



# CITY COUNCIL MEETING AGENDA

## City of New Prague

Monday, March 18, 2024 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

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#### 1. CALL TO ORDER

- a. Pledge of Allegiance

#### 2. APPROVAL OF REGULAR AGENDA

#### 3. CONSENT AGENDA

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

- [a.](#) Claims for Payment: **\$432,295.51**
- [b.](#) 1-Day Temporary On-Sale Liquor License for Forward New Prague Foundation on June 1, 2024
- [c.](#) Monthly Financial Summary

#### 4. MEMORIAL PARK BASEBALL FIELD UPDATE

#### 5. POLICE FACILITY SCHEMATIC DESIGN UPDATE AND COMMUNITY RECREATION PLANNING UPDATE

- [a.](#) John McNamara, Wold Architects

#### 6. CITY ENGINEER PROJECTS UPDATE

- [a.](#) March 18, 2024

#### 7. 2024 STREET AND UTILITY IMPROVEMENT PROJECT

- [a.](#) Construction Services Proposal from SEH
- [b.](#) Construction Material Testing Proposal from CVT

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

*(Speakers limited to 5 minutes.)*

#### 9. PUBLIC HEARING(S) – 6:00 PM

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

- [a.](#) Ordinance #348 - Partially Vacating Certain Easements in the Plat of Suerai

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

## 12. RESOLUTIONS

- [a.](#) [Resolution #24-03-18-01](#) - Setting a Public Hearing to Partially Vacate Certain Easements in the Plat of Sueraí
- [b.](#) [Resolution #24-03-18-02](#) - City Charter Member Recommendation

## 13. GENERAL BUSINESS

- [a.](#) Golf Cart Funding Discussion
- [b.](#) Refuse Hauler Agreements - Waste Management Residential/Commercial
- [c.](#) EDA 2023 Summary Report

## 14. MISCELLANEOUS

- [a.](#) Meeting Minutes
  - i. EDA
  - ii. Utilities
  - iii. Planning
  - iv. Park
- [b.](#) Discussion of Items not on the Agenda

## 15. ADJOURNMENT

### UPCOMING MEETINGS AND NOTICES:

March 25	3:30 p.m. Utilities Commission
March 25	4:00 p.m. Joint Powers Board – Fitness & Aquatic Center
March 26	6:30 p.m. Golf Board
April 1	6:00 p.m. City Council
April 3	6:30 p.m. Planning Commission
April 8	12:00 p.m. Community Center Board
April 9	6:00 p.m. Park Board
April 10	7:30 a.m. EDA Board
April 15	6:00 p.m. City Council



CITY OF NEW PRAGUE  
ACCOUNTS PAYABLE  
03/18/2024

Section 3, Item a.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<b>FUND 101 - GENERAL FUND</b>			
<b><u>RURAL FIRE - TO BE REIMBURSED</u></b>			
ACE HARDWARE & PAINT	SUPPLIES	\$13.78	
ALEX AIR APPARATUS INC.	REPAIR GLASS CUTTER	\$72.20	
AMAZON CAPITAL SERVICES	NOZZELS	\$18.28	
BEVCOMM	TELEPHONE	\$89.29	
DALCO	PAPER ORDER - FIRE	\$280.93	
LAKERS NEW PRAGUE SANITARY	TRASH - RURAL	\$21.03	
MOTOROLA SOLUTIONS INC.	ACCESSORY KIT	\$97.20	
NEW PRAGUE UTILITIES	RURAL FIRE - UTILITES	\$638.72	
VERIZON WIRELESS	TABLETS	\$47.58	
<b>TOTAL:</b>			<b>\$1,279.01</b>
<b><u>OTHER - TO BE REIMBURSED</u></b>			
SEH	ENGINEERING FEES	\$484.00	
<b>TOTAL:</b>			<b>\$484.00</b>
<b><u>COUNCIL</u></b>			
LEAGUE OF MN CITIES INSURANCE	2024 WORKERS COMP	\$68.33	
<b>TOTAL:</b>			<b>\$68.33</b>
<b><u>ADMINISTRATION</u></b>			
ABDO	PERSONNEL HANDBOOK UPDATES	\$1,320.00	
ACE HARDWARE & PAINT	SUPPLIES	\$17.98	
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	\$41.63	
BEVCOMM	TELEPHONE	\$99.64	
LEAGUE OF MN CITIES INSURANCE	2024 WORKERS COMP	\$1,444.35	
QUADIENT LEASING USA INC.	POSTAGE MACHINE LEASE	\$299.66	
<b>TOTAL:</b>			<b>\$3,223.26</b>
<b><u>ELECTIONS</u></b>			
AMAZON CAPITAL SERVICES	COMPUTER MOUSE	\$18.60	
<b>TOTAL:</b>			<b>\$18.60</b>
<b><u>PLANNING</u></b>			
BEVCOMM	TELEPHONE	\$43.94	
LEAGUE OF MN CITIES INSURANCE	2024 WORKERS COMP	\$1,400.71	
QUADIENT LEASING USA INC.	POSTAGE MACHINE LEASE	\$2.08	
SCOTT COUNTY RECORDER	RECORDING FEE	\$92.00	
<b>TOTAL:</b>			<b>\$1,538.73</b>
<b><u>GOVERNMENT BUILDING</u></b>			
AMAZON CAPITAL SERVICES	COAT HOOKS	\$8.99	
DALCO	PAPER ORDER - CITY HALL	\$905.19	
JANI-KING OF MINNESOTA INC	CLEANING SERVICES	\$1,286.63	
LAKERS NEW PRAGUE SANITARY	TRASH - CITY HALL	\$87.41	
LEAGUE OF MN CITIES INSURANCE	2024 WORKERS COMP	\$36.06	
MEI TOTAL ELEVATOR SOLUTIONS	ELEVATOR MAINTENANCE	\$66.30	
MN DEPARTMENT OF LABOR & INDUSTRY	ANNUAL ELEVATOR OPERATOR	\$100.00	
NEW PRAGUE UTILITIES	GOVT BUILDING - WATER/SEWER	\$180.05	
NEW PRAGUE UTILITIES	GOVT BUILDING -ELECTRIC	\$1,240.98	
ZORO TOOLS INC.	GLASS CLEANER	\$11.58	
<b>TOTAL:</b>			<b>\$3,923.19</b>
<b><u>POLICE</u></b>			
AMAZON CAPITAL SERVICES	DVD DRIVES	\$45.78	
AT&T MOBILITY	WIRELESS CELLS	\$567.13	
BEVCOMM	TELEPHONE	\$105.73	
LEAGUE OF MN CITIES INSURANCE	2024 WORKERS COMP	\$80,445.75	
QUADIENT LEASING USA INC.	POSTAGE MACHINE LEASE	\$6.58	
ST LOUIS MRO INC	PRE-EMPLOYMENT TESTING	\$20.00	

CITY OF NEW PRAGUE  
ACCOUNTS PAYABLE  
03/18/2024

Section 3, Item a.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
STREICHER'S	UNIFORM - EASTMAN	\$293.95	
TIMECLOCK PLUS LLC	SCHEDULEANYWHERE LICENSE	\$1,320.00	
TRANSUNION RISK AND ALTERNATIVE	TLO CHARGES	\$75.00	
VERIZON WIRELESS	SQUAD BROADBAND	\$200.09	
<b>TOTAL:</b>			<b>\$83,080.01</b>
<b><u>FIRE</u></b>			
ACE HARDWARE & PAINT	SUPPLIES	\$13.79	
ALEX AIR APPARATUS INC.	REPAIR GLASS CUTTER	\$72.20	
AMAZON CAPITAL SERVICES	NOZZELS	\$18.28	
BEVCOMM	TELEPHONE	\$89.29	
BOUND TREE MEDICAL LLC	AED PADS	\$65.02	
DALCO	PAPER ORDER - FIRE	\$280.94	
LAKERS NEW PRAGUE SANITARY	TRASH - FIRE	\$21.04	
LEAGUE OF MN CITIES INSURANCE	2024 WORKERS COMP	\$14,932.60	
MDEWAKANTON PUBLIC SAFETY	TRAINING	\$1,500.00	
MOTOROLA SOLUTIONS INC.	ACCESSORY KIT	\$97.20	
NEW PRAGUE UTILITIES	FIRE - ELECTRIC	\$478.32	
NEW PRAGUE UTILITIES	FIRE - WATER/SEWER	\$160.41	
O'REILLY AUTOMOTIVE INC	GEN #1- V BELT	\$24.67	
VERIZON WIRELESS	TABLETS	\$47.58	
VERTEX UNMANNED SOLUTIONS LLC	EVO II DUAL 640T ENTERPRISE BUNDLE	\$5,299.00	
<b>TOTAL:</b>			<b>\$23,100.34</b>
<b><u>BUILDING INSPECTOR</u></b>			
BEVCOMM	TELEPHONE	\$43.94	
LEAGUE OF MN CITIES INSURANCE	2024 WORKERS COMP	\$1,235.21	
QUADIENT LEASING USA INC.	POSTAGE MACHINE LEASE	\$9.41	
<b>TOTAL:</b>			<b>\$1,288.56</b>
<b><u>PUBLIC WORKS</u></b>			
LEAGUE OF MN CITIES INSURANCE	2024 WORKERS COMP	\$3,379.93	
<b>TOTAL:</b>			<b>\$3,379.93</b>
<b><u>STREET</u></b>			
ACE HARDWARE & PAINT	SUPPLIES	\$80.55	
AMAZON CAPITAL SERVICES	EAR PLUGS	\$26.95	
AMAZON CAPITAL SERVICES	LAUNDRY DETERGENT	\$13.99	
BEVCOMM	TELEPHONE	\$74.53	
DALCO	PAPER ORDER - STREETS	\$213.65	
EARL F. ANDERSEN	STREET SIGNS	\$342.15	
GRAINGER	GLASS CLEANER	\$29.40	
KIBBLE EQUIPMENT LLC	2018 JOHN DEERE REPAIR	\$1,814.11	
LAKERS NEW PRAGUE SANITARY	TRASH - STREETS	\$108.29	
LEAGUE OF MN CITIES INSURANCE	2024 WORKERS COMP	\$19,872.86	
MN DEPARTMENT OF HEALTH	WATER OPERATOR RENEWAL	\$23.00	
NEW PRAGUE UTILITIES	STREETS - ELECTRIC	\$520.46	
NEW PRAGUE UTILITIES	STREETS - WATER/SEWER	\$84.13	
SCHILLING SUPPLY COMPANY	CLEANER	\$110.74	
STAR GROUP LLC.	HARNES & THREAD LOCKER	\$41.32	
TRENCHERS PLUS INC	WOOD CHIPPER BLADES & ROPE	\$229.98	
<b>TOTAL:</b>			<b>\$23,586.11</b>
<b><u>STREET LIGHTS</u></b>			
NEW PRAGUE UTILITIES	STREETLIGHTS	\$6,403.56	
<b>TOTAL:</b>			<b>\$6,403.56</b>
<b><u>PARKS</u></b>			
ACE HARDWARE & PAINT	SUPPLIES	\$233.22	
BEVCOMM	TELEPHONE	\$32.13	
CEDAR BROOK GARDEN CENTER	HANGING BASKETS	\$1,090.00	
DALCO	PAPER ORDER- PARKS	\$1,403.32	

CITY OF NEW PRAGUE  
ACCOUNTS PAYABLE  
03/18/2024

Section 3, Item a.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
INSTALLED BUILDING SOLUTIONS II	NEW PARKS GARAGE - FOAM	\$58,468.00	
LAKERS NEW PRAGUE SANITARY	TRASH - PARKS	\$108.30	
LEAGUE OF MN CITIES INSURANCE	2024 WORKERS COMP	\$13,715.61	
NEW PRAGUE UTILITIES	PARKS - WATER/SEWER	\$48.84	
NEW PRAGUE UTILITIES	PARKS -ELECTRIC	\$1,617.93	
RENT N SAVE PORTABLE SERVICES	PORTABLE RESTROOM	\$155.00	
SCHILLING SUPPLY COMPANY	CLEANER	\$50.38	
SHERWIN-WILLIAMS CO	PAINT GUN	-\$330.00	
TOMMY'S ELECTRIC	NEW PARKS GARAGE - ELECTRICAL	\$16,850.00	
TRENCHERS PLUS INC	WOOD CHIPPER BLADES & ROPE	\$344.95	
TRI-STATE BOBCAT	2024 TOOLCAT UW56	\$62,702.82	
VERIZON WIRELESS	IPADS	\$10.02	
<b>TOTAL:</b>			<b>\$156,500.52</b>

**LIBRARY**

ACE HARDWARE & PAINT	SUPPLIES	\$19.98	
DALCO	PAPER ORDER - LIBRARY	\$202.96	
JANI-KING OF MINNESOTA INC	CLEANING SERVICE	\$743.27	
NEW PRAGUE UTILITIES	LIBRARY - ELECTRIC	\$820.44	
NEW PRAGUE UTILITIES	LIBRARY - WATER/SEWER	\$82.83	
<b>TOTAL:</b>			<b>\$1,869.48</b>

**GENERAL FUND TOTAL:**

**\$309,743.63**

**FUND 602 - ENTERPRISE - SANITARY SEWER**

ACE HARDWARE & PAINT	SUPPLIES	\$34.34	
AMAZON CAPITAL SERVICES	JET VAC - SWIVEL	\$138.00	
AMAZON CAPITAL SERVICES	LIFTING BRACKETS	\$32.99	
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	\$22.94	
BEVCOMM	TELEPHONE	\$206.82	
DALCO	PAPER ORDER - WWTP	\$310.83	
GEMPLER'S	RUBBER GLOVES XL	\$114.19	
GOPHER STATE ONE CALL	LINE LOCATES	\$11.47	
GRAINGER	COUPLERS	\$66.40	
GRAINGER	COUPLINGS	\$48.66	
GRAINGER	SLEEVE COUPLING INSERTS	\$323.19	
HAWKINS INC	AZONE	\$3,661.27	
LAKERS NEW PRAGUE SANITARY	TRASH - WWTP	\$246.16	
LEAGUE OF MN CITIES INSURANCE	2024 WORKERS COMP	\$15,923.23	
MACH LUMBER INC	LUMBER & SCREWS	\$125.40	
MASTER MECHANICAL INC.	MAU #8 REPAIR	\$4,878.58	
MN VALLEY TESTING LABS	TESTING ANALYSIS	\$273.00	
NEW PRAGUE UTILITIES	WWTP - ELECTRIC	\$22,343.17	
NEW PRAGUE UTILITIES	WWTP - WATER/SEWER	\$241.00	
POLYDYNE INC	CLARIFLOC - CE2470	\$9,844.00	
SALTCO	MONTHLY SALT	\$1,076.26	
SCHILLING SUPPLY COMPANY	FLOOR CLEANER	\$181.08	
SCOTT WARNER	SAFETY GLASSES	\$60.00	
STAR GROUP LLC.	FITTING & V-BELT	\$22.56	
UTILITY CONSULTANTS INC.	SAMPLES	\$1,259.93	
VERIZON WIRELESS	IPADS	\$7.52	
<b>TOTAL:</b>			<b>\$61,452.99</b>

**FUND 606 - ENTERPRISE - STORM UTILITY**

AMAZON CAPITAL SERVICES	JET VAC - SWIVEL	\$59.14	
GOPHER STATE ONE CALL	LINE LOCATES	\$11.48	
LEAGUE OF MN CITIES INSURANCE	2024 WORKERS COMP	\$2,058.67	
VERIZON WIRELESS	IPADS	\$7.52	
<b>TOTAL:</b>			<b>\$2,136.81</b>

CITY OF NEW PRAGUE  
ACCOUNTS PAYABLE  
03/18/2024

Section 3, Item a.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<b><u>FUND 651 - ENTERPRISE - AMBULANCE</u></b>			
BOUND TREE MEDICAL LLC	AED PADS	\$65.02	
LAKERS NEW PRAGUE SANITARY	TRASH - AMBULANCE	\$21.04	
NEW PRAGUE UTILITIES	AMBULANCE - ELECTRIC	\$478.32	
NEW PRAGUE UTILITIES	AMBULANCE - WATER/SEWER	\$133.19	
<b>TOTAL:</b>			<b>\$697.57</b>

**TOTAL ACCOUNTS PAYABLE FOR COUNCIL APPROVAL:**

**\$374,031.00**

Vendor Name	Net Invoice Amount
<b>ACE HARDWARE &amp; PAINT</b>	
LATE FEE	\$2.73
SUPPLIES	\$76.89
<b>ACUSHNET COMPANY</b>	
CLOTHING	\$190.50
CLOTHING - DISCOUNT	\$4.50-
<b>AMAZON CAPITAL SERVICES</b>	
DEWALT BATTERY	\$133.96
PHONE CASE & SCREEN PROTECTOR	\$28.34
<b>BEVCOMM</b>	
TELEPHONE/COMMUNICATIONS	\$426.98
<b>BREAKTHRU BEVERAGE MINNESOTA</b>	
BEER	\$105.00
BEVERAGE-ALCOHOL	\$326.70
<b>CALLAWAY GOLF</b>	
RANGE BALLS	\$3,250.00
<b>CARD SERVICES/COBORN</b>	
FOOD	\$54.47
LATE FEE	\$12.50
<b>CENTERPOINT ENERGY</b>	
NATURAL GAS	\$1,084.48
<b>COLLEGE CITY BEVERAGE</b>	
BEER	\$1,038.70
BEER/LIQUOR	\$418.15
WATER	\$294.00
<b>DR. FRESH TAP</b>	
TAP LINE CLEANING	\$75.00
<b>ECOLAB INC</b>	
DISHWASHER RENTAL	\$233.49
<b>ECOLAB PEST ELIMINATION</b>	
PEST CONTROL/AIR QUALITY PROGR	\$211.80
<b>GCSAA</b>	
GCSAA MEMBERSHIP RENEWAL	\$465.00
<b>GOLF PROFESSIONAL ENTERPRISES LLC</b>	
FEBRUARY MANAGEMENT FEE	\$8,347.50
<b>HERITAGE LANDSCAPE SUPPLY GROUP</b>	
CHEMICALS	\$29,761.78
FUNGICIDE	\$4,840.89
<b>HERMEL WHOLESALE</b>	
CLEANING SUPPLIES	\$245.38
FOOD	\$1,831.37
SUPPLIES	\$555.04
<b>JOHN DEERE FINANCIAL</b>	
INTEREST CHARGE	\$46.20
<b>LAU'S BAKERY</b>	
BUNS	\$108.92
FOOD	\$89.80
<b>MTI DISTRIBUTING INC</b>	
BRACKET	\$32.13
FILTERS, BRACKETS, SCREWS	\$76.88
NUT	\$18.23
<b>NEW PRAGUE UTILITIES</b>	
UTILITIES	\$2,580.40
<b>QUILL CORPORATION</b>	
OFFICE SUPPLIES	\$69.33
<b>R &amp; R PRODUCTS INC.</b>	
EQUIPMENT REBATE	\$115.00-
WRENCH SET	\$136.53

Section 3, Item a.

Vendor Name	Net Invoice Amount
<b>STAR GROUP LLC.</b>	
SPARK PLUG	\$34.59
<b>STASNEY ELECTRIC</b>	
HVAC SERVICE	\$147.50
<b>SWANNIES GOLF APPAREL</b>	
SPECIAL ORDER	\$161.85
<b>TOW DISTRIBUTING CORP</b>	
BEER	\$871.00
Grand Totals	\$58,264.51



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

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## MEMORANDUM

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** FORWARD NEW PRAGUE FOUNDATION – 1-DAY TEMPORARY ON-SALE LIQUOR LICENSE  
**DATE:** MARCH 7, 2024

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Attached is an application for a 1-Day Temporary On-Sale Liquor License from Forward New Prague Foundation, requesting permission to serve alcoholic beverages at an event on June 1, 2024, at Hotel Broz, 212 Main Street West, New Prague.

All of the conditions of the Temporary On-Sale Liquor License application have been met by the applicant.

The Temporary On-Sale Liquor License is issued with the understanding that the Licensee is responsible to adhere to all liquor provisions found in Chapter 340A and any other statutes or rules that may apply in serving alcohol.

### **Recommendation**

Staff recommends approval of the application and issuing a 1-Day Temporary On-Sale Liquor License to Forward New Prague Foundation for their event on June 1, 2024.



Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement Division  
445 Minnesota Street, Suite 1600, St. Paul, MN 55101  
651-201-7507 Fax 651-297-5259 TTY 651-282-6555  
**APPLICATION AND PERMIT FOR A 1 DAY  
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Section 3, Item b.

Name of organization		Date organized		Tax exempt number	
Forward New Prague Foundation		1/17/2023		92-1785025	
Organization Address		City	State	Zip Code	
305 Columbus Ave S		New Prague	MN	56071	
Name of person making application		Business phone		Home phone	
Den Gardner				6123253981	
Date(s) of event		Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer			
June 1, 2024		<input type="checkbox"/> Club <input checked="" type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit			
Organization officer's name		City	State	Zip Code	
Den Gardner		New Prague	MN	56071	
Organization officer's name		City	State	Zip Code	
			MN		
Organization officer's name		City	State	Zip Code	
			MN		

Location where permit will be used. If an outdoor area, describe.  
Hotel Broz 212 Main St W New Prague Mn 56071

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.  
Schultz's Restaurant Group LLC dba 1319 Woodside Tavern

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.  
Schultz's Restaurant Group LLC c/o  
Atlas Insurance Brokers -\$1,000,000.00

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

Signature City Clerk or County Official

Please Print Name of City Clerk or County Official

**CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.**

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.**

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY  
PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY  
CITY/COUNTY TO [AGE.TEMPORARYAPPLICATION@STATE.MN.US](mailto:AGE.TEMPORARYAPPLICATION@STATE.MN.US)**



**Unaudited** Income Statement  
Through January 31, 2024  
Percent of year complete: 8.33%

*Section 3, Item c.*

	Prior Year 2023 Thru 1/31/2023	Actual Thru 1/31/2024	2022/2023 Variance YTD	Current Month 1/31/2024	2024 Adopted Budget	2024 Budget Balance	% Actual compared to Budget
<b>General Fund</b>							
<b><u>REVENUES</u></b>							
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ 3,749,628	\$ 3,749,628	0.00%
Local Government Aid	\$ -	\$ -	\$ -	\$ -	\$ 1,183,527	\$ 1,183,527	0.00%
Licenses and permits	\$ 3,655.26	\$ 4,552.94	\$ 897.68	\$ 4,552.94	\$ 250,255	\$ 245,702	1.82%
Intergovernmental	\$ -	\$ 62,180.50	\$ 62,180.50	\$ 62,180.50	\$ 383,672	\$ 321,492	16.21%
Charges for services	\$ 659.41	\$ 536.50	\$ (122.91)	\$ 536.50	\$ 81,164	\$ 80,628	0.66%
Fines	\$ 1,627.75	\$ 1,492.92	\$ (134.83)	\$ 1,492.92	\$ 20,000	\$ 18,507	7.46%
Interest Income	\$ 11,822.66	\$ 8,291.18	\$ (3,531.48)	\$ 8,291.18	\$ 125,000	\$ 116,709	6.63%
Miscellaneous revenue	\$ 44,034.46	\$ -	\$ (44,034.46)	\$ -	\$ 200,500	\$ 200,500	0.00%
Transfers In	\$ 3,750.00	\$ 3,333.33	\$ (416.67)	\$ 3,333.33	\$ 425,894	\$ 422,561	0.78%
<b>TOTAL REVENUES</b>	\$ 65,549.54	\$ 80,387.37	\$ 14,837.83	\$ 80,387.37	\$ 6,419,640.00	\$ 6,339,252.63	1.25%
<b><u>EXPENSES</u></b>							
Council	\$ 6,982.30	\$ 5,743.72	\$ (1,238.58)	\$ 5,743.72	\$ 76,142	\$ 70,398	7.54%
Administration	\$ 33,454.40	\$ 35,074.86	\$ 1,620.46	\$ 35,074.86	\$ 461,644	\$ 426,569	7.60%
Tech Network	\$ 84,128.85	\$ 16,939.52	\$ (67,189.33)	\$ 16,939.52	\$ 207,383	\$ 190,443	8.17%
Elections	\$ 1,200.00	\$ 1,200.00	\$ -	\$ 1,200.00	\$ 15,900	\$ 14,700	7.55%
Assessor	\$ -	\$ -	\$ -	\$ -	\$ 45,700	\$ 45,700	0.00%
Attorney	\$ 6,124.54	\$ 4,372.22	\$ (1,752.32)	\$ 4,372.22	\$ 70,000	\$ 65,628	6.25%
Engineer	\$ 680.00	\$ -	\$ (680.00)	\$ -	\$ 20,000	\$ 20,000	0.00%
Planning	\$ 18,418.76	\$ 19,507.26	\$ 1,088.50	\$ 19,507.26	\$ 405,723	\$ 386,216	4.81%
Government Building	\$ 6,984.26	\$ 20,984.54	\$ 14,000.28	\$ 20,984.54	\$ 174,138	\$ 153,153	12.05%
Police	\$ 168,847.52	\$ 211,802.56	\$ 42,955.04	\$ 211,802.56	\$ 2,196,296	\$ 1,984,493	9.64%
Fire	\$ 4,090.89	\$ 14,070.25	\$ 9,979.36	\$ 14,070.25	\$ 252,332	\$ 238,262	5.58%
Building Inspector	\$ 20,911.69	\$ 23,397.66	\$ 2,485.97	\$ 23,397.66	\$ 341,054	\$ 317,656	6.86%
Emergency Management	\$ -	\$ -	\$ -	\$ -	\$ 2,637	\$ 2,637	0.00%
Animal Control	\$ 3,900.00	\$ 3,900.00	\$ -	\$ 3,900.00	\$ 15,750	\$ 11,850	24.76%
Public Works	\$ 7,242.75	\$ 7,812.42	\$ 569.67	\$ 7,812.42	\$ 116,637	\$ 108,825	6.70%
Streets	\$ 75,148.52	\$ 96,927.14	\$ 21,778.62	\$ 96,927.14	\$ 892,825	\$ 795,898	10.86%
Street Lights	\$ 8,299.62	\$ 6,941.67	\$ (1,357.95)	\$ 6,941.67	\$ 72,333	\$ 65,391	9.60%
Outdoor Swimming Pool	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Aquatic Center	\$ 12,857.14	\$ 12,857.14	\$ -	\$ 12,857.14	\$ 116,251	\$ 103,394	11.06%
Municipal Band	\$ -	\$ -	\$ -	\$ -	\$ 4,484	\$ 4,484	0.00%
Parks	\$ 252,757.99	\$ 37,356.24	\$ (215,401.75)	\$ 37,356.24	\$ 621,815	\$ 584,459	6.01%
Park Board	\$ -	\$ -	\$ -	\$ -	\$ 180,000	\$ 180,000	0.00%
Library	\$ 2,193.21	\$ 3,084.30	\$ 891.09	\$ 3,084.30	\$ 33,265	\$ 30,181	9.27%
Unallocated	\$ 465.10	\$ 1,985.28	\$ 1,520.18	\$ 1,985.28	\$ 97,331	\$ 95,346	2.04%
<b>TOTAL EXPENSES</b>	\$ 714,687.54	\$ 523,956.78	\$ (190,730.76)	\$ 523,956.78	\$ 6,419,640.00	\$ 5,895,683.22	8.16%
<b>EXCESS REVENUES OVER EXPENSES</b>	<u>\$ (649,138.00)</u>	<u>\$ (443,569.41)</u>	<u>\$ 205,568.59</u>	<u>\$ (443,569.41)</u>	<u>\$ -</u>	<u>\$ 443,569.41</u>	

**Unaudited** Income Statement  
Through January 31, 2024  
Percent of year complete: 8.33%

Section 3, Item c.

	Prior Year 2023 Thru 1/31/2023	Actual Thru 1/31/2024	2022/2023 Variance YTD	Current Month 1/31/2024	2024 Adopted Budget	2024 Budget Balance	% Actual compared to Budget
<b>Ambulance</b>							
<b>TOTAL REVENUES</b>	\$ 3,540.42	\$ 3,515.61	\$ (24.81)	\$ 3,515.61	\$ 20,100	\$ 16,584	17.49%
<b>TOTAL EXPENSES</b>	\$ 1,542.04	\$ 2,056.98	\$ 514.94	\$ 2,056.98	\$ 12,366	\$ 10,309	16.63%
<b>EXCESS REVENUES OVER EXPENSES</b>	<u>\$ 1,998.38</u>	<u>\$ 1,458.63</u>	<u>\$ (539.75)</u>	<u>\$ 1,458.63</u>	<u>\$ 7,734.00</u>	<u>\$ 6,275.37</u>	
<b>EDA</b>							
<b>TOTAL REVENUES</b>	\$ 505.31	\$ 449.97	\$ (55.34)	\$ 449.97	\$ 75,250.00	\$ 74,800	0.60%
<b>TOTAL EXPENSES</b>	\$ 5,105.14	\$ 3,932.43	\$ (1,172.71)	\$ 3,932.43	\$ 75,250.00	\$ 71,318	5.23%
<b>EXCESS REVENUES OVER EXPENSES</b>	<u>\$ (4,599.83)</u>	<u>\$ (3,482.46)</u>	<u>\$ 1,117.37</u>	<u>\$ (3,482.46)</u>	<u>\$ -</u>	<u>\$ 3,482.46</u>	
<b>EDA- INDUSTRIAL</b>							
<b>TOTAL REVENUES</b>	\$ 223.23	\$ 198.82	\$ (24.41)	\$ 198.82	\$ -	\$ (199)	0.00%
<b>TOTAL EXPENSES</b>	\$ 147.79	\$ 165.60	\$ 17.81	\$ (147.79)	\$ 1,773	\$ 1,607	9.34%
<b>EXCESS REVENUES OVER EXPENSES</b>	<u>\$ 75.44</u>	<u>\$ 33.22</u>	<u>\$ (42.22)</u>	<u>\$ 346.61</u>	<u>\$ (1,773.00)</u>	<u>\$ (1,806.22)</u>	
<b>WATER FUND</b>							
<b>TOTAL REVENUES</b>	\$ 136,805.63	\$ 131,461.36	\$ (5,344.27)	\$ 131,461.36	\$ 1,877,961.00	\$ 1,746,499.64	7.00%
<b>TOTAL EXPENSES</b>	\$ 152,917.04	\$ 123,840.52	\$ (29,028.59)	\$ 123,822.33	\$ 1,589,904.00	\$ 1,466,081.67	7.79%
<b>EXCESS REVENUES OVER EXPENSES</b>	<u>\$ (16,111.41)</u>	<u>\$ 7,620.84</u>	<u>\$ 23,684.32</u>	<u>\$ 7,639.03</u>	<u>\$ 288,057.00</u>	<u>\$ 280,417.97</u>	
<b>ELECTRIC FUND</b>							
<b>TOTAL REVENUES</b>	\$ 926,384.96	\$ 981,880.87	\$ 55,495.91	\$ 981,880.87	\$ 10,474,072.00	\$ 9,492,191.13	9.37%
<b>TOTAL EXPENSES</b>	\$ 749,155.82	\$ 640,761.03	\$ (108,682.99)	\$ 640,472.83	\$ 10,076,160.00	\$ 9,435,687.17	6.36%
<b>EXCESS REVENUES OVER EXPENSES</b>	<u>\$ 177,229.14</u>	<u>\$ 341,119.84</u>	<u>\$ 164,178.90</u>	<u>\$ 341,408.04</u>	<u>\$ 397,912.00</u>	<u>\$ 56,503.96</u>	

**Unaudited** Income Statement  
Through January 31, 2024  
Percent of year complete: 8.33%

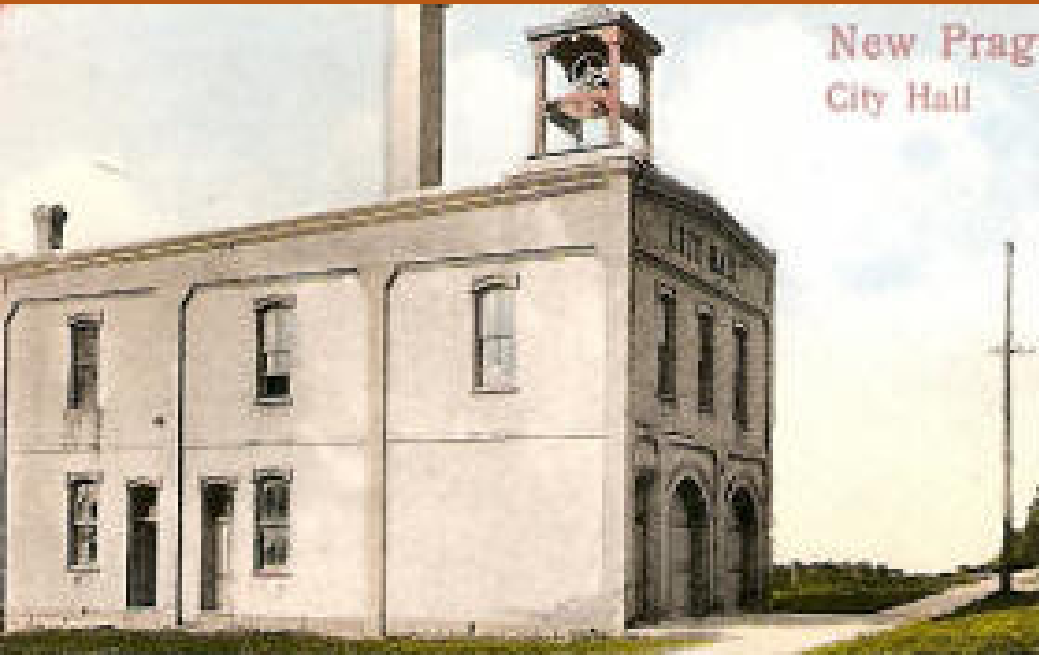
Section 3, Item c.

	Prior Year 2023 Thru 1/31/2023	Actual Thru 1/31/2024	2022/2023 Variance YTD	Current Month 1/31/2024	2024 Adopted Budget	2024 Budget Balance	% Actual compared to Budget
<b>SANITARY SEWER</b>							
TOTAL REVENUES	\$ 296,737.29	\$ 290,375.02	\$ (6,362.27)	\$ 290,375.02	\$ 3,677,947.00	\$ 3,387,571.98	7.90%
TOTAL EXPENSES	\$ 737,617.70	\$ 561,328.00	\$ (176,289.70)	\$ 561,328.00	\$ 4,057,592.00	\$ 3,496,264.00	13.83%
EXCESS REVENUES OVER EXPENSES	<u>\$ (440,880.41)</u>	<u>\$ (270,952.98)</u>	<u>\$ 169,927.43</u>	<u>\$ (270,952.98)</u>	<u>\$ (379,645.00)</u>	<u>\$ (108,692.02)</u>	
<b>GOLF</b>							
TOTAL REVENUES	\$ 111,231.59	\$ 105,002.97	\$ (6,228.62)	\$ 105,002.97	\$ 1,392,982.00	\$ 1,287,979.03	7.54%
TOTAL EXPENSES	\$ 72,377.20	\$ 55,954.06	\$ (16,423.14)	\$ 55,954.06	\$ 1,408,833.11	\$ 1,352,879.05	3.97%
EXCESS REVENUES OVER EXPENSES	<u>\$ 38,854.39</u>	<u>\$ 49,048.91</u>	<u>\$ 10,194.52</u>	<u>\$ 49,048.91</u>	<u>\$ (15,851.11)</u>	<u>\$ (64,900.02)</u>	
<b>STORM SEWER</b>							
TOTAL REVENUES	\$ 34,309.98	\$ 35,388.09	\$ 1,078.11	\$ 35,388.09	\$ 401,040.00	\$ 365,651.91	8.82%
TOTAL EXPENSES	\$ 44,612.65	\$ 44,007.61	\$ (605.04)	\$ 44,007.61	\$ 403,445.00	\$ 359,437.39	10.91%
EXCESS REVENUES OVER EXPENSES	<u>\$ (10,302.67)</u>	<u>\$ (8,619.52)</u>	<u>\$ 1,683.15</u>	<u>\$ (8,619.52)</u>	<u>\$ (2,405.00)</u>	<u>\$ 6,214.52</u>	

# New Prague

MINNESOTA

Section 5, Item a.



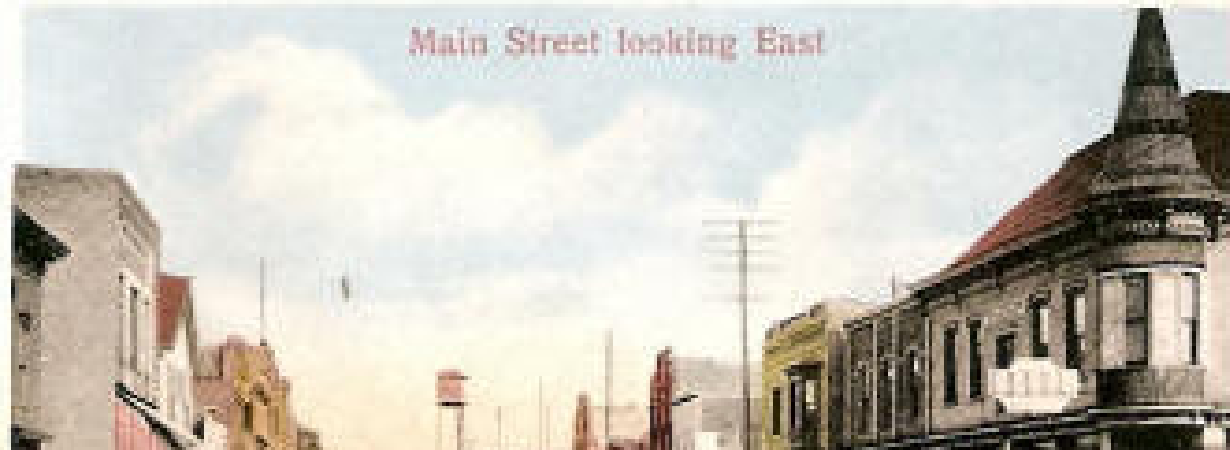
New Prague, Minn.  
City Hall



Z. C. B. J. Opera House



New Prague Flouring Mill Co.



Main Street looking East

**POLICE FACILITY SCHEMATIC DESIGN**  
Council Schematic Design Update  
March 18, 2024



CITY OF NEW PRAGUE  
POLICE FACILITY SCHEMATIC DESIGN

Agenda

1. Core Group Roles & Responsibilities
2. Design Process
3. Program Verification
4. Schematic Design Diagram
5. Concept Solution
6. Schedule
7. Next Steps

CITY OF NEW PRAGUE  
POLICE FACILITY SCHEMATIC DESIGN

## Core Planning &amp; Stakeholder Process

# 1. Establish Core Planning Group to represent all stakeholders:

- » High level of collaboration
- » Involve all stakeholders
- » Opportunities for partnership
- » Sets the tone for building consensus

# 2. Develop Agreement on Needs:

- » Establish guiding principles and criteria for measuring success
- » Expectations discussed, included in planning

# 3. Ownership of Decisions:

- » All needs are documented so that final product is what you want





CITY OF NEW PRAGUE  
POLICE FACILITY SCHEMATIC DESIGN

Design Process

Architectural/Engineering Design:

- **Schematic Design**
  - Creation of conceptual study drawings that explore spatial relationships, scale, and form.
  - Identification of zoning requirements or jurisdictional restrictions.
- Design Development
- Construction Documents
- Bidding
- Construction (Contract) Administration
- Furniture Design
- Equipment Design



CITY OF NEW PRAGUE  
POLICE FACILITY SCHEMATIC DESIGN

# Revised Police Program

## SPACE NEEDS PROGRAM

City Hall - 118 Central Ave. N.		EXISTING SPACE UTILIZATION				SPACE NEEDS - SHORT TERM (2025)				
Year Built:		FTE	Qty	Size	Total SF	FTE	Qty	Size	Total SF	
Gross SF: 24,131 SF										
Police		12				15				
Public Shared Spaces										
	Lobby (w/ City Hall)		1	450	450 SF		1	200	200 SF	
	Womens Restroom		1	113	113 SF		1	75	75 SF	
	Mens Restroom		1	106	106 SF		1	75	75 SF	
	Subtotal Public Shared Spaces				669 SF				350 SF	
	Departmental Net to Gross Factor								x 1.40	
	Total USF Public Shared Spaces								490 USF	
Administration/ Records										
	Chief Office	1	1	135 SF	135 SF	1	1	250 SF	250 SF	
	Sergeant Office/ Lieutenant	1	1	90 SF	90 SF	1	1	180 SF	180 SF	
	Records - Workstations	2	2	32 SF	64 SF	2	2	49 SF	98 SF	
	Records Storage						1	150 SF	150 SF	
	Departmental Conference Room						1	150 SF	150 SF	
	Copy/Supply Room		1	95 SF	95 SF		1	100 SF	100 SF	
	Subtotal Administration/ Records				384 SF				928 SF	
	Departmental Net to Gross Factor								x 1.40	
	Total USF Administration/ Records								1,480 USF	





# CITY OF NEW PRAGUE POLICE FACILITY SCHEMATIC DESIGN

## Revised Police Program

<b>Patrol/ Investigations</b>													
	Squad Room ( Patrol, 1 Sgt, 1 Det.)		8	1	495 SF	495 SF							
	<i>Patrol - Workstations</i>						8	8	36 SF	288 SF			
	<i>Patrol Sergeant - Office</i>						2	1	120 SF	120 SF			
	<i>Investigator - Office</i>						1	1	150 SF	150 SF			
	<i>Briefing Room (part of Patrol Area)</i>							1	150 SF	150 SF			
	Interview Room (connected to Lobby)			1	90 SF	90 SF		1	100 SF	100 SF			
	<i>Reserves/ CSO (w/ Patrol)</i>							2	36 SF	72 SF			
	<i>Storage</i>							1	150 SF	150 SF			
	<b>Subtotal Patrol/ Investigations</b>					<b>585 SF</b>				<b>1,030 SF</b>			
	Departmental Net to Gross Factor									x 1.60			
	<b>Total USF Patrol/ Investigations</b>									<b>1,648 USF</b>			
<b>Evidence</b>													
	Evidence Room			1	172 SF	172 SF							
	<i>Evidence Prep/ Intake/ Processing</i>							1	150 SF	150 SF			
	<i>Evidence Garage/ Impound</i>							1	450 SF	450 SF			
	Evidence Storage Room			1	573 SF	573 SF		1	800 SF	800 SF			
	<i>Drying Room/ Lab</i>							1	300 SF	300 SF			
	<b>Subtotal Evidence</b>					<b>745 SF</b>				<b>1,700 SF</b>			
	Departmental Net to Gross Factor									x 1.40			
	<b>Total USF Evidence</b>									<b>2,380 USF</b>			



# CITY OF NEW PRAGUE

## POLICE FACILITY SCHEMATIC DESIGN

### Revised Police Program

<b>Staff Support</b>												
Locker Room/ Toilet			1	140 SF	140 SF							
Men's Restroom/ Shower			1	102 SF	102 SF							
Women's Restroom/ Shower			1	102 SF	102 SF							
<i>Staff Restrooms</i>								2	60 SF	120 SF		
<i>Men's Locker Room, Showers &amp; Toilet</i>								1	400 SF	400 SF		
<i>Women's Locker Room, Shower &amp; Toilet</i>								1	200 SF	200 SF		
<i>Quiet Room/Mothers Room</i>								2	120 SF	240 SF		
Kitchen			1	108 SF	108 SF			1	150 SF	150 SF		
Meeting/ Breakroom			1	700 SF	700 SF			1	350 SF	350 SF		
<i>Fitness/ DT Training</i>								1	1,000 SF	1,000 SF		
<i>Armory/ Gun Cleaning</i>								1	120 SF	120 SF		
<i>Duty Bag Storage (included in Circ.)</i>								1	150 SF	150 SF		
Server Room			1	37 SF	37 SF			1	100 SF	100 SF		
Archive Storage (lower level)			1	560 SF	560 SF			1	600 SF	600 SF		
<b>Subtotal Staff Support</b>					<b>1,749 SF</b>					<b>3,430 SF</b>		
Departmental Net to Gross Factor										x 1.40		
<b>Total USF Staff Support</b>										<b>4,802 USF</b>		



CITY OF NEW PRAGUE  
POLICE FACILITY SCHEMATIC DESIGN  
Revised Police Program

<b>Vehicle Storage</b>													
	Vehicle Storage			5	400 SF	2,000 SF				12	350 SF	4,200 SF	
	Tactical Equipment Storage									1	350 SF	350 SF	
	<b>Subtotal Vehicle Storage</b>					<b>2,000 SF</b>						<b>4,550 SF</b>	
	Departmental Net to Gross Factor											x 1.25	
	<b>Total USF Vehicle Storage</b>											<b>5,688 USF</b>	
	<b>TOTAL USF POLICE</b>					<b>6,132 USF</b>						<b>16,492 USF</b>	
	<b>BUILDING NET TO GROSS FACTOR</b>					x 1.08						x 1.25	
	<b>TOTAL GROSS SQUARE FEET</b>					<b>6,600 USF</b>						<b>20,615 USF</b>	

REVISED SHORT-TERM POLICE NEEDS: 20,700 SF



# CITY OF NEW PRAGUE POLICE FACILITY SCHEMATIC DESIGN

## Public Safety Facility Addition to Fire Station



1 CONCEPT PLAN  
1/16" = 1'-0"

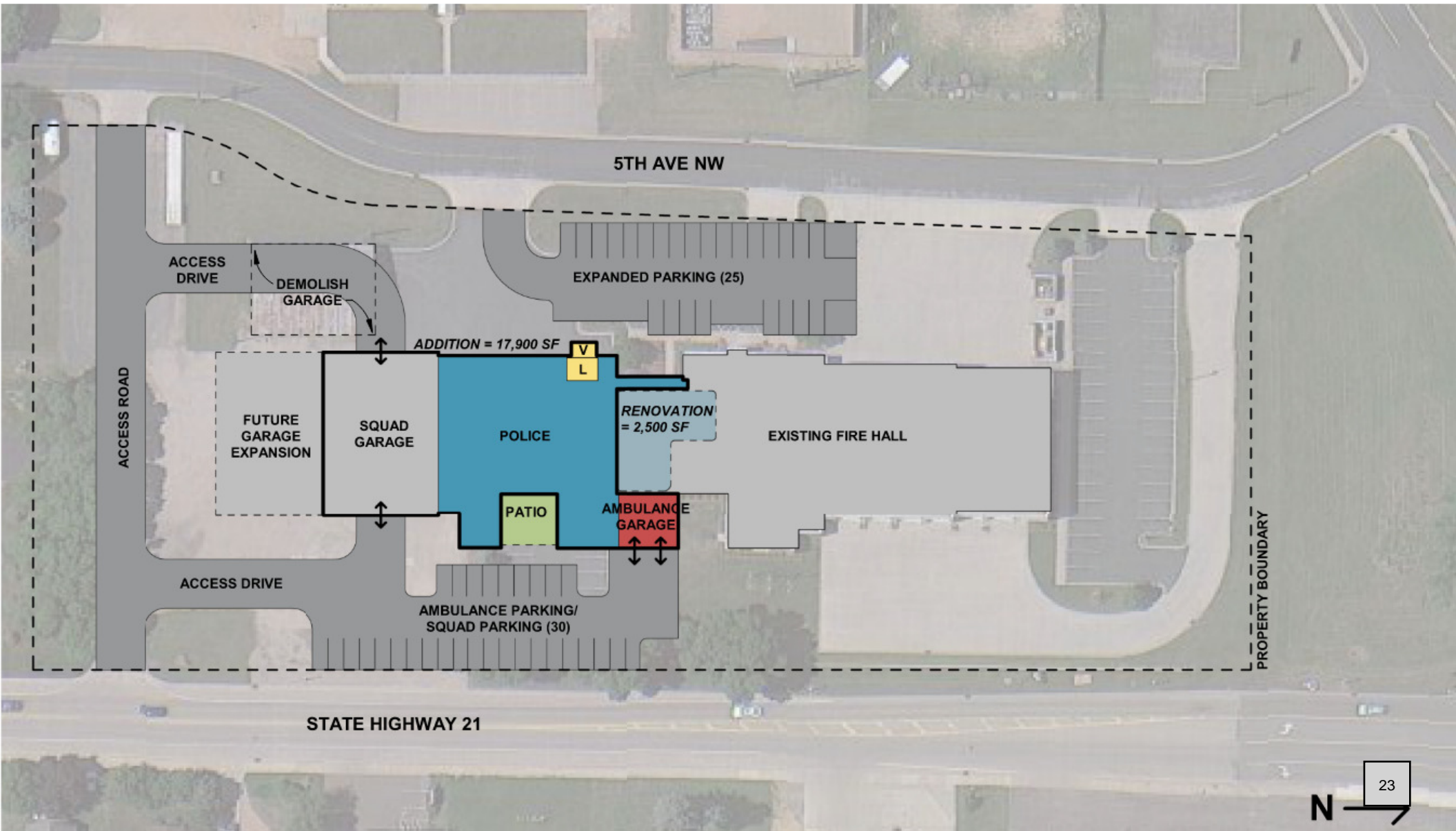
### DEPARTMENT LEGEND

ADMINISTRATION/RECORDS	CIRCULATION	PATROL/INVESTIGATIONS	STAFF SUPPORT
AMBULANCE	EVIDENCE	PUBLIC SHARED SPACES	VEHICLE STORAGE/BUILDING SUPPORT



# CITY OF NEW PRAGUE POLICE FACILITY SCHEMATIC DESIGN

## Public Safety Facility Site Plan

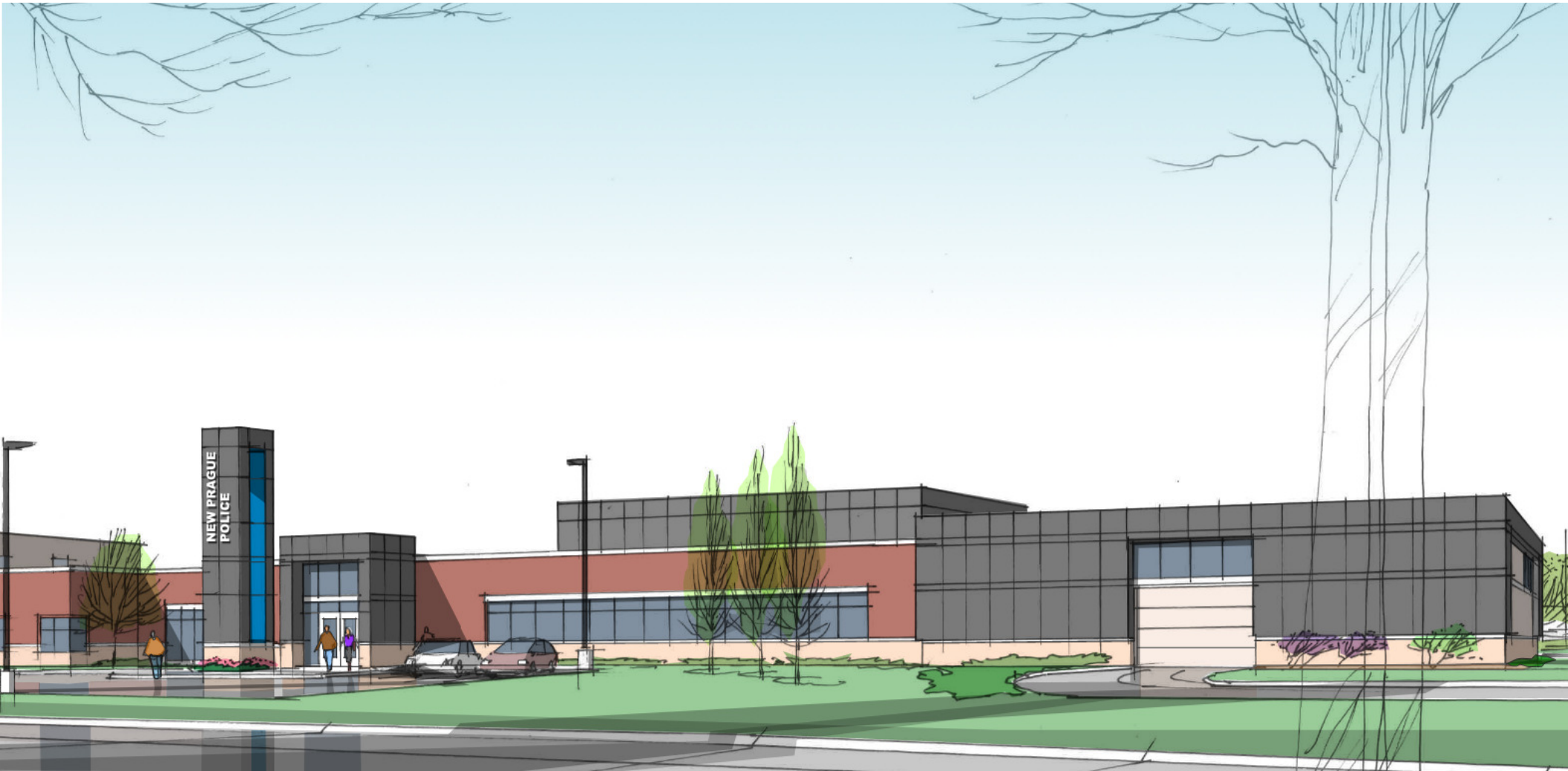






# CITY OF NEW PRAGUE POLICE FACILITY SCHEMATIC DESIGN

## Concept Renderings

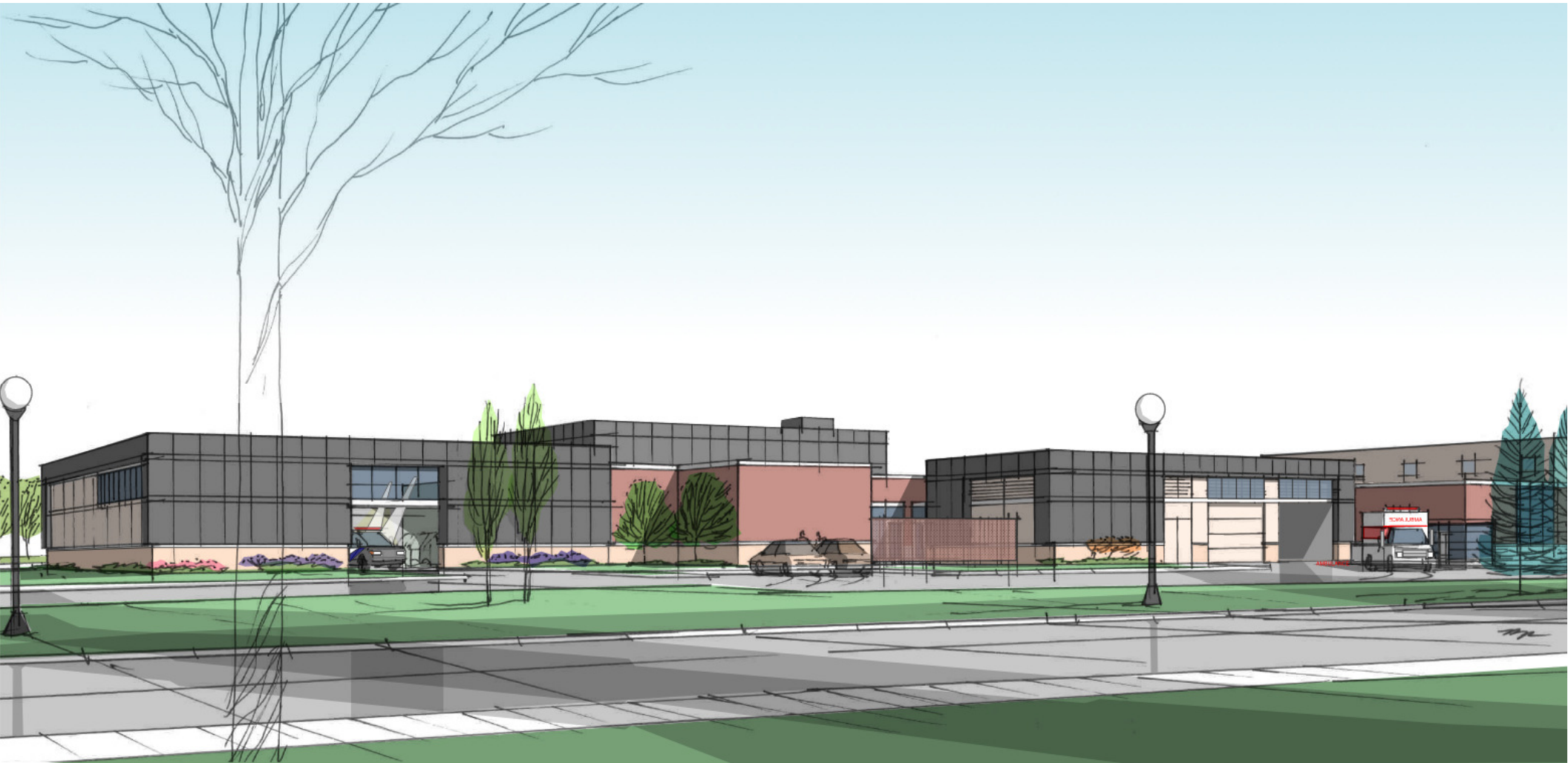


*Concept Sketch (View from 5<sup>th</sup> Ave W)*



# CITY OF NEW PRAGUE POLICE FACILITY SCHEMATIC DESIGN

## Concept Renderings



*Concept Sketch (View from 4<sup>th</sup> Ave. NW/ HW*



# CITY OF NEW PRAGUE POLICE FACILITY SCHEMATIC DESIGN

## Budget

PROJECT BUDGET		ORIGINAL BUDGET (11/06/2023)	SD BUDGET (03/06/2024)
<b>CONSTRUCTION</b>			
Police Addition and Renovation			
General Conditions, Permits, Fees, Escalation, Etc.	Incl.	\$ 2,000,000	
Civil	Incl.	\$ 1,160,000	
Architectural/Structural	Incl.	\$ 4,355,000	
Mechanical	Incl.	\$ 1,585,000	
Electrical	Incl.	\$ 900,000	
<b>SUBTOTAL CONSTRUCTION COSTS</b>		<b>\$ 9,400,000</b>	<b>\$ 10,000,000</b>
<b>FEES, TESTING, MISC. PROJECT COSTS</b>			
Architectural Fees		\$ 658,000	\$ 658,000
Reimbursable Expenses		\$ 24,000	\$ 24,000
Site Surveys		\$ 6,000	\$ 6,000
Geotechnical		\$ 12,000	\$ 12,000
Plan Review/Inspection Fee		\$ 50,000	\$ 60,000
Special Structural Inspections		\$ 25,000	\$ 25,000
Commissioning		\$ 40,000	\$ 40,000
Project Contingency		\$ 940,000	\$ 500,000
<b>SUBTOTAL FEES AND TESTING</b>		<b>\$ 1,755,000</b>	<b>\$ 1,325,000</b>
<b>FURNITURE &amp; EQUIPMENT / TECHNOLOGY COSTS</b>			
Furniture Allowance		\$ 600,000	\$ 600,000
Low Voltage Allowance		\$ 150,000	\$ 150,000
Tech Allowance		\$ 200,000	\$ 200,000
FFE Contingency		\$ 95,000	\$ 95,000
<b>SUBTOTAL FURNITURE &amp; EQUIPMENT</b>		<b>\$ 1,045,000</b>	<b>\$ 1,045,000</b>
<b>TOTAL PROJECT COST</b>		<b>\$ 12,200,000</b>	<b>\$ 12,370,000</b>





CITY OF NEW PRAGUE  
POLICE FACILITY SCHEMATIC DESIGN

Schedule

- ~~Department Meetings: Dec 2023-Jan 2024~~
  - ~~Core Group Meetings: Dec 2023-Feb 2024 (as needed)~~
  - Estimate: February – March 2024
  - Council Approval: March 2024
- Design Development: April – June 2024
  - Construction Documents : July – September 2024
  - Bidding: October 2024
  - Construction: November 2024 to October 2025

*Pending Approval of Council*



CITY OF NEW PRAGUE  
POLICE FACILITY SCHEMATIC DESIGN

Next Steps

1. Council Approval of Schematic Design and Budget
2. Council Approval for Final Design
3. Design Development Meetings with PD



CITY OF NEW PRAGUE  
POLICE FACILITY SCHEMATIC DESIGN

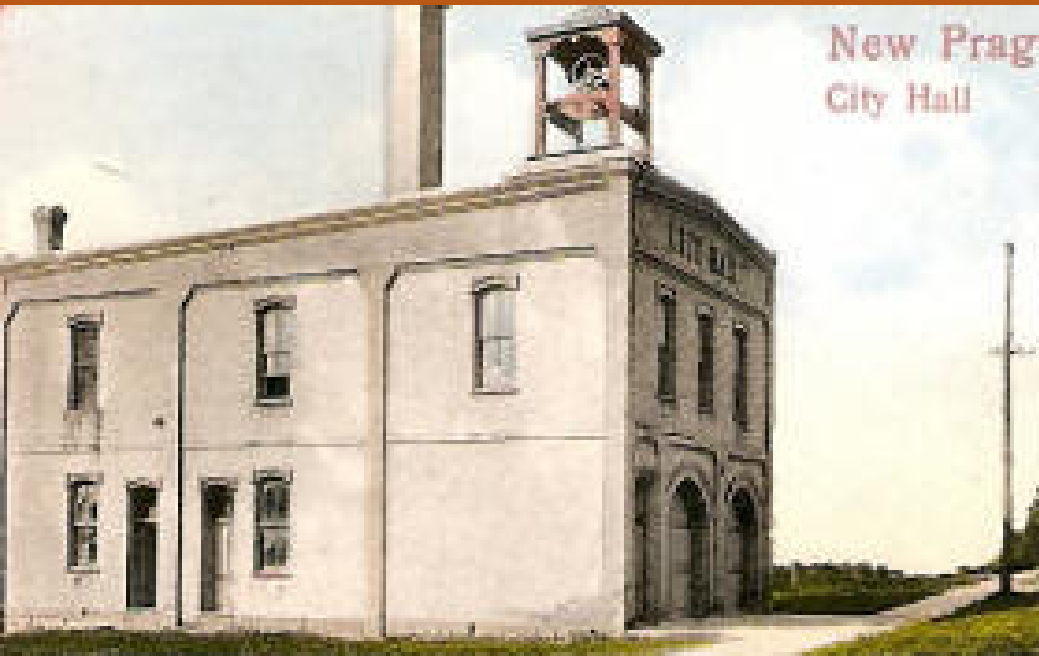
Question?

**QUESTIONS?**

# New Prague

MINNESOTA

Section 5, Item a.



New Prague, Minn.  
City Hall



Z. C. B. J. Opera House



New Prague Flouring Mill Co.



Main Street looking East

RECREATION NEEDS STUDY  
City Council Work Session  
November 6, 2023



CITY OF NEW PRAGUE  
FACILITY NEEDS STUDY

Agenda

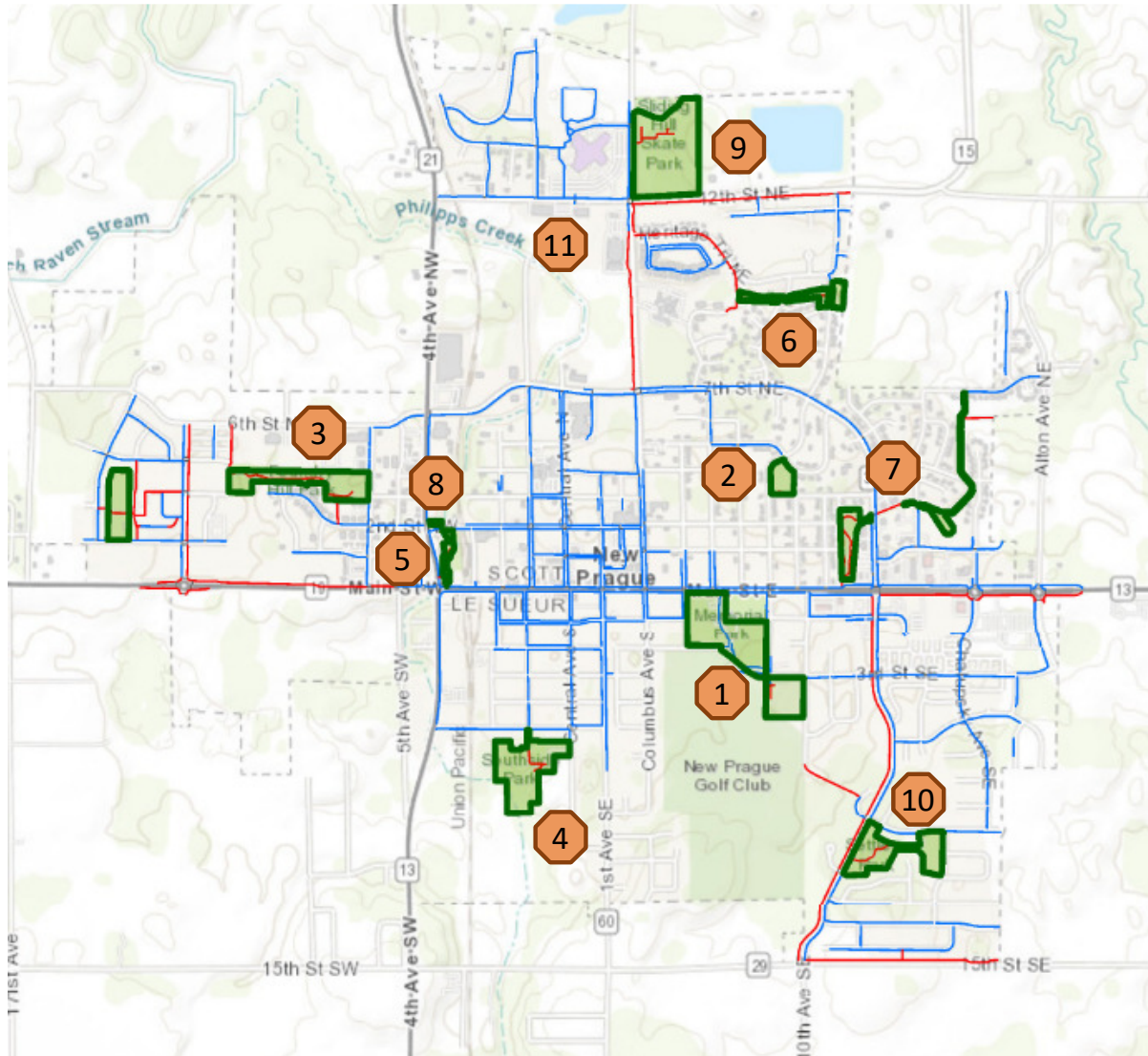
1. Existing Inventory
2. City Field Condition and Usage Report
3. Conclusions/ Recommendations
4. Questions/ Discussion

## CITY OF NEW PRAGUE RECREATION NEEDS STUDY

### Existing Inventory

#### City Inventory

1. Memorial Park
2. Northside Park
3. Foundry Hill Park
4. Southside Park
5. Phillip's Park
6. Heritage Park
7. Greenway Park
8. Yackly Cabin Park
9. Sliding Hill Skate Park
10. Settlers Park
11. Community Center



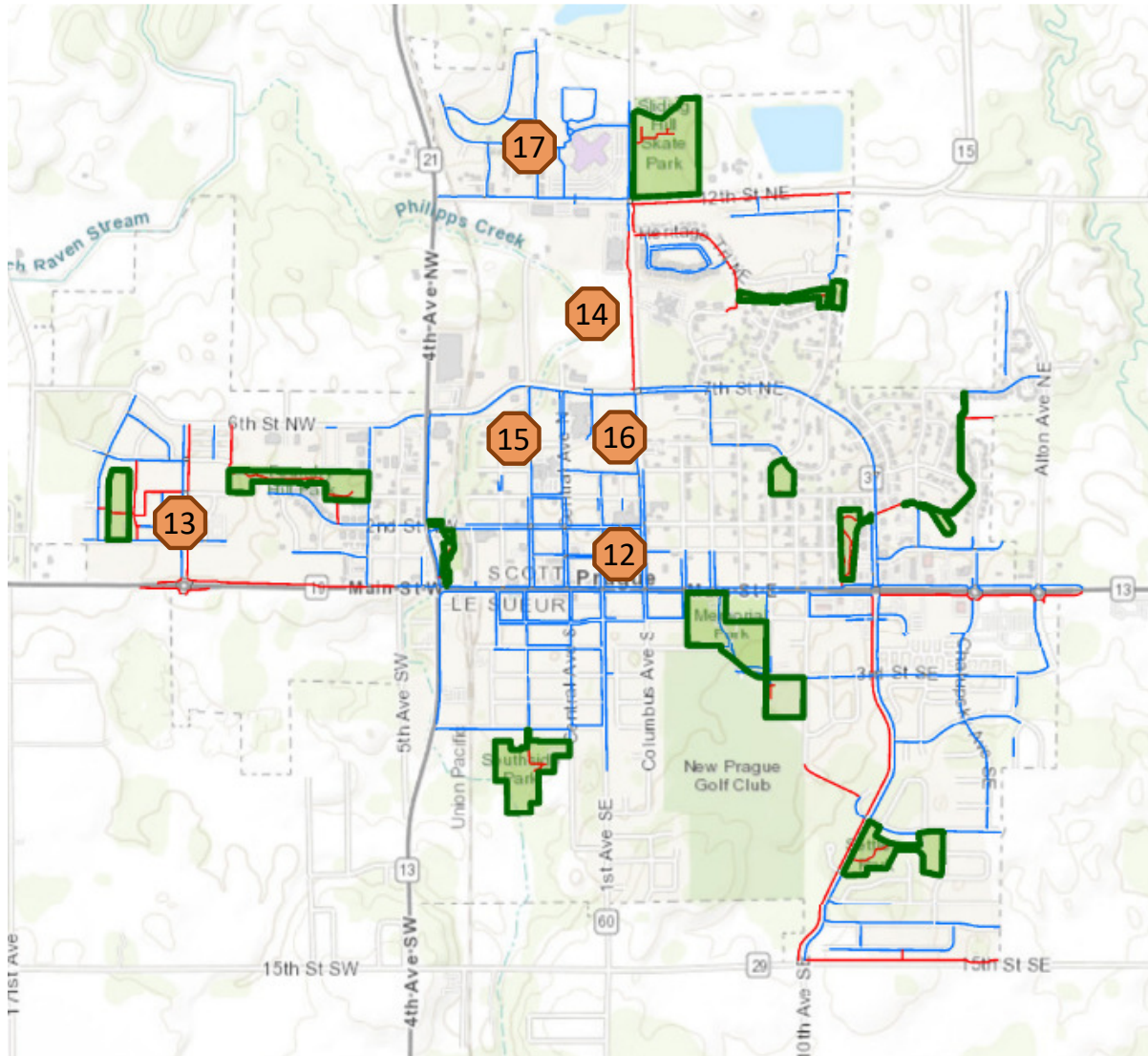


## CITY OF NEW PRAGUE RECREATION NEEDS STUDY

### Existing Inventory

#### School Facilities

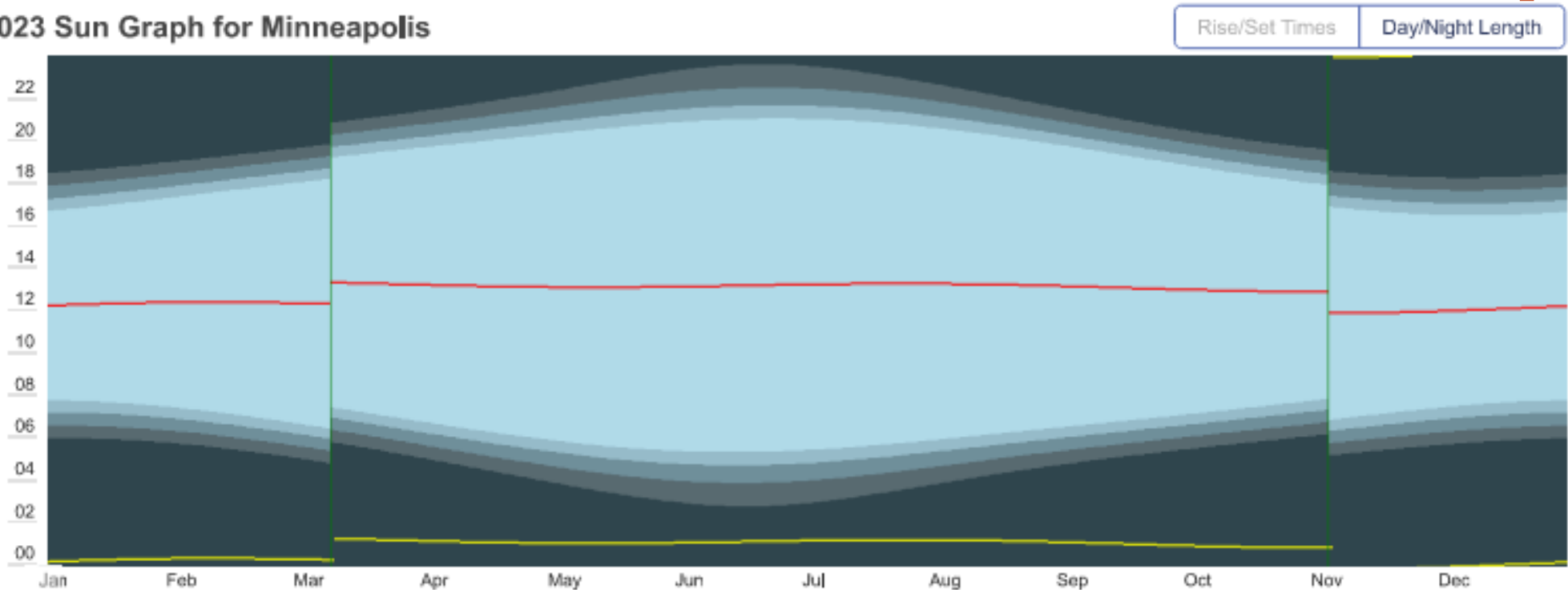
- 12. St. Wenceslaus
- 13. Raven Stream Elem.
- 14. Falcon Ridge Elem.
- 15. Central Ed./ CAC
- 16. Middle School
- 17. High School



CITY OF NEW PRAGUE  
RECREATION NEEDS STUDY

## Field Usage Data

2023 Sun Graph for Minneapolis

**City Outdoor Field Usage**

- Scheduling starts in the Spring around April and ends in the Fall by October.
- Prime time field reservation is typically from 6 pm to 8 pm Monday through Friday.
- Sunrise in April is typically around 7:00 am and sunset is around 8:00 by mid month. Daylight hours peaks in mid summer, with sunset being around 9:00 pm. By October, sunset is around 7:00 pm.
- Prime fields – ones that are maintained at a higher level are also more desirable.





CITY OF NEW PRAGUE  
RECREATION NEEDS STUDY

Field Usage Data

City Field Usage Data 2022

Month	Daylight Hours		Memorial Park	Northside Park	Foundary Hill Park	Settler's Park North	Settler's Park South	Southside Park	Southside Park (2019)
April	405		32	16	30	16	0	0	48
May	461		136	40	32	44	112	0	150
June	466		184	34	26	34	108	0	144
July	471		64	16	15	18	50	0	24
August	435		0	0	0	0	0	0	0
September	375		288	0	0	0	0	0	0

City Field Usage Data 2023

Month	Daylight Hours		Memorial Park	Northside Park	Foundary Hill Park	Settler's Park North	Settler's Park South	Southside Park	Southside Park (2019)
April	405		16	0	16	0	0	0	48
May	461		18	12	38	11	147	0	150
June	466		77	10	36	8	147	0	144
July	471		14	2	16	5	67	0	24
August	435		42	0	0	0	0	0	0
September	375		19	0	0	0	0	0	0

## CITY OF NEW PRAGUE RECREATION NEEDS STUDY

### Existing Inventory

#### Memorial Park

#### Facility Observations

- Concrete in the bleacher/spectator area is in good condition and was installed in 2010.
- Much of the park drains to the ballfields.
- There is some uneven grades in the field.
- There is some erosion across the infield due to drainage.
- Grass maintenance is needed.
- Parking lots are in good condition.
- Pavilion is in good condition.
- Restrooms are dated and not appealing.







## CITY OF NEW PRAGUE RECREATION NEEDS STUDY

### Existing Inventory

#### Memorial Park

#### Recommendations

- Study overall drainage and enhance drainage around fields.
- Re-seed and install irrigation to improve turf.
- Chain-link fencing should be 8' tall with top and bottom rail.
- Upgrade field lighting – it is in the play area.
- Provide new backstops and netting.
- Consider concrete slabs in player areas.
- Add other amenities, i.e.: flagpole, scoreboard, batting cages, etc.





# CITY OF NEW PRAGUE RECREATION NEEDS STUDY

## Existing Inventory

### Memorial Park

#### Field Usage Summary

- Consistent usage by the New Prague Youth Baseball Association(NPYB) from mid-April to mid-July.
- South field is used by Youth Football in the fall (September)
- Prime time hours are typically 6:00 pm to 8:00 pm M-F.
- These fields have lights and could be scheduled later in the evenings.
- Fields are available for scheduling between 8:00 am and 10:00 pm (14 hrs./ day).
- In 2023, they were scheduled for approximately 700 hours between April and July. Assuming approx. 1,200 available hours, this equates to 58% usage.





CITY OF NEW PRAGUE  
RECREATION NEEDS STUDY

Usage Data – South Field

MEMORIAL PARK - SOUTH FIELD APRIL 2023								MEMORIAL PARK - SOUTH FIELD MAY 2023							
Time	Sunday 4/2	Monday 4/3	Tuesday 4/4	Wednesday 4/5	Thursday 4/6	Friday 4/7	Saturday 4/8	Time	Sunday 5/7	Monday 5/8	Tuesday 5/9	Wednesday 5/10	Thursday 5/11	Friday 5/12	Saturday 5/13
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CITY OF NEW PRAGUE  
RECREATION NEEDS STUDY

Usage Data – South Field

MEMORIAL PARK - SOUTH FIELD JUNE 2023								MEMORIAL PARK - SOUTH FIELD JULY 2023							
Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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CITY OF NEW PRAGUE  
RECREATION NEEDS STUDY

Usage Data – South Field

MEMORIAL PARK - SOUTH FIELD AUGUST 2023								MEMORIAL PARK - SOUTH FIELD SEPTEMBER 2023							
Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 AM			8/1	8/2	8/3	8/4	8/5	7:00 AM						9/1	9/2
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## CITY OF NEW PRAGUE RECREATION NEEDS STUDY

### Existing Inventory

#### Northside Park

##### Facility Observations

- Park and playground are in fair, but useable condition.
- Basketball court is new, summer 2023.
- Drintile has been installed in the ball field, but the left field appears to drain better.
- There is no bottom rail on the fence.
- The backstop is a bit short and small and does not have a bottom rail.
- Infield is in good condition
- Turf is in fair condition, there are some weeds and bare areas.







## CITY OF NEW PRAGUE RECREATION NEEDS STUDY

### Existing Inventory

#### Northside Park

#### Recommendations

- Confirm field drainage and correct if desired.
- Replace the backstop with a more appropriate size one with rails.
- Consider adding chain-link extensions for player safety.
- Adding an irrigation system would enhance the turf area.
- Topdress and overseed the drainage swale, and poor turf grass in the outfield.
- Consider additional site amenities as budget allows (flagpole, scoreboards, batting cages, etc.)





CITY OF NEW PRAGUE  
RECREATION NEEDS STUDY

## Existing Inventory

**Northside Park**  
**Field Usage Summary**

- Consistent usage by youth baseball from mid-April to mid-July.
- No scheduled use after mid-July.
- Prime time hours are typically 6:00 pm to 8:00 pm M-F.
- During that period, fields are scheduled approximately 106 hours.
- There are no field lights, which limits usage to daytime hours.
- Assuming approx. 1,350 daylight hours between mid-April to mid-July, this would equate to approximately 8% usage.





CITY OF NEW PRAGUE  
RECREATION NEEDS STUDY

## Usage Data

NORTHSIDE PARK APRIL 2023								NORTHSIDE PARK MAY 2023							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Time	4/2	4/3	4/4	4/5	4/6	4/7	4/8	Time	5/1	5/2	5/3	5/4	5/5	5/6	
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# CITY OF NEW PRAGUE RECREATION NEEDS STUDY

## Usage Data

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## CITY OF NEW PRAGUE RECREATION NEEDS STUDY

### Existing Inventory

#### Foundry Hill Park Facility Observations

- The ballfield was constructed using Twins Community Funds in 1999 & 2000.
- Dugouts are being constructed this fall.
- ADA access exists, but the route is confusing and should be improved.
- Fencing and backstop are in good condition. There is a gap at the bottom at the backstop.
- Overall drainage of the field is excellent.
- Aglime infield is too large for intended users (7-12 yrs.)
- Restroom facility is aging.







## CITY OF NEW PRAGUE RECREATION NEEDS STUDY

### Existing Inventory

#### Foundry Hill Park Recommendations

- Study/ improve ADA route to the ballfield.
- Enhance existing backstop with top, intermediate and bottom rails.
- Consider adding chain-link extensions for player safety.
- Consider new foul ball poles integrated with fencing.
- Improve or replace restroom building.
- Adjust aglime infield to align with the age groups using the field.





# CITY OF NEW PRAGUE RECREATION NEEDS STUDY

## Existing Inventory

### Foundry Hill Park

#### Field Usage Summary

- Consistent usage by youth baseball from mid-April to mid-July.
- No scheduled use after mid-July.
- Prime time hours are typically 6:00 pm to 8:00 pm M-F.
- During that period, fields are scheduled approximately 106 hours.
- There are no field lights, which limits usage to daytime hours.
- Assuming approx. 1,350 daylight hours between mid-April to mid-July, this would equate to approximately 8% usage.





# CITY OF NEW PRAGUE RECREATION NEEDS STUDY

## Usage Data

FOUNDRY HILL PARK APRIL 2023								FOUNDRY HILL PARK MAY 2023							
Time	Sunday 4/2	Monday 4/3	Tuesday 4/4	Wednesday 4/5	Thursday 4/6	Friday 4/7	Saturday 4/8	Time	Sunday	Monday 5/1	Tuesday 5/2	Wednesday 5/3	Thursday 5/4	Friday 5/5	Saturday 5/6
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# CITY OF NEW PRAGUE RECREATION NEEDS STUDY

## Usage Data

FOUNDRY HILL PARK JUNE 2023								FOUNDRY HILL PARK JULY 2023							
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## CITY OF NEW PRAGUE RECREATION NEEDS STUDY

### Existing Inventory

#### Southside Park

##### Facility Observations

- The softball field is in a low area.
- There is a drainage swale on the north side of the field diverting water away from the field.
- There is a draintile system in the outfield.
- The backstop is short with only a center section and short wings.
- There are no sideline or outfield fences.
- There is a disc golf course at this park.
- Restroom consists of a portable accessible unit.







## CITY OF NEW PRAGUE RECREATION NEEDS STUDY

### Existing Inventory

#### Southside Park

#### Recommendations

- Softball field is in a low area and subject to flooding.
- Replace backstop with new to provide better safety for users.
- Irrigation would improve turf quality.
- Topdress and overseed the outfield to improve poor turf areas.
- Improve spectator retaining wall seating area.
- There is room to construct a pickleball court at this site near the playground.





CITY OF NEW PRAGUE  
RECREATION NEEDS STUDY

## Existing Inventory

**Southside Park**  
**Field Usage Summary**

- There is no field usage in 2021 due to COVID.
- No teams came back to play here after 2021.
- In 2018 this field was scheduled for approximately 52 hours between June 1 and July 19. This equates to 3.6% field usage over this time period.
- In 2019, it was scheduled for approximately 358 hours between April 1 and July 10. This equates to 24.6% field usage during this time period.
- Primary users were St. Patrick and Comm. Ed.
- Nothing scheduled in 2023.



CITY OF NEW PRAGUE  
RECREATION NEEDS STUDY

Usage Data-2019

SOUTHSIDE PARK PARK APRIL 2019								SOUTHSIDE PARK PARK MAY 2019							
Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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CITY OF NEW PRAGUE  
RECREATION NEEDS STUDY  
Usage Data-2019

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Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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## CITY OF NEW PRAGUE RECREATION NEEDS STUDY

### Existing Inventory

#### Sliding Hill Skate Park Facility Observations

- No ballfields or other athletic fields at this location.
- There is an archery range behind the warming house.
- There are two ice skating areas – one with dasher boards and one open area.
- The warming house appears to be in good condition but showing some deterioration around doors and windows.
- There is limited parking area available for any expanded services.
- Installing concrete has been discussed over the years.
- An outdoor amphitheater was also considered adjacent to the south.







## CITY OF NEW PRAGUE RECREATION NEEDS STUDY

### Existing Inventory

#### Sliding Hill Skate Park

##### Recommendations

- Consider adding concrete in ice skating areas.
- Developing the south portion of the site may require added parking or an accessible route/ bridge for access.
- Wind is a factor at this site. Should there be improvements such as pickleball, screening with fencing or trees would help mitigate the wind.







CITY OF NEW PRAGUE  
RECREATION NEEDS STUDY

Existing Inventory

Settler's Park

Facility Observations

- Currently the park supports younger aged baseball and girl's softball. The park is not used for soccer.
- There are no outfield fencing. Fencing is limited to backstops – these are short.
- Overall drainage is good, drain tile has been installed in the grass areas.
- There is no irrigation present. The turf quality is fair.
- The park shelter and playground is in good condition.







CITY OF NEW PRAGUE  
RECREATION NEEDS STUDY

Existing Inventory

**Settler's Park**

**Recommendations**

- Consider new backstops 12-14 feet in height with new fencing at fields for safety.
- Adding irrigation would improve overall turf conditions.
- Top dressing and removal of non-desired grasses would also improve overall turf conditions.
- There are no permanent restrooms at this park. There is a single ADA compliant portable restroom for park users.





CITY OF NEW PRAGUE  
RECREATION NEEDS STUDY

## Existing Inventory

### Settler's Park Field Usage Summary

- Consistent usage by youth baseball from mid-April to mid-July.
- No scheduled use after mid-July.
- Prime time hours are typically 6:00 pm to 8:00 pm M-F.
- During that period, fields are scheduled approximately 382 hours.
- There are no field lights, which limits usage to daytime hours.
- Assuming approx. 1,350 daylight hours between mid-April to mid-July, this would equate to approximately 28% usage.





CITY OF NEW PRAGUE  
RECREATION NEEDS STUDY

Usage Data-North Field

SETTLER'S PARK NORTH FIELD PARK APRIL 2023								SETTLER'S PARK NORTH FIELD PARK MAY 2023							
Time	Sunday 4/2	Monday 4/3	Tuesday 4/4	Wednesday 4/5	Thursday 4/6	Friday 4/7	Saturday 4/8	Time	Sunday 5/7	Monday 5/8	Tuesday 5/9	Wednesday 5/10	Thursday 5/11	Friday 5/12	Saturday 5/13
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CITY OF NEW PRAGUE  
RECREATION NEEDS STUDY

Usage Data-North Field

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CITY OF NEW PRAGUE  
RECREATION NEEDS STUDY

Usage Data-South Field

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CITY OF NEW PRAGUE  
RECREATION NEEDS STUDY

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## Conclusions/ Recommendations

### RECOMMENDATIONS

*The city is providing adequate facilities based on population and demographics. Field usage is low based on the data, but feedback from the survey's suggest there are inadequacies that should be considered.*

- Lacrosse – With no central fields it is challenging to host tournaments. With growth, they will struggle without more fields.
- Soccer – Also noted that a dedicated central location would be beneficial. Cited availability and quality concerns.
- Pickle Ball – Noted that needs are not being met. Much of their program is supported by indoor spaces provided by the School District. Dedicated indoor and outdoor courts are desired.
- Youth Baseball – Noted that outdoor space can be limited at times.
- Many associations are looking for better and more access to indoor practice facilities and for tournaments.





CITY OF NEW PRAGUE  
FACILITY NEEDS STUDY

## Conclusions/ Recommendations

### RECOMMENDATIONS

#### A. Collaboration

1. Collaborate with School District and Associations to improve scheduling and field use for greater efficiency and flexibility.
2. Collaborate with Associations regarding priority usage for tournaments.

#### A. Improvements

1. As noted in the field assessment, many of the fields could be upgraded to provide a better quality of play. This could include top dressing, removal of non-desired grasses and installation of irrigation.
2. Many of the baseball and softball fields could be improved with better fencing, dugouts, and lighting where appropriate.

#### A. Expansion

1. As the city population grows and participation numbers increase, adding additional outdoor fields may be warranted. Development of an outdoor sports park should be considered utilizing city owned acreage.
2. Consider construction of a dedicated recreation facility for indoor sports, fitness, and community activities.

# CITY OF NEW PRAGUE FACILITY NEEDS STUDY

## Questions/ Discussion



New Prague, Minn.

City Hall



Z. C. B. J. Opera House



New Prague Flouring Mill Co.



Main Street looking East





*"A Tradition of Progress "*

## RECREATIONAL FACILITIES PLANNING

**DRAFT: MARCH 5, 2024**

**PREPARED FOR:** City of New Prague

**PREPARED BY:** Wold Architects and Engineers



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# INTRODUCTION

# INTRODUCTION

Wold Architects and Engineers is pleased to submit to the City of New Prague this Recreational Facilities Planning Report of all city owned facilities utilized by the residents of the city for recreational sports.

This assessment provides a comprehensive assessment of the condition of city recreational fields and usage data in an effort to determine what improvements, if any, are needed to support the community. This report should be used to develop a plan, including a timeline for implementation, and to prioritize and address the needs for repair or replacement of facilities as identified through this assessment.

We thank you for the opportunity to perform this assessment and look forward to assisting in the development of potential capital improvement strategies as recommended throughout the report. Thank you for your consideration of this study and its recommendations.



John McNamara | AIA, LEED AP  
Wold Architects and Engineers



# INTRODUCTION

## RECREATIONAL FACILITIES PLANNING COMMITTEE

Joshua Tetzlaff, City Administrator

Ken Ondich, Community Development Director

Matt Rynda, Public Works Director

## CITY COUNCIL

Duane Jirik, Mayor

Shawn Ryan, Council Member

Maggie Bass, Council Member

Rik Seiler, Council Member

Bruce Wolf, Council Member

## WOLD ARCHITECTS AND ENGINEERS

John McNamara, Partner-in-Charge

Jake Wollensak, Project Manager

# INTRODUCTION

The City of New Prague is a growing and dynamic community with a population of 8,340 in 2022, which is an increase of 119 people since 2021. The motto of New Prague is “A Tradition of Progress” and it shows. New Prague has a unique identity as a bridge between rural and suburban/ metropolitan areas. According to statistics from the U.S. Census Bureau, New Prague's population grew just over 60 percent from 4,559 people in 2000 to 7,321 in 2010 (and is currently estimated at 8,340 with 3,104 households as of April 1, 2022) and will continue to grow into the future.

Located just 45 miles southwest of Minneapolis/St. Paul and in close proximity to Interstate 35 and U.S. Highway 169, residents and businesses enjoy New Prague's small-town feel, outstanding amenities and quick access to the Twin Cities.

The vision of New Prague is to be a community that maintains a unique identity by recognizing its heritage while providing opportunities for residents to share and enjoy both rural and urban lifestyles.

To arrive at the recommendations included in this report, extensive meetings and discussions occurred between the Wold team, the Core Planning Group and City Council. This effort included athletic association surveys, staff interviews, information gathering, and touring of existing city recreation resources. Additionally, as part of the survey process data was collected from the School District regarding facility usage to determine if there are additional needs beyond what is indicated by the athletic associations.

## STUDY GOALS

- A. A facility inventory:
  - What we have and what condition things are in.
- B. Needs Analysis:
  - Currently, what facilities are being used, when are they being used, and are groups having to use outside facilities.
  - Projected future needs.
  - Expected population growth.
  - Quality review of athletic facilities.
  - Information that will be helpful in future decision making including the land south of town, number, and type of ball fields.
- C. How we may be able to coordinate with the school.

## PROJECT PROCESS

The process of developing the Recreational Facilities Planning Report followed a logical planning path as illustrated below:



The foundation of the work was to collect local knowledge through the use of surveys and comprehensive usage data. It was important to engage the users of the facilities to give them an opportunity to participate in the planning process and to encourage the sharing of ideas and information. Additionally, engagement with the School District was critical to understanding how their athletic facilities are used by the community and where sharing occurs. This data was used to aid the team when accurately articulating the true unmet needs, addressing key operational issues, providing recommendations for system improvements, and strategizing on how to move the City athletic system forward for optimum usage.

The Recreational Facility Planning Study presents the overall analysis, findings and recommendations of the team related to the proposed Project Outcomes discussed earlier. The study begins with an introduction that provides an overview and the following sections respond to the desired Project Outcomes. This report will summarize the teams' findings, the determined needs and will offer operational and capital improvement recommendations.



# BEST PRACTICES

## BEST PRACTICES

### COMPARISON TO NATIONAL STANDARDS

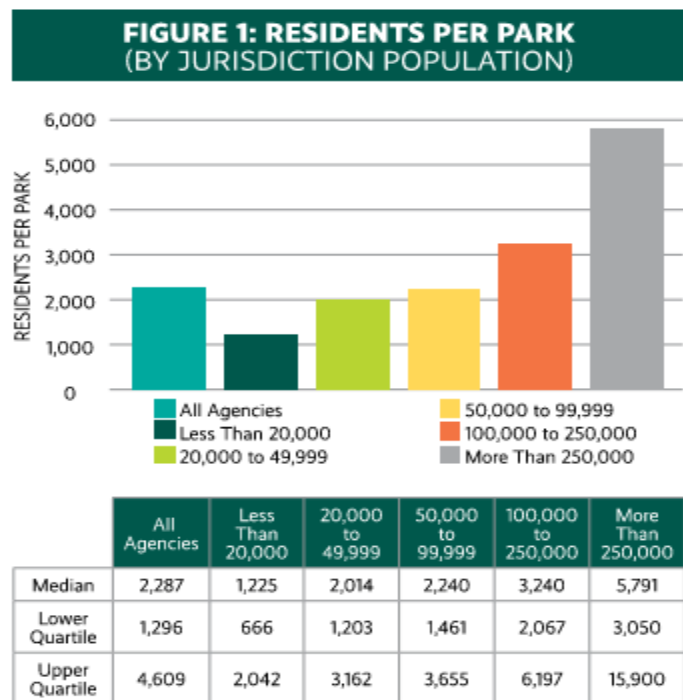
The National Recreation and Park Association (NRPA) provides park and recreation professionals with data to inform current and future decisions and to equip leaders with insights and metrics that apprise professionals, key stakeholders, and the public about the state of the park and recreation industry.

Data is a powerful tool, but does not, by itself, provide the final answers to the questions of what is best for your community or agency. This section utilizes data provided in the *2023 NRPA Agency Performance Review* published by NRPA. The combination of insights from this report, along with information about your communities' specific needs, will help determine the mix of facilities and programming that is needed.

### PARK FACILITIES

Local and regional park and recreation agencies differ significantly in size and the types of facilities they offer. The typical agency participating in the NRPA Park Metrics serves a jurisdiction of 45,000 people. The typical agency has one park for every 2,287 residents. The number of residents per park rises as the population increases.

**For agencies serving less than 20,000 residents, there is one park for every 1,225 residents.**

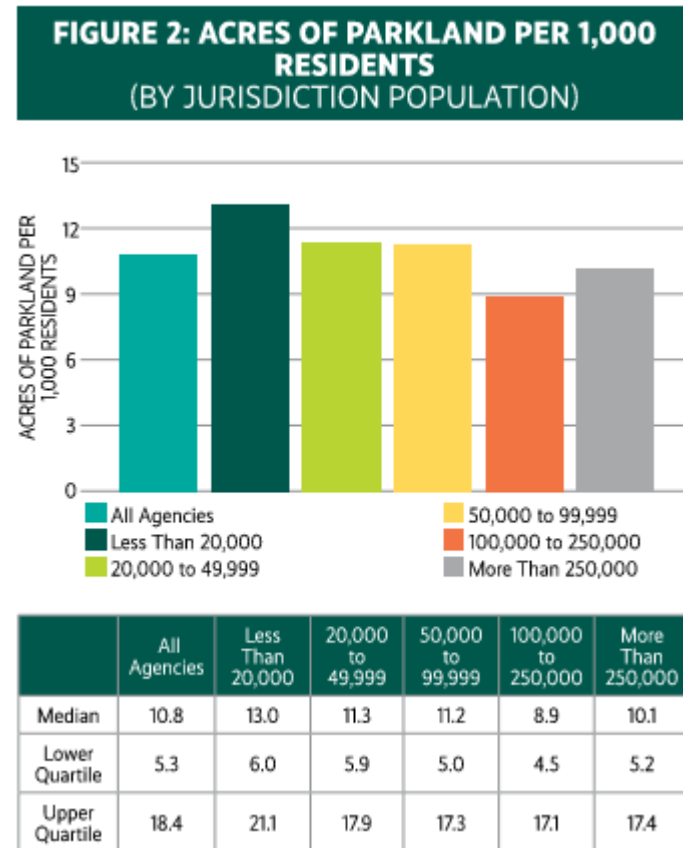


Information provided in the 2023 NRPA Performance Review

## ACRES OF PARKLAND PER 1,000 RESIDENTS

Typical park and recreation agencies manage 10.8 acres of parkland for every 1,000 residents.

Smaller jurisdictions of less than 20,000 residents typically manage 13 acres for every 1,000 residents.



Information provided in the 2023 NPRA Performance Review

## OUTDOOR PARK AND RECREATION FACILITIES – POPULATION PER FACILITY

Park and recreation agencies oversee a wide range of facilities, and the number of amenities and facilities vary based on the community served. The typical agency has:

- One playground for every 3,759 residents.
- One basketball court for every 7,404 residents
- One outdoor tennis court for every 5,860 residents
- One dog park for every 43,532 residents.

**FIGURE 3: OUTDOOR PARK AND RECREATION FACILITIES – POPULATION PER FACILITY**  
(BY PREVALENCE AND POPULATION PER FACILITY)

Types of Facilities		Median Number of Residents per Facility					
		Population of Jurisdiction					
	Percent of Agencies	All Agencies	Less Than 20,000	20,000 to 49,999	50,000 to 99,999	100,000 to 250,000	More Than 250,000
Playgrounds	95%	3,759	2,014	3,028	3,779	5,024	10,811
Basketball courts	86	7,404	3,729	7,117	8,790	8,792	15,214
Diamond fields: baseball field – youth	79	6,863	3,114	5,033	7,237	14,564	26,826
Tennis courts (outdoor)	76	5,860	2,805	5,815	5,577	7,797	12,033
Rectangular fields: multi-purpose	69	9,177	3,859	7,674	13,244	14,471	23,771
Dog parks	68	43,532	11,100	28,000	54,119	78,526	131,943
Diamond fields: softball field – adult	63	15,345	5,800	11,802	17,078	26,508	39,652
Diamond fields: softball field – youth	62	11,384	5,079	9,060	12,716	26,313	44,265
Diamond fields: baseball field – youth	55	20,228	7,627	19,556	27,566	45,257	54,004
Community gardens	52	31,395	8,178	26,741	52,906	56,297	114,666
Swimming pools (outdoor)	51	38,635	9,745	25,191	43,100	67,267	108,245
Rectangular fields: soccer field – youth	50	7,228	3,600	4,947	7,207	12,875	47,204
Multiuse courts – basketball, volleyball	49	17,475	5,093	14,800	22,960	40,667	62,018
Totlots	48	11,649	5,816	11,195	11,641	17,703	37,441
Rectangular fields: soccer field – adult	42	13,692	6,955	10,775	17,741	18,215	42,136
Skate parks	41	53,144	10,726	32,000	62,927	110,000	235,209
Rectangular fields: football field	35	26,780	8,637	18,785	29,374	50,837	73,556
Pickleball (outdoor)	31	13,922	3,252	9,257	11,150	29,836	46,801
Regulation 18-hole courses	29	94,109	9,587	32,990	69,374	114,842	239,241
Multiuse courts – tennis, pickleball (outdoor)	27	15,948	4,868	9,667	16,556	36,876	45,455
Multipurpose synthetic field	25	36,884	9,518	25,330	34,814	57,011	144,306
Ice rinks (outdoor)	18	17,741	8,045	13,247	33,214	108,000	543,242
Rectangular fields: cricket field	14	139,248	ISD	34,706	62,943	118,709	362,153
Rectangular fields: lacrosse field	11	26,411	9,786	16,584	49,348	56,000	126,912
Overlay fields	9	14,763	8,707	9,468	16,398	25,452	27,737
Rectangular fields: field hockey field	4	20,909	18,000	17,292	44,292	53,895	ISD

Information provided in the 2023 NPRA Performance Review



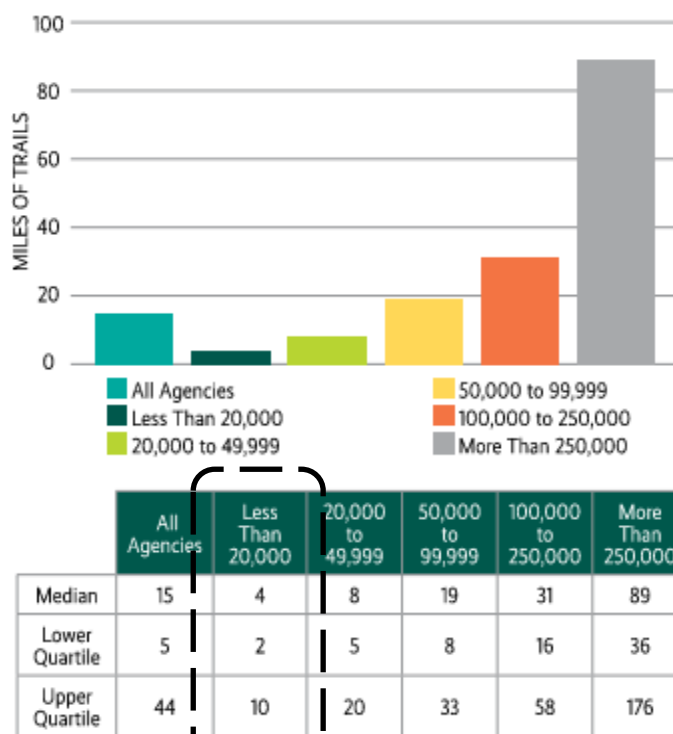
## MILES OF TRAILS

In addition, 84 percent of park and recreation agencies have trails and greenways as part of their outdoor infrastructure. The typical park and recreation agency that manages or maintains trails for walking, hiking, running and/or biking has 15 miles of trails in its network.

The typical park and recreation agency operates seven buildings. **Agencies serving populations of less than 20,000 often operate three buildings.**

Park and recreation agencies also offer many indoor facilities to their residents. Three in five have recreation centers and community centers. Also commonly offered are senior centers, performance amphitheaters and nature centers. The typical agency that offers recreation centers has one facility for every 31,215 residents, while those agencies with community centers have one such facility for every 29,494 residents. A little more than two in five agencies offer senior centers, with one such facility for every 59,727 residents in their jurisdictions.

**FIGURE 4: MILES OF TRAIL  
(BY JURISDICTION POPULATION)**



Information provided in the 2023 NPRA Performance Review

**FIGURE 5: INDOOR PARK AND RECREATION FACILITIES — POPULATION PER FACILITY  
(BY PREVALENCE AND POPULATION PER FACILITY)**

Types of Facilities		Median Number of Residents per Facility					
		Population of Jurisdiction					
	Percent of Agencies	All Agencies	Less Than 20,000	20,000 to 49,999	50,000 to 99,999	100,000 to 250,000	More Than 250,000
Recreation centers (including gyms)	63%	31,215	9,745	24,380	38,018	54,125	65,909
Community centers	59	29,494	8,829	26,696	53,331	54,354	109,710
Senior centers	41	59,727	14,000	31,199	67,139	123,882	294,394
Performance amphitheaters	37	67,862	11,100	30,283	60,495	121,000	298,416
Nature centers	33	120,000	10,633	32,000	71,360	129,859	358,431
Aquatics centers	28	53,950	11,650	31,645	60,116	108,843	273,914
Stadiums	20	79,866	9,250	31,000	64,150	156,798	432,000
Teen centers	13	55,494	14,593	31,645	58,174	127,301	426,501
Indoor ice rinks	12	53,224	8,000	24,838	53,224	102,132	395,699
Arenas	8	79,828	5,531	24,626	68,208	104,774	578,231

Information provided in the 2023 NPRA Performance Review

### PROGRAMMING (excerpt from the 2023 NPRA Performance Review)

The 275 million people who visited a local park or recreation facility last year were able to select from a wide variety of offerings that met their needs and desires. Each of those people represents a touchpoint or “contact” for parks and recreation. “Contacts” include many different types of interactions with a park and recreation agency, such as visits to a local park, running or biking on a local trail, visits to a local recreation center or other interactions with any park and recreation facility operated by an agency. Moreover, a person can have more than one contact with parks and recreation. Someone who swims at their local agency’s aquatics center 10 times a year and bikes along a local trail five times a year would have 15 contacts.

The typical park and recreation agency registers approximately 341,000 contacts every year. The number of contacts varies dramatically from agency to agency. For example, the typical agency at the 75th percentile has more than 1.3 million annual contacts. Engagement between large park and recreation agencies and visitors is even more frequent — the typical agency serving a population of more than 250,000 has nearly 1.9 million contacts per year, with those at the 75th percentile serving more than 4.1 million people annually.

Programming is a crucial driver of engagement with parks and recreation. The typical park and recreation agency generates more than 20,000 contacts through its programs alone. Those agencies serving more than 250,000 residents may have more than two-and-a-half times the number of contacts compared with agencies overall.

Programming provided by agencies spans a variety of park and recreation activities — many of which touch on one or more of NPRA’s Three Pillars: Health and Wellness, Equity, and Conservation. Key programming activities offered by at least seven in 10 park and recreation agencies include:

- Themed special events (offered by 89 percent of agencies)
- Social recreation events (88 percent)
- Team sports (86 percent)
- Fitness enhancement classes (81 percent)
- Health and wellness education (80 percent)
- Individual sports (77 percent)
- Safety training (71 percent)
- Racquet sports (71 percent)
- Aquatics (69 percent)

Delivering high-quality services to all community members is a key commitment of park and recreation professionals. That promise includes those professionals being leaders in providing services and programming for children, older adults and people with disabilities. Eighty-two percent of park and recreation agencies offer summer camp programs for their communities’ children. A majority also delivers programs for teens and after-school care as parts of their out-of-school time (OST) offerings. Fewer agencies include preschool, before-school care or all-day childcare as a part of their program offerings.

In addition, most park and recreation agencies offer specific programming for other segments of their communities including older adults (77 percent), teens (65 percent) and people with disabilities (63 percent). Agencies in larger communities are most likely to offer these types of programming. For example, 78 percent of park and recreation agencies in jurisdictions serving 100,000 to 250,000 residents offer programming designed for people with disabilities. In comparison, 34 percent of agencies that serve populations of less than 20,000 residents offer such programs. More than half of park and recreation agencies provide science, technology, engineering, and mathematics (STEM)-specific programs to community members.

**FIGURE 7: TARGETED PROGRAMS FOR CHILDREN, OLDER ADULTS AND PEOPLE WITH DISABILITIES**  
(PERCENT OF AGENCIES BY JURISDICTION POPULATION)

	Percent of Agencies	Less Than 20,000	20,000 to 49,999	50,000 to 99,999	100,000 to 250,000	More Than 250,000
Summer camp	82%	60%	86%	93%	86%	90%
Specific senior programs	77	61	77	87	84	77
Specific teen programs	65	43	61	77	77	78
Programs for people with disabilities	63	34	55	80	78	81
Science, technology, engineering and mathematics (STEM) programs	58	42	49	68	64	71
After-school programs	53	45	47	53	57	69
Preschool	33	24	32	44	34	33
Before-school programs	19	16	19	21	17	18
Full daycare	7	5	6	11	4	12

Information provided in the 2023 NPRA Performance Review

# POPULATION AND DEMOGRAPHICS



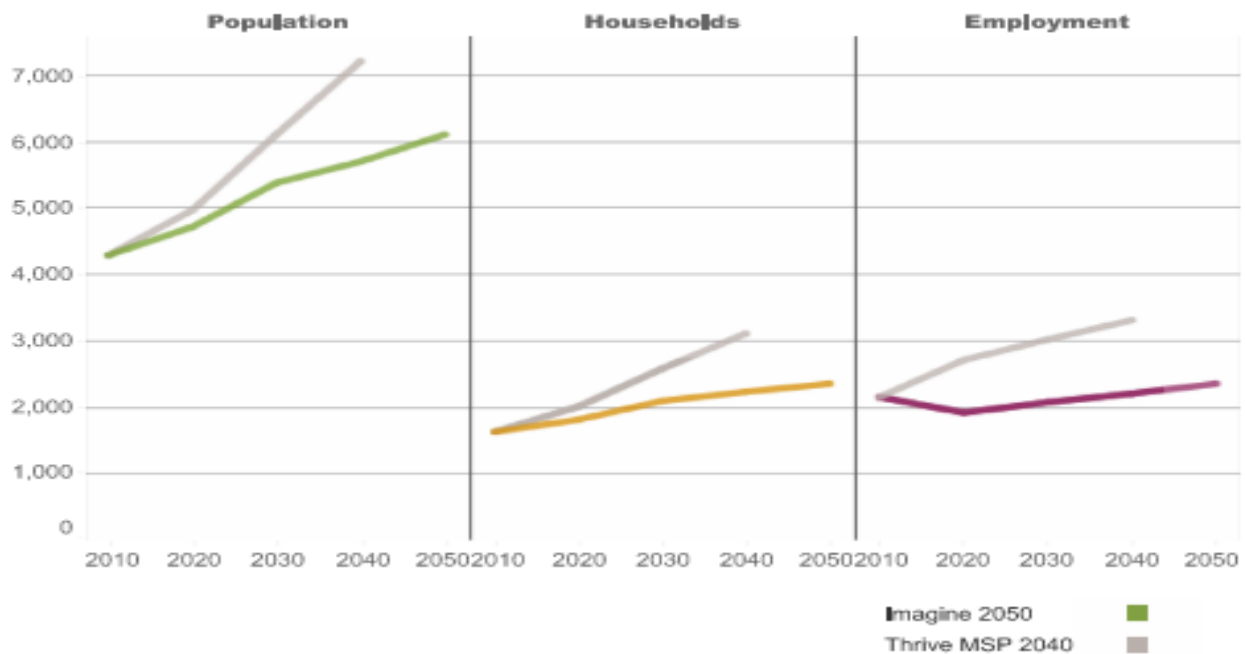
# POPULATION

## Population History/ Projections

- The City of New Prague population in 2000 was 4,559 and grew by 40% over the next 5 years.
- Growth in the next 5 years continued to be high (14.5%) with the 2010 Census showing a population of 7,321.
- Population slowed between 2010 and 2015, likely due to economic pressures.
- Population jumped between 2015 and 2020 but has slowed in recent years.
- It is expected that population growth will increase. The Metropolitan Council projections suggest that for the Scott County Portion of the City could be 6,096 utilizing the “Imagine 2050” projections. This would be an increase of 1,379 people for the Scott County portion of New Prague.
- Utilizing a similar ration of population between the Scott County and Le Sueur County portions of New Prague, you could anticipate a total New Prague Population of 10,778 in 2050.
- The updated Comprehensive Plan will validate growth.

2000	2005	2010 Census	2015	2020	2023	2030	2040	2050
4,559	6,391	7,321	7,573	8,162	8,340	9,494	10,060	10,778
	40% Change	14.5% Change	3.4% Change	7.5% Change	2.2% Change	14% Change	5.9% Change	7% Change

## New Prague



Courtesy of Metropolitan Council - 2050 Preliminary Local Forecasts (Scott County Portion of the City)

# POPULATION

## Demographics

The following information was provided utilizing 2020 Census data collected from the Metropolitan Council:

Table 1: Counts of housing units, households, and population

	Housing units	Households	Total population	Population in households	Persons per household	Population in group quarters
2020 Census	3,191	3,027	8,162	8,024	2.65	138
2010 Census	2,862	2,711	7,321	7,235	2.67	86
Change, 2010-2020	+329	+316	+841	+789	-0.02	+52

The following table describes the population of New Prague by race:

Table 2: Race and Hispanic/Latino origin, 2010 and 2020

Group*	2010 Census		2020 Census		Change, 2010 to 2020	
	Number	Percent	Number	Percent	Number	Percentage points
Total population	7,321	100.0%	8,162	100.0%	+841	NA
White, non-Latino	6,984	95.4%	7,484	91.7%	+500	-3.7
All BIPOC residents (Black / Indigenous / People of color)	NA	NA%	678	8.3%	NA	NA
Black or African American, non-Latino	38	0.5%	55	0.7%	+17	+0.2
Asian or Pacific Islander, non-Latino	45	0.6%	86	1.1%	+41	+0.4
Hispanic or Latino	142	1.9%	226	2.8%	+84	+0.8
American Indian or Alaska Native, non-Latino	19	0.3%	46	0.6%	+27	+0.3
Other race not listed above, non-Latino	5	0.1%	25	0.3%	+20	+0.2
More than one race, non-Latino	88	1.2%	240	2.9%	+152	+1.7

\* - Group names are those used by the federal government; many people prefer different terminology. See additional notes below.

## Demographics (cont.)

The following table takes that same population and provides a breakdown by age:

Table 3: Race and Hispanic/Latino origin by age

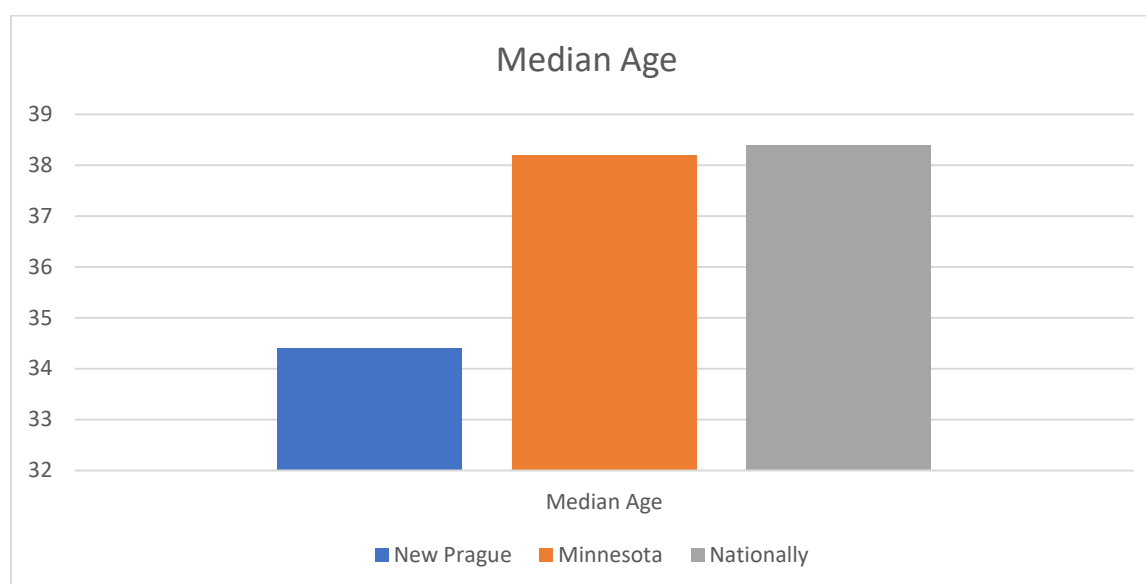
Group*	Under age 18		Age 18+	
	Number	Percent	Number	Percent
Total population	2,277	100.0%	5,885	100.0%
White, non-Latino	1,953	85.8%	5,531	94.0%
All BIPOC residents (Black / Indigenous / People of color)	324	14.2%	354	6.0%
Black or African American, non-Latino	23	1.0%	32	0.5%
Asian or Pacific Islander, non-Latino	22	1.0%	64	1.1%
Hispanic or Latino	118	5.2%	108	1.8%
American Indian or Alaska Native, non-Latino	21	0.9%	25	0.4%
Other race not listed above, non-Latino	19	0.8%	6	0.1%
More than one race, non-Latino	121	5.3%	119	2.0%

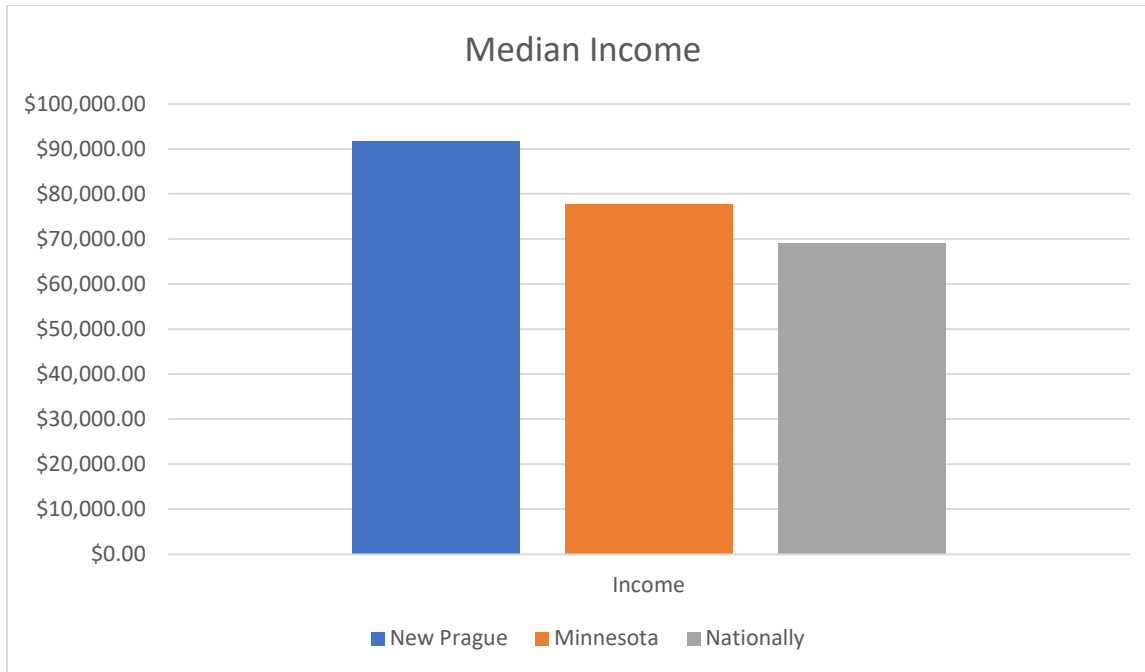
\* - Group names are those used by the federal government; many people prefer different terminology. See additional notes below.

## Age and Income

The median age and household income levels are primary factors determining participation levels in recreation activities. The lower the median age, the higher the participation for most activities. The level of participation also increases as the median income level goes up.

According to Data USA, in 2021, the city had a population of more than 8,000 people with a median age of 34.4 and a median income of \$91,707. The median age for the city decreased 2.55% and the median income grew by 12.1% between 2020 and 2021.





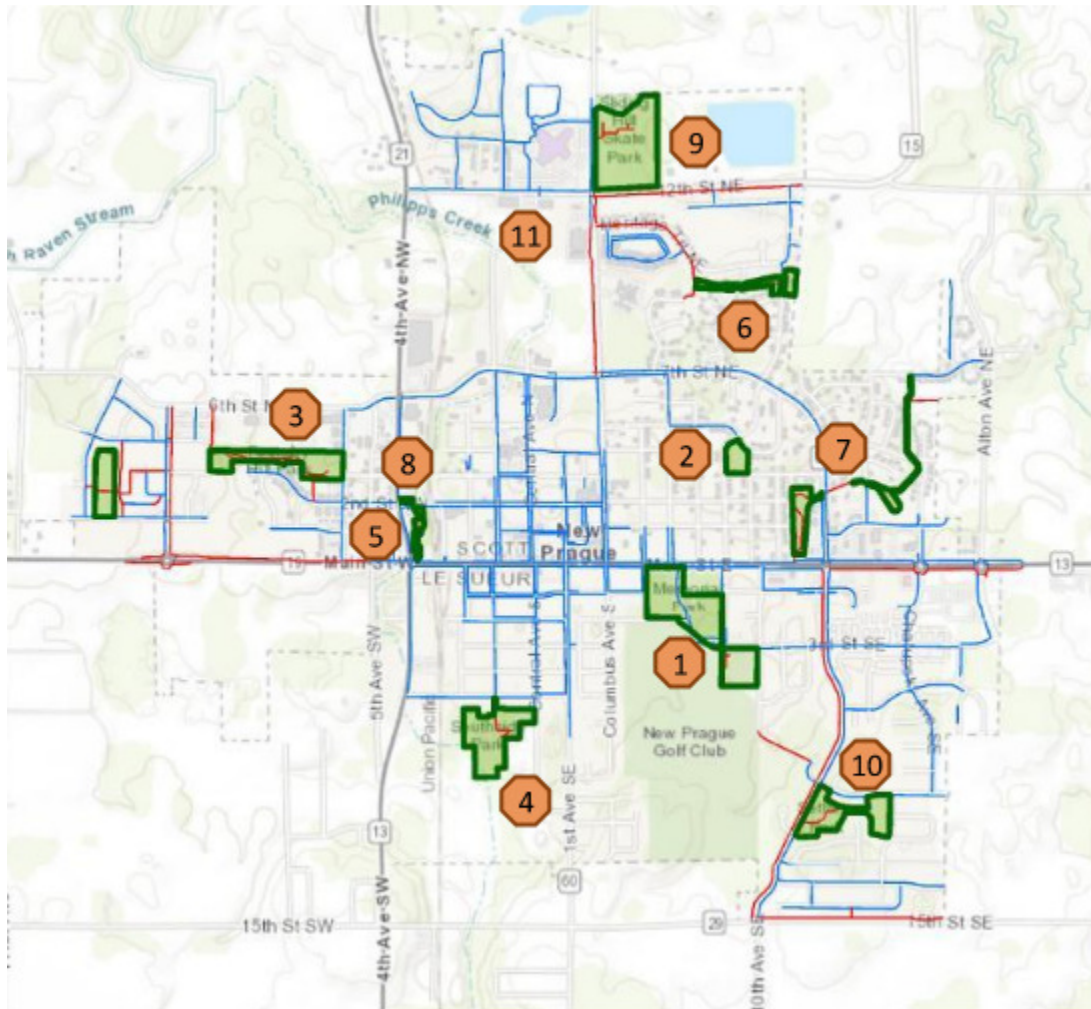
The lower median age points to the presence of families with children along with young professionals. Both groups would be significant users of outdoor feel space in the case of programs, leagues, and tournaments. Additionally, the higher median household income points to the ability to pay for and support sports facilities and recreational programs.



# FUNCTIONAL ASSESSMENT

# EXISTING INVENTORY

## CITY INVENTORY



1. Memorial Park
2. Northside Park
3. Foundry Hill Park
4. Southside Park
5. Phillip's Park
6. Heritage Park
7. Greenway Park
8. Yackly Cabin Park
9. Sliding Hill Park
10. Settlers Park
11. Community Center





# MEMORIAL PARK

400 Main Street E., New Prague, MN 56071





# MEMORIAL PARK

## ASSESSMENT

Memorial Park is the largest park in the city at 143 acres and it is located in the center of town south of Highway 19. This park includes three ball fields, two volleyball courts, a playground, swimming pool, walking trails and picnic areas. One of the three ball fields includes a grandstand and lighted baseball field known as DRS Baseball Field. The park also includes the Park Pavilion (Park Ballroom) and the Centennial Log Home and is adjacent to the municipal golf course.

## FACILITY OBSERVATIONS

- Concrete in the bleacher/ spectator area is in good condition and was installed in 2010.
- Much of the park drains to the ballfields.
- There is some uneven grades in the field.
- There is some erosion across the infield due to drainage.
- Fencing is in fair condition but lacks a bottom rail for safety.
- Grass maintenance is needed.
- Parking lots are in good condition.
- Pavilion is in good condition.
- Restrooms are dated and not appealing.



## RECOMMENDATIONS

- Study overall drainage and enhance drainage around fields.
- Enhance drainage by diverting water away from fields. Provide a swale between fields.
- Re-seed and install irrigation to improve turf.
- Irrigation would improve field quality.
- Chain-link fencing should be 8' tall with top and bottom rail.
- Upgrade field lighting – it is in the play area.
- Provide new backstops and netting.
- Consider concrete slabs in player areas.
- Add other amenities, i.e.: flagpole, scoreboard, batting cages, etc.

# NORTHSIDE PARK

401 Lexington Ave. N., New Prague, MN 56071





# NORTHSIDE PARK

## ASSESSMENT

Northside Park is 2.8 acres in size and is located at the intersection of Lexington Ave. N. and 3<sup>rd</sup> St. NE. Northside Park was originally part of the Vrtis Addition. Albert Vrtis, among the first group of Bohemian settlers who arrived in 1856, operated New Prague's first store from his log home on the present-day corner of Main Street and Columbus Avenue. The park was first developed in 1975 in conjunction with adjacent residential development. In 2001 a new play complex was installed in addition to landscaping improvements. Other facilities include an open shelter area with restrooms, a ball field with a standard size softball infield, a tennis court/basketball court, and a trail.

## FACILITY OBSERVATIONS

- Park and playground are in fair, but useable condition.
- Basketball court is new, summer 2023.
- Drain tile has been installed in the ball field, but the left field appears to drain better.
- There is no bottom rail on the fence.
- The backstop is a bit short and small and does not have a bottom rail.
- Infield is in good condition.
- Turf is in fair condition, there are some weeds and bare areas.

## RECOMMENDATIONS

- Confirm field drainage and correct if desired.
- Replace the backstop with a more appropriate size one with rails.
- Consider adding chain-link extensions for player safety.
- Adding an irrigation system would enhance the turf area.
- Top dress and overseed the drainage swale, and poor turf grass in the outfield.
- Consider additional site amenities as budget allows (flagpole, scoreboards, batting cages, etc.)



# FOUNDRY HILL PARK

400 6<sup>TH</sup> Ave. NW, New Prague, MN 56071





# FOUNDRY HILL PARK

## ASSESSMENT

Foundry Hill Park is about 10.65 acres in size today, has a picnic shelter with restrooms, basketball court, pickleball court, playground area with swings, slides, and climbing apparatus, a regulation little league field, benches, parking lot, 5 acre wooded natural area on the west end and also contains the West Foundry Hill Park Greenway Trail which leads from the Raven Stream Village Development near the wooded area of the park and the west water tower over to the main portion of the park and 6th Street NW. A regulation Little League field was installed in 2000 utilizing Twins Community Funds.

## FACILITY OBSERVATIONS

- Dugouts are being constructed this fall.
- ADA access exists, but the route is confusing and should be improved.
- Fencing and backstop are in good condition. There is a gap at the bottom at the backstop.
- Overall drainage of the field is excellent.
- Aglime infield is too large for intended users (7-12 yrs.)
- Restroom facility is aging.

## RECOMMENDATIONS

- Study/ improve ADA route to the ballfield.
- Enhance existing backstop with top, intermediate and bottom rails.
- Consider adding chain-link extensions for player safety.
- Consider new foul ball poles integrated with fencing.
- Improve or replace restroom building.
- Adjust aglime infield to align with the age groups using the field.



# SOUTHSIDE PARK

604 Central Ave. S., New Prague, MN 56071





# SOUTHSIDE PARK

## ASSESSMENT

The 13 acre park located in the Syndicate Addition of New Prague. The land was purchased from Bob and Iris Sullivan (granddaughter of Wenceslaus) in 1994. In 1998, a local developer, Tom Topka, donated 9 lots adjacent to the park in the northwest corner. That same year, the City purchased 1.5 acres west of Central Ave. South for an entrance to the park. Development in 2000 continued with a construction of a picnic shelter and tree plantings. A play complex, T-Ball field and disk golf course were installed prior to the Park's dedication in 2002. Also in the park is a paved parking lot, a basketball hoop, portable restroom, grill, and a trail.

## FACILITY OBSERVATIONS

- The softball field is in a low area.
- There is a drainage swale on the north side of the field diverting water away from the field.
- There is a drain tile system in the outfield.
- The backstop is short with only a center section and short wings.
- There are no sideline or outfield fences.
- There is a disc golf course at this park.
- Restroom consists of a portable accessible unit.

## RECOMMENDATIONS

- Softball field is in a low area and subject to flooding.
- Replace backstop with new to provide better safety for users.
- Irrigation would improve turf quality.
- Topdress and overseed the outfield to improve poor turf areas.
- Improve spectator retaining wall seating area.
- There is room to construct a pickleball court at this site near the playground.



## PHILLIP'S PARK

201 1/2 4<sup>TH</sup> Ave. NW., New Prague, MN 56071





## PHILLIP'S PARK

In 1856, Anton Philipp of Bavaria , New Prague's first settler, built a dugout log home along the banks of Philipp's Creek. The first Bohemian settlers also built their first homes along the creek later in the same year. The site became part of what was later known as Philipp's Addition, an area comprising a large portion of New Prague on the Scott County side of Main Street.

The Emil Dvorak family donated the land to the City in memory of their father in 1992. City employees cleared the site, shaped the banks and hauled in soil.

In 1996 under the Minnesota Department of Transportation Landscape Partnership Program, trees and shrubs were planted at the intersection and throughout the park. In 1999, Phase Two of that program was completed.

In 2009, local artist Kiersten Dahl-Shetka installed a sculpture called "Towering to our Future" in Philipps Park. More information can be found in the document at the bottom of this page.

The Park is a specialized recreation area for passive recreation with picnic table and a partial gravel trail at the north end of the park.

## YACKLY CABIN

The former site of the Yackly Cabin is located at the NE corner of the intersection of State Highway 21 and 2nd Street NW at 301 4th Ave. NW.

In 2010 the City was awarded a State of Minnesota Arts and Cultural Heritage Fund Grant through the Minnesota Historical Society for the installation of a historical marker that documents the former Yackly Cabin. The historical marker is located at the NE corner of 2nd Street NW and Highway 21.

Built in 1884 by Frederick and Katherine (Kehr) Yackly, this was one of the last log buildings built in the area. The cabin was recreated using logs from the original structure by the Jaycees in 1984 on the original site with funding by Col. Jerry Flicek and Beatrice Foods.

The first dugout/log cabin of New Prague's founder Anton Philipp was located a short distance downstream across the creek.

Frederick was a nephew of Clara Yackly Philipp, Anton's wife.

With the cabin in a state of disrepair (many rotten logs and other damage to the structure) in the spring of 2005, the Park Board researched the possibility of restoring the cabin. It was ultimately decided that the cabin was not repairable, and the Scott County Historical Society documented the cabin and salvaged a log from the cabin for its collection. The cabin was dismantled on the morning of August 24, 2005.

The garden remaining on the site is maintained by the New Prague Girl Scouts.

## HERITAGE PARK

1101 Lexington Ave. N., New Prague, MN 56071



# HERITAGE PARK

## ASSESSMENT

As part of the Heritage Estates Subdivision, a 1-acre park was dedicated in addition to a linear piece to extend the Greenway. A full-size concrete basketball court was constructed in 1998 as a neighborhood project with financial assistance from the City. Also in the park are two benches and two picnic tables. In 2007 a new playground structure was added including swings and a rope climber. It opened for public use on July 31, 2007.

## FACILITY OBSERVATIONS

- The park is in good condition.
- The concrete basketball court is in good condition.
- Basketball goals are newer and in good condition.
- Adjacent playground is in good condition.

## RECOMMENDATIONS

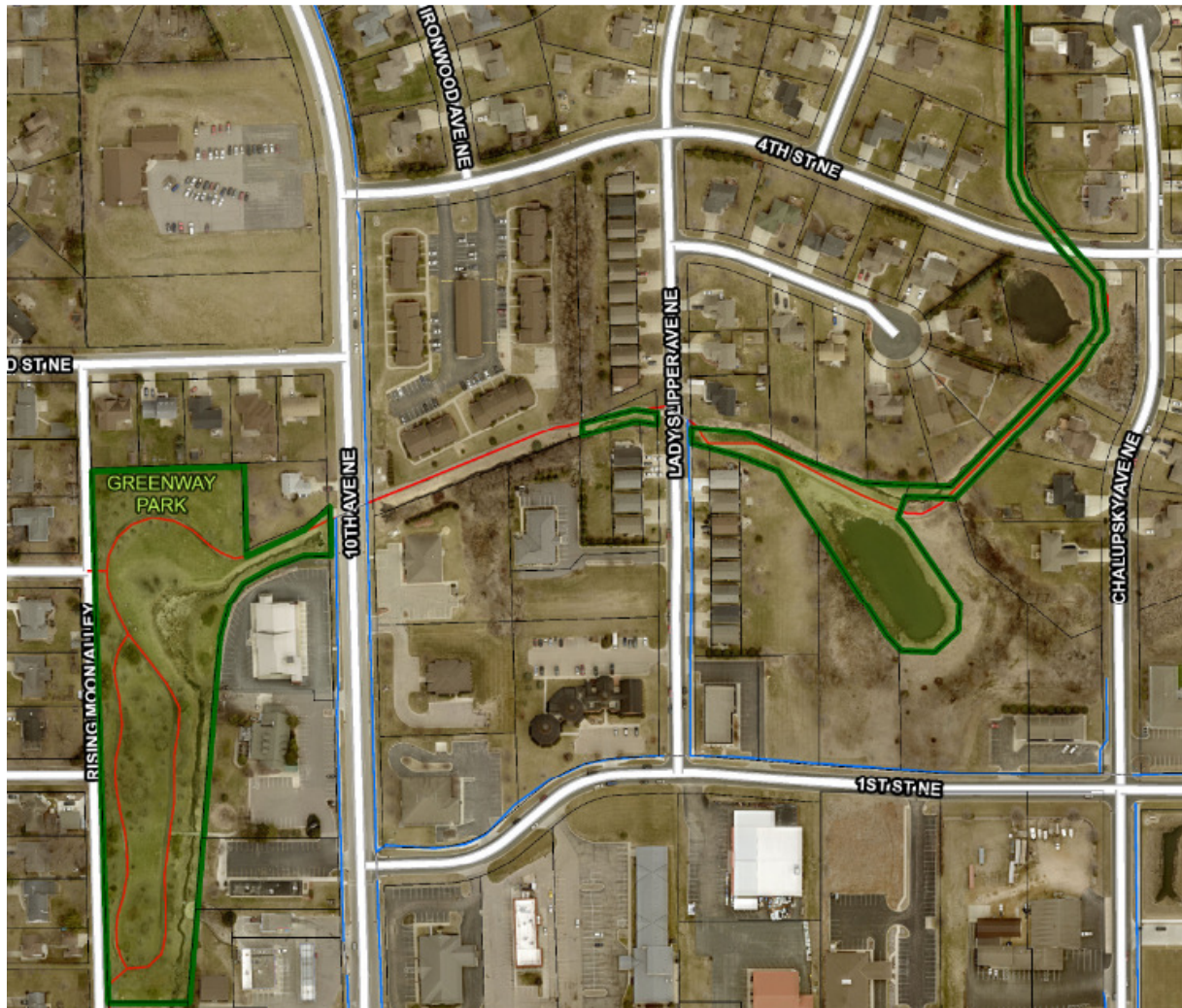
- There are no recommendations for improvements at this park.





# GREENWAY PARK

101 Rising Moon Alley, New Prague, MN 56071



For many years, residents of New Prague envisioned a “greenway” encircling the city where people could walk or bike, away from the hazards of city streets and enjoy nature. In 1987 the Chamber of Commerce spearheaded a project to design the beginning of the Greenway. Brahna is Czech for gate and is typical of entrances to towns in the Czech Republic . It was constructed as a tower located on a brick plaza surrounded by flowers and a lawn.

The Brahna is considered the trail head for the Greenway. It is illuminated at night and is surrounded by a flower garden and trees. In 1990, 3.5 acres were dedicated for a park as part of a residential development. It was an alfalfa field lying between a small creek on the East and an alley on the West. It had no vegetation other than the crop. A naturalistic park with trees, shrubs, a pond, hills, and a walking and bike path were envisioned. 100 trees from a woodlot on a farm about 6 miles from town were donated. Over the next year, 250 more trees were planted.

The path was paved in July of 1992. In 1994 Highview link was added. In 1995 Heritage link was added. Greenway Park currently covers about 4.6 acres of land.

## SLIDING HILL SKATE PARK

1501 Columbus Ave. N, New Prague, MN 56071





# SLIDING HILL SKATE PARK

## ASSESSMENT

The 13.9 acre park is located in the north part of the city across from the High School. This park includes two recreational outdoor ice skating rinks, one for hockey with boards and one open rink for recreational skating. There is a warming house for skating that opens in December depending on weather conditions. Also located at this park is an archery range that includes 10 shooting lanes from 10 yards to 100 yards.

## FACILITY OBSERVATIONS

- No ballfields or other athletic fields at this location.
- There is an archery range behind the warming house.
- There are two ice skating areas – one with dasher boards and one open area.
- The warming house appears to be in good condition but showing some deterioration around doors and windows.
- There is limited parking area available for any expanded services.
- Installing concrete has been discussed over the years.
- An outdoor amphitheater was also considered adjacent to the south.

## RECOMMENDATIONS

- Consider adding concrete in ice skating areas.
- Developing the south portion of the site may require added parking or an accessible route/bridge for access.
- Wind is a factor at this site. Should there be improvements such as pickleball, screening with fencing or trees would help mitigate the wind.





## SETTLERS PARK

1114 9th Street SE, New Prague, MN 56071



# SETTLERS PARK

## ASSESSMENT

The 10 acre park has a rolling terrain, two small wetlands and a stormwater retention pond. The eastern area of the park has two little league fields which can also be striped for youth soccer, a 30-space parking lot and a large playground area and a small pavilion. The west side has an unpaved woodchip walkway throughout the Green Meadow. A basketball hoop was installed in the summer of 2011 along with a woodchip trail through the "Green Meadow" portion of the park thanks to Tony Beranek's Eagle Scout Project.

## FACILITY OBSERVATIONS

- Currently the park supports younger aged baseball and girl's softball. The park is not used for soccer.
- There are no outfield fencing. Fencing is limited to backstops – these are short.
- Overall drainage is good, drain tile has been installed in the grass areas.
- There is no irrigation present. The turf quality is fair.
- The park shelter and playground is in good condition.

## RECOMMENDATIONS

- Consider new backstops 12-14 feet in height with new fencing at fields for safety.
- Adding irrigation would improve overall turf conditions.
- Top dressing and removal of non-desired grasses would also improve overall turf conditions.
- There are no permanent restrooms at this park. There is a single ADA compliant portable restroom for park users.



# FACILITY USAGE DATA



# ASSOCIATION SURVEYS

## OVERVIEW

As part of the planning process, a survey was sent to various youth associations. The survey included the following:

*The City is doing a recreational facilities study, looking at the needs of organizations across the City and if the City is meeting those needs. This study is being conducted in partnership with the New Prague School District since many of our facilities are shared.*

*With the school district covering the needs of school teams and organizations, we are reaching out to organizations that aren't associate with schools. From each organization, we are asking:*

1. For your organization's practices or gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?
  - a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)
2. For your organizations games or larger, formal gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?
  - b. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)
3. Is there anything you'd like to do as an organization that you are not because there is not adequate facilities?
4. Where do you foresee the needs of your organization in the next ten years?
5. Is there anything else you'd like for us to know?

The full survey responses are included in an appendix at the end of this report.

## ASSOCIATION SURVEY SUMMARY

### ADULT SLOW PITCH SOFTBALL

- Needs are being met with current softball fields.
- May want to follow up with new director.

### ARCHERY CLUB

- Needs are being somewhat met.
- Need extra practice space during the season and out of season. Additional practice sessions are needed to stay competitive.
- Getting facility space for training of the elementary, middle and HS teams on Sunday evenings.
- Thursday practice at CEC is limited to competition archers, but space is limited.
- No space outside of this time for individuals to practice.
- One large home tournament per year – no issues accommodating this.
- Enrollment is steady between 120-140 archers.

### BOY'S BASKETBALL ASSOCIATION

- Limited to two practices per week with practice times as late as 10:00 pm.
- Some gyms do not fit older grades.
- See a need for a min. of (4) BB Courts – (6) would be better.
- Have a K-2 program, but practice times are not ideal.
- As they add teams, more space is needed.

### GIRL'S BASKETBALL ASSOCIATION

- Stretched thin on gym space – lucky to get two practices per week.
- One tournament per year – lasts a week. 64 teams is max for current facilities.
- For a larger tournament, more gym space is needed.
- See more teams in the future, which will require more gym space.

### GIRL'S BASKETBALL ASSOCIATION

- They have the time slots they need, but not the quality of equipment or facilities.
- The fields they use are not quality fields – lots of weeds in the infield.
- No winter training available due to winter sports.
- Sunday clinics are at 9:00 pm in the winter. BB takes HS, Softball takes MS, Archery is also fighting for space.
- Indoor batting cages – would like more than just late Sundays.
- Would like better fields with dugouts, fencing, concessions and lights in a closer configuration.
- Memorial Park does not have enough fields to host a tournament.
- Softball/ Baseball complex would be nice.

## ASSOCIATION SURVEY SUMMARY (CONT.)

### GIRL SCOUTS

- Needs are being met between New Market and New Prague.
- When using New Prague facilities, there is a fee. No cost space would be nice.

### GYMNASTICS CLUB

- Have good quality equipment and needs are being met.
- Classes are full, but HS and club programs have the space they need.
- Only space request was for better observation (spectator) space.

### JO VOLLEYBALL

- Space is better, but time quality is not.
- Teams will practice until 10:00 pm, way too late for young kids.
- Could use more courts (Nov.-April). Forces practices on Sunday, which conflicts with church.
- Have 11 teams now – could have 12 if they had more space.
- Do not host games due to availability. Would consider it if more space was available.
- Hosting events would allow kids to be home and in bed at a decent time.
- Sport is growing – girls want to join up.
- They do not advertise due to space limitations.

### JUNIOR GOLF LEAGUE

- Could use a practice chipping area.

### LACROSSE ASSOCIATION

- Fastest growing sport in the country.
- Added a team per year even during COVID.
- Recently added a fall season for upper levels and HS players.
- Field needs are being met currently but have to do lots of planning with other sports. Cannot maintain this as association grows.
- Use armory space for practice and games but may lose this space in future.
- League has offered tournaments, but with fields being spread out, it is challenging.
- With growth, could see a need for two more full size grass fields and one turf field. Have been working on plans.
- Currently have 135 members at youth level (8 teams) and 40 members (2 teams) at HS level. Expect 10-15 new players each year.



## ASSOCIATION SURVEY SUMMARY (CONT.)

### PICKLE BALL ASSOCIATION

- Needs are not being met.
- Have been pushed out of CEC courts and having to split time between Raven Stream and CEC. Courts at Raven Stream are little tight. Also play early at CEC.
- Use outdoor courts at MS, which are dual stripped, but are oriented the wrong direction (East/West).
- Requesting 5 dedicated indoor courts to accommodate 32 people rotating. Would also like 6 outdoor courts with permanent nets.
- To do tournaments, they would need at least 8 courts at a single location (indoor or outdoor).
- They have 60 active members but see growth in youth participation.
- It was noted that Jordan has a nice (6) court facility, and they can always play there, and it is cheaper.

### SENIOR FACILITIES

- Program is likely not happening right now. Before pandemic, they were down to only 10 participants.
- It was thought that it would be great to have activities going again, but there is no leadership.

### YOUTH WRESTLING

- HS space is good, MS space is too small.
- 250 kids in program from K to 12<sup>th</sup> grade with 47 HS kids.
- Girl's wrestling started last year with good participation.
- Larger facilities would be nice so they could have more home games instead of traveling.
- Estimate they may be around 300 kids in 10 years.

### SOCCER CLUB

- Needs are not being met. Struggle with availability and quality of space.
- Rent from School District, some of the fields drain poorly and there is no ability to rotate fields to preserve them during the outdoor season. There is limited upkeep beyond basic mowing.
- New fields at Community Baptist will help but will not likely solve all the need.
- Dedicated outdoor space in one location would be ideal.
- Would like (3) 7v7 fields, and (3) 9v9 fields as well as 1-2 full size fields.
- Would continue to use Trojan Stadium when available.
- Indoor/ dome space is needed for winter. Currently use Dundas 2-3 hrs per week.
- Cannot host tournaments – big revenue driver for club.
- Anticipate continued growth.

## ASSOCIATION SURVEY SUMMARY (CONT.)

### ST. PATRICK BASEBALL ASSOCIATION

- Mostly rely on their own facility in St. Patrick (Bonin Field) for practice and games.
- Have (8) youth teams, (1) team for 7th, (1) team for 8/9th, (1) team for 10/11th, and (3) adult teams.
- Could probably add another two youth teams if there was more space.
- Run into availability issues in the spring when teams are forming. Use of city fields meets their needs.
- Ideally would like to add another field in St. Patrick – this would be 10 years out.

### CLAY TARGET CLUB

- They do not use much for City facilities. Have been using ice arena for dry fire training and a couple of HS spaces.
- All practice and competitions are done at the Minnesota Horse and Hunting Club in Prior Lake.

### YOUTH BASEBALL ASSOCIATION

- Would like more indoor space for spring practices. Outdoor space can be limited when others rent the New Prague Fields.
- Hosting can be challenging when others rent the New Prague Fields.
- Baseball program is growing each year.

### YOUTH HOCKEY ASSOCIATION

- Needs are not being met. They are beyond maxed out. Using Lakeville, Le Sueur and Faribault.
- Are required to have a back-up sheet of ice by MHA, use Faribault for that.
- Youth kids are required to be up by 4:45 am to get ice time. JH/HS kids are sometimes up to 11:00 pm.
- Youth program has 340 participants. They get lots of ice time for the first 4 weeks, then HS program starts.
- Summer ice would be nice.
- Need a second sheet of ice with more lockers (6) and better lobby space with spectator seating.
- Cannot host tournaments due to lack of ice time.
- Program has stopped growing due to lack of practice time.

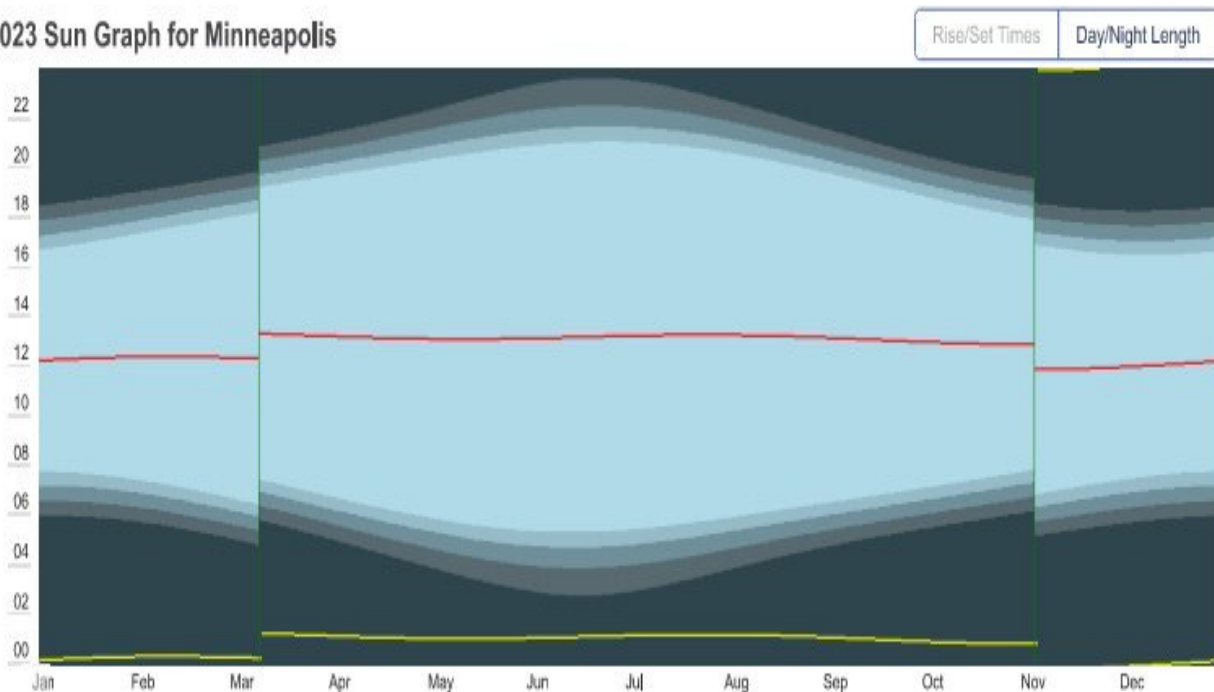
## FIELD USAGE DATA

### CITY OUTDOOR FIELD USAGE

In addition to surveys of the athletic associations, data was provided regarding actual scheduled usage of the city fields. The following assumptions around field usage was used in developing the summary of use for 2023:

- Scheduling starts in the Spring around April and ends in the Fall by October.
- Prime time field reservation is typically from 6 pm to 8 pm Monday through Friday.
- Sunrise in April is typically around 7:00 am and sunset is around 8:00 by mid-month. Daylight hours peaks in mid-summer, with sunset being around 9:00 pm. By October, sunset is around 7:00 pm.
- Prime fields – ones that are maintained at a higher level are also more desirable.

2023 Sun Graph for Minneapolis





**CITY OUTDOOR FIELD USAGE (CONT.)**

City Field Usage Data 2022								
Month	Daylight Hours	Memorial Park	Northside Park	Foundary Hill Park	Settler's Park North	Settler's Park South	Southside Park	Southside Park (2019)
April	405	32	16	16	16	0	0	48
May	461	136	40	38	44	112	0	150
June	466	184	34	36	34	108	0	144
July	471	64	16	16	18	50	0	24
August	435	0	0	0	0	0	0	0
September	375	288	0	0	0	0	0	0
City Field Usage Data 2023								
Month	Daylight Hours	Memorial Park	Northside Park	Foundary Hill Park	Settler's Park North	Settler's Park South	Southside Park	Southside Park (2019)
April	405	16	0	16	0	0	0	48
May	461	18	12	10	11	147	0	150
June	466	77	10	13	8	147	0	144
July	471	14	2	1	5	67	0	24
August	435	42	0	0	0	0	0	0
September	375	19	0	0	0	0	0	0

# MEMORIAL PARK

400 Main Street E., New Prague, MN 56071



# MEMORIAL PARK

## FIELD USAGE SUMMARY

- Consistent usage by the New Prague Youth Baseball Association (NPYB) from mid-April to mid-July.
- South field is used by Youth Football in the fall (September)
- Prime time hours are typically 6:00 pm to 8:00 pm M-F.
- These fields have lights and could be scheduled later in the evenings.
- Fields are available for scheduling between 8:00 am and 10:00 pm (14 hrs./ day).
- In 2022, they were scheduled for approximately 704 hours between April and October. Assuming approximately 2,600 available hours, this equates to 27% usage.
- In 2023, usage of the fields dropped significantly. They were scheduled for approximately 186 hours between April and October. Assuming approx. 2,600 available hours, this equates to 3.3% usage.

The following is an example of typical scheduling in mid-summer (June-July) for the South Field and North Field. The full 2023 calendar can be found in the appendix.

MEMORIAL PARK - SOUTH FIELD							
JUNE 2023							
Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					6/1	6/2	6/3
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							NPYB Game
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM					NPYB Game (5:30)		
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
	6/4	6/5	6/6	6/7	6/8	6/9	6/10
7:00 AM			Community Education Morning Ball	Community Education Morning Ball	Community Education Morning Ball		
8:00 AM							
9:00 AM							
10:00 AM							NPYB Game
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM		NPYB Practice	NPYB Practice	NPYB Practice	NPYB Game (5:30)		
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
	6/11	6/12	6/13	6/14	6/15	6/16	6/17
7:00 AM			Community Education Morning Ball	Community Education Morning Ball	Community Education Morning Ball		
8:00 AM							
9:00 AM							
10:00 AM							NPYB Game
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM		NPYB Practice	NPYB Practice	NPYB Practice	NPYB Game (5:30)		
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
	6/18	6/19	6/20	6/21	6/22	6/23	6/24
7:00 AM			Community Education Morning Ball	Community Education Morning Ball	Community Education Morning Ball		
8:00 AM							
9:00 AM							
10:00 AM							NPYB Game
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM		NPYB Practice	NPYB Practice	NPYB Practice	NPYB Game (5:30)		
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
	6/25	6/26	6/27	6/28	6/29	6/30	7/1
7:00 AM			Community Education Morning Ball	Community Education Morning Ball	Community Education Morning Ball		
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM		NPYB Practice	NPYB Practice	NPYB Practice	NPYB Game (5:30)		
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							



MEMORIAL PARK - SOUTH FIELD							
JULY 2023							
Time	Sunday 7/2	Monday 7/3	Tuesday 7/4	Wednesday 7/5	Thursday 7/6	Friday 7/7	Saturday 7/8
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							NPYB Game
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM		NPYB Practice	NPYB Practice	NPYB Practice	NPYB Game (5:30)		
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
Time	7/9	7/10	7/11	7/12	7/13	7/14	7/15
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM			St. Patrick (all-day)				
4:00 PM							
5:00 PM		NPYB Practice		NPYB Practice	NPYB Game (5:30)		
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
Time	7/16	7/17	7/18	7/19	7/20	7/21	7/22
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
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10:00 PM							
11:00 PM							
Time	7/23	7/24	7/25	7/26	7/27	7/28	7/29
7:00 AM							
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Time	7/30	7/31					
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9:00 PM							
10:00 PM							
11:00 PM							

MEMORIAL PARK - NORTH FIELD							
JUNE 2023							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Time					6/1	6/2	6/3
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							NPYB Game
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM					NPYB Game (5:30)		
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
	6/4	6/5	6/6	6/7	6/8	6/9	6/10
7:00 AM							
8:00 AM							
9:00 AM			Community Education Morning Ball	Community Education Morning Ball	Community Education Morning Ball		
10:00 AM							
11:00 AM							NPYB Game
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM		NPYB Practice	NPYB Practice	NPYB Practice	NPYB Game (5:30)		
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
	6/11	6/12	6/13	6/14	6/15	6/16	6/17
7:00 AM							
8:00 AM							
9:00 AM			Community Education Morning Ball	Community Education Morning Ball	Community Education Morning Ball		
10:00 AM							
11:00 AM							NPYB Game
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM		NPYB Practice	NPYB Practice	NPYB Practice	NPYB Game (5:30)		
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
	6/18	6/19	6/20	6/21	6/22	6/23	6/24
7:00 AM							
8:00 AM							
9:00 AM			Community Education Morning Ball	Community Education Morning Ball	Community Education Morning Ball		
10:00 AM							
11:00 AM							NPYB Game
12:00 PM							
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2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM		NPYB Practice	NPYB Practice	NPYB Practice	NPYB Game (5:30)		
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
	6/25	6/26	6/27	6/28	6/29	6/30	7/1
7:00 AM							
8:00 AM							
9:00 AM			Community Education Morning Ball	Community Education Morning Ball	Community Education Morning Ball		
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM		NPYB Practice	NPYB Practice	NPYB Practice	NPYB Game (5:30)		
7:00 PM							
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11:00 PM							

MEMORIAL PARK - NORTH FIELD							
JULY 2023							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Time	7/2	7/3	7/4	7/5	7/6	7/7	7/8
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							NPYB Game
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM		NPYB Practice	NPYB Practice	NPYB Practice	NPYB Game (5:30)		
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
	7/9	7/10	7/11	7/12	7/13	7/14	7/15
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM			St. Patrick (all-day)				
4:00 PM							
5:00 PM							
6:00 PM		NPYB Practice		NPYB Practice	NPYB Game (5:30)		
7:00 PM							
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11:00 PM							
	7/16	7/17	7/18	7/19	7/20	7/21	7/22
7:00 AM							
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9:00 AM							
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11:00 AM							
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9:00 PM							
10:00 PM							
11:00 PM							
	7/23	7/24	7/25	7/26	7/27	7/28	7/29
7:00 AM							
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# NORTHSIDE PARK

401 Lexington Ave. N., New Prague, MN 56071





# NORTHSIDE PARK

## FIELD USAGE SUMMARY

- Consistent usage by youth baseball from mid-April to mid-July.
- No scheduled use after mid-July.
- Prime time hours are typically 6:00 pm to 8:00 pm M-F.
- In 2022, the field was scheduled approximately 88 hours. Assuming approximately 1,350 daylight hours between mid-April to mid-July, this would equate to approximately 6.5% usage.
- In 2023, the field increased slightly. The field was scheduled 106 hours between mid-April to mid-July, this would equate to approximately 1.8% usage.
- There are no field lights, which limits usage to daytime hours.

The following is an example of typical scheduling in mid-summer (June-July). The full 2023 calendar can be found in the appendix.

NORTHSIDE PARK JUNE 2023							
Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					6/1	6/2	6/3
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
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5:00 PM							
6:00 PM							
7:00 PM					NPYB Game		
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
	6/4	6/5	6/6	6/7	6/8	6/9	6/10
7:00 AM							
8:00 AM							
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4:00 PM							
5:00 PM							
6:00 PM		NPYB Practice	NPYB Game	NPYB Practice	NPYB Practice		
7:00 PM							
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10:00 PM							
11:00 PM							
	6/11	6/12	6/13	6/14	6/15	6/16	6/17
7:00 AM							
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3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM		NPYB Practice	NPYB Game	NPYB Game	NPYB Game		
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
	6/18	6/19	6/20	6/21	6/22	6/23	6/24
7:00 AM							
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2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM		NPYB Practice	NPYB Practice	NPYB Practice	NPYB Game		
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
	6/25	6/26	6/27	6/28	6/29	6/30	7/1
7:00 AM							
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3:00 PM							
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5:00 PM							
6:00 PM		NPYB Practice	NPYB Practice	NPYB Practice	NPYB Game		
7:00 PM							
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10:00 PM							
11:00 PM							

NORTHSIDE PARK JULY 2023							
Time	Sunday 7/2	Monday 7/3	Tuesday 7/4	Wednesday 7/5	Thursday 7/6	Friday 7/7	Saturday 7/8
7:00 AM							
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5:00 PM							
6:00 PM		NPYB Practice	NPYB Practice	NPYB Practice	NPYB Game		
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	7/9	7/10	7/11	7/12	7/13	7/14	7/15
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5:00 PM							
6:00 PM		NPYB Practice	NPYB Practice	NPYB Practice	NPYB Game		
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11:00 PM							
	7/16	7/17	7/18	7/19	7/20	7/21	7/22
7:00 AM							
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10:00 PM							
11:00 PM							
	7/23	7/24	7/25	7/26	7/27	7/28	7/29
7:00 AM							
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## FOUNDRY HILL PARK

400 6<sup>TH</sup> Ave. NW, New Prague, MN 56071





## FOUNDRY HILL PARK

### FIELD USAGE SUMMARY

- Consistent usage by youth baseball from mid-April to mid-July.
- No scheduled use after mid-July.
- Prime time hours are typically 6:00 pm to 8:00 pm M-F.
- In 2022, the field was scheduled approximately 103 hours. Assuming approximately 1,350 daylight hours between mid-April to mid-July, this would equate to approximately 8% usage.
- In 2023, the field usage was about the same. The field was scheduled 106 hours between mid-April to mid-July, this would equate to approximately 8% usage.
- There are no field lights, which limits usage to daytime hours.

The following is an example of typical scheduling in mid-summer (June-July). The full 2023 calendar can be found in the appendix.

FOUNDRY HILL PARK JUNE 2023							
Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					6/1	6/2	6/3
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM					NPYB Practice		
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
	6/4	6/5	6/6	6/7	6/8	6/9	6/10
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM		NPYB Game	NPYB Game	NPYB Practice	NPYB Practice		
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
	6/11	6/12	6/13	6/14	6/15	6/16	6/17
7:00 AM							
8:00 AM							
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11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM		NPYB Game	NPYB Game	NPYB Practice	NPYB Game	NPYB Game	
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
	6/18	6/19	6/20	6/21	6/22	6/23	6/24
7:00 AM							
8:00 AM							
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12:00 PM							
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3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM		NPYB Game	NPYB Game	NPYB Practice	NPYB Game		
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
	6/25	6/26	6/27	6/28	6/29	6/30	7/1
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM		NPYB Game	NPYB Practice	NPYB Practice	NPYB Game		
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							

FOUNDRY HILL PARK JULY 2023							
Time	Sunday 7/2	Monday 7/3	Tuesday 7/4	Wednesday 7/5	Thursday 7/6	Friday 7/7	Saturday 7/8
7:00 AM							
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6:00 PM		NPYB Practice	NPYB Practice	NPYB Practice	NPYB Practice		
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11:00 PM							
	7/9	7/10	7/11	7/12	7/13	7/14	7/15
7:00 AM							
8:00 AM							
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4:00 PM							
5:00 PM							
6:00 PM		NPYB Practice	NPYB Practice	NPYB Practice	NPYB Practice		
7:00 PM							
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9:00 PM							
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11:00 PM							
	7/16	7/17	7/18	7/19	7/20	7/21	7/22
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
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7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
	7/23	7/24	7/25	7/26	7/27	7/28	7/29
7:00 AM							
8:00 AM							
9:00 AM							
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11:00 AM							
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## FOUNDRY HILL PARK

400 6<sup>TH</sup> Ave. NW, New Prague, MN 56071





## FOUNDRY HILL PARK

### FACILITY USAGE DATA

- There is no field usage in 2021 due to COVID.
- No teams came back to play here after 2021.
- In 2018 this field was scheduled for approximately 52 hours between June 1 and July 19. This equates to 3.6% field usage over this time period.
- In 2019, it was scheduled for approximately 358 hours between April 1 and July 10. This equates to 24.6% field usage during this time period.
- Primary users were St. Patrick and Comm. Ed.
- Nothing scheduled in 2023.

The following is an example of typical scheduling in mid-summer (June-July) of 2019. The full 2019 calendar can be found in the appendix.

SOUTHSIDE PARK PARK JUNE 2019							
Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 AM							6/1
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
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3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
	6/2	6/3	6/4	6/5	6/6	6/7	6/8
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM			St. Patrick (all day)		St. Patrick (all day)		
3:00 PM							
4:00 PM							
5:00 PM		Community Education		Community Education			
6:00 PM							
7:00 PM							
8:00 PM							
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10:00 PM							
11:00 PM							
	6/9	6/10	6/11	6/12	6/13	6/14	6/15
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM			St. Patrick (all day)		St. Patrick (all day)		
3:00 PM							
4:00 PM							
5:00 PM		Community Education		Community Education			
6:00 PM							
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	6/16	6/17	6/18	6/19	6/20	6/21	6/22
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
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2:00 PM			St. Patrick (all day)		St. Patrick (all day)		
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4:00 PM							
5:00 PM		Community Education		Community Education			
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10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM			St. Patrick (all day)		St. Patrick (all day)		
3:00 PM							
4:00 PM							
5:00 PM		Community Education		Community Education			
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SOUTHSIDE PARK PARK							
JULY 2019							
Time	Sunday 6/30	Monday 7/1	Tuesday 7/2	Wednesday 7/3	Thursday 7/4	Friday 7/5	Saturday 7/6
7:00 AM			St. Patrick (all day)				
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
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5:00 PM							
6:00 PM		Community Education		Community Education			
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
	7/7	7/8	7/9	7/10	7/11	7/12	7/13
7:00 AM							
8:00 AM							
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11:00 AM							
12:00 PM							
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5:00 PM							
6:00 PM		Community Education		Community Education			
7:00 PM							
8:00 PM							
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11:00 PM							
	7/14	7/15	7/16	7/17	7/18	7/19	7/20
7:00 AM							
8:00 AM							
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	7/21	7/22	7/23	7/24	7/25	7/26	7/27
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## SETTLERS PARK

1114 9th Street SE, New Prague, MN 56071





## SETTLERS PARK

### FIELD USAGE DATA

- Consistent usage by youth baseball from mid-April to mid-July.
- No scheduled use after mid-July.
- Prime time hours are typically 6:00 pm to 8:00 pm M-F.
- During that period, fields are scheduled approximately 382 hours.
- There are no field lights, which limits usage to daytime hours.
- Assuming approx. 1,350 daylight hours between mid-April to mid-July, this would equate to approximately 28% usage.

The following is an example of typical scheduling in mid-summer (June-July) for the South Field and North Field. The full 2023 calendar can be found in the appendix.

SETTLER'S PARK NORTH FIELD PARK JUNE 2023							
Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 AM					6/1	6/2	6/3
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM					NPYB Game		
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
7:00 AM	6/4	6/5	6/6	6/7	6/8	6/9	6/10
8:00 AM							
9:00 AM							
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11:00 AM							
12:00 PM							
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2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM		NPYB Practice	NPYB Practice	NPYB Practice	NPYB Practice		
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
7:00 AM	6/11	6/12	6/13	6/14	6/15	6/16	6/17
8:00 AM							
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4:00 PM							
5:00 PM							
6:00 PM		NPYB Practice	NPYB Game	NPYB Practice	NPYB Game		
7:00 PM							
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10:00 PM							
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7:00 AM	6/18	6/19	6/20	6/21	6/22	6/23	6/24
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SETTLER'S PARK NORTH FIELD PARK							
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# RECOMMENDATIONS

# RECOMMENDATIONS

## OVERVIEW

As a community, in comparison to national standards, needs are being met with the number of parks, amenities and acreage, etc. Summarized here:

1. For agencies serving less than 20,000 residents, there is one park for every 1,225 residents. This equates to approximately 9 parks for a population of 11,000 residents.

**The City of New Prague has 10 parks:**

- Memorial Park
- Northside Park
- Foundry Hill Park
- Southside Park
- Phillip's Park
- Heritage Park
- Greenway Park
- Yackly Cabin Park
- Sliding Hill Skate Park
- Settlers Park

2. Typical Park and Recreation agencies manage 10.8 acres of parkland for every 1,000 residents. Smaller jurisdictions of less than 20,000 residents typically manage 13 acres for every 1,000 residents. This equates to approximately 143 acres of park land.

**The City of New Prague has approximately 205 acres of park land.**

3. For a city with less than 20,000 residents, the average number of outdoor amenities include:
  - Playgrounds – 1 per 2,014 residents
  - Basketball Courts – 1 per 3,729 residents
  - Youth Baseball Fields – 1 per 3,114 residents
  - Outdoor Tennis Courts – 1 per 2,805 residents
  - Multipurpose Rectangular Fields – 1 per 3,859 residents
  - Dog Parks – 1 per 11,100 residents
  - Adult Softball Fields – 1 per 5,800 residents
  - Youth Softball Fields – 1 per 5,079 residents
  - Community Gardens – 1 per 8,178 residents
  - Outdoor Swimming Pools – 1 per 9,745 residents
  - Youth Soccer Fields – 1 per 3,600 residents
  - Multi-use Courts (basketball/ volleyball) – 1 per 5,093 residents
  - Adult Soccer Fields – 1 per 10,775 residents

- Skate Parks – 1 per 10,726 residents
- Football Fields – 1 per 8,637 residents
- Outdoor Pickleball – 1 per 3,252 residents
- 18-hole Regulation Golf Course – 1 per 9,587 residents
- Outdoor Ice Rinks – 1 per 8,045 residents
- Lacross Fields – 1 per 9,786 residents

**The City of New Prague meets most of these standards with their current facilities:**

Outdoor Amenity	National Standard	Quantity per National Standard (11k Pop.)	Actual	Remarks
Playgrounds	1 per 2,014	5.5	6	
Basketball Courts	1 per 3,729	2.9	2	
Youth Baseball Fields	1 per 3,114	3.5	5	Shared Fields
Tennis Courts (outdoor)	1 per 2,085	3.9	1	
Rectangular Fields (multi-purpose)	1 per 2,085	2.9	4	
Dog Parks	1 per 11,100	1.0	?	
Adult Softball Fields	1 per 5,800	1.9	2	Shared Fields
Youth Softball Fields	1 per 5,079	2.2	Incl.	Shared Fields
Swimming Pools (outdoor)	1 per 9,745	1.1	1	
Youth Soccer Fields	1 per 3,600	3.1	Incl.	Shared Fields
Multi-use Basketball Court	1 per 5,093	2.2	2	
Adult Soccer Fields	1 per 6,955	1.6	Incl.	
Skate Parks	1 per 10,726	1.0	1	
Football Field	1 per 8,637	1.3	0	
Pickleball (outdoor)	1 per 3,252	3.4	Incl.	
Golf course (18 hole)	1 per 9,587	1.1	1	
Multipurpose Synthetic Field	1 per 9,518	1.2	0	
Ice Rinks (outdoor)	1 per 8,045	1.4	1	
Lacross Field	1 per 9,786	1.1	Incl.	Shared Fields



4. In addition, 84 percent of park and recreation agencies have trails and greenways as part of their outdoor infrastructure. The typical park and recreation agency that manages or maintains trails for walking, hiking, running and/or biking has 15 miles of trails in its network.

**The City New Pague has over 6 miles of off-street trails and over 24 miles of paved trails (sidewalks).**

5. The typical park and recreation agency operates seven buildings. **Agencies serving populations of less than 20,000 often operate three buildings.**
6. Park and recreation agencies also offer many indoor facilities to their residents. Three in five have recreation centers and community centers. Also commonly offered are senior centers, performance amphitheaters and nature centers. The typical agency for communities less than 20,000 residents that offers recreation centers has one facility for every 9,785 residents, while those agencies with community centers have one such facility for every 8,829 residents. A little more than two in five agencies offer senior centers, with one such facility for every 14,000 residents in their jurisdictions.

**The community of New Prague has access to these facilities through their partnership with the School District.**

## RECOMMENDATIONS

While it has been noted that the city is providing adequate facilities based on population and demographics, usage of the fields is low based on the data, but feedback from the association survey's suggest there are inadequacies that should be considered

1. The Lacross Association noted that field needs are being met, but without a central location for fields, it is challenging to host tournaments. As they grow, they will struggle to meet the demands without more fields.
2. The Soccer club noted that their needs are not being met with the current fields and cited "availability and quality". They also noted that dedicated space in a central location is desired.
3. The Pickle Ball Association noted that their needs are not being met. Much of their programming uses indoor space provided by the School District. They noted that some of the outdoor courts (at the Middle School) are dual striped but are oriented in the wrong direction. They noted that dedicated indoor and outdoor courts are desired.
4. Youth Baseball did not note any issues with scheduling but noted that outdoor space can be limited when others rent the fields.
5. Adult Slow Pitch Softball felt that their needs were being met with the current fields.
6. Many of the associations are looking for better and more access to indoor facilities for practice and tournaments.

### A. Collaboration

1. Collaborate with School District and Associations to improve scheduling and field use for greater efficiency and flexibility.
2. Collaborate with Associations regarding priority usage for tournaments.

### B. Improvements

1. As noted in the field assessment, many of the fields could be upgraded to provide a better quality of play. This could include top dressing, removal of non-desired grasses and installation of irrigation.
2. Many of the baseball and softball fields could be improved with better fencing, dugouts, and lighting where appropriate.

### C. Expansion

1. As the city population grows and participation numbers increase, adding additional outdoor fields may be warranted. Development of an outdoor sports park should be considered utilizing city owned acreage.
2. Consider construction of a dedicated recreation facility for indoor sports, fitness, and community activities.

# APPENDIX

# APPENDIX A

## ASSOCIATION SURVEYS



## New Prague Adult Slowpitch Softball

Name: Romy Seurer (former League Director – there isn't one currently)

Date: 12/12/22

*The City is doing a recreational facilities study, looking at the needs of organizations across the City and if the City is meeting those needs. This study is being conducted in partnership with the New Prague School District since many of our facilities are shared.*

*With the school district covering the needs of school teams and organizations, we are reaching out to organizations that aren't associate with schools. From each organization, we are asking:*

- 1) For your organization's practices or gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?

Yes, use the two softball fields in Memorial Park on Monday and Wednesday evenings.

- a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)

- 2) For your organizations games or larger, formal gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?

N/A

- a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)

- 3) Is there anything you'd like to do as an organization that you are not because there is not adequate facilities?

N/A

4) Where do you foresee the needs of your organization in the next ten years?

As he has stepped back from being the League Director, nobody new has stepped up to fill that role. He expects interest to pick up after the holidays and he will have the new director contact us to discuss their needs into the future.

5) Is there anything else you'd like for us to know?

## New Prague Archery Club

Name: John Love - President

Date: 12/14/22

*The City is doing a recreational facilities study, looking at the needs of organizations across the City and if the City is meeting those needs. This study is being conducted in partnership with the New Prague School District since many of our facilities are shared.*

*With the school district covering the needs of school teams and organizations, we are reaching out to organizations that aren't associate with schools. From each organization, we are asking:*

- 1) For your organization's practices or gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?

Needs are "somewhat" being met as they do get indoor gym space at the schools, but have need for extra practice space during the season and out of season.

- a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)

They are getting facilities for training and instruction for elementary, middle and high school teams on Sunday evenings, they can get moved between the High School Gyms and the CEC gym. Thursday practices are at the CEC gym for "competition" archers but are limited to how many they can hold in that facility. There is no additional indoor space to practice outside of these times for archers to practice on their own.

- 2) For your organizations games or larger, formal gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?

New Prague Archery Club only hosts one large home tournament per year and have had a good experience thus far working with the school to arrange for this tournament.

- a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)

N/A

- 3) Is there anything you'd like to do as an organization that you are not because there is not adequate facilities?

Their only concern at this time is having extra practice space for archers both during the season and in their off season.

- 4) Where do you foresee the needs of your organization in the next ten years?

Their enrollment has held steady for the past few years at approximately 120-140 archers. With the facilities they have currently, they can hold up to 150 archers. If they were to go beyond this number of archers, they would not have enough gym time/space to accommodate beyond 150 participants.

- 5) Is there anything else you'd like for us to know?



## New Prague Boys Basketball Association

Name: \_\_\_\_\_

Date: \_\_\_\_\_

*The City is doing a recreational facilities study, looking at the needs of organizations across the City and if the City is meeting those needs. This study is being conducted in partnership with the New Prague School District since many of our facilities are shared.*

*With the school district covering the needs of school teams and organizations, we are reaching out to organizations that aren't associate with schools. From each organization, we are asking:*

- 1) For your organization's practices or gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?

*We are limited to two practices per week. Some gyms don't fit the older grades. Practice time can be as late as 10p.*

- a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)

- 2) For your organizations games or larger, formal gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?

- a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)

*Four basketball courts but it would be nice to have six.*

- 3) Is there anything you'd like to do as an organization that you are not because there is not adequate facilities?

*We have a k-2 program but time is not ideal due to space availability.*

- 4) Where do you foresee the needs of your organization in the next ten years?

*We will have more teams and need more space.*

- 5) Is there anything else you'd like for us to know?

New Prague Girl Scouts

Name: Holly Herrmann and Aimee Best – CO-SUM SU214 [npgirlscoutsum@gmail.com](mailto:npgirlscoutsum@gmail.com)

Date: 12/20/22

*The City is doing a recreational facilities study, looking at the needs of organizations across the City and if the City is meeting those needs. This study is being conducted in partnership with the New Prague School District since many of our facilities are shared.*

*With the school district covering the needs of school teams and organizations, we are reaching out to organizations that aren't associate with schools. From each organization, we are asking:*

- 1) For your organization's practices or gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?

*Yes, our needs are met between New Market and New Prague.*

- a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)
- 2) For your organizations games or larger, formal gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?

*Between New Market and New Prague our needs are met, many times we need to use the New Prague facilities which need payment (community center).*

- a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)
- 3) Is there anything you'd like to do as an organization that you are not because there is not adequate facilities?

*A general meeting place that is no cost would be nice in addition to the library rooms.*

- 4) Where do you foresee the needs of your organization in the next ten years?

*N/A.*

5) Is there anything else you'd like for us to know?

N/A

New Prague Girls Basketball Association

Name: \_\_\_\_\_

Date: \_\_\_\_\_

*The City is doing a recreational facilities study, looking at the needs of organizations across the City and if the City is meeting those needs. This study is being conducted in partnership with the New Prague School District since many of our facilities are shared.*

*With the school district covering the needs of school teams and organizations, we are reaching out to organizations that aren't associate with schools. From each organization, we are asking:*

- 1) For your organization's practices or gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?

We are stretched thin on gym space and times gyms are available. We are lucky if all our teams can get two practices per week.

a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)
- 2) For your organizations games or larger, formal gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?

We do one tournament, which lasts a week. 64 teams is max and it fills up quickly.

a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)

For a bigger tournament, we would need more gym space.
- 3) Is there anything you'd like to do as an organization that you are not because there is not adequate facilities?

Practice is limited to two per week. It would be nice to have a k-2 option that is run by the association.
- 4) Where do you foresee the needs of your organization in the next ten years?

We will have more teams, and need more gym space.
- 5) Is there anything else you'd like for us to know?



New Prague Girls Fastpitch Association

Name: Michelle Fischer (VP)

Date: 12/13/2022

*The City is doing a recreational facilities study, looking at the needs of organizations across the City and if the City is meeting those needs. This study is being conducted in partnership with the New Prague School District since many of our facilities are shared.*

*With the school district covering the needs of school teams and organizations, we are reaching out to organizations that aren't associate with schools. From each organization, we are asking:*

- 1) For your organization's practices or gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?

We have the time slots but not the quality of equipment or facilities. We have full reign of school outdoor facilities but fields are not to a quality desired (weedy infields). No availability for winter training due to winter sports. Have to run clinics on Sundays. Tried to schedule winter training but school has bumped for 9p on Sunday evening due to church group. Baseball takes high school. Softball takes middle school. Archery also fighting for space.

- a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)

Use gym space, such as batting cages. Would love to be able to do more than just late Sunday nights if there was additional court availability.

- 2) For your organizations games or larger, formal gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?

Game fields, dugouts, fencing, etc is not up to a standard that most other cities have. We don't have setups for concessions and the fields are close together, which makes hosting tournaments extremely difficult. There are no lights which makes evening games hard.

- a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)

Everything from above. Highly quality fields, better dugouts, quality fencing, concession stands, close fields, lights, etc. Memorial Park doesn't have enough fields to host a tournament.

- 3) Is there anything you'd like to do as an organization that you are not because there is not adequate facilities?

Hosting tournaments is the big thing.

- 4) Where do you foresee the needs of your organization in the next ten years?

More fields. It is growing quickly. Field wheel or even a complex. Both softball and baseball could use complex.

- 5) Is there anything else you'd like for us to know?

New Prague Gymnastics Club

Name: Gymnastics Board

Date: 12/13/2022

*The City is doing a recreational facilities study, looking at the needs of organizations across the City and if the City is meeting those needs. This study is being conducted in partnership with the New Prague School District since many of our facilities are shared.*

*With the school district covering the needs of school teams and organizations, we are reaching out to organizations that aren't associate with schools. From each organization, we are asking:*

- 1) For your organization's practices or gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?

We maintain our equipment at a very high level so that it is up to our standards. Our equipment is among the best in the state in our minds. We are very comfortable. Our classes are full for our rec program but our high school and club programs have the space they need.

- a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)

- 2) For your organizations games or larger, formal gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?

We do have the space we need. Especially on the high school level, we have the space we need. A better space to compete in than to observe but for the athletes, there is definitely enough space.

- a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)

- 3) Is there anything you'd like to do as an organization that you are not because there is not adequate facilities?

We have the space we need to do everything we would like to do.

4) Where do you foresee the needs of your organization in the next ten years?

If we continue to grow as a community, we may be limited on space.

5) Is there anything else you'd like for us to know?

Class sizes are limited to number/quality of coach. We could offer a lot more classes if we had the coaches. Most are high school gymnasts with a few adults. Space isn't necessarily our driving limitation.



New Prague JO Volleyball

Name: Michelle Fischer (President)

Date: 12/13/2022

*The City is doing a recreational facilities study, looking at the needs of organizations across the City and if the City is meeting those needs. This study is being conducted in partnership with the New Prague School District since many of our facilities are shared.*

*With the school district covering the needs of school teams and organizations, we are reaching out to organizations that aren't associate with schools. From each organization, we are asking:*

- 1) For your organization's practices or gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?

*This year's space has been better, but the time quality is not great. We have teams practicing until 10p at night. Every once in a while, we can get better times but usually we end up with late time slots. Way too late for young kids. Its nice to be able to use school equipment but the times are terrible. 4<sup>th</sup> graders practicing until 9p-10p.*

- a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)

*We could use more courts (Nov-April). We frequently lose practice times when school sports have home games. Forced to practice on Sundays, which forces families to choose between church and sports. We have eleven teams, could have twelve if we had more space.*

- 2) For your organizations games or larger, formal gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?

*We do not host any games because of availability of court space.*

- a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)

*We may consider if we had space but have never thought about it due to space issues.*

- 3) Is there anything you'd like to do as an organization that you are not because there is not adequate facilities?

*Hosting events and having kids home by a decent night. We get the time we need but it is a horrible time slots for kids that don't let kids get home to bed at a decent time or having to choose between church and sports. We also constantly get bumped.*

- 4) Where do you foresee the needs of your organization in the next ten years?

With popularity of the sport, it seems to continue growing. More girls are wanting to join JO in New Prague instead of going to the cities for club ball.

- 5) Is there anything else you'd like for us to know?

We don't advertise some levels because we don't have the space to fully serve. We are an off-season league, so we have athletes of all ages (young kids to high school).

New Prague Junior Golf League

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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- 1) For your organization's practices or gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?

We could use a practice chipping area.

a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)
- 2) For your organizations games or larger, formal gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?

a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)
- 3) Is there anything you'd like to do as an organization that you are not because there is not adequate facilities?
- 4) Where do you foresee the needs of your organization in the next ten years?
- 5) Is there anything else you'd like for us to know?

New Prague Lacrosse Association

Name: Jeremy Krocak - President

Date: 12/8/22

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*With the school district covering the needs of school teams and organizations, we are reaching out to organizations that aren't associate with schools. From each organization, we are asking:*

- 1) For your organization's practices or gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?

Thanks for reaching out. Facility needs have been a topic of discussion for our association over the last year and we currently have some needs with the expected growth of our program. Given that lacrosse is one of the fastest growing sports across the country, we've started to put together some projections and we see challenges in the next 3-5 years. Even with the covid-19 impact on sports, we've managed to add a team per year at our lower levels, girls 10u, boys 8U and coed 6U over the last 3 seasons. Most recently we've added a fall season for our upper levels (12U and 14U) and high school players.

Our field needs are being met, however we have to piece together our game and practice schedules to accommodate field availability. Depending on the timing of our season (spring, summer or fall) we have to make adjustments to accommodate other sports. For example in the fall we have several conflicts with the youth football program along with limited daylight. In the summer our program and soccer have similar needs. In the spring some of the fields cannot handle the weather well and wet conditions cause a field to be unusable for a week or two at a time. We're able to make our season work, but it's not something we can sustain as our association grows.

- a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)
- 2) For your organizations games or larger, formal gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?

We currently use the Armory space as a practice and game location, however I believe this space has been marked for city development and we will likely lose our 8U/10U practice location. The middle school east fields are in need of repair and I believe the church/cemetery owns the land.



Our league has offered tournament opportunities to use, but due to fields that are spread out across New Prague we cannot host without several challenges. We hosted one this spring, however the feedback was mixed with the most notable issue was not being able to have food trucks, vendors, etc... at a single location.

- a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)

Based on our estimation, with our growth, and the growth of other sports, the ideal situation for the lacrosse program would be a facility that had 2 full size grass fields and 1 full size turf field. This would accommodate our needs to have a dedicated location for games, practices, tournaments and handle the season conditions.

- 3) Is there anything you'd like to do as an organization that you are not because there is not adequate facilities?

None, but they noted that they use gym space to start the season in February, March and early April and that in the future they foresee using gym space in the fall as well. He indicated that sports that use indoor school gymnasiums have a "gym space meeting" with all sports to plan their scheduled use and to make sure each program gets an equal opportunity to use what the school system has available. He indicated they would definitely be interested in more indoor space if available as he believes all groups that use current indoor school gym space have to cut back on their use because of the limited availability between school and youth sports activities.

- 4) Where do you foresee the needs of your organization in the next ten years?

Our registration numbers this season:

135 (8 teams) - Youth level (6U-14U boys and girls)

40 (2 teams) - High school - we accommodate the high school program by offering tournament teams during their offseason.

We are planning on 10-15 new players per season

- 5) Is there anything else you'd like for us to know?

We started on plans for a turf facility, using the Armory as an example. I don't think that would be a good location, it was just a starting point for our group. I've included the mock-up

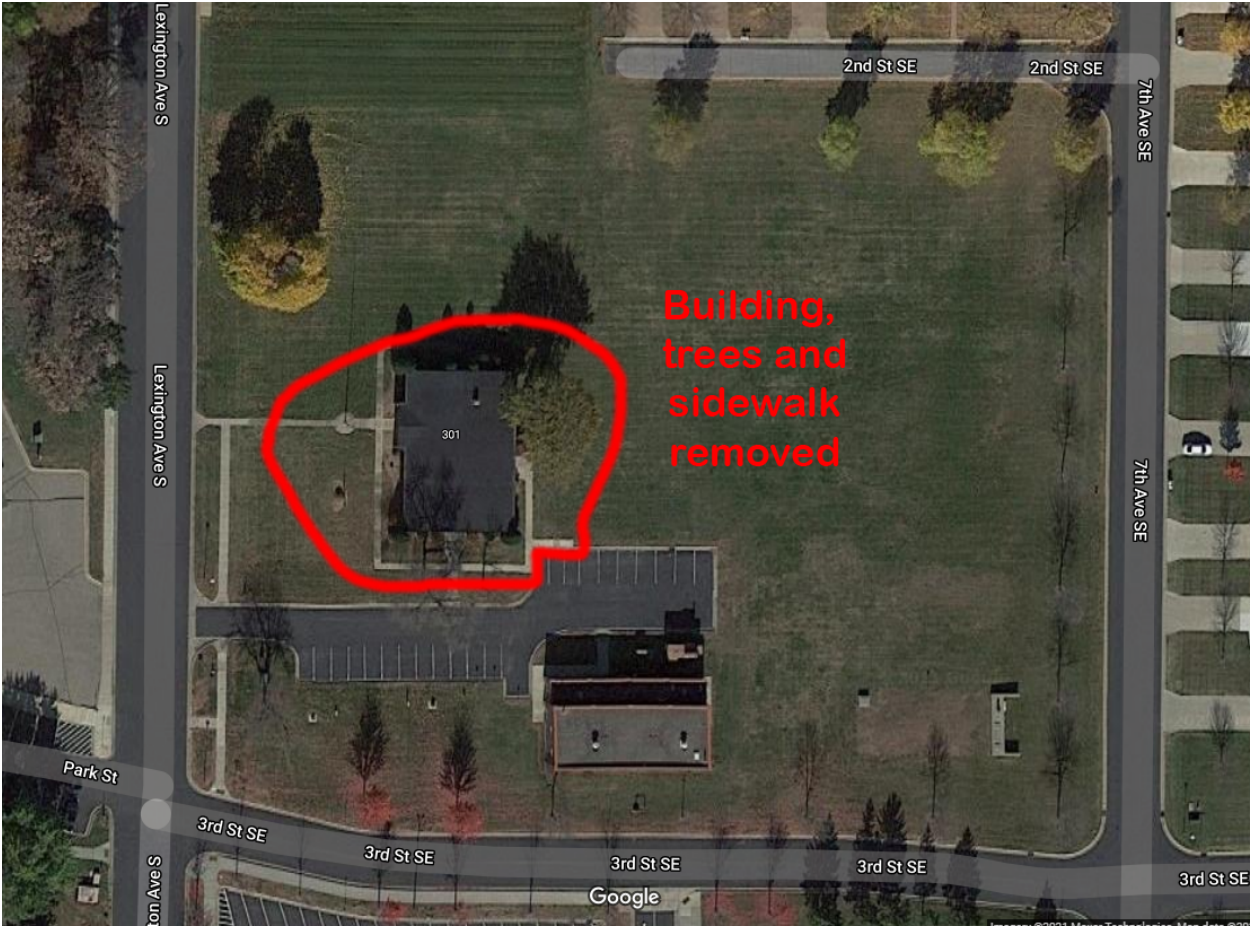
design. In addition to the facility, our association would consider providing and maintaining equipment to be used by all.















## New Prague Pickleball Association

Name: Dan Puls and Karen Steinhoff

Date: 12/21/22

*The City is doing a recreational facilities study, looking at the needs of organizations across the City and if the City is meeting those needs. This study is being conducted in partnership with the New Prague School District since many of our facilities are shared.*

*With the school district covering the needs of school teams and organizations, we are reaching out to organizations that aren't associate with schools. From each organization, we are asking:*

- 1) For your organization's practices or gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?

No, they have been pushed from the CEC courts only to having split times between Raven Stream Elementary and the CEC. They play at Raven Stream the following times: Wednesday nights at 6-8pm, Saturday 8am to 10am, Sunday 3PM to 5PM. They also play at the CEC courts EARLY mornings Monday, Tuesday and Thursday at 6:30AM to 8:45AM due to constraints. The court layout at Raven Stream is a little tight.

They also play outdoor at the Middle School tennis courts which are dual striped for pickleball but they have to bring portable nets to play there and the orientation is "wrong" by facing east/west instead of north/south.

- a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)

They would like to see 6 indoor dedicated courts to accommodate 32 people playing in a rotating fashion for a session. Right now, they only have 3 indoor courts they can use at Raven Stream which limits them to about 16 people per session. They would also like 6 outdoor dedicated courts with permanent nets up instead of how they have to bring temporary/portable nets up now each time to play.

- 2) For your organizations games or larger, formal gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?

They do not hold tournaments currently, but would need at least 8 courts at a single location to have a tournament (either indoor or outdoor).

- a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)

- 3) Is there anything you'd like to do as an organization that you are not because there is not adequate facilities?

Just be able to accommodate more players each session.

- 4) Where do you foresee the needs of your organization in the next ten years?

They foresee a growth in the youth aspect of participation in the future, particularly if pickleball becomes an Olympic sport. Right now they have 60 active members (that pay \$65 a year to be a member of New Prague Area Pickleball Association). Only 20 play regularly however.

- 5) Is there anything else you'd like for us to know?

Dan noted that right now they are organized through New Prague Community Ed. For ease of administration. He also noted that for those that go to Jordan to play, the indoor courts there are rubberized and not wooden floors which can cause injury.

Karen Steinhoff noted that she does not play with the "regular" pickleball group in New Prague anymore, but instead plays with friends at the "middle school" pickleball courts in the summer and then in winter her group travels to Jordan's CERC (Community Education and Recreation Center). She noted that the outdoor middle school courts are very nice but when the fitness center took over the CEC facility, they pushed indoor pickleball play from the CEC over to Raven Stream, but the Raven Stream gym is just too small to accommodate all the people they have playing and they worried someone would get hurt with the close quarters. She noted there are early morning pickleball times at the CEC gym, but after covid the schedule was changed and her particular group can't play at that time so they instead go to Jordan and play 4 times a week at \$4.00 per session (NP CEC is \$5.00 per session. The Jordan CERC is cheaper, has six courts and they can always play there. They would rather not drive to Jordan to play in the winter, but gym space is at such a premium in New Prague they are not sure how enough space can be provided for all the users that want indoor space.

## New Prague Senior Facilities

Name: Barbara Wendorf (Lucine's Daughter)Date: 12/08/22

*The City is doing a recreational facilities study, looking at the needs of organizations across the City and if the City is meeting those needs. This study is being conducted in partnership with the New Prague School District since many of our facilities are shared.*

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- 1) For your organization's practices or gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?
  - a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)
  
- 2) For your organizations games or larger, formal gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?
  - a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)
  
- 3) Is there anything you'd like to do as an organization that you are not because there is not adequate facilities?



4) Where do you foresee the needs of your organization in the next ten years?

5) Is there anything else you'd like for us to know?

\*\*\* Spoke to Lucine Wendorfs daughter. Lucine does not run activities due her condition. At this moment, Barbara didn't think senior activities were happening. Before COVID, they were down to only about 10 people participating regularly. Barbara thinks it would be great if they got going again, though she doesn't know who would lead them. She will talk to Lucine to see if Lucine knows anyone who would be interested in talking about space needs.

## New Prague Soccer Club

Name: Brent QuastDate: 12/15/22

*The City is doing a recreational facilities study, looking at the needs of organizations across the City and if the City is meeting those needs. This study is being conducted in partnership with the New Prague School District since many of our facilities are shared.*

*With the school district covering the needs of school teams and organizations, we are reaching out to organizations that aren't associate with schools. From each organization, we are asking:*

- 1) For your organization's practices or gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?

No. We struggle with both availability and quality of space. We currently rent all our outdoor space from the school district. We have to deal with being bumped occasionally due to ISD reschedules, have some ISD space that drains poorly, and no ability to rotate fields to preserve them through the outdoor season. There is also limited upkeep to these spaces beyond mowing (typically no water, fertilization, or overseeding).

Community Baptist's new fields will be a big help, we plan to rent there as well; but likely will not solve all our needs. It will certainly be improved conditions as the fields will be engineered and maintained appropriately.

- a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)

I sent details on field size separately. Ideally for our traveling program we'd have a single outdoor space for efficiency of coaches/volunteers. In that space we'd ideally have three 7v7 fields, three 9v9 fields, and one (or two) full size field. This would accommodate us for all practice and game needs. We'd likely continue to use Trojan Stadium for games whenever available. A space like that would also accommodate all our recreational level needs.

Indoor/dome space during the winter is also a need. We need to offer winter training at some basic level to compete with nearby clubs. We currently rent the Dundas dome for 2-3 hours twice a week. I'd assume we could pay higher rent for a local facility, that would lessen drive time and expense, and make participation easier.

- 2) For your organizations games or larger, formal gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect? [See above.](#)

- a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)
  - b.
- 3) Is there anything you'd like to do as an organization that you are not because there is not adequate facilities? *Yes, we are unable to host tournaments which could be a big revenue driver for our club. We can make do for camps, but those are also difficult as finding regular time for an entire week can be a challenge.*
- 4) Where do you foresee the needs of your organization in the next ten years?  
*I'd anticipate continued growth in participation. Soccer is becoming the most participated in sport nationally. We plan to continue to evolve our rec programs and assuming success in that area, along with our traveling teams, have shown the ability to draw players from our neighboring communities.*

*Schools across the state are also considering the viability of continuing middle school athletic programs. We'd anticipate a big uptick in fall participation if middle school soccer were to be cut. We'd assume this would likely lead to more families participating in club soccer at all levels and seasons.*

- 5) Is there anything else you'd like for us to know?

*We welcome any conversation and are happy to assist in any way possible as we look to improve the spaces available for soccer and all other sports in the community.*

New Prague Youth Baseball Association

Name: Mike B. Sticha – St. Patrick Athletic Association President

Date: 12/8/2022

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- 1) For your organization's practices or gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?

We mostly rely on our own facility in St. Patrick (Bonin Field) for our youth and adult team practices, games, and gatherings. We have 8 youth teams (3rd/4th - 3; 5th/6th - 2; 7th - 1, 8th/9th - 1, and 10th/11th - 1) and 3 adult teams. We could probably form more 3rd/4th and 5th/6th teams if we had more field access/availability, but those teams would not be incremental, meaning, we would more than likely be "taking" kids from other area programs.

We run into lack of ideal practice time and space in Spring (late April/early May), when teams are forming and performing pre-season practices. We typically reserve City of New Prague field time for Spring practices and one practice night during the summer game season.

Given the current access to City of New Prague fields, our needs are being met.

- a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)
- 2) For your organizations games or larger, formal gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?

Generally, yes. Our needs for games and formal gatherings are being met.



- a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)

- 3) Is there anything you'd like to do as an organization that you are not because there is not adequate facilities?

Ideally, we would like to build another Youth Field in the St. Patrick area. Cedar Lake Township owns land abutting our field, with their long term plan to develop the land as a Township Park, which would include youth athletic fields and/or athletic open space. I would say the timeline is 10 years at best.

We would not look to expand our programming if it meant relying solely on using City of New Prague or New Prague School District facilities

- 4) Where do you foresee the needs of your organization in the next ten years?

Our long term needs are hard to predict. But as stated in #3, none of our future plans would rely on City of NP or NP School District facilities.

- 5) Is there anything else you'd like for us to know?

First off, I appreciate your efforts to conduct the study. The subject for this community is near and dear to my heart, so if there is ever any other help needed, let me know!

Secondly, I'm fully aware St. Patrick Youth Baseball and our adult programs do not have a direct relationship with the City of New Prague, nor the School District. We do **not** "expect" support from either entity, but we do appreciate their willingness to help when we need it.

Many of our youth programming involves City of New Prague and New Prague School District youths. I believe school enrollment numbers are predicted to shrink slightly? As other sports become more popular and accessible, baseball could suffer. At the same time, we run a more "recreational" program: no tryouts, a bit more of a relaxed schedule with less demands put on the kids and families. Over the past 10 years, our programming has been in high demand. We hope the next 10 years would be similar.



## New Prague Clay Target Club

Name: Kevin Drill – Head Coach

Date: 12/12/22

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- 1) For your organization's practices or gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?

The New Prague Clay Target Club (Trap and Skeet) really do not utilize much in the way of city facilities. We have utilized some rooms at the ice arena in the past for some "dry fire" training. We also utilize a couple spaces in the high school for a parents information meeting and a preseason kickoff potluck banquet. Otherwise all our practices and competitions are conducted at the Minnesota Horse and Hunt Club in Prior Lake. They have always been very accommodating to the team. Hope that helps, if you need anything further let me know.

- a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)
- 2) For your organizations games or larger, formal gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?
  - a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)

- 3) Is there anything you'd like to do as an organization that you are not because there is not adequate facilities?
- 4) Where do you foresee the needs of your organization in the next ten years?
- 5) Is there anything else you'd like for us to know?



New Prague Youth Baseball Association

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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- 1) For your organization's practices or gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?

We would like more indoor space for spring practices. Outdoor space can be slightly limited when other cities rent the New Prague fields.

a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)
- 2) For your organizations games or larger, formal gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?

Hosting can be challenging when other cities rent the New Prague fields.

a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)
- 3) Is there anything you'd like to do as an organization that you are not because there is not adequate facilities?
- 4) Where do you foresee the needs of your organization in the next ten years?

The baseball program is growing every year.
- 5) Is there anything else you'd like for us to know?

New Prague Youth Hockey Association

Name: Aaron Lindholm

Date: 12/14/2022

*The City is doing a recreational facilities study, looking at the needs of organizations across the City and if the City is meeting those needs. This study is being conducted in partnership with the New Prague School District since many of our facilities are shared.*

*With the school district covering the needs of school teams and organizations, we are reaching out to organizations that aren't associate with schools. From each organization, we are asking:*

- 1) For your organization's practices or gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?

No, our needs are not being met. We are beyond maxed out. We are going to Lakeville, Le Sueur, and Faribault to meet our needs. We are required to have a back-up sheet of ice by the Minnesota Hockey Association and luckily, Faribault has allowed us to use their facility for that.

Young kids are having to be up at 445a to be able to get ice time that allows them to compete with similar sized communities. Junior/high school kids are on the ice sometimes until 11p to get the needed ice time. Running a Junior gold team (high schoolers who aren't on the high school team) for the first time this year. There is not nearly enough fan space for the high school program.

Youth program gets a lot of ice time for about the first four weeks. Once the high school program starts, the youth program takes a hit. Youth program has over 340 kids on the ice (Shakopee has 410 with two sheets of ice).

Would love to have summer ice. Current facility might support it but we haven't tried it. Will do dryland if we need to, but being on the ice is ideal.

- a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)

A second full sheet of ice

- 2) For your organizations games or larger, formal gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?

High school and older kids' games are over capacity. Lobby area is small and crowded, especially if there are back to back games. Six locker rooms could be used

- a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)

A new sheet of ice with significantly more seating.

- 3) Is there anything you'd like to do as an organization that you are not because there is not adequate facilities?

We are unable to host tournaments because we don't have the ice time for the rest of our program to practice. A second sheet of ice would allow us to host tournaments and bring other teams to New Prague.

- 4) Where do you foresee the needs of your organization in the next ten years?

At this point, we almost need to stop trying to grow the program. Which sucks, because we have increasing growing interests.

- 5) Is there anything else you'd like for us to know?

Summertime ice would be huge. A lot of kids go somewhere else to get ice time. Summer ice would allow us to bring in other kids from communities in addition to opportunities for New Prague kids.

## New Prague Youth Wrestling Association

Name: \_\_\_\_\_

Date: \_\_\_\_\_

*The City is doing a recreational facilities study, looking at the needs of organizations across the City and if the City is meeting those needs. This study is being conducted in partnership with the New Prague School District since many of our facilities are shared.*

*With the school district covering the needs of school teams and organizations, we are reaching out to organizations that aren't associate with schools. From each organization, we are asking:*

- 1) For your organization's practices or gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?

The space we use at the high school is good. The space we use at the middle school is too small.

- a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)

There are 250 kids total, kindergarten through 12<sup>th</sup> grade, with 47 high school kids. Last year, girls wrestling was started and participation is growing.

- 2) For your organizations games or larger, formal gatherings, are your needs being adequately met? Are you getting the facilities you need, at a time that works throughout the year, and at a quality you'd expect?

Yes, but larger facilities would be nice so we could have more meets at home instead of traveling.

- a. If not, what do you estimate you'd need? (If you need more space, what does that look like? Which times of year? How frequently? How much? Please provide as much details as possible.)

- 3) Is there anything you'd like to do as an organization that you are not because there is not adequate facilities?

Would love a larger space for everybody to practice together instead of splitting them up by grade.

- 4) Where do you foresee the needs of your organization in the next ten years?

Five years ago we had 150 kids. In 2022, we had 250 kids. We estimate that in ten years, we could have 300 kids. As stated earlier, last year (2021) was the first year of girls wrestling and we expect that to grow.



# APPENDIX B

## ASSESSMENT OF CITY FIELDS



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# Sliding Hill Park

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## Observations

- The owner requested adding concrete to allowed for other uses.

## Recommendations

- Consider placing concrete near the existing parking lot.



- Locations that could be considered include either north or east of the existing skate part.



- Another location to consider is the D-shaped open area straight west of the sledding hill park. This may require its own parking lot, however.

- Wind does play a significant factor at this site. Provisions should be made to reduce the wind. Options include fence screening and trees adjacent to the area.





Real People. Real Solutions.

# Foundry Hill

## Observations

- This ballfield received financial grants from the Twins Community Fund in 1999 and 2000.



- The owner reported that dugouts are going to be constructed at the ballfield this fall. Dugouts will be covered.
- The owner indicated that ADA access from the parking lot to the field needs to be studied and addressed.
- Youth ages 7 to 12 utilize the ballfield.
- A community park and basketball court exist up slope from the baseball field.





- Outfield fencing is about 6 feet tall. Sideline fencing is about 3 feet tall. The sideline fencing in front of the player bench area is 6 feet tall.



- There is a gap between the fencing and the backstop that could let balls out of play directly behind home plate.



- Backstop is in good condition with top middle and bottom rail.
- Outfield and sideline fencing is without a bottom rail.



- Foul poles are short.
- A bullpen area exists in the northeast corner of the field. There is no fence separating the bullpen area from the playfield. The grade in this area varies widely.
- Drainage at the ballfield, infield and outfield is in excellent condition.

- Grass in the outfield is in excellent condition. Some varieties of undesirable grasses exist.



- The agrilime infield area is too large for the intended users.



## **Recommendations**

- Conduct topographic survey of the site to allow engineers to study drainage patterns around the ballfield area and the ADA route from the ballfield to the parking lot.
- Provide accessible routing from the parking lot to the ballfield.
- Construct new or enhance existing backstop with top, intermediate, and bottom rails. Consider rail spacing in the bottom 6 feet of the backstop at 2 feet on center to minimize damage (bending) of fabric. Consider using six gauge fabric in the lower 6 feet.
- Consider new chain-link fencing (extension of the backstop wings) and full outfield fencing with top and bottom rails for player safety. Consider fence height at 8 feet tall. Use round posts for all applications.
- Consider installing concrete slabs at player bench areas.
- Consider new fall poles, integral with the chain-link fence.
- Consider regrading the bullpen area to create a uniformly graded area for all pitchers.
- Consider adjusting the aglime infield area to be appropriate for the age groups using the field.

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# Heritage Park

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## Observations

- Park is generally in good condition.
- Concrete basketball court is in good condition.



- Basketball ball goals are in good condition.



## Recommendations

- None



# Memorial Park

## Observations

- Concrete in the spectator / bleacher area by the ballfields was constructed in 2010. Some panels exhibit cracks and gaps between the panels. Otherwise, concrete is in reasonable condition.



- A large portion of the park drains to the ballfields. The low spot in the ballfields is the outfield area generally on the west side of the park.
- Grade on the field is non-uniform. There are undulations in the outfield that will affect play.
- Aglime in the infield is washing out in consistent areas. This indicates a large area of drainage coming across the infield.





- Chain-link fencing is in reasonable condition. However, the fencing system lacks a bottom rail, and in some locations the fabric does not extend all the way to the top rail. Current chain-link fence height is 6 feet.



- Grass condition is poor. There are numerous weeds and larger areas with no vegetation growth, including areas where vegetation has died.



- Parking lots were recently seal coated and are in reasonable condition. Parking areas include infiltration features at the edges of the parking lots with overflows that discharge towards the ballfields.



- Fields are currently used by Little League; players are about 7 to 12 years old.
- The design fields would accommodate players from ages 7 to 40-year-olds and all ages in between.

## **Recommendations**

- Conduct full site topographic survey to allow engineers and landscape architects to study and enhance drainage patterns.
- Study the overall drainage patterns to the ballfields.
- Enhance drainage by diverting water away from the fields from outlying areas. Provide swale between the ballfields.
- Re-grade the fields to improve drainage.
- Following grading, seed to establish desired turfgrass varieties.
- Consider irrigating the grass fields.
- Reconstruct all chain-link fencing. Fencing should be 8 feet tall with top and bottom rail for player safety.
- Redo the field lighting system. Currently lights are in the field of play.
- Provide new foul poles, integrated into the chain-link fence.
- Provide new backstops. Consider backstops with netting, or construct new backstop with top, intermediate, and bottom rails. Consider rail spacing in the bottom 6 feet of the backstop at 2 feet on center to minimize damage (bending) of fabric. Consider using six gauge fabric in the lower 6 feet.
- Provide concrete slabs in player seating areas.



- Consider additional site amenities, including flagpole, scoreboards, batting cages, etc., as budget allows.



# Northside Park

## Observations

- Park and playground are in fair but useable condition.



- Basketball court is new the summer of 2023.
- Youth ages 7 to 12 utilize the ballfield. This is the main little league field and is well known in the community.
- Outfield of the ball field does not appear to drain well. Drainage patterns are unclear. Left field appears to drain better than the right field. However, the Owner reported that drain tile has been installed in the grass areas every 10 feet on-center.
- Sideline fencing is 6' tall and black vinyl coated. Fencing does not have a bottom rail. There is no outfield fence.





- Backstop is short and small, likely not well suited for softball or baseball. Backstop does not have a bottom rail. Backstop is galvanized and does not match the sideline fencing.
- Aglime infield is in good condition.
- Bleachers and players benches are on concrete slabs.



- Turfgrass quality is fair. There are weeds and non-desirable grass species present. Bare areas are present.



## **Recommendations**

- Review with the Owner field drainage conditions to confirm if certain areas do not drain well.
- Depending on the Owner review, conduct topographic survey of the site to allow engineers to study drainage patterns around the ballfield area.
- Replace the backstop with top, intermediate and bottom rails. Consider rail spacing in the bottom 6 feet of the backstop at 2 feet on center to minimize damage (bending) of fabric. Consider using six gauge fabric in the lower 6 feet.
- Consider new chain-link fencing (extension of the backstop wings) with top and bottom rails for player safety. Consider fence height at 8 feet tall. Use round posts for all applications. Match finish of backstop for uniform appearance.
- Consider installing concrete slabs at player bench areas.
- Consider installing irrigation.
- Topdress, and overseed the drainage, swale with poor turf grass in the outfield.
- Consider additional site amenities, including flagpole, scoreboards, batting cages, etc., as budget allows.





# Settler's Park

## Observations

- Currently the park supports younger aged baseball and girls softball.
- The park is not utilized for soccer.
- There is no outfield fencing. Fencing is limited to backstops. Backstops and fencing are short.



- Drainage at the site is good. Drain tile has been installed in the grass areas every 10 feet on-center.
- At the north field, the outlying areas drain away from the infield.
- At the south field, the outlying areas drain towards the infield.



- Drainage from the ballfields goes to the soft play playground area.
- The site is currently not irrigated.

- Grass quality is fair. There are a variety of grasses present on the fields. There are numerous weeds. There exist some areas with bare soil.



- The park shelter and playground areas are in good condition.

### **Recommendations**

- Construct new backstops with top, intermediate, and bottom rails. Consider backstop heights 12 to 14 feet tall. Consider rail spacing in the bottom 6 feet of the backstop at 2 feet on center to minimize damage (bending) of fabric. Consider using six gauge fabric in the lower 6 feet.
- Consider new chain-link fencing (extension of the backstop wings) with top and bottom rails for player safety. Consider fence height at 8 feet tall. use round posts for all applications.
- Consider installing irrigation.
- Consider installing concrete slabs at player bench areas.
- Consider herbicide application to eliminate broadleaf weeds.
- Consider spot spraying non-desired grass variety with glyphosate, followed by top dressing and over seeding of these areas with desired varieties.
- Study drainage patterns and divert runoff from the ballfield areas away from the playground.



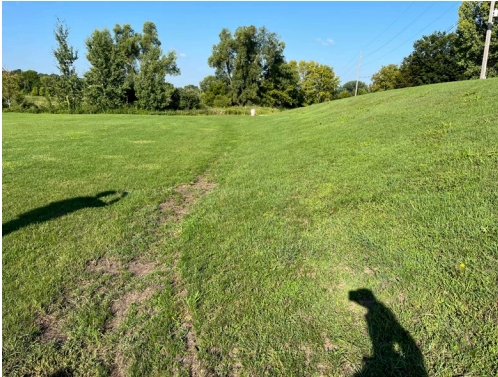
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# Southside Park

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## Observations

- The softball field is in a low area with the outfield generally at or near the same elevation as the adjacent wetland.
- A drainage swale has been established on the north side of the field, diverting water from the hillside away from the infield and outfield.



- The backstop is short in height with only a center section and short wings.



- There is no sideline or outfield fencing present.



- Player benches are not behind a protective chain-link fence.



- The infield is in good condition.
- A drain tile system exists in the outfield. Drain tile piping is spaced generally 10 feet on center.
- The backyards of the adjacent residential areas drain to the softball field.



- The field is within a 100-year flood plain.
- A two-tier retaining wall system exists adjacent to the field for spectator seating.



- A drainage swale exists in the middle of the outfield, generally running from east to west. Grass is not growing over this swale.



- Grade in the ballfield outfield is non-uniform and uneven.
- Youth ages 7 to 12 utilize the ballfield.
- Disc golf holes exist beyond the limits of the ballfield.



## **Recommendations**

- Conduct a topographic survey of the site to allow engineers to study drainage patterns around the ballfield area.
- Consider raising the ballfield out of the 100-year floodplain. This would require creating an equal volume area outside the ballfield limits to offset the fill placed within the floodplain. Study the drainage from the neighboring properties to ensure that existing residence backyards are properly drained.
- Raising the field would allow for regrading of the outfield to a uniform grade and providing the desired turfgrass varieties.
- If, raising the field is not an option for floodplain reasons, cost reasons or other reasons, consider minimal approaches to improve the field conditions, including the following:
- Construct new backstops with top, intermediate and bottom rails. Consider backstop heights 12 to 14 feet tall. Consider rail spacing in the bottom 6 feet of the backstop at 2 feet on center to minimize damage (bending) of fabric. Consider using six-gauge fabric in the lower 6 feet.
- Consider new chain-link fencing (extension of the backstop wings) with top and bottom rails for player safety. Consider fence height at 8 feet tall. Use round posts for all applications.
- Consider installing irrigation.
- Consider installing concrete slabs at player bench areas.
- Topdress, and overseed the drainage, swale with poor turf grass in the outfield.
- Consider removing or reconstructing the retaining wall seating areas.
- Study construction of a pickle ball court at this site.

# APPENDIX C

## CITY FIELD SCHEDULING CALENDAR 2023

CITY OF NEW PRAGUE – RECREATIONAL FACILITIES PLANNING

MEMORIAL PARK - SOUTH FIELD								MEMORIAL PARK - SOUTH FIELD							
APRIL 2023								MAY 2023							
Time	Sunday 4/2	Monday 4/3	Tuesday 4/4	Wednesday 4/5	Thursday 4/6	Friday 4/7	Saturday 4/8	Time	Sunday 5/1	Monday 5/2	Tuesday 5/3	Wednesday 5/4	Thursday 5/5	Friday 5/6	Saturday 5/6
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CITY OF NEW PRAGUE – RECREATIONAL FACILITIES PLANNING

MEMORIAL PARK - SOUTH FIELD								MEMORIAL PARK - SOUTH FIELD							
JUNE 2023								JULY 2023							
Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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MEMORIAL PARK - SOUTH FIELD AUGUST 2023								MEMORIAL PARK - SOUTH FIELD SEPTEMBER 2023							
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CITY OF NEW PRAGUE – RECREATIONAL FACILITIES PLANNING

FACILITY 

Section 5, Item a.

MEMORIAL PARK - SOUTH FIELD							
October 2023							
Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	10/1	10/2	10/3	10/4	10/5	10/6	10/7
7:00 AM			Youth Football (all-day)				Youth Football (all-day)
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
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10:00 PM							
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	10/8	10/9	10/10	10/11	10/12	10/13	10/14
7:00 AM			Youth Football (all-day)				Youth Football (all-day)
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	10/15	10/16	10/17	10/18	10/19	10/20	10/21
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11:00 PM							
	10/22	10/23	10/24	10/25	10/26	10/27	10/28
7:00 AM							
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	10/29	10/30	10/31				
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## CITY OF NEW PRAGUE – RECREATIONAL FACILITIES PLANNING

## FACILITY

Section 5, Item a.

MEMORIAL PARK - NORTH FIELD								MEMORIAL PARK - NORTH FIELD							
APRIL 2023								MAY 2023							
Time	Sunday 4/2	Monday 4/3	Tuesday 4/4	Wednesday 4/5	Thursday 4/6	Friday 4/7	Saturday 4/8	Time	Sunday 5/1	Monday 5/2	Tuesday 5/3	Wednesday 5/4	Thursday 5/5	Friday 5/6	Saturday 5/6
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	4/9	4/10	4/11	4/12	4/13	4/14	4/15		5/7	5/8	5/9	5/10	5/11	5/12	5/13
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6:00 PM								6:00 PM							
7:00 PM								7:00 PM		NPYB Practice	NPYB Practice	NPYB Practice	NPYB Game (5:30)		
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9:00 PM								9:00 PM							
10:00 PM								10:00 PM							
11:00 PM								11:00 PM							
	4/16	4/17	4/18	4/19	4/20	4/21	4/22		5/14	5/15	5/16	5/17	5/18	5/19	5/20
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7:00 PM		NPYB Practice	NPYB Practice	NPYB Practice	NPYB Practice			7:00 PM		NPYB Practice	NPYB Practice	NPYB Game (5:30)	NPYB Game (5:30)		
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	4/23	4/24	4/25	4/26	4/27	4/28	4/29		5/21	5/22	5/23	5/24	5/25	5/26	5/27
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7:00 PM		NPYB Practice	NPYB Practice	NPYB Practice	NPYB Practice			7:00 PM		NPYB Practice	NPYB Practice	NPYB Practice	NPYB Game (5:30)		
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	4/30								5/28	5/29	5/30	5/31			
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CITY OF NEW PRAGUE – RECREATIONAL FACILITIES PLANNING

MEMORIAL PARK - NORTH FIELD								MEMORIAL PARK - NORTH FIELD							
JUNE 2023								JULY 2023							
Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 AM					6/1	6/2	6/3	7:00 AM	7/2	7/3	7/4	7/5	7/6	7/7	7/8
8:00 AM								8:00 AM							
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10:00 AM								10:00 AM							
11:00 AM							NPYB Game	11:00 AM							NPYB Game
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5:00 PM								5:00 PM							
6:00 PM					NPYB Game (5:30)			6:00 PM		NPYB Practice	NPYB Practice	NPYB Practice	NPYB Game (5:30)		
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6/4	6/5	6/6	6/7	6/8	6/9	6/10	6/11	7/9	7/10	7/11	7/12	7/13	7/14	7/15	7/16
7:00 AM								7:00 AM							
8:00 AM								8:00 AM							
9:00 AM			Community Education Morning Ball	Community Education Morning Ball	Community Education Morning Ball			9:00 AM							
10:00 AM								10:00 AM							
11:00 AM							NPYB Game	11:00 AM							
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6:00 PM								6:00 PM							
7:00 PM	NPYB Practice	NPYB Practice	NPYB Practice	NPYB Game (5:30)				7:00 PM	NPYB Practice		NPYB Practice	NPYB Game (5:30)			
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6/12	6/13	6/14	6/15	6/16	6/17	6/18	6/19	7/16	7/17	7/18	7/19	7/20	7/21	7/22	7/23
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9:00 AM			Community Education Morning Ball	Community Education Morning Ball	Community Education Morning Ball			9:00 AM							
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7:00 PM	NPYB Practice	NPYB Practice	NPYB Practice	NPYB Game (5:30)				7:00 PM							
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6/20	6/21	6/22	6/23	6/24	6/25	6/26	6/27	7/23	7/24	7/25	7/26	7/27	7/28	7/29	7/30
7:00 AM								7:00 AM							
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9:00 AM			Community Education Morning Ball	Community Education Morning Ball	Community Education Morning Ball			9:00 AM							
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7:00 PM	NPYB Practice	NPYB Practice	NPYB Practice	NPYB Game (5:30)				7:00 PM							
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6/25	6/26	6/27	6/28	6/29	6/30	7/1	7/2	7/30	7/31						
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9:00 AM			Community Education Morning Ball	Community Education Morning Ball	Community Education Morning Ball			9:00 AM							
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7:00 PM	NPYB Practice	NPYB Practice	NPYB Practice	NPYB Game (5:30)				7:00 PM							
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<b>FACILITY</b>	Section 5, Item a.
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CITY OF NEW PRAGUE – RECREATIONAL FACILITIES PLANNING

FACILITY 

Section 5, Item a.

MEMORIAL PARK - NORTH FIELD							
October 2023							
Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	10/1	10/2	10/3	10/4	10/5	10/6	10/7
7:00 AM			Youth Football (all-day)				Youth Football (all-day)
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	10/8	10/9	10/10	10/11	10/12	10/13	10/14
7:00 AM			Youth Football (all-day)				Youth Football (all-day)
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**FACILITY** Section 5, Item a.

212

CITY OF NEW PRAGUE – RECREATIONAL FACILITIES PLANNING

NORTHSIDE PARK JUNE 2023								NORTHSIDE PARK JULY 2023							
Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 AM					6/1	6/2	6/3	7:00 AM	7/2	7/3	7/4	7/5	7/6	7/7	7/8
8:00 AM								8:00 AM							
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6/11	6/12	6/13	6/14	6/15	6/16	6/17	7/16	7/17	7/18	7/19	7/20	7/21	7/22		
7:00 AM								7:00 AM							
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6/18	6/19	6/20	6/21	6/22	6/23	6/24	7/23	7/24	7/25	7/26	7/27	7/28	7/29		
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CITY OF NEW PRAGUE – RECREATIONAL FACILITIES PLANNING

NORTHSIDE PARK AUGUST 2023								NORTHSIDE PARK SEPTEMBER 2023							
Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 AM			8/1	8/2	8/3	8/4	8/5	7:00 AM						9/1	9/2
8:00 AM								8:00 AM							
9:00 AM								9:00 AM							
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8/6	8/7	8/8	8/9	8/10	8/11	8/12	8/13	9/3	9/4	9/5	9/6	9/7	9/8	9/9	9/10
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8/13	8/14	8/15	8/16	8/17	8/18	8/19	8/20	9/10	9/11	9/12	9/13	9/14	9/15	9/16	9/17
7:00 AM								7:00 AM							
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CITY OF NEW PRAGUE – RECREATIONAL FACILITIES PLANNING

FACILITY 

Section 5, Item a.

NORTHSIDE PARK							
October 2023							
Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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## CITY OF NEW PRAGUE – RECREATIONAL FACILITIES PLANNING

## FACILITY

Section 5, Item a.

FOUNDRY HILL PARK APRIL 2023								FOUNDRY HILL PARK MAY 2023							
Time	Sunday 4/2	Monday 4/3	Tuesday 4/4	Wednesday 4/5	Thursday 4/6	Friday 4/7	Saturday 4/8	Time	Sunday 5/1	Monday 5/2	Tuesday 5/3	Wednesday 5/4	Thursday 5/5	Friday 5/6	Saturday 5/6
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CITY OF NEW PRAGUE – RECREATIONAL FACILITIES PLANNING

FOUNDRY HILL PARK JUNE 2023								FOUNDRY HILL PARK JULY 2023							
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CITY OF NEW PRAGUE – RECREATIONAL FACILITIES PLANNING

FOUNDRY HILL PARK AUGUST 2023								FOUNDRY HILL PARK SEPTEMBER 2023							
Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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CITY OF NEW PRAGUE – RECREATIONAL FACILITIES PLANNING

FACILITY 

Section 5, Item a.

FOUNDRY HILL PARK							
October 2023							
Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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CITY OF NEW PRAGUE – RECREATIONAL FACILITIES PLANNING

SETTLER'S PARK NORTH FIELD PARK								SETTLER'S PARK NORTH FIELD PARK							
APRIL 2023								MAY 2023							
Time	Sunday 4/2	Monday 4/3	Tuesday 4/4	Wednesday 4/5	Thursday 4/6	Friday 4/7	Saturday 4/8	Time	Sunday 5/1	Monday 5/2	Tuesday 5/3	Wednesday 5/4	Thursday 5/5	Friday 5/6	Saturday 5/6
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CITY OF NEW PRAGUE – RECREATIONAL FACILITIES PLANNING

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JUNE 2023								JULY 2023							
Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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CITY OF NEW PRAGUE – RECREATIONAL FACILITIES PLANNING

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AUGUST 2023								SEPTEMBER 2023							
Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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CITY OF NEW PRAGUE – RECREATIONAL FACILITIES PLANNING

FACILITY 

Section 5, Item a.

SETTLER'S PARK NORTH FIELD PARK							
October 2023							
Time	Sunday 10/1	Monday 10/2	Tuesday 10/3	Wednesday 10/4	Thursday 10/5	Friday 10/6	Saturday 10/7
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CITY OF NEW PRAGUE – RECREATIONAL FACILITIES PLANNING

SETTLER'S PARK SOUTH FIELD PARK								SETTLER'S PARK SOUTH FIELD PARK							
APRIL 2023								MAY 2023							
Time	Sunday 4/2	Monday 4/3	Tuesday 4/4	Wednesday 4/5	Thursday 4/6	Friday 4/7	Saturday 4/8	Time	Sunday 5/1	Monday 5/2	Tuesday 5/3	Wednesday 5/4	Thursday 5/5	Friday 5/6	Saturday 5/7
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CITY OF NEW PRAGUE – RECREATIONAL FACILITIES PLANNING

SETTLER'S PARK SOUTH FIELD PARK								SETTLER'S PARK SOUTH FIELD PARK							
JUNE 2023								JULY 2023							
Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 AM					6/1	6/2	6/3	7:00 AM	7/2	7/3	7/4	7/5	7/6	7/7	7/8
8:00 AM					St. Patrick (all day)			8:00 AM			St. Patrick (all day)		St. Patrick (all day)		
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CITY OF NEW PRAGUE – RECREATIONAL FACILITIES PLANNING

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AUGUST 2023								SEPTEMBER 2023							
Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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CITY OF NEW PRAGUE – RECREATIONAL FACILITIES PLANNING

FACILITY 

Section 5, Item a.

SETTLER'S PARK SOUTH FIELD PARK							
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**FACILITY** Section 5, Item a.

228

## CITY OF NEW PRAGUE – RECREATIONAL FACILITIES PLANNING

## FACILITY

Section 5, Item a.

SOUTHSIDE PARK PARK JUNE 2019								SOUTHSIDE PARK PARK JULY 2019							
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CITY OF NEW PRAGUE – RECREATIONAL FACILITIES PLANNING

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CITY OF NEW PRAGUE – RECREATIONAL FACILITIES PLANNING

FACILITY 

Section 5, Item a.

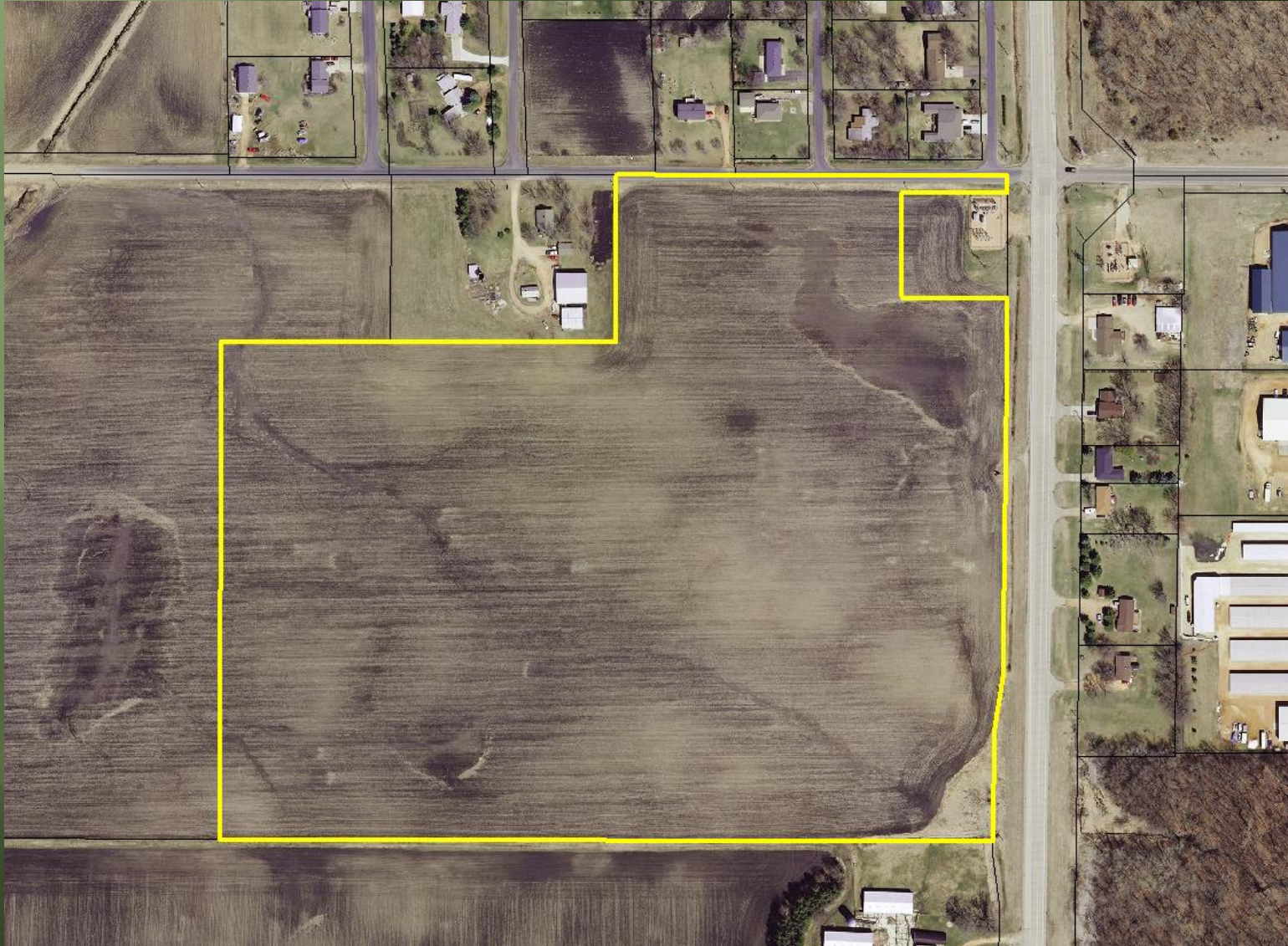
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## APPENDIX D

### PREVIOUS STUDY FIELD DIAGRAM

# City Owned – 40 Acres (Future Athletic Complex Site)

Section 5, Item a.





15TH STREET SW

Section 5, Item a.

# LEGEND

- PROPERTY LINE
- PROPOSED STORM SEWER
- PROPOSED WATER MAIN
- PROPOSED IRRIGATION MAIN
- PROPOSED TRAIL

FARMSTEAD BUILDINGS

ELECTRICAL  
SUB STATION

FUTURE  
WATER  
TOWER

240 STALL  
PARKING LOT

TRAIL, TYPICAL

MAINTENANCE  
BUILDING

PLAY  
AREA

ADULT/BAKE RUTH  
BASEBALL

QUAD ADULT/YOUTH  
SOFTBALL

FULL SIZED SOCCER

FULL SIZED SOCCER

OPEN FENCE  
BASEBALL

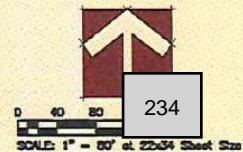
MULTI-PURPOSE  
FIELD

POND

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TRUNK HIGHWAY NO. 13



## MEMORANDUM

TO: Mayor and City Council  
Joshua Tetzlaff, City Administrator

FROM: Chris Knutson, PE (Lic. MN)

DATE: March 14, 2024

RE: Project Updates

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

### 2023 STREET AND UTILITY IMPROVEMENTS

The project has reached substantial completion and is on hold until the spring. A preliminary punch list review has been completed.

### 2024 STREET AND UTILITY IMPROVEMENTS PROJECT

A neighborhood meeting is scheduled for March 21<sup>st</sup>, 6pm to 7:30pm. The preconstruction meeting will be held that same morning. The preliminary schedule shows construction starting April 8<sup>th</sup> with substantial completion in mid-September. Agreements, bonds, and other documents are being assembled by the contractor for review by the City Attorney prior to finalizing contracts and notice to proceed.

### HSIP 10<sup>TH</sup> AVENUE SE-1<sup>ST</sup> STREET SE RRFB

The project is substantially complete with the RRFB functional. Project closeout will come next.

cdk  
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Building a Better World  
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March 12, 2024

RE: Agreement for Professional Services  
Construction and Post-Construction  
2024 Street and Utility Improvement  
Project SEH No. NEWPR 173957

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

Dear Matt:

Please consider this proposal for construction services related to the 2024 Street and Utility Improvement Project.

### **PROJECT SCOPE AND PROPOSED FEES**

This is broken down between phases of the project. Phases 1 (Feasibility Report) and Phase 2 (Final Design and Bidding, Right of Way) were previously approved by council. This proposal includes the final engineering services related to completion of the project.

### **FINAL DESIGN AND BIDDING**

#### **Task 2.1 – Final Design / Bidding Documents – Fee Amendment (\$4,500 Lump Sum)**

Public works reviewed the condition of the 15-inch sanitary sewer main located within an easement on the west end of 6<sup>th</sup> Street NE and determined it should be rehabilitated. In January, we were directed to include this repair as part of the 2024 Street and Utility Improvement Project. This work was not identified within the original scope of the project and required additional drawings and specifications to be added to the bidding documents. We are requesting an amendment to the design fee to complete this additional work in the amount of \$4,500.

### **CONSTRUCTION SERVICES**

#### **Task 4.1 – Construction Administration (\$57,500 Lump Sum)**

This task is associated with administration of the project, including preparation and administration of the construction contract, weekly construction meetings, project updates to residents, pay applications, shop drawing reviews, and general coordination of the project with the Contractor and City. As part of a State Aid Project, it also includes submittals to MnDOT State Aid for funding and to meet requirements.

#### **Phase 4.2 – Construction Staking (\$52,000 Hourly Not to Exceed)**

This task is associated with providing field construction staking for the full project including streets, sanitary sewer, water main, and storm sewer. We are proposing to complete this service as hourly as the time and cost involved is highly influenced by Contractor schedule and phasing. For example, this task was approximately 15% under budget on last year's project due to Contractor efficiency.

#### **Phase 4.3 – Construction Observation (\$290,700 Hourly Not to Exceed)**

This task is for providing construction observation and resident project representative (RPR) services. Services include monitoring and observing construction progress, compliance with the project

Engineers | Architects | Planners | Scientists

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

507.388.1989 | 877.316.7636 | 888.908.8166 fax | [sehinc.com](http://sehinc.com)

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specifications, representation of the engineer on the project, liaison between the contractor and the residents and City.

We will provide construction observation services (Resident Project Representative – RPR) on a full-time basis, based on the work happening at a particular time. At times during peak construction activity, we may provide additional field staff to meet the needs of the project at a given time. We will maintain daily construction records and quantities and will prepare record drawings upon completion of the project. Detailed explanation of the scope of RPR services is provided in the attached Exhibit B – RPR.

We are estimating the typical work week to include 55 hours of construction observation per week from April through of September 2024 with some part time at the beginning and end of the project. Work weeks may exceed 60 hours some week, but 55 hours is used as an average over the 25 weeks with shorter weeks as the project ramps up early and slows down in the spring. There is also time in the spring of 2025 for project closeout, warranty reviews, punch list reviews, and final paving. Six weeks of work is estimated with a second RPR on-site to assist during peak construction periods. This work is proposed at an hourly, not to exceed basis. John Voigt is the proposed primary RPR on the project.

It should be noted that the preliminary schedule provided by the Contractor shows that most work will be completed by early September and not through the end of October as the contract allows or end of September as proposed. If this more aggressive schedule is achieved, it is expected that Construction Observation costs may be less than proposed. This may also require additional time with a second RPR due to a more active construction site.

## PHASE 4 - POST CONSTRUCTION SERVICES

### Task 4.1– Assessments (\$8,000 Lump Sum):

This task is for preparing the final assessment roll, preparing, and sending out notices of assessment, preparing related resolutions and agenda reports, attending council meeting / public hearing and sending out the final notice of assessment. An additional review of the preliminary assessments rates will also be completed with this task.

### Task 4.2 – Record Drawings (\$19,000 Lump Sum):

This task is for providing record drawings of the work completed under this project. This would be for all work within the proposed project.

## TOTAL FEES

An outline of the total engineering fees for the project

Task 1.0 Feasibility Report	\$73,000	(Previously Approved)
Task 2.0 Final Design and Bidding	\$168,800	(Previously Approved)
Proposed Fee Amendment	\$4,500	
Task 3.0 Right of Way Services	\$5,000	(Not Used/Needed)
Task 4.0 Construction Services	\$400,200	
Task 5.0 Post Construction Services	\$27,600	
<b>Total Proposed Engineering Fees</b>	<b>\$679,100</b>	

Please contact us with any questions or comments concerning this proposal/agreement.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC

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

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

Attachments

1. Task Hour Budget
2. Supplemental Letter Agreement

cdk

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**2024 Street and Utility Project**  
**New Prague, Minnesota**  
**March 12, 2024**

**DETAILED TASK HOUR BUDGET/COST ANALYSIS**

	Knutson Project Eng PE	Voigt Sr RPR	TBD Eng Aid TECH	Brinkman Admin Tech	Totals
<b>Task 3.1 - Construction Administration:</b>					
Const Project Management / Calls / Doc. Mgmt (assume Avg 2 hrs/wk X 30 wks)	60			12	72
Prepare / Coordinate construction contracts	6			5	11
Preconstruction meeting/Prepare / agenda / minutes	8			2	10
Const. Progress Meetings / Field visits / minutes / (assume weekly over 30 weeks = 30X4 hrs)	120				120
Project updates - (assume approx. 30)	30			15	45
Pay Estimates / Review / Estimates of Project Costs & Funding Breakdowns (assume monthly 8 x 5 hrs)	40			5	45
Subtotal Hours this Task:	264	0	0	39	303
<b>Subtotal Fee this Task:</b>	<b>\$57,500</b>				

<b>Task 3.2 - Construction Staking</b>					
Research/Plan Review/Crew Management/Set Control					0
Staking Computations / Field Staking					0
Subtotal Hours this Task:	0	0	0	0	0
<b>Subtotal Fee this Task:</b>	<b>\$52,000</b>				

<b>Task 3.3 - Construction Observation (RPR):</b>					
RPR Daily Duties (assumed: 4 wks@20hrs+25wks@55hrs+3wks@40hrs = 1575 hrs)		1575			1575
Second RPR Assistance (assumed: 6 wks@40hrs = 240 hrs)			240		240
Subtotal Hours this Task:	0	1575	240	0	1815
<b>Subtotal Fee this Task:</b>	<b>\$290,700</b>				

**Total Fee Construction Engineering: \$400,200**

<b>Task 4.1 - Assessments (City Only Task):</b>					
Prepare and Finalize Assessment Roll / Meet with Staff to Review	10			4	14
Prepare/Review Notice of Assessment Hearing for Mailing and Publications	2			10	12
Prepare Agenda Reports and Resolutions (2 meetings)	4			1	5
Prepare for and attend Assessment Hearing	7				7
Provide follow up information to city / Send out Final Notices	3			6	9
Subtotal Hours this Task:	26	0	0	21	47
<b>Subtotal Fee this Task:</b>	<b>\$8,000</b>				

<b>Task 4.2 - Record Drawings</b>					
Prepare Record Drawings		8	16		24
Review, Submittal, and Distribution of Record Drawings	2	100			102
Subtotal Hours this Task:	2	108	16	0	126
<b>Subtotal Fee this Task:</b>	<b>\$19,600</b>				

**Total Fee Post-Construction Engineering: \$27,600**

## Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of New Prague ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective May 8, 2009, this Supplemental Letter Agreement dated March 18, 2024 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2024 Street and Utility Project – Construction and Post-Construction Services.

**Client's Authorized Representative:** Matt Rynda

**Address:** 118 Central Ave N, New Prague, Minnesota 56071, United States

**Telephone:** 9527581144 **email:** mrynda@ci.new-prague.mn.us

**Project Manager:** Chris Knutson

**Address:** 11 Civic Center Plaza, Suite 200, Mankato, Minnesota 56001

**Telephone:** 507.237.8383 **email:** cknutson@sehinc.com

**Scope:** The Services to be provided by Consultant:

See attached letter dated March 12, 2024.

**Resident Project Representative Services:**

RPR services will be provided in accordance with attached Exhibit B.

**Schedule:**

Services shall begin immediately and last through the project's final completion.

**Payment:**

See attached letter dated March 12, 2024.

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

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



**Short Elliott Hendrickson Inc.**

By: \_\_\_\_\_  
Title: \_\_\_\_\_

**City of New Prague**

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_

**Exhibit A-1**  
**to Supplemental Letter Agreement**  
**Between City of New Prague (Client)**  
**and**  
**Short Elliott Hendrickson Inc. (Consultant)**  
**Dated March 18, 2024**

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

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

**A. Hourly Basis Option**

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

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

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

**B. Expenses**

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

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

The Client shall pay Consultant monthly for expenses.

**C. Equipment Utilization**

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

The Client shall pay Consultant monthly for equipment utilization.

**Exhibit A-2**  
**to Supplemental Letter Agreement**  
**Between City of New Prague (Client)**  
**and**  
**Short Elliott Hendrickson Inc. (Consultant)**  
**Dated March 18, 2024**

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

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

**A. Lump Sum Basis Option**

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

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

**B. Expenses Not Included in the Lump Sum**

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

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

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

**Exhibit B**  
**to Supplemental Letter Agreement**  
**Between City of New Prague (Client)**  
**and**  
**Short Elliott Hendrickson Inc. (Consultant)**  
**Dated March 18, 2024**

**A Listing of the Duties, Responsibilities and  
Limitations of Authority of the Resident Project Representative**

Through more extensive on site observations of the construction work in progress and field checks of materials and equipment by the Resident Project Representative (RPR), Consultant shall endeavor to provide further protection for Client against defects and deficiencies in the work of contractor (Work); but, the furnishing of such services will not make Consultant responsible for or give Consultant control over construction means, methods, techniques, sequences or procedures or for safety precautions or programs, or responsibility for contractor's failure to perform the Work in accordance with the Contract Documents. Contract Documents are the documents that govern or are pertinent to contractor's Work including but not limited to the agreement between Client and contractor, the contractor's bid, the bonds, specs, drawings, field orders, addenda, clarifications, interpretations, approved shop drawings and reports collectively called the Contract Documents. The duties and responsibilities of the RPR are further defined as follows:

**A. General**

RPR is an agent of Consultant at the site, will act as directed by and under the supervision of Consultant, and will confer with Consultant regarding RPR's actions. RPR's dealings in matters pertaining to the on site work shall in general be with Consultant and contractor keeping the Client advised as necessary. RPR's dealings with subcontractors shall only be through or with the full knowledge and approval of contractor. RPR shall generally communicate with Client with the knowledge of and under the direction of Consultant.

**B. Duties and Responsibilities of RPR**

1. Schedules: Review the progress schedule, schedule of shop drawing submittals and schedule of values prepared by Contractor and consult with Consultant concerning acceptability.
2. Conferences and Meetings: Attend meetings with contractor, such as preconstruction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.
3. Liaison:
  - (a) Serve as Consultant's liaison with contractor, working principally through contractor's superintendent and assist in understanding the intent of the Contract Documents; and assist Consultant in serving as Client's liaison with contractor when contractor's operations affect Client's on-site operations.
  - (b) Assist in obtaining from Client additional information, when required for proper execution of the Work.
4. Shop Drawings and Samples\*:
  - (a) Record date of receipt of shop drawings and samples.
  - (b) Receive samples furnished at the site by contractor, and notify Consultant of availability of samples.
  - (c) Advise Consultant and contractor of the commencement of any Work requiring a shop drawing or sample if the submittal has not been approved by Consultant.
5. Review of Work, Observations and Tests:
  - (a) Conduct on-site observations of the Work in progress to assist Consultant in determining if the Work is in general proceeding in accordance with the Contract Documents.
  - (b) Report to Consultant whenever RPR believes that any Work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise Consultant of



- Work that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.
- (c) Determine if tests, equipment and systems startups and operating and maintenance training are conducted in the presence of appropriate personnel, and that Contractor maintains adequate records thereof; and observe, record and report to Consultant appropriate details relative to the test procedures and startups.
  - (d) Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections and report to Consultant.
6. Interpretation of Contract Documents: Report to Consultant when clarification and interpretations of the Contract Documents are requested by contractor and transmit to contractor clarifications and interpretations as issued by Consultant.
  7. Modifications: Consider and evaluate contractor's suggestions for modifications in drawings or specifications and report with RPR's recommendations to Consultant. Transmit to contractor decisions as issued by Consultant.
  8. Records:
    - (a) Maintain at the job site orderly files for correspondence, reports of job conferences, shop drawings and samples, reproductions of original Contract Documents including all addenda, change orders, field orders, additional drawings issued subsequent to the execution of the construction contract, Consultant's clarifications and interpretations of the Contract Documents, progress reports, and other related documents.
    - (b) Keep a diary or log book, recording contractor hours on the job site, weather conditions, data relative to questions of change orders, or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Consultant.
    - (c) Record names, addresses and telephone numbers of all contractors, subcontractors and major suppliers of materials and equipment.
  9. Reports:
    - (a) Furnish Consultant periodic reports as required of progress of the Work and of contractor's compliance with the progress schedule and schedule of shop drawing and sample submittals.
    - (b) Consult with Consultant in advance of scheduled major tests, inspections or start of important phases of the Work.
    - (c) Draft proposed change orders and Work, obtaining backup material from contractor and recommend to Consultant change orders, and field orders.
    - (d) Report immediately to Consultant and Client upon the occurrence of any accident.
  10. Payment Requests: Review applications for payment with contractor for compliance with the established procedure for their submission and forward with recommendations to Consultant, noting particularly the relationship of the payment requested to the schedule of values, Work completed and materials and equipment delivered at the site but not incorporated in the Work.
  11. Certificates, Maintenance and Operation Manuals: During the course of the Work, verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have this material delivered to Consultant for review and forwarding to Client prior to final payment for the Work.
  12. Completion:
    - (a) Before Consultant issues a certificate of substantial completion, submit to contractor a list of observed items requiring completion or correction.
    - (b) Conduct final inspection in the company of Consultant, Client, and contractor and prepare a final list of items to be completed or corrected.
    - (c) Observe that all items on final list have been completed or corrected and make recommendations to Consultant concerning acceptance.

**C. Limitations of Authority**

Resident Project Representative:

1. Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by Client.
2. Shall not exceed limitations of Consultant's authority as set forth in the Agreement for Professional Services.
3. Shall not undertake any of the responsibilities of contractor, subcontractors or contractor's superintendent.
4. Shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the Work.
5. Shall not accept shop drawing or sample submittals from anyone other than contractor.
6. Shall not authorize Client to occupy the Project in whole or in part.
7. Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by Consultant.



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## MEMORANDUM

TO: Mayor and City Council  
Josh Tetzlaff, City Administrator

FROM: Chris Knutson, PE (Lic. MN)  
City Engineer

DATE: March 13, 2024

RE: Approval of Materials Testing  
SEH No. NEWPR 173957 14.00

### PROPOSAL FOR CONSTRUCTION MATERIALS TESTING

In August of last year, a request for proposals to provide soil borings on the 2024 Street and Utility Improvement Project was sent out to three geotechnical firms. Chosen Valley Testing (CVT) provided the lowest fee and was awarded the contract. As with previous street and utility improvement projects, they were engaged directly to provide a proposal to provide materials testing for the construction phase of the project.

The proposal as provided is an estimation of services. Geotechnical testing is highly dependent on contractor activities and the number of trips required to complete the work. The unit costs for testing service are competitive and less than received on previous projects. The estimate of services for the project is \$27,032.

### ENGINEER RECOMMENDATION

**It is recommended that the Council authorize the Public Works Director to enter into the contract for Construction Materials Testing Services with Chosen Valley Testing on behalf of the City of New Prague.**

cdk

Attachment:

c: Matt Rynda, Public Works Director

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**Cost Estimate for Special Inspection and Construction Material  
Testing Services**

2024 Street and Utility Improvements  
New Prague, Minnesota

**Prepared for:**

Mr. Joshua Tetzlaff  
City of New Prague

c/o: Mr. Chris Knutson  
SEH

March 11, 2024  
23303.24.MNR

# Chosen Valley Testing Inc.

Geotechnical Engineering and Testing • 1410 7<sup>th</sup> Street N.W. • Rochester, MN 55901 • Telephone (507) 281-0968

Mr. Joshua Tetzlaff  
City of New Prague  
118 Central Ave North  
New Prague, MN 56071

March 11, 2024

c/o: Mr. Chris Knutson  
SEH

**Re: Proposal for Construction Materials Testing Services  
2024 Street and Utility Improvements  
New Prague, Minnesota  
CVT Proposal Number: 23303.24.MNR**

Dear Mr. Tetzlaff:

Chosen Valley Testing, Inc. is pleased to submit this proposal for construction materials testing services for the planned street and utility improvements in New Prague, Minnesota. We performed the soil borings and authored the geotechnical report for the streets, and are very interested in performing the construction materials testing and observations for this project.

**Rate Schedule**

Field services would be conducted from our main office in Rochester, Minnesota. We propose to provide the services in accordance with the following hourly or unit rate schedule. The rates shown include costs for all equipment associated with the services.

- |  |                                   |
|--|-----------------------------------|
| • Field Testing Technician (Soils, Concrete) | \$64.00/hour                      |
| • Vehicle/Trip Charges                       | \$140.00/trip                     |
| • Proctor Density Tests                      | \$150.00/test                     |
| • Gradations                                 | \$150.00/test                     |
| • Concrete Cylinders                         | \$18.00/cylinder                  |
| • Nuclear Density Meter                      | \$0.00 (included in hourly rates) |

**Scope**

The project consists of street and utility improvements to portions of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 6<sup>th</sup> Streets NE; 1<sup>st</sup> Street SE; and Lyndale, Lexington, and Sunset Avenues North.

**Earthwork:** The specifications state trench compaction tests are to be performed for every 300 linear feet of water, sanitary sewer, and storm sewer within the roadway. Tests should be performed both in the upper 3 feet and below 3 feet in addition to density testing of the select granular and aggregate base layers. The specifications also specify gradations are required at a rate of 1 per 1,000 tons for both select granular and aggregate base materials.

We estimate the compaction testing of the utility backfill and select granular and aggregate base will require 16 site visits assuming multiple areas can be tested on each trip. We have also included 5 trips to observe



proofrolls upon the subgrade prior to paving. Finally, we have included 4 trips to retrieve gradation samples during aggregate base placement.

A Proctor test will be required for each soil type used as fill. The Proctor moisture-density tests will be performed in accordance with ASTM D 698 (standard method). Due to the likely variance in fill soils at the site and including Proctors for both select granular and Class 5 materials, we estimate that 6 Proctor tests will be required. We have also included costs to perform 30 total gradations for the project, 22 for the select granular and 8 for the Class 5.

**Concrete and Reinforcement:** The specifications require a set of 4 cylinders be cast within the first 25 yards of concrete placed per day with additional sets being required for every 100 yards above the initial 25. The curb pours will likely fall between 25 and 125 yards, so we have budgeted for 2 sets per mix per day. We have assumed a total of 16 curb pours for the project. In addition to casting cylinders, we will test the concrete for temperature, slump, and air content. We have also included 7 trips to pick up cylinders when we will not be needed on site for other work.

**Reporting:** We will issue compaction and concrete test reports as the testing is completed. Although we do not anticipate any unexpected soil problems, we have included a unit rate of \$150.00 per hour for a geotechnical engineer to analyze and provide recommendations for any unusual field conditions or problems, should they arise.

#### **Execution of Costs**

The costs for the work will depend on the project schedule and other factors. The tabulation below summarizes our estimated total costs per type of testing/inspection. The tabulation attached to this proposal show the detailed cost breakdown for each of these tasks.

Estimated Costs for Earthwork Observation and Compaction Testing	\$15,044
Estimated Costs for Concrete Observation and Testing	\$11,988
Total Estimated Cost	\$27,032

#### **Terms**

We will perform the work on a unit cost basis according to the attached table. The total costs shown are our estimate of the costs based on the drawings and our perception of how this project might be completed. We will only charge for those services performed. An invoice will be mailed to you monthly and at the completion of the job. Payment for services is expected within 30 days. Interest will be added to invoices over 30 days.

#### **Remarks**

We appreciate the opportunity to propose construction materials testing services to you on this project. If you choose to use our services, please sign the authorization sheet attached and return a copy back to us. Please feel free to call us at (507) 281-0968 if you have any questions or desire further information.

Sincerely,

**Chosen Valley Testing, Inc.**



Tony Meyers  
Lab Manager

New Prague 2024 Street Improvements

1. Earthwork Observation and Compaction Testing					
Time & Trips	Site Visits	Est. Hours per Visit	Total Hours	Unit Cost	Cost
Compaction Testing	16	4	64	\$64	\$4,096
Proofroll Observations	5	4	20	\$64	\$1,280
Sample Retrieval	4	3	12	\$64	\$768
Lic. Professional Engineer				\$150	
Vehicle & Mileage Charges, per Trip	25			\$140	\$3,500
Tests			No. Of Tests	Unit Cost	Cost
Laboratory Proctor Tests			6	\$150	\$900
Gradations			30	\$150	\$4,500
Total			Est. Costs for Earthwork and Compaction Testing		\$15,044

2. Bituminous Pavement Testing and Aggregate Base Compactor					
Time & Trips	Site Visits	Est. Hours per Visit	Total Hours	Unit Cost	Cost
Asphalt Sampling					
Vehicle & Mileage Charges, per Trip					
			No. Of Tests	Unit Cost	Cost
Bituminous Properties (Rice test, gyratory density, extraction/gradation)					
Core Density and Thickness					
Total			Est. Costs for Bituminous Testing		\$0

3. Concrete Testing					
Time & Trips	Pours	Est. Hours per Pour	Total Hours	Unit Cost	Cost
Curb and Gutter	16	5	80	\$64	\$5,120
Special Cylinder Pick-ups	7	3	21	\$64	\$1,344
Vehicle & Mileage Charges, per Trip	23			\$140	\$3,220
				Subtotal	\$9,684
Test Cylinders - includes cylinder mold, curing, and reporting	Pours	Sets/Pour	Sets x Pours x 4 Cyls/set	Unit Cost	
Curb and Gutter	16	2	128	\$18	\$2,304
				Subtotal	\$2,304
Total			Est. Costs for Concrete Testing		\$11,988

4. Masonry Testing					
Time & Trips	Site Visits	Est. Hours per Visit	Total Hours	Unit Cost	Cost
Grout and/or Mortar Sampling, per hour					
Vehicle & Mileage Charges, per Trip					
Tests	Sets	Cylinders/Cubes per Set	Sets x Pours x Cyls/Set	Unit Cost	
Mortar Cubes, per sample					
Grout Compression, per sample					
Masonry Prisms, per Test					
Transportation of Masonry Prisms					
Total			Est. Cost for Masonry Testing		\$0

5. Structural Steel Observations					
Time & Trips - Routine Inspection	Site Visits	Est. Hours per Visit	Total Hours/Units	Unit Cost	Cost
Weld and Bolting Inspection					
Vehicle & Mileage Charges, per Trip					
Total			Est. Cost of Structural Steel Inspections		\$0

Administrative and Reporting Costs			Quantity	Unit Cost	Cost
Report					\$0
Est Cost for Administrative and Reporting Costs					\$0

Total Estimated Costs for All Services	\$27,032
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Authorization to Proceed



**Proposal for Construction Materials Testing Services**

**Project: 2024 Street and Utility Improvements**

**Prepared by: Chosen Valley Testing Inc.**

**Date: March 11, 2024**

**Commencement of the above Project or Work Package, as outlined in the attached cost estimate from Chosen Valley Testing, Inc., is hereby authorized.**

**Authorizing Person(s):**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name / Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name / Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Minnesota

\_\_\_\_\_  
Iowa

\_\_\_\_\_  
Wisconsin

**ARTICLE 1 – PERFORMANCE OF THE WORK**

Chosen Valley Testing, Inc. (“CVT”) shall perform the services under this Agreement in accordance with the care and skill ordinarily exercised by members of CVT’s profession practicing under similar circumstances at the same time and in the same locality. Sampling procedures employed by CVT during the Work can indicate actual conditions only at the precise locations from which, and only at the time, samples are taken. CVT may make inferences based upon the results of sampling or related testing to form a professional opinion of conditions in areas beyond those from which samples were taken. However, because a sampling program cannot prove the non-existence or non-presence of conditions or materials, CVT makes no warranties, express or implied, under this Agreement or otherwise, in connection with its services.

**ARTICLE 2 – ADDITIONAL SERVICES**

If the Client requests that the CVT perform any services which are beyond the scope as set forth in the Proposal, or if changed or unforeseen conditions require the CVT to perform services outside of the original scope, then, CVT shall promptly notify the Client of cause and nature of the additional services required. Upon notification, CVT shall be entitled to an equitable adjustment in both compensation and time to perform.

**ARTICLE 3 – SCHEDULE**

Unless specific periods of time or dates for providing services are specified in a separate Exhibit, CVT’s obligation to render services hereunder will be for a period which may reasonably be required for the completion of said services. The Client agrees that CVT is not responsible for damages arising directly or indirectly from any delays for causes beyond CVT’s control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions, or other natural disasters or acts of God; fires, riots, war or other emergencies; any action or failure to act in a timely manner by any government agency; actions or failure to act by the Client or the Client’s contractor or CVTs; or discovery of any hazardous substance or differing site conditions. If the delays outside of CVT’s control increase the cost or the time required by CVT to perform its services in accordance with professional skill and care, then CVT shall be entitled to a reasonable adjustment in schedule and compensation.

**ARTICLE 4 – CONTRACTOR RESPONSIBILITIES**

CVT neither guarantees the performance of any Contractor retained by Client nor assumes responsibility for any Contractor’s failure to furnish and perform the work in accordance with the construction documents. Client acknowledges CVT will not direct, supervise or control the work of contractors or their subcontractors, nor shall CVT have authority over or responsibility for the contractors means, methods, or procedures of construction. CVT’s services do not include review or evaluation of the Client’s, contractor’s or subcontractor’s safety measures, or job site safety. Job Site Safety shall be the sole responsibility of the contractor who is performing the work.

**ARTICLE 5 – CLIENT RESPONSIBILITIES**

Client is responsible to provide CVT with access to the site. Client shall also provide CVT with any other previous geotechnical or other reports, investigations, specifications, plans and other information about the site to which Client has access. Changes in plans and information about the site conditions that becomes known after our report may affect CVT’s opinions.

Drilling, sampling, and other subsurface work will cause disruption to the site and in particular to any paving or other structures in place over the selected sampling locations. CVT will use reasonable care to minimize damage to the site, but CVT has not included the cost of restoring normal damage in the estimated charges contained within its proposal. Client agrees to equitable adjust the contract amount in the event that Client seeks repair of the site in a manner more than is customary in the industry.

**ARTICLE 6 – REUSE AND DISPOSITION OF INSTRUMENTS OF SERVICE**

All documents, including reports, drawings, calculations, specifications, CADD materials, computers software or hardware or other work product prepared by CVT pursuant to this Agreement are CVT’s Instruments of Service and CVT retains all ownership interests in Instruments of Service, including copyrights. The Instruments of Service are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or on any other project. Copies of documents that may be relied upon by Client are limited to the printed copies (also known as hard copies) that are signed or sealed by CVT. Files in electronic format furnished to Client are only for convenience of Client. Any conclusion or information obtained or derived from such electronic files will be at the user’s sole risk. CVT makes no representations as to long term compatibility, usability or readability of electronic files.

If requested, at the time of completion or termination of the work, the CVT may make available to the Client the Instruments of Service upon (i) payment of amounts due and owing for work performed and expenses incurred to the date and time of termination, and (ii) fulfillment of the Client’s obligations under this Agreement. Any use or re-use of such Instruments of Service by the Client or others without written consent, verification or adaptation by the CVT except for the specific purpose intended will be at the Client’s risk and full legal responsibility and Client expressly releases all claims against CVT arising from re-use of the Instruments of Service without CVT’s written consent, verification or adaptation.

The Client will, to the fullest extent permitted by law, indemnify and hold the CVT harmless from any claim, liability or cost (including reasonable attorneys’ fees, and defense costs) arising or allegedly arising out of any unauthorized reuse or modification of these Instruments of Service by the Client or any person or entity that acquires or obtains the reports, plans and specifications from or through the Client without the written authorization of the CVT. Under no circumstances shall transfer of Instruments of Service be deemed a sale by CVT, and CVT makes no warranties, either expressed or implied, of merchantability and fitness for any particular purpose. CVT shall be entitled to compensation for any consent, verification or adaptation of the Instruments of Service for extensions of the Project or any other project.

**ARTICLE 7 – PAYMENTS**

Payment to CVT shall be on a lump sum or hourly basis as set out in the Agreement. CVT is entitled to payment of amounts due plus reimbursable expenses. Client will pay the balance stated on the invoice unless Client notifies CVT in writing of any disputed items within 15 days from the date of invoice. In the event of any dispute, Client will pay all undisputed amounts in the ordinary course, and the Parties will endeavor to resolve all disputed items. All accounts unpaid after 30 days from the date of original invoice shall be subject to a service charge of 1-1/2% per month, or the maximum amount authorized by law, whichever is less. CVT reserves the right to retain products of service until all invoices are paid in full. CVT will not be liable for any claims of loss, delay, or damage by Client for reason of withholding services or products of service until all invoices are paid in full. CVT shall be entitled to recover all reasonable costs and disbursements, including reasonable attorney fees, incurred in connection with collecting amounts owed by Client. In addition, CVT may, after giving seven days’ written notice to Client, suspend services under this Agreement until it receives full payment for all amounts then due for services, expenses and charges. Payment methods, expenses and rates may be more fully described in Exhibit C and Exhibit E.

**ARTICLE 8 – HAZARDOUS MATERIALS**

Notwithstanding the Scope of Services to be provided pursuant to this Agreement, it is understood and agreed that CVT is not a user, handler, generator, operator, treater, arranger, storer, transporter or disposer of hazardous or toxic substances, pollutants or contaminants as any of the foregoing items are defined by Federal, State and/or local law, rules or regulations, now existing or hereafter amended, and which may be found or identified on any Project which is undertaken by CVT.

The Client agrees to indemnify CVT and its officers, subCVT(s), employees and agents from and against any and all claims, losses, damages, liability and costs, including but not limited to costs of defense, arising out of or in any way connected with, the presence, discharge, release, or escape of hazardous or toxic substances, pollutants or

contaminants of any kind, except that this clause shall not apply to such liability as may arise out of CVT's sole negligence in the performance of the Agreement arising from or relating to hazardous or toxic substances, pollutants, or contaminants specifically identified by the Client and included within CVT's services to be provided under this Agreement.

#### **ARTICLE 9 - INSURANCE**

CVT has procured general and professional liability insurance. On request, CVT will furnish client with a certificate of insurance detailing the precise nature and type of insurance, along with applicable policy limits.

#### **ARTICLE 10 – TERMINATION OR SUSPENSION**

If CVT's services are delayed or suspended in whole or in part by Client, or if CVT's services are delayed by actions or inactions of others for more than 60 days through no fault of CVT, CVT shall be entitled to either terminate its agreement upon 7 days written notice or, at its option, accept an equitable adjustment of rates and amounts of compensation provided for elsewhere in this Agreement to reflect reasonable costs incurred by CVT in connection with, among other things, such delay or suspension and reactivation and the fact that the time for performance under this Agreement has been revised.

This Agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. In the event of termination CVT shall be compensated for services performed prior to termination date, including charges for expenses and equipment costs then due and all termination expenses. CVT is entitled to payment even if the project does not go forward or is not constructed.

This Agreement may be terminated by either party upon thirty days' written notice without cause. CVT shall upon termination only be entitled to payment for the work performed up to the Date of termination. In the event of termination, copies of plans, reports, specifications, electronic drawing/data files (CADD), field data, notes, and other documents whether written, printed or recorded on any medium whatsoever, finished or unfinished, prepared by the CVT pursuant to this Agreement and pertaining to the work or to the Project, (hereinafter "Instruments of Service"), shall be made available to the Client upon payment of all amounts due as of the date of termination. All provisions of this Agreement allocating responsibility or liability between the Client and CVT shall survive the completion of the services hereunder and/or the termination of this Agreement.

#### **ARTICLE 11 - INDEMNIFICATION**

The CVT agrees to indemnify and hold the Client harmless from any damage, liability or cost to the extent caused by the CVT's negligence or willful misconduct.

The Client agrees to indemnify and hold the CVT harmless from any damage, liability or cost to the extent caused by the Client's negligence or willful misconduct.

#### **ARTICLE 12- WAIVER OF CONSEQUENTIAL DAMAGES**

The CVT and Client waive claims against each other for consequential damages arising out of or relating to this contract. This mutual waiver includes damages incurred by the Client for rental expenses, for loss of use, loss of income, lost profit, project delays, financing, business and reputation and for loss of management or employee productivity or of the services of such persons; and (2) Damages incurred by the CVT for principal office expenses including the compensation for personnel stationed there, for losses of financing, business and reputation and for loss of profit except anticipated profit arising directly from the Work. The CVT and Client further agree to obtain a similar waiver from each of their contractors, subcontractors or suppliers.

#### **ARTICLE 13 - ASSIGNMENT**

Neither Party to this Agreement shall assign its interest in this agreement, any proceeds due under the Agreement nor any claims that may arise from services or payments due under the Agreement without the written consent of the other Party. Any assignment in violation of this provision shall be null and void. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CVT or Client. This Agreement is for the exclusive benefit of CVT and Client and there are no other intended beneficiaries of this Agreement.

#### **ARTICLE 14 - CONFLICT RESOLUTION**

In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the Client and CVT agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation as a precondition to any formal legal proceedings.

#### **ARTICLE 15 - CONFIDENTIALITY**

The CVT agrees to keep confidential and not to disclose to any person or entity, other than the CVT's employees, and the general contractor and subcontractors, if appropriate, any data and information furnished to the CVT and marked CONFIDENTIAL by the Client. These provisions shall not apply to information in whatever form that comes into the public domain, nor shall it restrict the CVT from giving notices required by law or complying with an order to provide information or data when such order is issued by a court, administrative agency or other authority with proper jurisdiction, or if it is reasonably necessary for the CVT to complete services under the Agreement or defend itself from any suit or claim.

#### **ARTICLE 16 – LIMITATION OF LIABILITY**

To the maximum extent permitted by law, the Client agrees to limit the CVT's liability for any claims by or through the Client to the sum of Fifty Thousand Dollars (\$50,000). This limitation shall apply regardless of the cause of action or legal theory pled or asserted. In addition, Client and CVT each agree that neither will be responsible for any incidental, indirect, or consequential damages (including loss of use or loss of profits) sustained by the other, its successors or assigns. This mutual waiver shall apply even if the damages were foreseeable and regardless of the theory of recovery plead or asserted.

#### **ARTICLE 17 - CONTROLLING LAW**

This Agreement is to be governed by the laws of the State of the location of the Project. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, including but not limited to claims for negligence or breach of warranty, that is not settled by nonbinding mediation shall be settled by the law of the state of the location of the Project.

#### **ARTICLE 18 - LOCATION OF UNDERGROUND IMPROVEMENTS**

Client shall provide CVT all information that Client has about buried objects at the site. Where requested by Client, CVT will perform customary research to assist Client in locating and identifying subterranean structures or utilities. However, CVT may reasonably rely on information from the Client and information provided by local utilities related to structures or utilities and will not be liable for damages incurred where CVT has complied with the standard of care and acted in reliance on that information. The Client agrees to waive all claims and causes of action against the CVT for claims by Client or its contractors relating to the identification, removal, relocation, or restoration of utilities, or damages to underground improvements resulting from subsurface penetration locations established by the CVT.





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

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## MEMORANDUM

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**CC:** JOSHUA M. TETZLAFF, CITY ADMINISTRATOR  
**FROM:** KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR  
**SUBJECT:** SET PUBLIC HEARING DATE AND INTRODUCE ORDINANCE FOR PARTIAL VACATION OF CERTAIN EASEMENTS IN THE PLAT OF SUERAI, AS PROPOSED BY THE CITY OF NEW PRAGUE  
**DATE:** MARCH 11, 2024

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In 2020, the final plat for Suerai was approved which divided one large single family with an existing home into three total lots. As part of the platting process, drainage and utility easements were required around the perimeter of the plat. As is typical during a plat review, a condition was added that stated the following regarding minimum easements that must be provided for on the plat: "Drainage and utility easements must be established on the lots as described: Twenty foot wide drainage and utility easements must be centered on rear and front lot lines. Ten foot wide utility easements must be centered on side lot lines, unless the side lot line abuts a public right-of-way where the easement must be 20 feet wide.". When the plat arrived for signatures, staff noted the easements were drawn in the plat at double the required width and because the matter occurred during the Covid pandemic which was causing delays with certain projects, the plat was ultimately signed and filed with the understanding that the City would partially vacate the unnecessary easement width at a later date.

Staff discussed with the applicant the extraneous easement widths during the conditional use permit process for the moved in home that was recently approved and it was determined that now would be the appropriate time to partially vacate all the easements back to the minimum required by the subdivision ordinance as it will provide better usability of the lots for future buildings versus the large easements which currently exist.

A public hearing needs to be scheduled before the partial vacation can be approved to gather input from utility companies and affected properties. Staff recommends holding this public hearing on Monday, April 15th, 2024. A public notice would be published in the Thursday March 28th, 2024 and Thursday April 4th, 2024 New Prague Times. The proposed ordinance approving the partial vacation is also attached so that the introduction of the ordinance can be completed at tonight's meeting to allow for possible adoption of the ordinance following the public hearing on April 15<sup>th</sup>, 2024.

### **Staff Recommendation**

Staff recommends approval of the attached resolution setting the public hearing date for Monday, April 15th, 2024. Staff also recommends that the Council introduce the attached ordinance at tonight's meeting.

24129

EXHIBIT A - PARTIAL EASEMENT VACATION

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**RESOLUTION #24-03-18-01**

**SETTING A PUBLIC HEARING TO PARTIALLY VACATE CERTAIN EASEMENTS  
IN THE PLAT OF SUERAI**

WHEREAS, the City Council pursuant to Section 12.06 of the City Charter desires to consider the vacation of easements as described:

The east 10' of the 20' drainage and utility easement adjacent to the west line of Lots 1, 2 and 3, Block 1, Suerai, Scott County, Minnesota.

The west 10' of the 20' drainage and utility easement adjacent to the east line of Lots 1, 2, and 3, Block 1, Suerai, Scott County, Minnesota.

The south 5' of the 10' drainage and utility easement adjacent to the north line of Lot 3, Block 1, Suerai, Scott County, Minnesota.

The south 5' of the 10' drainage and utility easement adjacent to the north line of Lot 2, Block 1, Suerai, Scott County, Minnesota.

The south 5' of the 10' drainage and utility easement adjacent to the north line of Lot 1, Block 1, Suerai, Scott County, Minnesota.

The north 5' of the 10' drainage and utility easement adjacent to the south line of Lot 3, Block 1, Suerai, Scott County, Minnesota.

The north 5' of the 10' drainage and utility easement adjacent to the south line of Lot 2, Block 1, Suerai, Scott County, Minnesota.

The north 10' of the 20' drainage and utility easement adjacent to the south line of Lot 1, Block 1, Suerai, Scott County, Minnesota.

And as depicted on the attached Exhibit A.

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

1. The City Council will consider the vacation of those partial drainage and utility easements as identified in this resolution and on the attached exhibit and a public hearing shall be held on such proposed vacation on the 15th day of April, 2024, before the City Council in the City Hall located at 118 Central Ave. N., New Prague, Minnesota at 6:00 p.m. or shortly thereafter.
2. The City Clerk is hereby directed to give published, posted and mailed notice of such hearing as required by law.

Passed by the City Council on this 18th day of March, 2024.

\_\_\_\_\_  
Duane J. Jirik, Mayor

ATTEST: \_\_\_\_\_  
Joshua M. Tetzlaff, City Administrator

## EXHIBIT A

[illegible]



## **ORDINANCE #348**

### **AN ORDINANCE PARTIALLY VACATING CERTAIN EASEMENTS IN THE PLAT OF SUERAI**

**WHEREAS**, the New Prague City Council previously passed Resolution #24-03-18-01 noting the City of New Prague's interest in partially vacating certain drainage and utility easements as identified in the resolution and the exhibit to the resolution, pursuant to Section 12.06 of the New Prague City Charter, legally described as follows:

The east 10' of the 20' drainage and utility easement adjacent to the west line of Lots 1, 2 and 3, Block 1, Suerai, Scott County, Minnesota.

The west 10' of the 20' drainage and utility easement adjacent to the east line of Lots 1, 2, and 3, Block 1, Suerai, Scott County, Minnesota.

The south 5' of the 10' drainage and utility easement adjacent to the north line of Lot 3, Block 1, Suerai, Scott County, Minnesota.

The south 5' of the 10' drainage and utility easement adjacent to the north line of Lot 2, Block 1, Suerai, Scott County, Minnesota.

The south 5' of the 10' drainage and utility easement adjacent to the north line of Lot 1, Block 1, Suerai, Scott County, Minnesota.

The north 5' of the 10' drainage and utility easement adjacent to the south line of Lot 3, Block 1, Suerai, Scott County, Minnesota.

The north 5' of the 10' drainage and utility easement adjacent to the south line of Lot 2, Block 1, Suerai, Scott County, Minnesota.

The north 10' of the 20' drainage and utility easement adjacent to the south line of Lot 1, Block 1, Suerai, Scott County, Minnesota.

And as depicted on the attached Exhibit A.

(with such easements hereinafter referred to as the “Property”); and

**WHEREAS**, a public hearing to consider the vacation of the Property was held on the 15th day of April, 2024, before the City Council in the City Hall located at 118 Central Avenue North, New Prague, Minnesota, after due published and posted notice had been given, as well as personal mailed notice to all affected property owners by the City Clerk on the 19th day of March, 2024 and all interested and affected persons were given an opportunity to voice their concerns and be heard; and

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

**WHEREAS**, the Council in its discretion has determined that the partial vacation of the Property will benefit the public interest because the Property will no longer be used for easement purposes as the extraneous easement area is not necessary for public purposes.

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

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

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

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

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

The east 10’ of the 20’ drainage and utility easement adjacent to the west line of Lots 1, 2 and 3, Block 1, Suerai, Scott County, Minnesota.

The west 10’ of the 20’ drainage and utility easement adjacent to the east line of Lots 1, 2, and 3, Block 1, Suerai, Scott County, Minnesota.

The south 5’ of the 10’ drainage and utility easement adjacent to the north line of Lot 3, Block 1, Suerai, Scott County, Minnesota.

The south 5’ of the 10’ drainage and utility easement adjacent to the north line of Lot 2, Block 1, Suerai, Scott County, Minnesota.

The south 5' of the 10' drainage and utility easement adjacent to the north line of Lot 1, Block 1, Suerai, Scott County, Minnesota.

The north 5' of the 10' drainage and utility easement adjacent to the south line of Lot 3, Block 1, Suerai, Scott County, Minnesota.

The north 5' of the 10' drainage and utility easement adjacent to the south line of Lot 2, Block 1, Suerai, Scott County, Minnesota.

The north 10' of the 20' drainage and utility easement adjacent to the south line of Lot 1, Block 1, Suerai, Scott County, Minnesota.

And as depicted on the attached Exhibit A.

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

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

The east 10' of the 20' drainage and utility easement adjacent to the west line of Lots 1, 2 and 3, Block 1, Suerai, Scott County, Minnesota.

The west 10' of the 20' drainage and utility easement adjacent to the east line of Lots 1, 2, and 3, Block 1, Suerai, Scott County, Minnesota.

The south 5' of the 10' drainage and utility easement adjacent to the north line of Lot 3, Block 1, Suerai, Scott County, Minnesota.

The south 5' of the 10' drainage and utility easement adjacent to the north line of Lot 2, Block 1, Suerai, Scott County, Minnesota.

The south 5' of the 10' drainage and utility easement adjacent to the north line of Lot 1, Block 1, Suerai, Scott County, Minnesota.

The north 5' of the 10' drainage and utility easement adjacent to the south line of Lot 3, Block 1, Suerai, Scott County, Minnesota.

The north 5' of the 10' drainage and utility easement adjacent to the south line of Lot 2, Block 1, Suerai, Scott County, Minnesota.

The north 10' of the 20' drainage and utility easement adjacent to the south line of Lot 1, Block 1, Suerai, Scott County, Minnesota.

And as depicted on the attached Exhibit A.

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

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

Introduced to the City Council of the City of New Prague, Minnesota, the 18th day of March, 2024.

The required 10 days posted notice was completed on the City Website and City Hall Bulletin Board on or before March 19th, 2024.

Passed by the City Council of the City of New Prague, Minnesota, this 15th day of April, 2024 and to be published on the 25th day of April, 2024.

\_\_\_\_\_  
Duane J. Jirik, Mayor

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

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

\_\_\_\_\_  
Notary Public

ATTEST: \_\_\_\_\_  
Joshua M. Tetzlaff, City Administrator

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

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

\_\_\_\_\_  
Notary Public

THIS INSTRUMENT DRAFTED BY:

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





**RESOLUTION #24-03-18-01**

**SETTING A PUBLIC HEARING TO PARTIALLY VACATE CERTAIN EASEMENTS  
IN THE PLAT OF SUERAI**

WHEREAS, the City Council pursuant to Section 12.06 of the City Charter desires to consider the vacation of easements as described:

The east 10' of the 20' drainage and utility easement adjacent to the west line of Lots 1, 2 and 3, Block 1, Suerai, Scott County, Minnesota.

The west 10' of the 20' drainage and utility easement adjacent to the east line of Lots 1, 2, and 3, Block 1, Suerai, Scott County, Minnesota.

The south 5' of the 10' drainage and utility easement adjacent to the north line of Lot 3, Block 1, Suerai, Scott County, Minnesota.

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The south 5' of the 10' drainage and utility easement adjacent to the north line of Lot 1, Block 1, Suerai, Scott County, Minnesota.

The north 5' of the 10' drainage and utility easement adjacent to the south line of Lot 3, Block 1, Suerai, Scott County, Minnesota.

The north 5' of the 10' drainage and utility easement adjacent to the south line of Lot 2, Block 1, Suerai, Scott County, Minnesota.

The north 10' of the 20' drainage and utility easement adjacent to the south line of Lot 1, Block 1, Suerai, Scott County, Minnesota.

And as depicted on the attached Exhibit A.

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

1. The City Council will consider the vacation of those partial drainage and utility easements as identified in this resolution and on the attached exhibit and a public hearing shall be held on such proposed vacation on the 15th day of April, 2024, before the City Council in the City Hall located at 118 Central Ave. N., New Prague, Minnesota at 6:00 p.m. or shortly thereafter.
2. The City Clerk is hereby directed to give published, posted and mailed notice of such hearing as required by law.

Passed by the City Council on this 18th day of March, 2024.

\_\_\_\_\_  
Duane J. Jirik, Mayor

ATTEST: \_\_\_\_\_  
Joshua M. Tetzlaff, City Administrator

## EXHIBIT A

[illegible]



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

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MEMORANDUM

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** CITY CHARTER COMMISSION APPOINTMENT RECOMMENDATIONS  
**DATE:** MARCH 14, 2024

---

In New Prague, a Charter Commission was reformed in 2014 with the purpose of reviewing the City Charter on a yearly basis and overseeing the foundational rules by which the City operates. This Commission is made up of nine individuals who reside in New Prague, with each individual serving a four-year term. The way the terms have been set up, half of the Commissioners’ terms expire every four years.

At the end of 2023, there were five members of the City Charter Commission whose appointments expired. Those members were Ben Bartusek, Mary Klimp, Chuck Nickolay, Bernard Wehseler, and Shawn Ryan. Three of those members wished to be reappointed, and Ben Bartusek and Mary Klimp were ready to step away. In addition, Duane Jirik, who was reappointed in 2023 to a four-year term, is stepping away from the Charter Commission. This means there are three open appointments, two for four-year terms and one for a two-year term.

The complete list of staff recommended appointments is:

Brent Quast	Term: Jan. 1, 2024 – Dec. 31, 2025
Chuck Nikolay	Term: Jan. 1, 2024 – Dec. 31, 2027
Bernard Wehseler	Term: Jan. 1, 2024 – Dec. 31, 2027
Shawn Ryan	Term: Jan. 1, 2024 – Dec. 31, 2027
Ulrich Ettlin	Term: Jan. 1, 2024 – Dec. 31, 2027
Eric Brever	Term: Jan. 1, 2024 – Dec. 31, 2027

City Attorney Scott Riggs has prepared a Resolution for the City Council to consider that will approve these six individuals to serve on the City Charter Commission and make a recommendation to the District Court Chief Judge who formally appoints these individuals to serve on the City Charter Commission.

**Recommendation**

Staff recommends approval of Resolution #24-03-18-02, approving City Council Recommendations for City Charter Commission Appointments.



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

CITY OF NEW PRAGUE  
RESOLUTION #24-03-18-02

RESOLUTION APPROVING CITY COUNCIL  
RECOMMENDATIONS FOR CITY CHARTER COMMISSION APPOINTMENTS

**WHEREAS**, the City of New Prague Charter Commission was reconvened in 2014; and

**WHEREAS**, the Commission consists of nine (9) total members, each of whom serve four-year, staggered terms; and

**WHEREAS**, there are presently five positions on the New Prague Charter Commission that require an updated appointment as the terms for such offices expired on December 31, 2023 and one position open due to an appointment stepping down; and

**WHEREAS**, five of these positions requiring appointment are the four-year terms running from January 1, 2024, through December 31, 2027 and one appointment is a two-year term to align it with the other block of appointments expiring December 31, 2025; and

**WHEREAS**, the City Council desires that appointments be made for the six positions that require an updated appointment; and

**WHEREAS**, Minnesota Statutes Section 410.05 governs the appointment process for the Charter Commission; and

**WHEREAS**, the City Council may submit to the Court the names of eligible nominees which the District Court may consider in making appointments to the New Prague Charter Commission; and

**WHEREAS**, the City has contacted City residents interested in serving on the New Prague Charter Commission.

**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 above-referenced recitals are incorporated into and made part of this Resolution.

The New Prague City Council desires Chief Judge Caroline "Carrie" H. Lennon to appoint the following individuals to the New Prague Charter Commission for the four-year terms identified:

- |                  |                                    |
|------------------|------------------------------------|
| Brent Quast      | Term: Jan. 1, 2024 - Dec. 31, 2025 |
| Chuck Nikolay    | Term: Jan. 1, 2024 - Dec. 31, 2027 |
| Bernard Wehseler | Term: Jan. 1, 2024 - Dec. 31, 2027 |
| Shawn Ryan       | Term: Jan. 1, 2024 - Dec. 31, 2027 |

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

}

Ulrich Ettlin

Term: Jan. 1, 2024 - Dec. 31, 2027

Eric Brever

Term: Jan. 1, 2024 - Dec. 31, 2027

The New Prague City Council requests that Chief Judge Caroline "Carrie" H. Lennon make said appointments as recommended herein and that an Order, a draft of which is set forth in Exhibit A, be accordingly filed with the Court Administrator consistent with Minnesota Statutes Section 410.05.

Adopted by the City Council of the City of New Prague, Minnesota, this 18th day of March, 2024.

\_\_\_\_\_  
Duane J. Jirik  
Mayor

ATTEST:

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

EXHIBIT A

STATE OF MINNESOTA

DISTRICT COURT

COUNTIES OF SCOTT AND LE SUEUR

FIRST JUDICIAL DISTRICT

ORDER APPOINTING CITY OF NEW PRAGUE

CHARTER COMMISSION MEMBERS

1.

Under Minn. Stat. § 410.05, subd. 2, "Charter commission members shall hold office for the term of four years, and until their successors are appointed and qualify."
2.

Additionally, Minn. Stat. § 410.05, subd. 2 provides that appointments shall be made by order filed with the court administrator of the district court.
3.

Under Minn. Stat. § 410.05, subd. 3, "A city council, a charter commission, or the petitioners requesting the appointment of a charter commission may submit to the court the names of eligible nominees which the district court may consider in making appointments to the charter commission."
4.

There are presently five positions on the New Prague City Charter Commission that require updated appointments as the terms for such offices expiring on December 31, 2021 and one position that requires updated appointment due to a vacancy. Five of the vacancies are for four-year terms running from January 1, 2024, through December 31, 2027, and one is a two-year term running from January 1, 2024, though December 31, 2025.
5.

The City of New Prague Resolution 24-03-18-02 recommends the following appointments to fill the vacant position:

Brent Quast

Term: Jan. 1, 2024 – Dec. 31, 2025

Chuck Nikolay

Term: Jan. 1, 2024 – Dec. 31, 2027

Bernard Wehseler

Term: Jan. 1, 2024 – Dec. 31, 2027

Shawn Ryan

Term: Jan. 1, 2024 – Dec. 31, 2027

Ulrich Ettlin

Term: Jan. 1, 2024 – Dec. 31, 2027

Eric Brever

Term: Jan. 1, 2024 – Dec. 31, 2027
6.

Under Minn. Stat. § 410.05, subd. 2, an individual appointed to the Commission must accept the appointment by filing a written acceptance and oath of office with the court administrator within 30 days. "An appointee who neglects to file with the court administrator within 30 days a written acceptance and oath of office shall be deemed to have declined the appointment and the place shall be filled as though the appointee had resigned."

**Order:**

- a. The individuals listed in Paragraph 5 above are appointed to the New Prague City Charter Commission for the identified four-year terms.
- b. Each individual appointed to the Commission must accept the appointment by filing a written acceptance and oath of office with the district court administrator within 30 days. If an appointee fails to submit written acceptance and oath of office within 30 days of the date of this order, s/he shall be deemed to have declined the appointment.

Date: \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
Caroline "Carrie" H. Lennon  
Chief Judge, First Judicial District



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

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## MEMORANDUM

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** GOLF EQUIPMENT FUNDING DISCUSSION  
**DATE:** MARCH 15, 2024

---

During its discussions in 2024, the City Council approved in the budget the purchase of 60 golf carts. The golf course also requested purchasing two utility carts for general use around the course at a cost of \$28,400, but the City Council tabled the purchase of the utility carts. With the purchase of the golf carts, the City Council delayed the decision on how to pay for those carts, whether it be through bonding or cash. At the next meeting in April, the City's financial advisor will be present to discuss bonding for the 2024 project. In the past, the City has at times included an equipment certificate to their bonds to pay for equipment. Generally, these equipment certificates have been for five years. Now is the time to make a decision on how to pay for the carts.

The cost of the golf carts that were purchased was \$184,400. This is the final cost after trade-in of the existing golf carts. The idea for bonding would be that the golf course would pay for these carts over a five-year period at an estimated interest rate of 3.5% (per Baker Tilly). This interest rate is subject to change at final sale of the bonds. For this term, if the City were to bond for the full amount, the *estimated cost of the bond would be \$42,000/year to the golf course for five years.*

To get an idea of existing cash for the Golf Club fund, for end of the year cash balances, I had estimated that the Golf Club fund would have an estimated \$620,810 in fund balance. This was a conservative estimate based on the prior year's spending. When we look at our bank reconciliation as of January 31, 2024, the fund has a balance of \$677,509, which is up from \$458,434 from the same time in 2023.

I have also had Kurt run year-to-date numbers on memberships the Golf Club has received and how it may compare with the past. At this time last year, the Golf Club had sold 105 memberships. This year, the Golf Club has sold 192 memberships. From a year-to-date standpoint, memberships are up. If you compare with year-to-five days into the seasons, numbers are down slightly (2023: 233 vs 204: 192) but that may have to do with the season starting 33 days earlier this year than last. I believe looking at these numbers that memberships are strong thus far.

As for current debt, I have included the bond payment schedule for the existing debt. As can be seen, there are five years remaining (including 2024) on the debt schedule, with the debt completely dropping off in 2028. With this schedule, bond payments would look to begin in either 2025 or 2026. With the existing debt load, I would recommend starting the bond payments on principal in 2025 to save on a year's worth of interest payments.



Generally, the arguments for how to pay for this will be to

- 1) Pay for the carts from the existing cash balance
- 2) Pay for the carts with a combination of debt certificates and cash.
- 3) Pay for the carts using debt entirely.

I believe each of these payment scenarios has merit. From a cash perspective, the more you are able to pay with cash, the less interest is paid on the carts and lower the overall cost of the carts. From a debt perspective, it reduces the year-to-year cost of the carts, freeing up capital for other uses. It also allows the Golf Club to take advantage of the fact an estimated 3.5% interest rate. At that rate, there is a chance that revenue collected from cart use or investment of capital may actually outpace the interest that is paid over the life of the equipment certificate. Using a combination of both hedges the City against both scenarios, combining the risks and rewards of each to a varying degree.

In my opinion, I would recommend the City proceed with bonding for the entire amount of \$184,400. With a cash standing of \$677,509 as of January 31, the City certainly has the cash to pay for the carts. That being said, 3.5% interest is a low enough rate that holding the cash would allow the City more freedom into the future. With the payments, the City would earmark a portion of the current cash balance and be able to invest it into the future to see interest return mirroring if not exceeding 3.5%. It would also allow for a situation that, as rates naturally rise at the golf course, the cost of borrowing the carts decreases against the revenues collected for their use.

#### **Recommendation**

Staff recommends having Baker Tilly proceed with an equipment certificate for the full amount of \$184,400 for the golf carts purchased by the New Prague Golf Club.

GOLF DEPARTMENT GO BOND PAYMENT SCHEDULE

GO Bonds	2022	2023	2024	2025	2026	2027	2028
<b>GOLF CARTS</b>							
Project Cost - \$182,050							
Principal	\$ 26,459.92	\$ 23,187.44					
Interest	\$ 1,053.21	\$ 455.58					
<b>CIP 2014</b>							
Project Cost - \$50,000							
Principal	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00				
Interest	\$ 300.00	\$ 187.50	\$ 62.50				
<b>CIP 2015</b>							
Project Cost - \$85,000							
Principal	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00			
Interest	\$ 850.00	\$ 625.00	\$ 375.00	\$ 125.00			
<b>CIP 2016</b>							
Project Cost - \$74,000							
Principal	\$ 8,000.00	\$ 8,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00		
Interest	\$ 799.50	\$ 635.50	\$ 461.25	\$ 276.75	\$ 92.25		
<b>CIP 2020A Refunding</b>							
Project Cost - \$150,000							
Principal	\$ 70,000.00	\$ 80,000.00					
Interest	\$ 5,750.00	\$ 2,000.00					
<b>CIP 2022</b>							
Project Cost - \$210,000							
Principal			\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 45,000.00	\$ 45,000.00
Interest		\$ 11,200.00	\$ 9,500.00	\$ 7,500.00	\$ 5,500.00	\$ 3,375.00	\$ 1,125.00
<b>TOTAL</b>							
Principal	\$ 119,459.92	\$ 126,187.44	\$ 64,000.00	\$ 59,000.00	\$ 49,000.00	\$ 45,000.00	\$ 45,000.00
Interest	\$ 8,752.71	\$ 15,103.58	\$ 10,398.75	\$ 7,901.75	\$ 5,592.25	\$ 3,375.00	\$ 1,125.00
<b>TOTAL PAYMENTS</b>	\$ 128,212.63	\$ 141,291.02	\$ 74,398.75	\$ 66,901.75	\$ 54,592.25	\$ 48,375.00	\$ 46,125.00



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

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## MEMORANDUM

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**CC:** JOSHUA M. TETZLAFF, CITY ADMINISTRATOR  
**FROM:** KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR  
**SUBJECT:** COMMERCIAL HAULER LICENSE AGREEMENT WITH WASTE MANAGEMENT  
**DATE:** MARCH 12, 2024

---

As the City Council will recall, the City's refuse ordinance was amended at the end of 2023, with an effective date of 4/1/24. One of the requirements of the new ordinance was that each hauler would need to have a hauler license agreement in place prior to 4/1/24.

Currently, the City only has two active refuse haulers which are Lakers New Prague Sanitary Inc. (Residential and Commercial) and Waste Management of Minnesota Inc. (Commercial only).

At the City Council meeting on March 4, 2024, the agreements for Lakers were approved, leaving only Waste Management for their commercial hauling to enter into an agreement.

Attached for the City Council's review is the commercial hauler license agreement with Waste Management. Per the new refuse ordinance, the agreement is written for a three-year period of time and will expire on 3/31/2027.

### **Recommendation(s)**

Staff recommends that the City Council approve the attached Commercial Hauler License Agreement with Waste Management.

COMMERCIAL HAULER LICENSE AGREEMENT

THIS COMMERCIALHAULER LICENSE AGREEMENT (the “Agreement”) is entered into this 18th day of March, 2024, by and between the City of New Prague, a Minnesota municipal corporation (hereinafter, the "City"), and Waste Management of Minnesota Inc., a business corporation (hereinafter, the "Hauler").

WITNESSETH:

WHEREAS, consistent with Chapter 53 of the City Code of the City of New Prague, the City and the Hauler desire to enter into this Agreement for licensed commercial garbage and refuse collection within the City; and

WHEREAS, both the City and Hauler have concluded that it is in the best interests of both parties to enter into the following Agreement, including the terms and conditions hereinafter set forth, to ensure that all hauling activities performed by the Hauler in the City are conducted in accordance with all applicable requirements.

NOW, THEREFORE, the parties hereto do mutually agree as set forth below:

A. Terms and Conditions for License.

1. Consistent with Chapter 53 of the City Code of the City of New Prague and Minnesota statutes, the City has issued or will issue Hauler a license to collect garbage and refuse in the City, as provided in this Agreement. All such services shall be provided in a manner consistent with the level of care and skill ordinarily exercised by professional waste haulers providing similar services.
2. The Hauler acknowledges that the license to collect and haul garbage within the City is expressly conditioned on Hauler strictly adhering to all requirements, terms and conditions contained in this Agreement, Chapter 53 of the City Code of the City of New Prague, and any other applicable state and local law.
3. The Hauler must file with the city administrator evidence of (i) commercial liability insurance with minimum amounts equal to the City’s tort liability limits set forth in Minnesota Statutes, chapter 466, as amended; (ii) commercial automobile liability insurance covering all owned, hired, and nonowned automobiles with minimum amounts equal to the City’s tort liability limits set forth in Minnesota Statutes, chapter 466, as amended; and (iii) workers’ compensation as required under state law. Any insurance policy required under this section shall remain in full force and effect at all times that the Hauler is licensed by the City. All policies shall contain a provision requiring the City to be notified at least 30 days prior to the expiration or cancellation of any insurance policy. Failure to carry the required insurance shall be grounds for termination of the license and this Agreement.
4. In the interest of maintaining healthful and sanitary conditions in the City, the City

may specify and assign certain areas and times for scheduled pick up on dates as determined by the City.

5. The term of this license and this Agreement shall be for three years, from April 1, 2024 through March 31, 2027, unless terminated earlier as provided herein, and with an option to extend this license and Agreement for an additional three-year time period in the sole discretion of the City.
  6. A schedule of rates to be charged during the licensed period was contained in the Hauler's license application and is attached hereto as Exhibit A. Any requested change to such rates during the license term shall be submitted to the City in writing at least 90 days in advance, and such changes shall be subject to review and approval by the City. A request for such rate increases shall include all information necessary to support the proposed adjustment, as well as any other information requested by the City including comparative rates in surrounding communities.
  7. The Hauler's pickup schedule will be approved by the City, in its sole discretion. The pickup day schedule is listed in Exhibit B. Any requested schedule changes shall be submitted in writing to the City for consideration by the City Council. The Hauler shall bear all costs involved in notifying customers of any approved schedule changes.
- B. Compliance. The Hauler's operations and activities shall be in compliance with all laws, statutes, ordinances, executive orders, or regulations promulgated by a governmental authority having jurisdiction. The Hauler shall procure, at its own expense, any licenses, permits and other rights that may be required by other state and local entities for the provision of services contemplated by this Agreement.
- C. License Fee. The fee for this license shall be as provided in the City's fee schedule. Failure to pay the license fee shall be grounds for termination of the license and this Agreement. In determining the amount of the license fee, the City shall include all costs incurred by the City to administer the license and to enforce City Code provisions relating to refuse collection.
- D. Missed Pick-Ups/Customer Complaints. Whenever a customer notifies the Hauler, or the City, of a location which did not receive scheduled service, the Hauler shall service such location no later than the day following the customer notification. All customer complaints made to the Hauler shall be answered promptly and courteously, and a record of said complaints shall be maintained by the Hauler and provided to the City upon demand. The Hauler shall meet with City staff, as requested, to address any customer complaints regarding performance of refuse collection, hauling or disposing.
- E. Assignability. The license issued by the City and this Agreement may not be assigned or transferred in whole or in part by the Hauler unless the City gives its approval prior to any proposed assignment or transfer. Any attempt to assign or transfer the license in whole or in part without prior approval of the City shall be grounds for termination of the license and this Agreement.



- F. Suspension or Revocation. The license and Agreement may be suspended or terminated by the City, in its sole discretion, pursuant to the provisions related to license suspension and revocation contained in Chapter 53 of the City Code of the City of New Prague.
- G. Hold Harmless and Indemnification; No Waiver by the City. The Hauler agrees to defend, indemnify and hold the City, its officials, employees, agents and contractors harmless from any liability, claims, damages, costs, judgments, or expenses, including reasonable attorneys' fees, resulting directly or indirectly from an act or omission (including without limitation professional errors or omissions) of the Hauler, its agents, employees, or subcontractors in the performance of the services provided by this Agreement and against all losses by reason of the failure of the Hauler fully to perform, in any respect, all obligations under this Agreement. By issuing this license or entering into this Agreement, the City does not waive its entitlement to any immunities under Minnesota statutes, case law or common law.
- I. Severability. If any clause, sentence or section of this license and Agreement is deemed invalid by any judicial, regulatory or legislative body having proper jurisdiction, the remaining provisions shall not be affected.
- I. Subcontractors. The Hauler shall not enter into subcontracts for services provided under this license and this Agreement without the express written consent of the City.
- J. Records Access. The Hauler shall provide the City and the state auditor access to any books, documents, papers, and records which are directly pertinent to the license or this Agreement, for the purpose of making audit, examination, excerpts, and transcriptions, for six years after final payments and all other pending matters related to this license and this Agreement are closed.
- K. Data Practices Act Compliance. Data provided to the City concerning this matter and/or under this Agreement shall be administered in accordance with Minnesota Statutes, Chapter 13, and all data shall be maintained in accordance with statutory guidelines. The parties acknowledge that this Agreement is public data.
- L. Choice of Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.
- M. Entire Agreement. This Agreement, any attached exhibits and any addenda or amendments signed by the parties shall constitute the entire agreement between City and Hauler, and supersedes any other written or oral agreements between City and Hauler. This Agreement can only be modified in writing signed by both parties.
- N. Execution in Counterparts. This Agreement may be executed in counterparts by the parties hereto.

**[Signature page to follow]**

IN WITNESS WHEREOF, the City and Hauler have approved and executed this Agreement as of the day and year first written above.

**THE CITY**

Dated: \_\_\_\_\_, 20\_\_.

By: \_\_\_\_\_  
Duane J. Jirik, Mayor

Dated: \_\_\_\_\_, 20\_\_.

By: \_\_\_\_\_  
Joshua M. Tetzlaff, City Administrator

**THE HAULER**

Dated: March 1, 2024.

By: WM  
Its: Michael Rigney, District Mgr.

**EXHIBIT A**

**Hauling Rates for License Term**

Commercial rates negotiated with commercial customers based on weight/volume/number of pickups required per week/dumpster location.

**EXHIBIT B**

**Pick-Up Schedule**

Pickup can occur any weekday and is set upon agreement with commercial customer.





# **NEW PRAGUE ECONOMIC DEVELOPMENT AUTHORITY (EDA)**

## **“2023 Summary Report on EDA Activities and Community Economic Indicators”**

**March 13, 2024**

**OUR MISSION IS TO PROMOTE AND FACILITATE ECONOMIC DEVELOPMENT IN THE NEW PRAGUE AREA:**

- \* Strengthen existing businesses and non-profits \*
- \* Create an environment conducive to new economic development \*
- \* Create long term funding strategy \*

### **EDA BOARD**

Brent Quast, President  
Troy Pint, Vice President  
Eric Krogman, Secretary  
Nick Slavik  
Austin Reville  
Duane Jirik, Mayor  
Bruce Wolf, Councilmember

### **EDA STAFF**

Joshua M. Tetzlaff, City Administrator and Executive Director  
Ken Ondich, Planning/Community Development Director

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DRAFT

## Business Retention & Expansion Program

2023 continued the City's second phase of the Business Retention & Expansion Program (BR&E), which was to revisit businesses that had previously been met with to be updated on their operations. These second-round visits helped City officials continue foster relationships with the business community. As the community continues to grow, these relationships will be vital to ensuring the EDA and the City are aware of challenges being faced by local businesses and fostering a system that will allow the EDA and the City to assist businesses where they are able.

In 2023, EDA officials and City staff members visited six businesses, touring facilities, meeting workers, and speaking with business representatives to get a pulse on the business community. Below is a list of businesses visited in 2023 along with the EDA representatives who were present.

- Nick Slavik Painting – March 23
  - Troy Pint, Eric Krogman, Joshua Tetzlaff, Ken Ondich, Jo Foust, Michael Werneke,
- Mayo Health Systems – May 31
  - Troy Pint, Jo Foust, Michael Werneke
- El Tequilla – May 31
  - Troy Pint, Ken Ondich, Jo Foust, Michael Werneke
- Minnwest Bank – June 14
  - Ken Ondich, Jo Foust, Michael Werneke
- First Bank & Trust – June 26
  - Joshua Tetzlaff, Ken Ondich, Jo Foust, Michael Werneke
- CVF Racing (Online) – August 4
  - Joshua Tetzlaff, Ken Ondich, Jo Foust, DEED Representatives, GreaterMSP Representatives

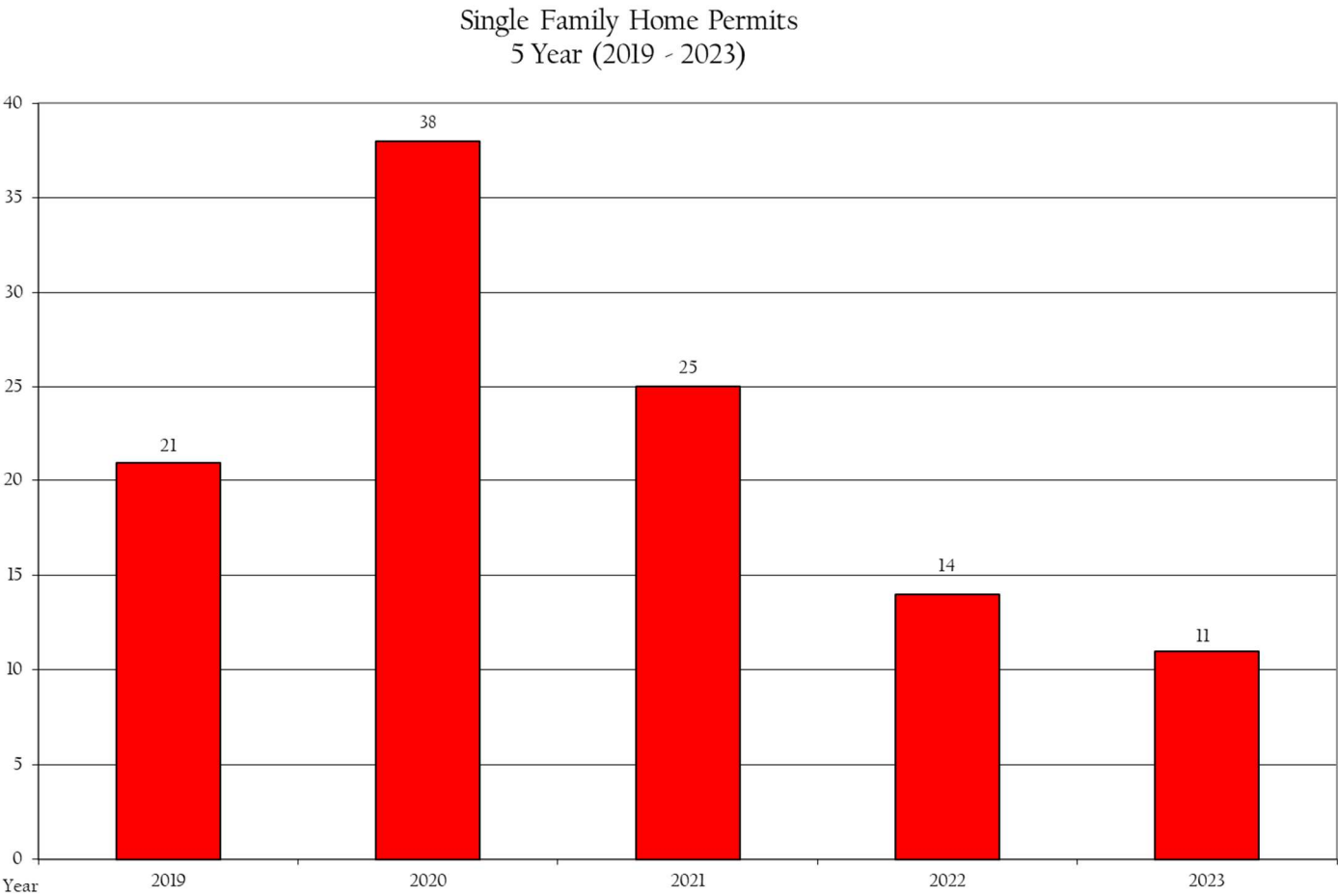
Business retention and expansion continues to be identified as a priority for the EDA as studies indicate that over 70% of new job growth results from existing businesses. In addition, existing businesses have a stake in the community, invest in local efforts and organizations, and have valuable input on future needs of the city.

The EDA plans to continue its BR&E program in 2024, as the business climate continues to evolve and new businesses are welcomed into our community. Should any business wish to arrange or visit or speak with an EDA official, please reach out to Joshua Tetzlaff, EDA Executive Director, at [jtetzlaff@ci.new-prague.mn.us](mailto:jtetzlaff@ci.new-prague.mn.us).

# Construction Activity in New Prague

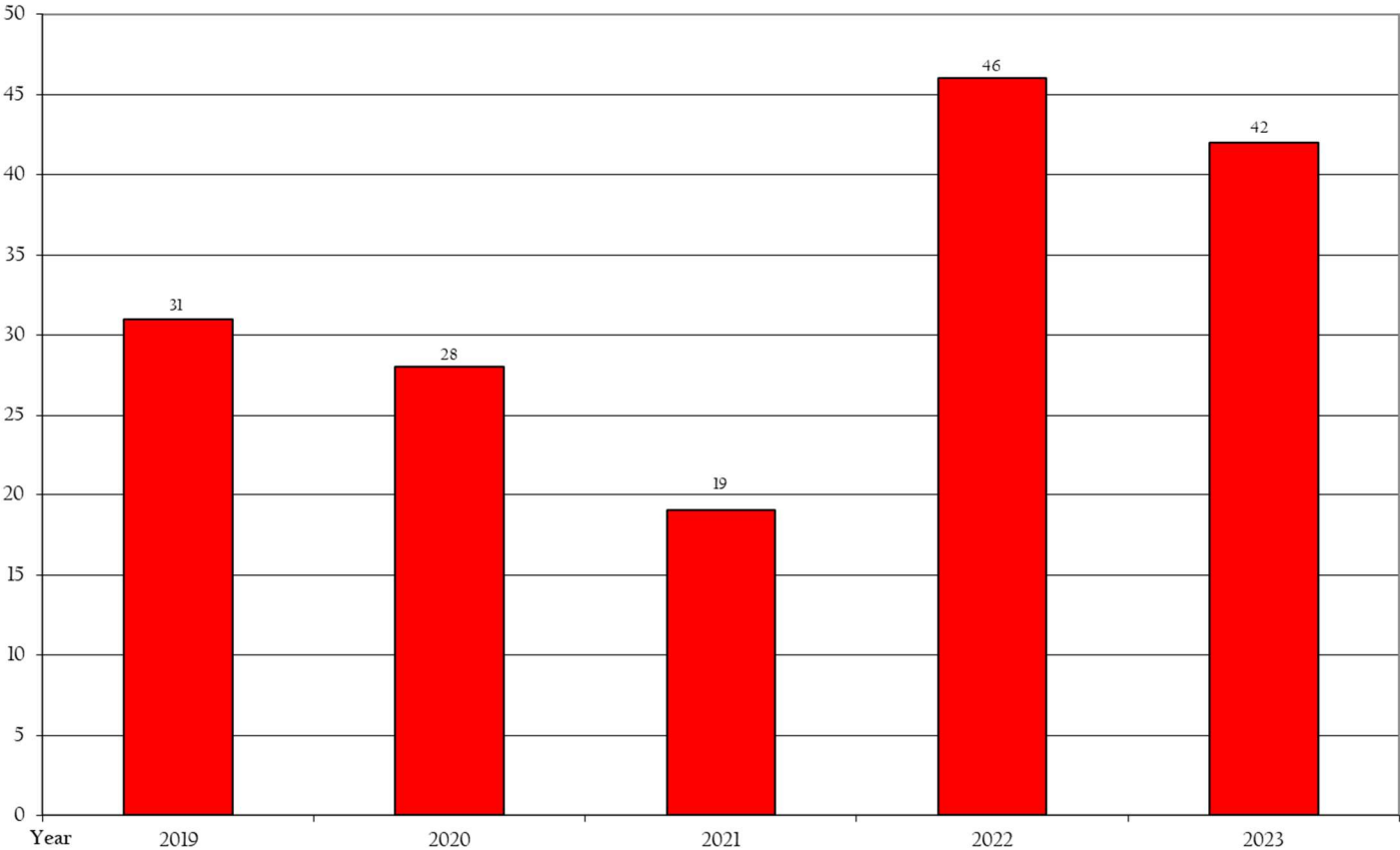
As the City moved into 2023, the construction climate seemed to have shifted back to a high demand for activity. The problem many builders faced throughout 2022 though was supply chain issues that made product either difficult or expensive to obtain. That being said, we did see some building in New Prague. In the residential area, permits for new homes overall were down from 2022. This is likely attributed to both the high cost of building as well as the lack of availability, as available lots in New Prague are under 50 total. New Prague did not see any multi-family permits this past year.

The below graph shows the residential building permits pulled for new home construction.



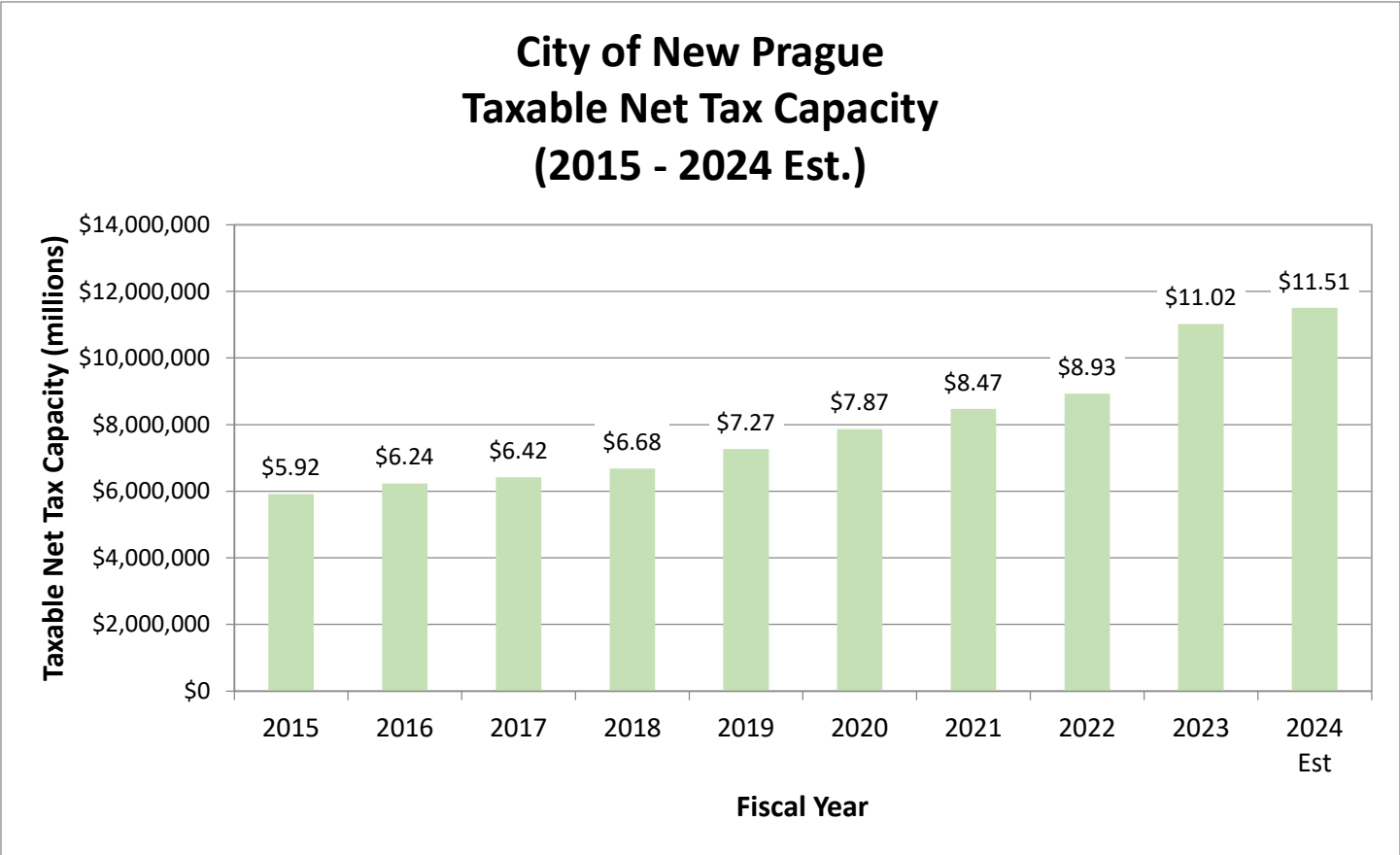
For commercial and industrial permits, work was similar to previous years. These permits include both new construction and remodeling existing construction. The permits for the past year included expansion of local industrial businesses, tenant finishes in existing buildings, and new construction for others.

Commercial / Industrial Permits  
5 Year (2019 - 2023)



As can be seen in the graph below, the Net Tax Capacity for the City of New Prague has continued to grow since 2015. Coming out of 2022, New Prague, and the state as a whole, saw upwards of 20% tax capacity rates. Much of this was driven by increases in the values set for residential properties, at least in New Prague. 2023 saw a much more subdued increase overall.

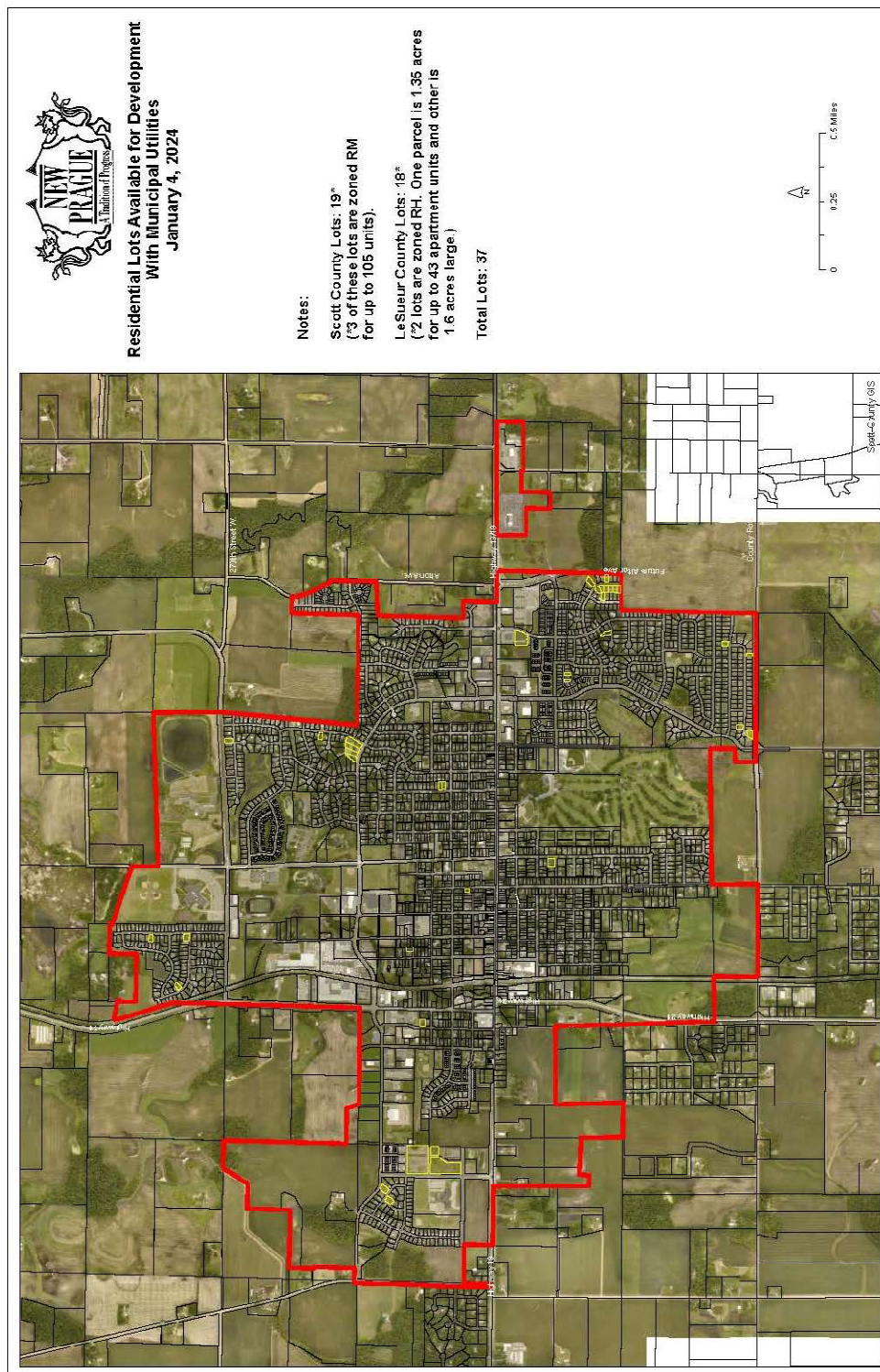
Net tax capacity is determined by multiplying a property’s taxable market value by the relevant class rate. Class rates are set by statute, vary by property type, and are uniform statewide. Growth in net tax capacity is due to both new construction within New Prague as well as rising property values.





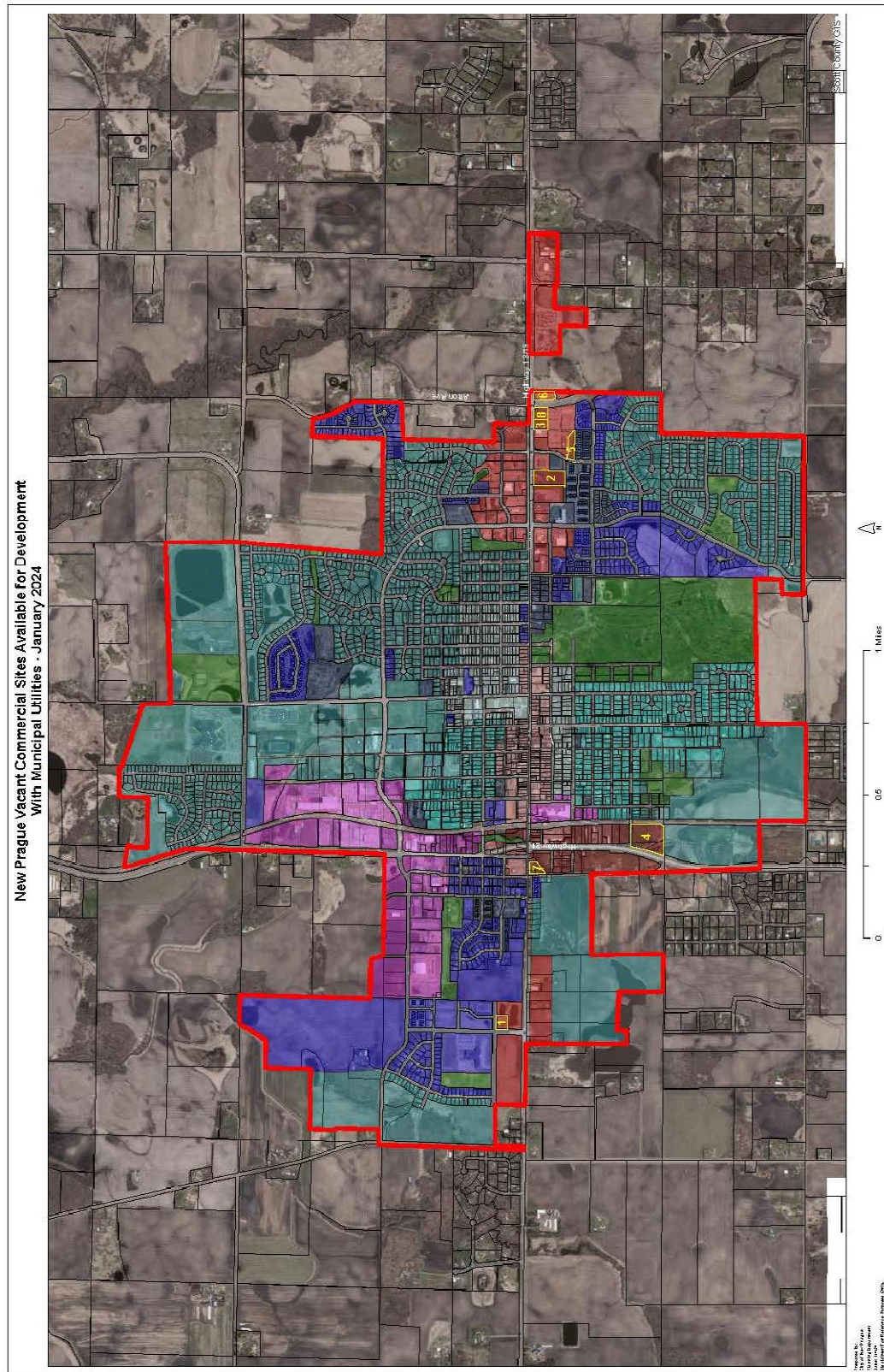
## Remaining Buildable Lots in New Prague

With all the construction activity, there are still buildable lots in New Prague, though they are dwindling. Some of the lots that are considered buildable are not actively being marketed. Some common reasons may be that an owner is waiting to build in the future or an owner is not interested in building on the lot. In total, there were 38 vacant residential lots in New Prague at the end of 2023 that would be able to have a house built on them.

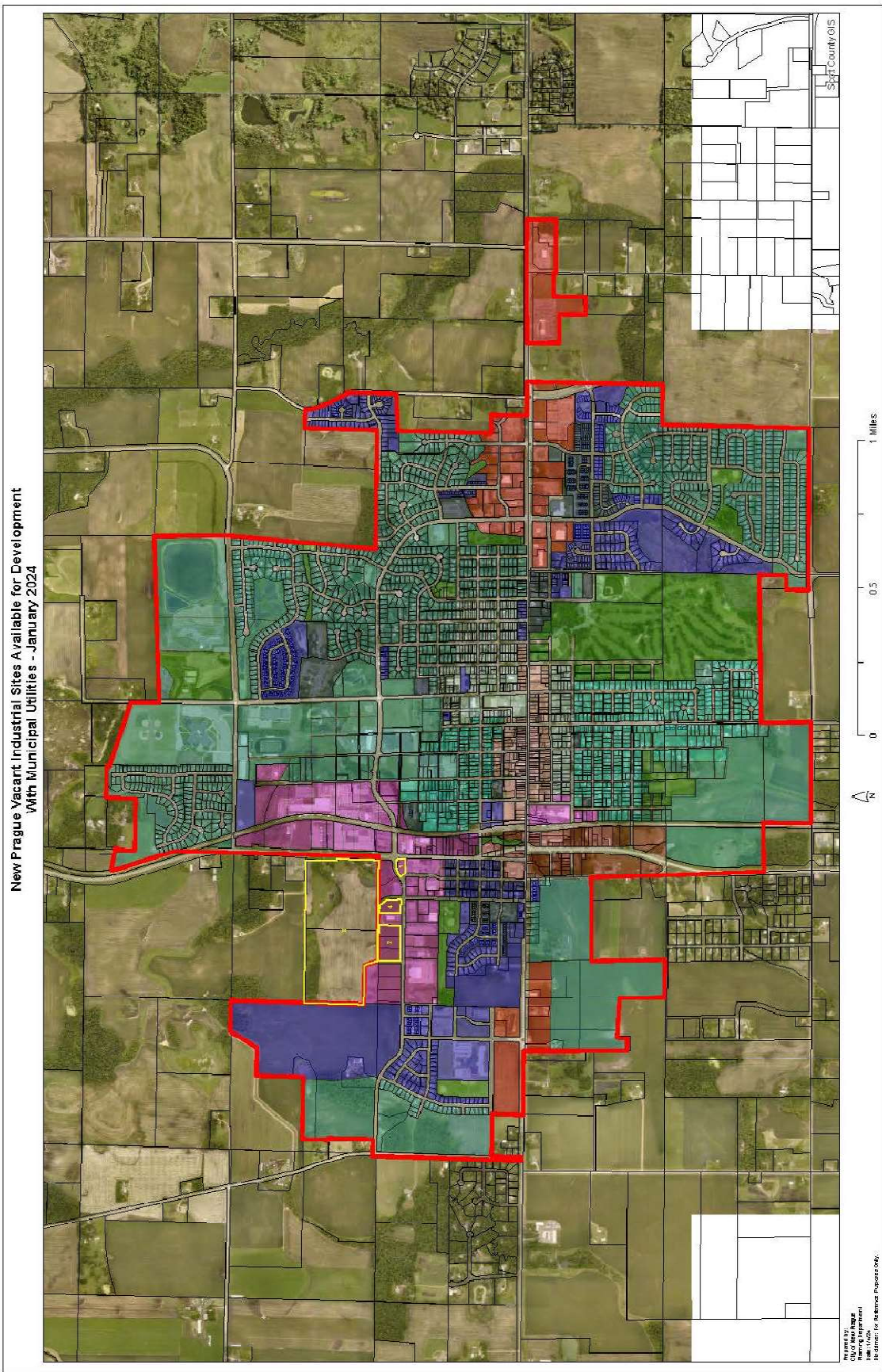




On the commercial/industrial side, there are 11 lots that were available in City limits at the end of 2023. The following maps show the buildable lots for commercial and industrial properties in town.









## Industrial Park

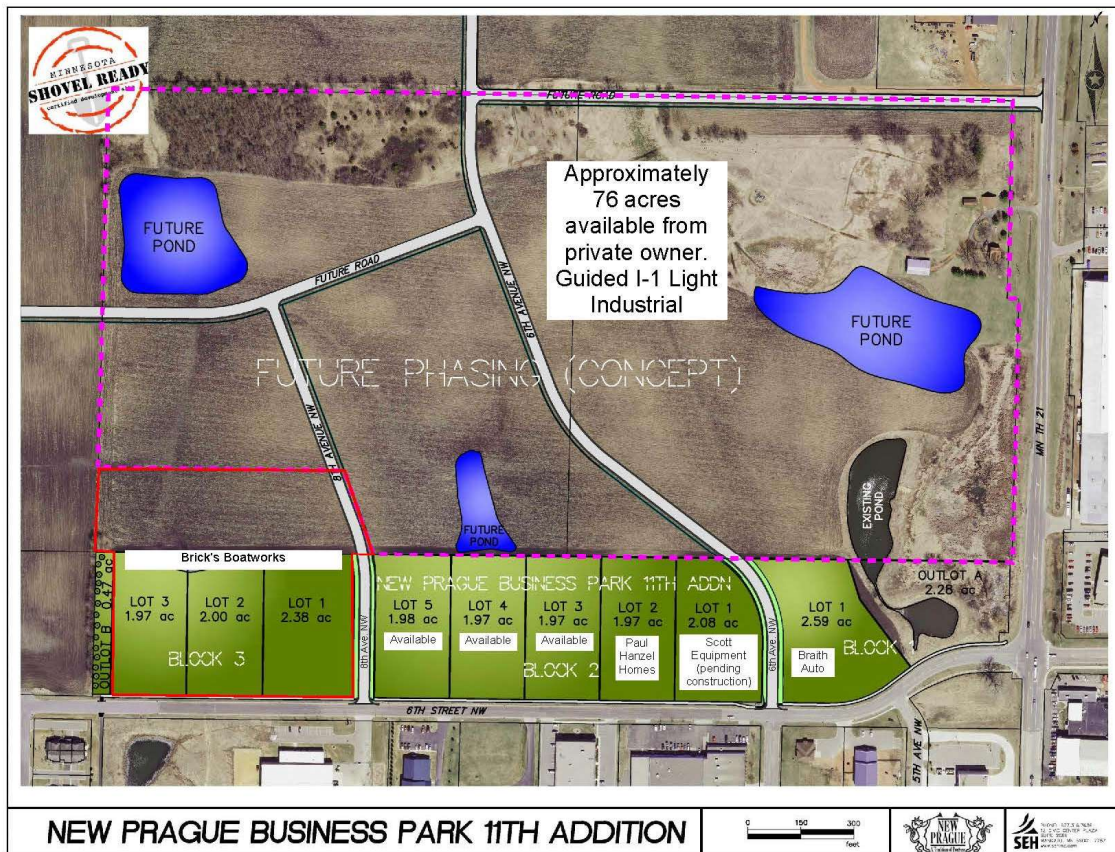
The EDA has had seven lots available for purchase for a number of years in the Industrial Park on the west side of town. In Q4 2022, the City received letters from three businesses who had intentions to purchase all seven lots. The EDA ended up closing on four of those seven in 2023, while once again actively marketing the remaining three. While interest remains in the three lots, the current business climate with higher interest rates that has been seen over the last fifteen years is a common reason the City has heard for businesses not purchasing the remaining lots.

# INDUSTRIAL LAND FOR SALE

New Prague Industrial Park

**List Price: \$2.00 sq. ft.**





The City of New Prague has approximately 6 acres available for purchase in the newest phase of the City's industrial park! Lot sizes can be customized to fit your business needs. Be under construction immediately!

### PROPERTY FEATURES

- Three Shovel Ready Certified Sites
- Light Industrial lots just under 2 acres each
- City incentives available for qualifying businesses
- Suitable uses include manufacturing, auto repair, warehouses, breweries, distilleries, data centers and research facilities just to name a few



**FOR ADDITIONAL INFORMATION, VISIT [WWW.CI.NEW-PRAGUE.MN.US](http://WWW.CI.NEW-PRAGUE.MN.US)**

**OR CONTACT:**

**Joshua Tetzlaff**  
City Administrator  
952-758-4401  
[jtetzlaff@ci.new-prague.mn.us](mailto:jtetzlaff@ci.new-prague.mn.us)

**Ken Ondich**  
Planning / Community Development Director  
952-758-4401  
[kondich@ci.new-prague.mn.us](mailto:kondich@ci.new-prague.mn.us)



## End of Year EDA Financials

## 2023 End of Year EDA Income Statement

EDA					
Account	Account Code Description	2023 CURRENT Budget	Current Period	Year to Date Thru 12/31/2023	Budget Balance
680-3-0000-31010	CURRENT PROPERTY TAXES	\$ 75,000.00	\$ 22,495.43	\$ 74,634.96	\$ 365.04
680-3-0000-31020	DELINQUENT PROPERTY TAXES	\$ -	\$ 13.61	\$ 17.75	\$ (17.75)
680-3-0000-36210	INTEREST INCOME	\$ 250.00	\$ 4,805.28	\$ 12,974.81	\$ (12,724.81)
	<b>TOTAL OPERATING REVENUE</b>	<b>\$ 75,250.00</b>	<b>\$ 38,533.20</b>	<b>\$ 98,846.40</b>	<b>\$ (23,596.40)</b>
680-4-4650-101	WAGES FULL-TIME	\$ 38,412.00	\$ 3,728.10	\$ 37,180.22	\$ 1,231.78
680-4-4650-103	WAGES PART-TIME	\$ -	\$ -	\$ -	\$ -
680-4-4650-113	EMPLOYEE BENEFITS	\$ 41.00	\$ -	\$ -	\$ 41.00
680-4-4650-121	EMPLOYER CONT. PERA	\$ 3,246.00	\$ 223.72	\$ 2,782.62	\$ 463.38
680-4-4650-122	EMPLOYER CONT. FICA	\$ 3,311.00	\$ 225.02	\$ 2,776.81	\$ 534.19
680-4-4650-129	GERF CHANGE	\$ -	\$ -	\$ -	\$ -
680-4-4650-131	HEALTH INSURANCE	\$ 9,377.00	\$ 131.20	\$ 3,255.04	\$ 6,121.96
680-4-4650-132	DENTAL INSURANCE	\$ 965.00	\$ -	\$ 267.83	\$ 697.17
680-4-4650-133	LIFE & S-T DISABILITY INS.	\$ 49.00	\$ -	\$ 117.62	\$ (68.62)
680-4-4650-151	WORKER'S COMPENSATION INS.	\$ 207.00	\$ -	\$ 266.48	\$ (59.48)
680-4-4650-200	SUPPLIES	\$ 500.00	\$ -	\$ 23.28	\$ 476.72
680-4-4650-220	REPAIRS & MAINT. SUPPLIES	\$ 500.00	\$ -	\$ -	\$ 500.00
680-4-4650-301	AUDIT	\$ 521.00	\$ 157.62	\$ 674.57	\$ (153.57)
680-4-4650-305	CIVIL LEGAL FEES	\$ 3,000.00	\$ -	\$ 17,887.34	\$ (14,887.34)
680-4-4650-310	PROFESSIONAL SERVICES	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
680-4-4650-320	POSTAGE	\$ 200.00	\$ 12.81	\$ 157.36	\$ 42.64
680-4-4650-322	COMPUTER COMM/MAINT	\$ -	\$ -	\$ 32.60	\$ (32.60)
680-4-4650-330	TRAVEL, CONF, MILEAGE ALLOW.	\$ 300.00	\$ -	\$ 41.40	\$ 258.60
680-4-4650-340	ADVERTISING & PUBLICATIONS	\$ 1,200.00	\$ -	\$ 368.00	\$ 832.00
680-4-4650-369	INSURANCES	\$ 225.00	\$ 9.30	\$ 2,490.20	\$ (2,265.20)
680-4-4650-433	DUES & SUBSCRIPTIONS	\$ 305.00	\$ -	\$ -	\$ 305.00
680-4-4650-441	SPECIAL PROJECTS	\$ 6,391.00	\$ -	\$ -	\$ 6,391.00
680-4-4650-490	DONATION OTHER CIVIC ORG.	\$ -	\$ -	\$ 500.00	\$ (500.00)
680-4-4650-720	TRANSFER-OUT	\$ 5,000.00	\$ 2,083.35	\$ 5,000.00	\$ -
680-4-4650-905	DEBT PAYMENT	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 75,250.00</b>	<b>\$ 6,571.12</b>	<b>\$ 73,821.37</b>	<b>\$ 1,428.63</b>
EDA Industrial Park					
Account	Account Code Description	2023 CURRENT Budget	Current Period	Year to Date	Budget Balance
681-3-0000-36210	INTEREST INCOME	\$ -	\$ 2,280.00	\$ 5,886.74	\$ (5,886.74)
	<b>TOTAL OPERATING REVENUE</b>	<b>\$ -</b>	<b>\$ 2,280.00</b>	<b>\$ 5,886.74</b>	<b>\$ (5,886.74)</b>
681-4-4650-303	ENGINEERING FEES	\$ -	\$ 62,601.78	\$ 62,759.78	\$ (62,759.78)
681-4-4650-420	DEPRECIATION EXPENSE	\$ 1,773.00	\$ 147.79	\$ 1,773.48	\$ (0.48)
681-4-4650-500	CAPITAL PROJECTS	\$ 988,000.00	\$ 598,833.58	\$ 598,833.58	\$ 389,166.42
	<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 989,773.00</b>	<b>\$ 661,583.15</b>	<b>\$ 663,366.84</b>	<b>\$ 326,406.16</b>

## End of Year EDA Balance Sheet

EDA			
		2022	2023
		YTD BALANCE	CURRENT YTD BALANCE
		12/31/2022	
<b>ASSETS</b>			
680-10101	CLAIM ON CASH	\$ 158,883.98	\$ 162,134.01
680-10120	MONEY MARKET-FIRST BK & TRUST	\$ 25,571.98	\$ 25,648.59
680-10125	MONEY MARKET-4M	\$ 235,838.94	\$ 244,464.89
680-15501	PREPAID OTHER	\$ 7.64	\$ -
680-15696	DEFERRED OUTFLOW - OPEB	\$ 147.00	\$ 147.00
680-15699	GERF DEFERRED OUTFLOW	\$ 5,912.00	\$ 5,912.00
	<b>TOTAL ASSETS</b>	<b>\$ 426,361.54</b>	<b>\$ 438,306.49</b>
<b>LIABILITIES</b>			
680-20210	ACCOUNTS PAYABLE	\$ 1,931.90	\$ 157.62
680-21711	ACCRUED PAYROLL INS DEDUCT	\$ 1.06	\$ -
680-21717	OPEB LIABILITY	\$ 554.00	\$ 554.00
680-22296	OPEB DEFERRED INFLOW	\$ 142.00	\$ 142.00
680-22299	GERF DEFERRED INFLOW	\$ 296.00	\$ 296.00
680-23999	GERF PENSION LIABILITY	\$ 19,266.00	\$ 19,266.00
	<b>TOTAL LIABILITIES</b>	<b>\$ 22,190.96</b>	<b>\$ 20,415.62</b>
<b>RETAINED EARNINGS</b>		<b>\$ 404,170.58</b>	<b>\$ 417,890.87</b>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>		<b>\$ 426,361.54</b>	<b>\$ 438,306.49</b>

EDA Industrial Park			
		2022	2023
		YTD BALANCE	CURRENT YTD BALANCE
<b>CURRENT ASSETS</b>			
681-10101	CLAIM ON CASH	\$ 37,668.24	\$ 77,838.43
681-10120	MONEY MARKET-FIRST BK & TRUST	\$ 12,786.27	\$ 12,824.88
681-10125	MONEY MARKET-4M	\$ 104,078.42	\$ 107,881.98
	<b>TOTAL CURRENT ASSETS</b>	<b>\$ 154,532.93</b>	<b>\$ 198,545.29</b>
<b>NON CURRENT ASSETS</b>			
681-16100	LAND	\$ 1,100,344.36	\$ 400,625.38
681-16300	INFRASTRUCTURE	\$ 88,675.68	\$ 88,675.68
681-16310	ACCUM. DEPRECIATION-INFRASTR	\$ (10,765.53)	\$ (12,539.01)
	<b>TOTAL NON CURRENT ASSETS</b>	<b>\$ 1,178,254.51</b>	<b>\$ 476,762.05</b>
<b>TOTAL ASSETS</b>		<b>\$ 1,332,787.44</b>	<b>\$ 675,307.34</b>
<b>LIABILITIES</b>			
681-20210	ACCOUNTS PAYABLE	\$ -	\$ -
	<b>TOTAL LIABILITIES</b>	<b>\$ -</b>	<b>\$ -</b>
<b>RETAINED EARNINGS</b>		<b>\$ 1,332,787.44</b>	<b>\$ 675,307.34</b>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>		<b>\$ 1,332,787.44</b>	<b>\$ 675,307.34</b>





# ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

## City of New Prague

Wednesday, February 14, 2024 at 7:30 AM

City Hall Council Chambers - 118 Central Ave N

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### 1. CALL TO ORDER

The meeting was called to order at 7:30 a.m. by President Brent Quast with the following members present: Brent Quast, Troy Pint, Eric Krogman, Austin Reville, Nick Slavik, and Bruce Wolf.

Absent: Duane Jirik

City staff present: Planning/Community Development Director Ken Ondich

Others present: Tony Buthe, NPAS Director of Educational Services

### 2. CONSENT AGENDA

Motion made by Slavik, seconded by Reville, to approve. All voted in favor. Motion carried (6-0).

- a. January 10, 2024, EDA Meeting Minutes (Regular and Closed)
- b. Claims for Payment: **\$176.22**

### 3. FUTURE EDA ENDEAVORS

- a. February 14, 2024

Ondich noted that the future EDA Endeavors is an ongoing agenda item that will get updated once the Comprehensive Plan Process is completed this year. He noted that the next steps in the City's Comprehensive Plan update includes a joint workshop with the Council and Planning Commission and that a full draft would be provided to the EDA once it is in final draft format. He also noted that two other studies that relate to the Comprehensive Plan are the Sewer Study and Small Area Plan for the City Center site.

### 4. ANNUAL COMMUNITY DEVELOPMENT REPORTS

- a. Vacant Lot Inventory
- b. Annual Business Inventory
- c. 2023 Growth Statistics

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

### 6. BUSINESS UPDATES

- a. February 2024
- Ondich presented the monthly update.

### 7. CDA UPDATE

**8. SCHOOL DISTRICT UPDATE**

Tony Buthe, NPAS Director of Educational Services, provided an overview of the Youth Skills Training (YST) grant that the school applied for and noted that the Scott County CDA and Chamber of Commerce provided them a letter of support. The grant would provide \$100,000 over a two-year period to provide part-time staff to coordinate vocational career assistance and partnerships with local businesses in New Prague, Elko New Market, and Lonsdale. The position would be added to an existing staff person rather than be a new hire. He stated that this grant and initiative is just another option for students to consider versus trade schools and four-year colleges. He said that they hope to visit with local businesses and learn more about what they need from students entering the workforce. He stated that he believes this initiative fits in with the EDA and City goals but that this also ties together with housing needs as well which means everyone needs to work together. He stated that no funding is requested from the EDA at this point, but that there could be a future funding request made. He thanked the EDA for having him attend the meeting.

**9. EXECUTIVE DIRECTORS REPORT****10. MISCELLANEOUS****a. Summary of 2024 MCPP Allocations**

Ondich provided an update on the 2024 MCPP Allocation. Slavik asked how information is shared about the program. Ondich indicated that the City will advertise in the City Newsletter and website/social media and that lenders actually take care of the paperwork and administration of the program funds. He stated that last year additional funds were allocated to New Prague from other cities that had not utilized their full amounts.

Bruce Wolf asked for a summary of the EDA's funds once costs for the roads in the City's industrial park have been accounted for. Ondich stated that he would provide the information for the next EDA meeting.

**11. ADJOURNMENT**

Motion made by Slavik, seconded by Pint, to adjourn the meeting at 8:0 a.m. All voted in favor. Motion carried (6-0).

Respectfully Submitted,

Joshua M. Tetzlaff  
City Administrator / EDA Executive Director



# UTILITIES COMMISSION MEETING MINUTES

## City of New Prague

Monday, February 26, 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, February 26, 2024, at 3:30 p.m.

Commissioners present: Dan Bishop, Dick Jordan, Tom Ewert, and Paul Busch

Commissioners absent: Bruce Wolf

Staff present: GM Reimers, EOS Ken Zweber, Finance Director Robin Pikal, and Administrative Coordinator Kim Lee

### 2. APPROVAL OF AGENDA

GM Reimers requested to add 5B. Approval of Mailing Machine Lease to the agenda. Motion made by Commissioner Jordan, seconded by Commissioner Ewert, to approve the agenda with the addition of 5B. Motion carried (4-0).

### 3. APPROVAL OF MINUTES

a. January 29, 2024, Utilities Meeting Minutes

Motion made by Commissioner Ewert, seconded by Commissioner Busch, to approve the January minutes. Motion carried (4-0).

### 4. UTILITY AND SMMPA BILLS

a. Approval of accounts payable in the amount of **\$151,621.36** and the SMMPA billing of **\$492,817.06**. Motion made by Commissioner Ewert, seconded by Commissioner Jordan, to approve the utility and SMMPA bills. Motion carried (4-0).

### 5A. FINANCIAL REPORTS

a. Investment Report

b. Financial Report

c. Water and Kilowatt Hours Sales

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

### 5B. APPROVAL OF MAILING MACHINE LEASE

Motion made by Commissioner Busch, seconded by Commissioner Ewert, to approve a 63-month lease with American Mailing Machines for a monthly fee of \$146.95. Motion carried (4-0).

**6. SMMPA BOARD OF DIRECTORS MEETING**

a. January 11, 2024

GM Reimers informed the commission on the following matters that were discussed at the February meeting:

- Generation programs are moving forward with the board to make final decisions on capacity payment rates at the March meeting.
- SMMPA staff have been working with Austin Utilities on the possibility of them extending their capacity purchase agreements to 2050.

**7. GENERAL MANAGER'S REPORT**

GM Reimers informed the commission on the following:

- The electric department has been installing fault detection devices on all switches throughout the distribution system. This will improve the troubleshooting process when underground faults occur on the system.
- The electric department has also been converting streetlights over to LED lamps and fixtures primarily on the highway sections of the street lighting system. This will greatly improve efficiency and the quality of light in these areas.

**8. OTHER BUSINESS**

None.

**9. ADJOURNMENT**

Motion made by Commissioner Jordan, seconded by Commissioner Busch, to adjourn the February 26, 2024, meeting at 4:05 p.m. Motion carried (4-0).

**NEXT COMMISSION MEETING – Monday, March 25, 2024**

Respectfully Submitted,

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Bruce Reimers  
General Manager

**Meeting Minutes**  
**New Prague Planning Commission**  
**Wednesday, February 28, 2024**

**1. Call Meeting to Order**

The meeting was called to order at 6:30 p.m. by Vice Chair Brandon Pike with the following members present Jason Bentson and Shawn Ryan. Absent were Ann Gengel and Dan Meyer.

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

**2. Approval of Meeting Minutes**  
**A. January 24th, 2024 Regular Meeting**

A motion was made by Ryan seconded by Bentson to approve the January 24th regular meeting minutes. Motion carried (3-0).

**3. OLD BUSINESS**

**A. None.**

**4. NEW BUSINESS**

**A. Request for Conditional Use Permit #C1-2024 – Relocate a Single Family Home to the vacant lot located at 303 Lyndale Ave N**

Planner Chapman introduced the #C1-2024 conditional use permit to relocate a single family home onto an existing vacant lot at 303 Lyndale Ave N. The home is currently located in Lakeville at Otting House Movers and the home is approximately 1,199 sq ft large with a 451 sq ft detached two car garage. The garage was removed from the principal structure and the front porch has since been removed. Various improvements will need to be made as well as meeting Minnesota State Building Code such as new windows, siding, fascia, soffit, roof repair, plumbing, smoke and CO detectors, etc. The property is zoned as RL-70 Single Family Residential Zoning District and within the district, relocating homes is listed as a conditional use. Conditional use permits for relocated structures must meet three criteria as follows:

- 1. Whether the structure is at such a variance with the established or expected pattern of development in the neighborhood that it would destroy the overall appearance of the neighborhood.*
- Staff believes the age and appearance of the proposed relocated 1970s home would fit in well with the neighborhood which is of an older nature with a variety of home



styles that exist. The proposed home will also utilize parking/garage access from the alley, similar to the homes on either side of it.

*2. The extent of variance, if any, of the proposed structure with the existing age, bulk, architectural style and quality of construction; and*

- Staff believes that the home will fit in well due to its age (constructed in 1970s) and design, which is a mix of other homes on the block. North of the property (at 315 Lyndale Ave N), a home was built in 1980 and a home to the south (301 Lyndale Ave N) was built in 1890. A large majority of the homes on the block are rambler style and built in the 1950s and 60s.

*3. The structure will not substantially diminish or impair property values within the neighborhood.*

- Staff believes that the structure will fit in well at 1,199 sq ft on the main level which is just under the above ground sq ft average on the block of 1,363 sq ft, be brought up to current building codes and have a new foundation, all of which will not diminish or impair property values within the neighborhood.

Ryan inquired what was previously on the lot before.

Applicant Doug Pint from 40072 Lake Volney Ln, Le Center, stated that the property originally had a shed and a garden. The property was platted in 2020 and does not have utilities.

Ryan seconded by Pike made a motion to open the public hearing at 6:44pm. Motion carried (3-0).

Pike asked why the structure is being relocated rather than being built new.

Pint explained that it was more affordable to relocate the home than to construct the home from scratch. To relocate the home, it will be in the high \$200,000s or low \$300,000s compared to \$400,000 to construct a new home. The home was also selected because it had updated electric.

Pike asked what the plan for the building was and if Pint would be occupying the home.

Pint replied that he intends to make improvements to the home and sell it. The home will likely be transported along Main Street since it is a 10-ton road but the transportation route and time will have to be coordinated with the City and Otting House Movers.

Jason asked if the basement will be constructed.

Pint replied that the basement will be built prior to the transporting of the home.

Pike inquired what the road restrictions would be.

Planning Director Ondich responded that road restrictions are related to spring thaw.

Ryan wondered if a time limitation should be added to the conditional use permit.

Planning Director Ondich stated that a timeframe isn't needed. The \$5,000 escrow is an incentive for contractors to complete the code requirements.

A motion was made by Ryan, seconded by Bentson to close the public hearing at 6:49pm.  
Motion carried (3-0).

A motion was made by Ryan and seconded by Bentson, to approve and forward Conditional Use Permit #C1-2024 to City Council with the following conditions:

1. This conditional use permit is only valid for moving in the specifically proposed home that is currently located at Otting House Movers at 27626 Pillsbury Ave, Lakeville MN.
2. All requirements of Section 713 of the Zoning Ordinance for relocating structures must be met.
3. In accordance with the Preliminary and Final plat of Suerai Addition, the developer is responsible for the cost and installation of water, sewer, and electric services to the lot.
4. Property owner should limit site work within the Lyndale Avenue N right of way until reconstruction project is substantially complete. The street location and elevation will change from the existing condition.
5. Property owner should provide staging and access plan on how delivery and placement will occur. The site has steeper boulevard grades on Lyndale Avenue N. Trees and overhead wire may interfere with the alley.
6. Any damage to new street will be the responsibility of the property owner. Installation before street reconstruction would be best (if possible).
7. The placement of the home must be in general compliance with the submitted site plan dated 2/7/24.
8. The proposed parking area from the alley must be paved as required by the Zoning Ordinance.
9. The following improvements must be made to the home before it can be occupied:
  - Home must meet Minnesota State Building Code requirements
  - New windows in bedrooms 2 & 3
  - Closet moved to east wall in bedroom 3
  - Staircase extended to meet code
  - Siding, fascia, soffit, roof repair, and paint as needed
  - New full basement to be finished later
  - Possible deck off master bedroom
  - New window to be placed in dining room
  - Patio door to be placed in master bedroom
  - New laundry location on main floor
  - Install smoke and CO detectors
  - Plumbing installed
  - Garage: frame wall and install fascia, soffit, and siding

And making the following findings to approve the conditional use permit:

- A. The proposed relocated single-family home is an expected use of the lot which is zoned RL-70 Single Family Residential and will not burden existing parks, schools, streets or other public facilities.
- B. The proposed relocated single-family home is fully compatible with the adjacent residential properties and will not cause a depreciation in their value.
- C. The proposed relocated single-family home will not have an adverse effect upon adjacent residential homes in that it is of a similar era, style and size to other homes on the block.
- D. The proposed relocated single-family home is reasonable related to the overall needs of the City and to the existing land use as it is utilizing a residential lot that has been vacant since it was platted in 2020 and for many years prior to its platting and will fit in with the surrounding homes.
- E. The proposed relocated single-family home is consistent with the zoning ordinance as a single-family home is a permitted use in the RL-70 Single Family residential zoning district.
- F. The proposed relocated single-family home is not in conflict with the Comprehensive Plan of the City because the Comprehensive Plan designates this property as being located within the RL-70 Single Family Residential Zoning District.
- G. The proposed relocated single-family home will not cause traffic hazard or congestion as it is a use typical of a residential lot.
- H. The proposed relocated single-family home will be located on an existing residential lot with adequate roads and existing utility stubs, which will be completed with the 2024 CIP project.

Motion carried (3-0).

## **B. Concept Review – Floodplain Ordinance Update**

Planning Director Ondich explained that the new FEMA Flood Insurance rate Maps (FIRMs) become effective on July 17, 2024. The Le Sueur County maps updates will include all of New Prague as well as the portions of the city that's in Scott County. The DNR recently contacted the City, explaining that they need to adopt a new floodplain ordinance to continue to participate in the flood insurance program once the new maps take effect. The DNR provided two model ordinance models for confirming the ordinance: the "simplified model floodplain ordinance" and the typical "model floodplain ordinance". Of the two ordinances, the City's current ordinance most closely aligns to the typical model ordinance. However, the DNR recommended that the City consider using the simplified model ordinance since New Prague has had little to no floodplain development in flood zones. As of today, there are very few structures that exist within the floodplain in New Prague. By July 17, 2024 the City must have a new ordinance adopted. Furthermore, the City must submit a draft ordinance to the DNR for review before April 17<sup>th</sup>, 2024.

Ryan asked for clarification of what constitutes a floodplain.

Planning Director Ondich stated that floodplain are areas near a watercourse that occasionally flood. There are various types of floodplains such as the 100-year floodplain and the 500-year floodplain. A 100-year floodplain means there is a 1% chance of the area

flooding in a given year. A 500-year floodplain means there is a 0.2% (1 in 500 chance) of flooding.

Planning Director added that New Prague currently allows variances for structures to be built in the floodplain but would require floodplain proofing such as using stilts. Compared to other cities, New Prague has few floodplains. He clarified that the simplified model floodplain ordinance would prevent construction from occurring in the floodplain.

Pike observed that the comprehensive plan land use map shows floodplains east of New Prague. As the City expands eastward, there will be more floodplain areas, which could make it difficult to build. The City could always switch back to the typical model ordinance.

The Planning Commissioners showed an interest in pursuing the simplified model ordinance.

5. Miscellaneous

A. Annual Community Development Reports

The annual community development reports were reviewed as information only.

B. HF 4009 Minnesota State Bill

Ryan inquired if there were any updates on the HF 4009 Minnesota State Bill.

Planning Director Ondich explained that the HF 4009 State Bill would take away the community’s local zoning control for multi-family housing. If passed, multi-family housing would not have to meet zoning requirements in communities that have populations over 10,000 people. In other words, multi-family homes could be built on a commercial lot and be 150 feet tall in some cases.

Pike asked what caused this Bill.

Planning Director Ondich responded that the discussions came from Minneapolis and were intended as a way to provide affordable housing. The proposed bill may work in large cities in Minneapolis but not all communities. The bill would limit the number of parking stalls and prevent communities from controlling the appearance of the structure. There isn’t anything in the bill about housing affordability. All the multi-family housing units could be market rate. There are several communities that can’t even reach full occupancy today.

C. Monthly Business Updates

In the month of February, there were 0 new home permits issued, however, staff did receive a new home permit last week for a single family home on Grant Ave NW. Bargain Lodge has moved into the former location of Chalk It Up. A building permit was issued for

internal alteration at the old Mill, which will be used by CVF Racing for storage. Dan Bishop received a building permit for a new office building at 1305 1<sup>st</sup> St NE. Although not directly business related, the City Council approved MSA to be the consultant for the City Center Small Area Plan for the POPS facility. The consultant will determine how to incorporate the stormwater facilities and maximize the space for future construction. The Small Area Plan is supposed to be complete by July 1<sup>st</sup> and become an addendum to the new Comprehensive Plan.

**D. Comprehensive Plan Update**

Planning Director Ondich mentioned that the final joint Planning Commission/Council meeting for the Comprehensive Plan Workshop will take place on Monday 11<sup>th</sup> at 5:00pm.

**E. Move March Planning Commission Meeting to Wednesday April 3<sup>rd</sup>**

The Planning Commissioners did not have an issue with the March 27<sup>th</sup> Planning Commission meeting being moved to April 3<sup>rd</sup>, 2024.

**6. Adjournment**

A motion was made by Ryan, seconded by Bentson, to adjourn the meeting at 7:18 pm. Motion carried (3-0).

Respectfully submitted,



Kyra J. Chapman  
Planner

**Meeting Minutes  
New Prague Park Board  
Tuesday, March 12th, 2024  
6:00 PM**

**1. Call Meeting to Order**

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

**2. Approve Previous Meeting Minutes  
February 13, 2024 Regular Meeting**

A motion was made by Dohm seconded by Becka, to approve the February 13, 2024, regular meeting minutes. Motion carried (5-0).

**3. Review Financial Reports**

Planning Director Ondich presented the February financial report. One new home permit and no new commercial permits were issued during the month of February, which means \$854.31 has been added to the Park Equipment Fund as well as some interest income.

A motion was made by Becka, seconded by Bass, to approve the financial reports. Motion carried (5-0).

**4. Creek Clean Up Discussion**

Planning Director Ondich stated that 10 of 29 temporary easement documents had been returned from property owners adjacent to Philipps Creek and that some property owners indicated that they would be willing to participate in the clean up event.

The date for the clean up event was previously scheduled as Saturday, April 20<sup>th</sup> and the Park Board determined the official time to be 9am to 11am for the event with multiple “rallying points” depending on how many people sign up to assist with the clean up event.

The Park Board discussed advertising for the event and also directly contacting the high school football team, rotary, Facebook post in New Prague Happenings and possibly area businesses such as Lakers New Prague Sanitary Inc.

The Park Board also asked if the City could provide bottled water and high-vis vests or shirts for park board members that volunteer that day. Ken Ondich stated he would check.



## 5. Miscellaneous

- a. **POPS Update**– Chair Barten provided an overview of the first steering committee meeting for the small area plan being completed at the old gravel parking lot area downtown and noted how it was determined at the meeting that the site will be looked at from a fresh perspective regarding location of stormwater, POPS and other uses. It was also determined to look outside of the original area scope to include the frontage along Main Street of the former mill property. The consultant, MSA, is taking the feedback to made adjustments to the “bubble diagrams” and continue discussions during the next meeting in April.
- b. **Comprehensive Plan Update** – Planning Director Ondich explained that following the 3/11/24 joint meeting of the Planning Commission and City Council, there would likely be a couple month pause on the comprehensive plan itself as the Small Area Plan and the Sanitary Sewer Feasibility Study are completed as they are important plans to incorporate into the Comprehensive Plan.
- c. **2024 Tree Giveaway Update** – Planning Director Ondich stated that 24 of 48 trees has been reserved with only 6 American plum and 18 common hackberry trees remaining.
- d. **Dog Park Update** – The Park Board discussed the Dog Park plan progress. Bruce Meyer from the dog park group noted that he and Park Board Member Chris Wolf attended a meeting with City Staff to layout the actual fence location and parking lot location at the dog park. The Park Board also asked staff to contact the County regarding the possibility of a marked crosswalk and about the possibility of adding a light by the parking lot and entrance to the dog park.
- e. **Future Projects Discussion** – Chair Barten suggested starting to work on plans for future projects prior to the Comprehensive Plan being adopted. He suggested starting with the splash pad idea as some background work had already been done towards that project. Planning Director Ondich stated that one of the action plan items from the Comp. Plan was to look at completing a specific park plan once the comprehensive plan was completed. The Park Board also suggested looking at the trail/sidewalk plan.

## 8. Adjournment

The meeting was adjourned at 7:00 PM by order of Chair Barten.

Respectfully Submitted,



Ken Ondich  
Planning / Community Development Director