



# CITY COUNCIL MEETING AGENDA

## City of New Prague

Monday, May 04, 2026 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

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#### 1. CALL TO ORDER

- a. Pledge of Allegiance

#### 2. APPROVAL OF REGULAR AGENDA

#### 3. CONSENT AGENDA

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

- a. Meeting Minutes
  - i. April 20, 2026 Regular City Council Meeting Minutes
  - ii. April 20, 2026 Special City Council Meeting Minutes - Closed
  - iii. April 28, 2026 Special City Council Meeting Minutes
- b. Claims for Payment: **\$418,014.55**
- c. Revised First Amendment to Developer's Agreement for Turek Estates
- d. WWTP Chemical Tank Upgrade
- e. Appointment of Police Officer

#### 4. GOVERNMENT AGENCY UPDATES

#### 5. PUBLIC FORUM

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

#### 6. PUBLIC HEARING(S) – 6:00 PM

- a. None

#### 7. CITY ENGINEER PROJECTS UPDATE

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

- a. #361 - Rezoning a Property within the Plat of Raven Stream Village  
Resolution #CC-26-05-04-01 - Amending the Comprehensive Plan

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

- a. None

**10. RESOLUTIONS**

- a. None

**11. GENERAL BUSINESS**

- [a.](#) Consideration to Purchase 1201 1st Street NE
- [b.](#) Potential Economic Development TIF for Public Infrastructure
- [c.](#) SCALE Health Insurance Coop
- [d.](#) Benefits Consultant RFP

**12. MISCELLANEOUS**

- [a.](#) Joint Powers Advisory Board - Financial Update and Report
- [b.](#) Meeting Minutes
  - i. March 25, 2026 Planning Commission Meeting Minutes
  - ii. March 30, 2026 Utilities Commission Meeting Minutes
- c. Discussion of Items not on the Agenda

**13. ADJOURNMENT**

**UPCOMING MEETINGS AND NOTICES:**

May 12	6:00 p.m. Park Board
May 13	7:30 a.m. EDA Board
May 18	6:00 p.m. City Council
<b>May 25</b>	<b>Holiday – City Offices Closed</b>
May 26	3:30 p.m. Utilities Commission
May 26	6:30 p.m. Golf Board
May 27	6:30 p.m. Planning Commission
June 1	6:00 p.m. City Council

# CITY COUNCIL MEETING MINUTES



## City of New Prague

Monday, April 20, 2026 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

**1. CALL TO ORDER**

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

PRESENT

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

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

a. Pledge of Allegiance

**2. APPROVAL OF REGULAR AGENDA**

Motion to approve the regular agenda with the removal of item 10a Resolution to Designate a new polling place.

Motion made by Councilmember Bass, Seconded by Councilmember Seiler.

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

Motion carried (5-0)

**3. CONSENT AGENDA**

Motion to approve the consent agenda.

Motion made by Councilmember Seiler, Seconded by Mayor Nickolay.

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

Motion carried (5-0)

- a. Meeting Minutes
  - i. April 6, 2026 City Council Meeting Minutes
- b. Claims for Payment: **\$480,083.42**
- c. Financial Summary Report
- d. Request to Hire - Firefighter

**4. GOVERNMENT AGENCY UPDATES**

No update.

**5. PUBLIC FORUM**

Brian Paulson (206 4th St SW) and Henry Ludquist-Detisch (509 Cottonwood Lane) spoke.

**6. PUBLIC HEARING(S) – 6:00 PM**

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

Gary Whiteis (1406 9th St. SE) and Brian Paulson (206 4th St SW) spoke.

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

- Motion to approve the purchase of the Unmanned Aerial Vehicles.  
Motion made by Mayor Nickolay, Seconded by Councilmember Seiler.  
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0)

**7. CITY ENGINEER PROJECTS UPDATE**

Public Works Director Matt Rynda provided an update.

- a. April 20, 2026

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

- a. None

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

- a. Ordinance #360 - Rezoning Certain Properties in New Prague Outlots  
Community Development Director Ken Ondich presented Ordinance #360 for adoption.  
Motion to approve the second reading and adoption of Ordinance #360 - Rezoning Certain Properties in New Prague Outlots  
Motion made by Councilmember Ryan, Seconded by Councilmember Wolf.  
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0)

**10. RESOLUTIONS**

- a. #CC-26-04-20-01 - Designating a New Combined Polling Place  
This item was removed from the agenda at the beginning of the meeting.

**11. GENERAL BUSINESS**

- a. Ambulance Services Contract  
City Administrator Joshua Tetzlaff presented the 2026 Ambulance Services and Lease Agreements.  
Motion to approve the Ambulance Services Contract.  
Motion made by Councilmember Wolf, Seconded by Councilmember Bass.  
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0)

Motion to approve the 2026 Ambulance Facility Lease Agreement.  
Motion made by Councilmember Bass, Seconded by Councilmember Seiler.  
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler,  
Councilmember Wolf  
Motion carried (5-0)

b. Long-Term Financial Plan  
City Administrator Joshua Tetzlaff presented the proposed Long-Term Financial Plan.  
Motion to approve the Long-Term Financial Plan.  
Motion made by Councilmember Seiler, Seconded by Mayor Nickolay.  
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler,  
Councilmember Wolf  
Motion carried (5-0)

c. Massage Therapy Licenses  
Community Development Director Ken Ondich presented the discussion for Massage Therapy Licenses.  
Discussion was had and direction was given to Staff.

d. Establish Special City Council Meeting Date(s) for Board & Commission Interviews  
Discussion was had on availability for special meeting dates to conduct Board & Commission interviews.

e. Fire Station Approach Improvement  
City Administrator Joshua Tetzlaff presented the proposed Fire Station Approach Improvement.  
Chief Rynda helped answer any questions.  
Motion to approve the \$5,466.84 quote if split 50/50 with the Rural Fire.  
Motion made by Councilmember Ryan, Seconded by Mayor Nickolay.  
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler,  
Councilmember Wolf  
Motion carried (5-0)

**12. MISCELLANEOUS**

- a. New Prague Police Department - 2026 ALPR Audit Report
- b. Meeting Minutes
  - i. March 10, 2026 Park Board Meeting Minutes
  - ii. March 11, 2026 EDA Board Meeting Minutes

**13. ADJOURNMENT**

Motion to adjourn the meeting at 7:23 p.m.  
Motion made by Mayor Nickolay, Seconded by Councilmember Seiler.  
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler,  
Councilmember Wolf  
Motion carried (5-0)

ATTEST:

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Charles L. Nickolay  
Mayor

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Joshua M. Tetzlaff  
City Administrator



# SPECIAL CITY COUNCIL MEETING - CLOSED MINUTES

## City of New Prague

Monday, April 20, 2026 at 6:05 PM

City Hall Council Chambers - 118 Central Ave N

Mayor Nickolay called the Closed meeting to order at 7:36 p.m.

**PRESENT**

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

Staff present: City Administrator Joshua Tetzlaff, Community Development Director Ken Ondich, Finance Director Robin Pikal and Public Works Director Matt Rynda.

1. **CLOSED SESSION:** Went into Closed session at 7:36 p.m. to conduct a closed City Council meeting to determine the asking price and to consider strategies and to develop or consider offers or counteroffers for the purchase of the following property and to review confidential appraisal information for such properties:

PID No. 24.057.0050

2. **ADJOURNMENT**

Motion to adjourn the meeting at 8:51p.m.  
 Motion made by Councilmember Seiler, Seconded by Mayor Nickolay.  
 Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler,  
 Councilmember Wolf  
 Motion carried (5-0)

ATTEST:

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

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



# SPECIAL CITY COUNCIL MEETING MINUTES

## City of New Prague

Tuesday, April 28, 2026 at 5:00 PM

City Hall Council Chambers - 118 Central Ave N

**1. CALL TO ORDER**

The meeting was called to order at 5:13 p.m.

**PRESENT**

- Mayor Charles Nickolay
- Councilmember Shawn Ryan
- Councilmember Rik Seiler

**ABSENT**

- Councilmember Bruce Wolf
- Councilmember Maggie Bass

**2. APPROVAL OF REGULAR AGENDA**

**3. GENERAL BUSINESS**

- a. Interview Board & Commission Applicants
  - i. Brent Quast
  - ii. Elizabeth Hill
  - iii. Rob Yost
  - iv. William Walsh
  - v. Jennifer Schultz
  - vi. Alaina Bishop

The City Council interviewed 5 candidates (1 candidate was unable to make it) for various vacant board & commission seats.

**4. MISCELLANEOUS**

- a. Discussion of Items not on the Agenda

**5. ADJOURNMENT**

The meeting was adjourned at 6:47 p.m.

ATTEST:

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

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

CITY OF NEW PRAGUE  
 ACCOUNTS PAYABLE  
 05/04/2026

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<b>FUND 101 - GENERAL FUND</b>			
<b><u>RURAL FIRE - TO BE REIMBURSED</u></b>			
ASCENTEK INC	15W-40 OIL	\$622.80	
COMPUTERSHARE TRUST COMPANY	2013B INTEREST PAYMENT	\$4,245.00	
MES SERVICE COMPANY LLC	FIREFIGHTER GEAR	\$262.62	
NEW PRAGUE UTILITIES	RURAL FIRE - UTILITES	\$517.22	
PARKVIEW MEDICAL CLINIC	PRE-EMPLOYMENT PHYSICAL	\$55.00	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$18.90	
SCOTT COUNTY TREASURER	SCALE TRAINING FACILITY	\$2,236.50	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$492.99	
<b>TOTAL:</b>			<b><u><u>\$8,451.03</u></u></b>
<b><u>OTHER - TO BE REIMBURSED</u></b>			
AMAZON CAPITAL SERVICES	APPAREL	\$28.06	
THE TESSMAN COMPANY	MOUND CLAY - NP BASEBALL ASSOC	\$904.00	
US BANK CREDIT CARD	2023 MAVRICK HITCH	\$210.00	
<b>TOTAL:</b>			<b><u><u>\$1,142.06</u></u></b>
<b><u>COUNCIL</u></b>			
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$274.98	
<b>TOTAL:</b>			<b><u><u>\$274.98</u></u></b>
<b><u>ADMINISTRATION</u></b>			
AMAZON CAPITAL SERVICES	APPAREL	\$54.53	
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	\$1.52	
ROTARY CLUB OF NEW PRAGUE	4TH QTR DUES	\$180.00	
US BANK CREDIT CARD	APPAREL	\$57.09	
US BANK CREDIT CARD	COMPUTER CAMERA	\$33.99	
US BANK CREDIT CARD	OFFICE SUPPLIES	\$13.17	
US BANK CREDIT CARD	POSTAGE	\$11.95	
US BANK CREDIT CARD	WEB SERVICE BILLING	\$0.61	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$299.31	
<b>TOTAL:</b>			<b><u><u>\$652.17</u></u></b>
<b><u>TECH NETWORK</u></b>			
COMPUTER TECHNOLOGY SOLUTIONS	.GOV DOMAIN MIGRATION	\$2,538.00	
COMPUTER TECHNOLOGY SOLUTIONS	DOCKING STATION - KEN	\$195.00	
US BANK CREDIT CARD	JESSI TRAINING	\$44.00	
<b>TOTAL:</b>			<b><u><u>\$2,777.00</u></u></b>
<b><u>PLANNING</u></b>			
METRO SALES INC	COPIER LEASE	\$122.69	
US BANK CREDIT CARD	COMPUTER CAMERA	\$33.99	
US BANK CREDIT CARD	GO TO MEETING	\$20.60	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$27.18	
<b>TOTAL:</b>			<b><u><u>\$204.46</u></u></b>
<b><u>GOVERNMENT BUILDING</u></b>			
AMAZON CAPITAL SERVICES	CITY WIDE CLEAN UP - FLYER	-\$11.16	
AMAZON CAPITAL SERVICES	APPAREL	\$1.88	
AMAZON CAPITAL SERVICES	DISINFECTING WIPES	\$8.97	
NEW PRAGUE UTILITIES	GOVT BUILDING -ELECTRIC	\$1,487.82	
NEW PRAGUE UTILITIES	GOVT BUILDING - WATER/SEWER	\$219.74	
NEW DAY CHURCH OF ELKO-NEW MARKET	ESCROW	\$17,000.00	
<b>TOTAL:</b>			<b><u><u>\$18,707.25</u></u></b>

CITY OF NEW PRAGUE  
 ACCOUNTS PAYABLE  
 05/04/2026

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<b><u>POLICE</u></b>			
AMAZON CAPITAL SERVICES	APPAREL	-\$22.90	
ASSOCIATED PSYCHOLOGICAL S	PSYCHOLOGICAL EVALUATION	\$350.00	
CALIBRE PRESS	TRAINING - SPICER	\$359.00	
COMPUTER TECHNOLOGY SOLUTIONS	LAPTOPS	\$5,266.00	
DEPUTY REGISTRAR	UNMARKED CAR - TABS #5088	\$16.25	
HAS LLC dba DEHMER CENTRAL FIRE PRO	FIRE EXTINGUISHER RECHARGE	\$75.25	
NEW PRAGUE UTILITIES	POLICE FLOCK	\$42.30	
SCOTT COUNTY	BAIR/SWMDTF & TCTT MEMBERSHIP	\$16,873.17	
SCOTT COUNTY	MDA STATE/PD RECORDS ACCESS	\$1,800.00	
SCOTT COUNTY	BISS CONTRIBUTION	\$4,626.25	
SCOTT COUNTY TREASURER	SCALE TRAINING FACILITY	\$4,473.00	
ST LOUIS MRO INC	PRE-EMPLOYMENT TESTING	\$24.75	
US BANK CREDIT CARD	SUPPLIES	\$97.46	
US BANK CREDIT CARD	MN CHIEFS CONFERENCE	\$437.75	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$279.14	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$1,601.93	
<b>TOTAL:</b>			<b><u><u>\$36,299.35</u></u></b>
<b><u>FIRE</u></b>			
ASCEN TEK INC	15W-40 OIL	\$622.81	
MES SERVICE COMPANY LLC	FIREFIGHTER GEAR	\$262.62	
NEW PRAGUE FIRE RELIEF ASSOCIATION	STATE REIMBURSEMENT - 2025	\$1,000.00	
NEW PRAGUE UTILITIES	FIRE - ELECTRIC	\$328.52	
NEW PRAGUE UTILITIES	FIRE - WATER/SEWER	\$188.70	
PARKVIEW MEDICAL CLINIC	PRE-EMPLOYMENT PHYSICAL	\$55.00	
SCOTT COUNTY TREASURER	SCALE TRAINING FACILITY	\$2,236.50	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$302.18	
<b>TOTAL:</b>			<b><u><u>\$4,996.33</u></u></b>
<b><u>BUILDING INSPECTOR</u></b>			
BRIAN PETERSEN	MEAL REIMBURSEMENT RIVERBEND MEETING	\$20.00	
METRO SALES INC	COPIER LEASE	\$122.69	
US BANK CREDIT CARD	INT COUNCIL CODE	\$150.00	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$97.99	
<b>TOTAL:</b>			<b><u><u>\$390.68</u></u></b>
<b><u>GENERAL FUND - AMBULANCE</u></b>			
NEW PRAGUE UTILITIES	AMBULANCE - ELECTRIC	\$328.52	
NEW PRAGUE UTILITIES	AMBULANCE - WATER/SEWER	\$99.51	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$9.60	
<b>TOTAL:</b>			<b><u><u>\$437.63</u></u></b>

CITY OF NEW PRAGUE  
 ACCOUNTS PAYABLE  
 05/04/2026

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<b><u>STREET</u></b>			
AMAZON CAPITAL SERVICES	PPE - SUNSCREEN	\$24.69	
AMAZON CAPITAL SERVICES	CHAINSAW COVER	\$20.57	
AMAZON CAPITAL SERVICES	ROLLER SEAT CUSHION	\$23.97	
AMAZON CAPITAL SERVICES	APPAREL	\$2.82	
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	\$8.99	
AMAZON CAPITAL SERVICES	MACHANIC GLOVES	\$43.68	
METRO SALES INC	COPIER LEASE	\$243.15	
NEW PRAGUE UTILITIES	STREETS - ELECTRIC	\$450.61	
NEW PRAGUE UTILITIES	STREETS - WATER/SEWER	\$246.91	
OLYMPIC FIRE PROTECTION	ANNUAL FIRE SPRINKLER INSP	\$245.00	
PARKVIEW MEDICAL CLINIC	HEB B	\$54.00	
US BANK CREDIT CARD	CHAINSAW PARTS	\$38.43	
US BANK CREDIT CARD	CHIPPER PARTS	\$1.64	
US BANK CREDIT CARD	SNOW PLOW MARKER	\$20.99	
US BANK CREDIT CARD	TIRE MACHINE CONE	\$41.24	
US BANK EQUIPMENT FINANCE	COPIER LEASE - STREETS	\$75.00	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$1,232.59	
WM. MUELLER & SONS INC.	SAND ASPHALT MIX	\$1,805.44	
ZORO TOOLS INC.	PRESSURE WASHER PARTS	\$254.79	
<b>TOTAL:</b>			<b><u><u>\$4,834.51</u></u></b>
<b><u>STREET LIGHTS</u></b>			
NEW PRAGUE UTILITIES	STREETLIGHTS	\$5,099.30	
<b>TOTAL:</b>			<b><u><u>\$5,099.30</u></u></b>
<b><u>PARKS</u></b>			
AMAZON CAPITAL SERVICES	N95 MASKS	\$13.65	
AMAZON CAPITAL SERVICES	DOG WASTE BAGS	\$85.86	
GEMPLER'S	RUBBER GLOVES	\$50.53	
GRAINGER	TOILET REPAIR PARTS	\$569.14	
LE SUEUR COUNTY AUDITOR-TREASURER	PROPERTY TAXES	\$1,384.00	
LE SUEUR COUNTY AUDITOR-TREASURER	PROPERTY TAXES - BALL PARK	\$10.00	
NEW PRAGUE UTILITIES	PARKS -ELECTRIC	\$990.63	
NEW PRAGUE UTILITIES	PARKS - WATER/SEWER	\$194.01	
PARKVIEW MEDICAL CLINIC	HEB B	\$54.00	
ST LOUIS MRO INC	PRE-EMPLOYMENT TESTING	\$20.00	
TRI-STATE BOBCAT	BOOM	\$3,128.14	
US BANK CREDIT CARD	2023 MAVRICK HITCH	\$39.99	
US BANK CREDIT CARD	CHIPPER PARTS	\$2.46	
US BANK CREDIT CARD	GARBAGE CANS	\$323.10	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$384.47	
WASHA TRUCKING SERVICES INC	HAULING -AG LIME	\$130.00	
<b>TOTAL:</b>			<b><u><u>\$7,379.98</u></u></b>
<b><u>LIBRARY</u></b>			
NEW PRAGUE UTILITIES	LIBRARY - ELECTRIC	\$461.57	
NEW PRAGUE UTILITIES	LIBRARY - WATER/SEWER	\$415.60	
<b>TOTAL:</b>			<b><u><u>\$877.17</u></u></b>
<b><u>UNALLOCATED</u></b>			
ROSS NESBIT AGENCIES INC.	UTILITY BOND	\$100.00	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$346.50	
<b>TOTAL:</b>			<b><u><u>\$446.50</u></u></b>
<b>GENERAL FUND TOTAL:</b>			<b><u><u>\$92,970.40</u></u></b>

CITY OF NEW PRAGUE  
 ACCOUNTS PAYABLE  
 05/04/2026

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<b>FUND 233 - SPECIAL REVENUE - CRIME PREVENTION</b>			
PROSOURCE SPECIALTIES LLC	PLASTIC BADGES, PENCILS, STICKERS	\$1,109.46	
SCOTT COUNTY ATTORNEY'S OFFICE	FORFEITURE 21006034	\$853.72	
<b>TOTAL:</b>			<u>\$1,963.18</u>
<b>FUND 315 - DEBT SERVICE - BOND REFUNDING 2013B</b>			
COMPUTERSHARE TRUST COMPANY	2013B INTEREST PAYMENT	\$8,490.00	
<b>TOTAL:</b>			<u>\$8,490.00</u>
<b>FUND 425 - CAPITAL PROJECTS - POLICE STATION</b>			
AMERICAN ENGINEER TESTING INC	POLICE ADDITION	\$4,009.20	
CENTERPOINT ENERGY	NAURAL GAS - POLICE ADDITION	\$1,233.29	
METRO FURNITURE SOLUTIONS BY HENDRICKS	FURNITURE, FIXTURES, EQUIPMENT	\$132,476.68	
NEW PRAGUE UTILITIES	POLICE ELECTRIC	\$960.35	
<b>TOTAL:</b>			<u>\$138,679.52</u>
<b>FUND 602 - ENTERPRISE - SANITARY SEWER</b>			
AMAZON CAPITAL SERVICES	JET VAC - PARTS	\$16.51	
AMAZON CAPITAL SERVICES	HDMI ADAPTER	\$36.74	
AMAZON CAPITAL SERVICES	APPAREL	\$7.34	
ELECTRIC PUMP	UV SYSTEM - LABOR	\$3,330.00	
METRO SALES INC	COPIER LEASE - WWTP	\$61.26	
NEW PRAGUE UTILITIES	WWTP - ELECTRIC	\$24,723.63	
NEW PRAGUE UTILITIES	WWTP - WATER/SEWER	\$838.11	
POLYDYNE INC	CLARIFLOC - CE2470	\$9,844.00	
PVS TECHNOLOGIES INC	FERRIC CHLORIDE	\$10,437.20	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$197.70	
UNIVAR SOLUTIONS USA INC	CITRIC ACID 50%	\$8,244.70	
US BANK CREDIT CARD	JESSI TRAINING	\$8.00	
US BANK CREDIT CARD	COMPRESSOR PARTS	\$979.57	
US BANK CREDIT CARD	HEADLAMPS	\$129.99	
US BANK CREDIT CARD	PAPER	\$221.68	
US BANK CREDIT CARD	TARA SUPPLIES	\$11.65	
US BANK CREDIT CARD	TIMER	\$35.99	
US BANK CREDIT CARD	TIRE MACHINE CONE	\$41.23	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$299.86	
<b>TOTAL:</b>			<u>\$59,465.16</u>
<b>FUND 606 - ENTERPRISE - STORM UTILITY</b>			
AMAZON CAPITAL SERVICES	JET VAC - PARTS	\$7.08	
AMAZON CAPITAL SERVICES	APPAREL	\$1.36	
AMAZON CAPITAL SERVICES	APPAREL	\$3.00	
KA WITT CONSTRUCTION INC	SOUTHSIDE PK - POND CLEAN OUT	\$2,750.00	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$3.90	
US BANK CREDIT CARD	JESSI TRAINING	\$4.00	
US BANK CREDIT CARD	TARA SUPPLIES	\$2.91	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$7.68	
<b>TOTAL:</b>			<u>\$2,779.93</u>
<b>FUND 802 - WELLNESS PROGRAM</b>			
US BANK CREDIT CARD	WELLNESS	\$279.39	
<b>TOTAL:</b>			<u>\$279.39</u>
<b>TOTAL ACCOUNTS PAYABLE FOR COUNCIL APPROVAL:</b>			<b>\$304,627.58</b>

Vendor Name	Net Invoice Amount
<b>ACUSHNET COMPANY</b>	
HEADWEAR	\$70.47
HEADWEAR	\$81.23
<b>AMAZON CAPITAL SERVICES</b>	
APPAREL	\$4.11
APPAREL	\$.94
<b>BREAKTHRU BEVERAGE MINNESOTA</b>	
BEER	\$312.90
<b>BRIDGESTONE GOLF INC</b>	
GOLF BALLS	\$392.92
GOLF BALLS	\$477.44
<b>CALLAWAY GOLF</b>	
GOLF BALLS	\$7,021.86
RANGE BALLS	\$4,500.00
<b>CENTERPOINT ENERGY</b>	
NATURAL GAS	\$1,005.24
<b>CINTAS</b>	
LINENS / TOWELS	\$48.32
<b>CLESENS</b>	
VALVE	\$210.31
<b>COLLEGE CITY BEVERAGE</b>	
BEER	\$49.65
BEER - CREDIT	\$7.00-
LIQUOR/SELTZERS	\$666.94
BEER	\$990.20
BEVERAGES-NON-ALCOHOLIC	\$21.99
KEG - CREDIT	\$30.00-
LIQUOR/SELTZERS	\$839.12
BEER - CREDIT	\$18.42-
KEG - CREDIT	\$30.00-
BEER	\$942.95
BEVERAGES-NON-ALCOHOLIC	\$73.98
<b>GOLF PROFESSIONAL ENTERPRISES LLC</b>	
APRIL MANAGEMENT FEE	\$8,916.66
<b>GT GOLF HOLDINGS INC</b>	
PUSHCART	\$230.00
<b>HAS LLC dba DEHMER CENTRAL FIRE PRO</b>	
FIRE EXTINGUISHER MAINTENANCE	\$612.82
<b>HERMEL WHOLESALE</b>	
FOOD	\$697.02
FOOD	\$455.82
SUNDRIES	\$242.40
SUPPLIES	\$204.43
SUPPLIES	\$8.68
<b>HYDRO ENGINEERING</b>	
LABOR - PUMP	\$5,108.68
<b>LAU'S BAKERY</b>	
FOOD	\$19.45
BUNS	\$49.64
<b>LE SUEUR - WASECA PUBLIC H</b>	
F & B LICENSE RENEWAL	\$1,470.00
<b>MTI DISTRIBUTING INC</b>	
GROUNDSMASTER 3500-D NEW	\$45,925.45
NUT, PIN, SCREW	\$27.03
SCREWS	\$22.97
<b>PERFORMANCE FOOD GROUP INC</b>	
FOOD	\$721.54

Vendor Name	Net Invoice Amount
SUPPLIES	\$13.37
<b>PLAISTED COMPANIES</b>	
TOP DRESSING, BUNKER SAND	\$4,780.06
<b>PRECISION SMALL ENGINE CO.</b>	
SPARK PLUG, FILTERS, TUNE UP KIT	\$152.66
<b>ROSS NESBIT AGENCIES INC.</b>	
AGENCY FEE	\$45.60
<b>TOW DISTRIBUTING CORP</b>	
BEER	\$159.00
BEER	\$159.00
KEG CREDIT	\$60.00-
<b>TURFWERKS</b>	
SPRINGS, BRAKESROD, CAMM	\$435.50
<b>US BANK CREDIT CARD</b>	
INVENTORY	\$92.85
CHIPPER PARTS	\$2.87
JESSI TRAINING	\$8.00
COGS	\$932.66
SUPPLIES	\$25.98
AERATORS	\$3,812.40
TIRES	\$322.56
<b>US BANK EQUIPMENT FINANCE</b>	
COPIER RENTAL	\$217.76
<b>WASHA TRUCKING SERVICES INC</b>	
HAULIN - ROCK & SAND	\$130.00
Grand Total:	<u>\$93,568.01</u>

Vendor Name	Net Invoice Amount
<b>AMAZON CAPITAL SERVICES</b>	
APPAREL	\$4.58
APPAREL	\$8.22
APPAREL	\$10.34
APPAREL	\$10.88
OFFICE SUPPLIES	\$1.51
<b>COMPUTERSHARE TRUST COMPANY</b>	
2013B INTEREST PAYMENT	\$450.00
<b>METRO SALES INC</b>	
COPIER LEASE	\$122.70
<b>NEW PRAGUE UTILITIES</b>	
ELECTRIC UTILITIES	\$2,538.07
SMMPA - NORTH SOFTNER	\$97.24
WATER PUMPING - E	\$10,816.46
WATER PUMPING - W/S/S	\$1,774.27
WATER UTILITIES	\$606.96
<b>ROSS NESBIT AGENCIES INC.</b>	
AGENCY FEE	\$377.30
<b>US BANK CREDIT CARD</b>	
BOILER PARTS	\$57.52
CHIPPER PARTS	\$1.23
DOOR THRESHOLD	\$31.34
GOLF	\$25.35
HOSES	\$151.64
IPAD CASE	\$75.96
JESSI TRAINING	\$16.00
JOB 9 - FUTURE GEN	\$289.00
NPU DOMAIN	\$42.18
REEL TRAIL PART	\$149.86
SMMPA PO 1142	\$111.20
TARA SUPPLIES	\$43.67
TENT PARTS	\$376.68
THERMOSTAT	\$79.99
TIRE MACHINE CONE	\$82.48
TOOLS	\$910.12
ZIP TIES	\$27.98
<b>US BANK EQUIPMENT FINANCE</b>	
COPIER LEASE	\$528.23
Grand Total:	<u>\$19,818.96</u>



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 – COMMUNITY DEVELOPMENT DIRECTOR  
**SUBJECT:** REVISED FIRST AMENDMENT TO DEVELOPER’S AGREEMENT FOR TUREK ESTATES  
**DATE:** 4/27/2026

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At the March 7<sup>th</sup>, 2026 City Council meeting, the City Council approved the “First Amendment to Developer’s Agreement For Turek Estates” which was proposed to allow a non-family member to purchase two properties within the Turek Estates plat and to continue to utilize and existing shared driveway. The agreement language was developed with the Lanesburgh Township Board meeting on February 9<sup>th</sup>, but the township attorney later requested changes to the language following the City Council’s approval.

City Attorney Scott Riggs reviewed the proposed language change from the township attorney and approves of the change, but noted that the City Council must re-approve the First Amendment Document. Below is the proposed changes shown from what the Council approved earlier:

7.2 **Street Section** – Developer, City and Township agree and understand that the Township has established minimum specifications for the construction of new ~~T~~township roads, such specifications require a paved bituminous surface meeting 9-ton standards. The ~~T~~township has agreed to an exception, contrary to the normal minimum specifications of paving, to allow an existing shared gravel driveway between the home on Lot 1, Block 1, Turek Estates 2<sup>nd</sup> Addition (1093 15<sup>th</sup> Street SW) and the home on Lot 2, Block 2, Turek Estates (1097 15<sup>th</sup> Street SW) to be used for ingress and egress to each respective home. The owner of Lot 2, Block 2, Turek Estates ~~shall~~will be responsible for maintenance and upkeep of the driveway, at the owner of Lot 2, Block 2, Turek Estates’ sole expense, unless otherwise agreed to in a shared driveway agreement between the two property owners and approved by both the City and Township and recorded against the properties. -Developer shall not be required to construct the right-of-way for 15<sup>th</sup> Street SW to Township bituminous road standards at this time. It is the intent of the parties that the Township shall hold said right-of-way in trust until such time as the road is constructed by Developer, their successors and assigns, at their sole expense, to Township bituminous road standards in effect at time of construction due to subsequent division and/or development including, but not limited to,

~~home construction, of any of the lots within the plat of Turek Estates or Turek Estates 2<sup>nd</sup> Addition. Required roadway improvements are delayed until any additional homes are proposed to be constructed within the plat of Turek Estates or Turek Estates 2<sup>nd</sup> Addition.~~



**Staff Recommendation:**

Staff recommends approval of the revised “First Amendment to Developer’s Agreement for Turek Estates”.

**Attachments:**

1. Revised - First Amendment to Developer’s Agreement for Turek Estates

**FIRST AMENDMENT  
TO  
DEVELOPER’S AGREEMENT FOR  
TUREK ESTATES**

THIS FIRST AMENDMENT TO DEVELOPER’S AGREEMENT FOR TUREK ESTATES (the “First Amendment”) is made this \_\_\_\_\_ day of March 2026, by and between the City of New Prague, a Minnesota municipal corporation (the "City"), Lanesburgh Township, a Minnesota municipal corporation (the “Township”) and Janet Turek, an unmarried woman, (the "Developer").

**Recitals**

A. The City, Township and the Developer executed and entered into that certain document titled "Developer’s Agreement for Turek Estates" dated as of June 23, 2008 (the "Agreement"), which provides for the terms of the development of the land legally described on attached hereto as Exhibit A, and referred to in the Agreement and this First Amendment as the “Property”.

B. Subsequent to the execution and delivery of the Agreement, the City, Township and the Developer have determined that it is necessary and desirable to make certain modifications to the Agreement in order to carry out the development activities contemplated therein.

C. In response to certain improvements required by the Agreement and ownership transitioning beyond the immediate family of the Developer, the Developer, the Township and the City have agreed to enter into this First Amendment.

**NOW, THEREFORE**, in consideration of the mutual covenants and obligations herein contained, the Agreement is hereby amended by this First Amendment in the following respects, consistent with the Agreement.

1. Incorporation of Recitals. The Recitals set forth in the preamble to this First Amendment are incorporated into this First Amendment as if fully set forth herein.

2. First Amendment Inserting a New Section 7.2 into the Agreement. A new Section 7.2 is inserted into the Agreement to read as follows:

7.2 **Street Section** – Developer, City and Township agree and understand that the Township has established minimum specifications for the construction of new Township roads, such specifications require a paved bituminous surface meeting 9-ton standards. The Township has agreed to an exception, contrary to the normal minimum specifications of paving, to allow an existing shared gravel driveway between the home on Lot 1, Block 1, Turek Estates 2<sup>nd</sup> Addition (1093 15<sup>th</sup> Street SW) and the home on Lot 2, Block 2, Turek Estates (1097 15<sup>th</sup> Street SW) to be used for ingress and egress to each respective home. The owner of Lot 2, Block 2, Turek Estates shall be responsible for maintenance and upkeep of the driveway, at the owner of Lot 2, Block 2, Turek Estates’ sole expense, unless otherwise agreed to in a shared driveway agreement between the two property owners and approved by both the City and Township and recorded against the properties. Developer shall not be required to construct the right-of-way for 15<sup>th</sup> Street SW to Township bituminous road standards at this time. It is the intent of the parties that the Township shall hold said right-of-way in trust until such time as the road is constructed by Developer, their successors and assigns, at their sole expense, to Township bituminous road standards in effect at time of construction due to subsequent division and/or development including, but not limited to, home construction, of any of the lots within the plat of Turek Estates or Turek Estates 2<sup>nd</sup> Addition.

3. Effect on the Agreement. Any other terms, agreements, requirements or conditions contain in or required by the Agreement shall remain in effect and any such other terms, agreements, requirements or conditions of the Agreement that are required to be modified to be consistent with this First Amendment shall be appropriately modified and revised to be in accordance with the terms of this First Amendment, with any such required modification or revision constituting a necessary condition of the approval of this First Amendment. Except as specifically amended herein, the Agreement remains unaltered and in full force and effect.

4. Recording of First Amendment. The City may record this First Amendment and any amendments thereto with the Le Sueur County Recorder. The Developer shall pay all costs for recording and shall pay all costs of preparing this First Amendment and any other costs associated with implementing this First Amendment.

[The remainder of this page to remain intentionally blank.]

IN WITNESS OF THE ABOVE, the parties have caused this First Amendment to be executed on the date and year written above.

CITY OF NEW PRAGUE

By: \_\_\_\_\_  
Charles L. Nickolay, Mayor

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

STATE OF MINNESOTA    )  
                                          ) SS.  
COUNTY OF SCOTT        )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of March, 2026, by Charles L. Nickolay and Joshua M. Tetzlaff, the Mayor and City Administrator, respectively, of the City of New Prague, a Minnesota municipal corporation, on behalf of the corporation.

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

LANESBURGH TOWNSHIP

By: \_\_\_\_\_  
Chairperson

By: \_\_\_\_\_  
Clerk

STATE OF MINNESOTA    )  
                                          ) SS.  
COUNTY OF LE SUEUR    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of March, 2026, by \_\_\_\_\_ and \_\_\_\_\_, the Chairperson and Clerk, respectively, of Lanesburgh Township, a Minnesota municipal corporation, on behalf of the corporation.

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

DEVELOPER

By: \_\_\_\_\_  
Janet Turek

STATE OF MINNESOTA    )  
                                          ) SS.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of March, 2026, by Janet Turek, an unmarried woman, as developer.

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

This document drafted by:

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



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

**MEMORANDUM**

**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** MATTHEW RYNDA, PUBLIC WORKS DIRECTOR  
**SUBJECT:** CHEMICAL TANK AND PVC REPLACEMENT AT WWTP  
**DATE:** APRIL 29, 2026

Due to age and need for more chemical storage at the wastewater treatment plant, we need to add/upgrade the chemical storage tanks. With this upgrade we can safely store and properly maintain more chemicals on site. We earmarked the project in the CIP to be done in 2026.

Vessco INC

\$41,215.00

**Recommendation**

It is the recommendation of staff that the City Council authorize moving forward with the chemical tank and PVC replacement/upgrades at the wastewater treatment for a total cost of \$41,215.00. We only could get one quote due to only one company selling this type of tank. WWTP fund balance has had this project earmarked for many years.

# New Prague Police Department



City of New Prague In the Counties of Scott & Le Sueur  
118 CENTRAL AVENUE NORTH, SUITE 3, NEW PRAGUE, MINNESOTA 56071

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

Tim Applen, Chief of Police

## MEMORANDUM

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

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

**Date:** Friday, April 24, 2026

**Subject:** Appointment of Jackson Gieseke for the Police Officer position

On December 5, 2026, City staff advertised for a Police Officer position in the New Prague Times, on the League of Minnesota Cities website, MN Police Officer’s Opportunity Line (MN POST website), and the City of New Prague Website. The posting remained ongoing until position was able to be filled.

In an ongoing effort to fill the open Police Officer position, interviews are conducted as qualified applications are received. Eight applications were received; 5 candidates participated in oral interviews, the week of January 19th. After speaking with Mr. Gieseke, a pre-employment background investigation was completed. A conditional offer was made and accepted by Mr. Gieseke. The conditional offer is based on successful completion of all elements outlined in the conditional offer.

With Mr. Gieseke’s training, education, demeanor, and personality, he will make a great addition to the New Prague Police Department. He will serve the citizens of New Prague in a professional manner, with integrity and pride.

I would recommend the appointment of Jackson Gieseke for the Police Officer position with an effective starting date of May 19, 2026, based on the successful completion of all elements in the conditional offer.

An initial starting wage of \$38.57 per hour/Step 1 (\$80,225.60 per year) on the 2024 Police Union Agreement Schedule “A”. Vacation accrual schedule is based on length of service and can be found in the LELS Labor Agreement Article 11.1. 80 hours of vacation will be prorated based on the employment start date and credited to the leave bank.

**RECOMMENDATION:** Appointment of Jackson Gieseke as a Police Officer per the recommendation listed above.



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:** KENNETH D. ONDICH, COMMUNITY DEVELOPMENT DIRECTOR  
**SUBJECT:** PLANNING COMMISSION SUMMARY – REQUEST FOR RE-GUIDING AND REZONING IN THE PLAT OF RAVEN STREAM VILLAGE FIRST ADDITION FROM B2 COMMUNITY COMMERCIAL TO RM MEDIUM DENSITY RESIDENTIAL, AS PROPOSED BY CALVARY CHURCH OF NEW PRAGUE  
**DATE:** APRIL 27<sup>TH</sup>, 2026

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**Planning Commission Summary**

The Planning Commission heard the above rezoning and reguiding request at their April 22nd meeting, for a portion of land approximately 7.8 acres in size, along Main Street/HW19 and south of Raven Stream Elementary School. The total lot is 13.43 acres, but the applicant, Calvary Church of New Prague, is proposing to just reguide and rezone the west 750 feet of the lot.

The applicant is proposing to reguide and rezone the property from B2 Community Commercial to the RM Medium Density Residential Zoning District. Their goal is to sell the rezoned portion of the property to a developer in the future, to fund the building of a church on the east portion of the lot.

The corridor on the west side of town has been zoned B2 Community Commercial for over 20 years and has not had much development interest in that time. Staff believes that the current low traffic count and low population on the west side contribute to this and believes that the proposed reguiding and rezoning would allow for more residential development to support potential future commercial development in the area immediately around the 11<sup>th</sup> Ave. and TH19 roundabout.

A request for an amendment to the Comprehensive Plan and rezoning requires a public hearing to be held by the Planning Commission. There were no comments received from the public. The applicants stated that they do not have any potential buyers of the land right now, and that they are planning for the future.

**The Planning Commission recommended approval of the amendment to the Comprehensive Plan and to rezone certain property as described above from B2 Community Commercial to RM Medium Density Residential on a unanimous vote (4-0) based on the findings listed in the staff report.**

**Staff Recommendation**

Staff recommends approval of 1. The attached resolution “...Approving an amendment to the City’s Comprehensive Plan...” and 2. The introduction of the attached ordinance “...Rezoning certain properties...”.

**RESOLUTION NO. #CC-26-05-04-01**

**RESOLUTION APPROVING AN AMENDMENT TO THE CITY’S COMPREHENSIVE PLAN FUTURE LAND USE PLAN MAP TO RE-GUIDE A PROPERTY TO THE RM MEDIUM DENSITY ZONING DISTRICT, NEW PRAGUE, MINNESOTA**

**WHEREAS**, Calvary Church of New Prague, owner of the following real estate in the County of Scott to wit:

Outlot G, Raven Stream Village 1<sup>st</sup> Addition.

is requesting an amendment to the City’s Comprehensive Plan Future Land Use Plan Map to re-guide the following property as described below:

The West 750 feet of Outlot G, Raven Stream Village 1<sup>st</sup> Addition, according to the recorded plat thereof, Scott County, Minnesota.

instead of the Comprehensive Plan’s currently designated zoning districts, New Prague, Minnesota; and,

**WHEREAS**, pursuant to Minnesota Statute 462.355, Subd. 2; the New Prague Planning Commission may recommend to the City Council the amendment from time to time of the comprehensive plan; and,

**WHEREAS**, before adopting the comprehensive plan amendment the planning agency shall hold at least one public hearing thereon; and,

**WHEREAS**, the New Prague Planning Commission has completed a review of the application and made a report pertaining to said request for amending the City’s Comprehensive Plan Land Use Plan Map. A copy of said report has been presented to the City Council; and,

**WHEREAS**, the New Prague Planning Commission on the 22nd day of April, 2026, following proper notice, held a public hearing regarding the request, and following due consideration of presented testimony and information, voted 4-0 to forward the matter to the City Council with a recommendation for approval; and,

**WHEREAS**, the New Prague City Council finds:

1. The subject site has been both guided and zoned for B-2 Community Commercial uses for over 20 years with no interest due to low traffic counts and lack of a population base on the west side of the city.
2. Amending the future land use plan will not create a nuisance in the surrounding zoning districts in that additional residential land will provide additional housing options to support future adjacent commercial development and provide a buffer to additional single family zoning to the NW of the subject site.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of New Prague, Minnesota, that the amendment to the City’s Comprehensive Plan Future Land Use Plan Map to re-guide the described property to the RM Medium Density Residential Zoning District is hereby **approved**.

This Comprehensive Plan Future Land Use Map amendment shall become effective immediately.

Passed this 4<sup>th</sup> day of May, 2026.

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

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

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

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

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

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

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

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

**ORDINANCE #361**

**AN ORDINANCE REZONING A PROPERTY WITHIN THE PLAT OF RAVEN STREAM VILLAGE 1<sup>ST</sup> ADDITION TO THE RM MEDIUM DENSITY RESIDENTIAL ZONING DISTRICT, AS PROPOSED BY CALVARY CHURCH OF NEW PRAGUE, NEW PRAGUE, MINNESOTA**

SECTION 1. Calvary Church of New Prague, applicant, is requesting rezoning of certain property to the RM Medium Density Residential District, with said property legally described as follows:

The West 750 feet of Outlot G, Raven Stream Village 1<sup>st</sup> Addition, according to the recorded plat thereof, Scott County, Minnesota.

SECTION 2. The New Prague Planning Commission has completed a review of the application and made a report pertaining to said request for establishing a change in the zoning classification for the described properties. A copy of said report has been presented to the City Council; and,

SECTION 3. The New Prague Planning Commission on the 22nd day of April, 2026, following proper notice held a public hearing regarding the request, and following due consideration of presented testimony and information, voted 4-0 to forward the matter to the City Council with a recommendation for approval; and,

SECTION 4. The New Prague City Council finds:

1. Rezoning the land described to RM Medium Density Residential will provide for additional housing options in an area with public roads and utilities already in place and which will help support demand for adjacent land that remains commercially zoned.
2. Rezoning the land described to RM Medium Density Residential will conform to the City's Comprehensive Plan.

SECTION 5. NOW, THEREFORE BE IT ORDAINED, by the City Council of New Prague, Minnesota, that the rezoning of certain properties to the RM Medium Density Residential Zoning District is hereby **approved** for the land as described above.

SECTION 6. 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, this 4<sup>th</sup> day of May, 2026.

The required 10 days posted notice was completed on the city website and city hall bulletin board on or before May 5th, 2026.

Adopted by the Council this 18<sup>th</sup> of May, 2026.

EFFECTIVE DATE: Immediately upon its publication in the May 21<sup>st</sup>, 2026 New Prague Times.

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

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

*Subscribed and sworn before me, a Notary Public this \_\_\_\_\_ day of \_\_\_\_\_, 2026.*

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

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

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

*Subscribed and sworn before me, a Notary Public this \_\_\_\_\_ day of \_\_\_\_\_, 2026.*

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



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:** NEW PRAGUE PLANNING COMMISSION  
**FROM:** KEN ONDICH - COMMUNITY DEVELOPMENT DIRECTOR  
**SUBJECT:** PUBLIC HEARING FOR A COMPREHENSIVE PLAN AMENDMENT AND REZONING THE WEST 750’ OF OUTLOT G, RAVEN STREAM VILLAGE FIRST ADDITION FROM B-2 COMMUNITY COMMERCIAL TO RM MEDIUM DENSITY RESIDENTIAL, CALVARY CHURCH OF NEW PRAGUE, APPLICANT.  
**DATE:** 4/17/26

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**Background / History**

Calvary Church of New Prague has submitted an application to amend the City’s Comprehensive Plan and rezone Outlot G Raven Stream Village First Addition, from B-2 Community Commercial to RM Medium Density Residential. Calvary Church purchased Outlot G in 2019 and plans to construct a building at some point in the future and has determined that they do not need all 13.43 acres and may consider selling off approximately the western 750’ of the property which totals approximately 7.8 acres.

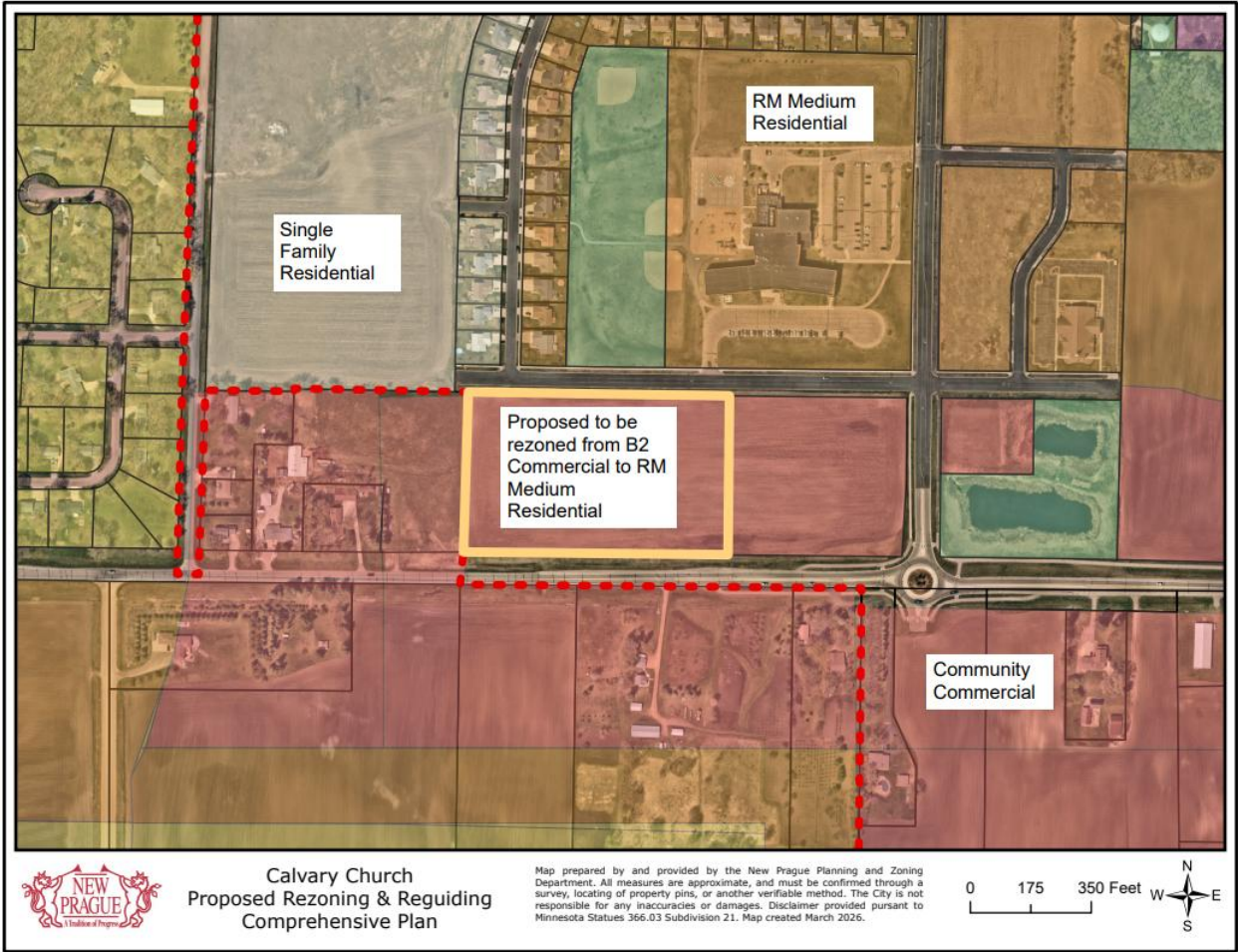
Since the 2004 Comprehensive Plan was adopted, the subject property has been guided B-2 Community Commercial and has been subject to various discussions about the validity of the need for B-2 Community Commercial land on the west side of the City along TH19 due to lower traffic counts (3,257 AADT in 2024) compared to the east side of the City (7,338 AADT in 2022) and how much B-2 Community Commercial land is necessary if there is a need. This discussion continued with the 2012 Comprehensive Plan update and again with the 2024 re-write. It has been noted that none of the land guided and zoned for B-2 Community Commercial, which has existed since 2004, has actually developed with any commercial uses and the land has remained vacant for over 20 years.

Despite the lack of any commercial development in over 20 years, staff is not supportive of completely eliminating B-2 Community Commercial along the west TH19 corridor and believes commercial zoning should remain immediately adjacent to the roundabout at 11<sup>th</sup> Ave. and TH19. Staff also believes that the current low traffic counts and lower population on the west side of the City does not help entice commercial development to the area. The proposed reguiding and

rezoning would allow more residential development to support commercial development, albeit at a smaller scale, on the west side of New Prague adjacent to the roundabout 11<sup>th</sup> Ave. and TH19.

Below is a map of the existing zoning within the City Limits (indicated by the red dashed line) and all the land outside of the city limits shows what the land is guided in the future land use plan.

In order to rezone the property, it must fit with the City’s Comprehensive Plan. At this time, the current zoning of the land fits with the comprehensive plan and therefore the applicant is proposing to amend the City’s Comprehensive Plan to rezone the property.



**Legal Description**

The west 750’ of Outlot G, Raven Stream Village First Addition, according to the recorded plat thereof, Scott County, Minnesota.

The subject land is approximately 13.43 acres.

**Subject Site Address**

Exact addresses have not yet been determined, but the site for the future church would be 1200 1<sup>st</sup> Street NW and the proposed homes would be in the 1300 block of 1<sup>st</sup> Street NW if developed as part of a PUD with shared driveway, or addressed from a yet to be named public road if developed as single family homes on a public road.

**Existing Zoning**

The entirety of the proposed area for rezoning is currently zoned B-2 Community Commercial. Religious uses are a conditional use in the B-2 District.

The land immediately west of the subject area is located outside of city limits but is guided for B-2 Community Commercial. Staff had considered enjoining in the re-guiding process to change this to the RM Zoning District as well, but the intersection of Naylor and TH19 may be a viable location for commercial development in the future. Given that the area west of the subject area is not in the city limits anyways, the zoning can be reviewed again at the time of an annexation request.

The land immediately south of the subject area is located outside of city limits but is guided for B-2 Community Commercial. Staff would suggest leaving this land guided for B-2 Community Commercial at least for the time being.

The land immediately north of the subject property is partially zoned RL-90 Single Family on the west portion but mostly is zoned RM Medium Density Residential and contains Raven Stream Elementary with a city/school joint park and single-family homes. This zoning would extend into the subject property.

Finally, the land immediately east of the subject area is zoned B-2 Community Commercial. Staff recommends that being adjacent to the roundabout, this land should remain commercial. While it’s likely to develop as a church, said use is a conditional use in either the B-2 Community Commercial District or the RM Medium Density Residential District and in the case the church development doesn’t happen, it’s best to keep it for a commercial site.

**Proposed Zoning / Minimum Lot Size and Setbacks**

The west 750’ of subject property (approximately 7.8 acres) is proposed to be re-guided and rezoned to RM Medium Density Residential.

Per Section 4.003(D) of the UDC, the RM Medium Density Residential District is intended for single family attached two to eight unit residences at medium densities up to 12 units per acre in areas appropriate for buffering single family districts from business and industrial districts and major roadways. This zoning would seem to fit as the subject site does abut a major roadway (TH19) and would abut land zoned B-2 Community Commercial.

Permitted uses in the RM District includes single family homes up to eight unit buildings. Conditional uses includes religious institutions, public buildings and schools.

Per Section 6.001 of the UDC, the minimum lot size for the RM District is 5,500 sq. ft. for single and two-family homes with a minimum width of 50' and three through eight unit buildings must have 2,000 sq. ft. of area per unit and a minimum lot width of 100' if there are 3 or more units within a building. Setbacks are 25' minimum for single family to front property lines and 30' for multifamily buildings to the front property lines. Maximum building height is 50'.

As noted earlier, staff believes that the proposed zoning will provide for more residents in the area which could help boost the demand for commercial development near the roundabout at 11<sup>th</sup> Ave. and TH19 and would be a natural expansion of existing RM zoning to the north.

**Comprehensive Plan**

Comprehensive Plan 2045, Chapter 3's section on Housing provides support for the rezoning as follows:

Housing Goal 1 – Attract and retain residents including young professionals, families and retirees by supporting Life Cycle Housing throughout the Community.

-This goal supports additional RM zoning to offer a variance of housing types.

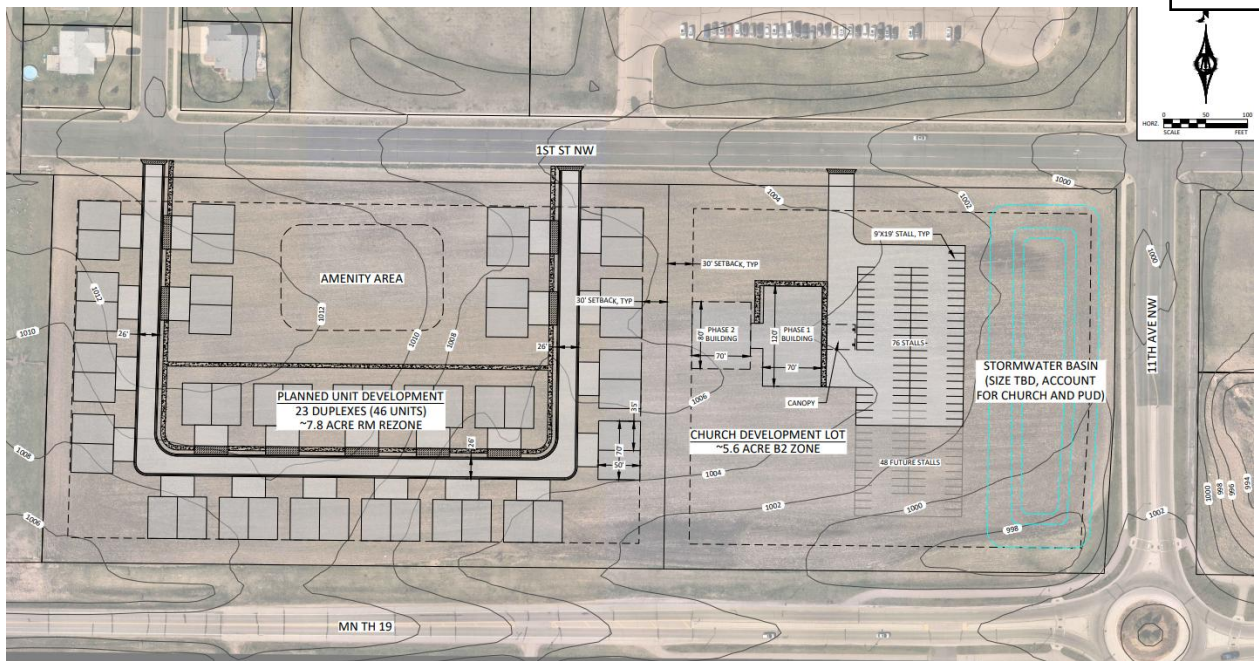
Housing Goal 2 – Complement New Prague's housing policies with economic development goals, growing businesses and population in tandem.

-This goal contains a strategy to encourage high-density development in areas near commercial areas. While no commercial has occurred in this area at this time, the residential could spur on commercial development.

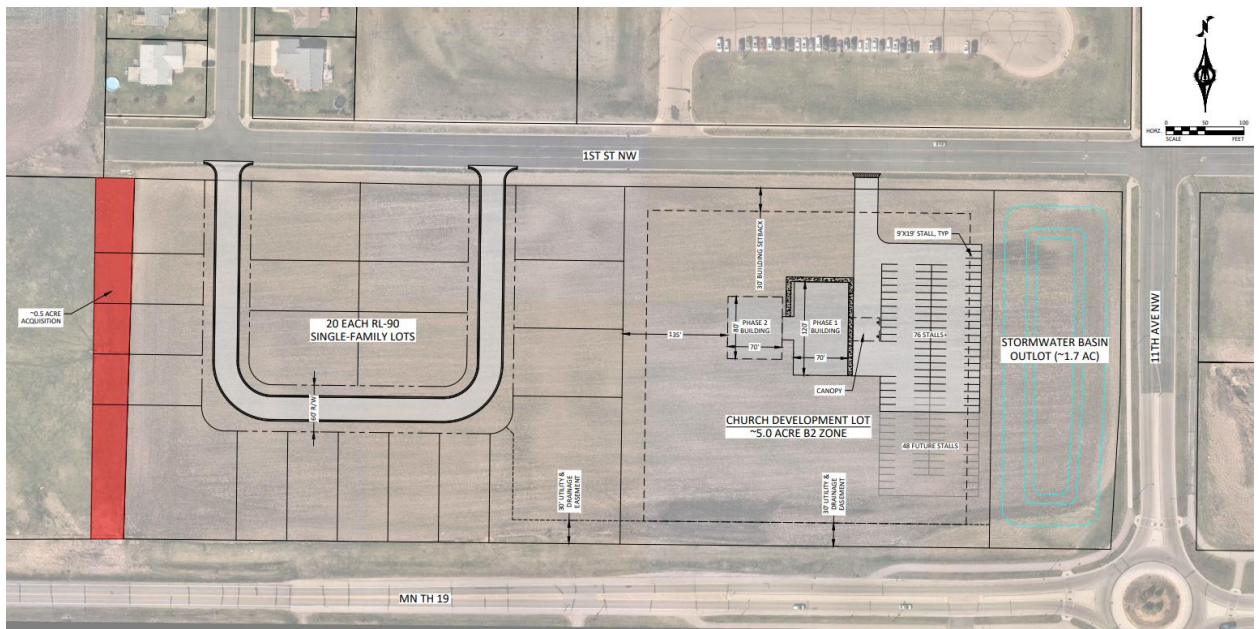
**Concepts for Development of the 13.43 Acre Site**

Two concepts for the development of the 13.43 acre site were provided to the City in conjunction with the rezoning and request.

Concept Plan 1 shows 5.6 acres for future church development which also accommodates future growth and expansion. The remaining 7.8 acres is shown as twin homes, most likely as a Planned Unit Development with a private driveway and association maintenance. 46 units would be accommodated within this concept as well as an additional "amenity area" which could include recreational features for the residents.



Concept Plan 2 shows more traditional single family home development which is allowed under RM Medium Density Residential Zoning (as it most of the Raven Stream Village Development with single family homes to the north). 20 single family lots are shown, however the lots are significantly larger than the minimum required of 50' wide and 5,500 sq. ft. area so it's very possible to have more lots than are shown in the concept. This concept shows a public road and would require possible acquisition of land from the property owner to the west if lots were to be kept at a much larger than minimum lot size.



**Misc. Staff Comments**

Public Works, Utilities, Police and Fire were all solicited for comments regarding the request. At the time of writing this report, no comments or concerns were received.

**Criteria for Amending the City’s Comprehensive Plan and Granting Zoning Map Amendments (Rezoning)**

The Comprehensive Plan is intended to guide the growth of the community. As events and circumstances within the community change, the Comprehensive Plan can be reviewed and updated, as appropriate. Amendments to the Comprehensive Plan require a public notice, a public hearing conducted by the Planning Commission and City Council final review and approval. Amendments to the Comprehensive Plan should be considered if there have been changes within the community or issues which were not anticipated by the Plan. Staff believes that the proposed amendment to the Comprehensive Plan and rezoning are justifiable due to the fact that the land has been zoned for Commercial use for over 20 years with essentially no interest for commercial development mostly due to low traffic counts and lack of a population base in the area and due to the fact that the rezoning would support goals of the comprehensive plan related to housing.

The Comprehensive Plan may be amended upon petition from the public, initiation by the Planning Commission or direction from the City Council. No amendment shall be adopted until a public hearing has been conducted by the Planning Commission with recommendation to the City Council. A 2/3 affirmative vote of the City Council is required to amend the Plan.

The City Council may adopt amendments to the zoning ordinance and zoning map in relation both to land uses within a particular district or to the location of a district line. Such amendments shall not be issued indiscriminately, but shall only be used as a means to reflect changes in the goals and policies of the City as reflected in the Comprehensive Plan or changes in conditions in the City.

Kinds of Amendments:

- A. A change in a district's boundary (rezoning).
- B. A change in a district's regulations; and
- C. A change in any other provision of this ordinance.

**Recommendation**

Staff recommends approval of the Comprehensive Plan amendment and associated rezoning to re-guide and rezone the following described properties from B-2 Community Commercial to RM Medium Density Residential:

The west 750’ of Outlot G Raven Stream Village First Addition, according to the recorded plat thereof, Scott County, Minnesota.

With the following findings supporting the Comprehensive Plan amendment:

City of New Prague – Comprehensive Plan Amendment and Rezoning for Calvary Church Property  
04/22/2026 Planning Commission Meeting  
Page 6 of 14

1. The subject site has been both guided and zoned for B-2 Community Commercial uses for over 20 years with no interest due to low traffic counts and lack of a population base on the west side of the city.
2. Amending the future land use plan will not create a nuisance in the surrounding zoning districts in that the additional residential land will provide additional housing options to support future adjacent commercial development and provide a buffer to additional single family zoning to the NW of the subject site.

Comprehensive Plan 2045, Chapter 3’s section on Housing provides support for the rezoning as follows:

Housing Goal 1 – Attract and retain residents including young professionals, families and retirees by supporting Life Cycle Housing throughout the Community.

-This goal supports additional RM zoning to offer a variance of housing types.

Housing Goal 2 – Complement New Prague’s housing policies with economic development goals, growing businesses and population in tandem.

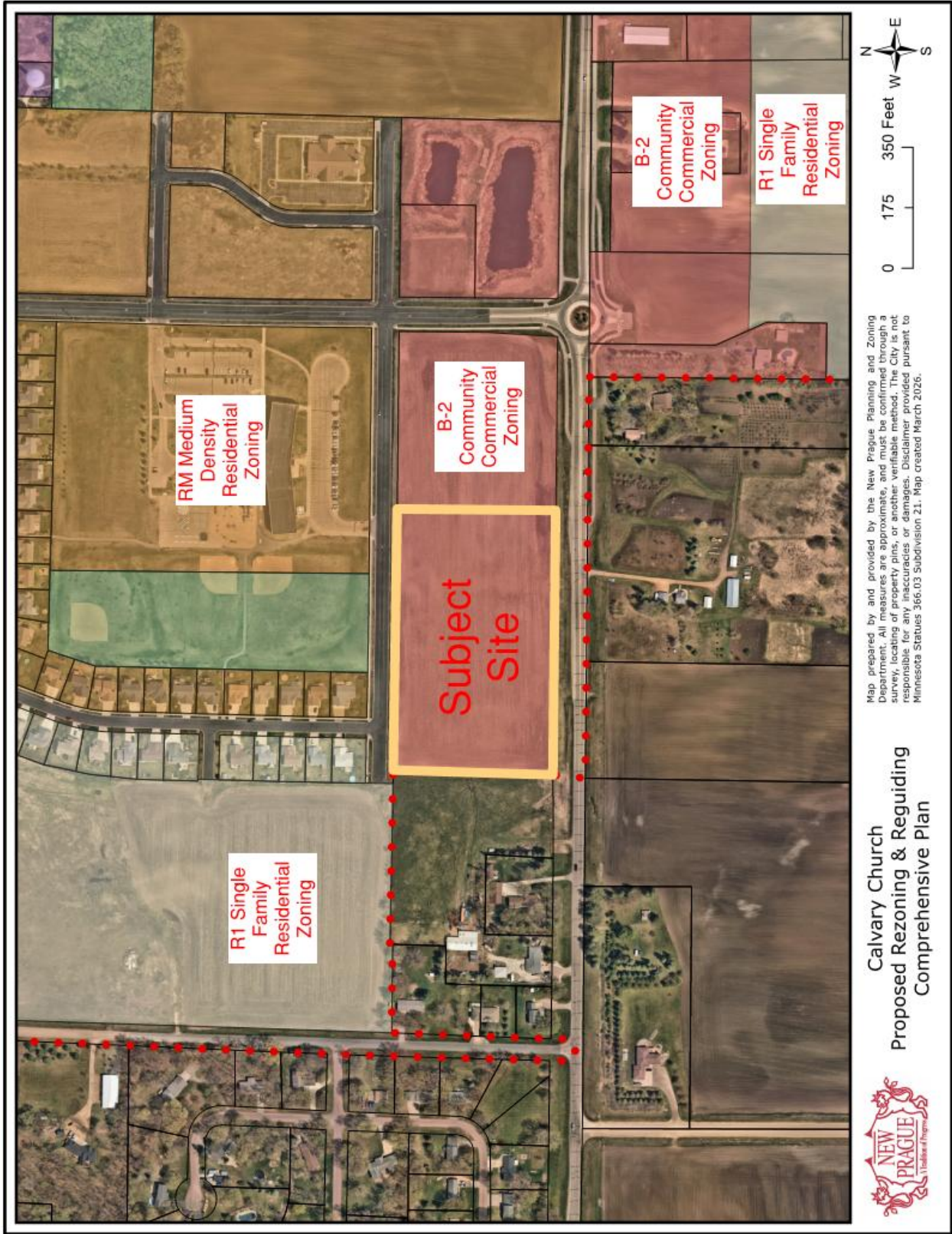
-This goal contains a strategy to encourage high-density development in areas near commercial areas. While no commercial has occurred in this area at this time, the residential could spur on commercial development.

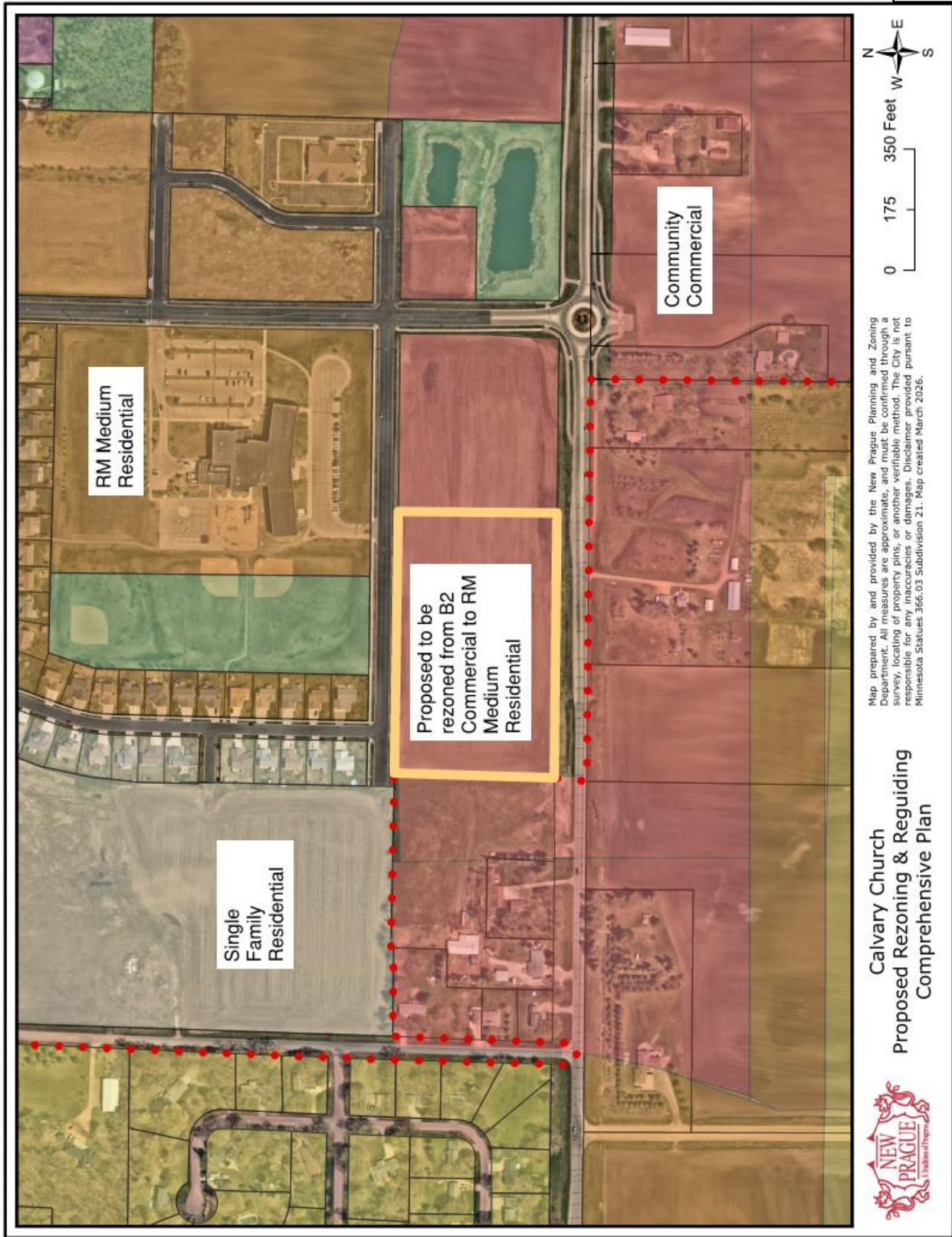
and with the following findings supporting the rezoning request:

1. Rezoning the land described to RM Medium Density Residential will provide for additional housing options in an area with public roads and utilities already in place and which will help support demand for adjacent land that remains commercially zoned.
2. Rezoning the land described to RM Medium Density Residential will conform to the City’s Comprehensive Plan.

Attachments

1. Existing Zoning Map – March 2026
2. Proposed Reguiding and Rezoning Map – March 2026
3. Plat Map – Undated
4. Concept Plan 1 – February 2026
5. Concept Plan 2 – February 2026
6. Photos – Dated 4/7/26

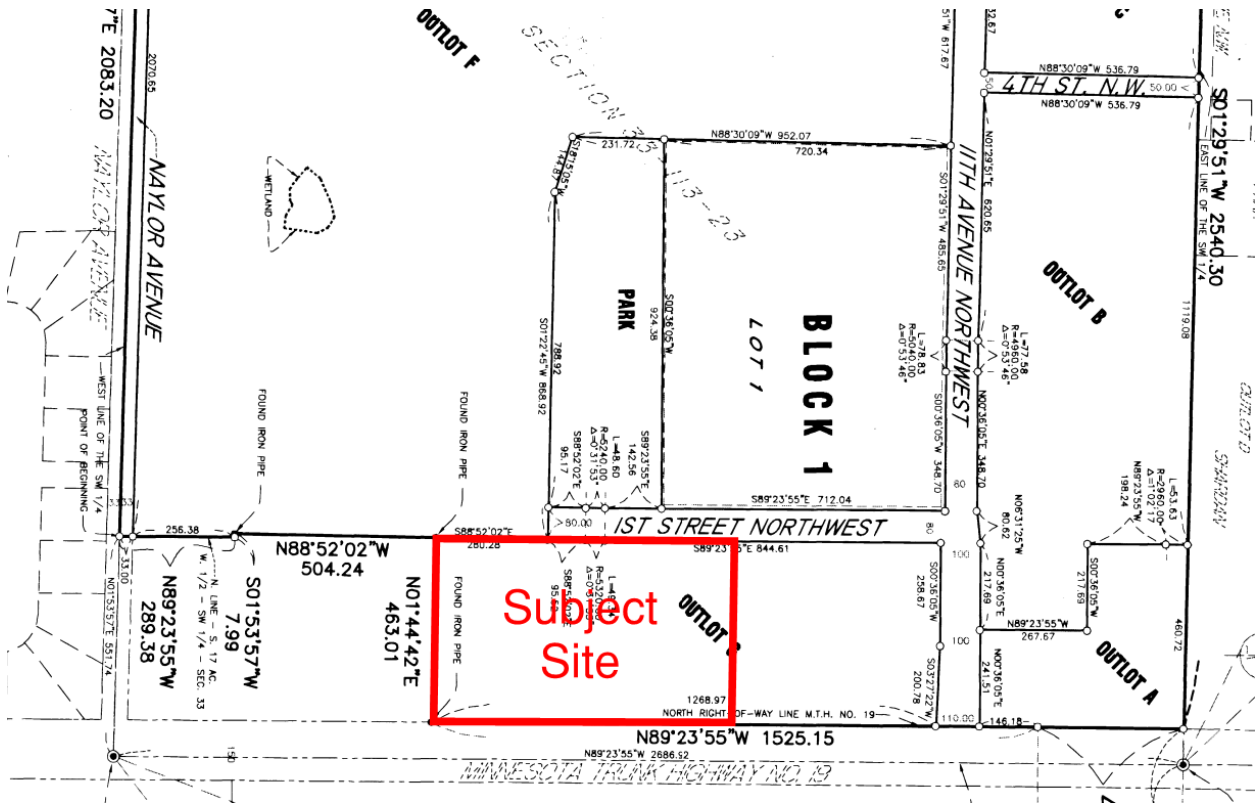


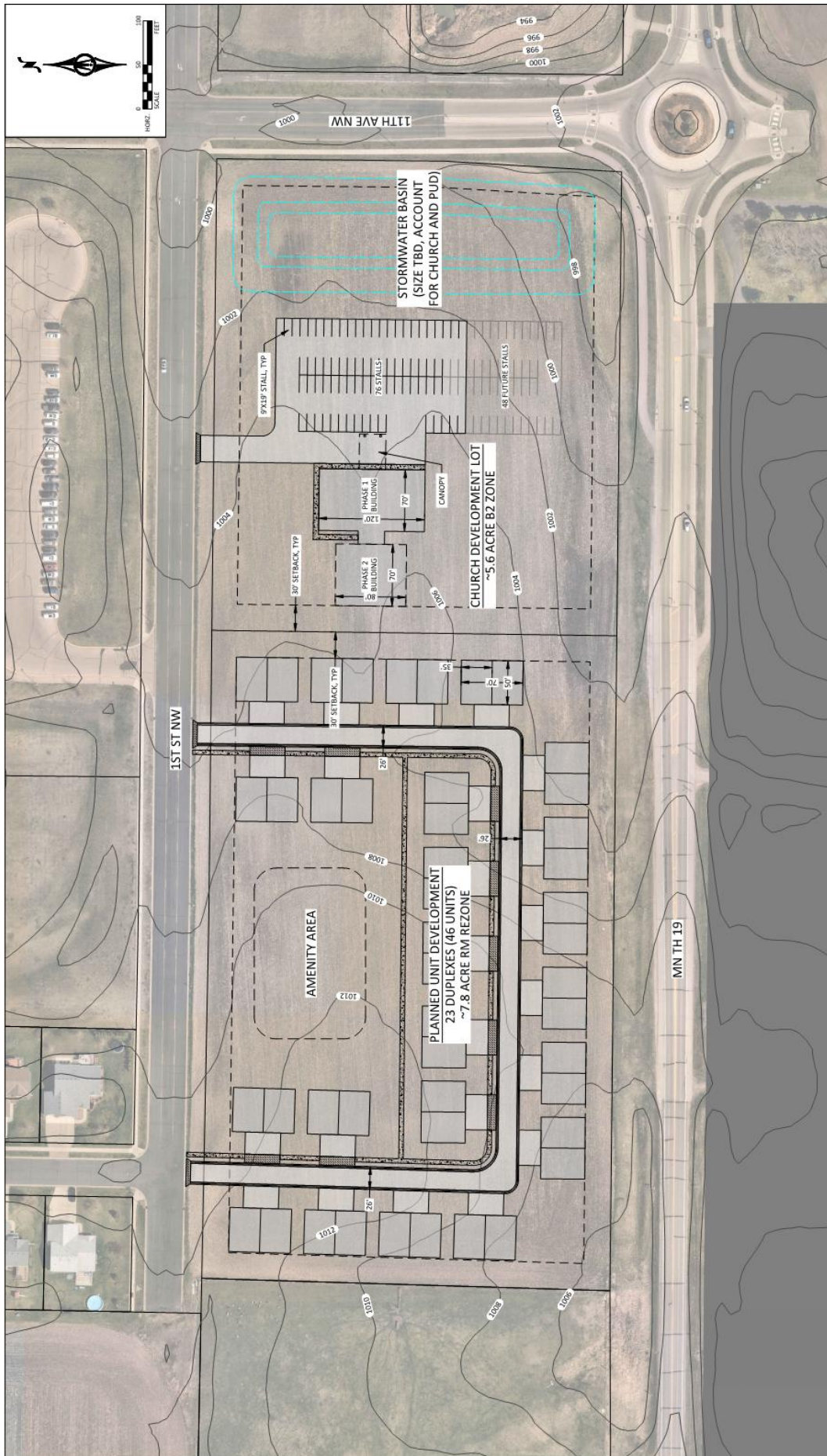


Map prepared by and provided by the New Prague Planning and Zoning Department. All measures are approximate, and must be confirmed through a survey. Zoning on property pins, monuments, and other markers in the City is not guaranteed for accuracy. This map is provided pursuant to Minnesota Statutes 366.03 Subdivision 21. Map created March 2026.

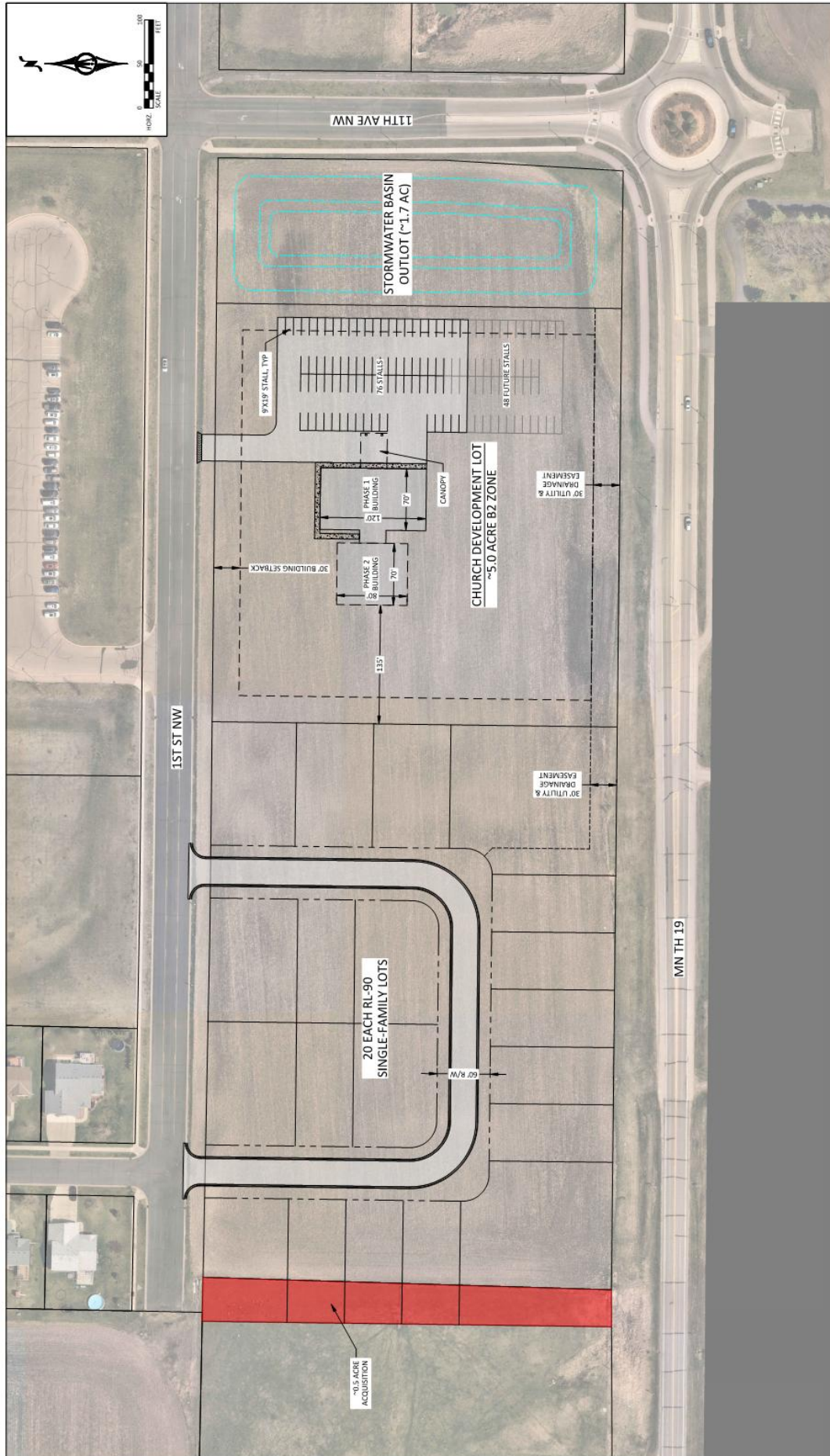
**Calvary Church  
Proposed Rezoning & Reguiding  
Comprehensive Plan**







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Looking SW from intersection of 1<sup>st</sup> Street NW and 11<sup>th</sup> Ave. NW



Looking West along 1<sup>st</sup> Street NW



Looking SE from 1<sup>st</sup> Street NW



Looking SE along 1<sup>st</sup> Street NW



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

**MEMORANDUM**

**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** CONSIDERATION TO PURCHASE 1201 1<sup>ST</sup> STREET NE  
**DATE:** APRIL 29, 2026

**EXECUTIVE SUMMARY:**

Following the 2023 Facilities Study, the City of New Prague identified a critical need to address aging infrastructure at City Hall. While the initial roadmap suggested a 5+ year wait for renovations due to the recent police station bonding, a unique opportunity emerged in April 2026 to acquire the property at 1201 1st Street NE. This report evaluates the fiscal and operational advantages of transitioning to this modern facility compared to the estimated \$1.2 million costs (2023) required to maintain the current, landlocked City Hall at 118 Central Avenue N.

**The "Sunk Cost" of Status Quo: 118 Central Avenue N**

The current City Hall serves basic needs but fails to meet modern "desires" for a welcoming, transparent, and efficient civic hub. The 2023 study identified \$1.2 million in mandatory maintenance (HVAC, roof, tuck-pointing, and water intrusion) required simply to keep the building functional. This investment is a "sunk cost" that does not resolve fundamental flaws including:

- **Accessibility & Layout:** A fragmented multi-floor layout with "half-floors" that are inaccessible to many residents except through specific side entrances.
- **Operational Inefficiency:** Residents must visit multiple counters for permits and licenses, requiring higher staffing levels and hindering a "One-Stop-Shop" experience.
- **Energy Liability:** High monthly energy costs (\$300–\$2,300 more than 1201 1st St NE) driven by deteriorating single-pane windows, a patchwork of aging HVAC units, and decades old building practices.

**The Strategic Alternative: 1201 1st Street NE**

Similar to the successful 2023 Parks Garage acquisition—which saved the City 65% over a new build—the 1201 1st St NE facility offers a modernized, forward looking solution:

- **Efficiency & Accessibility:** A single-story layout with no steps, featuring a geothermal HVAC system (pumps replaced in 2024) that reduces energy use by over 50%.
- **Operational Design:** An open-floor plan that allows for a centralized lobby and a modern Council Chambers with seamless hybrid meeting integration, efficient use of staff space, and 51 on-site parking stalls.
- **Cultural Alignment:** The building features traditional Czech architectural elements that pay respect to New Prague’s heritage.

### **Financial Comparison & Funding Strategy**

The transition is not only operationally superior but fiscally prudent.

- **Comparative Cost:** For an estimated total investment of \$2.2M–\$2.7M (purchase plus needed renovations), the City acquires a modernized, energy-efficient asset. This is only roughly double the cost of the \$1.2M in repairs required to continue operating the current, inefficient building.
- **Cash-Flow Strategy:** Through disciplined "City Facility" reserves, interest earnings, and higher than expected permit activity, the City has \$1.8M in available cash to make a full cash offer, avoiding new taxpayer debt.
- **Internal Financing:** Remaining renovation costs can be funded via an interfund loan from the Sanitary Sewer fund (\$8.2M balance). At a 4% interest rate, the City would essentially pay interest back to itself, keeping community funds local while matching market returns for the Sanitary Sewer fund.

### **Conclusion & Recommendation**

Investing \$1.2+ million in the current City Hall leaves the City with the same outdated facility. Transitioning to 1201 1st St NE secures a professional, accessible, and energy-efficient headquarters that supports New Prague's future growth.

[Full Report on Following Pages]

**Full Report:**

In 2023, the City of New Prague completed a Facilities Study that was over a year in the making, outlining the condition of current City facilities and a recommendation with how to proceed. This was the first comprehensive facilities study done since 2005. Some of the major recommendations included rehousing the police department in a new facility, finding a new home for the Parks Department, major renovations for the Golf Pro Shop, and addressing long-overdue needs for City Hall. With the 2023 study in hand, the City Council voted to move forward with construction of a police station to start working on the list of needs.

While the planning of the new police station was taking place, a facility came up for sale Spring 2023 on the west side of Highway 21 near the Fire Station. With a new home for the Parks Department costing an estimated \$3,700,000, the City determined that it would be worth the diligence to at least explore the possibility that this facility would may fit the needs of the City as a Parks Garage. After a quick due diligence period, and with cash in reserves for future facility needs, the City purchased 412 5<sup>th</sup> Avenue NW for \$1,150,00. After spending about \$100,000 to renovate the property so that it would function exactly as we needed it to, the City was able to acquire a Parks Garage that should meet its needs long into the future at an estimated 65% discount from a new facility. On top of that, this was able to be done with reserves set aside for future City facilities and taxes did not have to be raised. Following this acquisition, attention once again shifted back to the primary focus coming out of the 2023 Facilities Study, the Police Station.

Much like the opportunity to meet the needs of the City at a fraction of the estimated cost arose in 2023 for the Parks Department, another opportunity may be before the City again. With the City tentatively looking 5+ years into the future at any major renovations and improvements to the current City Hall due to having just borrowed for the Police Station, in April 2026 the City became aware that a facility on the east side of town was for sale. This facility is located at 1201 1<sup>st</sup> Street NE. Built in 2001 as an office building, the property was purchased in 2009 by a local church and has operated as such since that time. Much the same as the property for sale three years ago, the City decided it was worth a quick due diligence to see if this building would be worth pursuing as an opportunity to unexpectedly meet a need as a potential City Hall.

Many considerations and thought processes should go into any move, especially one as large as considering a new location for City Hall. Thought should be given to what a City Hall needs to be as well as what a City Hall is desired to be, in addition to meeting the basic needs. Then, evaluations can be made on existing facilities and future facilities to see what space best meets the needs of a modern, growing City.

Traditionally, City Hall is a place where the public can visit to hear actions by the City Council and various boards as well as apply for permits and licenses needed to operate within the City. To that end, a City Hall must have a large area that can serve as the City Council Chambers, a place where people are able to observe the actions of the City Council and give testimony when appropriate. This place must have an area that the City Council can deliberate and an area for City staff and other experts to be seated while they wait to provide guidance to the City Councilmembers. A City Hall must also include a counterspace that allows residents to apply for permits and licenses. This would be an area where they are able to ask questions with space for being able to fill out the permit at the counter if need be. When not directly responding to residents, City staff must have a place they are able to complete their work. Parking is an important feature of City Halls, because the Council, staff, and residents who visit City Hall need a place to be able to park their vehicles. Finally, a City Hall must also have space for storing the numerous archives that Cities are required to store and keep. In Minnesota, Cities are required to retain vast amounts of information. There should be adequate space for this. All of these spaces should then be secure and safe.

While the "needs" of a City Hall focus on the mechanics of government—security, offices, and council chambers—the "desires" are what transform the building into a place the community actually loves and uses. It is in this shift from a utilitarian building to a more monumental structure that civic pride is born. In 2026, a City Hall is more than just an office building. In many ways, it also becomes a central hub for the City, balancing the need to efficiently meet the needs of an innovating and progressing City while also feeling

welcoming and transparent. It must be seen both as a source of local pride while also not being and wasteful. While a utilitarian building provides counters for residents to visit, a more modern City Hall must be as much of a “One-Stop-Shop” as possible, where a resident can pay a utility bill, apply for a permit, or find a department without wandering through multiple floors or having to stop at multiple counters. It must have strategic digital integration, allowing residents to access forms, check meeting agendas, or receive general City announcements without the need to contact City staff while still providing the option for that face-to-face interaction if a resident desires. In a modern City Hall, the council chambers are not just a place to observe and give testimony. The council chambers and other spaces within City Hall must be flexible and allow for moving furniture and rearranging spaces so that they are able to double as community event space or training areas. Within that flexibility, those spaces must also be flexible with attendance of the uses, allowing seamless hybrid integration of meetings and public testimony. City Hall must be highly accessible. Not just ramps, but door openers, height varying counters, and digital assets that meet the needs of all residents. A modern City Hall should be a model for the community, incorporating energy-saving initiatives and building practices, with a design that seeks to reduce stress for visitors and staff. City Hall should then instill civic pride, using itself to tell a story instead of looking like another office building. This must all be done with both security and transparency in mind, keeping elected officials and staff safe without the building feeling like a fortress.

Once it is determined what is needed in a City Hall and what is desired, the next step would be to assess potential buildings as to their ability to meet those needs. The current City Hall at 118 Central Avenue N meets the basic needs of a City Hall. There is space on the second floor for the City Council and other boards to meet. That space has adequate seating for those who wish to attend and give testimony. The current City Hall also has counter space where the public is able to apply for permits and licenses, with space to fill out paperwork as needed. There is adequate parking, both for staff and for the general public. And City Hall has a large basement that is more than adequate for holding the many archived files the City is required by State Statute to maintain.

While 118 Central Avenue N is able to meet the needs of a City Hall, it does not meet the modern “desires” of a City Hall well. There are multiple counters within City Hall that residents and builders must visit to obtain the various licenses and permits that are needed. While those counters are close to each other, it is two separate stops that someone may have to make. It also means for staffing that two staff members are needed so that each counter has someone available. Digital integration of City Hall is done mostly through the website. There are no areas around City Hall that are currently wired and utilizing announcements or other digital needs. Moving into the City Council chambers, the space is certainly flexible, in that staff seating is done at folding tables that can be moved and the audience seating is with stackable chairs. Hybrid integration is less ideal. Off the Council dais, microphones are handled through three wireless mics that are movable. Video is also centered on the Council dais, so while audio is able to be more flexible, any digital video is not able to be used outside of formal meeting settings where the main body is seated at the dais. While there is an elevator that services three of the four floors at City Hall, City Hall could be far more accessible. One floor, which has the City’s lone conference room and some office space, is only accessible via the south entrance if a person is not able to use the stairs. Also, the two service counters are the same height, accessible only from a standing position by the public. While the current City Hall is in an older building that could be considered historic, and is certainly valued as an older structure by many, the City has not taken any initiatives within City Hall to use modern technology for energy efficiency or as a model for other building practices. More recently, the City has begun updating the security at City Hall, including installing carded door locks at many important locations to be able to secure City Hall better.

Looking at 1201 1<sup>st</sup> Street NE through those same lenses of needs and desires, the 1201 1<sup>st</sup> Street NE location does provide two large open areas that would be able to be used as City Council Chambers or as large meeting spaces for other events. Those spaces could be outfitted with furniture and designed in a way that makes the spaces easily flexible for the needs of the user, whether it is City Council meetings or election administration. There is also a front lobby area that, following some minor renovations to install desks and counter space, would be able to serve as a singular point of contact for all licenses, permits, and utility billing questions. The

building has more than adequate parking to meet the City’s possible needs, with 51 spaces between lots on the site. Finally, there is space in a small basement to be able to house City files as needs arise.

While the building does not currently have the counter space needed or the furniture needed for a City Hall, the 1201 1<sup>st</sup> Street NE building is fairly accessible in its existing layout, allowing it to be adaptable without large scale renovations. It does not currently have door openers, but the entire building is located on a single story without any steps, except for the basement that is primarily used to access the utilities of the building and would not be publicly accessible. Accessibility features would need to be part of the initial renovation process that adds counters and door accesses. Similarly, the building will need to be updated for the technological needs of the City and can be designed as needed. The building’s HVAC system is centered around a geothermal unit, which are able to reduce energy use by over 50% in some cases, both reducing the use of energy and saving the user money in utility costs. Comparing month to month between the two structures over the last couple years, City Hall spends from \$300 to \$2,300 more on energy than 1201 1<sup>st</sup> Street NE. The building also has historical Czech architecture elements, with pay respects to New Prague’s background. Security, similar to front counter and City Council Chambers layout, would need to be addressed. As a church, the building is more open to the public than what the City would desire. Keycard doors, strategically placed furniture, and other measures would likely need to be implemented.

In addition to looking at whether the two buildings are able to meet the needs and desires of a City Hall, the City also should consider the current conditions of the buildings. Coming out of the facilities study completed in 2023, maintenance needs were identified for City Hall. Some of the maintenance needs listed in the study include updating an HVAC system at the end of its life, replacing a roof that is near the end of its life, performing a tuck point on the brick exterior to shore up deteriorating mortar joints, fixing areas on the exterior walls that are showing water intrusion, and replacing the single pane windows that are deteriorating. These large needs are in addition to the accessibility and cosmetic needs. These upgrades would continue the building functioning as it is but performing needed maintenance on the building. It was also recommended that certain portions of the building be removed, in part due to their utility to the City versus the cost to maintain or repair. One such area would be the garage at the far east side of the structure. An estimate obtained by staff in the spring of 2026 estimated the removal to cost about \$100,000. The abatement of potential asbestos would be on top of that. The portion of the building that currently houses the police department would also need work, similar to the old portion of City Hall, both for maintenance and renovations for use.

In addition to the mechanical and structural needs of City Hall, as stated above, the building’s age and layout also present a situation that isn’t optimal. There are currently multiple counters, floors accessible only by using a different entrance, and one lone conference/meeting room. Using blueprints, staff estimates that of the 8,700 SF that makes up the two main floors of City Hall, only 5,380 SF of that is used for work and meeting space. Large amounts of floor area in City Hall are used for hallways, stairwells, etc. According to Wold Architects when performing the 2023 facilities study, expansion of office space will be needed in the future to accommodate future employee growth, up to an estimated 83% in building size to 18,519 SF of gross space. The City Hall site is fully built out, so any expansion of the building would require tear down of existing structure. These layout difficulties should be considered. But it isn’t just layout difficulties. Taking the existing single pane windows and patchwork of finance/AC units that have been added over the years as the buildings needs have changed as a clue, it is very likely that City Hall would not score well on an energy efficiency rating.

While City Hall does have maintenance needs, floor plan challenges including accessibility, and is not highly energy efficient, it does have positives. First, City Hall is located downtown. While not always the case, City Halls and downtowns seem to be synonymous with each other. Downtown is generally thought of as the hub of business and City Hall is part of that hub. It is in a great location. City Hall is also located in an old, brick building that many consider to be historic by nature of its almost 90-year-old history. While it has maintenance needs and has been changed through previous renovations, targeted investment would be able to restore it to its former self while also modernizing it for today’s municipal needs. City Hall also has more than enough

parking for present and future uses. Finally, City Hall is paid for. There is no debt outstanding of The City owns it.

Now let's consider the condition of 1201 1<sup>st</sup> Street NE. The 1201 building is much newer, built in 2001. As such, the facility was built to a new building code and has many of those building practices built into. The HVAC system uses a geothermal pump, with the pumps replaced in the last couple years, extending the need to replace out about twenty years from now. Research states that the pipes used in the geothermal process are expected to last about fifty years before replacement is needed as well. The building was also designed around that system, meaning there is not a patchwork of furnaces and air conditioners feeding the building that have been added over the years. The roof material is copper, which has a life expectancy of over 60+ years, with some lasting twice that. On preliminary review, the brick exterior is in good shape, not needing any immediate major maintenance. If purchased, the City would likely want to consider painting and flooring to give that a refresh while the building is empty.

Beyond mechanical, the general layout of the building is conducive to a City Hall's needs. Overall, the space is utilized a little more efficiently than City Hall, with one primary hallway and no stairwells. A similar assessment of blueprints for 1201 shows about 6,900 SF of space used for work and meeting space, compared to an overall size of about 9,000 SF on the main level. A couple large rooms are available for Council meetings or training space and a large lobby area that could be used for permitting and licenses. There are a couple larger rooms for general staff, with four or five office-sized rooms for both department leads to have an office as well as smaller meeting room space. There is a large, modern conference room for larger meetings, and a modern kitchen that is large enough to be used as an employee breakroom. This building, like City Hall, is also smaller than the projected needs listed in the 2023 Facility Study, about half the size of the estimated gross floor space needed for future growth. Unlike City Hall though, there is space to expand on the lot as needed, without further demolition or acquisition of land necessarily needed. As stated, there would need to be some work done to the building, mostly in the Council space and lobby area. This work would consist of adding doors for security, building out the Council chambers with appropriate furniture, adding bathrooms that were removed, and building out the lobby area. There would also be a need to fully outfit the building with IT needs so that the meeting spaces and offices are fully accessible in a modern world where more meetings happen virtually than in person. The advantage 1201 has for installing IT equipment is that there is crawl space throughout the whole building, which allows for cable to be run anywhere any brought up through the floor, for a clean look that is fully wired.

When considering the \$1.2m estimate in 2023 to address City's maintenance needs against the \$1.7m to purchase 1201 plus an estimated \$500k to \$1m in renovation needs to modernize and equip, I believe that 1201 makes the most sense going forward for the City. If the City were to spend \$1.2m to offset the maintenance costs of City Hall, it would still be essentially the same facility that it is now but with new windows. There would still be multiple floors, one of which can only be accessed by the south entrance for those who are not able to use the stairs. There would still be a patchwork of HVAC units. Removing the western garages would still need to take place and removal or major renovation would likely need to happen to the old police station to modernize it and make it efficient, with an additional elevation change in that space to take into account that is, again, not accessible except by using a western entrance to the building. For a little over double the money to \$2.7m (using the high estimate on renovation costs at 1201), the City is receiving a building that is more modernized, has a better and more efficient layout with an increased amount of usable space, is more accessible, and has lower utility costs. It is also a building that uses traditional Czech architecture elements. Looking to the future the building is able to be expanded without acquiring additional land or knocking down large portions of the building and maintenance items like the roof will last long into the future, allowing the City to begin planning now so that future generations will be able to appreciate a well-maintained building.

Finances are a big part of this. With the police station bond coming online fully in 2027, how can the City afford a \$1.7m building with up to \$1m in renovations? For a number of years now, the City has been putting away small amounts of money each year for City Facility projects. This was the source of funds that allowed

the City to purchase the new Parks facility in 2023 without raising the levy, and is the same source be accessed now. At the end of 2025, the City had \$1,183,560 available in funds for City Facility projects. Due to factors such as high interest earnings, above expected building permit revenues, and below average labor spending due to staff turnover, the City also will have \$447,579 in additional funds to put towards City Facilities. With \$243,668 in a tax abatement clawback from a economic development project in 2017, the City has the required funds to make a full cash offer on 1201 1<sup>st</sup> Street NE.

But purchasing the building is not the full story. As I have already mentioned, there are renovations that need to be done. Paint and floor, building out the council chambers and lobby, outfitting for IT needs, and addressing small security and accessibility updates, the building will need some work before it is able to be fully utilized. Looking at what cash would remain available, there would be \$94,807 remaining in available cash mentioned previously. In addition, the City has pledge \$390,000 in cash to potential contingencies to the police station being built. To this point, there are still significant contingencies that have not been spent and there is a real possibility that the City's \$390,000 will not be needed and could be redirected back to City Hall. For available cash, the last available source is the 499 Capital Projects fund. This fund currently has \$268,967 available.

Should the need be, the City would be able to lend itself the funds needed from the Sanitary Sewer fund. This fund currently has a healthy fund balance of \$8,237,298. There are about \$3m in expected maintenance projects for the Wastewater Treatment Facility. With its fund balance, the Sanitary Sewer fund would be able to support an interfund loan of up to \$1m to the City for a 10-years. If the City were to set the interest rate for the loan at 4%, this loan rate would match or beat what it would be able to get on the open market for a loan, and would match or beat what the Sanitary Fund is able to get in return on investments, creating a win/win scenario for both the General Fund and the Sanitary Fund. If it needed to borrow the maximum \$1m over 10-years with a 4% interest rate, the annual repayment would be \$123,291. The fund for annual payments would come from interest earnings. Unlike bonds, the City would be able to repay itself early so as not to incur interest should it realize years of increased revenue such as 2025. Total interest, if paid over ten years, would be \$232,909 to the Sanitary Fund for the loan, keeping all interest payments in the community to be spent for community good.

Following a walkthrough of the property, the City Council met in closed session on April 20, 2026, to discuss the property and whether it would like to make a tentative offer. During closed session, the City Council discussed the needs of the City and whether 1201 would be worth investing in to meet those needs. Two days later, the seller of the property tentatively accepted the offer for the City to purchase 1201 1<sup>st</sup> Street NE. For the offers to be formal, the City Council will need to pass a resolution in an open meeting. This will be placed on the agenda for the May 18, 2026, City Council meeting for formal discussion and vote.

[Historic City Hall Report on Following Page]

**Historic City Hall:**

A separate, but equally important question that will need to be answered if the City decides to move forward with 1201 1<sup>st</sup> Street NE will be “what comes next for old City Hall?” This is an important question that should be wrestled with community-wide, because this building has been around since the late 1930s. While it has changed uses, housing everything from a Fire Hall to a jail and now City Hall, the building has been a downtown staple for almost 90 years. So what are the options for the building?

During the facility study that was wrapped up in 2023, it was determined that an estimated \$1.2m would be needed to perform deferred maintenance on the facility. This included a roof, HVAC, tuck pointing the bricks, and replacing the single-pane windows. This estimate did not include an internal renovation or the cost of demolition should any portions of the building be removed. An estimate from a contractor for demoing the old Parks Garage was recently received for \$100,000, not including any potential asbestos work. The estimate within the facility study was that the demolition would cost \$150,000. It is possible after asbestos abatement, if present, that the City spends more than the estimated \$100,000.

I speak to this because, as much as this building has been a staple in the downtown, a real conversation should be had about the value of the building to the City versus the amount of money needed to rehabilitate the building. Speaking to the architect who did the study, it was their opinion that if anything was to be saved, it would be the two-story structure on the east side of the property. The old police station and old parks garage did not have the same historic value, according to them, and was so far degraded, or had enough challenges with grade changes, that it was not worth considering that portion as savable in a usable context. But to even just consider the east portion of the property for saving while demoing the remainder still means that the City would need to pay for that demolition work and then exterior maintenance on the remainder. Taking the estimated costs for maintenance with the estimated cost for removal of the old parks garage means that costs would likely climb above \$1.5m, potentially much higher. Then updating the remaining facility internally would require additional funds. Would the City look at restoring the building to its current office-style use, but updated, or look to revert to the original use from almost 90 years ago?

I believe the City has two primary choices before it: 1) Sell or transfer the property to another entity for re-use, or 2) Demo the entire property to create a bare lot. In either instance, the City should reach out to a property value expert to help gauge the value of the property so that it is able to better determine the likely value.

Of note, should another entity own the property, there is grant money available for rehab use. The problem the City runs into for City Hall is that money isn’t generally available for City Hall type uses. Commercial or housing re-use projects though have more options. Whether the property remains under City ownership or not, it is a very good location with access to both downtown and parking that would likely make the property valuable. How that value compares to cost of using the existing facility though remains to be seen.



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

**MEMORANDUM**

**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** POTENTIAL ECONOMIC DEVELOPMENT TIF FOR PUBLIC INFRASTRUCTURE  
**DATE:** APRIL 30, 2026

Starting in 2022, the City began applying for an Active Transportation grant through MnDOT to pay for a trail connection along 6<sup>th</sup> Avenue NW through the industrial park. This connection would be about 2,600 feet along the north side of 6<sup>th</sup> Avenue NW. To this point, the City’s three applications have not been funded. The 2025 estimate had the trail work costing an estimated \$380k. Staff spoke with the City’s Ehler’s representatives about possible funding sources so that it is able to be complete this area of the industrial park. In addition to grant dollars, the other sources discussed were levying for the project and to create a TIF district over a couple of the properties in the industrial park to capture future value created by them.

As we have discussed in the past, a TIF district captures future created value on a property and allows the creator of the district, in this instance the City, to capture all three entities property taxes on the future created value to be used towards a defined purpose. The amount is determined through the normal tax process. In this instance, the City would retain the City’s portion in addition to the School District’s and County’s portion of added value for the duration of the TIF district. The County and the School District would continue to receive the property tax dollars they are receiving today from these properties. The added future value for the next nine years would go to the City for the infrastructure improvements. After the TIF expires, taxes would again be disseminated proportionally to the other entities. This is an economic development tool that is allowed by the State so that local governments are able to focus public dollars for the betterment of all entities.

Specific boundaries are required for TIF districts, and this district would be no different. Because most of the industrial park is built out, there isn’t a large amount of future added value to be created by most of the industrial park. Two portions were discussed, primarily the Brick’s Boatworks property and the two remaining industrial park lots, as they have the most future value to gain. By its agreement, Brick’s will be constructing additional buildings over the few years to house more boats indoors and the two remaining properties will build out after the closing of the properties. Both of these actions will create significant added value that the City could capture to pay for the trail improvement. As long as a TIF district is in place prior to the issuance of building permits for either of these properties, the City would be allowed to capture the future added value. If permits were issued prior to the approval of the district, future added value would not be able to be captured within a TIF district.

**Recommendation**

I would recommend moving forward with an Economic Development TIF District on these two properties. This district would allow New Prague to retain all future added tax value created by these properties for nine years to be able to build out the trail in the industrial park, completing the infrastructure required in the park. It would also allow the EDA to use their funds for other targeted economic development projects within the City to promote future economic growth.



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

**MEMORANDUM**

**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** SCALE INSURANCE POOL  
**DATE:** APRIL 30, 2026

On April 21st, Finance Director Pikal and I met with representatives from Gallagher and SCALE to review the feasibility of the SCALE Insurance Pool. Our findings and considerations are the following:

**SourceWell:**

- Established a 2027 rate cap of 19%. With a perfect score on their performance report card, this rate cap could be reduced up to two points, which would be a 17% cap.
  - Continued participation in exploring the SCALE Insurance Pool would give SourceWell the ability to revoke this rate cap and instead apply a fully calculated renewal rate.
- Provides second-year rate caps, offering protection against significant increases following high-claim years.
- Operates under an established and predictable funding structure with demonstrated performance, administrative structure, and claims history.

**SCALE:**

- Current Estimates indicate a potential 5.7% increase for 2027.
  - Estimate does not include fertility benefits (which our current plan includes), this would require an additional rate load which is currently unknown.
  - Current estimates are based on preliminary pool assumptions and not finalized underwriting.
  - Preliminary conversations have been around very flexible plans and providers, though that has not yet been decided
- Would require a 5-year commitment from all members after joining.
- SCALE does not require prefunding of reserves; however, employers participating in pool must provide the first three months of premiums by December 2026.
- Would not be much value in putting out an RFP for benefits provider, as the City would be locked into a pool for at least five years.

After evaluating both options, I recommend the City formally withdraw from consideration of pool for 2027. This does not close the option for SCALE in the future. It would just mean that the City is not at the decision table when the bylaws are created. It would also allow the City to review the market of benefit providers to determine the best course of action for its future.

While SCALE presents potential short-term cost savings, the current stability, known benefits, and risk protections offered through SourceWell outweigh the uncertainty and potential long-term exposure associated with transitioning to a new pool at this time.

**Recommendation:**

Staff recommends removing New Prague from consideration for the SCALE Insurance Pool for 2027.



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:** ROBIN PIKAL, FINANCE DIRECTOR  
**SUBJECT:** BENEFIT CONSULTING SERVICES – AGENT OF RECORD  
**DATE:** APRIL 25<sup>TH</sup>, 2026

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The City has partnered with our current benefits consultant (aka: Agent of Record), Gallagher, for many years. During that time, we have been satisfied with the level of service, professionalism, and support provided. Their team has been responsive and knowledgeable, helping us navigate an increasingly complex benefits landscape.

While we value our longstanding relationship with Gallagher, it is considered a best practice, particularly in municipal operations, to periodically solicit proposals for professional services. Issuing a Request for Proposals (RFP) allows the City to:

- Ensure we are receiving competitive pricing and fee structures
- Evaluate the full range of services, tools, and innovations available in the market
- Confirm that our current consultant continues to meet our evolving needs
- Maintain transparency and accountability in the procurement process
- Align with good governance and fiduciary responsibility standards

The RFP will request comprehensive benefit consulting services and would take effect July 1, 2026.

Gallagher will be invited to participate in the RFP process and submit a proposal alongside other qualified firms. Our decision to issue an RFP is not a reflection of dissatisfaction, but rather part of a prudent and proactive review process to ensure the City continues to receive the highest value and service.

Staff has included the RFP for your review.

**Recommendation:**

Staff recommends issuing an RFP process for Benefit Consulting Services – Agent of Record

# *New Prague, Minnesota*

*A Tradition of Progress*



**CITY OF NEW PRAGUE**  
**EMPLOYEE BENEFITS CONSULTANT/BROKER RFP**

**PROJECT INTRODUCTION**

The City of New Prague (“City”) is requesting proposals from qualified firms to provide employee benefits consulting and brokerage services (agent of record).

The City seeks a trusted partner to assist with vendor selection, cost management, plan design, regulatory compliance, and employee support, while delivering clear, practical recommendations appropriate for our municipal environment. City benefit functions include managing multiple vendor and service provider contracts, including:

- Medical
- Dental
- Life and AD&D
- Long Term Disability
- Short Term Disability
- Paid Family and Medical Leave
- HSA / FSA
- Other Voluntary Benefits (Vision Materials, Accident, Critical Illness, Hospital Indemnity)

**PROJECT BACKGROUND**

The City employs 56 full-time employees, 1 part-time employee, and a number of seasonal employees across multiple departments and enterprise funds. There is one organized bargaining group, Law Enforcement Labor Services (LELS), which is made up of eleven (11) full-time City employees including Sergeants, Detectives, and Patrol Officers.

The City is currently self-insured through the SourceWell Insurance Pool for its employee benefits.

**SCOPE OF SERVICES**

The selected firm will provide services including, but not limited to:

**A. Annual Renewal & Marketing**

- Prepare and present renewal options
- Market plans to carriers as appropriate
- Negotiate rates, terms, and plan design

**B. Plan Design & Strategy**

- Recommend cost-saving strategies
- Benchmark against similar Minnesota municipalities
- Evaluate deductibles, co-pays, and contribution structures

**C. Compliance Support**

- Provide Guidance on, but not limited to:
  - Affordable Care Act
  - COBRA
  - Section 125 Plans
  - Paid Family Medical Leave
- Communicate regulatory updates

**D. Employee Support**

- Assist with open enrollment meetings, including but not limited to, presenting materials to employees
- Provide clear employee communication materials
- Be available for employee questions as needed

**E. Ongoing Service**

- Provide regular check-ins (at least quarterly, more as needed)
- Assist with claims or service issues
- Support City staff with benefit-related questions
- Present to City Council as needed

**CURRENT BENEFITS & CONTRIBUTIONS SNAPSHOT**

- Health Insurance (BlueCross/BlueShield) – Coverage begins 1<sup>st</sup> of the month following hire:
  - Single coverage - Employee is responsible for 20% = Employee pays \$157.60/month
    - Deductible: \$3,400
    - Employer HSA Contribution: \$1,125
  - Family coverage - Employee is responsible for 20% = Employee pays \$474.00/month
    - Deductible: \$6,800
    - Employer HSA Contribution: \$2,250
- Dental Insurance (Health Partners) – Coverage begins 1<sup>st</sup> of the month following hire:
  - **Employer Paid at 100%**
    - EE Only \$43.81 / EE + 1 \$92.10 / EE + Family \$143.42
- Short-Term Disability (MetLife)
  - **Employer Paid at 100%**
    - Plan Pays 50% of your earnings to a weekly maximum of \$1,500 up to 24 weeks
    - Benefits payable starting on the 15<sup>th</sup> day of disability or illness
- Life Insurance (MetLife) – Coverage begins first day of employment
  - **Employer Paid:** Employee \$35,000; Spouse \$5,000; Child \$2,500

**Additional Employee Elective/Voluntary Benefits offered (paid by Employee):**

- Additional Life Insurance – MetLife
- Long-term Disability – MetLife
- Deferred Compensation Plans – MN State Deferred Compensation Plan
- HSA additional contribution: 2026 Individual Maximum \$4,400 / 2026 Family Maximum \$8,750
- Flexible Spending Account (FSA)
  - Dependent Care \$7,500 family max
  - Healthcare \$3,400 max limited to eligible vision and dental only
- Vision – EyeMed monthly cost: EE \$8.68 / EE + Spouse \$16.49 / EE + Child(ren) \$17.36 / Family \$25.52
- Accident Insurance – Hartford monthly: EE \$5.42 / EE + Spouse \$8.55 / EE + Child(ren) \$9.20 / Family \$14.43
- Critical Illness - Hartford monthly cost based on employee age: Age 35 \$12.40 / Age 45 \$22.40 / Age 55 \$41.00

## **PROPOSAL REQUIREMENTS**

Proposals should include the following:

### **A. Firm Information**

- Company overview
- Experience with Minnesota public sector clients
- Number of similar-sized municipal clients

### **B. Assigned Team**

- Primary contact person
- Key staff and relevant experience

### **C. Methods & Procedures**

- Approach to working with municipalities of similar size
- Identify a reasonable timeline and necessary communication for January 1st, 2027, renewal, indicating tasks required with the start and completion dates for each.
- Renewal and marketing strategy
- Communication style and service model
- Procedures used to gather and analyze data, example: use of analytical software and/or artificial intelligence

### **D. Compensation**

- Clearly outline:
  - Rate and commission-based, fee-based, or hybrid structure
  - Any additional or indirect compensation

### **E. References**

- Minimum of three (3) public sector clients, preferably Minnesota cities

## **SELECTION PROCESS AND PROPOSAL EVALUATION**

Proposals will be evaluated using a combination of the criteria summarized below, not necessarily the lowest price:

- 1) Firm and team's public sector experience, background and expertise;
- 2) Proposed methods and procedures;
- 3) Service approach;
- 4) References; and
- 5) Pricing/fees.

## **OTHER**

Questions regarding this Request for Proposal should be directed to:

Robin Pikal

Finance Director | City of New Prague

Mailing address: 118 Central Ave N | New Prague, MN

[rpikal@newpraguemn.gov](mailto:rpikal@newpraguemn.gov) P: 952-758-1133

**TERMS****Award of Agent of Record:**

Award of the Agent of Record arising from any proposal submitted as a result of this RFP will require approval by the City of New Prague's City Council as prescribed by City Ordinances and Resolutions with an assumed start date of July 1, 2026.

**Addendum of the RFP:**

If it becomes necessary to revise any part of this RFP, an addendum to the RFP will be provided in writing to all proposers. All addenda issued during the time of submission will be incorporated into any resulting agreement.

**Rejection of Submission of Proposals:**

*The City of New Prague reserves the right to reject any and all proposals for any, or no reason, and furthermore reserves the right to accept any proposal deemed to be in the best interest of the City.*

**Public Information:**

After the date specified for the opening of the RFP, all materials received relative to this proposal will become public information and be available for inspection. The City reserves the right to retain all proposals submitted, whether or not the proposal was selected or judged to be responsive.

**Proposal Validity Period:**

Submission of a proposal will signify the firm's agreement that their proposal is valid for at least ninety (90) days from the date of opening.

- *Minor revisions to original proposals, if requested by the City, may be negotiated following the proposal deadline and prior to being submitted to the Council for approval.*
- *The City of New Prague shall not be liable for any expenses incurred by the firm associated with the preparation of the proposal, including but not limited to: onsite or virtual attendance at an oral presentation, onsite visit, preparation of a contract/fee schedule, or final proposal/contract negotiations.*

**Insurance Requirements**

Prior to the commencement of any services, the selected firm shall provide a Certificate of Insurance displaying the following coverage:

- Commercial General Liability Insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
- Professional Liability (Errors and Omissions) Insurance with limits of not less than \$1,000,000 per claim, covering negligent acts, errors, and/or omissions in the performance of professional services.
- Workers' Compensation Insurance in accordance with statutory requirements of the State of Minnesota.

Coverage shall be maintained for the duration of the firm's services for the City. The City reserves the right to review and approve all insurance coverage and limits. The firm selected shall provide updated Certificates of Insurance upon request.

## **SCHEDULE OF EVENTS**

### **Proposal Calendar Summary:**

Send out request for proposals: Tuesday, May 5<sup>th</sup>, 2026

Pre-proposal questions due: Friday, May 15<sup>th</sup>, 2026

Answers to questions distributed: Tuesday, May 19<sup>th</sup>, 2026

Proposals due from interested parties: 3pm Tuesday, May 26<sup>th</sup>, 2026

Probable interview dates: Week of June 1<sup>st</sup>, 2026

Action by City Council: June 15<sup>th</sup>, 2026



*Proud Tradition* *Promising Future*

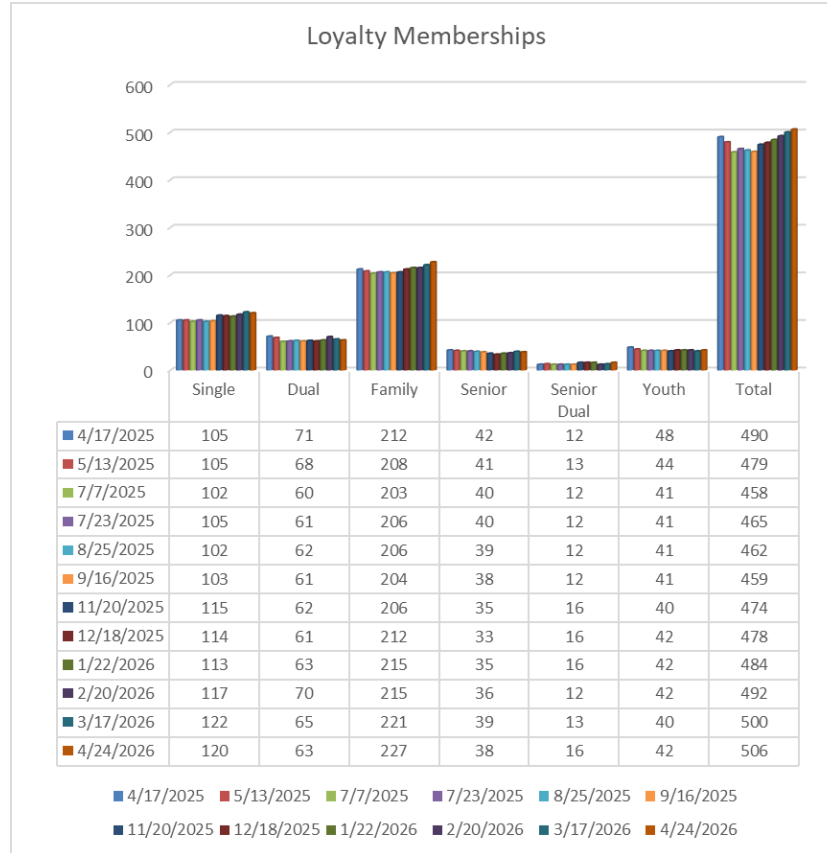
**NEW PRAGUE AREA SCHOOLS**

# **Joint Powers Membership and Financial Update**

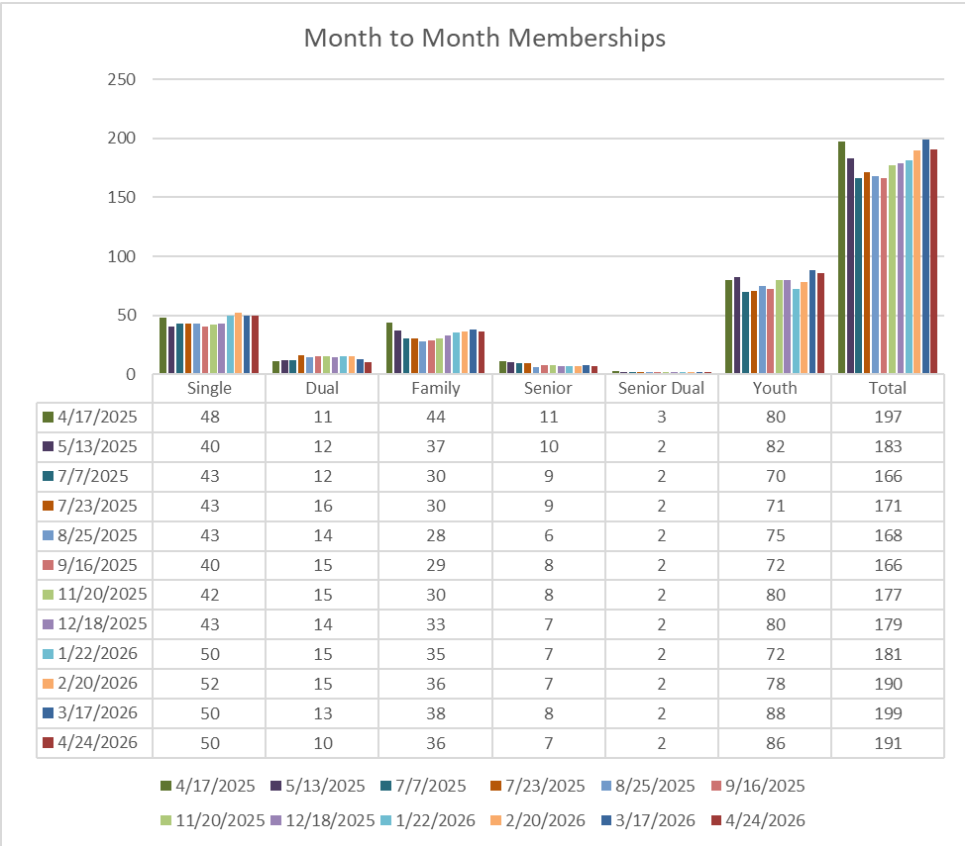
**April 24, 2026**

**For March 2026**

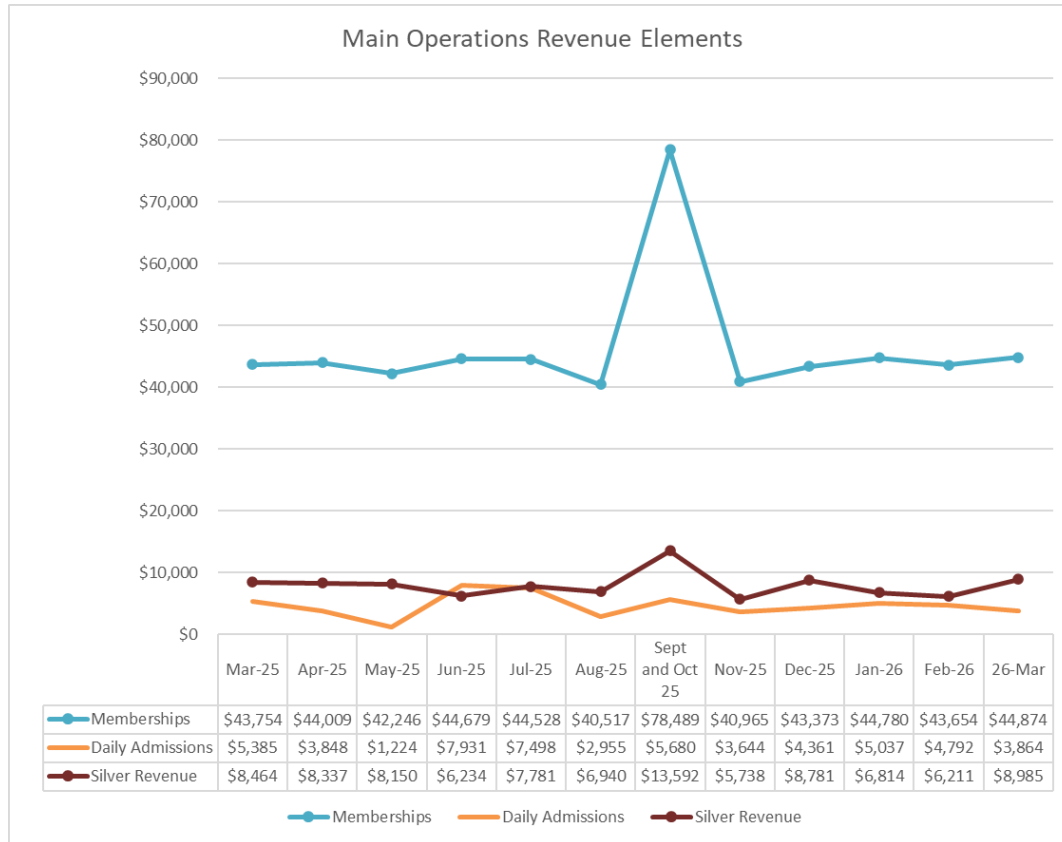
# Loyalty Memberships



# Month to Month Memberships

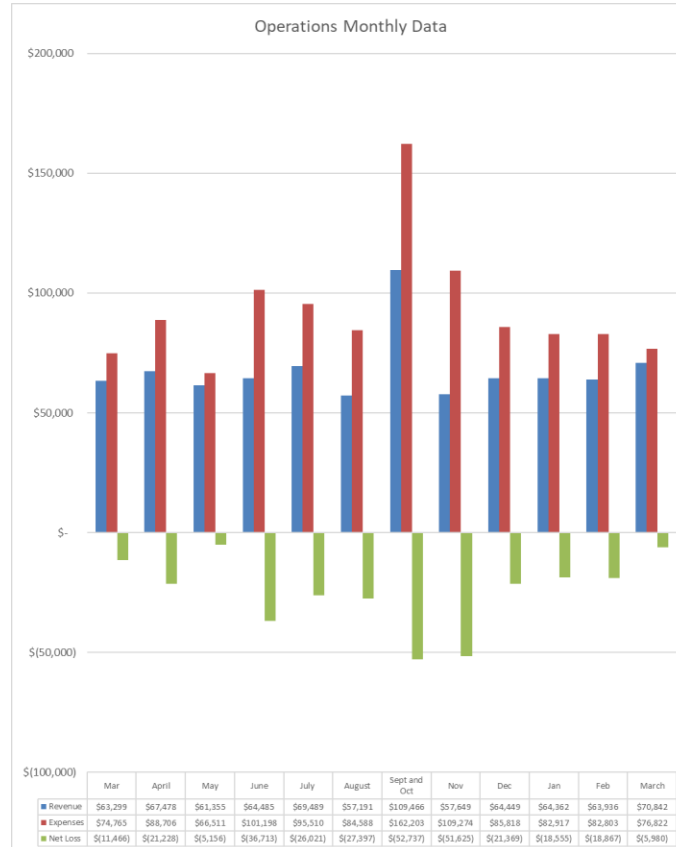


# Operations Revenue

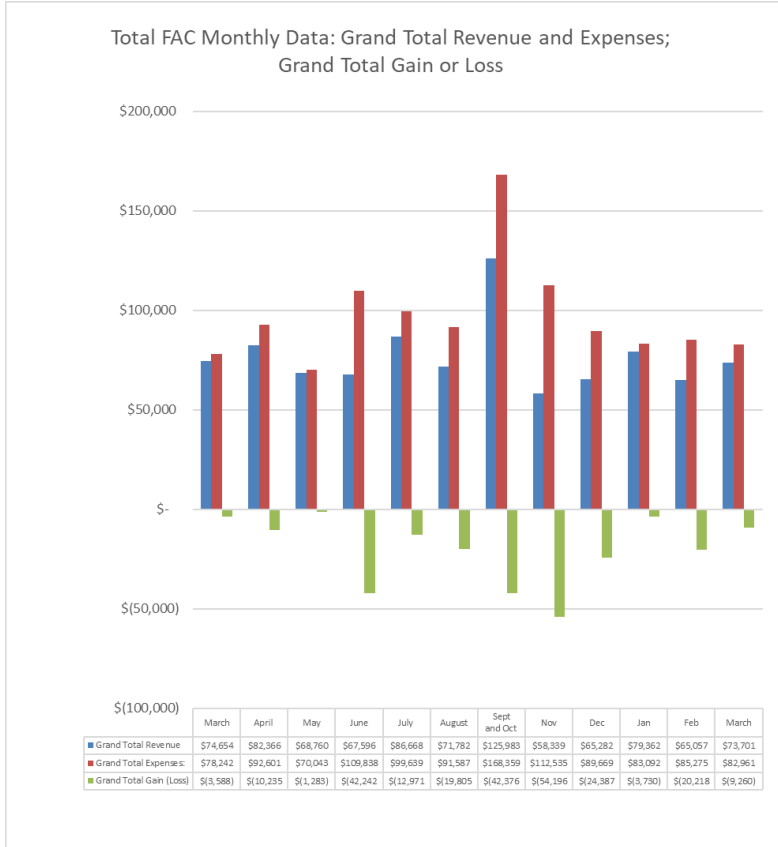


# Operations Monthly Data

Section 12, Item a.



# Total FAC Monthly Data



Joint Powers Advisory Board Monthly Reporting Summary										
	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Actual			FY 25-26 Balance from Budget	FY 25-26 % of Budget Remaining	Preliminary FY 25-26 Budget	Revised FY 25-26 Budget
Operational Revenue	\$557,264	\$650,624	\$697,818	\$713,548			\$166,630	23.01%	\$710,784	\$724,014
Operational Expenses	\$899,046	\$921,613	\$988,743	\$1,059,033			\$257,706	24.84%	\$1,087,244	\$1,037,642
<b>Net Gain(Loss)</b>	<b>-\$341,782</b>	<b>-\$270,989</b>	<b>-\$290,925</b>	<b>-\$345,485</b>			<b>-\$91,076</b>	29.04%	<b>-\$376,460</b>	<b>-\$313,628</b>
<b>Program Expenses</b>										
<b>Community Ed Classes</b>										
Revenue	\$6,571	\$2,876	\$9,191	\$3,220			\$1,922	19.22%	\$5,335	\$10,000
Expenses	\$1,630	\$1,310	\$9,542	\$4,429			-\$6,483	-270.46%	\$2,382	\$2,397
<b>Net Gain(Loss)</b>	<b>\$4,941</b>	<b>\$1,566</b>	<b>-\$351</b>	<b>-\$1,209</b>			<b>\$8,405</b>	110.55%	<b>\$2,953</b>	<b>\$7,603</b>
<b>Club Swimming</b>										
Revenue	\$143,377	\$130,769	\$22,236	\$0			-\$57	0.00%	\$0	\$0
Expenses	\$127,168	\$108,576	\$31,744	\$0			\$0	0.00%	\$0	\$0
<b>Net Gain(Loss)</b>	<b>\$16,209</b>	<b>\$22,192</b>	<b>-\$9,508</b>	<b>\$0</b>			<b>-\$57</b>	0.00%	<b>\$0</b>	<b>\$0</b>
<b>Learn to Swim</b>										
Revenue	\$49,212	\$49,977	\$58,574	\$67,230			\$9,345	13.35%	\$65,000	\$70,000
Expenses	\$32,696	\$56,937	\$39,467	\$38,192			\$14,596	37.52%	\$37,753	\$38,898
<b>Net Gain(Loss)</b>	<b>\$16,516</b>	<b>-\$6,960</b>	<b>\$19,107</b>	<b>\$29,038</b>			<b>-\$5,250</b>	-16.88%	<b>\$27,247</b>	<b>\$31,102</b>
Misc Revenue	0	\$0	\$0	\$0			\$0			
Total Program Revenue	\$199,160	\$183,622	\$90,002	\$70,450			\$11,210	14.01%	\$70,335	\$80,000
Total Program Expenses	\$161,494	\$166,823	\$80,753	\$42,621			\$8,113	19.65%	\$40,135	\$41,295
<b>Total Program Net Gain(Loss)</b>	<b>\$37,666</b>	<b>\$16,798</b>	<b>\$9,248</b>	<b>\$27,829</b>			<b>\$3,098</b>	8.00%	<b>\$30,200</b>	<b>\$38,705</b>
<b>Grand Total Revenue</b>										
	\$756,424	\$834,246	\$787,819	\$783,998			\$177,841	22.12%	\$781,119	\$804,014
<b>Grand Total Expenses:</b>										
	\$1,060,540	\$1,088,436	\$1,069,496	\$1,101,654			\$265,819	24.64%	\$1,127,379	\$1,078,937
<b>Grand Total Gain (Loss)</b>	<b>-\$304,116</b>	<b>-\$254,190</b>	<b>-\$281,677</b>	<b>-\$317,656</b>			<b>-\$87,978</b>	32.00%	<b>-\$346,260</b>	<b>-\$274,923</b>
50% to city and district	-\$152,058	-\$127,095	-\$140,838	-\$158,828			-\$43,989	32.00%	-\$173,130	-\$137,462

Joint Powers Advisory Board Revenue Reporting										
	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Actual	3/31/26	FY 25-26 Balance from Budget	FY 25-26 budget remaining	FY 25-26 Preliminary Budget	FY 25-26 Revised Budget	
<b>Facility Revenue (prog 505)</b>										
Facility Rental (093 & 094)	\$5,016	\$6,865	\$12,558	\$16,535	\$18,355	-\$1,555	-9.3%	\$16,800	\$16,800	
Birthday Parties (090)	\$8,728	\$9,502	\$10,426	\$11,848	\$9,806	\$2,699	21.6%	\$12,505	\$12,505	
Meet/Event Sales Commissions (099)	\$2,200	\$360	\$211	\$6	\$2,520	-\$2,520		\$0	\$0	
Concessions Sales (061 & 073)	\$10,161	\$8,324	\$8,587	\$6,996	\$7,132	\$48	2.0%	\$7,280	\$7,280	
Merchandise (074)	\$2,124	\$1,165	\$423	\$478	\$274	\$76	21.7%	\$350	\$350	
Vending Sales (058)	\$1,635	\$1,514	\$1,531	\$1,492	\$1,471	\$90	5.7%	\$1,561	\$1,561	
Memberships (069)	\$400,216	\$484,503	\$498,413	\$511,467	\$381,180	\$133,100	25.9%	\$514,280	\$514,280	
Daily Admissions (059 & 060)	\$55,400	\$56,176	\$53,765	\$49,889	\$37,831	\$14,169	27.2%	\$49,000	\$52,000	
Silver & Fit/Silver Sneakers (070)	\$39,407	\$52,993	\$74,067	\$81,902	\$64,842	\$16,506	20.3%	\$81,347	\$81,347	
Fitness Programs (083)	\$4,040	\$4,545	\$2,954	\$2,629	\$1,528	\$733	32.4%	\$2,261	\$2,261	
Personal Training (082)	\$27,778	\$24,140	\$34,617	\$29,559	\$31,630	\$3,370	9.6%	\$24,770	\$35,000	
Gift Cards (084)	\$560	\$537	\$266	\$749	\$815	-\$185	-29.4%	\$630	\$630	
County Grant	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
<b>Total Facility Revenue</b>	<b>\$557,264</b>	<b>\$650,624</b>	<b>\$697,818</b>	<b>\$713,548</b>	<b>\$557,384</b>	<b>\$166,630</b>	<b>23.0%</b>	<b>\$710,784</b>	<b>\$724,014</b>	
<b>Program Revenue</b>										
CE Water Safety (Prog 506)	\$6,571	\$2,876	\$9,191	\$3,220	\$8,078	\$1,922	19.2%	\$5,335	\$10,000	
CE Learn to Swim Registration (Prog 533)	\$49,212	\$49,977	\$58,574	\$67,230	\$60,655	\$9,345	13.4%	\$65,000	\$70,000	
Club Swimming (Prog 530 & 531)	\$104,933	\$77,753	\$21,426	\$0	\$0	\$0		\$0	\$0	
Swim Meets (Prog 507)	\$38,444	\$53,016	\$810	\$0	\$57	-\$57		\$0	\$0	
Aquatics Endowment Fund (Prog 508)	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
<b>Total Program</b>	<b>\$199,160</b>	<b>\$183,622</b>	<b>\$90,002</b>	<b>\$70,450</b>	<b>\$68,790</b>	<b>\$11,210</b>	<b>14.0%</b>	<b>\$70,335</b>	<b>\$80,000</b>	
<b>Grand Total Revenue</b>	<b>\$756,424</b>	<b>\$834,246</b>	<b>\$787,819</b>	<b>\$783,998</b>	<b>\$626,173</b>	<b>\$177,841</b>	<b>22.1%</b>	<b>\$781,119</b>	<b>\$804,014</b>	

Joint Powers Advisory Board Expense Reporting									
	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Actual	3/31/26	Balance from Budget	% of budget remaining	FY 25-26 Prelim Budget	FY 25-26 Revised Budget
Electric (330)	\$66,655	\$65,173	\$59,849	\$66,486	\$56,159	\$6,347	10.2%	\$62,506	\$62,506
Water (331)	\$3,795	\$9,112	\$13,986	\$16,571	\$8,645	\$5,701	39.7%	\$14,346	\$14,346
Gas (334)	\$63,970	\$69,388	\$46,414	\$59,555	\$68,346	-\$10,486	-18.1%	\$57,860	\$57,860
Chemicals/UV Light (402)	\$23,824	\$24,707	\$28,310	\$31,059	\$13,381	\$16,619	55.4%	\$35,337	\$30,000
Pool/Fitness Maintenance/Computer Lease (335, 350, 530, 560, 561)	\$23,782	\$25,855	\$41,777	\$99,296	\$40,049	\$5,357	11.8%	\$96,074	\$45,406
General Supplies (401, 403, 406, 407, 455, 456, 467, 490)	\$20,502	\$25,082	\$27,524	\$30,764	\$16,734	\$5,449	24.6%	\$32,583	\$22,183
Concessions (404)	\$9,516	\$5,718	\$5,715	\$3,987	\$4,303	-\$303	-7.6%	\$4,000	\$4,000
Administration (110)	\$12,033	\$12,270	\$12,511	\$13,004	\$5,686	\$11,714	67.3%	\$13,264	\$17,400
Business Office Chargeback (195)	\$9,883	\$10,200	\$9,893	\$10,420	\$7,972	\$3,065	27.8%	\$11,037	\$11,037
Aquatics/Fitness Supervisor/Coordinator (160)	\$118,476	\$106,758	\$102,151	\$78,227	\$58,451	\$21,740	27.1%	\$79,494	\$80,191
Lifeguards (161)	\$147,954	\$166,699	\$159,768	\$157,503	\$110,950	\$55,334	33.3%	\$167,037	\$166,284
Certified Pool Operator (175)	\$20,491	\$21,076	\$21,179	\$18,291	\$15,319	\$4,394	22.3%	\$18,657	\$19,713
Custodial Support (171, 173) (305 FY 22-23)	\$21,916	\$18,755	\$43,579	\$42,027	\$31,801	\$10,955	25.6%	\$43,575	\$42,756
Group Exercise Instructors (180)	\$51,263	\$53,071	\$54,084	\$54,779	\$41,777	\$16,404	28.2%	\$60,225	\$58,181
Front Desk/Access/Attendant (181, 183 & 185)	\$73,765	\$75,087	\$82,015	\$86,468	\$60,705	\$28,685	32.1%	\$87,793	\$89,390
Personal Trainer (184)	\$18,170	\$17,146	\$33,480	\$23,495	\$24,690	-\$491	-2.0%	\$22,977	\$24,199
Clerical/Office (170)	\$33,245	\$34,486	\$35,469	\$64,911	\$52,545	\$18,046	25.6%	\$63,423	\$70,591
Operations Benefits (199 to 295)	\$114,263	\$107,047	\$126,606	\$123,912	\$91,163	\$43,470	32.3%	\$130,090	\$134,633
Staff Development (366)	\$0	\$1,619	\$0	\$0	\$0	\$730	100.0%	\$730	\$730
Phone/Media/IT Support (320)	\$480	\$480	\$0	\$0	\$0	\$0	0.0%	\$0	\$0
Prof Svcs (cc, consult, red cross fitness training- 305, 562, 563)	\$45,362	\$48,369	\$58,243	\$54,899	\$43,500	\$12,887	22.9%	\$56,387	\$56,387
Postage (329)	\$119	\$784	\$122	\$577	\$104	\$546	84.0%	\$650	\$650
Marketing 307 & 398	\$4,109	\$3,687	\$2,608	\$2,188	\$1,621	\$784	32.6%	\$2,405	\$2,405
Property/Liability Insurance (340)	\$11,585	\$13,507	\$18,616	\$22,294	\$22,310	-\$16	-0.1%	\$22,294	\$22,294
Rental (370)	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$0
Dues & Memberships (820)	\$3,887	\$5,527	\$4,843	\$4,062	\$3,724	\$776	17.2%	\$4,500	\$4,500
<b>Total Operational Expenses</b>	<b>\$899,046</b>	<b>\$921,613</b>	<b>\$988,743</b>	<b>\$1,059,033</b>	<b>\$779,936</b>	<b>\$257,706</b>	<b>24.8%</b>	<b>\$1,087,244</b>	<b>\$1,037,642</b>
<b>Program Expenses</b>									
Community Ed Classes (Prog 506)	\$1,455	\$1,310	\$9,542	\$4,429	\$8,880	-\$6,483	-270.5%	\$2,382	\$2,397
Hosted Swim Meets (507)	\$10,327	\$18,052	\$0	\$0	\$0	\$0	0.0%	\$0	\$0
Other Programs (508)	\$175	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$0
Club Swimming (Prog 530 & 531)	\$116,841	\$90,524	\$31,744	\$0	\$0	\$0	0.0%	\$0	\$0
Learn to Swim (Prog 533)	\$32,696	\$56,937	\$39,467	\$38,192	\$24,302	\$14,596	37.5%	\$37,753	\$38,898
<b>Total Program Expenses</b>	<b>\$161,494</b>	<b>\$166,823</b>	<b>\$80,753</b>	<b>\$42,621</b>	<b>\$53,182</b>	<b>\$8,113</b>	<b>19.6%</b>	<b>\$40,135</b>	<b>\$41,295</b>
<b>Grand Total Expenses:</b>	<b>\$1,060,540</b>	<b>\$1,088,436</b>	<b>\$1,069,496</b>	<b>\$1,101,654</b>	<b>\$813,118</b>	<b>\$265,819</b>	<b>24.6%</b>	<b>\$1,127,379</b>	<b>\$1,078,937</b>

Section 12, Item a.

Board Monthly Reporting Summary

	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sept & Oct 25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	YTD
Program Expenses													
Community Ed Classes													
Revenue	\$ 1,350	\$ 535	\$ 600	\$ 1,570	\$ 5,185	\$ -	\$ 335	\$ 150	\$ 308	\$ 1,200	\$ -	\$ 900	\$ 8,078
Expenses	\$ 150	\$ 1,253	\$ -	\$ 1,800	\$ -	\$ 3,775	\$ (175)	\$ -	\$ 555	\$ -	\$ -	\$ 4,725	\$ 8,880
Net Gain(Loss)	\$ 1,200	\$ (718)	\$ 600	\$ (230)	\$ 5,185	\$ (3,775)	\$ 510	\$ 150	\$ (247)	\$ 1,200	\$ -	\$ (3,825)	\$ (802)
Club Swimming													
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57	\$ -	\$ -	\$ -	\$ 57
Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Gain(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57	\$ -	\$ -	\$ -	\$ 57
Learn to Swim													
Revenue	\$ 10,005	\$ 14,353	\$ 6,805	\$ 1,541	\$ 11,994	\$ 14,591	\$ 16,182	\$ 540	\$ 468	\$ 13,800	\$ 1,121	\$ 1,959	\$ 60,555
Expenses	\$ 3,327	\$ 2,642	\$ 3,532	\$ 6,840	\$ 4,129	\$ 3,224	\$ 6,331	\$ 3,261	\$ 3,296	\$ 175	\$ 2,472	\$ 1,414	\$ 24,302
Net Gain(Loss)	\$ 6,678	\$ 11,711	\$ 3,273	\$ (5,299)	\$ 7,865	\$ 11,367	\$ 9,851	\$ (2,721)	\$ (2,828)	\$ 13,625	\$ (1,351)	\$ 545	\$ 36,353
Misc Revenue													
Total Program Net Gain(Loss)	\$ 7,878	\$ 10,993	\$ 3,873	\$ (5,529)	\$ 13,050	\$ 7,592	\$ 10,361	\$ (2,571)	\$ (3,018)	\$ 14,825	\$ (1,351)	\$ (3,280)	\$ 35,608
Grand Total Revenue	\$ 74,654	\$ 82,366	\$ 68,760	\$ 67,596	\$ 86,668	\$ 71,782	\$ 125,983	\$ 58,339	\$ 65,282	\$ 79,362	\$ 65,057	\$ 73,701	\$ 626,174
Grand Total Expenses:	\$ 78,242	\$ 92,601	\$ 70,043	\$ 109,838	\$ 99,639	\$ 91,587	\$ 168,359	\$ 112,535	\$ 89,669	\$ 83,092	\$ 85,275	\$ 82,961	\$ 813,117
Grand Total Gain (Loss)	\$ (3,588)	\$ (10,235)	\$ (1,283)	\$ (42,242)	\$ (12,971)	\$ (19,805)	\$ (42,376)	\$ (54,196)	\$ (24,387)	\$ (3,730)	\$ (20,218)	\$ (9,260)	\$ (186,943)

Section 12, Item a.

Joint Powers Advisory Board Revenue Reporting

Joint Powers Advisory Board Revenue Reporting

	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sept and Oct 25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	YTD
Final (093 & 094)	\$1,620	\$5,814	\$5,993	(\$3,401)	\$1,536	\$1,728	\$0	\$672	\$3,072	\$1,408	\$2,569	\$7,370	\$ 18,355
Birthday Parties (090)	\$720	\$1,142	\$692	\$777	\$543	\$725	\$1,707	\$1,470	\$692	\$985	\$2,449	\$1,235	\$ 9,806
Meet/Event Sales Commissions (099)	\$0	\$1	\$0	\$0	\$0	\$0	\$2,500	\$742	\$0	\$0	\$0	\$20	\$ 2,520
Concessions Sales (061 & 073)	\$655	\$419	\$196	\$757	\$825	\$475	\$1,080	\$742	\$720	\$1,153	\$1,186	\$951	\$ 7,132
Merchandise (074)	\$75	\$0	\$24	\$164	\$56	\$22	\$65	\$37	\$19	\$34	\$29	\$12	\$ 274
Vending Sales	\$175	\$284	\$142	\$54	\$136	\$0	\$282	\$97	\$132	\$398	\$177	\$249	\$ 1,471
Memberships (069)	\$43,754	\$44,009	\$42,246	\$44,679	\$44,528	\$40,517	\$78,489	\$40,965	\$43,373	\$44,780	\$43,654	\$44,874	\$ 381,180
Daily Admissions (059 & 060)	\$5,385	\$3,848	\$1,224	\$7,931	\$7,498	\$2,955	\$5,680	\$3,644	\$4,361	\$5,037	\$4,792	\$3,864	\$ 37,831
Silver & Fit/Silver Sneakers (070)	\$8,464	\$8,337	\$8,150	\$6,234	\$7,781	\$6,940	\$13,592	\$5,738	\$8,781	\$6,814	\$6,211	\$8,985	\$ 64,842
Fitness Programs	\$0	\$275	\$518	\$234	\$0	\$0	\$0	\$60	\$945	\$523	\$0	\$0	\$ 1,528
Personal Training	\$2,451	\$3,289	\$2,170	\$6,831	\$6,586	\$3,799	\$6,035	\$4,092	\$1,969	\$3,218	\$2,769	\$3,162	\$ 31,630
Gift Cards	\$0	\$60	\$0	\$225	\$0	\$30	\$36	\$132	\$385	\$12	\$100	\$120	\$ 815
County Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
County Facility Revenue	\$63,299	\$67,478	\$61,355	\$64,485	\$69,489	\$57,191	\$109,466	\$57,649	\$64,449	\$64,362	\$63,936	\$70,842	\$ 557,384
<b>Program Revenue</b>													
CE Water Safety (Prog 506)	\$1,350	\$535	\$600	\$1,570	\$5,185	\$0	\$335	\$150	\$308	\$1,200	\$0	\$900	\$ 8,078
CE Learn to Swim Registration (Prog 533)	\$10,005	\$14,353	\$6,805	\$1,541	\$11,994	\$14,591	\$16,182	\$540	\$468	\$13,800	\$1,121	\$1,959	\$ 60,655
Club Swimming (Prog 530 & 531)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Swim Meets (Prog 507)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$57	\$0	\$0	\$0	\$ 57
Aquatics Endowment Fund (Prog 508)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
<b>Total Program</b>	\$11,355	\$14,888	\$7,405	\$3,111	\$17,179	\$14,591	\$16,517	\$690	\$833	\$15,000	\$1,121	\$2,859	\$ 68,790
<b>Grand Total Revenue</b>	\$74,654	\$82,366	\$68,760	\$67,596	\$86,668	\$71,782	\$125,983	\$58,339	\$65,282	\$79,362	\$65,057	\$73,701	\$ 626,174

Joint Powers Advisory Board Expense Reporting

	25-Mar	25-Apr	25-May	25-Jun	25-Jul	25-Aug	Sept & Oct 25	25-Nov	25-Dec	26-Jan	26-Feb	26-Mar	YTD
<b>All Expenses</b>	\$ 3,475	\$ 3,905	\$ 5,337	\$ 9,269	\$ 12,871	\$ 10,482	\$ 12,368	\$ 3,475	\$ 3,607	\$ 3,566	\$ 3,381	\$ 6,409	\$ 56,159
Elig (80)	\$ 1,069	\$ 3,265	\$ 981	\$ 1,108	\$ -	\$ -	\$ 2,502	\$ 976	\$ 1,171	\$ 1,318	\$ 1,355	\$ 1,323	\$ 8,645
Water (331)	\$ 6,059	\$ 5,440	\$ 1,868	\$ 4,904	\$ 3,903	\$ 3,500	\$ 9,471	\$ 9,775	\$ 16,395	\$ 10,256	\$ 10,218	\$ 4,828	\$ 68,346
Gas (334)	\$ -	\$ 4,077	\$ 153	\$ 1,576	\$ 1,139	\$ 2,278	\$ 3,572	\$ 1,012	\$ 1,886	\$ 908	\$ 954	\$ 1,632	\$ 13,381
Chemicals/LV Light (402)	\$ 2,646	\$ 5,819	\$ 101	\$ 275	\$ 3,777	\$ 767	\$ 8,547	\$ 22,550	\$ 1,210	\$ 1,439	\$ 1,718	\$ 41	\$ 40,049
Pool/Fitness Maintenance (350, 530)	\$ 2,364	\$ 1,782	\$ 1,502	\$ 3,115	\$ 3,179	\$ 2,260	\$ 3,991	\$ 1,320	\$ 1,561	\$ 2,133	\$ 1,061	\$ 1,229	\$ 16,734
General Supplies (401, 403, 407, 455, 456, 467, 490)	\$ 386	\$ 448	\$ 278	\$ 880	\$ 109	\$ -	\$ 1,038	\$ 772	\$ 508	\$ 212	\$ 746	\$ 657	\$ 4,303
Concessions (404)	\$ 1,084	\$ 1,084	\$ 1,083	\$ 1,084	\$ 1,084	\$ 766	\$ 2,740	\$ 1,096	\$ -	\$ -	\$ -	\$ -	\$ 5,686
Administration (110)	\$ 868	\$ 869	\$ 868	\$ 868	\$ 866	\$ 886	\$ 1,771	\$ 886	\$ 886	\$ 886	\$ 885	\$ 886	\$ 7,972
Business Office Chargeback (195)	\$ 6,494	\$ 6,495	\$ 6,494	\$ 6,787	\$ 6,495	\$ 6,494	\$ 12,989	\$ 6,495	\$ 6,494	\$ 6,495	\$ 6,495	\$ 6,494	\$ 58,451
Aquatics/Fitness Supervisor (160)	\$ 11,678	\$ 13,746	\$ 11,523	\$ 23,290	\$ 7,986	\$ 15,518	\$ 25,464	\$ 13,040	\$ 11,771	\$ 13,040	\$ 13,417	\$ 10,714	\$ 110,950
Lifeguards (161)	\$ 1,800	\$ 2,383	\$ -	\$ -	\$ -	\$ -	\$ 6,709	\$ 1,600	\$ 1,626	\$ 1,636	\$ 1,667	\$ 2,081	\$ 15,319
Certified Pool Operator (175)	\$ 3,451	\$ 3,610	\$ 3,572	\$ 3,465	\$ 3,533	\$ 3,532	\$ 7,065	\$ 3,533	\$ 3,532	\$ 3,533	\$ 3,532	\$ 3,541	\$ 31,801
Custodial Support (171)	\$ 4,370	\$ 5,384	\$ 4,754	\$ 6,454	\$ 1,964	\$ 4,682	\$ 8,863	\$ 4,566	\$ 4,773	\$ 5,440	\$ 5,985	\$ 5,504	\$ 41,777
Group Exercise Instructors (180)	\$ 7,015	\$ 7,163	\$ 7,174	\$ 9,211	\$ 4,455	\$ 6,678	\$ 13,917	\$ 7,268	\$ 7,110	\$ 7,192	\$ 7,506	\$ 6,579	\$ 60,705
Front Desk/Access/Attendant (185)	\$ 1,425	\$ 2,183	\$ 3,492	\$ 5,230	\$ 2,408	\$ 4,604	\$ 5,832	\$ 2,798	\$ 1,862	\$ 2,447	\$ 2,026	\$ 2,713	\$ 24,690
Personal Trainer	\$ 5,694	\$ 4,895	\$ 3,175	\$ 5,601	\$ 5,622	\$ 5,726	\$ 11,451	\$ 5,726	\$ 5,726	\$ 5,726	\$ 6,718	\$ 5,850	\$ 52,545
Clerical/Office (170)	\$ 10,168	\$ 9,962	\$ 9,343	\$ 12,053	\$ 8,929	\$ 9,861	\$ 19,421	\$ 11,400	\$ 10,057	\$ 10,491	\$ 10,563	\$ 10,441	\$ 91,163
Operations Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Staff Development (366)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Phone/Media/IT Support (320)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prof Svcs (cc, consult, red cross - 305)	\$ 4,290	\$ 4,941	\$ 4,813	\$ 5,433	\$ 4,767	\$ 6,062	\$ 4,192	\$ 8,341	\$ 4,802	\$ 5,258	\$ 4,528	\$ 5,550	\$ 43,500
Postage (329)	\$ -	\$ 42	\$ -	\$ 39	\$ -	\$ -	\$ -	\$ 70	\$ -	\$ 34	\$ -	\$ -	\$ 104
Marketing 307 & 398	\$ -	\$ 478	\$ -	\$ 191	\$ -	\$ 231	\$ 99	\$ 251	\$ 456	\$ 382	\$ -	\$ 202	\$ 1,621
Property/Liability Insurance (340)	\$ -	\$ -	\$ -	\$ 22,310	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,310
Rental (370)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dues & Memberships (820)	\$ 429	\$ 735	\$ -	\$ 365	\$ 93	\$ -	\$ 201	\$ 2,324	\$ 385	\$ 525	\$ 48	\$ 148	\$ 3,724
<b>Total Operational Expenses</b>	\$ 74,765	\$ 88,706	\$ 66,511	\$ 101,198	\$ 95,510	\$ 84,588	\$ 162,203	\$ 109,274	\$ 85,818	\$ 82,917	\$ 82,803	\$ 76,822	\$ 779,935
<b>Program Expenses</b>													
Community Ed Classes (Prog 505)	\$ 150	\$ 1,253	\$ -	\$ 1,800	\$ -	\$ 3,775	\$ (175)	\$ -	\$ 555	\$ -	\$ -	\$ 4,725	\$ 8,880
Hosted Swim Meets (Prog 507)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Programs (Prog 508)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Club Swimming (Prog 530 & 531)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Learn to Swim (Prog 533)	\$ 3,327	\$ 2,642	\$ 3,532	\$ 6,840	\$ 4,129	\$ 3,224	\$ 6,331	\$ 3,261	\$ 3,296	\$ 175	\$ 2,472	\$ 1,414	\$ 24,302
<b>Total Program Expenses</b>	\$ 3,477	\$ 3,895	\$ 3,532	\$ 8,640	\$ 4,129	\$ 6,999	\$ 6,156	\$ 3,261	\$ 3,851	\$ 175	\$ 2,472	\$ 6,139	\$ 33,182
<b>Grand Total Expenses:</b>	\$ 78,242	\$ 92,601	\$ 70,043	\$ 109,838	\$ 99,639	\$ 91,587	\$ 168,359	\$ 112,535	\$ 89,669	\$ 83,092	\$ 85,275	\$ 82,961	\$ 813,117

**Regular Meeting Minutes**  
**New Prague Planning Commission**  
**Wednesday, March 25th, 2026**

**1. Call Meeting to Order**

The meeting was called to order at 6:30 p.m. by Vice Chair Brandon Pike.

The following members were present: Brandon Pike, Jason Bentson, and Rik Seiler.

The following members were absent: Chair Dan Meyer and Shawn Ryan.

The following City Staff were present: Community Development Director Ken Ondich and Planner Evan Gariepy.

**2. Public Forum**

No comments were given.

**3. Approval of Regular Agenda**

A motion was made by Bentson, seconded by Seiler, to approve the March 25<sup>th</sup>, 2026, regular meeting agenda. Motion carried (3-0).

**4. Approval of Previous Meeting Minutes**

**A. February 25<sup>th</sup>, 2026, Regular Meeting**

A motion was made by Seiler, seconded by Bentson, to approve the February 25<sup>th</sup>, 2026, regular meeting minutes. Motion carried (3-0).

**5. NEW BUSINESS**

**A. Public Hearing for Comprehensive Plan Amendment and Rezoning Certain Properties to I-1 Light Industrial, Located in the Plat of New Prague Outlots**

Gariepy presented the proposed Comprehensive Plan amendment and rezoning request. He stated that staff had met with the Kuehners on March 24<sup>th</sup>, who own property within the proposed area, and they requested that their property is not reguided and rezoned. Gariepy stated that the undevelopable plot of land directly south of the Kuehners would have to also not be rezoned, as to keep both zoning districts continuous. He stated that staff had not heard received any other public comments following the public notice.

A motion was made by Pike, seconded by Bentson, to open the public hearing. Motion carried (3-0), the public hearing was opened at 6:36pm.

Patrick Sullivan (500 Kennedy Ave NW), applicant with Paddy O’Properties, stated that he does not yet know what he will do with the property after demolishing the residential house. He also stated that the other property he owns in the proposed area can only be utilized for underground utility related uses unless it is rezoned to I1 Light Industrial. Seiler asked if there had been any money exchanged for the rezoning, and Sullivan and the Kuehners stated there had not.

Kyle Kuehner (511 Cottonwood Lane) stated he would like his property to not be rezoned and reguided so that they can keep residential uses open for the property. He stated it was built less then two years ago, and it may become their primary residence in the future.

A motion was made by Seiler, seconded by Bentson, to close the public hearing. Motion carried (3-0), the public hearing was closed at 6:44pm.

A motion was made by Seiler, seconded by Bentson, to recommend approval to the City Council of the Comprehensive Plan amendment and rezoning of certain properties within the plat of the New Prague Outlots as written, with the removal of the property owned by the Kuehners (PID 24.016.0091) and the property directly south of it (PID 24.016.0080). Motion passed (3-0).

**6. OLD BUSINESS**

**A. None**

**7. Miscellaneous**

**A. Monthly Business Updates**

Ondich presented the monthly business update as information. He stated that staff received two new single family housing permits in March that have not yet been reviewed. Ondich also presented updates about the Alton Avenue corridor study.

**B. UDC Update**

Ondich stated that the UDC was passed, with the removal of language allowing for ADUs. He stated that the City Council had concerns about ADU’s being used in the City of Blaine for housing homeless people and wanted staff to look into legal issues related to that.

**8. Adjournment**

A motion was made by Pike, seconded by Bentson, to adjourn the meeting at 6:58 pm. Motion carried (3-0).

Respectfully submitted,



Evan C. Gariepy  
Planner

# UTILITIES COMMISSION MEETING MINUTES



## City of New Prague

Monday, March 30, 2026 at 3:30 PM

Power Plant - 300 East Main St

**1. CALL TO ORDER**

The meeting was called to order by Utilities Commission Vice President Charles Nickolay on Monday, March 30<sup>th</sup>, 2026, at 3:27 p.m.

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

Commissioners Absent: Dan Bishop

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

Others Present: Rebecca Kurtz and Keith Dahl from Ehlers Municipal Advisors

**2. APPROVAL OF AGENDA**

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

Motion carried (4-0)

**3. COVENANTS FOR BONDING**

a. Covenants for Bonding Draft

Rebecca and Keith from Ehlers Municipal Advisors went over a draft of bonding covenants for the anticipated bond sale that will take place this fall for funding for the West Side Energy Station. The Commission asked for some clarification on the wording of the covenants as it pertained to the City and NPUC'S obligations that are listed in the Covenants. Ehlers will consult with the bonding attorney and make revisions accordingly with a final draft to be presented at the April meeting.

**4. APPROVAL OF MINUTES**

a. February 23, 2026 Utilities Meeting Minutes

Motion made by Commissioner Ewert, seconded by Commissioner Busch, to approve the February meeting minutes as presented.

Motion carried (4-0)

**5. UTILITY AND SMMPA BILLS**

a. Approval of accounts payable in the amount of \$548,342.56 and the SMMPA billing of \$518,961.92.

GM Reimers went over the SMMPA billing to review the ECA charges caused by winter storm Fern, stating the SMMPA board approved using \$5,000,000 in cash reserves to reduce by half the amount that would have been passed on to customers in ECA charges, limiting the storm impact to \$.02 for only one month.

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

Motion carried (4-0)

**6. FINANCIAL REPORTS**

- a. Investment Report
- b. Financial Report
- c. Water and Kilowatt Hours Sales

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

Motion carried (4-0)

**7. SMMPA BOARD OF DIRECTORS MEETING**

- a. February 11, 2026

GM Reimers informed the Commission of the following:

-The Board approved moving forward with authorizing bond sales for the Owatonna power plant in an estimated amount of \$75,000,000.

-SMMPA operations staff reviewed MISO changes in reliability demand curves that will be part of capacity seasonal credits moving forward.

**8. AWARD OF SCHOLARSHIP**

- a. College Scholarship Program Application

GM Reimers informed the Commission that only one scholarship application was received that met the criteria requirements and recommended that the Commission award the scholarship to Cole Rezac, as he will be majoring in Computer and Electrical Engineering at NDSU.

Motion was made by Commissioner Nickolay, seconded by Commissioner Busch, to award the scholarship to Cole Rezac.

Motion carried (4-0)

**9. GENERAL MANAGER'S REPORT**

GM Reimers informed the Commission of the following:

-Filter Plant #3 rehab is progressing on schedule as contractors continue to sandblast and paint the interior of the filter

-Staff met with contractors of the WES and were informed that footing work has been delayed until the week of April 6<sup>th</sup> due to weather, but they do not anticipate that it will affect the completion schedule.

**10. OTHER BUSINESS**

None

**11. ADJOURNMENT**

Motion made by Commissioner Nickolay, seconded by Commissioner Ewert, to adjourn the March Commission meeting at 4:44 p.m.

Motion carried (4-0)

Respectfully Submitted,



Bruce Reimers  
General Manager