesses. <p>Staff expects to begin work on these April 2023.</p> <ul style="list-style-type: none"> With a new Administrative Coordinator in place, staff expects to begin work on these three items in July. 9/2023 Update: Staff will be taking the sustainability and sustainable purchasing policies to the Planning Commission in September. 6/2024 Update: The City requires one additional best practice to move to Step 3 with Green Step Cities. The EDA will be discussing how to coordinate with the Chamber of Commerce to complete the last best practice of 25.7. 9/2024 Update: After meeting with the Chamber, City staff has some good ideas for how to implement this requirement. We should be able to handle campaign internally and hope that it can possibly grow into more engagement City wide. 		

Reduce Golf Course Subsidy			
Target Year	2024-2027	Year Added	2022
Original Target Year	2023-2032	Change in Target Year?	Target year reduced as reduction has taken place
Resp. Depart.	Administration/Golf		
Details	<p>In 2024, the planned subsidy to the Golf Course was \$97,016. This was down 20% from \$121,270. Due to budget revenue limitations, the subsidy was reduced to \$41,946. In 2025, the plan is to reduce the subsidy \$12,127 from planned 2024 amount to \$84,889.</p> <ul style="list-style-type: none"> 6/2024 Update: As budget drafts are being worked on, the current recommendation is to reduce the transfer from \$41,946 to \$29,819, instead of increasing the subsidy back \$84,889. 		

Historic District			
Target Year	2025	Year Added	2022
Original Target Year	2024	Change in Target Year?	Waited until Comp Plan updated
Resp. Depart.	Community Development		
Details	<p>Staff will explore establishing downtown New Prague as a historic district by the State of Minnesota.</p> <ul style="list-style-type: none"> 6/2024 Update: This potential project is waiting on completion of the Comprehensive Plan. 		

Increase Security Cameras			
Target Year	2025-2028	Year Added	2022
Original Target Year	2023-2026	Change in Target Year?	Staff applying for grants for partial funding
Resp. Depart.	Police		
Details	<p>Staff budgeted \$25,000 in 2023 for the installation of cameras across the City in strategic locations to assist in cases (i.e. parks, intersections, etc.). This will likely be a multi-year project as our network is built out to support the security of our facilities.</p> <ul style="list-style-type: none"> 3/2023 Update: Staff has preliminary work from the budget process. Staff will begin diving into this further with CTS. 6/2023 Update: Grants have been applied for that would allow more work than originally planned for year one to take place. Staff has not yet heard on whether it will be awarded any grant funding. 9/2023 Update: Staff continues to wait on word of the grants. 12/2023 Update: Staff has still not received word on whether we received the grants. At this point, we are assuming we did not, and will be applying again in 2024. 6/2024 Update: Staff has applied for the grant for security cameras again. To this point, internal funding has not been used as it is the hope to use internal funding as the required grant matches to build out the network. 9/2024 Update: Staff continues to wait on word of the grants. 		

Zoning Ordinance Update			
Target Year	2025	Year Added	2022
Original Target Year	2024	Change in Target Year?	Funding
Resp. Depart.	Community Development		
Details	<p>Following the completion of the City's Comprehensive plan, the next step is updating the Zoning Ordinance. This has not been done comprehensively since the 1970s, when the ordinance was originally written. Since that time, additions, subtractions, or changes have been piecemeal in nature. A full re-write will allow the ordinance to better match the vision of the community as documented in the updated Comprehensive Plan as well as make the ordinance more accessible to citizens, developers, and staff. Due to the size of the work, and potential cost, the City is budgeting for half of the cost in 2024 and half of the cost in 2025, with work expected to be completed in 2025.</p> <ul style="list-style-type: none"> 6/2024 Update: Since the City was not successful in obtaining trail grants, there is ARPA funding that is available and must be spent/under contract by the end of 2024. Staff recommends using some of that excess ARPA funding to start the Zoning Ordinance Update a year early, thus not needing to levy for the funds in 2025. 9/2024 Update: An RFP has been released. Submittals are due 10/18. 		

Park Board Bylaw Updating			
Target Year	2024	Year Added	2022
Original Target Year	2024	Change in Target Year?	
Resp. Depart.	Administration/Community Development		
Details	<p>Staff, working with the City Council and Park Board, will review the bylaws of the Park Board to ensure they are up-to-date and working appropriately.</p> <ul style="list-style-type: none"> 6/2024 Update: This project has not been started. 9/2024 Update: This project has not been started. 		

Strategic Plan			
Target Year	2025	Year Added	2024
Original Target Year	2025	Change in Target Year?	
Resp. Depart.	Council/Administration		
Details	<p>Most organizations that are considered successful tend to have in common that the organization as a whole is moving in the same direction. From the Board of Directors (or owner) to the hourly employees, everyone is aware of the mission of the organization and the goals it hopes to accomplish over the next five to ten years. As I consider New Prague and what can be done to ensure it continues to be regional leader, I believe the next step is to have a formal Strategic Planning process. This would help Council, staff, and the community know the direction the City is headed and why certain decision are made. It'll help boards and commission when new projects are being reviewed as to whether those projects match the vision for the community that Council has set. It'll help staff when preparing the budget and the Council when reviewing the budget that the budget is advancing the goals for the community. And it will help explain the reasons behind Council decisions to the general public and allow the Council to point to "why" a certain decision was made.</p> <p>Staff does not have the expertise to lead this overall discussion. To allow staff to fully participate in the Strategic Planning process, I would recommend bringing in a third-party mediator to lead the discussion and know which questions to be asking to get the best result possible.</p>		

Full Compensation Study			
Target Year	2025	Year Added	2025
Original Target Year	2025	Change in Target Year?	
Resp. Depart.	Council/Administration		
Details	<p>As the City continues to evolve as an organization, it is important that the City is competitive in the labor market for attracting and retain top talent. Because of this, the City intends to complete a full compensation study of employee wages, benefits, and job descriptions every ten years. This study is planned to be updated every five years to look at wages. Performing the study in 2025, to implement in 2026, would be a full study.</p>		

2025 Infrastructure Improvement Project			
Target Year	2025	Year Added	2022
Original Target Year	2025	Change in Target Year?	
Resp. Depart.	Public Works		
Details	Staff will oversee the 2025 Infrastructure Improvement Project.		

Capital Asset Tracking Software			
Target Year	2025	Year Added	2023
Original Target Year	2025	Change in Target Year?	
Resp. Depart.	Administration/Public Works		
Details	Currently, assets are tracked using Microsoft Access, which is a difficult program to understand and used by almost no one due to its difficult nature. Microsoft began phasing out the program in 2018 and it's only a matter of time before it isn't available at all. Staff will explore what a different capital asset tracking program would look like.		

2026 Amateur State Baseball Tournament			
Target Year	2025	Year Added	2022
Original Target Year	2026	Change in Target Year?	
Resp. Depart.	Public Works?		
Details	Perform necessary actions in 2025 to pursue hosting the 2026 tournament		

City Center Development			
Target Year	2025	Year Added	2025
Original Target Year	2025	Change in Target Year?	
Resp. Depart.	Administration		
Details	Following up on an update to the City's Comprehensive Plan, the City will explore the development of a lot known as City Center, north of Main Street, west of 2 nd Avenue NW. The City owns much of the north 2/3 rd s of the block. A Small Area Plan was conducted with the Comprehensive Plan that laid out a more detailed land use plan for the site. The City also received grading plans for the site. A private committee was put together to construct an outdoor performance theater on the site. The City is responsible for the development of the rest of the site.		

Construct New Police Station			
Target Year	2025	Year Added	2024
Original Target Year	2025	Change in Target Year?	
Resp. Depart.	Administration/Police		
Details	Following up on a Facility study that was completed in 2023, the City is looking at constructing a new police station next to the fire station, creating a Public Safety center that will house fire, police, and EMS services for the City. Current timelines have bidding documents being reviewed by the City Council in January and construction beginning Q2 2025.		

2026

Staff Development	
Timeframe	Ongoing
Resp. Depart.	All
Details	Budget each year for staff in each department to be able to grow their skills as professionals

Safety Equipment			
Target Year	2025	Year Added	2022
Original Target Year	2025	Change in Target Year?	
Resp. Depart.	Police		
Details	To keep our officers safe, this will be a planned purchasing of safety equipment, including ballistic shields, for use by our officers should a situation arise.		

Trail Expansion/Maintenance			
Target Year	2026 (Even Years)	Year Added	2022
Original Target Year	2026	Change in Target Year?	
Resp. Depart.	Community Development		
Details	Each year, the Parks Board acknowledges trail expansion projects but puts them off due to lack of funding. Expanding the trail network would be a continued effort to begin completing some of those projects. <ul style="list-style-type: none"> Cedar Lake Farm Regional Farm 		

City Council Technology			
Target Year	2026	Year Added	2022
Original Target Year	2026	Change in Target Year?	
Resp. Depart.	Administration		
Details	Purchase three laptops for use by the newly elected Council members starting their terms in 2027.		

City-wide GIS Solution			
Target Year	2026	Year Added	2022
Original Target Year	2026	Change in Target Year?	
Resp. Depart.	Administration		
Details	Implement a City-wide GIS solution that allows all departments to utilize GIS to improve their efficiencies.		

1 st Avenue SE (County Road 60) Reconstruction/Turnback			
Target Year		Year Added	2022
Original Target Year		Change in Target Year?	
Resp. Depart.	Administration/Public Works		
Details	There have been past discussions with the City Engineer and the Le Sueur County Engineer regarding a possible rehabilitation and turnback of 1 st Ave SE as a county road. The condition of 1 st Ave SE is deteriorating more each year and the County has indicated past discussions about using the mileage of this county road designation elsewhere in the County.		

2026 Infrastructure Improvement Project			
Target Year	2026	Year Added	2022
Original Target Year	2026	Change in Target Year?	
Resp. Depart.	Public Works		
Details	2026 CIP		

Additional Wastewater Operator			
Target Year	2026	Year Added	2022
Original Target Year	2025	Change in Target Year?	Not needed in 2025
Resp. Depart.	Public Works		
Details	As the wastewater plant ages, an additional operator will be needed to keep up with maintenance of the plant.		

Increase Security Cameras			
Target Year	2025-2028	Year Added	2022
Original Target Year	2023-2026	Change in Target Year?	Staff applying for grants for partial funding
Resp. Depart.	Police		
Details	<p>Staff budgeted \$25,000 in 2023 for the installation of cameras across the City in strategic locations to assist in cases (i.e. parks, intersections, etc.). This will likely be a multi-year project as our network is built out to support the security of our facilities.</p> <ul style="list-style-type: none"> 3/2023 Update: Staff has preliminary work from the budget process. Staff will begin diving into this further with CTS. 6/2023 Update: Grants have been applied for that would allow more work than originally planned for year one to take place. Staff has not yet heard on whether it will be awarded any grant funding. 9/2023 Update: Staff continues to wait on word of the grants. 12/2023 Update: Staff has still not received word on whether we received the grants. At this point, we are assuming we did not, and will be applying again in 2024. 6/2024 Update: Staff has applied for the grant for security cameras again. To this point, internal funding has not been used as it is the hope to use internal funding as the required grant matches to build out the network. 		

Staffing Levels Assessment			
Target Year	2026	Year Added	2022
Original Target Year	2023	Change in Target Year?	Funding
Resp. Depart.	Administration		
Details	Have a staffing levels assessment performed for all departments to determine if the City departments are appropriately sized for the level of service expectations we have for the City.		

Extension of 3 rd Street SE			
Target Year	2026	Year Added	2022
Original Target Year	2025	Change in Target Year?	
Resp. Depart.	Administration/Public Works		
Details	There is portion of 3 rd Street SE that needs to be annexed and completed before the Topka property can be developed.		

2027

Staff Development	
Timeframe	Ongoing
Resp. Depart.	All
Details	Budget each year for staff in each department to be able to grow their skills as professionals

10 th Avenue SE Mill and Overlay			
Target Year	2025	Year Added	2022
Original Target Year	2025	Change in Target Year?	
Resp. Depart.	Administration/Public Works		
Details	There are sections of 10th Avenue SE that are over 20 years old and being one of the City's most heavily travelled roadways, the surface needs upkeep and possibly a facelift.		

Sidewalk Expansion/Maintenance			
Target Year	2027 (Odd years)	Year Added	2022
Original Target Year	2027	Change in Target Year?	
Resp. Depart.	Community Development		
Details	A continuing effort will be made to expand the City's sidewalk system to make the City more accessible for all modes of transportation. This includes ADA updates when necessary.		

2027 Infrastructure Improvement Project			
Target Year	2027	Year Added	2022
Original Target Year	2027	Change in Target Year?	
Resp. Depart.	Public Works		
Details	2027 CIP		

Increase Security Cameras			
Target Year	2025-2028	Year Added	2022
Original Target Year	2023-2026	Change in Target Year?	Staff applying for grants for partial funding
Resp. Depart.	Police		
Details	<p>Staff budgeted \$25,000 in 2023 for the installation of cameras across the City in strategic locations to assist in cases (i.e. parks, intersections, etc.). This will likely be a multi-year project as our network is built out to support the security of our facilities.</p> <ul style="list-style-type: none"> 3/2023 Update: Staff has preliminary work from the budget process. Staff will begin diving into this further with CTS. 6/2023 Update: Grants have been applied for that would allow more work than originally planned for year one to take place. Staff has not yet heard on whether it will be awarded any grant funding. 9/2023 Update: Staff continues to wait on word of the grants. 12/2023 Update: Staff has still not received word on whether we received the grants. At this point, we are assuming we did not, and will be applying again in 2024. 6/2024 Update: Staff has applied for the grant for security cameras again. To this point, internal funding has not been used as it is the hope to use internal funding as the required grant matches to build out the network. 		

Extension of 1 st Street SE			
Target Year	2027	Year Added	2022
Original Target Year	2027	Change in Target Year?	
Resp. Depart.	Administration/Public Works		
Details	Work with Beckius to dedicate the right-of-way for 1 st Street SE, and then extend the street to make the lots more buildable.		

Tri-Creek Park and Trail System			
Target Year	2027+	Year Added	2025
Original Target Year	2027+	Change in Target Year?	
Resp. Depart.	Administration/Planning/Parks		
Details	<p>The community currently has one creek (Phillips Creek) within City limits and is in very close proximity to two others (Sand Creek and Raven Stream). These are community assets that should be preserved, protected, and utilized to allow showcase New Prague. They offer an opportunity to build out as a backbone to the New Prague Trail System. The City Council is committed to setting funding aside yearly for acquiring property and building out the Tri-Creek Park and Trail System.</p>		

Medium-term Goals

The following projects are considered medium-term in nature and are meant to be completed in the next 4-6 years, or between the years 2026 and 2028. The list has been categorized by year that it is intended to be completed.

2028

Staff Development	
Timeframe	Ongoing
Resp. Depart.	All
Details	Budget each year for staff in each department to be able to grow their skills as professionals

City Council Technology			
Target Year	2028	Year Added	2022
Original Target Year	2028	Change in Target Year?	
Resp. Depart.	Administration		
Details	Purchase three laptops for use by the newly elected Council members starting their terms in 2029.		

Trail Expansion/Maintenance			
Target Year	2028 (Even Years)	Year Added	2022
Original Target Year	2028	Change in Target Year?	
Resp. Depart.	Community Development		
Details	Each year, the Parks Board acknowledges trail expansion projects but puts them off due to lack of funding. Expanding the trail network would be a continued effort to begin completing some of those projects.		

2028 Infrastructure Improvement Project			
Target Year	2028	Year Added	2022
Original Target Year	2028	Change in Target Year?	
Resp. Depart.	Public Works		
Details	2028 CIP		

Update Snow Removal and Grass Cutting Maps (Update Every Five Years)			
Target Year	2028	Year Added	2022
Original Target Year	2028	Change in Target Year?	
Resp. Depart.	Administration/Public Works		
Details	Staff will examine the areas of town that the City cleans snow and cuts grass and will make changes as necessary for equity and service purposes.		

Increase Security Cameras			
Target Year	2025-2028	Year Added	2022
Original Target Year	2023-2026	Change in Target Year?	Staff applying for grants for partial funding
Resp. Depart.	Police		
Details	<p>Staff budgeted \$25,000 in 2023 for the installation of cameras across the City in strategic locations to assist in cases (i.e. parks, intersections, etc.). This will likely be a multi-year project as our network is built out to support the security of our facilities.</p> <ul style="list-style-type: none"> 3/2023 Update: Staff has preliminary work from the budget process. Staff will begin diving into this further with CTS. 6/2023 Update: Grants have been applied for that would allow more work than originally planned for year one to take place. Staff has not yet heard on whether it will be awarded any grant funding. 9/2023 Update: Staff continues to wait on word of the grants. 12/2023 Update: Staff has still not received word on whether we received the grants. At this point, we are assuming we did not, and will be applying again in 2024. 6/2024 Update: Staff has applied for the grant for security cameras again. To this point, internal funding has not been used as it is the hope to use internal funding as the required grant matches to build out the network. 		

2029

Staff Development	
Timeframe	Ongoing
Resp. Depart.	All
Details	Budget each year for staff in each department to be able to grow their skills as professionals

Sidewalk Expansion/Maintenance			
Target Year	2029 (Odd years)	Year Added	2022
Original Target Year	2029	Change in Target Year?	
Resp. Depart.	Community Development		
Details	A continuing effort will be made to expand the City's sidewalk system to make the City more accessible for all modes of transportation. This includes ADA updates when necessary.		

2029 Infrastructure Improvement Project			
Target Year	2029	Year Added	2022
Original Target Year	2029	Change in Target Year?	
Resp. Depart.	Public Works		
Details	2029 CIP		

2030

Staff Development	
Timeframe	Ongoing
Resp. Depart.	All
Details	Budget each year for staff in each department to be able to grow their skills as professionals

City Council Technology			
Target Year	2030	Year Added	2022
Original Target Year	2030	Change in Target Year?	
Resp. Depart.	Administration		
Details	Purchase three laptops for use by the newly elected Council members starting their terms in 2031.		

Trail Expansion/Maintenance			
Target Year	2030 (Even Years)	Year Added	2022
Original Target Year	2030	Change in Target Year?	
Resp. Depart.	Community Development		
Details	Each year, the Parks Board acknowledges trail expansion projects but puts them off due to lack of funding. Expanding the trail network would be a continued effort to begin completing some of those projects.		

Update Compensation Study			
Target Year	2030	Year Added	2025
Original Target Year	2030	Change in Target Year?	
Resp. Depart.	Council/Administration		
Details	As the City continues to evolve as an organization, it is important that the City is competitive in the labor market for attracting and retain top talent. Because of this, the City intends to complete a full compensation study of employee wages, benefits, and job descriptions every ten years. This study is planned to be updated every five years to look at wages. 2030 would be performing an update of the 2025 study, to implement in 2031.		

2030 Infrastructure Improvement Project			
Target Year	2030	Year Added	2022
Original Target Year	2030	Change in Target Year?	
Resp. Depart.	Public Works		
Details	2030 CIP		

Long-term Goals

The following projects are considered long-term in nature and are meant to be completed in the next 7-10 years, or between the years 2031 and 2034. The list has been categorized by the year that it is intended to be completed.

2031

Staff Development	
Timeframe	Ongoing
Resp. Depart.	All
Details	Budget each year for staff in each department to be able to grow their skills as professionals

Parks Garage			
Target Year	2031	Year Added	2022
Original Target Year	2031	Change in Target Year?	
Resp. Depart.	Public Works		
Details	Go through the process of constructing a new Parks Garage		

Sidewalk Expansion/Maintenance			
Target Year	2031 (Odd Years)	Year Added	2022
Original Target Year	2031	Change in Target Year?	
Resp. Depart.	Community Development		
Details	A continuing effort will be made to expand the City's sidewalk system to make the City more accessible for all modes of transportation. This includes ADA updates when necessary.		

2031 Infrastructure Improvement Project			
Target Year	2031	Year Added	2022
Original Target Year	2031	Change in Target Year?	
Resp. Depart.	Public Works		
Details	2031 CIP		

2032

Staff Development	
Timeframe	Ongoing
Resp. Depart.	All
Details	Budget each year for staff in each department to be able to grow their skills as professionals

Trail Expansion/Maintenance			
Target Year	2032 (Even Years)	Year Added	2022
Original Target Year	2032	Change in Target Year?	
Resp. Depart.	Community Development		
Details	Each year, the Parks Board acknowledges trail expansion projects but puts them off due to lack of funding. Expanding the trail network would be a continued effort to begin completing some of those projects.		

2032 Infrastructure Improvement Project			
Target Year	2032	Year Added	2022
Original Target Year	2032	Change in Target Year?	
Resp. Depart.	Public Works		
Details	2032 CIP		

2033

Staff Development	
Timeframe	Ongoing
Resp. Depart.	All
Details	Budget each year for staff in each department to be able to grow their skills as professionals

Sidewalk Expansion/Maintenance			
Target Year	2033 (Odd Years)	Year Added	2023
Original Target Year	2033	Change in Target Year?	
Resp. Depart.	Community Development		
Details	A continuing effort will be made to expand the City's sidewalk system to make the City more accessible for all modes of transportation. This includes ADA updates when necessary.		

2033 Infrastructure Improvement Project			
Target Year	2033	Year Added	2023
Original Target Year	2033	Change in Target Year?	
Resp. Depart.	Public Works		
Details	2033 CIP		

2034

Staff Development	
Timeframe	Ongoing
Resp. Depart.	All
Details	Budget each year for staff in each department to be able to grow their skills as professionals

Trail Expansion/Maintenance			
Target Year	2034 (Odd Years)	Year Added	2024
Original Target Year	2034	Change in Target Year?	
Resp. Depart.	Community Development		
Details	Each year, the Parks Board acknowledges trail expansion projects but puts them off due to lack of funding. Expanding the trail network would be a continued effort to begin completing some of those projects.		

2034 Infrastructure Improvement Project			
Target Year	2034	Year Added	2024
Original Target Year	2034	Change in Target Year?	
Resp. Depart.	Public Works		
Details	2034 CIP		

Future, Uncommitted Goals

The following projects are considered future projects and have not been given a goal for completion. This may be due to funding, direction, or any other circumstance that the Council does not wish to put a timetable on a project but wants to keep it on the radar. It is possible these projects are waiting on another, outside party and may be completed on short notice should the other responsible party move on the project.

Staff Development	
Timeframe	Ongoing
Resp. Depart.	All
Details	Budget each year for staff in each department to be able to grow their skills as professionals

Splash Pad Feasibility Study			
Target Year	???	Year Added	2022
Original Target Year	2022	Change in Target Year?	Citizen Group Not Ready to Proceed
Resp. Depart.	Community Development		
Details	<p>Staff will lead a feasibility study for the construction of a splash pad to better understand the reality of completing the project. This study will be done in conjunction with the Park Board.</p> <p>** This item is dependent on a group unaffiliated with the City completing their application to form a non-profit.</p> <ul style="list-style-type: none"> Q4 2022 Update: The group has not completed this step. Q4 2024 Update: Any groups previously working on fundraising have been disbanded and there are no groups, City or otherwise, actively pursuing funding. 		

City Hall			
Target Year		Year Added	2022
Original Target Year		Change in Target Year?	
Resp. Depart.	Administration		
Details	Following discussions by the City Council, this item is placed for future consideration. In 2022, a Facilities Study is being performed to determine the amount of need for a new facility.		

40-Acre Athletic Complex			
Target Year		Year Added	2022
Original Target Year		Change in Target Year?	
Resp. Depart.	Community Development		
Details	Unsure if site is even best used as an athletic facility. Are there other areas better suited? Is the City interested in building an athletic complex?		

National Pollutant Discharge Elimination System			
Target Year	2037	Year Added	2022
Original Target Year	2042	Change in Target Year?	
Resp. Depart.	Public Works		
Details	In 2022, the State of Minnesota informed the City of New Prague that our wastewater discharge had elevated chloride levels and that this needed to be remedied. Our current wastewater facility is not able to correct this situation so the City requested a 20-year variance from the State. While not yet formally announced, we are under the assumption the State will grant the City a 15-year variance. At that time, the City, whether through a wastewater facility upgrade or a water treatment facility upgrade, the City will need to comply with the State regulations.		

Sanitary Sewer Trunk Main – NorthEast			
Target Year		Year Added	2022
Original Target Year		Change in Target Year?	
Resp. Depart.	Public Works		
Details	Expansion of the sanitary sewer trunk main to the east from the wastewater treatment plant to allow continued development.		

Sanitary Sewer Trunk Main – NorthWest			
Target Year		Year Added	2022
Original Target Year		Change in Target Year?	
Resp. Depart.	Public Works		
Details	Expansion of the sanitary sewer trunk main to the west from the wastewater treatment plant to allow continued development.		

Sanitary Sewer Trunk Main – SouthEast			
Target Year		Year Added	2022
Original Target Year		Change in Target Year?	
Resp. Depart.	Public Works		
Details	Expansion of the sanitary sewer trunk main to the southeast part of the City to allow continued development.		

Sanitary Sewer Trunk Main – SouthWest			
Target Year		Year Added	2022
Original Target Year		Change in Target Year?	
Resp. Depart.	Public Works		
Details	Expansion of the sanitary sewer trunk main to the southwest part of the City to allow continued development.		

Future Infrastructure Improvement Projects			
Target Year		Year Added	2022
Original Target Year		Change in Target Year?	
Resp. Depart.	Public Works		
Details	2034+ CIP		

Completed Projects

The following projects are considered to have been completed. This list will keep projects for five years and will serve as a reminder for the City Council, staff, and citizens of the projects the City has been able to complete in the recent years. Some projects, which may not have initially appeared on the goals list but were completed in a given year due to short-notice may also be included on this list.

2022

Preparation for Absentee Ballot Processing			
Completed Year	2022	Year Added	2022
Original Target Year	2022	Change in Target Year?	
Resp. Depart.	Administration		
Details	The City took the necessary steps to take over absentee voting in the Scott County portion of town. This included purchasing new equipment, training staff, and hiring election judges to work for both 46-day periods prior to election days. While mandated by the County, this was unfunded by the County or the State.		

Update Employee Review Process			
Completed Year	2022	Year Added	2022
Original Target Year	2022	Change in Target Year?	
Resp. Depart.	Administration		
Details	In June 2022, administration rolled out a new employee review process that focuses on self-improvement, assessment, and progress, having employees take an active role in what they need to improve and how to get there. This process has supervisors meet with employees twice per year to better keep track of progress and improvement. It also puts all employees of the City under the same process so that all employees are treated equitably.		

City Hall Renovation			
Completed Year	2022	Year Added	2022
Original Target Year	2022	Change in Target Year?	
Resp. Depart.	Public Works		
Details	The upper floor of City Hall was remodeled to include two additional offices as well as reduce the size of the employee breakroom to a more appropriate size for its level of use. This process also converted an office on the main level into two workspaces. Overall, this created three additional offices. Outside of electrical work, all renovation work was handled in-house to significantly reduce the cost of construction.		

Toxicity Reduction Evaluation			
Completed Year	2022	Year Added	2022
Original Target Year	2023	Change in Target Year?	
Resp. Depart.	Public Works		
Details	The State determined that our wastewater discharge was considered toxic and needed to be remedied. Wastewater staff worked diligently with a consultant who specializing in this work to find the problem. What was expected to take a couple years, and cost upwards of \$100,000 to fix, was discovered and remedied for less than \$5,000.		

Have Risk Assessment Performed on City Technology			
Completed Year		Year Added	2022
Original Target Year		Change in Target Year?	
Resp. Depart.	Administration		
Details	The City contracted with TrueNorth to have a Risk Assessment performed on the City's IT equipment. Through this assessment, a number of items were identified for the City to work on to increase its ability to perform in a secure manner. Going forward, staff will work on some of the recommendations.		

Green Step Cities			
Completed Year	2022	Year Added	2022
Original Target Year	2022	Change in Target Year?	
Resp. Depart.	Administration/Planning Commission		
Details	The City completed the process of becoming a Green Step City.		

Paperless Council/Board Packets			
Completed Year	2022	Year Added	2022
Original Target Year	2022	Change in Target Year?	
Resp. Depart.	All		
Details	The City began the transition to paperless Council/Board packets. This first step was to create a PDF document that is sent to all Council and Board members in lieu of a paper packet. A transition policy was passed September 2022 to put this into action.		

2022 Infrastructure Improvement Project			
Completed Year	2022	Year Added	2022
Original Target Year	2022	Change in Target Year?	
Resp. Depart.	Public Works		
Details	Staff coordinated and oversaw the 2022 CIP project, which included the reconstruction of Columbus Avenue and underlying infrastructure from Main Street to 4 th Avenue.		

Emerald Ash Borer Plan			
Completed Year	2022	Year Added	2022
Original Target Year	2022	Change in Target Year?	
Resp. Depart.	Community Development		
Details	Staff completed an emerald ash borer plan to assist the City in combatting the emerald ash borer. A grant was received to assist in the costs of preparing and implementing the plan.		

Events Permit			
Completed Year	2022	Year Added	2022
Original Target Year	2022	Change in Target Year?	
Resp. Depart.	Community Development		
Details	During November 2022, the City Council approved an ordinance that put an Events Permit into place. This permit is styled in a manner that sees different fees and requirements based on the size of an event, with larger more intensive events requiring a larger fee and more intense backgrounding.		

2023

Discount Memberships for Employees			
Completed Year	2023	Year Added	2022
Original Target Year	2022	Change in Target Year?	Approved 2022, Implemented 2023
Resp. Depart.	Administration		
Details	As an employment benefit for City employees, the City Council placed a program in place that allowed City employees the ability to purchase up to two 10-punch golf cards at a discounted rate.		

Bylaw Updating			
Completed Year	2023	Year Added	2022
Original Target Year	2022 – EDA 2023 – Golf Board	Change in Target Year?	Started in 2022 but did not fully complete.
Resp. Depart.	Administration		
Details	<p>Due to bylaws that have not been updated/revised since 1991, the City Council approved updated EDA bylaws to ensure they are meeting the needs of the City Council and EDA.</p> <p>The City Council also took the opportunity to review the enabling resolution for the Golf Board and updated the resolution to better clarify the powers of the Board.</p>		

Implement Multifactor Authentication for all City Computer Users			
Completed Year	2023	Year Added	2022
Original Target Year	2022	Change in Target Year?	Did not have budgeted funds
Resp. Depart.	Administration		
Details	The City Council implemented Multifactor Authentication for all City Computer users to better protect the City's data and systems.		

City Development Guide			
Completed Year	2023	Year Added	2022
Original Target Year	2023	Change in Target Year?	
Resp. Depart.	Community Development		
Details	Staff updated the City's Development Guide, which is passed out to developers and interested parties to assist in working through the City's development process.		

Paperless Council/Board Packets			
Completed Year	2023	Year Added	2022
Original Target Year	2023	Change in Target Year?	
Resp. Depart.	Administration		
Details	In an effort to make packets more accessible, as well as to reduce the City's environmental footprint, the City Council adopted a fully paperless packet that can be accessed from an device that has internet access.		

Extension of 6 th Avenue NW and 8 th Avenue NW			
Completed Year	2023	Year Added	2022
Original Target Year	2023	Change in Target Year?	
Resp. Depart.	Administration/Public Works		
Details	As part of the 2023 Improvement Project, the EDA finished their development obligations on the latest phase of the industrial park, extending 6 th Avenue NW and 8 th Avenue NW to the edge of City Limits.		

Rental Inspection Ordinance			
Completed Year	2023	Year Added	2022
Original Target Year	2022	Change in Target Year?	Process begun in 2022
Resp. Depart.	Community Development		
Details	Working with a committee of staff, citizens, and rental unit owners, the City Council drafted a Rental Inspection Ordinance that gives advantages to both renters and rental-owners.		

Finance/Administration Software Updates			
Completed Year	2023	Year Added	2022
Original Target Year	2023	Change in Target Year?	
Resp. Depart.	Administration/Utilities		
Details	The City made a swich from Incode 9 to CivicSystems to tie together and operate the City. CivicSystems increased ease of use, allowed for easier public interactions with the City, and came a reduced cost when compared to Incode 9.		

Continuity of Operations Plan			
Completed Year	2023	Year Added	2022
Original Target Year	2023	Change in Target Year?	
Resp. Depart.	Administration		
Details	Administrator Tetzlaff worked with staff to complete a plan that will allow for operations to more smoothly continue when a short-term vacancy occurs in a position. This document will be a continually evolving document as the City grows and changes.		

Ordinance Updating			
Completed Year	2023	Year Added	2022
Original Target Year	2023	Change in Target Year?	
Resp. Depart.	Community Development		
Details	The City Council approved updates to the City Code regarding rights-of-way and refuse collection.		

2023 Infrastructure Improvement Project			
Completed Year	2023	Year Added	2022
Original Target Year	2023	Change in Target Year?	
Resp. Depart.	Public Works		
Details	The 2023 Infrastructure Improvement Project was completed, which replaced underground infrastructure, poured new streets, and added sidewalks to Sunrise Avenue, Sunset Avenue, 1 st Street N, 2 nd Street, NE, and 3 rd Street NE3.		

City Facility Assessment			
Completed Year	2022	Year Added	2022
Original Target Year	2023	Change in Target Year?	
Resp. Depart.	Administration		
Details	Working with Wold Architects, the City completed a Facilities Assessment to gauge the condition and space availability of current City facilities.		

New Parks Department Facility			
Completed Year	2023	Year Added	2023
Original Target Year	2024+	Change in Target Year?	A facility became available
Resp. Depart.	Administration		
Details	Following the completion of the facility assessment, a new Parks Department facility was listed as a high priority need. When the facility located at 412 5 th Avenue NW became available, it offered the City the ability to meet its needs for a Parks Department facility while also saving over \$3m compared to building a new facility.		

2024

Bylaw Updating			
Completed Year	2024	Year Added	2022
Original Target Year	2023	Change in Target Year?	Started in 2023 but did not fully complete.
Resp. Depart.	Administration		
Details	Staff, in conjunction with Fire Department, reviewed the internal working procedures used by the Fire Department to update the documents and make them more cohesive.		

Community Recreational Facility Study			
Completed Year	2024	Year Added	2022
Original Target Year	2023	Change in Target Year?	Process took longer than expected
Resp. Depart.	Administration		
Details	Staff, working with Wold Architects, completed a Community Recreational Facility Study. In March 2024, John McNamara from Wold presented findings regarding the existing conditions of the City facilities and their usage. The report spelled out possible improvements the City can make to existing facilities to increase usability. The report did not include an in-depth look on indoor facilities since the City does not currently have any indoor studies. It did include anecdotal from the various organizations about what indoor facilities could be used.		

Replace Sidearms			
Completed Year	2024	Year Added	2022
Original Target Year	2024	Change in Target Year?	
Resp. Depart.	Police		
Details	As recommended by manufacturers to maintain a level of safety and service, the City replaced the sidearms of City officers using one-time public safety funding.		

Online System for Licenses			
Completed Year	2024	Year Added	2022
Original Target Year	2023	Change in Target Year?	
Resp. Depart.	Community Development		
Details	The City implemented software that allows for permit, project, and license applications to be submitted online. This went live on May 1 st .		

Comprehensive Plan Update			
Completed Year	2024	Year Added	2022
Original Target Year	2022-2023	Change in Target Year?	Process took longer than expected
Resp. Depart.	Community Development		
Details	<p>Staff will oversee a full update on the City's Comprehensive Plan. The City Council and Planning Commission will be consulted throughout the process.</p> <ul style="list-style-type: none"> 12/2022 Update: November 2022, the City Council entered into an agreement with MSA to provide a complete comprehensive plan service for the City. This process is expected to begin January 2023 and be wrapped up by December 2023. 3/2023 Update: The steering committee has met and the plan update is underway. The consultants are planning on meeting with the City Council/Planning Commission to receive feedback and provide guidance. 6/2023 Update: Met with all board and commissions except for Utilities. Steering committee meeting again in July. Will be compiling public input and starting drafts soon. 9/2023 Update: Steering committee set to meet in September. 12/2023 Update: The formal public comment portion was wrapped up in Q4 2023. Looking forward, following additional Council/Board/Committee discussions, we'll move into the final drafting stage. Tentative finish is in Q1 2024. 3/2024 Update: The Comprehensive Plan wrap up has taken a step back so that it can be wrapped up at the same time as the Sanitary Sewer Feasibility Study and the City Center Small Area Plan. 6/2024 Update: There is no update on the Comprehensive Plan. The Small Area Plan, which the approval of the Comprehensive Plan was put on hold for, is expected to be presented in mid-July. 		

East/West Sanitary Sewer Trunk Mains Feasibility Study			
Completed Year	2024	Year Added	2022
Original Target Year	2023	Change in Target Year?	Started in 2023. Finished in 2024
Resp. Depart.	Publics Works		
Details	<p>A feasibility study to be conducted to determine future locations, costs, etc. to expand the sanitary sewer system to the east and west. Funding for these studies has been allocated from existing ARPA funds.</p> <ul style="list-style-type: none"> 3/2023 Update: Staff is working to put together the RFP language and plans to have it to the City Council by June 2023. 6/2023 Update: Staff has been working with the City Engineer to put an RFP together. The plan is to have it before the Council soon to start the process. 9/2023 Update: The RFP is being advertised and has a submission deadline of September 19th. 12/2023 Update: The Council selected Bolton & Menk to work on the Study. Bolton & Menk has been gathering information as it puts its models together. 6/2024 Update: Bolton & Menk has been working on the study throughout 2024. Staff has seen multiple drafts and given comments based on the Comprehensive Plan update and specs that staff would like to see, such as the maximum depths for lift stations. The plan is to wrap up this project in Q3 2024. 		

Upgrade City Website			
Completed Year	2024	Year Added	2022
Original Target Year	2024	Change in Target Year?	
Resp. Depart.	Administration		
Details	<p>Starting in 2023, the City's website host offered to upgrade the City's website. The new website will allow residents, businesses, and developers to more easily access the information they need.</p> <ul style="list-style-type: none"> 6/2024 Update: Staff has been working with the City website provider to update the layout. A fresh look is expected Q3 2024. Once the look is in place, staff will be working to refresh the content of the website. 		

Emergency Operations Plan			
Completed Year	2024	Year Added	2022
Original Target Year	2024	Change in Target Year?	
Resp. Depart.	Administration/Police Department		
Details	<p>Staff will review and update the Emergency Operations Plan.</p> <ul style="list-style-type: none"> 6/2024 Update: 		

2024 Infrastructure Improvement Project			
Completed Year	2024	Year Added	2022
Original Target Year	2024	Change in Target Year?	
Resp. Depart.	Public Works		
Details	<p>Staff will oversee the 2024 Infrastructure Improvement Project.</p> <ul style="list-style-type: none"> 6/2024 Update: Work is progressing on the 2024 Infrastructure Improvement Project. Due to rain fall, work has been limited. 		

Dog Park			
Completed Year	2024	Year Added	2022
Original Target Year	---	Change in Target Year?	
Resp. Depart.	Public Works/Community Development		
Details	<p>Following demand for a dog park from residents, the Park Board as part of their 2024 initiatives put creating a dog park in New Prague as a priority. In Summer 2024, located at 701 12 Avenue NE, the New Prague dog park was opened to the public.</p>		



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: APPROVAL OF 2025 COMPENSATION PAY PLAN
DATE: DECEMBER 11, 2024

Enclosed for your review is a copy of the proposed employee Compensation Pay Plan for 2025.

Throughout our budget conversations, discussions have taken place with a 2.8% adjustment for all non-union positions in 2025 and the Police Union Agreement with a 4% adjustment. This adjustment is to adjust both for inflation pressures as well as to keep the compensation of employees competitive with other public agencies.

The proposed compensation pay plans have been adjusted to match the budget conversations as listed above. These amounts have been included in the 2025 budget.

Recommendation

Staff recommends approval of the 2025 Compensation Pay Plan.

Adjustment between scales
 Minimum Wage
 COLA Increase
 Lineworker % Increase between Steps
 % Increase Between Grades
 % Increase Between Steps
 Range

\$ 14.21
 2.80%
 3.65%
 9.00%
 2.75%
 31.18%

**CITY OF NEW PRAGUE
 PAY MATRIX 1/1/2025**

HOURLY														
			Standard Steps											
	Points	Grade	1	2	3	4	5	6	7	8	9	10	11	
	0 50	1	\$ 14.21	\$ 14.60	\$ 15.00	\$ 15.41	\$ 15.83	\$ 16.27	\$ 16.72	\$ 17.18	\$ 17.65	\$ 18.14	\$ 18.64	
	51 57	2	15.49	15.92	16.36	16.81	17.27	17.74	18.23	18.73	19.25	19.78	20.32	
	58 64	3	16.88	17.34	17.82	18.31	18.81	19.33	19.86	20.41	20.97	21.55	22.14	
	65 71	4	18.40	18.91	19.43	19.96	20.51	21.07	21.65	22.25	22.86	23.49	24.14	
	72 80	5	20.06	20.61	21.18	21.76	22.36	22.97	23.60	24.25	24.92	25.61	26.31	
Custodian	81 93	6	21.87	22.47	23.09	23.72	24.37	25.04	25.73	26.44	27.17	27.92	28.69	
	94 108	7	23.84	24.50	25.17	25.86	26.57	27.30	28.05	28.82	29.61	30.42	31.26	
Maintenance Worker-Parks, Clerk/Receptionist, Customer Service/Accounting Clerk, Police Clerk-Typist	109 136	8	25.99	26.70	27.43	28.18	28.95	29.75	30.57	31.41	32.27	33.16	34.07	
Accounting Technician, Planning Specialist, Police Records Technician, Utility Billing Specialist, Purchasing/Inventory Clerk, Maintenance Worker-Street	137 170	9	28.33	29.11	29.91	30.73	31.58	32.45	33.34	34.26	35.20	36.17	37.16	
Administrative Coordinator, Maintenance Worker/Water Operator, Golf Mechanic, Wastewater Operator I, Water Operator	171 197	10	30.88	31.73	32.60	33.50	34.42	35.37	36.34	37.34	38.37	39.43	40.51	
Generation Operator, Wastewater Operator II	198 215	11	33.66	34.59	35.54	36.52	37.52	38.55	39.61	40.70	41.82	42.97	44.15	
Public Works Supervisor-Street, Building Inspector, Parks Maintenance Supervisor, Generation Supervisor, Planner	216 260	12	36.69	37.70	38.74	39.81	40.90	42.02	43.18	44.37	45.59	46.84	48.13	
Assistant Superintendent-Wastewater, Water Supervisor, Golf Superintendent	261 313	13	39.99	41.09	42.22	43.38	44.57	45.80	47.06	48.35	49.68	51.05	52.45	
Superintendent-Wastewater, Distribution Supervisor, Building Official/Fire Marshall	314 383	14	43.59	44.79	46.02	47.29	48.59	49.93	51.30	52.71	54.16	55.65	57.18	
Electric Operations Supervisor	384 434	15	47.51	48.82	50.16	51.54	52.96	54.42	55.92	57.46	59.04	60.66	62.33	
Planning/Community Development Director, Public Works Director	435 478	16	51.79	53.21	54.67	56.17	57.71	59.30	60.93	62.61	64.33	66.10	67.92	
General Manager, Chief of Police/Emergency Management Director, Finance Director	479 575	17	56.45	58.00	59.60	61.24	62.92	64.65	66.43	68.26	70.14	72.07	74.05	
	576 691	18	61.53	63.22	64.96	66.75	68.59	70.48	72.42	74.41	76.46	78.56	80.72	
City Administrator	692 831	19	67.07	68.91	70.81	72.76	74.76	76.82	78.93	81.10	83.33	85.62	87.97	
Lineworker		LW	39.99	41.45	42.96	44.53	46.16	47.84	49.59	51.40	53.28	55.22	57.24	

COLA Increase 4.00%

CITY OF NEW PRAGUE
POLICE LELS - PAY MATRIX 1/1/2025

HOURLY

			Standard Steps								
Points			Grade	1	2	3	4	5	6	7	8
Police Officers	216	260	12	37.09	38.57	40.11	41.71	43.39	45.13	46.92	48.81
Detective	261	313	13	40.42	42.04	43.72	45.47	47.29	49.18	51.15	53.20
Sergeant	314	383	14	44.06	45.82	47.66	49.57	51.55	53.61	55.75	57.99



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: GOLF MANAGER CONTRACT
DATE: DECEMBER 12, 2024

Attached is the proposed Golf Manager’s contract for 2025. At its September meeting, the Golf Board recommended approval of the Golf Manager’s contract along with its 2025 budget.

Major changes to this year’s contract include:

- Updating dates
- Increasing compensation for the contract from \$100,170 to \$102,173.40, which is a 2% increase

I would recommend proceeding with the contract for golf management services for 2025.

Recommendation

Staff recommends approval of 2025 Golf Manager’s contract.

**GOLF COURSE CONSULTANT AGREEMENT BETWEEN
CITY OF NEW PRAGUE AND GOLF PROFESSIONAL ENTERPRISES, LLC**

THIS AGREEMENT is entered into this 1st day of January, 2025, by and between the CITY OF NEW PRAGUE, a Minnesota municipal corporation, (“the City”) and GOLF PROFESSIONAL ENTERPRISES, LLC, a professional golf management limited liability corporation (“Contractor”).

RECITALS

WHEREAS, the City wishes to retain the services of the Contractor to render professional golf management services for the operation of the New Prague Golf Club; and

WHEREAS, Contractor has indicated that it is qualified and willing to accept and perform the golf course management responsibilities pursuant to the terms of this Agreement; and

WHEREAS, the City intends to enter into a management agreement with the Contractor in connection with the operation of the New Prague Golf Club for the 2025 golf season with contract renewal for the 2026 golf season based on performance review.

NOW, THEREFORE, for good and valuable mutual consideration, and with the intent of being legally bound, the City and Contractor agree as follows:

1. TERM

The term of this Agreement shall be for a period of 12 months, commencing on January 1, 2025 and terminating December 31, 2025, unless terminated at a sooner date as provided for in this Agreement. The Agreement may be terminated on 30 days written notice without cause or on 24 hours written notice with cause by either party, and payment of compensation hereinafter provided, shall be prorated to the last day this Agreement remains in force. For purposes of this Agreement, cause shall be defined as either (1) a material failure to comply with the provisions of this Agreement; (2) negligent or willful misconduct; (3) dissolution, substantial contraction, or bankruptcy of the non-terminating party; (4) execution of long term management agreement with Contractor or other management company.

2. SCOPE OF SERVICES

Contractor agrees to provide professional golf course management services for the operation of the New Prague Golf Club as more fully described in Exhibit A hereto.

3. COMPENSATION

The City shall pay compensation for services to Contractor without deduction for social security, federal or state taxes. Contractor shall be compensated at the rate of \$~~102,173.40~~~~105,168.00~~ or 12 equal payments of \$~~8,514.45~~~~8,764.00~~ per month beginning on January 1, 2025 and continuing monthly through December 2025. The City shall furnish Contractor with a copy of required IRS 1099 form(s) setting forth Contractor’s annual compensation no later than the end of January of the year following any year during which services are rendered. Contractor shall provide the City with an invoice for fees for each month in which services are rendered. The City agrees to pay such invoice within ten (10) days of receipt of an invoice from Contractor, subject to the City’s normal approval process involving the New Prague Golf Board, the New Prague City Council and the City Administrator.

4. EXPENDITURES/EXPENSES

Any expenditures deemed necessary for the operations of the New Prague Golf Club for the upcoming golf season by the Contractor in performance of this Agreement must be authorized by the City pursuant to the City’s normal approval process involving the New Prague Golf Board, the New Prague City Council and the City Administrator. All such expenditures shall be subject to City purchasing policies and any federal, state or local laws, rules and regulations. Expenses incurred by Contractor for City business activities are eligible for reimbursement pursuant to City policy. Any vendor service charges, finance charges, interest charges, etc. that are incurred by or caused by the Contractor on purchases or payments to vendors made by the Contractor on the City’s behalf, are the responsibility of the Contractor and shall be deducted from the Contractor’s monthly compensation once identified by the Finance Department. If the additional vendor charges are caused by or are the direct responsibility of the City’s Finance Department due to their delay in processing the vendor payments, there will be no deduction to the Contractor’s monthly compensation

5. SERVICE PROVIDER(S); ASSIGNMENT

Services by the Contractor will be performed by the following persons: Kurt Ruehling. All persons providing services through the Contractor shall be subject to routine background checks by the City prior to providing any services pursuant to this Agreement or handling any funds of the City.

Upon approval by the City, the Contractor may substitute other persons to perform the services. If substitution is permitted by the City, the Contractor shall furnish information to the City to allow proper review of the qualifications of the substituted person. No assignment of this Agreement shall be permitted without the written amendment signed by the City and the Contractor.

6. RELATIONSHIP OF PARTIES

The relationship of the parties to this Agreement shall be that of principal and agent, and all duties to be performed by the Contractor under this Agreement shall be for and on behalf of the City, in the City's name, and for the City's benefit. In taking any action under this Agreement, the

Contractor shall be acting only as an agent for the City, and nothing in this Agreement shall be construed as creating a partnership, joint venture, or any other relationship between the parties to this Agreement except that of principal and agent. The Contractor shall not have the power to bind or obligate the City except as expressly set forth in this Agreement, except that the Contractor is authorized to act with such authority and power as may be necessary to carry out the spirit and intent of this Agreement.

7. AMENDMENTS

No amendments may be made to this Agreement except in writing and executed in the same manner as this Agreement.

8. INDEPENDENT CONTRACTOR

The parties agree that Contractor and its employees are not employees of the City. The Contractor and its employees will act as an independent contractor and acquire no rights to tenure, workers' compensation benefits, unemployment compensation benefits, medical and hospital benefits, sick and vacation leave, severance pay, pension benefits or other rights or benefits offered to employees of the City, its departments or agencies. All services provided by the Contractor, Contractor's officers, agents, and employees pursuant to this Agreement shall be provided by such persons as an employee of the Contractor or as an independent contractor and not as an employee of the City for any purpose.

9. INDEMNIFICATION

Contractor agrees to defend, indemnify and hold harmless, the City, its officials, officers, agents and employees from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorney's fees, resulting directly or indirectly from any act or omission of the Contractor, its contractors or subcontractors or anyone directly or indirectly employed by them, or anyone volunteering for them, or any party that directly or indirectly benefits from the activities specified in this Agreement, or anyone for whose acts or omissions they may be liable in the performance of the activities specified in this Agreement and against all loss by reason of the failure of the Contractor to perform fully, in any respect, all obligations under this Agreement.

Nothing in this Agreement shall be deemed to be a waiver by the City or its elected officials of any limitations on or immunities from liability set forth in Minnesota Statutes, Chapter 466 or to which the City or its elected officials, officers, employees, agents and representatives are otherwise entitled.

10. DATA PRACTICES/WORK PRODUCT

Contractor agrees to comply with the Minnesota Government Data Practices Act (the “Act”) and all other applicable state and federal laws relating to data privacy or confidentiality. Contractor will immediately report to the City any requests from third parties for information relating to this Agreement, or services provided thereunder. The City agrees to promptly respond to inquiries from the Contractor concerning data requests. All data created, collected, received stored, used, maintained or disseminated by Contractor in performing its obligations is subject to the requirements of the Act, and Contractor must comply with the requirements of the Act as if Contractor was a government entity. Contractor agrees to hold the City, Mayor, City Council Members, and employees harmless from any claims resulting from Contractor’s failure to disclose data maintained by Contractor and authorized for release by the City, and from Contractor’s unlawful disclosure or use of data protected under state and federal laws.

Any information, data, reports, records, contracts, work products or other materials given to or prepared or assembled by Contractor under this Agreement shall be kept confidential and Contractor shall not make any of this material available to any individual or organization without prior approval of the City.

At the termination of this Agreement, all information, data, reports, records, contracts, work products or other materials relating to the Contractor’s assignment and duties under this Agreement shall remain the property of the City of New Prague.

All Contractor personnel records associated with personnel assigned under the terms and conditions of this Agreement shall be and remain the exclusive property of the Contractor provided, however, that the Contractor shall grant the City, City Administrator and/or City Attorney the right to review such files upon at least five days’ notice of their intent to review such files.

11. AUDITS

Contractor agrees that the City or the State Auditor, including any duly authorized representatives of the City or State Auditor, shall have access to and the right to examine, audit, excerpt and transcribe any books, documents, papers, and records that involve relevant transactions relating to this Agreement at any time during normal business hours and as often as they may reasonably deem necessary.

12. APPLICABLE LAW

The laws of the State of Minnesota shall govern all interpretations of this Agreement, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in and under those courts located within the County of Le Sueur, State of Minnesota.

13. NOTICES

Any notice or demand authorized or required under this Agreement shall be in writing and shall be sent by certified mail to the other party as follows:

To Contractor:	To the City:
Golf Professional Enterprises, LLC	City of New Prague
C/O Kurt Ruehling	C/O City Administrator
423 Flag Boulevard NE	118 Central Avenue North
New Prague, MN 56071	New Prague, MN 56071

14. INSURANCE

A. Contractor warrants and represents that it is a limited liability company with employees and therefore is subject to liability for workers’ compensation benefits under Chapter 176 of the Minnesota Statutes. As a result, Contractor shall purchase and maintain appropriate workers’ compensation insurance as required under Minnesota law. Moreover, as an independent contractor for the City, neither Contractor nor any of its employees have any entitlement or claim to workers’ compensation benefits from the City.

B. Contractor shall purchase and maintain general and professional liability insurance to protect against claims for damages because of injury to persons or damage/destruction of any tangible property including loss of use resulting therefrom and from any claims arising out of the performance of this Agreement by the Contractor. The base limits for the general liability and automobile insurance policies shall be at least \$1,500,000 combined single limit.

C. Contractor shall provide the City with evidence of the foregoing insurance and policies in the form of a certificate from the insurer naming all policies no later than ten (10) days after the execution of this Agreement. The City shall be an additional named insured on both the general liability and automobile insurance policies. All insurance policies shall also contain a provision that they may not be cancelled or non-renewed unless prior written notice thereof is given to the City not less than sixty (60) business days (ten (10) days for non-payment of premium) prior to such cancellation or non-renewal date.

15. PERFORMANCE BOND

The City reserves the right to require, in its sole discretion, that Contractor post a bond, certificate of deposit, or other similar instrument approved by the City in an amount as the City reasonably deems to be adequate compensation for damages resulting from Contractor’s nonperformance of its obligations under this Agreement. The City agrees to provide the Contractor with thirty (30) days advance notice of its intent to require such bond, certificate of deposit, or other similar instrument.

16. CONFLICT OF INTEREST

Contractor certifies that to the best of its knowledge no City officer or employee has any pecuniary interest in the business of Contractor or in this Agreement. No person associated with Contractor has any interest that would conflict in any manner or degree with Contractor’s performance of this Agreement.

17. COMPLIANCE WITH LAWS AND REGULATIONS

In providing services hereunder, Contractor shall abide by all statutes, ordinances, rules and regulations, including all non-discrimination laws, pertaining to the provisions of services to be provided. Any violation shall constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement notwithstanding other termination provisions contained herein.

18. COMPLETE AGREEMENT

This Agreement constitutes the entire agreement between the parties and supersedes any oral or written agreements between the parties. This Agreement may only be modified by written agreement signed by both parties.

19. SEVERABILITY

In any provision or provisions of this Agreement are held to be invalid, illegal or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

Golf Professional Enterprises, LLC

City of New Prague

By: _____
Kurt Ruehling, Owner

By: _____
Duane J. Jirik, Mayor

By _____
Joshua M. Tetzlaff, City Administrator

EXHIBIT A**SCOPE OF SERVICES**

Contractor shall provide the following services in connection with the management of the New Prague Golf Club:

- Identify the club's needs and goals.
- Work with the New Prague Golf Board and New Prague City Council in the development and implementation of a management plan for the short and long range operations of the golf course.
- Develop and recommend to the New Prague Golf Board and the New Prague City Council the appropriate services and programs to be offered at the golf course in order for the golf operations to be profitable.
- Market, advertise and promote the golf course to increase membership, attract tournaments and events. Communicate business details and plans to Golf Board and to City Administration monthly.
- Maintain customer service and satisfaction to ensure retention of members and events.
- Review monthly status reports with the City Administrator including membership counts, events booked, pricing adjustments, golf course readiness, tee time capacity, marketing efforts completed and underway, banquet facility operation and food and beverage services, financial results and net operating income, customer complaints and follow-up, and other information as requested by the City Administrator.
- Attend, or be represented at, all New Prague Golf Board meetings and provide agenda and administrative support, prepare reports and compile information necessary for the decision-making process.
- Recommend fees and other charges for services to the New Prague Golf Board and New Prague City Council which ensures that such services are provided in accordance with sound business principles.
- Oversee and manage the use of the golf course facilities during the off season, including but not limited to rental of banquet facilities, operation of food and beverage services, plan menus and maintains inventory as needed, provide for the overall care and maintenance of the facilities.
- Contractor shall possess a certified food manager license to be in compliance with Minnesota Department of Health and Le Sueur County regulations and requirements at any time food preparation occurs at the golf course.

- Contractor and any employees of Contractor shall each possess an alcohol server certification and any additional appropriate training and shall train and require all servers at the golf course to be in compliance with such certification at any time alcohol is provided at the golf course.
- Manage the golf shop and maintain appropriate inventory levels. Retail operations in the golf shop are for the financial benefit of the New Prague Golf Club.
- Oversee, manage and direct all golf club personnel and activity deemed necessary for the financial success of the golf course operations, subject to the consent and authority of the City Administrator and the City's policies, including but not limited to the City's personnel policies, and all federal, state and local laws, rules and regulations.
- Oversee all golf course operations through regular contact and interaction with City staff, assign to the golf course and other employees, as appropriate, participate in event planning as necessary, conducts follow-up on all events and addresses customer complaints as required. Any complaints and their resolution shall be reported to the City Administrator on a weekly basis. Any complaints received by the City shall be reported to the Contractor on a weekly basis.
- Undertakes or effectively recommends a full compliment of personnel (Golf Shop, Bar, Food and Beverage Operations, Golf and Maintenance Operations), including interviewing applicants, hiring, transfer, training, assigning and prioritizing work, scheduling staff, coaching and performance evaluation in accordance with the New Prague Personnel Policies. Provide annual performance evaluations and feedback to City Administrator for full-time staff.
- Provide a system for and oversee the maintenance of all departmental records, prepare departmental reports, assist with enforcement of all City policies and ordinances.
- Prepares the annual operating capital, and improvement budgets for the department and submits to the City Administrator in accordance with the City adopted budget practices. Administers the final City Council approved budget.
- Establishes priorities and standards for various projects and departmental work; assigns personnel; reviews project assignments; responds to emergencies and unanticipated needs with appropriate action plan; advises the Board and City Administrator of work planned, work completed, emergencies and problems encountered.
- Manages the daily tee-sheet to maximize daily and event play.
- Manages food and beverage services, plans menus and maintains inventory; serves as food safety manager.
- Operate machines (computer, cash registers, fax, phone, charge card machine, building equipment/machines/systems) and other equipment.

- Prepare and submit daily reports following each day. Prepare daily cash deposit and deliver to the bank in a timely manner.
- Prepare and submit month end reports on the 1st business day of the following month.
- Prepare maintenance schedules for the operation and maintenance of all capital equipment and systems operated within the golf clubhouse and identify the responsible personnel to conduct the appropriate maintenance on a daily, weekly, monthly, etc. basis.



New Prague Police Department

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

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

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

• Website: www.ci.new-prague.mn.us

Tim Applen, Chief of Police

MEMORANDUM

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

From: Tim Applen Chief of Police / Emergency Manager

Date: Friday, December 13, 2024

Subject: Flock Safety Camera Agreement

The New Prague Police Department and City staff have planned for the integration of cameras in the City to assist with safety, security, and as an investigative tool for Law Enforcement. The City was awarded a grant from Homeland Security and Emergency Management in the amount of \$75,201. In the grant application, City staff requested funds for the implementation of cameras. City staff worked with Flock Safety to address current needs and what would best suit the City. Working with Flock Safety, City staff was able to identify locations best suited for cameras. The agreement includes 4 License Plate Readers (LPR's) and 4 Condor stationary cameras. Prior to implementation, the Police Department will develop policy on the use of the cameras, data retained, and storage of the data captured by the cameras. Flock Safety will remain responsible for maintenance and service for entirety of the contract in the event a camera is damaged or malfunctions. If new technology becomes available it is provided at no cost, including hardware and software for the entirety of the contract.

The annual cost per camera is \$3,000. The current contract includes pricing for 3 years for a total cost of \$72,000. The remaining grant funds will be reserved for any additional unanticipated costs in the implementation and installation of the cameras. If the funds remain unused throughout the integration, city staff will identify additional needs for the remaining funds.

Recommendation: Approval of Flock Camera Agreement

Flock Safety + MN - New Prague PD

Flock Group Inc.
1170 Howell Mill Rd, Suite 210
Atlanta, GA 30318

MAIN CONTACT:
Ellie Schilda
ellie.schilda@flocksafety.com
+19524630086



EXHIBIT A
ORDER FORM

Customer:	MN - New Prague PD	Initial Term:	36 Months
Legal Entity Name:	MN - New Prague PD	Renewal Term:	24 Months
Accounts Payable Email:	rpikal@ci.new-prague.mn.us	Payment Terms:	Net 30
Address:	118 Central Ave N New Prague, Minnesota 56071	Billing Frequency:	Annual Plan - Invoiced at First Camera Validation.
		Retention Period:	30 Days

Hardware and Software Products
Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			\$24,000.00
Flock Safety Flock OS			
FlockOS ™ - Essentials	Included	1	Included
Flock Safety LPR Products			
Flock Safety Falcon ®	Included	4	Included
Flock Safety Video Products			
Flock Safety Condor ™ PTZ w/ LTE Service	Included	4	Included

Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			
Flock Safety Professional Services			
Condor Professional Services - Standard Implementation Fee	\$0.00	4	\$0.00
Professional Services - Standard Implementation Fee	\$0.00	4	\$0.00

Subtotal Year 1:	\$24,000.00
Annual Recurring Subtotal:	\$24,000.00
Discounts:	\$5,600.00
Estimated Tax:	\$0.00
Contract Total:	\$72,000.00

The Term for Flock Hardware shall commence upon first installation and validation, except that the Term for any Flock Hardware that requires self-installation shall commence upon execution of the Agreement. In the event a Customer purchases more than one type of Flock Hardware, the earliest Term start date shall control. In the event a Customer purchases software only, the Term shall commence upon execution of the Agreement.

*Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This Agreement will automatically renew for successive renewal terms of the greater of one year or the length set forth on the Order Form (each, a “**Renewal Term**”) unless either Party gives the other Party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.*

Billing Schedule

Billing Schedule	Amount (USD)
Year 1	
At First Camera Validation	\$24,000.00
Annual Recurring after Year 1	\$24,000.00
Contract Total	\$72,000.00

*Tax not included

Discounts

Discounts Applied	Amount (USD)
Flock Safety Platform	\$0.00
Flock Safety Add-ons	\$0.00
Flock Safety Professional Services	\$5,600.00

Product and Services Description

Section 10, Item e.

Flock Safety Platform Items	Product Description
FlockOS™ - Essentials	An integrated public safety platform that detects, centralizes and decodes actionable evidence to increase safety, improve efficiency, and connect the community.
Flock Safety Falcon®	Law enforcement grade infrastructure-free (solar power + LTE) license plate recognition camera with Vehicle Fingerprint™ technology (proprietary machine learning software) and real-time alerts for unlimited users.
Flock Safety Condor™ PTZ w/ LTE Service	Law enforcement grade live streamed PTZ camera with 30 days of edge storage. VMS included and server free. Installed and maintained by Flock Safety, turn key-no additional software or integrations required. *Flock provided sim card camera is limited to 25 hours per month of live streaming.
Condor Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.

FlockOS Features & Description

FlockOS Features	Description
Community Network Access	The ability to request direct access to feeds from privately owned Flock Safety Falcon® LPR cameras located in neighborhoods, schools, and businesses in your community, significantly increasing actionable evidence that clears cases.
Unlimited Users	Unlimited users for FlockOS
State Network (License Plate Lookup Only)	Allows agencies to look up license plates on all cameras opted into the Flock Safety network within your state.
Nationwide Network (License Plate Lookup Only)	With the vast Flock Safety sharing network, law enforcement agencies no longer have to rely on just their devices alone. Agencies can leverage a nationwide system boasting 10 billion additional plate reads per month to amplify the potential to collect vital evidence in otherwise dead-end investigations.
Law Enforcement Network Access	The ability to request direct access to evidence detection devices from Law Enforcement agencies outside of your jurisdiction.
Time & Location Based Search	Search full, partial, and temporary plates by time at particular device locations
License Plate Lookup	Look up specific license plate location history captured on Flock devices
Vehicle Fingerprint Search	Search footage using Vehicle Fingerprint™ technology. Access vehicle type, make, color, license plate state, missing / covered plates, and other unique features like bumper stickers, decals, and roof racks.
Insights & Analytics	Reporting tool to help administrators manage their LPR program with device performance data, user and network audits, plate read reports, hot list alert reports, event logs, and outcome reports.
ESRI Based Map Interface	Map-based interface that consolidates all data streams and the locations of each connected asset, enabling greater situational awareness and a common operating picture.
Real-Time NCIC Alerts on Flock ALPR Cameras	Receive automated alerts when vehicles entered into established databases for missing and wanted persons are detected, including the FBI's National Crime Information Center (NCIC) and National Center for Missing & Exploited Children (NCMEC) databases.
Unlimited Custom Hot Lists	Ability to add a suspect's license plate to a custom list and get alerted when it passes by a Flock camera

By executing this Order Form, Customer represents and warrants that it has read and agrees all of the terms and conditions contained in the Terms of Service located at <https://www.flocksafety.com/terms-and-conditions>

Section 10, Item e.

The Parties have executed this Agreement as of the dates set forth below.

FLOCK GROUP, INC.

Customer: MN - New Prague PD

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

PO Number: _____



Minnesota LE Customers

Anoka County Sheriff's Office

Anoka Police Department

Belle Plaine PD

Beltrami County SO

Blaine PD

Brooklyn Center PD

Centennial School District

Champlin PD

Columbia Heights PD

Corcoran PD

Eagan PD

Edina PD

Faribault PD

Fridley PD

Hopkins PD

Long Lake

Maple Grove PD

Minnetonka Independent

School District

Minnetonka PD

Minnetrista PSD

Mounds View PD

New Hope PD

Orono PD

Plymouth PD

Ramsey County SO

Richfield PD

Robbinsdale PD

Roseville PD

Saint Louis Park PD

Sartell PD

South Lake Minnetonka PD

Stillwater PD

St. Cloud PD

St. Louis County SO

Wayzata PD

West Hennepin Public Safety

Dept

Willmar PD

Woodbury PD



CERTIFICATE OF LIABILITY INSURANCE

Section 10, Item e.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH RISK & INSURANCE SERVICES FOUR EMBARCADERO CENTER, SUITE 1100 CALIFORNIA LICENSE NO. 0437153 SAN FRANCISCO, CA 94111 CN134017657--GAUWE-24-25	CONTACT NAME:	FAX (A/C, No):	
	PHONE (A/C, No, Ext):	E-MAIL ADDRESS:	
INSURED Flock Group Inc DBA Flock Safety 1170 Howell Mill Rd NW Atlanta, GA 30318	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Travelers Property Casualty Company of America		25674
	INSURER B: The Charter Oak Fire Insurance Company		25615
	INSURER C: Homeland Insurance Company Of New York		34452
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES**CERTIFICATE NUMBER:**

SEA-003920730-05

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	H-630-9W194831-TIL-24	08/23/2024	08/23/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	810-6T343696-TIL-24	08/23/2024	08/23/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CUP-6T386924-TIL-24	08/23/2024	08/23/2025	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		<input checked="" type="checkbox"/>	UB-6T346569-TIL-24	08/23/2024	08/23/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Errors & Omissions / Cyber			730000029-0000 SIR: \$100,000	08/23/2024	08/23/2025	Limit: 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of insurance.

CERTIFICATE HOLDER**CANCELLATION**

Flock Group DBA Flock Safety 1170 Howell Mill Rd NW Atlanta, GA 30318	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Marsh Risk & Insurance Services</i>

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ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY MARSH RISK & INSURANCE SERVICES		NAMED INSURED Flock Group Inc DBA Flock Safety 1170 Howell Mill Rd NW Atlanta, GA 30318
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
 FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Carrier will provide notice of cancellation or nonrenewal per below if required by a written contract .

Cancellation For Other Than Nonpayment: Number of Days Notice: 30 days

Cancellation For Nonpayment: Number of Days Notice:10 days

(Nonrenewal): Number of Days Notice:10 days

flock safety

Privacy Commitment

Let's defeat crime together.

Our commitment to protecting the whole community

Flock Safety helps thousands of cities prevent and eliminate crime with technology that captures objective evidence and delivers it into the hands that serve and protect. In our pursuit of a safer society, we place our commitment to protecting individual privacy and mitigating bias at the core of every policy and product we develop.

WE FOCUS ON PROTECTING PRIVACY AND ENABLING ACCOUNTABILITY

- Flock devices only capture objective evidence, whether vehicular, audio, or video. Flock does not enable predictive policing.
- Flock devices do not connect to databases to identify name, identifiers, addresses, or other information about people.
- The system always requires a documented search reason or case number every time a user accesses Flock data, creating a permanent audit trail for every user.
- Customers own 100% of all data captured on our devices. We never share or sell data with third parties.
- All images and metadata are encrypted in the cloud for maximum security compliance.
- Flock has created the first LPR Transparency Portal, provided to customers optionally for free, to document LPR usage, policies, and ROI for their community.



flock safety

flocksafety.com
(866) 901-1781 | support@flocksafety.com

End-to-End Data Architecture Summary for Flock Safety

May 31, 2024

Overview

Flock Safety ("Flock") is designed to provide a comprehensive and secure platform for public safety technology. Our end-to-end data architecture ensures the seamless collection, processing, storage, and analysis of data while prioritizing security and privacy at every stage.

Data Collection

Data collection in Flock begins at the source, where our sensors and devices gather raw data. These sources include:

- Falcon (License Plate Reader Camera Images)
- Condor and Wing (Video Devices)
- Raven (Audio Detection)
- External data feeds (e.g., law enforcement databases)

All data collection points are equipped with secure communication protocols (HTTPS, TLS) to protect data in transit from interception and tampering.

Data Ingestion

Once collected, data is ingested into the system through a robust pipeline that includes:

- Data Validation: Ensures the integrity and quality of incoming data.
- Data Encryption: All data is encrypted using industry-standard algorithms (AWS Key Management Service) before being transmitted to our servers.

Data Processing

Flock utilizes an elastic processing framework to process information in near real-time and in aggregate. Key components include:

- Stream Processing: We leverage streaming technologies like MP4, HLS to get device content to be processed in FlockOS.
- AWS SNS and a microservices architecture is utilized to send real-time alerts and make it searchable for our customers.
- Batch and Aggregate Processing: AWS Redshift and QuickSights help process large data sets for analytics and business intelligence for our customers.

During processing, sensitive data is anonymized and access is restricted to authorized personnel only.

Data Storage

Processed data is stored in a secure, multi-layered storage architecture that includes:

- Relational Databases: For structured data (AWS Relationship Database Service)
- NoSQL Databases: For unstructured data (DynamoDB)
- Data Lakes: For large-scale data storage (AWS S3 Cloud Object Storage)

All stored data is encrypted at rest using strong encryption methods, and regular security audits are conducted to ensure compliance with industry standards and regulations.

Data Deletion

Data does not persist on any client devices and is retained within Amazon S3 object stores until the scheduled date for deletion. Scheduled deletion dates are set for thirty days for a standard for customers, but can be modified for longer periods depending on unique client requirements.

Data Access and Analysis

Authorized users access and analyze data through secure interfaces and tools, such as:

- Role-Based Access Control (RBAC): Ensures users only have access to data necessary for their role.
- Audit Logs: All access and actions are logged for accountability and traceability.
- Advanced Analytics: Machine learning and AI algorithms are applied to derive insights, with all sensitive computations performed in secure environments.

Data Governance and Compliance

Flock adheres to strict data governance policies and complies with relevant regulations.

Our data governance framework includes:

- Data Classification: Categorizing data based on sensitivity and criticality.
- Data Retention Policies: Defining how long data is stored and when it is deleted.
- Incident Response: A comprehensive plan to respond to data breaches and security incidents.

Security Measures

Security is embedded in every layer of Flock's data architecture. Key measures include:

- Encryption: Both in transit and at rest.
- Multi-Factor Authentication (MFA): For accessing sensitive systems and data.
- Regular Security Audits: Conducted by internal teams and third-party experts.
- Continuous Monitoring: Using advanced tools to detect and respond to threats in real-time.

Conclusion

The end-to-end data architecture of Flock Safety is designed with a focus on security, privacy, and compliance. By implementing rigorous security measures and adhering to data best practices, we ensure that our users' data remains safe and secure throughout its lifecycle. For more information visit <https://trust.flocksafety.com>



MEETING MINUTES

New Prague Golf Board

On site meeting at NPGC
Tuesday, October 22nd, 2024

The meeting was called to order at 6:31pm by Board President Den Gardner. The following Board Members were present for the meeting: Den Gardner, Jen Berglund, Adam Brister, and Graham Kuehner. Board Members Adam Gill, Bob Cunniff, and Councilmember Shawn Ryan were unable to attend. Also present: GPE Owner/Contract Manager Kurt Ruehling.

- **Approval of September 24, 2024 Meeting Minutes:**
 - A motion to approve September 24th, 2024 Meeting Minutes was made by Kuehner, seconded by Brister. Motion carried (4-0)
- **Claims for Payment (\$60,371.00):**
 - Brister asked for clarification on the Utilities claim, clarification received
 - A motion to approve the Claims for Payment was made by Berglund, seconded by Gardner. Motion carried (4-0)
- **Review Monthly Income Statement and Balance Sheet (October 2024):**
 - Kuehner added that insurance rates are going up in 2025, wanted to make sure group was aware of its effects on budget
 - Brister asked if Superintendent Jeff Pint oversees the Wages section of the maintenance budget, Ruehling replied "yes".
 - Brister also asked why insurances were higher than budgeted, Ruehling to ask City
 - Brister also asked if cart paths expenses could be bonded along with equipment
 - A motion to approve the Monthly Income Statement and Balance Sheet was made by Berglund, seconded by Brister. Motion carried (4-0)
- **Capital Equipment Report**
 - City Administrator Josh Tetzlaff is working to set up a meeting with Pint to discuss the specifics of the new equipment purchases for 2025
- **Grounds Operation Update...Kurt Ruehling, GM/PGA Professional:**
 - Pint was asked, prior to the meeting, to provide an update for the Golf Board containing information on tree removal, cart path repairs, bunker work, and aeration of the grounds.
 - Ruehling reported that aerating the fairways had begun and Pint could very well be out on course as meeting is taking place
 - Golf Board concerned with all of the irrigation leaks
 - Discussion about the condition of the bunkers continues. Brister added that the condition takes away from the overall experience, all agreed
 - Gardner, frustrated after nine years on Board, asked "How are we, as a Board, involved to help improve golf course?" Comments have been made at nearly every Board meeting, with no results. Ruehling will try to get together with Pint and discuss
 - Golf Board would like Pint to create a plan on bunker renovation. Golf Board would like plan in place by January 2025 meeting

- **Food & Beverage Update...Kurt Ruehling GM/PGA Professional:**
 - Food and Beverage Coordinator, Holly Werner had informed Ruehling that she can no longer perform her tasks as coordinator due to her health, Ruehling has been in discussion with current staff member, Michelle Mulvihill to become new coordinator
 - Ruehling is working with Jill Kes and Joyce Cassidy to organize upcoming holiday parties
 - Craft boutique begins in a week and will run from November 6th – 16th
 - Chamber Bingo is scheduled to begin in January
 - Brister informed Board that he had a surprise party for his wife and it could not have gone any better! Thank you to the staff for making it a great night...and possibly “drumming up” some similar business
- **Golf Operation Update...Kurt Ruehling, GM/PGA Professional:**
 - Ruehling informed Board that we hosted a brand new event in October...HERO Heating. They too expressed an interest in returning annually!
 - Kuehner asked for a little insight on merchandise vendors, Ruehling provided it
 - Ruehling is summarizing all Leagues internally and will begin the process of organizing dates for 2025 once season is over
- **Marketing Update...Kurt Ruehling, GM/PGA Professional:**
 - New Member Incentive is going well, currently 6 new members have signed up, Ruehling expects more new members next year
 - Ruehling reported that the simulator survey has come back positive, but we still have space concerns. Kuehner added that he believes it will benefit the operation
- **Golf Scholarship Event Summary...Den Gardner:**
 - No report
 - Gardner added that he would like 18 groups for the 2025 event
- **Miscellaneous:**
 - Ruehling addressed questions, from last meeting, regarding the 2025 Budget Proposal. He indicated that City Hall has the ultimate say in how dollars will be spent and allocated.
 - Golf Board still supports a 4%+ increase in the management contract, but currently the 2% increase proposed by Tetzlaff is in place. Ruehling will keep Board informed
- **Adjournment:**
 - A motion to adjourn the meeting at 8:01p was made by Berglund, seconded by Brister. Motion carried (4-0)

Next Golf Board Meeting –Tuesday, November 26th, 2024, 6:30pm

Respectfully submitted by,

Kurt Ruehling, GME
PGA General Manager



UTILITIES COMMISSION MEETING MINUTES

City of New Prague

Monday, October 28, 2024 at 3:30 PM

Power Plant - 300 East Main St

1. CALL TO ORDER

The meeting was called to order by Commission President Dan Bishop on Monday, October 28, 2024, at 3:31 p.m.

Commissioners present: Dan Bishop, Paul Busch and Chuck Nickolay

Commissioners absent: Bruce Wolf and Tom Ewert

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

2. APPROVAL OF AGENDA

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

Motion carried (3-0)

3. APPROVAL OF MINUTES

a. September 30, 2024, Utilities Meeting Minutes

Motion made by Commissioner Nickolay, seconded by Commissioner Busch, to approve September minutes.

Motion carried (3-0)

4. UTILITY AND SMMPA BILLS

a. Approval of accounts payable in the amount of **\$121,171.61** and the SMMPA billing of **\$546,056.39**.

Motion made by Commissioner Nickolay, seconded by Commissioner Bishop, to approve the SMMPA and Utility bills as presented.

Motion carried (3-0)

5. FINANCIAL REPORTS

a. Investment Report

b. Financial Report

c. Water and Kilowatt Hours Sales

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

Motion carried (3-0)

6. APPROVAL OF SALE OF SURPLUS INVENTORY

a. Memo to Approve Sale of Surplus Property

Motion by Commissioner Busch, seconded by Commissioner Nickolay, approving sale of listed surplus inventory and equipment.

Motion carried (3-0)

7. APPROVAL OF UTILITY BILLING CLERK POSITION**a. Approval to Advertise and Hire for Utility Billing Clerk Position**

GM Reimers and Finance Director Pikal informed the Commission that due to a resignation, the Utility Billing Clerk position was vacant. Staff also requested that the Commission approve the hiring of a replacement Utility Billing Clerk should management find a suitable candidate.

Motion by Commissioner Nickolay, seconded by Commissioner Busch, approving the hire of a Utility Billing Clerk should the right candidate be found.

Motion carried (3-0)

8. 2025 WATER & ELECTRIC BUDGET**a. Water****b. Electric**

GM Reimers and Finance Director Pikal reviewed the proposed 2025 Water and Electric budgets with the Commission.

Motion made by Commissioner Bishop, seconded by Commissioner Busch, to approve the 2025 water and electric budgets along with the 2025 rates schedules as presented.

Motion carried (3-0)

9. REVIEW OF BID TO PROVIDE GENERATING EQUIPMENT

GM Reimers went over the only bid that was received from Ziegler Cat to provide diesel generating equipment in the amount of \$9,651,043. GM Reimers stated that if the Commission decides to move forward with the project, he will have SMMPA review the cost of the project and update the proposed contract for capacity payments, update the bonding and payment schedules to reflect the projected total project cost, and have the city attorney review the contract language so that the contract can be awarded at the November Commission meeting.

Motion made by Commissioner Nickolay, seconded by Commissioner Busch, to approve moving forward with the proposed generation project.

Motion carried (3-0)

10. SMMPA BOARD OF DIRECTORS MEETING**a. September 11, 2024**

Information only no action needed.

b. October 9, 2024 (Bruce)

General Manager Reimers informed the Commission on the following:

The SMMPA board approved the 2025 budget and all rates will remain the same as they were in 2024

The SMMPA board retreat will be held in the first week of November

11. GENERAL MANAGER'S REPORT

GM Reimers informed the Commission on the following:

Staff have been working on finishing projects before the weather

Staff have been working on finishing up service details for two new commercial services, Mayo and Two if by Sea.

The Boy scouts are still wanting to talk to the Commission about not wanting to remove their equipment that is stored in the Utility warehouse located North of the power plant. Staff informed the Commission that Utilities needs the space due to having to store more inventory caused by long lead times for critical equipment. The Commission asked if staff could check if there are any other spaces available around the city. Staff said they did not think the city would be able to provide space, but they would check with other departments.

12. OTHER BUSINESS

None

13. ADJOURNMENT

Motion made by Commissioner Nickolay, seconded by Commissioner Busch, to adjourn the meeting at 5:18pm
Motion carried (3-0)

NEXT COMMISSION MEETING – Monday, November 25, 2024

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Bruce Reimers", written over a horizontal line.

Bruce Reimers
General Manager



ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

City of New Prague

Wednesday, November 13, 2024 at 7:30 AM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

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

Absent: Duane Jirik and Nick Slavik

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

2. CONSENT AGENDA

Motion to approve the Consent Agenda was made by Pint, seconded by Quast.

Motion carried (5-0)

- a. October 9, 2024, EDA Meeting Minutes
October 9, 2024, EDA Meeting Minutes - Closed
October 16, 2024, EDA Meeting Minutes - Closed
- b. Claims for Payment: **\$150.00**

3. CONSIDER EDA SALE OF LOT 5, BLOCK 2, NEW PRAGUE BUSINESS PARK 11TH ADDITION, SCOTT COUNTY, MINNESOTA TO Q5 PROPERTIES, LLC

- a. Public Hearing at 7:30 a.m.
The public hearing was opened and closed at 7:37 a.m. as nobody from the public was present for the hearing.
- b. Resolution Number 2024 - No. 1 - Approving Sale of Land and Purchase and Development Agreement between the Authority and Q5 Properties, LLC
Motion made to approve Resolution Number 2024 - No. 1 was made by Quast, seconded by Reville.
Motion carried (5-0)

4. CONSIDER EDA SALE OF LOT 3, BLOCK 2, NEW PRAGUE BUSINESS PARK 11TH ADDITION, SCOTT COUNTY, MINNESOTA TO RURAL COMMUNICATIONS HOLDING CORPORATION

- a. Public Hearing at 7:30 a.m.
The public hearing was opened and closed at 7:38 a.m. as nobody from the public was present for the hearing.
- b. Resolution Number 2024 - No.2 - Approving Sale of Land and Purchase and Development Agreement between the Authority and Rural Communications Holding Corporation
Motion made to approve Resolution Number 2024 - No. 2 was made by Quast, seconded by Reville.
Motion carried (5-0)

5. COMPREHENSIVE PLAN OVERVIEW

Planning/Community Development Director Ken Ondich provided an overview of the new comprehensive plan that was adopted on October 21, 2024 with an emphasis on reviewing the section related to Economic Development.

- a. Presentation
- b. Plan

6. MHFA 2025 MINNESOTA CITY PARTICIPATION PROGRAM

Motion to approve the application to the 2025 Minnesota City Participation Program was made by Quast, seconded by Reville.

Motion carried (5-0)

- a. Memo MCPP

7. FUTURE EDA ENDEAVORS

City Administrator Joshua Tetzlaff noted that the City's new financial advising firm, Ehlers, offers EDA Planning Services and he would report back with the EDA with what services they can offer for the EDA.

- a. November 13, 2024

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

City Administrator Joshua Tetzlaff noted that A&W Automotive was visited recently even though they are located outside of City Limits.

9. BUSINESS UPDATES

Planning/Community Development Director Ken Ondich provided the monthly update. General discussion of the EDA took place regarding what they consider as economic development related activities.

- a. November 2024

10. CDA UPDATE**11. SCHOOL DISTRICT UPDATE****12. EXECUTIVE DIRECTORS REPORT****13. MISCELLANEOUS**


Wolf inquired if all industrial park development expenses have been incurred. Tetzlaff indicated that the trail is still an outstanding item, but that staff has been applying for grants to fund the trail. Wolf also asked if Jo Foust with the CDA could provide any updated summary of the BRE visits and wondered if a new questionnaire might be needed.

14. ADJOURNMENT

Motion to adjourn the meeting at 8:52 a.m. was made by Pint, seconded by Reville.

Motion carried (5-0)

Respectfully Submitted,


Joshua M. Tetzlaff
City Administrator / EDA Executive Director



ECONOMIC DEVELOPMENT AUTHORITY MEETING - CLOSED MINUTES

City of New Prague

Wednesday, November 13, 2024 at 7:35 AM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

President Brent Quast called the Closed Meeting to order at 8:53 a.m. with the following members present: Brent Quast, Erik Krogman, Troy Pint, Austin Reville, and Bruce Wolf.

Absent: Duane Jirik and Nick Slavik

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

2. APPROVAL OF REGULAR AGENDA

Motion made by Reville, seconded by Quast, to approve the regular agenda.

Motion carried (5-0)

3. CLOSED SESSION:

Discussion was had on the property identified as PID No. 24.124.0050.

4. GENERAL BUSINESS ON CLOSED SESSION, IF NEEDED

Motion made by Quast, seconded by Krogman, to decline the offer from TCI Properties, LLC for Lot 4, Block 2.

Motion carried (5-0)

5. ADJOURNMENT

Motion made by Quast, seconded by Reville, to adjourn the meeting at 9:13 a.m.

Motion carried (5-0)

Respectfully Submitted,

Joshua M. Tetzlaff
City Administrator / EDA Executive Director

NORTH AMBULANCE OPERATIONS REVIEW

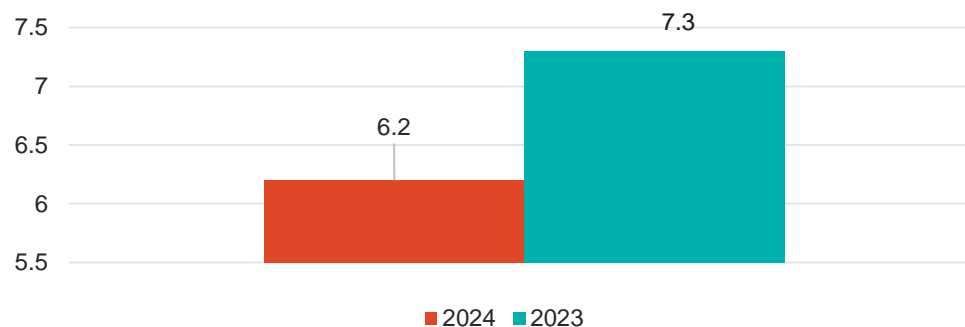
01.01.2024 to 09.30.2024

City of New Prague

New Prague Median Response Time

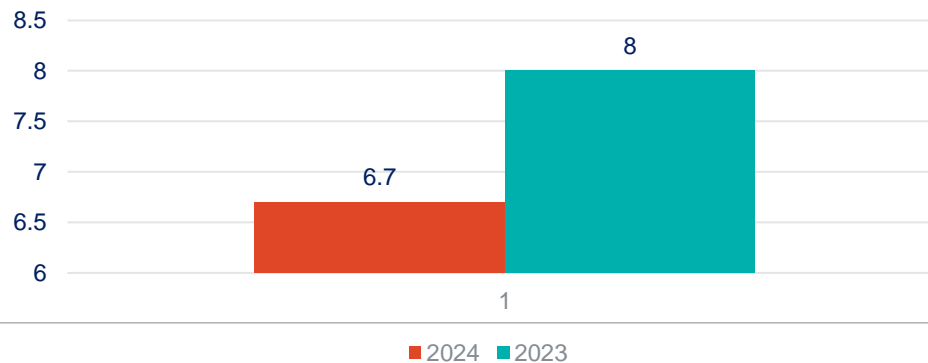
• 911 Response Time:

Median Unit Notified by Dispatch to Unit Arrived on Scene

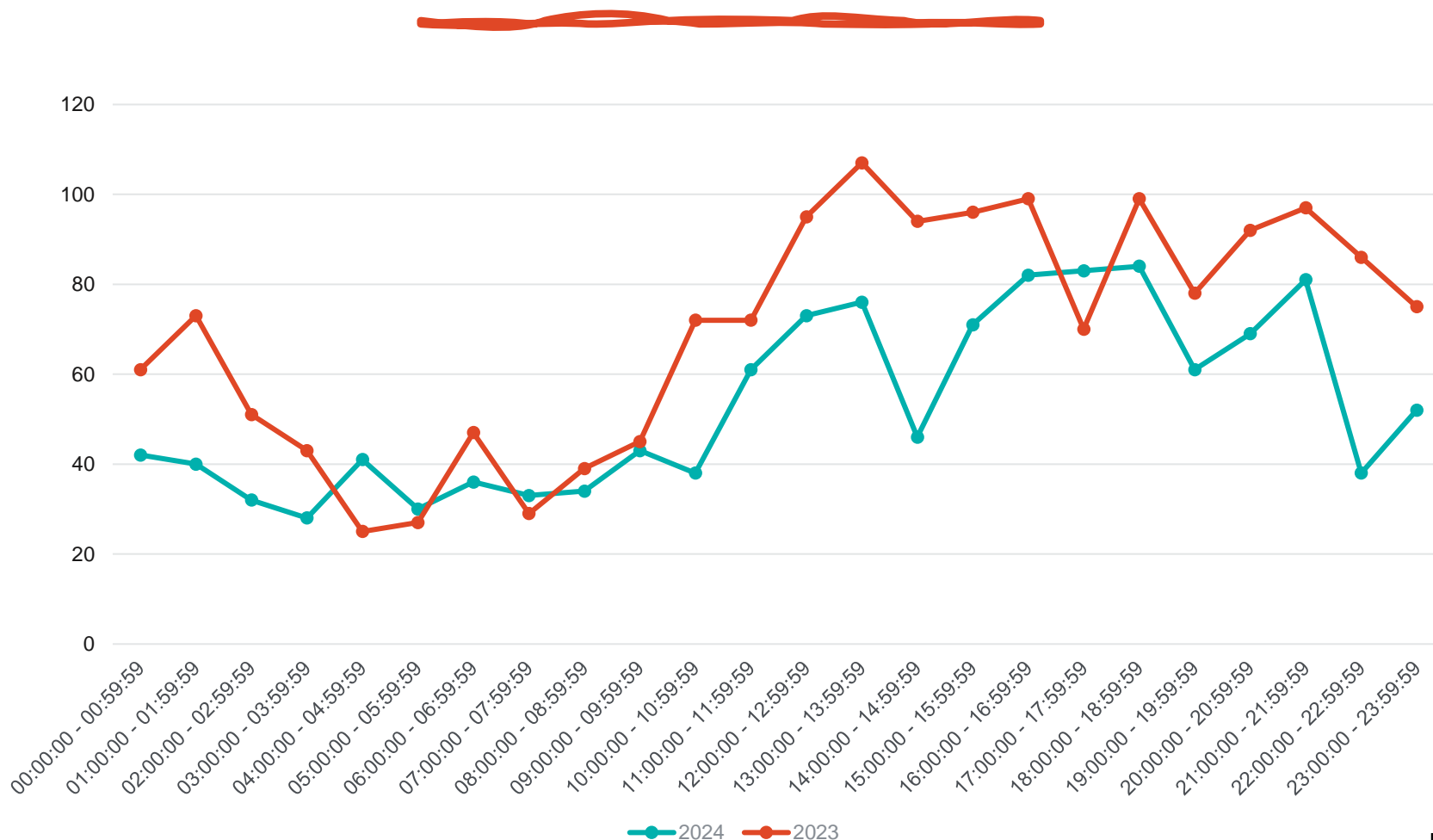


• Interfacility Transfer Response Time:

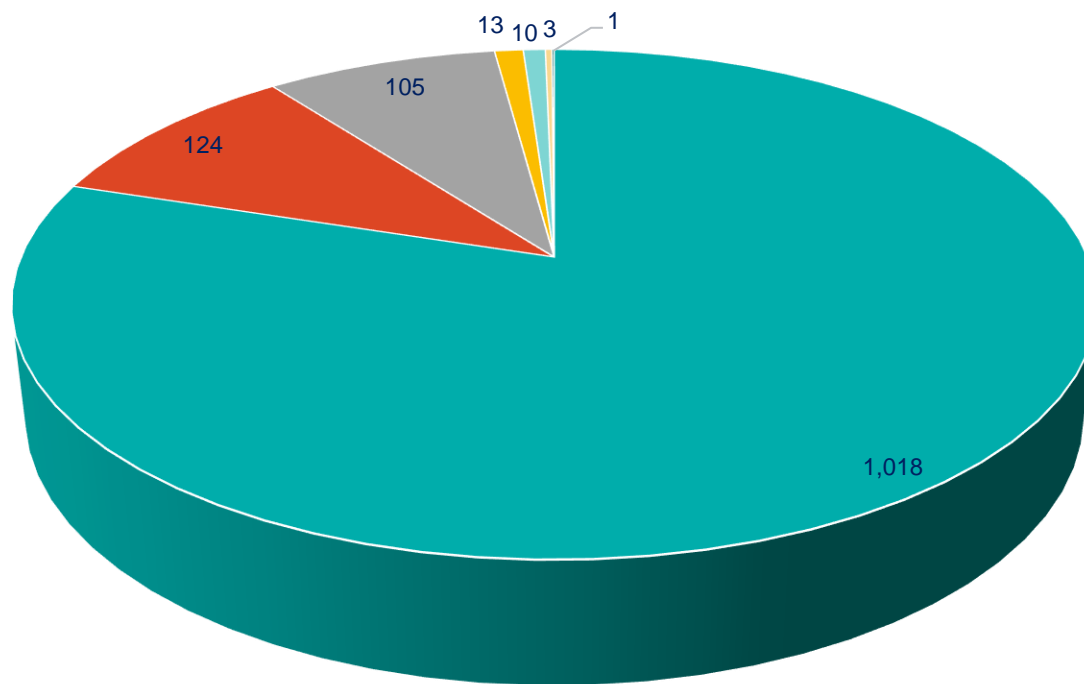
Median Unit Notified by Dispatch to Unit Arrived on Scene



New Prague Calls per hour of day

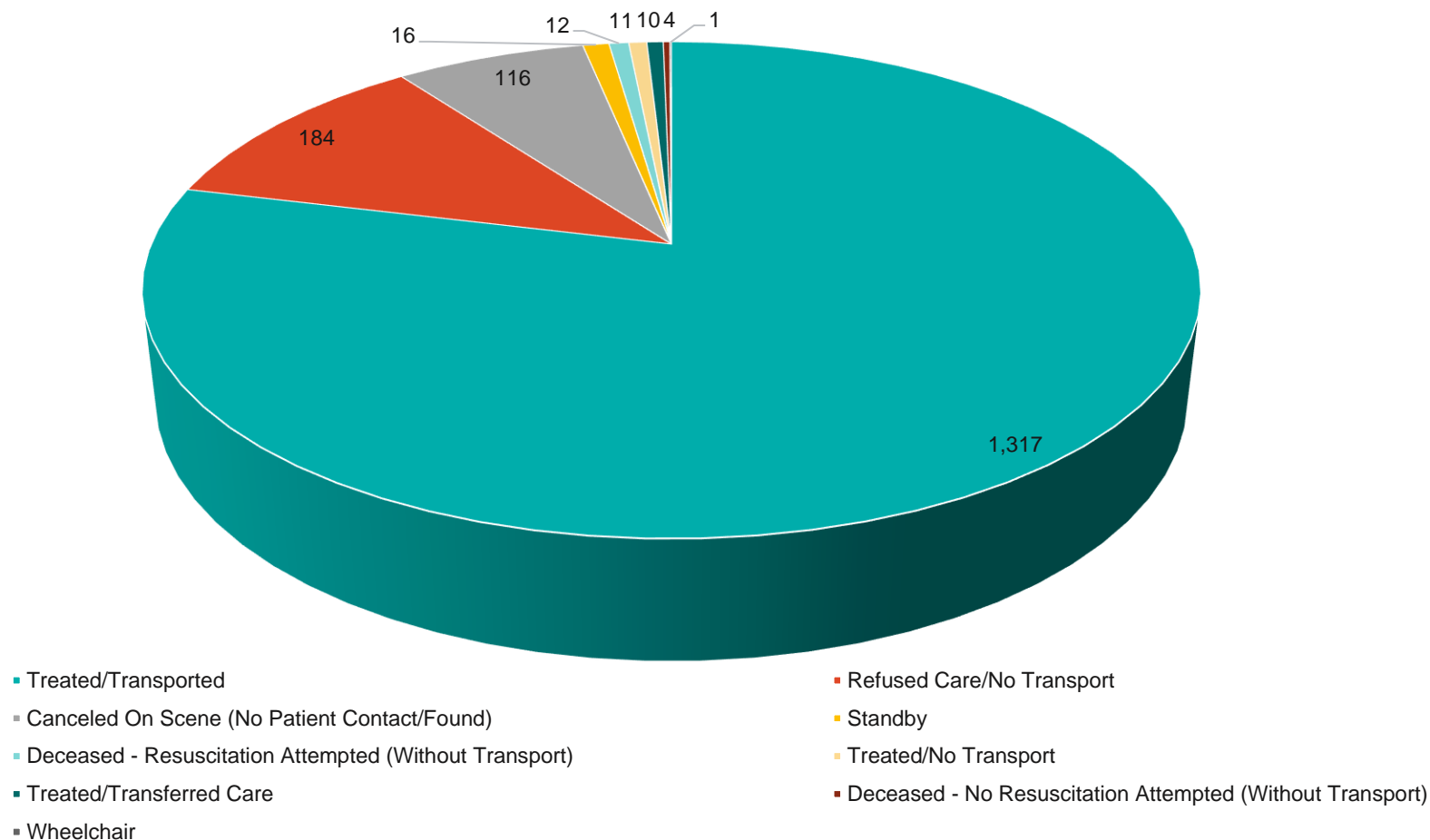


New Prague Responses 01.01.2024 through 09/30/2024



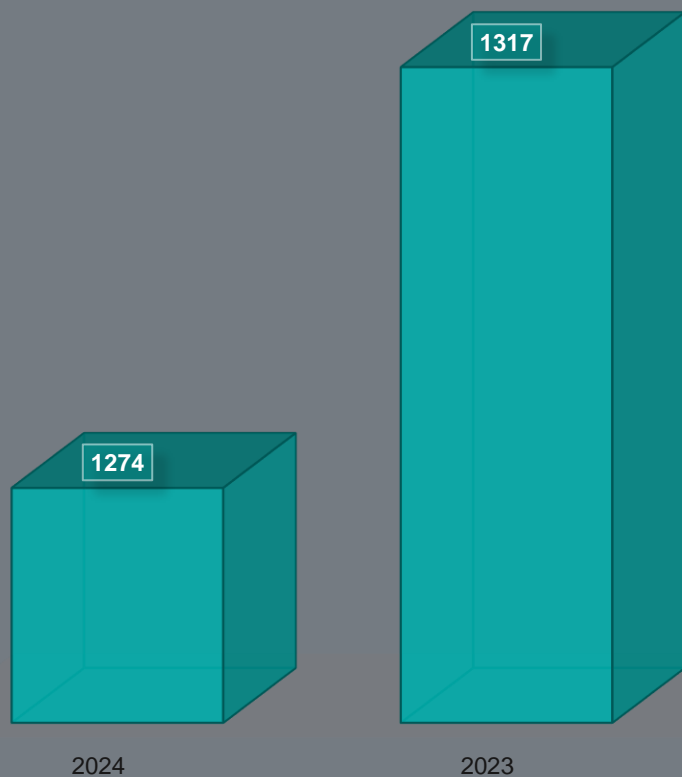
- Initiated & Continued Care
- Refused Care/Transport/Support Services
- No Care/Support Services Required
- Standby, Coverage, Events
- Initiated & Transferred Care to Another EMS Crew
- Assumed Primary Care from Another Crew

New Prague Responses 01.01.2023 through 09/30/2023



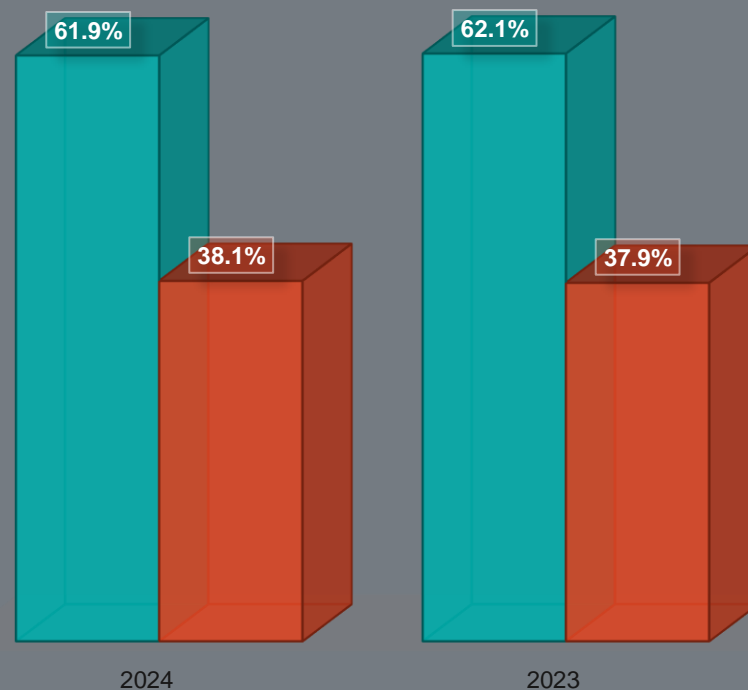
Volumes & 911 vs Transfer %

VOLUMES

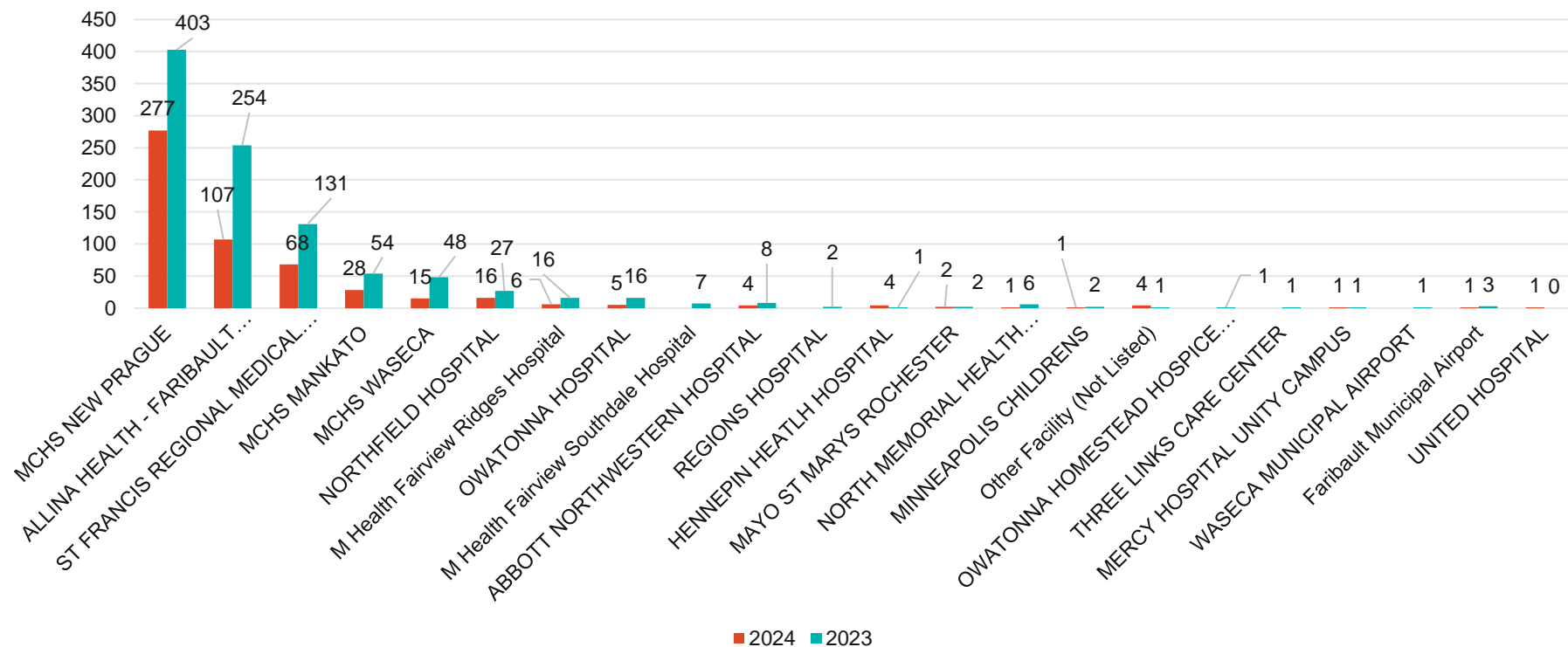


911 & TRANSFERS

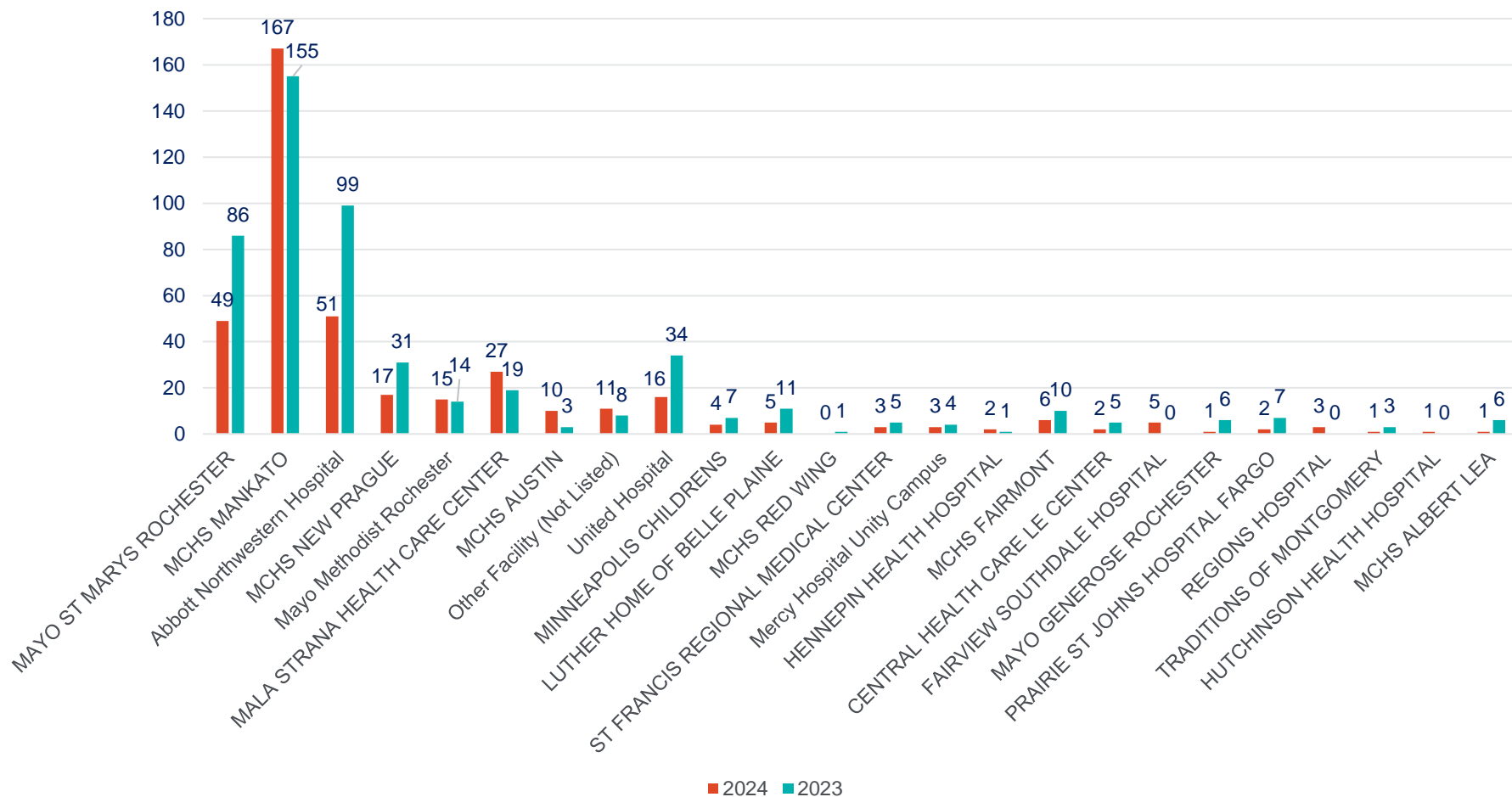
■ 911 ■ Transfers



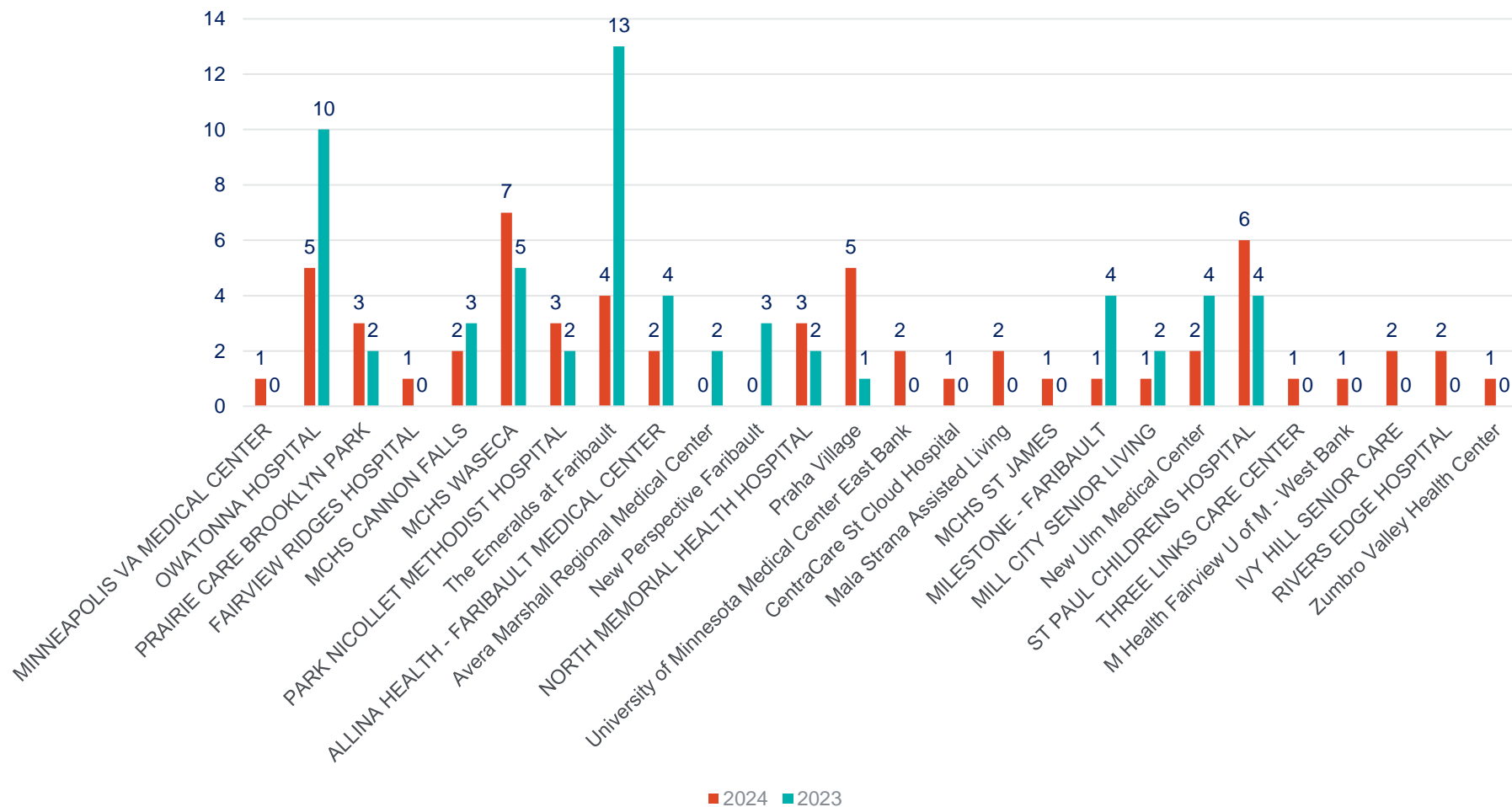
911 Patient Destinations



Transfer Patient Destinations



Transfer Patient Destinations



New Prague October YTD 2024 Financials

New Prague Income Statement

For Ten Months Ended October 31, 2024

(Unaudited)

(\$000's)

	Actual YTD 2024	Budget YTD 2024	F(U) Actual vs Budget
Revenue:			
Ambulance Services Revenue	\$1,134	\$1,260	-10.0%
Other Revenue	0	-	0.0%
Total Operating Revenue	\$1,135	\$1,260	-9.9%
Direct Expense			
Compensation	1,158	1,485	22.0%
Supplies	36	50	28.6%
Purchased Services	76	96	20.3%
Utilities and Fuel	42	47	10.5%
Maintenance and Repairs	66	36	-80.3%
Rental	13	13	0.0%
Tax & Insurance	42	28	-47.8%
Other Expense	13	8	-55.2%
Depreciation	17	17	0.1%
Total Direct Expense	\$1,462	\$1,781	17.9%
Indirect Expense			
Indirect Expense (10%)	146	178	17.9%
Total Indirect Expense	\$146	\$178	17.9%
Total Operating Expense	\$1,608	\$1,959	17.9%
Net Operating Income (Loss)	(\$474)	(\$699)	32.2%
Net Operating Margin	-41.8%	-55.5%	13.7%
Unit of Service			
Key Stat / Transports	1,105	1,198	-7.8%
FTE's	14.9	20.0	25.3%

- October YTD posted a net operating loss of \$474K; favorable to plan by 13.7%
- Unfavorable revenue driven by negative volume variances and compounded by lower net rev/unit of \$24.96, which is driven by a sharp increase in Government payors and the settling of payments from the Change Health cyberattack earlier in the year
- Favorable compensation variance driven by reduced FTEs starting in Q2
- Increased vehicle maintenance and incidents from first quarter account for other major expense variance in YTD results

Questions

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