



# CITY COUNCIL MEETING AGENDA

## City of New Prague

Monday, November 20, 2023 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

---

### OPTIONAL ONLINE CONNECTION. MEETINGS ARE IN PERSON.

Log in information for city councilmembers, staff and members of the public:

Please join my meeting from your computer, tablet or smartphone: <https://meet.goto.com/384267645>

You can also dial in using your phone: Access Code: 387-267-645 | United States: +1 (571) 317-3122

Get the app now and be ready when your first meeting starts: <https://meet.goto.com/install>

#### 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. October 24, 2023, Special City Council Meeting Minutes - Closed
- ii. November 6, 2023, City Council Meeting Minutes
- iii. November 6, 2023, Special City Council Meeting Minutes - Closed

- b. Claims for Payment: **\$404,516.00**

- c. Call for Public Hearing on the Issuance of an On-Sale Intoxicating Liquor License, Sunday Liquor License, and 3.2% On-Sale Liquor License for The Broz LLC at 212 Main Street West

- d. 1-Day Temporary On-Sale Liquor License for the Church of St. Wenceslaus' Starry Night Gala on March 16, 2024

- e. Monthly Financial Summary Report

- f. Lockridge Retainer Agreement

#### 4. CITY ENGINEER PROJECTS UPDATE

- a. November 20, 2023

#### 5. 2024 STREET AND UTILITY IMPROVEMENT PROJECT

- a. Resolution #23-11-20-01 - Variance from Standard for State Aid Operation for Project No. S.A.P. 237-123-001

#### 6. PRAHA OUTDOOR PERFORMANCE STAGE (POPS) FACILITY RECOMMENDATION FROM PARK BOARD

- a. Jonathan Nelsen - Bolton & Menk, & POPS Committee of the New Prague Area Arts Council

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

*(Speakers limited to 5 minutes.)*

8. PUBLIC HEARING(S) – 6:00 PM
9. ORDINANCE(S) FOR INTRODUCTION
10. ORDINANCE(S) FOR ADOPTION
11. RESOLUTIONS
12. GENERAL BUSINESS
  - a. Enterprise Fund Budget Presentations
  - b. Assessment Deferrals
13. MISCELLANEOUS
  - a. Meeting Minutes
    - i. Park
    - ii. Planning
  - b. Discussion of Items not on the Agenda
14. ADJOURNMENT

**UPCOMING MEETINGS AND NOTICES:**

<b>November 23</b>	<b>Holiday – City Offices Closed</b>
<b>November 24</b>	<b>Holiday – City Offices Closed</b>
November 27	9:00 a.m. Utilities Commission
November 27	4:00 p.m. Joint Powers Board – Fitness & Aquatic Center
November 28	6:30 p.m. Golf Board
December 4	6:00 p.m. City Council
December 11	12:00 p.m. Community Center Board
December 12	6:00 p.m. Park Board
December 13	7:30 a.m. EDA Board
December 13	7:00 p.m. Cedar Lake Water & Sanitary Sewer District
December 18	6:00 p.m. City Council
December 19	6:30 p.m. Golf Board
December 20	6:30 p.m. Planning Commission



# SPECIAL CITY COUNCIL MEETING MINUTES

## City of New Prague

Tuesday, October 24, 2023 at 5:00 PM

City Hall Council Chambers - 118 Central Ave N

### 1. CALL TO ORDER

Mayor Duane Jirik called the Special Meeting to order at 5:00 p.m.

#### PRESENT

Mayor Duane Jirik  
Councilmember Shawn Ryan  
Councilmember Maggie Bass  
Councilmember Rik Seiler  
Councilmember Bruce Wolf

### 2. REGULAR AGENDA

Councilmember Bass requested to move Item C *Ordering Engineering Services for the 2024 Street and Utility Improvement Project* to Item B. Motion made by Councilmember Bass to approve the Regular Agenda, as amended, Seconded by Councilmember Seiler.

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

Motion carried (5-0).

- a. Adopting Assessment for the 2023 Street and Utility Improvement Project  
City Administrator Tetzlaff provided a summary. Motion made by Councilmember Seiler, Seconded by Councilmember Wolf to approve Resolution #23-10-24-01, Adopting Assessment for the 2023 Street and Utility Improvement Project.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).
- b. Ordering Engineering Services for the 2024 Street and Utility Improvement Project  
City Administrator Tetzlaff provided a summary. Motion made by Councilmember Bass, Seconded by Councilmember Ryan to approve Resolution #23-10-24-02, Ordering Engineering Services for the 2024 Street and Utility Improvement Project.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).
- c. Policy Discussion - Sprinklers, Sidewalks Maintenance, Mowing  
Motion made by Mayor Jirik that the City of New Prague mows the former 1st St NE and 2nd St NE that were converted into park trails, Seconded by Councilmember Seiler.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).

- d. 2024 Budget Discussion
- e. Health Insurance  
Motion made by Councilmember Bass to follow the recommendation of staff on health insurance,  
Seconded by Councilmember Seiler.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler,  
Councilmember Wolf  
Motion carried (5-0).
- f. 2024 Visioning

3. **ADJOURNMENT**

Motion made by Councilmember Seiler, Seconded by Councilmember Ryan to adjourn the meeting at 6:15 p.m.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).

ATTEST:

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

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





# CITY COUNCIL MEETING MINUTES

## City of New Prague

Monday, November 06, 2023 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

### 1. CALL TO ORDER

Mayor Duane Jirik called the meeting to order at 6:00 p.m.

#### PRESENT

Mayor Duane Jirik  
Councilmember Shawn Ryan  
Councilmember Maggie Bass  
Councilmember Rik Seiler  
Councilmember Bruce Wolf

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

a. Pledge of Allegiance

### 2. APPROVAL OF REGULAR AGENDA

City Administrator Josh Tetzlaff requested to add *Golf Cart Bid Results* under *General Business* as Item 11d. Motion made by Councilmember Seiler, Seconded by Councilmember Ryan to approve the Regular Agenda, as amended.

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

Motion carried (5-0).

### 3. CONSENT AGENDA

Motion made by Councilmember Bass, Seconded by Councilmember Wolf to approve the Consent Agenda.

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

Motion carried (5-0).

- a. i. October 3, 2023, Special City Council Meeting Minutes
- ii. October 16, 2023, City Council Meeting Minutes
- b. Claims for Payment: **\$720,878.20**
- c. Approval of League of Minnesota Cities Liability Coverage Waiver Form

### 4. FACILITIES STUDY UPDATE - JOHN MCNAMARA, WOLD ARCHITECTS

John McNamara with Wold Architects provided a presentation, answered questions, and addressed concerns. Motion made by Councilmember Bass, Seconded by Councilmember Seiler to move forward with the design process and complete Schematic Design.

Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler,  
Councilmember Wolf  
Motion carried (5-0).

- a. Facility Space Needs Assessment
- b. Facility Needs Study City Council Update
- c. Police Facility Next Steps

## 5. CITY ENGINEER PROJECTS UPDATE

- a. November 6, 2023  
Public Works Director Matt Rynda provided an update.

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

Tom Fadden, residing at 203 Lexington Avenue North, spoke.

## 7. PUBLIC HEARING(S) – 6:00 PM

- a. Vacating Certain Easements in the Plats of Simon Acres 1st Addition and Highview Tenth Addition  
Planning/Community Development Director Ondich provided brief background. Motion made by  
Councilmember Seiler, Seconded by Councilmember Bass to close the public hearing.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Wolf  
Motion carried (5-0).

## 8. ORDINANCE(S) FOR INTRODUCTION

- a. Ordinance #345 - Vacating Certain Easements in the Plat of Whispering Pines
  - i. Resolution #23-11-06-01 - Setting a Public Hearing to Vacate Certain Easements in the Plat of  
Whispering Pines  
Motion made by Councilmember Wolf, Seconded by Councilmember Ryan to approve and set a public  
hearing.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Wolf  
Motion carried (5-0).

## 9. ORDINANCE(S) FOR ADOPTION

- a. Ordinance #343 - Vacating Certain Easements in the Plat of Simon Acres 1st Addition and Highview  
10th Addition  
Motion made by Councilmember Seiler, Seconded by Councilmember Bass to adopt Ordinance #343.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler,  
Councilmember Wolf  
Motion carried (5-0).
- b. Ordinance #344 - Residential Rental Dwelling Unit Inspections  
Planning/Community Development Director Ondich provided background. Motion made by  
Councilmember Seiler, Seconded by Bass to adopt Ordinance #344.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler,  
Councilmember Wolf  
Motion carried (5-0).
  - i. Resolution #23-11-06-02 - Approving Publication of Ordinance #344 by Title and Summary  
Motion made by Councilmember Bass, Seconded by Councilmember Wolf to approve.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler,  
Councilmember Wolf  
Motion carried (5-0).
  - ii. Resolution #23-11-06-03 - Amending the Official 2023 Fee Schedule  
Motion made by Councilmember Bass, Seconded by Councilmember Wolf to approve.

Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler,  
Councilmember Wolf  
Motion carried (5-0).

## 10. RESOLUTIONS

- a. Resolution #23-11-06-04 - Granting Approval of the Preliminary and Final Plat of Pond Third Addition Consisting of 4 Lots on 2.43 Acres, New Prague, MN  
Planning/Community Development Ondich provided an overview. Discussion was had.  
Motion made by Councilmember Wolf, Seconded by Councilmember Ryan to approve Resolution #23-11-06-04.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler,  
Councilmember Wolf  
Motion carried (5-0).

## 11. GENERAL BUSINESS

- a. Sustainability Policy  
City Administrator Tetzlaff provided context. Discussion was had.  
Motion made by Mayor Jirik, Seconded by Councilmember Seiler to approve the Sustainability Policy.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler,  
Councilmember Wolf  
Motion carried (5-0).
- b. Sustainable Procurement Policy  
Motion made by Mayor Jirik, Seconded by Councilmember Bass to approve the Sustainable Procurement Policy.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler,  
Councilmember Wolf  
Motion carried (5-0).
- c. Special Assessment Policy Update  
City Administrator Tetzlaff provided background.  
Motion made by Councilmember Bass, Seconded by Councilmember Seiler to approve the update to the Special Assessment Policy.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler,  
Councilmember Wolf  
Motion carried (5-0).
- d. Golf Cart Bid Results  
City Administrator Tetzlaff provided an update. Discussion was had, and no action was taken.

## 12. MISCELLANEOUS

- a. Meeting Minutes
  - i. EDA
  - ii. Planning
- b. City Administrator Tetzlaff reminded all that applications for assessment deferrals are due by November 7, 2023, at 4:30 p.m.
- c. Finance Director Pikal advised that the City of New Prague's open enrollment is scheduled for Wednesday, November 8, 2023, and informed Council of the City's wellness program and wellness committee.
- d. Public Works Director Rynda stated that 7th St NW between 1st Ave NW and 21/4th Ave NW will be closed November 7, 2023, due to a water main break occurring in that location about one month ago. He further advised that a company has been hired to fix approximately 75 feet of blacktop, and all businesses were notified.

13. ADJOURNMENT

Motion made by Councilmember Seiler, Seconded by Councilmember Bass adjourn the meeting at approximately 8:01 p.m.

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

Motion carried (5-0).

ATTEST:

Duane J. Jirik  
Mayor

Joshua M. Tetzlaff  
City Administrator



## SPECIAL CITY COUNCIL MEETING - CLOSED MINUTES

### City of New Prague

Monday, November 06, 2023 at 6:05 PM

City Hall Council Chambers - 118 Central Ave N

---

Mayor Jirik called the Closed portion of the meeting to order at approximately 8:10 p.m.

#### PRESENT

Mayor Duane Jirik  
Councilmember Shawn Ryan  
Councilmember Rik Seiler  
Councilmember Bruce Wolf  
Councilmember Maggie Bass  
City Administrator Josh Tetzlaff  
Finance Director Robin Pikal

1. **CLOSED SESSION:** Went into Closed session at approximately 8:10 p.m. to conduct a closed City Council meeting to consider strategy for labor negotiations, including negotiation strategies or developments, and discussion and review of labor negotiation proposals.
2. **ADJOURNMENT:** Motion made by Councilmember Ryan, Seconded by Mayor Jirik to adjourn the meeting at approximately 8:51 p.m.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).

ATTEST:

---

Duane J. Jirik  
Mayor

---

Joshua M. Tetzlaff  
City Administrator

CITY OF NEW PRAGUE  
ACCOUNTS PAYABLE  
11/20/2023

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<b>FUND 101 - GENERAL FUND</b>			
<b><u>RURAL FIRE - TO BE REIMBURSED</u></b>			
ALEX AIR APPARATUS INC.	COMPRESSOR SERVICE / AIR TEST	\$445.89	
BORDER STATES ELECTRIC	CEILING FAN	\$245.43	
CENTERPOINT ENERGY	NATURAL GAS	\$33.24	
NORTH CENTRAL INTERNATIONAL	ENGINE GEAR	\$376.87	
VERIZON WIRELESS	TABLETS	\$30.05	
<b>TOTAL:</b>			<u><u>\$1,131.48</u></u>
<b><u>OTHER - TO BE REIMBURSED</u></b>			
KENNEDY & GRAVEN CHARTERED	BRICK'S BOATWORKS	\$2,083.00	
KENNEDY & GRAVEN CHARTERED	MIKE WEINANDT	\$195.00	
<b>TOTAL:</b>			<u><u>\$2,278.00</u></u>
<b><u>ESCROW REFUNDS</u></b>			
HABITAT FOR HUMANITY	ESCROW - 505 2ND AVE NW	\$1,500.00	
LOOMIS HOMES LLC	ESCROW - 1111 VILLAGE ST SE	\$1,500.00	
LOOMIS HOMES LLC	ESCROW - 1200 OLIVIA ST SE	\$1,500.00	
LOOMIS HOMES LLC	ESCROW - 1207 4TH ST NW	\$1,500.00	
RIVIERA HOMES INC	ESCROW - 1217 OLIVIA ST SE	\$1,500.00	
<b>TOTAL:</b>			<u><u>\$7,500.00</u></u>
<b><u>COUNCIL</u></b>			
SAMUEL LEWIS	NEWSLETTERS NOV-DEC	\$100.00	
VERIZON WIRELESS	TELEPHONE	\$82.46	
<b>TOTAL:</b>			<u><u>\$182.46</u></u>
<b><u>ADMINISTRATION</u></b>			
AMAZON CAPITAL SERVICES	AMAZON PRIME	\$19.88	
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	\$66.97	
VERIZON WIRELESS	TELEPHONE	\$53.60	
VETERAN SHREDDING	SHREDDING SERVICE	\$8.50	
<b>TOTAL:</b>			<u><u>\$148.95</u></u>
<b><u>ATTORNEY</u></b>			
KENNEDY & GRAVEN CHARTERED	LEGAL SERVICES	\$6,378.58	
<b>TOTAL:</b>			<u><u>\$6,378.58</u></u>
<b><u>ENGINEER</u></b>			
SEH	MSAS SERVICES	\$1,020.00	
<b>TOTAL:</b>			<u><u>\$1,020.00</u></u>
<b><u>PLANNING</u></b>			
METRO SALES INC	COPIER LEASE	\$53.75	
SCOTT COUNTY RECORDER	RECORDING FEE	\$92.00	
VERIZON WIRELESS	TELEPHONE	\$82.46	
<b>TOTAL:</b>			<u><u>\$228.21</u></u>
<b><u>GOVERNMENT BUILDING</u></b>			
CENTERPOINT ENERGY	NATURAL GAS	\$105.86	
MEI TOTAL ELEVATOR SOLUTIONS	ELEVATOR MAINTENANCE	\$66.30	
<b>TOTAL:</b>			<u><u>\$172.16</u></u>
<b><u>POLICE</u></b>			
AMAZON CAPITAL SERVICES	AMAZON PRIME	\$19.89	
AMAZON CAPITAL SERVICES	COFFEE	\$42.53	
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	\$30.07	
AT&T	AT&T WARRANT	\$70.00	
AT&T MOBILITY	WIRELESS CELLS	\$566.91	
BAYCOM INC	SQUAD PRINTER	\$362.00	
CMI INC	GAS CYLINDER	\$225.54	
NORTH MEMORIAL HEALTH CARE	EMR REFRESHER	\$320.00	
VETERAN SHREDDING	SHREDDING SERVICE	\$42.50	
<b>TOTAL:</b>			<u><u>\$1,679.44</u></u>

CITY OF NEW PRAGUE  
ACCOUNTS PAYABLE  
11/20/2023

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<b><u>FIRE</u></b>			
ALEX AIR APPARATUS INC.	COMPRESSOR SERVICE / AIR TEST	\$445.89	
BORDER STATES ELECTRIC	CEILING FAN	\$245.43	
CENTERPOINT ENERGY	NATURAL GAS	\$33.24	
NEW PRAGUE FIRE RELIEF ASSOCIATION	FIRE STATE AID	\$116,173.72	
NORTH CENTRAL INTERNATIONAL	ENGINE GEAR	\$376.87	
VERIZON WIRELESS	TABLETS	\$30.05	
<b>TOTAL:</b>			<b>\$117,305.20</b>
<b><u>BUILDING INSPECTOR</u></b>			
AMAZON CAPITAL SERVICES	AMAZON PRIME	\$19.89	
METRO SALES INC	COPIER LEASE	\$53.75	
VERIZON WIRELESS	TELEPHONE	\$82.46	
<b>TOTAL:</b>			<b>\$156.10</b>
<b><u>PUBLIC WORKS</u></b>			
ACE HARDWARE & PAINT	SUPPLIES	\$319.23	
AMAZON CAPITAL SERVICES	GATE LATCH	\$15.78	
<b>TOTAL:</b>			<b>\$335.01</b>
<b><u>STREET</u></b>			
ACE HARDWARE & PAINT	SUPPLIES	\$36.97	
AMAZON CAPITAL SERVICES	AMAZON PRIME	\$19.89	
AMAZON CAPITAL SERVICES	BLADE MARKER	\$26.78	
AMAZON CAPITAL SERVICES	DRIVEWAY MARKERS	\$128.99	
AMAZON CAPITAL SERVICES	SCREEN PROTECTOR	\$3.18	
CENTERPOINT ENERGY	NATURAL GAS	\$65.00	
ENVIRONMENTAL EQUIPMENT & SERVICES INC	JOINT/PIN	\$70.75	
METRO SALES INC	COPIER LEASE	\$53.75	
MN DEPARTMENT OF LABOR & INDUSTRY	PRESSURE VESSEL REGISTRATION	\$10.00	
NORTHLAND CHEMICAL CORP	HARD WAX FLOOR WAX	\$149.92	
SCOTT COUNTY TREASURER	ANNUAL COMPOST FEE	\$110.00	
STAR GROUP LLC.	FUEL/AIR FILTERS, CABLES	\$488.74	
VERIZON WIRELESS	TELEPHONE	\$445.85	
WM. MUELLER & SONS INC.	SAND	\$517.08	
<b>TOTAL:</b>			<b>\$2,126.90</b>
<b><u>PARKS</u></b>			
ACE HARDWARE & PAINT	SUPPLIES	\$322.62	
AMAZON CAPITAL SERVICES	AMAZON PRIME	\$19.89	
AMAZON CAPITAL SERVICES	SCREEN PROTECTOR	\$1.59	
CENTERPOINT ENERGY	NATURAL GAS	\$112.93	
RENT N SAVE PORTABLE SERVICES	PORTABLE RESTROOMS	\$620.00	
VERIZON WIRELESS	IPADS	\$10.02	
VERIZON WIRELESS	TELEPHONE	\$118.13	
VIKLA GREENHOUSE	SOIL	\$250.00	
<b>TOTAL:</b>			<b>\$1,455.18</b>
<b><u>PARK BOARD</u></b>			
PARK WAREHOUSE LLC	PICNIC TABLES	\$10,000.00	
<b>TOTAL:</b>			<b>\$10,000.00</b>
<b><u>LIBRARY</u></b>			
ACE HARDWARE & PAINT	SUPPLIES	\$5.99	
CENTERPOINT ENERGY	NATURAL GAS	\$47.24	
<b>TOTAL:</b>			<b>\$53.23</b>
<b>GENERAL FUND TOTAL:</b>			<b>\$152,150.90</b>
<b>FUND 422 - CAPITAL PROJECTS - CIP 2023</b>			
BRAUN INTERTEC	CIP 2023 - SUNRISE / SUNSET	\$4,067.50	
KENNEDY & GRAVEN CHARTERED	CIP 2023 - SUNRISE / SUNSET	\$310.10	
SEH	CIP 2023 - SUNRISE / SUNSET	\$11,848.67	
<b>TOTAL:</b>			<b>\$16,226.27</b>

CITY OF NEW PRAGUE  
ACCOUNTS PAYABLE  
11/20/2023

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<b>FUND 423 - CAPITAL PROJECTS - CIP 2024</b>			
KENNEDY & GRAVEN CHARTERED	2024 CIP - ASSESSMENTS	\$509.45	
SEH	CIP 2024	\$3,566.60	
<b>TOTAL:</b>			<b>\$4,076.05</b>
<b>FUND 602 - ENTERPRISE - SANITARY SEWER</b>			
1000BULBS.COM	LED LIGHTS - SLEDDING HILL	\$902.30	
ACE HARDWARE & PAINT	SUPPLIES	\$194.53	
AMAZON CAPITAL SERVICES	AMAZON PRIME	\$19.89	
AMAZON CAPITAL SERVICES	SCREEN PROTECTOR	\$2.39	
AMAZON CAPITAL SERVICES	TUBING	\$13.58	
BOLTON & MENK INC.	NPDES PERMIT	\$208.00	
CENTERPOINT ENERGY	NATURAL GAS	\$2,466.26	
CENTRAL FIRE PROTECTION INC	FIRE EXTINGUISHER INSPECTION	\$134.70	
ENVIRONMENTAL RESOURCE ASSOCIATES	PH TESTING	\$126.16	
GOPHER STATE ONE CALL	LINE LOCATES	\$33.41	
GRAINGER	PACKING	\$110.33	
MN PUMP WORKS	BYPASS PUMP #3	\$16,324.49	
MN VALLEY TESTING LABS	TESTING ANALYSIS	\$253.66	
NEON LINK	ONLINE PAYMENT FEES	\$187.40	
SALTCO	MONTHLY SALT	\$1,961.95	
STAR GROUP LLC.	OIL / OIL DRY	\$244.98	
STAR GROUP LLC.	V-BELTS	\$251.57	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$81.00	
UTILITY CONSULTANTS INC.	SAMPLES	\$1,418.76	
VERIZON WIRELESS	IPADS	\$7.52	
VERIZON WIRELESS	TELEPHONE	\$236.40	
VETERAN SHREDDING	SHREDDING SERVICE	\$8.50	
ZIEGLER INC.	GENERATOR #12 REPAIR	\$486.90	
<b>TOTAL:</b>			<b>\$25,674.68</b>
<b>FUND 606 - ENTERPRISE - STORM UTILITY</b>			
ACE HARDWARE & PAINT	SUPPLIES	\$7.98	
AMAZON CAPITAL SERVICES	SCREEN PROTECTOR	\$0.80	
ENVIRONMENTAL EQUIPMENT & SERVICES INC	JOINT/PIN	\$212.25	
GOPHER STATE ONE CALL	LINE LOCATES	\$33.41	
NEON LINK	ONLINE PAYMENT FEES	\$22.49	
RIVER COUNTRY COOP	DIESEL FUEL	\$1,882.60	
VERIZON WIRELESS	IPADS	\$7.52	
VERIZON WIRELESS	TELEPHONE	\$6.18	
<b>TOTAL:</b>			<b>\$2,173.23</b>
<b>FUND 651 - ENTERPRISE - AMBULANCE</b>			
ACE HARDWARE & PAINT	SUPPLIES	\$25.98	
CENTERPOINT ENERGY	NATURAL GAS	\$33.24	
<b>TOTAL:</b>			<b>\$59.22</b>
<b>TOTAL ACCOUNTS PAYABLE FOR COUNCIL APPROVAL:</b>			<b>\$352,511.25</b>



Vendor Name	Net Invoice Amount
<b>ACE HARDWARE &amp; PAINT</b>	
Total GLASS WASHER PARTS:	102.65
Total KITCHEN SUPPLIES:	34.34
Total PAINT & SUPPLIES:	63.95
Total PROPANE:	51.52
Total SHOP TOOLS:	23.97
<b>ACUSHNET COMPANY</b>	
Total GOLF MERCHANDISE:	259.56
Total LATE FEE:	12.93
<b>AMAZON CAPITAL SERVICES</b>	
Total ICE MACHINE FILTERS:	320.80
<b>BEVCOMM</b>	
Total TELEPHONE / CABLE / INTERNET:	14.36
<b>BREAKTHRU BEVERAGE MINNESOTA</b>	
Total ALCOHOL:	220.40
Total BEER:	576.50
<b>CARD SERVICES/COBORNS</b>	
Total FOOD:	348.02
Total POSTAGE:	66.00
<b>CINTAS</b>	
Total LINENS / TOWELS:	596.55
<b>CLESENS</b>	
Total HOSE SWIVELS:	313.64
<b>COLLEGE CITY BEVERAGE</b>	
Total ALCOHOL:	177.60
Total BEER:	392.70
Total BEER - CREDIT:	329.97-
Total BEER/LIQUOR:	1,333.79
<b>DR. FRESH TAP</b>	
Total TAP LINE CLEANING:	75.00
<b>ECOLAB INC</b>	
Total DISHWASHER RENTAL:	216.19
<b>ECOLAB PEST ELIMINATION</b>	
Total PEST / AIR QUALITY CONTROL:	462.98
<b>GOLF PROFESSIONAL ENTERPRISES LLC</b>	
Total OCTOBER MANAGEMENT FEE:	7,875.00
Total SEPTEMBER MANAGEMENT FEE:	7,875.00
<b>GRAINGER</b>	
Total CHAINSAW CHAPS:	128.47
Total GAS CANS:	184.69
<b>HERMEL WHOLESALE</b>	
Total CLEANING SUPPLIES:	243.20
Total FOOD:	2,771.90
Total FOOD :	913.48
Total FOOD:	5,101.42
Total SUNDRIES:	1,082.42
Total SUPPLIES:	1,731.08
<b>LAKERS NEW PRAGUE SANITARY</b>	
Total TRASH :	384.18
<b>LAU'S BAKERY</b>	
Total BUNS:	297.03
<b>MGA</b>	
Total HANDICAP FEES:	90.00
<b>MOR GOLF AND UTILITY</b>	
Total BUSHINGS FILTERS:	73.11
Total CONTROLLER REBUILD:	482.36

Vendor Name	Net Invoice Amount
<b>MTI DISTRIBUTING INC</b>	
Total MULCHING BAFFLES:	136.46
Total ROLLERS:	81.49
<b>NEW PRAGUE CHAMBER OF COMM</b>	
Total DUES:	82.50
<b>NEW PRAGUE UTILITIES</b>	
Total UTILITIES:	11,976.11
<b>O'REILLY AUTOMOTIVE INC</b>	
Total CLEANER:	96.51
Total SPARK PLUG FUEL FILTER:	12.96
<b>QUILL CORPORATION</b>	
Total OFFICE SUPPLIES:	55.38
<b>RIVER COUNTRY COOP</b>	
Total FUEL:	3,282.49
<b>SKLUZACEK'S QUALITY MEATS LLC</b>	
Total FOOD - INVENTORY:	62.83
<b>STAR GROUP LLC.</b>	
Total FILTERS SPARK PLUGS:	50.55
Total TIRE REPAIR KIT V BELT:	55.51
<b>TOW DISTRIBUTING CORP</b>	
Total ALCOHOL:	678.80
Total BEER:	156.00
Total CREDIT - BEER:	211.00-
<b>US BANK EQUIPMENT FINANCE</b>	
Total COPIER LEASE:	921.34
Grand Totals:	52,004.75



Minnesota Department of Public Safety  
**Alcohol and Gambling Enforcement Division (AGED)**  
 445 Minnesota Street, Suite 1600, St. Paul, MN 55101  
 Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

**Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License**

**Cities and Counties:** You are required by law to complete and sign this form to certify the issuance of the following liquor license types: 1) City issued on sale intoxicating and Sunday liquor licenses  
 2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License New Prague License Period From: 12/01/2023 To: 3/31/2024

Circle One: New License License Transfer \_\_\_\_\_ Suspension \_\_\_\_\_ Revocation \_\_\_\_\_ Cancel \_\_\_\_\_  
 (former licensee name) (Give dates)

License type: (check all that apply) ☒ On Sale Intoxicating ☒ Sunday Liquor ☒ 3.2% On sale ☐ 3.2% Off Sale

Fee(s): On Sale License fee: \$ 1,000 (private) Sunday License fee: \$ 68 (private) 3.2% On Sale fee: \$ 136 (private) 3.2% Off Sale fee: \$ \_\_\_\_\_

Licensee Name: The Broz LLC (corporation, partnership, LLC, or Individual) DOB \_\_\_\_\_ Social Security # \_\_\_\_\_

Business Trade Name The Broz LLC Business Address 212 Main St W City New Prague

Zip Code 56071 County Le Sueur Business Phone 952-290-3291 Home Phone \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_

Licensee's Federal Tax ID # 93-2604917 Licensee's MN Tax ID# 9141183  
 (To apply call IRS 800-829-4933)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

Christopher Ryan Davis	11/28/1983	27341 Balsa Ave, Webster, MN 55088
Partner/Officer Name (First Middle Last)	DOB	Home Address
Nichole Jill Davis	06/06/1984	27341 Balsa Ave, Webster, MN 55088
Partner/Officer Name (First Middle Last)	DOB	Home Address
Partner/Officer Name (First Middle Last)	DOB	Home Address

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:

- 1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
- 2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

☐ Yes ☒ No During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name: Cluett Insurance Policy # WIS111323A

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.

City Clerk or County Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (title)

**ON SALE INTOXICATING LIQUOR LICENSEES ONLY, must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7507, or visit our website at <https://dps.mn.gov/divisions/age/Pages/default.aspx>**

## State of Minnesota License Applicant Information

Under Minnesota law (M.S. 270.72), the agency issuing you this license is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the Social Security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we must advise you that:

- This information may be used to deny the issuance, renewal or transfer of your license if you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest;
- The licensing agency will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Act, the Department of Revenue is allowed to supply this information to the Internal Revenue Service;
- Failing to supply this information may jeopardize or delay the issuance of your license or processing your renewal application.

Please fill in the following information and return this form along with your application to the agency issuing the license. **DO NOT RETURN THIS FORM TO THE DEPARTMENT OF REVENUE.**

Please print or type

Name of license being applied for and license number (if renewal):		License Number #:	
on Sale Intoxicating, Sunday Liquor, 3.2% on Sale			
Licensing Authority (name of city, county, or state agency issuing license):			
City of New Prague, State of Minnesota			
License Renewal Date:			

<b>PERSONAL INFORMATION:</b>			
Davis		Christopher R.	
Applicant's last name	Applicant's first name and middle initial	Social Security Number	
27341 Balsa Ave	Webster	MN	55088
Applicant's address	City	State	Zip Code

<b>BUSINESS INFORMATION:</b>			
The Broz LLC			
Business name			
212 Main St W	New Prague	MN	56071
Business address	City	State	Zip Code
9141183	93-2604917		
Minnesota tax identification number	Federal tax identification number		
<b>If a Minnesota tax identification is not required, please explain on the reverse side of this form.</b>			

Applicant Signature:

Signature	Owner Title	11/10/2023 Date
-----------	----------------	--------------------





CC0515

Mailing Address:  
PO Box 64217  
St. Paul, MN 55164-0217

Email: [dli.license@state.mn.us](mailto:dli.license@state.mn.us)  
Website: [dli.mn.gov](http://dli.mn.gov)  
Phone: (651) 284-5034

## Certificate of Compliance Minnesota Workers' Compensation Law

This form must be completed by the business license applicant.

### Print in ink or type

Minnesota Statutes § 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minn. Stat. chapter 176. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

License or certificate number (if applicable)	Business telephone number 952-290-3291	Alternate telephone number
---	---	----------------------------

Business name (Provide the legal name of the business entity. If the business is a sole proprietor or partnership, provide the owner's name(s), for example John Doe, or John Doe and Jane Doe.)  
The Broz LLC Chris Davis & Nichole Davis - each 50% owner.

DBA ("doing business as" or "also known as" an assumed name), if applicable

Business address (must be physical street address, no P.O. boxes) 212 Main St W	City New Prague	State MN	ZIP code 56071
County Le Sueur	Email address <a href="mailto:events@thebroz.com">events@thebroz.com</a>		

### You must complete number 1 or 2 below.

**Note:** You must resubmit this form to the authority issuing your license if any of the information you have provided changes.

1. ☒ I have a workers' compensation insurance policy.

Insurance company name (not the insurance agent)  
Cluett Insurance

Policy number: WIS111323A	Effective date: 11/13/2023	Expiration date: 11/13/2024
------------------------------	-------------------------------	--------------------------------

☐ I am self-insured for workers' compensation. (Attach a copy of the authorization to self-insure from the Minnesota Department of Commerce; see <https://mn.gov/commerce/industries/insurance/licensing/self-insurance>.)

2. I am not required to have workers' compensation insurance because:

- ☐ I only use independent contractors and do not have employees. (See Minn. Stat. § 176.043 for trucking and messenger courier industries; Minn. Stat. § 181.723, subd. 4, for building construction; and Minnesota Rules chapter 5224 for other industries.)
- ☐ I do not use independent contractors and have no employees. (See Minn. Stat. § 176.011, subd. 9, for the definition of an employee.)
- ☐ I use independent contractors and I have employees who are not required to be covered by the workers' compensation law. (Explain below.)
- ☐ I only have employees who are not required to be covered by the workers' compensation law. (Explain below.) (See Minn. Stat. § 176.041 for a list of excluded employees.)

Explain why your employees are not required to be covered

I certify the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify I am authorized to sign on behalf of the business.

Print name:  
Chris Davis

Applicant signature (required) <i>Chris Davis</i>	Title Owner	Date 11/10/2023
--	----------------	--------------------

If you have questions about completing this form or to request this form in braille, large print or audio.



DEPARTMENT OF PUBLIC SAFETY  
ALCOHOL AND GAMBLING ENFORCEMENT DIVISION  
445 Minnesota Street Suite 1600  
St. Paul, MN 55101  
Phone (651) 201-7507 TDD (651) 282-6555  
Fax (651) 297-5259

CARD N **Section 3, Item c.**  
(Office Use Only)

APPLICATION FOR RETAILER'S (BUYER'S) CARD FOR LIQUOR AND WINE  
**PLEASE RETURN THIS APPLICATION WITH FEE \$20.00**

Issuing Authority	Type Code	Buyer's Card Expires	Identification #
Print Name of Licensee (As shown on license)		Business Name (DBA)	
The Broz LLC			
Business Address	County	Business Phone	
212 Main St W	Le Sueur	952-290-3291	
City, State, Zip Code	Authorized Signature		
New Prague, MN 56071			



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:** CHURCH OF ST. WENCESLAUS – 1-DAY TEMPORARY ON-SALE LIQUOR  
LICENSE FOR THE STARRY NIGHT GALA  
**DATE:** NOVEMBER 16, 2023

---

Attached is an application for a 1-Day Temporary On-Sale Liquor License from the Church of St. Wenceslaus, requesting permission to serve alcoholic beverages at the Starry Night Gala on March 16, 2024, at 215 Main Street East, New Prague.

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

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

### **Recommendation**

Staff recommends approval of the application and issuing a 1-Day Temporary On-Sale Liquor License to the Church of St. Wenceslaus for the Starry Night Gala on March 16, 2024.



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

Section 3, Item d.

Name of organization	Date organized	Tax exempt number	
Church of St. Wenceslaus	02/21/1885	41-0695519	
Address	City	State	Zip Code
215 Main Street East	New Prague	Minnesota	56071
Name of person making application	Business phone	Home phone	
Ruth Weinandt	952-758-3225	952-758-0466	
Date(s) of event	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer		
March 16, 2024	<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input checked="" type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name	City	State	Zip Code
Fr. Eugene Theisen	New Prague	Minnesota	56071
Organization officer's name	City	State	Zip Code
		Minnesota	
Organization officer's name	City	State	Zip Code
		Minnesota	

Location where permit will be used. If an outdoor area, describe.  
Parish Activity Center on Campus

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.  
N/A

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.  
Catholic Mutual Insurance \$500,000

APPROVAL

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

City of New Prague	
City or County approving the license	Date Approved
\$100.00	
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

Signature City Clerk or County Official

Please Print Name of City Clerk or County Official

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

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

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



## Certificate of Coverage

Date: 11/8/2023

<b>Certificate Holder</b> Archdiocese of Saint Paul and Minneapolis Chancery Office 777 Forest Street St. Paul, MN 55106	<b>This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.</b>
	<b>Company Affording Coverage</b> THE CATHOLIC MUTUAL RELIEF SOCIETY OF AMERICA 10843 OLD MILL RD OMAHA, NE 68154
<b>Covered Location</b> St. Wenceslaus Catholic Church/School 227 Main Street E New Prague, MN 56071	

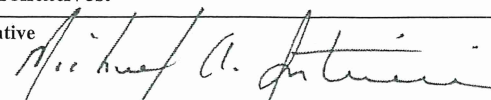
## Coverages

This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

	Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
	Property				Real & Personal Property	
	D. General Liability	8589	7/1/2023	7/1/2024	Each Occurrence	500,000
	<input checked="" type="checkbox"/> Occurrence				General Aggregate	
	<input type="checkbox"/> Claims Made				Products-Comp/OP Agg	
					Personal & Adv Injury	
					Fire Damage (Any one fire)	
					Med Exp (Any one person)	
	Excess Liability	8589	7/1/2023	7/1/2024	Each Occurrence	500,000
					Annual Aggregate	
	Other				Each Occurrence	
					Claims Made	
					Annual Aggregate	
					Limit/Coverage	

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)  
 Coverage is verified with regard to Covered Location's School Auction Fundraiser, to be held on parish/school grounds, March 16, 2024.

Includes Liquor Liability and Fidelity for Charitable Gambling.

Holder of Certificate	Cancellation
City of New Prague 118 Central Avenue North New Prague, MN 56071	<p>Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail <u>30</u> days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.</p> <p>Authorized Representative </p>

0111014208

Income Statement  
Through October 31, 2023  
Percent of year complete: 83.33%

Section 3, Item e.

	Prior Year 2022 Thru 10/31/2022	Actual Thru 10/31/2023	2022/2023 Variance YTD	Current Month 10/31/2023	2023 Fiscal Budget	2023 Budget Balance	% Actual compared to Budget
<b>General Fund</b>							
<b><u>REVENUES</u></b>							
Property Taxes	\$ 1,979,142.95	\$ 3,104,845.93	\$ 1,125,702.98	\$ 810,884.18	\$ 3,728,128	\$ 623,282	83.28%
Local Government Aid	\$ 482,327.50	\$ 492,904.00	\$ 10,576.50	\$ -	\$ 985,808	\$ 492,904	50.00%
Licenses and permits	\$ 328,065.11	\$ 284,403.29	\$ (43,661.82)	\$ 19,244.99	\$ 240,780	\$ (43,623)	118.12%
Intergovernmental	\$ 333,354.27	\$ 244,108.78	\$ (89,245.49)	\$ 90.31	\$ 307,500	\$ 63,391	79.38%
Charges for services	\$ 53,182.09	\$ 52,260.78	\$ (921.31)	\$ 135.25	\$ 147,806	\$ 95,545	35.36%
Fines	\$ 18,546.97	\$ 23,819.52	\$ 5,272.55	\$ 1,213.12	\$ 20,000	\$ (3,820)	119.10%
Interest Income	\$ 640.44	\$ 260,216.05	\$ 259,575.61	\$ 34,557.99	\$ 10,000	\$ (250,216)	2602.16%
Miscellaneous revenue	\$ 33,331.09	\$ 87,407.35	\$ 54,076.26	\$ 1,043.34	\$ 316,800	\$ 229,393	27.59%
Transfers In	\$ 35,833.34	\$ 26,250.00	\$ (9,583.34)	\$ -	\$ 744,953	\$ 718,703	3.52%
<b>TOTAL REVENUES</b>	<b>\$ 3,264,423.76</b>	<b>\$ 4,576,215.70</b>	<b>\$ 1,311,791.94</b>	<b>\$ 867,169.18</b>	<b>\$ 6,501,775.00</b>	<b>\$ 1,925,559.30</b>	<b>70.38%</b>
<b><u>EXPENSES</u></b>							
Council	\$ 58,293.35	\$ 56,304.68	\$ (1,988.67)	\$ 2,584.96	\$ 73,752	\$ 17,447	76.34%
Administration	\$ 441,898.80	\$ 405,544.04	\$ (36,354.76)	\$ 35,470.15	\$ 492,982	\$ 87,438	82.26%
Tech Network	\$ 71,659.32	\$ 176,008.90	\$ 104,349.58	\$ 6,477.00	\$ 166,882	\$ (9,127)	105.47%
Elections	\$ 19,796.19	\$ 1,214.00	\$ (18,582.19)	\$ -	\$ 6,320	\$ 5,106	19.21%
Assessor	\$ 43,100.00	\$ 44,400.00	\$ 1,300.00	\$ -	\$ 44,393	\$ (7)	100.02%
Attorney	\$ 60,886.41	\$ 49,303.18	\$ (11,583.23)	\$ 1,213.12	\$ 70,000	\$ 20,697	70.43%
Engineer	\$ 6,524.00	\$ 6,165.81	\$ (358.19)	\$ -	\$ 15,000	\$ 8,834	41.11%
Planning	\$ 201,214.67	\$ 265,273.88	\$ 64,059.21	\$ 35,478.91	\$ 387,585	\$ 122,311	68.44%
Government Building	\$ 75,408.84	\$ 63,274.20	\$ (12,134.64)	\$ 3,001.29	\$ 73,191	\$ 9,917	86.45%
Police	\$ 1,410,501.53	\$ 1,720,570.97	\$ 310,069.44	\$ 186,096.05	\$ 2,102,655	\$ 382,084	81.83%
Fire	\$ 89,990.32	\$ 67,827.44	\$ (22,162.88)	\$ 3,539.03	\$ 208,545	\$ 140,718	32.52%
Building Inspector	\$ 226,565.02	\$ 251,707.31	\$ 25,142.29	\$ 24,123.25	\$ 309,492	\$ 57,785	81.33%
Emergency Management	\$ 420.00	\$ 1,738.85	\$ 1,318.85	\$ -	\$ 2,650	\$ 911	65.62%
Animal Control	\$ 14,400.00	\$ 11,700.00	\$ (2,700.00)	\$ -	\$ 15,750	\$ 4,050	74.29%
Public Works	\$ 81,225.41	\$ 93,786.57	\$ 12,561.16	\$ 8,094.12	\$ 110,182	\$ 16,395	85.12%
Streets	\$ 766,444.08	\$ 975,788.42	\$ 209,344.34	\$ 47,198.40	\$ 952,187	\$ (23,601)	102.48% *
Street Lights	\$ 49,209.75	\$ 47,371.14	\$ (1,838.61)	\$ -	\$ 72,418	\$ 25,047	65.41%
Outdoor Swimming Pool	\$ 67,663.35	\$ -	\$ (67,663.35)	\$ -	\$ -	\$ -	0.00%
Aquatic Center	\$ 152,363.00	\$ 140,224.14	\$ (12,138.86)	\$ -	\$ 130,526	\$ (9,698)	107.43%
Municipal Band	\$ 4,465.81	\$ 4,473.97	\$ 8.16	\$ -	\$ 4,475	\$ 1	99.98%
Parks	\$ 416,949.59	\$ 1,856,553.78	\$ 1,439,604.19	\$ 51,540.92	\$ 855,736	\$ (1,000,818)	216.95% **
Park Board	\$ 6,707.69	\$ 45,778.09	\$ 39,070.40	\$ 8,008.64	\$ 173,000	\$ 127,222	26.46%
Library	\$ 27,368.86	\$ 41,860.35	\$ 14,491.49	\$ 997.93	\$ 50,753	\$ 8,893	82.48%
Unallocated	\$ 81,260.13	\$ 107,594.78	\$ 26,334.65	\$ 327.00	\$ 182,741	\$ 75,146	58.88%
<b>TOTAL EXPENSES</b>	<b>\$ 4,374,316.12</b>	<b>\$ 6,434,464.50</b>	<b>\$ 2,060,148.38</b>	<b>\$ 414,150.77</b>	<b>\$ 6,501,215.00</b>	<b>\$ 66,750.50</b>	<b>98.97% ***</b>
<b>EXCESS REVENUES OVER EXPENSES</b>	<b>\$ (1,109,892.36)</b>	<b>\$ (1,858,248.80)</b>	<b>\$ (748,356.44)</b>	<b>\$ 453,018.41</b>	<b>\$ 560.00</b>	<b>\$ 1,858,808.80</b>	

\* Plow truck expense 2023 originally budgeted 2022.

\*\* Unbudgeted purchase of Parks Building, pd w/ reserves. Would be 83% spent YTD w/o building

\*\*\* Removing Parks Building and Streets Plow Truck YTD % would be 78%

Income Statement  
Through October 31, 2023  
Percent of year complete: 83.33%

Section 3, Item e.

	Prior Year 2022 Thru 10/31/2022	Actual Thru 10/31/2023	2022/2023 Variance YTD	Current Month 10/31/2023	2023 Fiscal Budget	2023 Budget Balance	% Actual compared to Budget
<b>Ambulance</b>							
TOTAL REVENUES	\$ 18,336.69	\$ 20,872.87	\$ 2,536.18	\$ 1,827.78	\$ 20,100	\$ (773)	103.85%
TOTAL EXPENSES	\$ 12,880.45	\$ 11,886.79	\$ (993.66)	\$ 51.02	\$ 10,697	\$ (1,190)	111.12%
EXCESS REVENUES OVER EXPENSES	<u>\$ 5,456.24</u>	<u>\$ 8,986.08</u>	<u>\$ 3,529.84</u>	<u>\$ 1,776.76</u>	<u>\$ 9,403.00</u>	<u>\$ 416.92</u>	
<b>EDA</b>							
TOTAL REVENUES	\$ 26,982.30	\$ 57,977.45	\$ 30,995.15	\$ 13,232.06	\$ 75,250.00	\$ 17,273	77.05%
TOTAL EXPENSES	\$ 26,755.13	\$ 63,500.37	\$ 36,745.24	\$ 3,746.03	\$ 75,250.00	\$ 11,750	84.39%
EXCESS REVENUES OVER EXPENSES	<u>\$ 227.17</u>	<u>\$ (5,522.92)</u>	<u>\$ (5,750.09)</u>	<u>\$ 9,486.03</u>	<u>\$ -</u>	<u>\$ 5,522.92</u>	
<b>EDA-</b>							
TOTAL REVENUES	\$ 131.85	\$ 2,576.39	\$ 2,444.54	\$ 167.25	\$ -	\$ (2,576)	0.00%
TOTAL EXPENSES	\$ 1,623.90	\$ 1,488.11	\$ (135.79)	\$ (1,623.90)	\$ 989,773	\$ 988,285	0.15%
EXCESS REVENUES OVER EXPENSES	<u>\$ (1,492.05)</u>	<u>\$ 1,088.28</u>	<u>\$ 2,580.33</u>	<u>\$ 1,791.15</u>	<u>\$ (989,773.00)</u>	<u>\$ (990,861.28)</u>	
<b>WATER FUND</b>							
TOTAL REVENUES	\$ 1,505,115.21	\$ 1,719,602.93	\$ 214,487.72	\$ 176,355.27	\$ 1,777,604.00	\$ 58,001.07	96.74%
TOTAL EXPENSES	\$ 1,224,738.33	\$ 1,163,500.17	\$ (61,190.23)	\$ 62,666.99	\$ 1,544,799.00	\$ 381,317.02	75.32%
EXCESS REVENUES OVER EXPENSES	<u>\$ 280,376.88</u>	<u>\$ 556,102.76</u>	<u>\$ 275,677.95</u>	<u>\$ 113,688.28</u>	<u>\$ 232,805.00</u>	<u>\$ (323,315.95)</u>	
<b>ELECTRIC FUND</b>							
TOTAL REVENUES	\$ 7,972,932.23	\$ 8,707,460.71	\$ 734,528.48	\$ 789,731.57	\$ 9,999,287.00	\$ 1,291,826.29	87.08%
TOTAL EXPENSES	\$ 6,952,650.56	\$ 7,118,848.07	\$ 165,909.31	\$ 132,886.65	\$ 9,497,403.00	\$ 2,378,843.13	74.96%
EXCESS REVENUES OVER EXPENSES	<u>\$ 1,020,281.67</u>	<u>\$ 1,588,612.64</u>	<u>\$ 568,619.17</u>	<u>\$ 656,844.92</u>	<u>\$ 501,884.00</u>	<u>\$ (1,087,016.84)</u>	

Income Statement  
Through October 31, 2023  
Percent of year complete: 83.33%

Section 3, Item e.

	Prior Year 2022 Thru 10/31/2022	Actual Thru 10/31/2023	2022/2023 Variance YTD	Current Month 10/31/2023	2023 Fiscal Budget	2023 Budget Balance	% Actual compared to Budget
<b>SANITARY SEWER</b>							
TOTAL REVENUES	\$ 2,930,198.02	\$ 3,153,973.43	\$ 223,775.41	\$ 317,591.22	\$ 3,559,206.00	\$ 405,232.57	88.61%
TOTAL EXPENSES	\$ 3,340,283.54	\$ 3,349,769.17	\$ 9,485.63	\$ 89,195.15	\$ 3,974,110.00	\$ 624,340.83	84.29%
EXCESS REVENUES OVER EXPENSES	<u>\$ (410,085.52)</u>	<u>\$ (195,795.74)</u>	<u>\$ 214,289.78</u>	<u>\$ 228,396.07</u>	<u>\$ (414,904.00)</u>	<u>\$ (219,108.26)</u>	
<b>GOLF</b>							
TOTAL REVENUES	\$ 1,283,627.12	\$ 1,419,236.19	\$ 135,609.07	\$ 64,742.87	\$ 1,337,494.00	\$ (81,742.19)	106.11%
TOTAL EXPENSES	\$ 1,119,170.82	\$ 1,222,793.93	\$ 103,623.11	\$ 72,535.22	\$ 1,257,881.00	\$ 35,087.07	97.21%
EXCESS REVENUES OVER EXPENSES	<u>\$ 164,456.30</u>	<u>\$ 196,442.26</u>	<u>\$ 31,985.96</u>	<u>\$ (7,792.35)</u>	<u>\$ 79,613.00</u>	<u>\$ (116,829.26)</u>	
<b>STORM SEWER</b>							
TOTAL REVENUES	\$ 330,979.76	\$ 352,855.13	\$ 21,875.37	\$ 35,071.23	\$ 401,040.00	\$ 48,184.87	87.99%
TOTAL EXPENSES	\$ 320,141.02	\$ 321,398.78	\$ 1,257.76	\$ 6,926.94	\$ 387,720.00	\$ 66,321.22	82.89%
EXCESS REVENUES OVER EXPENSES	<u>\$ 10,838.74</u>	<u>\$ 31,456.35</u>	<u>\$ 20,617.61</u>	<u>\$ 28,144.29</u>	<u>\$ 13,320.00</u>	<u>\$ (18,136.35)</u>	



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:** LOCKRIDGE RETAINER AGREEMENT  
**DATE:** NOVEMBER 17, 2023

---

In closed session in October, the Council discussed potential litigation that may take place regarding PFAS toxicity found increasingly in water sources. As directed by the Council, City Attorney Scott Riggs and myself looked into the Mr. Riggs and I would recommend entering into the attached retainer Agreement with the Law Firms of Lockridge Grindal Nauen P.L.L.P. and Napoli Shkolnik, which is a legal firm who specializes in environmental concerns such as PFAS. As shown in the agreement, the City would not be liable to pay Lockridge unless there is a recovery in the suit.

After discussions, Mr. Riggs and I would recommend entering into the attached retainer Agreement with the Law Firms of Lockridge Grindal Nauen P.L.L.P. and Napoli Shkolnik. The three other cities represented by Mr. Riggs are also entering into this retainer agreement.

### **Recommendation**

Mr. Riggs and I would recommend entering into the attached retainer Agreement with the Law Firms of Lockridge Grindal Nauen P.L.L.P. and Napoli Shkolnik.

## RETAINER AGREEMENT

The City of New Prague, Minnesota and the New Prague Utilities Commission (collectively the “Clients”) retain the Law Firms of Lockridge Grindal Nauen P.L.L.P. and Napoli Shkolnik (collectively “Law Firms”), as our attorneys to prosecute any legal claim for negligence (or other viable causes of action) against any and all parties individuals and/or corporations that may be liable under the law for injuries and/or property damages suffered by us and/or our members arising out of the contamination of water supplies, including, but not limited to, drinking water facilities, sanitary sewer facilities, storm sewer facilities, water treatment facilities and landfills by per- and polyfluoroalkyl substances (PFAS) and other hazardous water contaminants. We specifically agree as follows:

**1. FEE PERCENTAGE:** Clients and Law Firms agree that the Law Firms shall be paid Twenty-Five Percent (25%) of the sum recovered, whether by suit, settlement or otherwise. *Clients will not be liable to pay the Law Firms if there is not any form of recovery.*

**2. DISBURSEMENTS:** In the event there is no recovery, the Clients shall not be obligated to pay the Law Firms a legal fee for services rendered. Disbursements may include some of the following expenses: court filing fees, sheriff fees, medical and hospital report/record fees, doctor’s report, court stenographer fees, deposition costs, expert fees for expert depositions and court appearances, trial exhibits, computer on-line search fees, express mail, postage, photocopy charges, document management charges, long distance telephone charges among other charges. Document management charges are the fees charged by the law firm for processing documents during litigation, such as medical records, documents produced by defendant(s) and/or other parties, etc. Processing of the documents may include but is not limited to the following: (1) scanning; (2) conversion of native files to PDF documents; (3) OCR (optical code recognition); and/or (4) indexing. Prior to settlement, an itemization of these expenses shall be disclosed to the Client. At the time of settlement and distribution of proceeds, these expenses shall be deducted from the Clients’ share after computation of the Attorney’s Fee.

**3. COMPUTATION OF FEES.** The contingency fee shall be computed on the gross recovery, resulting in a net settlement (or judgment), from which all appropriate disbursements in connection with the institution and prosecution of this claim is deducted, as set forth in paragraph 2 above. Examples of how a contingency fee is computed are as follows:

Gross settlement	\$100.00
25% Attorney's Fee	\$ 25.00
Net settlement	\$ 75.00
Disbursements	- \$ 10.00
Net to Client	\$ 65.00

**4. WITHDRAWAL:** The Law Firms expressly reserve the right to withdraw their representation at any time upon reasonable notification to the Clients. In the event that the Clients advise the Law Firms to discontinue the handling of this claim, or if the Clients fail to cooperate with the Law Firms in the handling of this claim, Clients agree to compensate the Law Firms a reasonable amount for their services, and for the time spent on this claim on an hourly basis or under such other arrangement that may be agreed upon by the parties. The Clients understand that the Law Firms have conditionally accepted this case based upon independent confirmation of all facts and injuries claimed to have been sustained by Clients. In the event that the Clients desire to transfer the file from this office, the Clients shall be responsible to compensate the Law Firms for the reasonable value of their services. Such transfer shall include documents or attorney work product regarding the general liability of the defendants, but it is understood that those documents are not exclusive to the Client and will also be retained by the Law Firms.

**5. APPEALS:** The above contingency fee does not contemplate any appeal. The Law Firms are under no duty to perfect or prosecute such appeal until a satisfactory fee arrangement is made in writing regarding costs and counsel fees.

**6. STATUTE OF LIMITATIONS:** We understand that any lawsuit must be commenced within a certain limited time period, (that may vary, depending upon the defendant) starting from the "discovery of the injury" or of "the date when through the exercise of reasonable diligence such injury should have been discovered... whichever is earlier". We further understand that the Statute of Limitations period for any case must be investigated, and that this Agreement is made subject to that investigation as well as an investigation of the entire case.

**7. RESULTS NOT GUARANTEED:** No attorney can accurately predict the outcome of any legal matter, accordingly, no representations are made, either expressly or impliedly, as to the final outcome of this matter. We further understand that we must immediately report any changes in address and telephone number to the Law Firms.

**8. APPROVAL NECESSARY FOR SETTLEMENT:** Attorneys have full authority to prepare, sign and file all pleadings, drafts, authorizations, and papers as shall be reasonably necessary to pursue this representation. Attorneys are also authorized and empowered to act as Clients' negotiator in any and all negotiations concerning the subject

of this Agreement, subject to approval of any settlement by the governing body of the Client.

**9. ASSOCIATION OF OTHER ATTORNEYS:** The Law Firms may, at their own expense, use or associate other attorneys in the representation of the aforesaid claims of the Clients. Clients understands that Law Firms employ numerous attorneys that may work on Clients' case.

**10. ASSOCIATE COUNSEL:** The Law Firms may participate in the division of fees in this case and assume joint responsibility for the representation of the Clients either in the event that the Attorney retains associate counsel or that the Clients later choose new counsel, provided that the total fee to the Clients does not increase as a result of the division of fees and that the attorneys involved have agreed to the division of fees and assumption of joint responsibility. The Clients will be advised of such joint responsibility and full disclosure will be made to Clients regarding the division of fees so that the consent of the Clients can be obtained.

**11. MINNESOTA LAW TO APPLY:** This Agreement shall be considered construed under and in accordance with the laws of the State of Minnesota and the rights, duties, and obligations of Client and of Attorneys regarding Attorney's representation of Client and regarding anything covered by this Agreement shall be governed by the laws of the State of Minnesota.

**12. MEDIATION:** In the event the Law Firms and the Client are unable to resolve any and all disputes, controversies, claims or demands arising out of or relating to (1) this Agreement or (2) any provision hereof or (3) the providing of services by the Law Firms to Clients or (4) the relationship between the Law Firms and Clients, whether either party may make a written request to the other party to mediate the dispute. Upon such notice, the parties shall jointly select a mediator to assist in resolving the dispute. The parties shall share equally in the costs of the mediator, but shall otherwise pay their own costs related to the mediation. If either party determines they are not able to agree on a single mediator, they shall notify the other party in writing. Upon such notice, each party shall be responsible for selecting their own mediator. The two mediators shall then select a third. The mediation shall then be conducted by the three mediator panel. Each party shall be responsible for the costs of the mediator it selected and shall share equally in the costs of the third mediator. In the event mediation is unsuccessful, either party may exercise its legal or equitable rights.

**13. PARTIES BOUND:** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representative, successors, and assigns. Clients or the Law Firms can execute this document electronically, by indicating "I agree" (or similar language) via electronic mail after receiving the Agreement via electronic mail. By indicating "I agree" (or similar language) Clients will be bound by the terms of the Agreement and is executing the



document electronically via Clients' electronic signature, indicated as "/s/" in the signature field and elects the Law Firms advance disbursements.

**14. LEGAL CONSTRUCTION:** In case any one or more of the provisions contained in this Agreement shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

**15. PRIOR AGREEMENTS SUPERSEDED:** This Agreement constitutes the sole and only Agreement of the parties hereto and supersedes any prior understandings or written or oral agreement between the parties respecting the within subject matter.

We certify and acknowledge that we have had the opportunity to read this Agreement and have answered any questions pertaining thereto. We further state that we have voluntarily entered into this Agreement fully aware of the terms and conditions.

SIGNED AND ACCEPTED ON THIS \_\_\_\_ day of \_\_\_\_\_, 2023.

**CITY OF NEW PRAGUE, MINNESOTA**

**LOCKRIDGE GRINDAL NAUEN  
P.L.L.P.**

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

\_\_\_\_\_  
Robert K. Shelquist

Email Address: djirik@ci.new-prague.mn.us  
Address: 118 Central Avenue North  
New Prague, MN 56071  
Phone: (952) 758-4401

**NAPOLI SHKOLNIK**

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

\_\_\_\_\_  
Printed Name of Attorney

Email Address: jtetzlaff@ci.new-prague.mn.us  
Address: 118 Central Avenue North  
New Prague, MN 56071  
Phone: (952) 758-4401

**NEW PRAGUE UTILITIES COMMISSION**

By: \_\_\_\_\_  
Dan Bishop, President

Email address: daniel.r.bishop@wellsfargo.com  
Address: 118 Central Avenue North  
New Prague, MN 56071  
Phone: (651) 442-7112

By: \_\_\_\_\_  
Bruce Reimers, General Manager

Email address: breimers@ci.new-prague.mn.us  
Address: 118 Central Avenue North  
New Prague, MN 56071  
Phone: (952) 758-1142

## MEMORANDUM

TO: Mayor and City Council  
Joshua Tetzlaff, City Administrator

FROM: Chris Knutson, PE (Lic. MN)

DATE: November 16, 2023

RE: Project Updates

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

### **MAIN STREET (TH19) IMPROVEMENTS PROJECT**

A draft change order has been created for review and sent to the Contractor for comments.

### **2022 STREET AND UTILITY IMPROVEMENTS (COLUMBUS AVENUE)**

The contractor has requested a final review of the project to determine if it is acceptable. This will be completed soon and closeout is likely next month.

### **2023 STREET AND UTILITY IMPROVEMENTS**

The project has reached substantial completion and will be on hold until the spring. A pay application is likely for the next council meeting as quantities are being reconciled with subcontractors.

### **2024 STREET AND UTILITY IMPROVEMENTS PROJECT**

Final design has started on the project. A kickoff meeting was November 9<sup>th</sup> with staff to review the initial drawings. A variance request is included as a separate agenda item.

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

The project is substantially complete. The contractor is waiting for the RRFB unit with delivery likely in February/March. A temporary crosswalk sign has been installed for now. The first pay application is expected for the next council meeting.

cdk

x:\ko\newpr\common\council meetings\112023 cc project updates.docx



TO: Mayor and City Council  
Joshua Tetzlaff, City Administrator

FROM: Chris Knutson, PE, Project Manager/City Engineer

CC: Matt Rynda, Public Works Director  
Ken Ondich, Planning / Community Development Director

DATE: November 15, 2023

RE: 2024 Street and Utility Improvements Project  
Variance Request – 1<sup>st</sup> Street SE

SEH No. NEWPR 173957 14.00

**Variance Request:**  
First Street SE is proposed for reconstruction as part of the 2024 Street and Utility Improvement Project. This street is part of the City’s Municipal State Aid System and is eligible for funding using MSAS funding as administered by MnDOT. Streets using this funding source are required to meet Minnesota Rules for State Aid Operation. If minimum design standards within these Rules are not met, a variance is required.

The existing street width on 1<sup>st</sup> Street SE is 30.5-feet as measured from the face of curb. MnDOT Rule 8820.9936, as shown below, requires a 2-lane street with parking on both sides to include two 10-foot wide driving lanes and two 7-foot wide parking lanes for a total width of 34-feet as measured from the face of curb.

**8820.9936 MINIMUM DESIGN STANDARDS, URBAN; NEW OR RECONSTRUCTION PROJECTS.**

New or reconstruction projects for urban roadways without a designated on-road bicycle facility must meet or exceed the minimum dimensions indicated in the following design chart.

Projected Traffic Volume	Design Speed	Lane Width (a)	Curb Reaction Distance (c)	Parking Lane Width (e)
	mph	feet	feet	feet
ADT < 10,000	30-45	(b) 10-11	1-2 (d)	7-8
	50 or over	11-12	2	8-10
ADT ≥ 10,000	30-35	(b) 10-11	1-2 (d)	7-10
	40-45	11-12	1-4	7-10
	50 or over	11-12	2-4	Not allowed

First Street SE is an MSAS roadway between Lexington Avenue S and 10<sup>th</sup> Avenue SE. The west block that is proposed for full reconstruction is within a residential neighborhood while the remaining portion of the street is within a commercial corridor. It is the desire of City staff to maintain the reconstructed block within the residential neighborhood at its current width for multiple reasons:

1. The existing street width is 30.5-feet as measured from face-of-curb and has adequately provided parking for residents and traffic flow.
2. The proposed street is proposed to be shifted approximately 2-feet north to match the existing street one block to the east.
3. It is proposed to construct a 5-foot wide sidewalk along south side of the street where there currently is not one and will provide connection to the sidewalk also being added to the block to the east which connects to a commercial zoned area.
4. The street parallels Minnesota Trunk Highway 19 and receives primarily local residential traffic. The remaining part of the street east of 7<sup>th</sup> Avenue SE is wider and has truck traffic that primarily access from either 7<sup>th</sup> Avenue SE or 10<sup>th</sup> Avenue SE.
5. City planning and public works do not want to encourage additional truck traffic on to this street by widening it. Adjacent streets are more suitable for this purpose.
6. Widening the pavement an additional 3.5-feet will negatively impact adjacent properties which will experience a loss of yard due to the shifted roadway on the north side and the new 5-foot wide sidewalk on the south side.

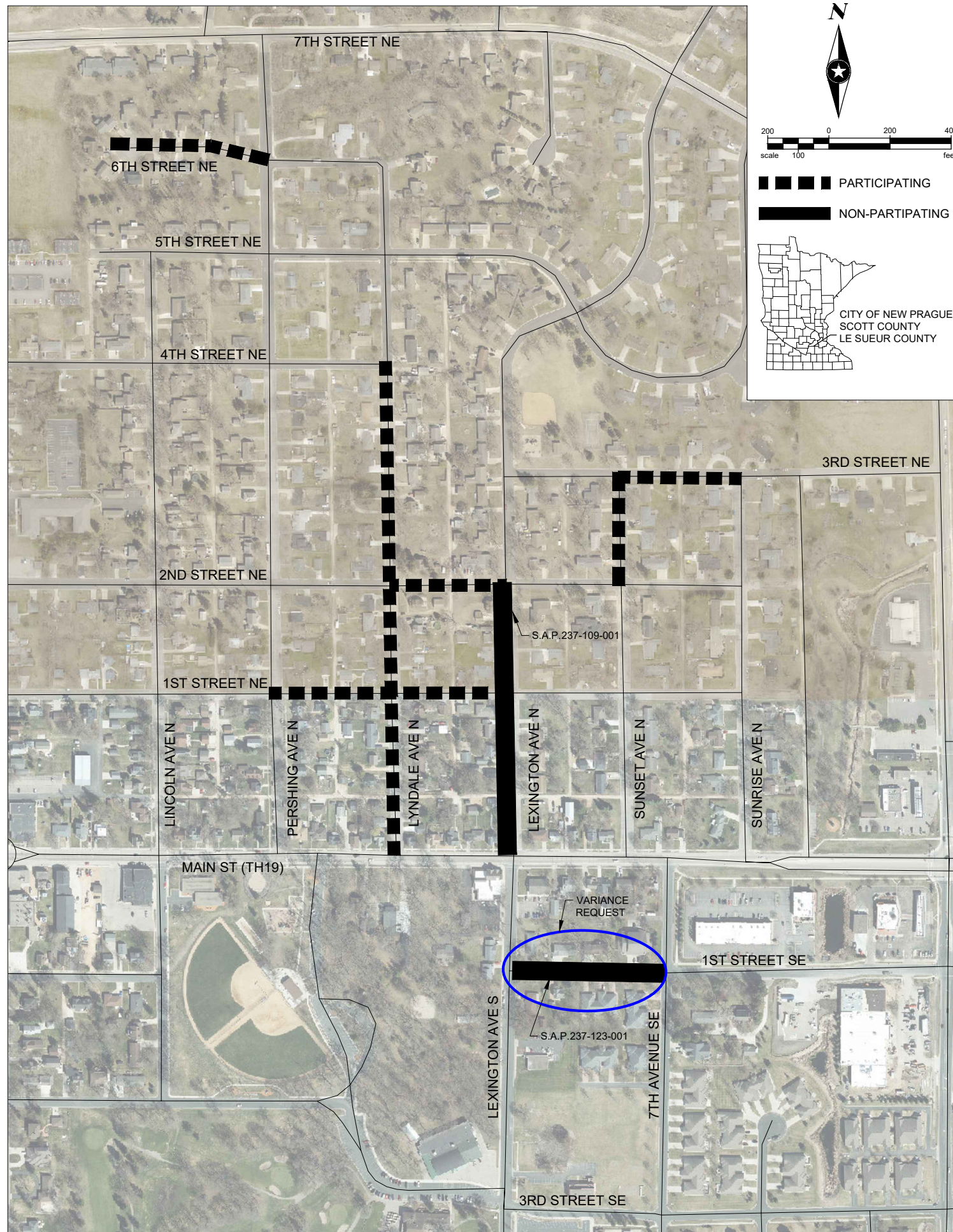
The variance request is due to MnDOT on November 22<sup>nd</sup> for consideration at the December 14<sup>th</sup> committee meeting and requires a resolution.

**Staff/Engineer Recommendation**

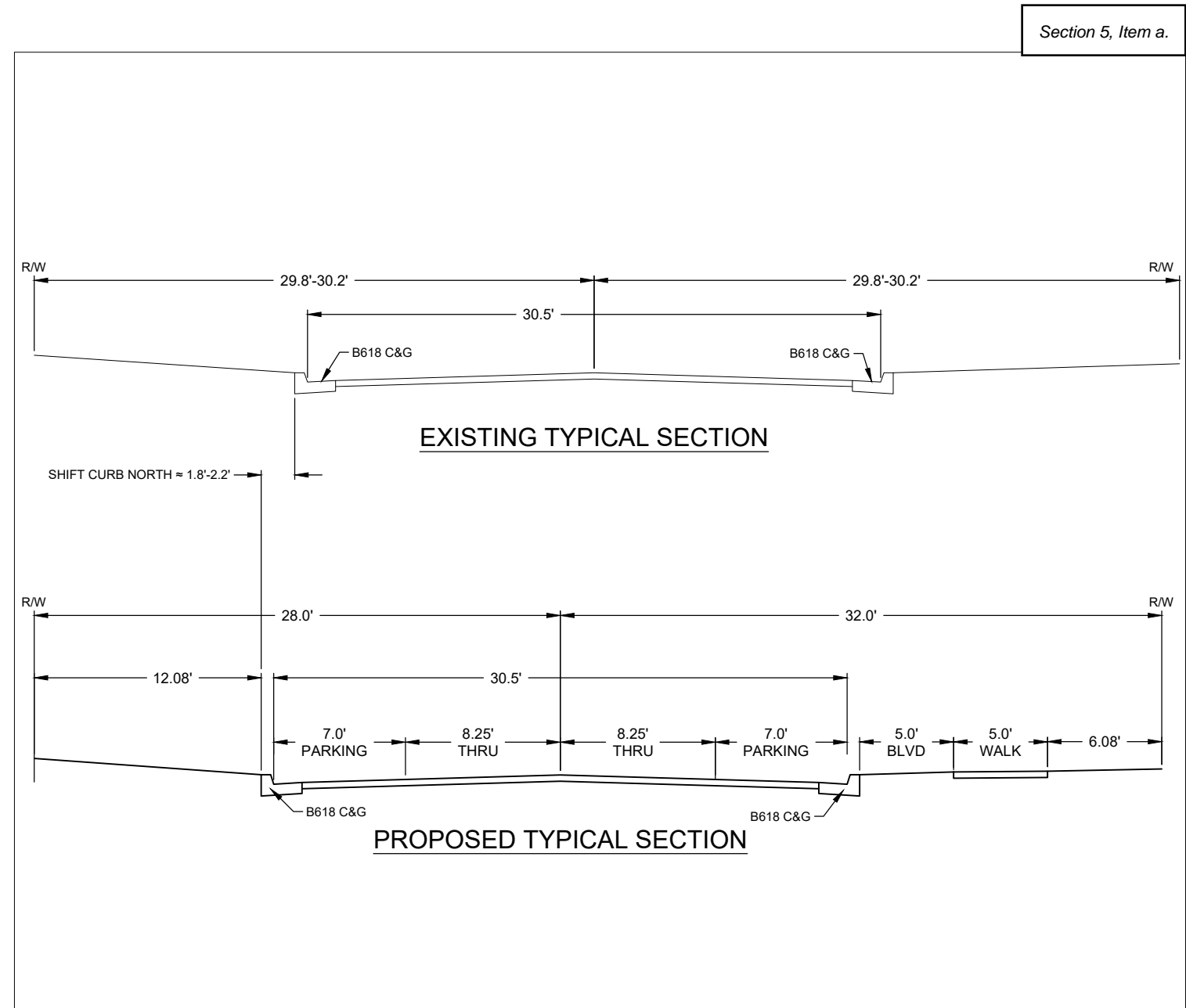
Staff and SEH recommend that the City Council approve the attached Resolution requesting Variance from Standard for State Aid Operation for Project NO. S.A.P. 237-123-001.

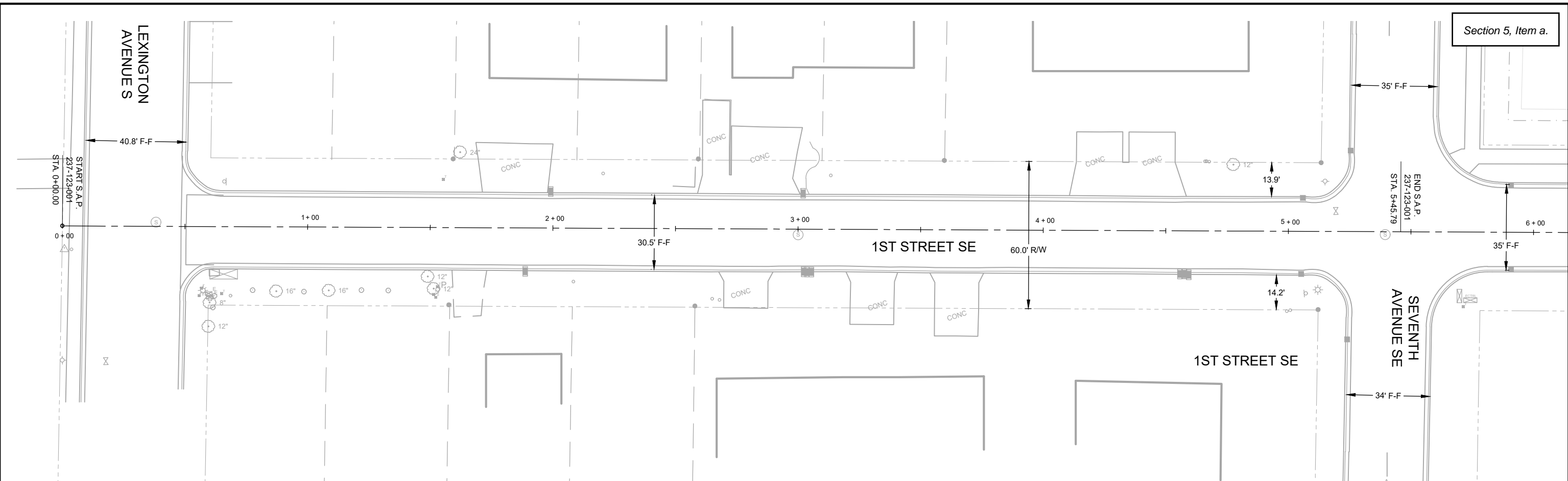


Save: 11/16/2023 5:47 AM cirkulsen Plot: 11/16/2023 5:58 AM X:\KONIN\NEWPR173957\5-final-dsgn\51-drawings\10-Civil\cardwg\exhibit\N173957 VARIANCE.dwg

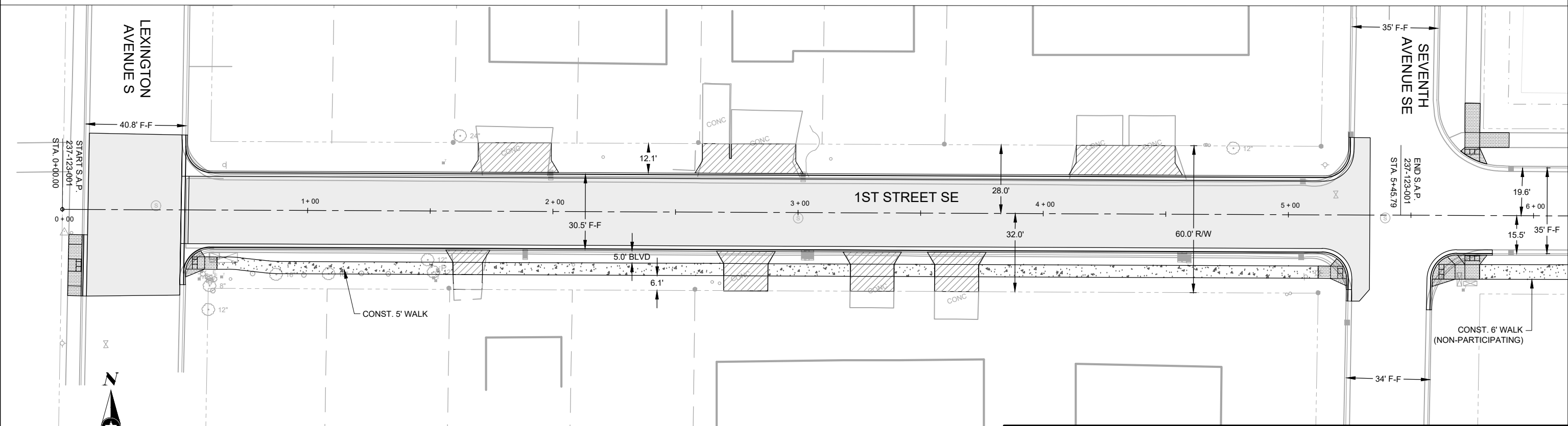


PROJECT LOCATION MAP

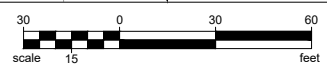




EXISTING CONDITION



PROPOSED CONDITION



	PROJECT NO. NEWPR 173957	<b>VARIANCE REQUEST</b> <b>2024 STREET AND UTILITY IMPROVEMENTS</b> <b>S.A.P. 237-123-001</b>	<b>FIGURE</b> <b>NO. 35</b>
	DATE: 11/15/23		

Save: 11/16/2023 5:47 AM cirkulsen Plot: 11/16/2023 5:57 AM X:\KONIN\NEWPR\173957\5-final-dsgn\51-drawings\10-Civil\cardraw\exhibit\NP173957 VARIANCE.dwg



**CITY OF NEW PRAGUE  
RESOLUTION #23-11-20-01****VARIANCE FROM STANDARD FOR STATE AID OPERATION FOR  
PROJECT NO. S.A.P. 237-123-001.**

**WHEREAS**, the City of New Prague is preparing plans for the full street and utility reconstruction of 1<sup>st</sup> Street SE between Lexington Avenue S and 7<sup>th</sup> Avenue SE, State Aid Project No. 237-123-001;

**AND WHEREAS**, Minnesota Rules for State Aid Operation 8820.9936 is used to determine the minimum design standards for urban reconstruction projects. The minimum design standard would require a total street width as measured from the face of curb of 34-feet, including two driving lanes at 10-feet wide and two parking lanes at 7-feet wide;

**AND WHEREAS**, the reasons for this variance requests are:

1. The existing street width is 30.5-feet as measured from face-of-curb and has adequately provided parking for residents and traffic flow.
2. The proposed street is proposed to be shifted approximately 2-feet north to match the existing street one block to the east.
3. It is proposed to construct a 5-foot wide sidewalk along south side of the street where there currently is not one and will provide connection to the sidewalk also being added to the block to the east which connects to a commercial zoned area.
4. The street parallels Minnesota Trunk Highway 19 and receives primarily local residential traffic. The remaining part of the street east of 7th Avenue SE is wider and has truck traffic that primarily access from either 7th Avenue SE or 10th Avenue SE.
5. City planning and public works do not want to encourage additional truck traffic on to this street by widening it. Adjacent streets are more suitable for this purpose.
6. Widening the pavement an additional 3.5-feet will negatively impact adjacent properties which will experience a loss of yard due to the shifted roadway on the north side and the new 5-foot wide sidewalk on the south side.

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

1. That the City of New Prague City Council does hereby request a variance from the Minnesota Department of Transportation State Aid Operations Rules Chapter 8820.9936 Minimum Design Standards, Urban; New or Reconstruction Projects, to allow a 30.5-foot street in lieu of a 34-foot wide street;
2. That the City of New Prague City Council hereby indemnifies, saves and hold harmless the State of Minnesota and its agents and employees of and from claims, demands, actions, or causes of action arising out of or by reason of (project descriptions) in accordance with Minnesota Rules 8820.9941 and further agrees to defend at their sole cost and expense any action or proceeding commenced for the purpose of asserting any claim arising as a result of the granting this variance.



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

}

Adopted by the council this 20th day of November, 2023.

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

ATTEST:

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



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

---

## MEMORANDUM

---

**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**CC:** JOSHUA M. TETZLAFF, CITY ADMINISTRATOR  
**FROM:** KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR  
**SUBJECT:** PRAHA OUTDOOR PERFORMANCE STAGE (POPS) FACILITY RECOMMENDATIONS FROM PARK BOARD  
**DATE:** NOVEMBER 14, 2023

---

After initially being scheduled for review at the September 12<sup>th</sup> Park Board Meeting (which was delayed due to a lack of a quorum), on October 10<sup>th</sup> the Park Board considered the Praha Outdoor Performance Stage (POPS) Feasibility Study, along with other information received from the community regarding the study and its findings. A full copy of the report, comments and supplemental information received is included as an attachment to this memo.

At the October 10th, 2023 Park Board Meeting, following a tour of the three sites considered in the report and much discussion, the Park Board passed the following two motions relating to the POPS facility:

*A motion was made by Barten, seconded by Dohm, to accept the Praha Outdoor Performance Stage (POPS) Site Feasibility Study written by Bolton & Menk dated July 2023 and forward to the City Council for review. Motion carried (5-0).*

*A motion was made by Barten, seconded by Dohm, to forward a general consensus of the Park Board to the City Council for consideration that the Park Board supports providing up to \$15,000 in Park Board funds, along with potential additional city funds, to develop a City Center/Central Park revitalization project master plan to accommodate the POPS facility and other potential uses such as a city hall facility, commercial space and housing units. Motion carried (5-0).*

With these motions, the matter has been forwarded to the City Council at tonight's meeting. In attendance at the meeting will be Jonathan Nelsen from Bolton & Menk to provide an overview of the feasibility study as well as representatives from POPS (including but not limited to Den Gardner, Steve Frost and Karen Steinhoff).

### **Recommendation**

I recommend that the City Council hear the summary presentation of the feasibility study, discuss the motions forwarded by the Park Board and discuss the POPS facility location options.

### **Attachments:**

1. Letter from POPS Committee – Dated 11/20/23
2. POPS Site Feasibility Study – Dated July 2023
3. Memo from POPS Leadership Team – Dated 9/1/23
4. Compilation of City Staff Comments / Concerns – Dated September 2023
5. Compilation of Concerns about POPS Feasibility Study – Dated 9/5/23
6. Tree Survey Map of Memorial Park – Dated 9/7/23



PRAHA OUTDOOR  
PERFORMANCE STAGE

Nov. 20, 2023

TO: New Prague City Council/Staff

FM: Praha Outdoor Performance Stage (POPS) Committee

CC: Jonathan Nelsen (Bolton & Menk)

RE: Update on 2023 POPS Progress

Good day. In preface to the POPS presentation Nov. 20 at the New Prague City Council meeting, following is a brief update on our progress during 2023. The POPS Committee is a group of about 20 community/business/school/service organization leaders organized to raise money PRIVATELY to build an outdoor performance facility. The committee is operated through a new non-profit created almost a year ago – The Forward New Prague Foundation. It is a 501c3 tax-exempt organization. Officers are Den Gardner, chair; Karen Steinhoff, vice-chair; Bruce Wolf, treasurer.

Following is a summary update:

- Three-year pledges (to be paid between 2023 and the end of 2025) have reached approximately \$790,000 in year one, which began in earnest late 2022. The goal is to raise \$1 million by the end of 2025 (or sooner). The fundraising goal for 2023 was \$500,000. It is clear that the community desires a facility like this.
- There are more than 20+ athletic facilities/fields in this community that are in some way publicly supported. There aren't any for the fine arts in New Prague. The POPS Committee believes this should be a high priority for families throughout the New Prague area.
- Donations are being received or will be received by the end of 2025. Some donors are donating each of three years – 2023 through 2025. Some have already provided their donation and others are waiting until 2025 to provide their funding.
- **Our mission is: "To build a multi-purpose outdoor performance facility to celebrate the arts and other community gatherings from music to theatre to dance to visual arts and much more."** This would include family movie nights (with a large screen, complete with popcorn)!

## Page 2 POPS Summary for City Council/Staff

- In working with city staff the past year, the three sites the city suggests it would provide are:
  - Memorial Park (by the volleyball courts)
  - City Center (old mill pond/creamery site)
  - Sliding Hill Skate Park (not to interfere with the current sliding hill)
- Bolton & Menk has completed a study/report on the three sites and Jonathan Nelsen of Bolton & Menk will present the findings to the council at the Nov. 20 meeting. As you know, the New Prague Park Board has submitted that study to you. It recommended City Center as its preferred location and allocation of some funding to further study this area. The Bolton & Menk study ranked Memorial Park the highest in its selected list of criteria used for its evaluation. And the majority of the POPS Leadership Team preferred the Memorial Park location. Both the City Center and Sliding Hill Skate Park did have some support as the number one choice.
- Based on our 18 months of research with other venues in various cities, it appears approximately one-half acre is needed for the facility and seating for 500 people, with the ability to expand, is recommended by the POPS Committee.
- With the success of fundraising thus far, it is estimated that **construction could begin as early as the spring of 2025 if all the appropriate decisions are made.** We are hopeful the city council can give us some indication about its timeline to make a decision. If we are as successful in raising funds in 2024 as 2023, it is likely we will be near 90% of our goal by the end of 2024. We do NOT want to lose the momentum we have for our project.
- It is also important to note from our research of other facilities of this type that the \$1 million goal to build POPS does NOT factor in items that may be provided for the building on a pro bono basis (e.g., excavation, discounted pricing on materials, significant discount on labor charges, etc.) This likely will reduce the cost of the facility.
- We also recognize these are uncharted waters with the private/public informal partnership. We know decisions need to be made regarding how the bidding process will be determined, what needs to be done collaboratively to understand each of our roles.
- We have been asked many times about possible grants. We have one grant thus far from the Mayo Foundation. It has been suggested to us that grants may be available AFTER we select a location. Since the three locations are in both Scott and LeSueur counties, we are holding off on additional grant applications.

The POPS Committee is using a four-step process in being successful:

- PASSION to convince people of the importance of this effort for the community overall,
- DEDICATION to meet the needs of New Prague families for decades to come,
- DILIGENCE to untiringly pursue every avenue to meet our goals, and
- PERSISTENCE as we encourage all community leaders to step up and support POPS!

More than 60+ individual businesses/families/individuals, service organizations and others have supported POPS thus far. Our theme of "It's Time!" has resonated with the community. Together, we can accomplish anything. We hope you share our enthusiasm for uniting with us to make our community even better for our families.

The End



### A sampling of donations thus far (Nov. 3, 2023 -- \$5,000+/V9):

- \$100,000 Pledged (Den & Sandy Gardner/Gardner & Gardner Communications)
- \$99,999 (The Broz/Chris & Nichole Davis Family)
- \$75,000 Pledged (Minnwest Bank--New Prague)
- \$75,000 Pledged (Mike/Kay Wilcox)
- \$50,000 Pledged (Brusseau Investments/Lisa and Shannon Brusseau)
- \$50,000 Pledged (CHART)
- \$30,000 Pledged (Dan/Dara Bishop/Wells Fargo Advisors)
- \$30,000 Pledged (Palmer/Susan Welcome)\* Palmer Welcome Auto – incl. raffle tix sales – see below)
- \$25,000 Pledged (New Prague Chamber)
- \$25,000 Pledged (New Prague Fire Relief Association)
- \$25,000 Pledged (Brad/Kytyn Schoenbauer)
- \$25,000 Pledged (Dr. Jon/Kate Colling)
- \$22,500 Pledged (Scott Equipment Company)
- \$15,000 Pledged (Bevcomm)
- \$15,000 Pledged (Dr. Steve Kivi)
- \$12,000 Pledged (New Prague Rotary) + national Rotary grant TBD
- \$10,000 Pledged (Jerry/Mary Walerius)
- \$10,000 Pledged (Pat/Margaret Sullivan)
- \$7,500 Pledged (Tupy Insurance)
- \$6,615 Secured (2023 Silent Auction Net Revenue)
- \$5,125 Pledged (Bruce/Becky Wolf)
- \$5,000 Pledged (New Prague Park Board)
- \$5,000 Pledged (Tom/Megan Vanasek)
- \$5,000 Pledged (Choate and Company – McDonald's/New Prague)
- \$5,000 Pledged (State Farm Insurance/Molly McGillen)
- \$5,000 Pledged (Matt and Maggie Goldade)
- \$5,000 Pledged (Mayo Foundation)
- \$46,050 Pledged (100 FOR 100K contributors/other donations, t-shirt sales) – 38 groups
- Media packages for space ad and radio spots with NP Times and KCHK Radio -- \$5,000
- Eric Brevier – pro bono legal time for POPS/Forward New Prague Foundation -- \$5,000

**TOTAL -- \$789,790 Minus \$5,500 = net donations of \$783,810.\*\***

\*SUV Value = \$20,000 donation, plus \$10,000 cash from Palmer/Susan Welcome. Actual raffle tickets sold = \$14,500. Need to subtract \$20,000 - \$14,500 = \$5,500 short of value of donation. Need to subtract that from \$784,790 for net donations.

\*\*Total amount does NOT include value of media packages and attorney pro bono fees. Also does not include other pro bono offerings, including excavation and utilities work during project execution.

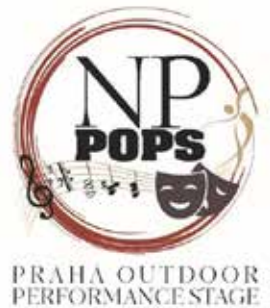
### COMPANIES TO-BE-DETERMINED

Ameriprise – Kyle Kuehner  
 CSSW – Chris Clausen  
 ACE Hardware – Donnie Simon, etc.  
 First Bank & Trust—Eric Krogman  
 Marv Deutsch Construction – pro bono excavation  
 NP Municipal Utilities – pro bono utilities time. Dan Bishop, Chair  
 Tim and Jane Dittberner

# PRAHA OUTDOOR PERFORMANCE STAGE SITE FEASIBILITY STUDY



NEW PRAGUE AREA  
ARTS COUNCIL



Draft: July 2022



# ACKNOWLEDGMENTS

## IN COLLABORATION WITH:

The New Prague Area Arts Council,  
POPS Location Feasibility/Design Sub-  
Committee, and the City of New Prague

## SPECIAL THANKS TO:

The community participants who  
provided feedback to help define the final  
recommendations for this document.

## CITY STAFF:

Ken Ondich-Planning/Community  
Development Director  
Kyra Chapman-Planner

## CITY COUNCIL:

Duane Jirik-Mayor  
Shawn Ryan-Vice President  
Maggie Bass-Council Member  
Rik Seiler-Council Member  
Bruce Wolf-Council Member

## PARK BOARD:

Joe Barten  
Matt Becka  
Jessica Dohm  
Alan Hansen  
Brian Molitor  
Christine Wolf

## PREPARED FOR:

New Prague Area Arts Council/  
Forward New Prague Foundation  
City of New Prague

## PREPARED BY:

Bolton & Menk, Inc.  
12224 Nicollet Avenue  
Burnsville, MN 55337



## POPS LEADERSHIP TEAM:

Den Gardner (Chair)  
Karen Steinhoff (Vice Chair)  
Bruce Wolf (Treasurer)  
Sandi Loxton (Secretary)  
Steve Frost  
Andy Beckius  
Jon Colling  
Joe Barten  
Lisa Brusseau  
Shannon Brusseau  
Brooke Sticha  
Tony Buthe  
Julie Schmitz  
Ben Hilding  
Larry Pint

## POPS LOCATION FEASIBILITY/ DESIGN SUB-COMMITTEE:

Steve Frost (Lead)  
Joe Barten  
Larry Pint  
Eddie Shimota  
Karen Steinhoff  
Patrick Sullivan  
Stef Tupy  
Kay Wilcox  
Den Gardner

## BOLTON & MENK PROJECT TEAM:

Jason Femrite, PE - Principal in Charge  
Jim Harbaugh, PLA - Principal Landscape Architect  
Jonathan Nelsen, PLA - Landscape Architect  
Kendell Hillis - GIS Specialist

01

INTRODUCTION AND BACKGROUND.....5

Introduction

Project Background

02

THE PROCESS.....7

Kickoff Meeting

Review of Existing Documentation

Site Inventory/Field Review

Site Selection Matrix

Massing Studies/Site Concepts

Preliminary Cost Estimates

Site Rankings

03

THE SITES.....11

Overview

Sledding Hill Skate Park Site

City Center Site

Memorial Park Site

04

PRECEDENT PROJECTS.....31

Buffalo Sturgis Park Bandshell

Shakopee Huber Amphitheater

New Ulm German Park Amphitheater

Marshalltown West End Park Performance Lawn

05

THE CONCEPTS.....35

Concept Overview

Sledding Hill Skate Park Site Concepts

City Center Site Concepts

Memorial Park Site Concepts

06

THE RANKINGS.....48

Ranking Overview

Site Rankings and Results





**Location Map: Three potential POPS facility sites and their respective locations in the community.**

# 01 INTRODUCTION & BACKGROUND

## Introduction

Amphitheaters and performance spaces, like other park and civic infrastructure projects, have the ability to add new dimensions to our communities, and bring people of all ages and backgrounds together for entertainment, recreation, and general interaction. With the POPS project, the New Prague Area Arts Council, in conjunction with the city of New Prague, aims to fill this void in the city's park offerings, and ultimately define the location, and type of facility that should be constructed in the community.

New Prague is a community of approximately 8,500 residents, situated in both Scott and Le Sueur counties, southwest of the Minneapolis-St. Paul metropolitan area. The city has a robust park system, a vibrant arts community, and continues to see growth and demand for new amenities.

Throughout the history of New Prague, the idea of an amphitheater or performance space has been hinted at, including a 1901 New Prague Times article that stated "There seems to be now a general movement among some of our best citizens that New Prague is large enough to own a park. We would like to see our people select a nice plat of ground where some nice shade trees could be planted and then have a place where people could congregate on hot evenings and Sunday. We could also have a nice bandstand in the center and our band boys could occasionally give us a toon." Additionally, a 2004 Memorial Park master plan included a bandshell, though the project ultimately went to referendum and did not move forward.

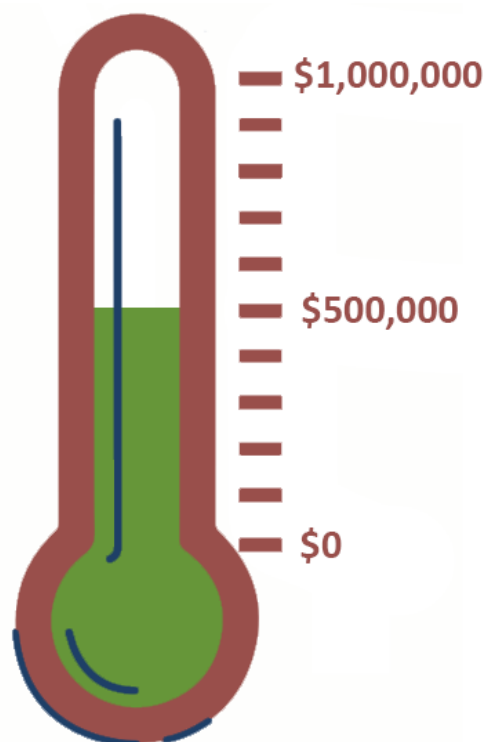
## Background

The Praha Outdoor Performance Stage (POPS) Committee, in conjunction with the City of New Prague, have been actively working to fundraise, identify a site, and facilitate construction of a performance facility to serve the community since April of 2022. With the mission "to build a multi-purpose outdoor performance facility to celebrate the arts and other community gatherings – from music to theatre to dance to visual arts and much more," the group aims to fill a gap in the city's parks and events offerings. According to the committee, primary reasons for undertaking this effort include but are not limited to:

- To complete a long-standing need of New Prague to provide this type of venue for community use. Creating outdoor arts events in New Prague with a tent/canopy is not a long-term solution.
- To collaborate with the city, school, community organizations, other community leaders and arts' groups to build a venue the community can be proud of; and to show the importance of meeting the needs of the community together.
- To provide a venue for family entertainment throughout the year.
- To create a facility that is a showcase for the southwest metro area that shines a positive light on the City of New Prague.

To date, the organization has successfully established an active committee, coordinated with City staff to identify potential sites, and initiated a fundraising campaign that has generated in excess of \$500,000 toward an ultimate goal of \$1,000,000+.

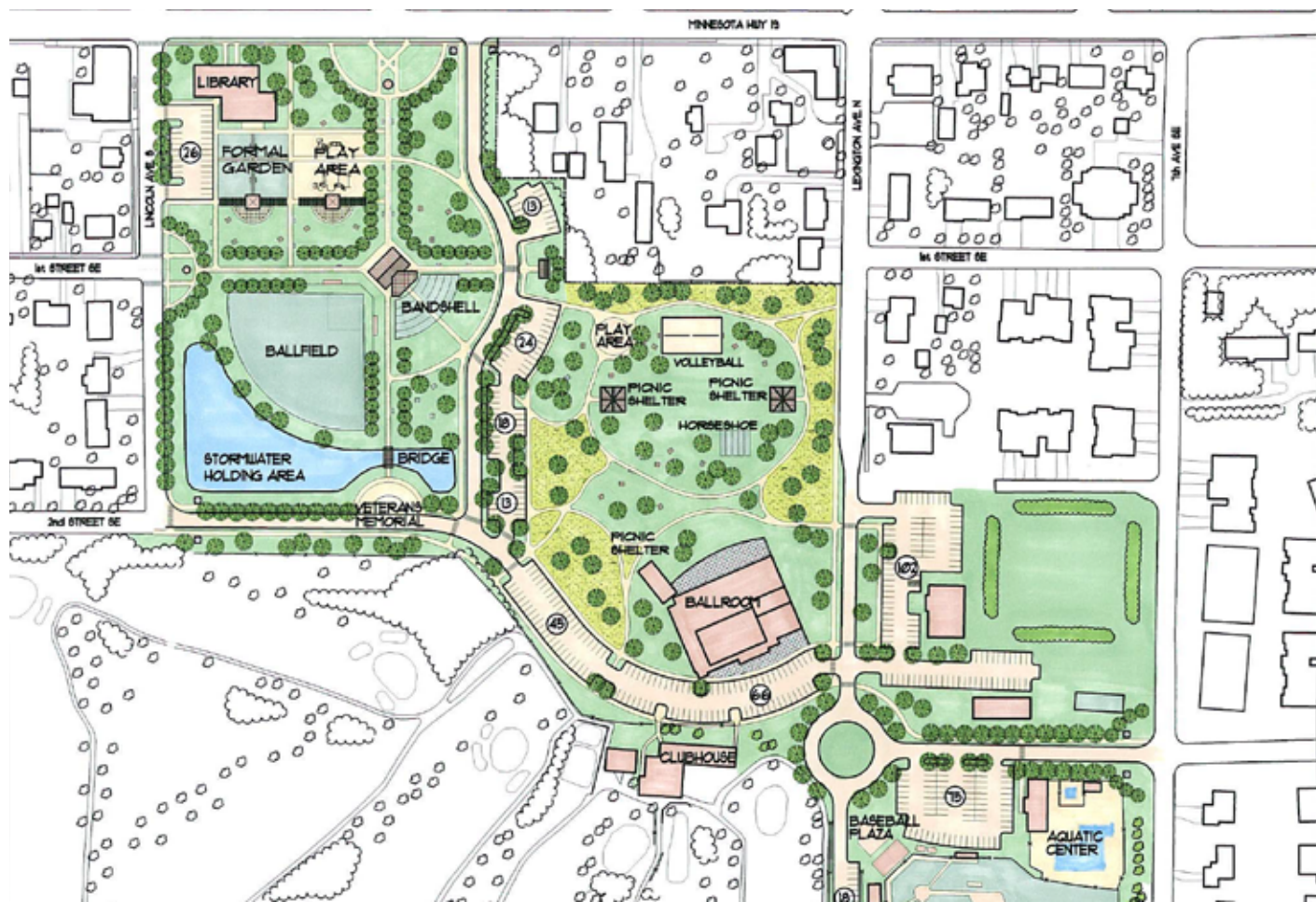




Fundraising mark as of July 2023.

In addition to this work, the committee associated POPS Location/Feasibility/Design Subcommittee have studied and completed initial evaluation of the three sites under consideration. The results of this initial analysis will be included in the findings section of this report, along with additional analysis work completed by the subcommittee and Bolton & Menk.

In 2023, Bolton & Menk was selected through a competitive RFP process to assist the POPS subcommittee with the site analysis and selection process. The goal of this process is to provide a comprehensive review of the three sites under consideration, develop scoring criteria for the selection, and ultimately provide a recommendation for adoption by the POPS Committee, City Council, the Park Board, and the community as a whole.



Portion of Master Plan figure for Memorial Park completed in 2004 showing a proposed bandshell.

# 02 THE PROCESS

The site analysis/site selection process was developed to assist the POPS Committee, City and public in understanding issues and opportunities associated with facility development at each site and provide a method of comparison and ranking of the three sites. To aid in this process, several tasks were undertaken including:

- Project Kickoff Meeting
- Review of Existing Documentation
- Site Inventory/Field Review
- Site Selection Matrix
- Massing Studies/Site Concepts
- Preliminary Cost Estimation
- Preliminary Site Rankings

Each of these tasks are described in more detail within this section of the report.

**Project Kickoff Meeting:**

Held on Wednesday, March 29th, the kickoff meeting was an opportunity to assemble the committee, City representatives, and the consultant team to discuss project goals, objectives, key milestones, and outline the overall planning process.

**Review of Existing Documentation:**

As part of this project, several existing documents were reviewed to help inform the process. These documents, from previous POPS committee efforts and various development projects, included:

- Initial site analysis work completed by the Committee in 2022
- City Center Site Documentation including as-builts, site surveys, and potential site development concepts.
- Sliding Hill Skate Park site plans completed in 2006
- Memorial Park master plan from 1921, and revised master plan concept completed in 2004

01

PROJECT KICKOFF

02

REVIEW OF EXISTING INFO

03

SITE REVIEW

04

ANALYSIS & RECOMMENDATIONS

05

REVIEW & WRAP-UP

- Park Avenue Street & Utility Improvements from 2010.
- Park Ballroom Lease Agreement

**Site Inventory/Field Review:**

An initial site visit by members of the POPS committee, City staff, and the Bolton & Menk project team was conducted on Monday April 17th. The assembled group visited each of the three sites, starting at the Sliding Hill Skate Park site, followed by City Center (Central Park), and lastly Memorial Park.



At each location, the group discussed specific opportunities and constraints of each site, the general character and ambiance, utilities and infrastructure, and other items. A summary of the discussions and observations gathered during the site visit/inventory is included in the appendix of this report.

**Site Selection Matrix:**

Developed as an opportunity to gather feedback from committee members on the three sites under consideration, the site selection matrix included 11 categories. For each category and for all three sites, committee members were asked to provide general notes and assign a rank from 1-5.

Information collected through the Matrix exercise provided the consultant team

with a more thorough understanding committee's measure of suitability for site development based on key criteria. Rankings and feedback collected through this exercise are available in the appendix of this report.

**Massing Studies/Site Concepts:**

Bolton & Menk developed two unique site concept/massing diagrams for each of the three sites under consideration. These diagrams are conceptual in nature and are intended to provide a general understanding of potential site development configurations, and convey information including:

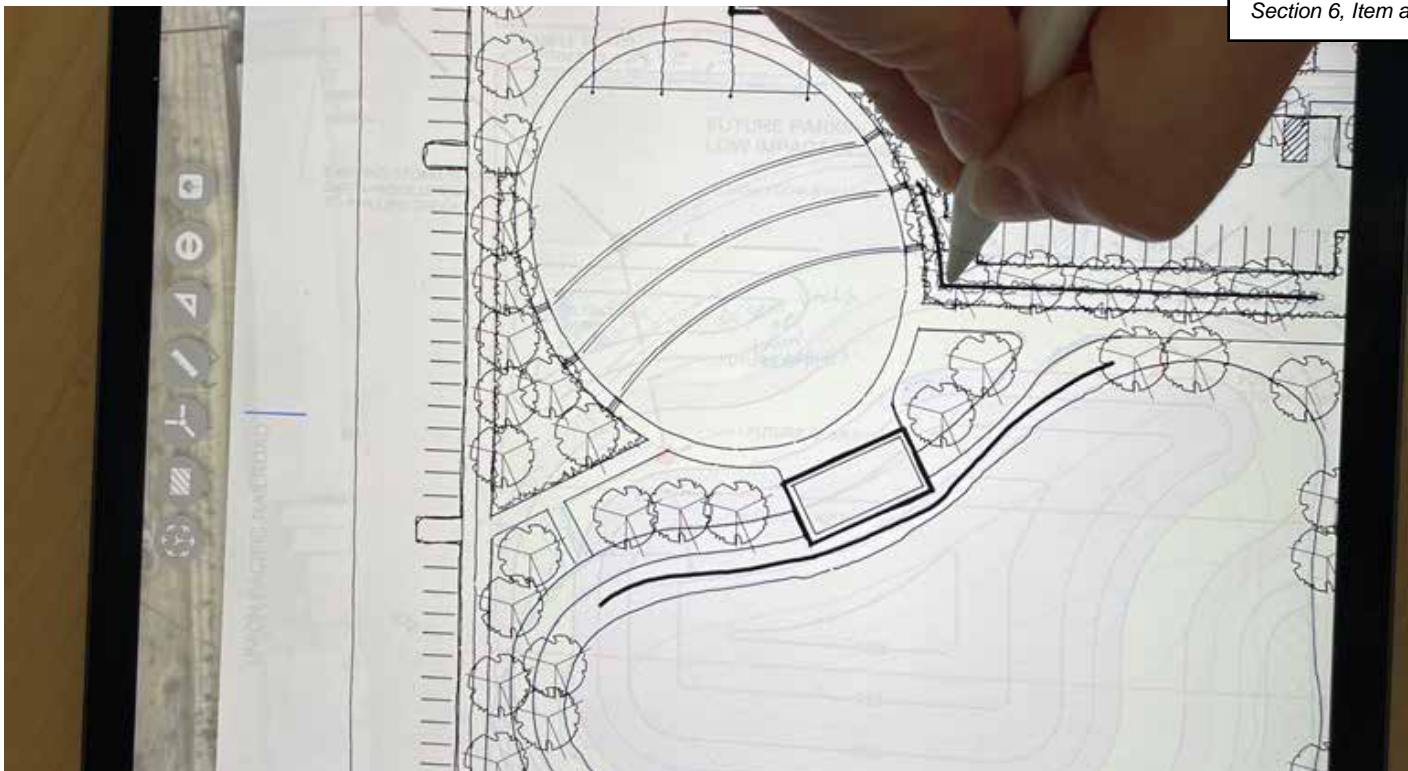
The type of facility possible within the defined site (i.e. flat lawn event space, terraced seating, combination of both, etc. )

Size/capacity of a potential facility. To



*Site inventory/field review meeting held on-site April 17, 2023.*





*Massing Study/Site Concepts were generated for each site.*

quantify capacity numbers, terraced or linear seating concepts utilized a measure of 2.5 linear feet per individual, and open lawn or hillside concepts utilized a measure of 20 square feet per individual.

Opportunities for site circulation, parking and access. Consideration was given to ensure any concepts could accommodate ADA access, circulate people throughout the space, and provide vehicular access to proximity of the stage for loading/unloading equipment and maintenance.

Opportunities for support facilities, multi-use spaces, etc.

**Preliminary Cost Estimates:**

For each of the three sites, a cost estimate was developed for one of the two generated site concept figures. These cost estimates are intended to provide planning level costs for budgetary and fundraising purposes. Site development costs were generated based on the best spatial

information available during the planning process (Generally the City's GIS).

**Site Rankings:**

Each of the three potential sites identified by the City and committee present unique opportunities and limitations to the development of the POPS facility. To assist in comparing the three sites, a series of scoring criteria were established to provide a consistent scoring measure. These measures take into account geographic, physical, economic, and aesthetic characteristics of the sites. Descriptions of these criteria are provided in this section, followed by a summary table showing the sites and their respective scoring. For more detailed information on each site and a discussion of their individual characteristics based on the criteria, refer to the Sites section of this report.



**Site 1: Sliding Hill Skate Park**



**Site 2: City Center**



## 03 THE SITES

The proposed POPS facility is a collaborative project between the New Prague Area Arts Council, POPS Committee and the City of New Prague. While the project will be developed through private fundraising efforts, the three sites under consideration are all on City owned property. Upon completion of construction, it is the intention that the City will also maintain the facility. The three sites under consideration include:

- Sliding Hill Skate Park Site
- City Center Site
- Memorial Park Site

Each of these three sites offer unique challenges and opportunities related to

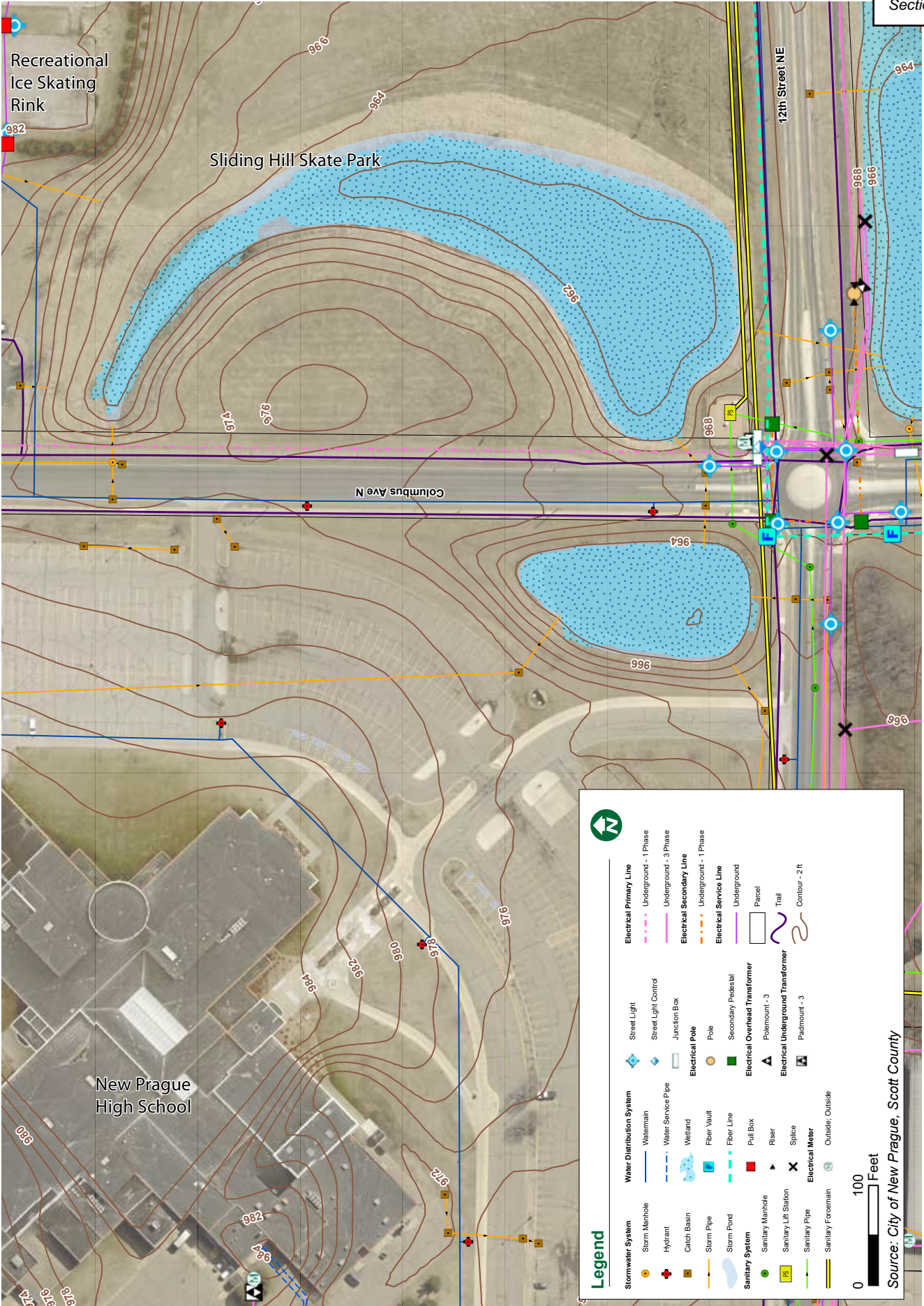
development, including varying topography, access to utilities, vegetative characteristics, surrounding land uses, among others. This section of the report provides a summary of each of the three sites under consideration, and their associated characteristics.

**Section 6 (The Rankings)** of this report provides a summary of the ranking criteria established to assist with prioritizing the sites for development. This section provides a discussion of each of the sites relative to each of these ranking criteria and provides a score for each from 1-5. These scores are further summarized in Section 6.



**Site 3: Memorial Park**





Site inventory map of Sliding Hill Skate Park site.

# SLIDING HILL SKATE PARK

**Property ID:** PID #: 24.118.0010

**Property Description:**

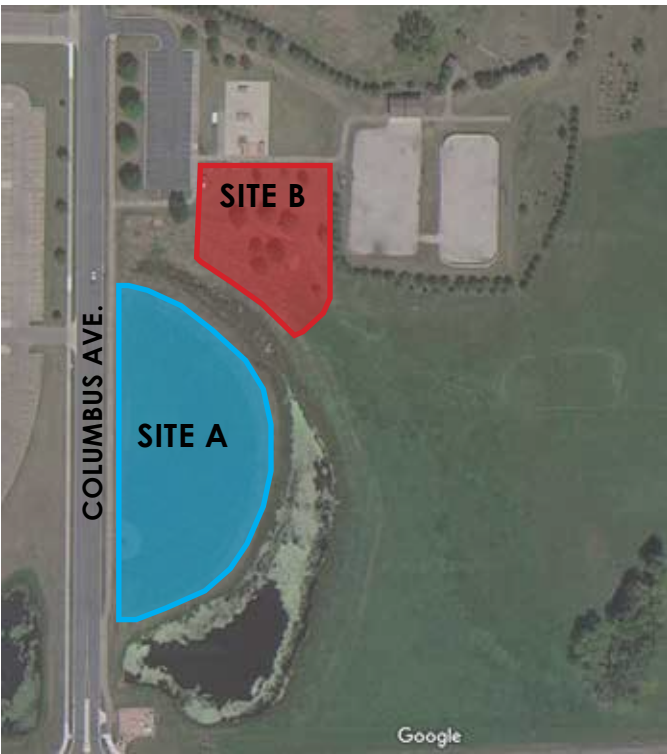
The Sliding Hill Skate Park at 1501 Columbus Avenue is situated on the northern edge of the city limits, directly across from New Prague High School. The park is incorporated into a city owned parcel of approximately 86 acres that includes the park and its amenities, and the city's water treatment plant and supporting infrastructure. In total, the parks uses, including unprogrammed open space, encompass approximately 20 acres of the parcel. Currently developed park amenities include the following:

- Recreational Ice Skating Rink
- Hockey Rink
- Warming House
- Sledding Hill
- Skatepark
- Parking Lot
- Archery Range
- Portable Toilet & Enclosure
- Trails

The site is quite expansive and largely exposed to the elements, lacking mature tree cover. Wind at this location during the site visit was strong. Wind in New Prague is predominantly from the south between May and November, when most programming of the facility would occur. The topography on the site is varying, and includes several flat terraced areas, a stormwater treatment facility, and a large hill utilized for sledding.

Generally, there are several locations within the park boundaries that would satisfy the space requirements of a performance stage. During the on-site visit, the two areas shown were identified for potential development of the project, including the flat lawn space to the west of the stormwater pond (adjacent to Columbus Avenue), and the lawn and

hillside in the vicinity of the skatepark, hockey rink, and stormwater pond. As a general rule, any development of the proposed performance stage project would not interfere with existing park uses including the sledding hill itself. Refer to section 05 of the report for additional information related to the concepts generated for the facility on the site.



Potential development areas

**SITE RANKING CRITERIA SPECIFICS:**

**On-Site Parking (Overall Score: 3/5):**

The Sliding Hill Skate Park currently includes an off-street parking lot with 41 parking stalls, including 1 ADA accessible stall. The lot is in close proximity to both of the potential development sites at the park identified for the performance stage facility. Given the size of the park, there is an opportunity to develop additional off-street parking in the future should the stage be located there. It's anticipated that based on the park's location in the community, parking would be important for the stage facility in this location. As such, additional on-site parking may be warranted



**Off-Site Parking: (Overall Score: 5/5):**

Currently on-street parking is not allowed along Columbus Avenue along the Sliding Hill skate Parks extents. The high school directly across the street does have ample parking during off-school hours to facilitate patrons attending events at a POPS facility, though an agreement would likely need to be formalized with POPS and the school to ensure allowable use. One consideration with use of the schools parking lots should be safe passage of pedestrians across Columbus Avenue, which may require construction of a pedestrian crossing facility or other safety accommodations during events.

**Utilities (Overall Score: 4/5):**

The Sliding Hill Skate Park site is well serviced by utilities necessary for the development of the performance stage. These needs would primarily be electrical and water. 1 Phase power, which is anticipated to meet any potential electrical needs related to the facility, is available via an underground line running along the east side of Columbus Avenue. 3 Phase power is also available in the proximity of the 12th Street/Columbus Avenue intersection.

If it is determined that water is needed on-site, a watermain currently runs along the west side of Columbus Avenue, and into the Sliding Hill Skate Park site south of the existing parking lot, extending to the ice rinks and to a fire hydrant.

It is anticipated that any stormwater infrastructure associated with the POPS facility at this location could utilize the existing pond as an outflow. BMP's such as bio retention basins could be incorporated into the overall design as well.

Currently, sanitary service is not available north of 12th Street along Columbus Avenue. It is not anticipated that the development of

the POPS facility would require permanent restroom facilities, nor is it the policy of the parks department to install new permanent restroom facilities in City parks.

**Restroom Proximity (Overall Score: 2/5):**

The Sliding Hill Skate Park site currently includes one portable toilet in a fenced enclosure near the existing parking lot. As noted in the utility section, sanitary service is currently not available north of 12th Street, though at some point it may be extended to service future development.

**Topography (Overall Score: 2/5):**

The Sliding Hill Skate Park site's topography includes flat terraces, sloping hillsides, and constructed stormwater ponds. The top of the sledding hill, the highest point on site, is at elevation 1014. The lowest point on site in the graded pond area is 962, a total change of 52'.

As mentioned, two areas on site were identified for potential performance stage development. The first location, the lawn space along Columbus Avenue, is generally flat at an approximate elevation of 974. This area would have limited capacity to provide any sort of terracing, and would generally require a flat performance lawn type facility.

The second location, between the parking lot and stormwater pond, includes a flat lawn space at the top, and a sloping hillside with an overall elevation change of approximately 12'. This area would allow for development of a hardscape terraced seating area. Due to space constraints in the area, retaining walls and other infrastructure may be required.

**Existing Vegetation (Overall Score: 3/5):**

The site is generally clear of any vegetation conflicts, with both areas identified for

potential development being largely mown lawn, with some taller grasses. Tree plantings that have been completed on the site do not conflict with the proposed development locations. The native vegetation around the stormwater pond, in conjunction with the existing tree plantings provide a nice setting for the facility. Trees on site are generally small and will take time (~10 years) to mature to a size that provides a useful shade canopy. Similarly, any trees planted to mitigate wind, sound or sun will also take time to mature to a useful size.

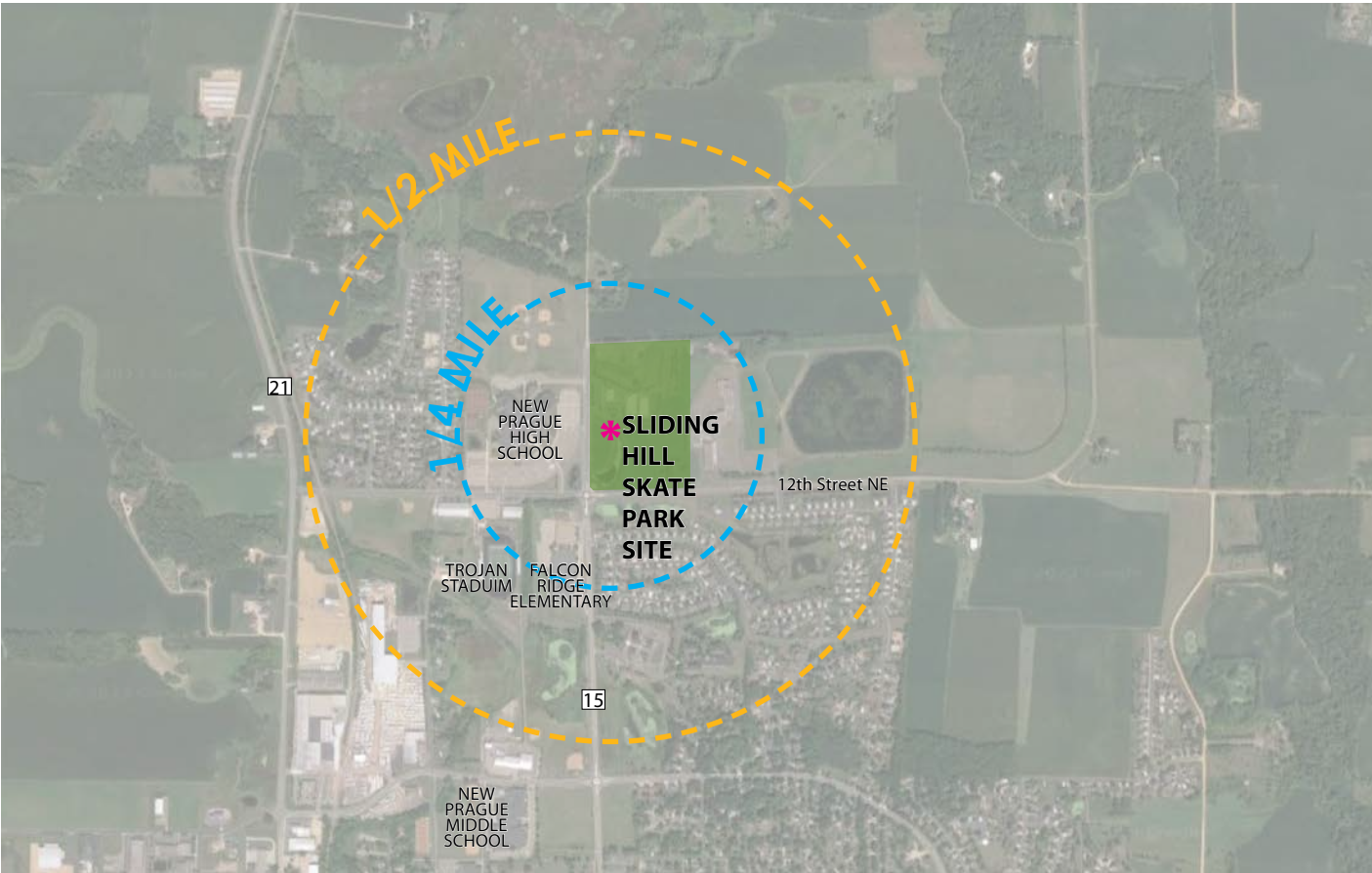
**Adjacent Land Use/Noise Conflicts (Overall Score: 4/5):**

The Sliding Hill Skate Park is bounded to the north by undeveloped agricultural land, to the east by the City's water treatment plant, to the south by single family residential, and to the west by New Prague High School. Generally, these uses are compatible with

park development and use of the facility. The High School will typically not be in session during POPS usage. The land to the north may eventually be developed, so planning for a future facility should anticipate and be designed to mitigate impacts. The residential properties to the south are a fair distance away from identified sites for potential POPS development, and additional screening should be included.

**Accessibility, Proximity and Community Context (Overall Score: 2/5):**

The Sliding Hill Skate Park is situated on the northern edge of the community, which generally puts the location out of walkable (1/4 mile) range for many residents. As such, primary access for many patrons is vehicular (car). The City's greenway trail system includes portions of trail connection along Columbus Avenue, supporting some community access via off-street connections for bikes and



**Location of Sliding Hill Skate Park site in relation to the community and supporting uses.**

pedestrians. The greenway system is a work in progress, and does include gaps, which may limit some residents from an off street connection.

The proposed development sites within the Sliding Hill Skate Park site could both accommodate ADA access, through the construction of sidewalks, trails and ramps.

#### **Proximity to Supporting Uses/Businesses (Overall Score: 1/5):**

Generally, there are no businesses in the area of the Sliding Hill Skate Park to provide support to the venue. Complimentary businesses including convenience stores, restaurants, bars, grocery stores, etc. are all over 1 mile from the site, outside of a comfortable walking window, and largely requiring access from the site by vehicle.

#### **Supporting Park Amenities (Overall Score: 2/5):**

The park includes several existing amenities, but generally these facilities do not act in support of the performance stage use. The hockey and pleasure ice rinks, warming house and sledding hill are generally limited to winter use. The Archery range may pose a risk to concert goers, or likewise, children and patrons may pose a risk to range users. The skatepark may be useful to patrons of the performance stage, but proximity of the use to the proposed development locations on site may present challenges associated with noise. Generally, these facilities could see frequent use during the same time periods in the spring, summer and fall. The existing parking lot could be utilized by patrons attending the performance stage, but would limit use for users of other facilities, and the portable toilets as well, could be utilized by all park and performance stage users.

#### **Size/Capacity (Overall Score: 5/5):**

Section 6, Item a.

There are two areas identified for proposed development of the performance stage at the Sliding Hill Skate Park. The first, along Columbus Avenue, is approximately 1.5 acres in size, and offers ample space for a facility that supports the attendance capacity identified (Generally 500, but 1,000+ at times). The second, on the slope between the pond, skatepark and skating rink, is approximately 0.65 acres in size. Attendance numbers in this location are anticipated to be lower than the ideal size of 1,000 patrons. Due to the general size of the overall park, and ability of the site along Columbus Avenue to support large audiences, this site is well suited for the performance stage based on this criteria.



*Skatepark*



*Sledding Hill*



*Archery Range*



*Hockey Rink/Pleasure Skating Rink*

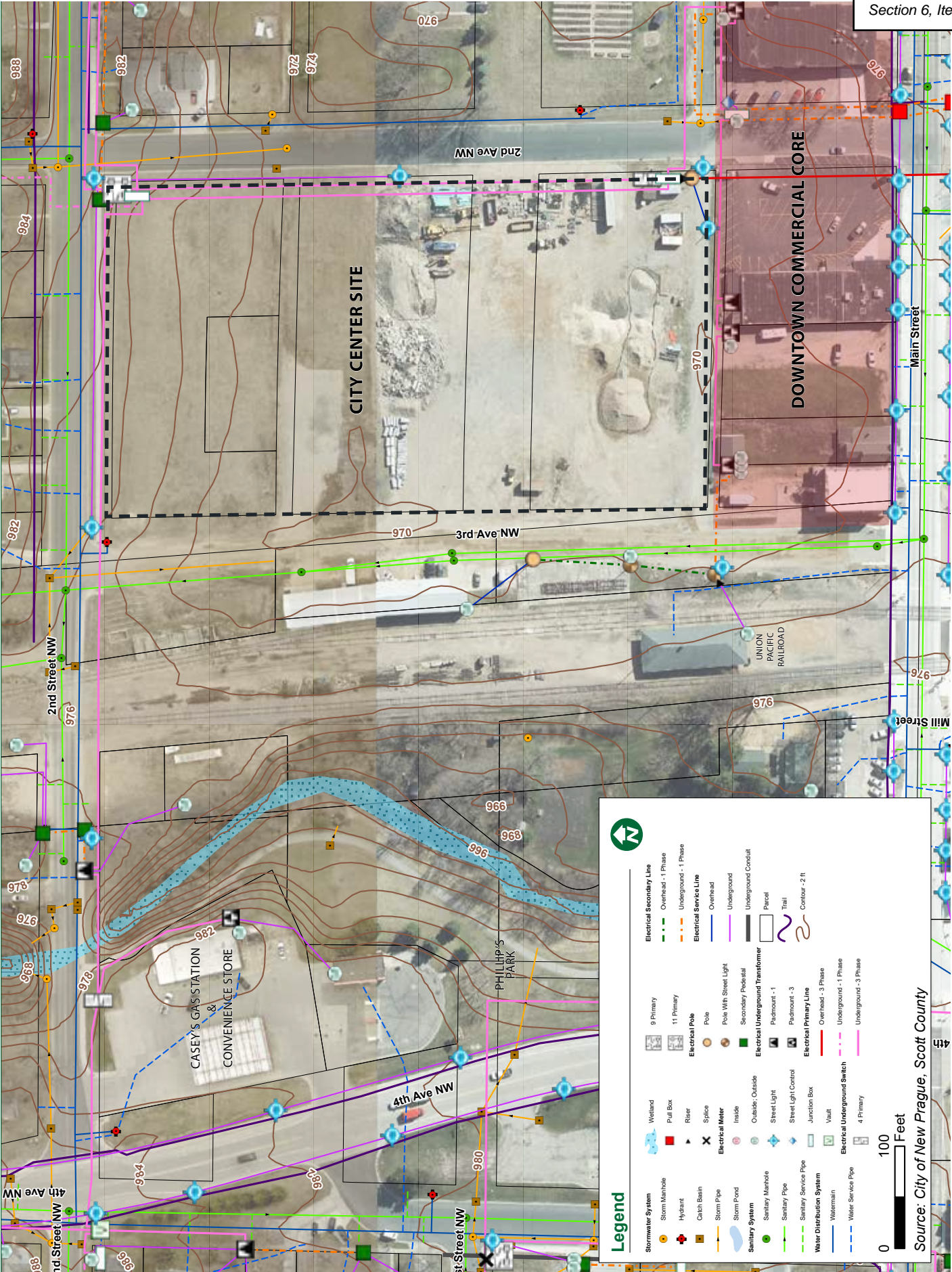


*Warming House*



*Restroom Enclosure & Electrical Cabinets*





Site inventory map of City Center site.



# CITY CENTER SITE

**Property ID:** PID # 24.003.0300, 24.003.0290, 24.003.0210, 24.003.0310.

**Property Description:**

The City Center site is the old mill pond/creamery site situated on the west end of downtown New Prague at the intersection of 2nd Street and 2nd Avenue. The overall property is comprised of a conglomeration of City owned parcels totaling approximately 4.3 acres, which the City actively intends to redevelop. As such, any performance space would need to be carefully coordinated and likely constructed in conjunction with the overall development effort.

Preliminary concept plans for the site identify a mixed use building construction on the north portion of the site that would potentially include a new City Hall facility with high density residential use above, a large stormwater pond on the southern portion of the site, and greenspace between. Several parking lots are also identified in support of the proposed facilities. Based on a separately completed housing study, there is a need for high density residential development to support housing demand in the area, and this site could likely assist in fulfilling that need.

The City Center site is largely a blank slate. All prior structures constructed on site have been removed. A geotechnical review of the site has been conducted including soil borings. Based on this information, the northern half of the site is well suited for building development. The south portion of the site was historically a pond that was filled in, and fill material in this area is generally not conducive to building construction, or would require significant mitigation to support building construction.

## SITE RANKING CRITERIA SPECIFICS:

**On-Site Parking (Overall Score: 3/5):**

The city center site is currently undeveloped, with portions used as a gravel parking lot. Depending on construction of the performance stage and overall development of the site, the gravel lot may be used temporarily for parking needs. A preliminary concept plan for the site includes several off-street parking lots that would accommodate approximately 100 vehicles. It is anticipated that these lots could be used for events at the POPS in the long term. While they may not meet all parking needs for the facility, they would offset any parking needs off site or on adjacent streets.

**Off-Site Parking: (Overall Score: 1/5):**

Off-site parking at the City Center facility is generally limited to on-street parking on adjacent roadways, including single family residential neighborhoods, and the City's downtown. Parking for events, especially in the downtown, may restrict parking for other patrons of businesses in the area, and is generally not desirable in residential areas. City staff have indicated that 2nd Street NW is a state aid route and on-street parking may be restricted along the City Center sites extents.

**Utilities (Overall Score: 5/5):**

The City Center site is well serviced by utilities necessary for the development of the performance stage and supporting facilities. Primary overhead 3 phase power currently extends to the SE corner of the site from the south, and underground 3 phase runs along the east and north extents of the site.

A watermain runs along 2nd Street NW on the north side of the site, with a hydrant situated in the northwest corner of the site.





While a permanent restroom facility is not anticipated on-site, sanitary sewer runs along the western edge of the site along 3rd Avenue NW.

#### **Restroom Proximity (Overall Score: 1/5):**

There are currently no permanent public restroom facilities in proximity of the City Center site. As such, patrons would need to utilize restroom facilities in private businesses, or portable toilets would need to be provided for events. It is possible that future development on the site could integrate a restroom facility that could be utilized by the public during events at the POPS facility, though this would need to be coordinated with the overall development project.

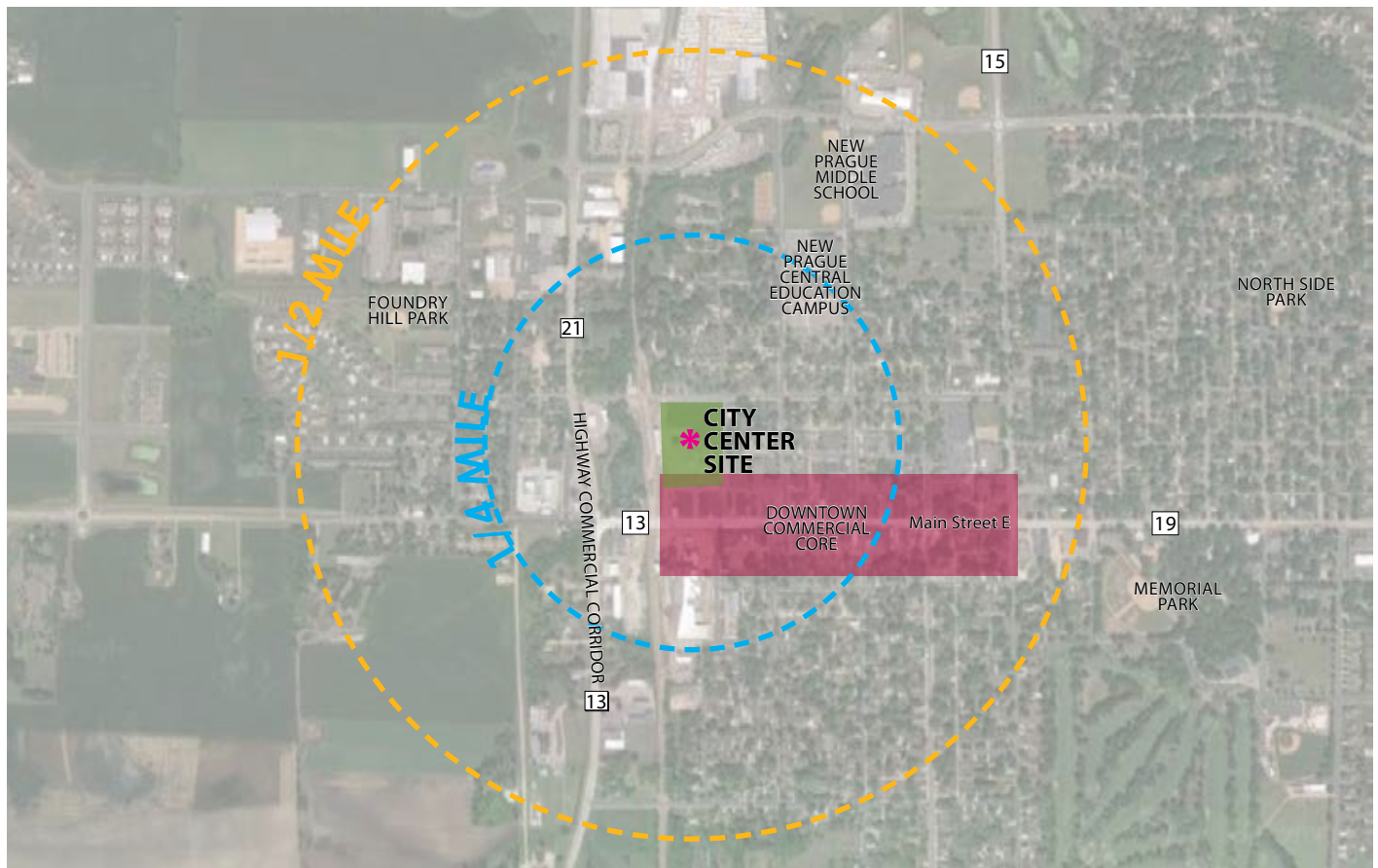
#### **Topography (Overall Score: 2/5):**

The City Center site is relatively flat, generally sloping from north to south from a high point in the northeast corner of approximately 980,

to a low point on the southern portion of approximately 970. This slope is generally conducive to the development of the performance stage facility, but that facility would ultimately need to be designed in conjunction with surrounding development. Based on previously completed analysis, the northern portion of the site where much of the topography occurs is the primary location identified for building development, largely eliminating potential for a terraced seating approach to the facility.

#### **Existing Vegetation (Overall Score: 1/5):**

The site is currently void of any vegetation beyond mown lawn. As such, tree removals or impacts to other ecosystems would largely not be impacted, though the site is generally not providing any benefits in this regard currently. Generally, tree plantings around the facility are beneficial to provide shade, mitigate sound, and provide visual buffers



**Location of City Center (Central Park) site in relation to the community and supporting uses.**

from surrounding areas. Trees planted as part of the project would likely take 10+ years to reach a functional size in this regard, so timing and overall functionality of landscaping should be considered.

#### **Adjacent Land Use/Noise Conflicts (Overall Score: 2/5):**

The City Center Site is bordered on the north by low density residential, the east by low density and high density residential, the south by commercial businesses along Main Street, and to the west by the railroad and associated uses. Generally, train traffic through the city is infrequent, but does occur, so consideration should be given to this possibility. Residential uses on the north and east should be considered and opportunities to mitigate noise pollution considered. Overall development on the site, and orientation of the facility are two factors that could assist in minimizing impacts to these surrounding residents.

#### **Accessibility, Proximity and Community Context (Overall Score: 4/5):**

The City Center site is situated centrally within the community, in close proximity to the City's downtown, several city parks, and a large number of residences. Access is available by car, bicycle, and on foot. A sidewalk is present along 2nd Street NW, connecting the site to the surrounding neighborhoods, and businesses. With the site's gentle slope and limited topography, ADA access would be easily achievable within the performance space and throughout the site with supporting trail and sidewalk networks.

#### **Proximity to Supporting Uses/Businesses (Overall Score: 5/5):**

The City Center site is well situated on the west end of downtown New Prague. This location would allow patrons to easily patronize local downtown businesses including shops, bars and restaurants. Caseys General Store is

within walking distance to the west people to easily get beverages and snacks for events as well.

#### **Supporting Park Amenities (Overall Score: 1/5):**

The site does not currently include any supporting amenities.

#### **Size/Capacity (Overall Score: 5/5):**

The City Center site offers opportunities for development of a facility of an appropriate size to meet the needs as identified by the POPS committee, and to facilitate community functions. Ultimately, it is anticipated the facility would need to be designed in conjunction with the surrounding development to ensure a seamless and cohesive design, with building and stormwater design playing a key role in the configuration and orientation of the performance stage facility.

This page intentionally left blank.







# MEMORIAL PARK

Property ID: PID # 23.999.0090

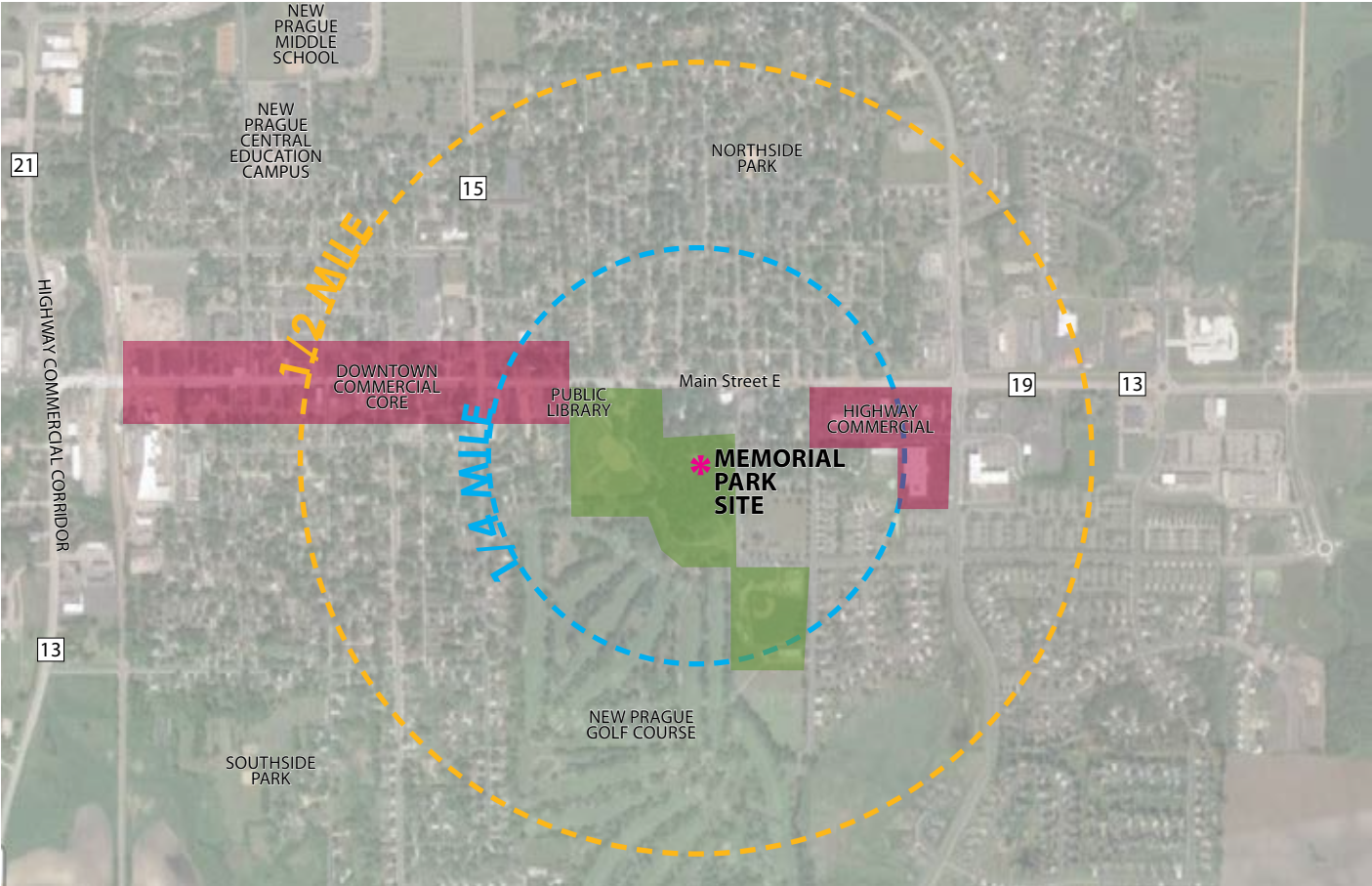
## Property Description:

The Memorial Park site is situated in the northeast corner of Memorial Park, just north of the Park Ballroom building. The park was originally established in 1921, when the City purchased 15 acres of property for recreation. At the time, a master plan was completed, and the park was dubbed “New Prague Park”. While the parks configuration varies from the 1921 plan, the intent is generally maintained, with similar uses and programming. An updated master plan for the park was completed in 2004 and identified a potential bandshell structure west of Park Street. Ultimately this updated plan was voted down in a referendum.

A large portion of the park is generally flat,

with some rolling topography, including the site identified for the POPS facility. Today, the park encompasses approximately 62 total acres including the park and golf course, with an additional 14 adjacent acres where Memorial Park Baseball Field is situated.

The Park is centrally located in the community on the east end of downtown and is in close proximity to more recent commercial development to the east. The park includes a number of other amenities that provide both opportunities and challenges relative to the development of the performance stage. Most notably, concerns have been expressed related to availability of parking and congestion in the area based on overall park programming on performance stage event days.



Location of Memorial Park site in relation to the community and supporting uses.



## SITE RANKING CRITERIA SPECIFICS:

### On-Site Parking (Overall Score: 1/5):

Memorial Park includes several small off-street parking lots that could be utilized for events. These lots are shared among all park users, so depending on programming of the parks amenities, there could be parking shortages. While the inclusion of on-site parking is not a top priority for many, especially given the amount of off-site parking generally available in proximity to the three sites, it is an important consideration for those with disabilities and older residents who may have mobility impairments.

### Off-Site Parking: (Overall Score: 3/5):

Off-site but in close proximity to the proposed performance stage location, the baseball stadium and ballroom provide additional parking opportunities for performance stage patrons. On-street parking is generally available throughout the surrounding area with no major parking restrictions in place. Due to the site's central location and proximity to community residents, we anticipate lower parking demand compared to the other sites under consideration.

### Utilities (Overall Score: 5/5):

The Memorial Park site is well serviced by utilities. Underground electrical lines are in close proximity to the site including a 3-phase line running down the east side of Lexington Avenue, and a 1-phase secondary line running through the park just west of the proposed POPS site. Water is also in close proximity with watermain running underneath Lexington Ave S, and under 2nd Street E to the west. Additionally, a water service line extends from the north into the proposed POPS site to the location of a former building. While the park has an existing restroom building near the playground, sanitary pipe is also present under Lexington Ave S, with several service lines

extending to the park boundary.

Section 6, Item a.

### Restroom Proximity (Overall Score: 4/5):

Permanent public restroom facilities are available within walking distance of the proposed development area adjacent to Park Street and the Memorial Park playground. Additional portable toilets could be brought to the site for events as needed.

### Topography (Overall Score: 5/5):

The Memorial Park site includes portions of flat lawn space and a hillside that generally slopes from south to north, with the Park Ballroom situated at the top of the slope to the south. Total grade change on the slope is approximately 12 feet over a distance of 300 feet (approximate slope of 4%) from an elevation of 1008 near the Ballroom, down to 996 near the sand volleyball courts. This gentle slope would allow for the development of a sloped/terraced facility of ample size to satisfy the needs of the POPS facility.

### Existing Vegetation (Overall Score: 3/5):

Memorial Park is a beautiful and well-established park that includes large mature overstory tree plantings throughout the park and proposed development area. Trees are well distributed throughout the project area, and include various species including Oak, Maple, Ash, Cedar, and others. During discussions with the committee, feedback provided identified Oak and Maple trees as high priority for preservation over other species, and that Ash Trees, due to EAB, could/should be removed. Beyond the mature tree cover, vegetation in the project area is limited to mown grass. Ultimately development will impact the tree canopy but could be done strategically to minimize such impacts. New trees could also be planted to supplement the existing tree canopy and fill gaps generated by the

project.

**Adjacent Land Use/Noise Conflicts (Overall Score: 2/5):**

The Memorial Park site is bordered on the south and east by single family residential use, the north by the Park Ballroom, and the west by additional park facilities. Consideration will need to be given to orientation of the facility, hours of events, and other mitigation measures to minimize impacts on neighboring residents. The Park Ballroom hosts events that may overlap with events at the performance stage facility. Additionally, the ballfield and other park uses could bring outside noise and congestion to the area.

**Accessibility, Proximity and Community Context (Overall Score: 5/5):**

The Memorial Park site is centrally situated within the community, in close proximity to the City's downtown, and a large number of residences. Access is available by car, bicycle, and on foot. Sidewalk connections are generally available throughout the park and extend into surrounding neighborhoods and the City's downtown. With the site's gentle slope, ADA access would be achievable within the performance space and throughout the site with supporting trail and sidewalk networks.

**Proximity to Supporting Uses/Businesses (Overall Score: 4/5):**

Memorial Park and the proposed development area are near many downtown businesses including bars and restaurants. Hy-Vee is a few blocks east of the site, and several other restaurants and convenience stores are just east of the location. The Public Library is also within walking distance of the site in the northwest corner of the park.

**Supporting Park Amenities (Overall**

Section 6, Item a.

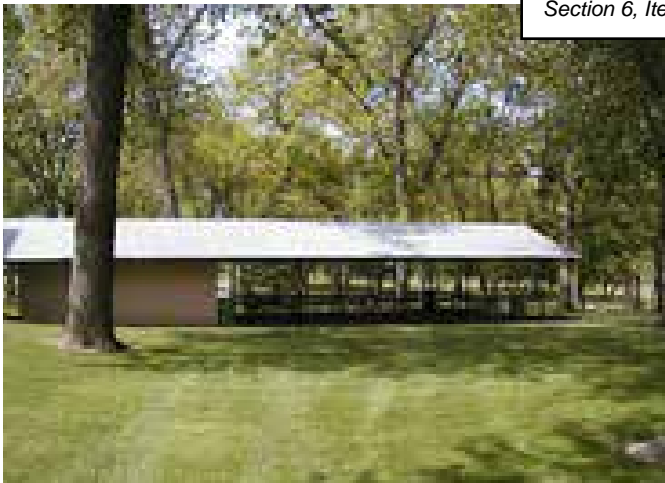
Memorial Park is a well-established community park with an abundance of supporting amenities. Near the proposed development site are several large picnic shelters, horseshoe pits, and sand volleyball courts. A short walk from the site is a public restroom facility, and generously sized playground. Additional amenities at the park include two baseball fields, Memorial Park baseball stadium, several parking lots, and the Public Library. Many of these uses cater to youth who can be entertained nearby while parents attend functions at the performance stage.

**Size/Capacity (Overall Score: 5/5):**

Memorial Park is a large and well-established park with ample space available for the development of the performance stage. Based on the proposed development area, there would likely be impacts to either an existing picnic shelter or sand volleyball courts. The existing hillside could be used in the interim as seating for patrons and could be modified into a more formal spectator area as funding becomes available. It is anticipated this location could easily accommodate gatherings of 1,000+ for large events.



*Memorial Park Ballfield*



*Picnic Shelter*



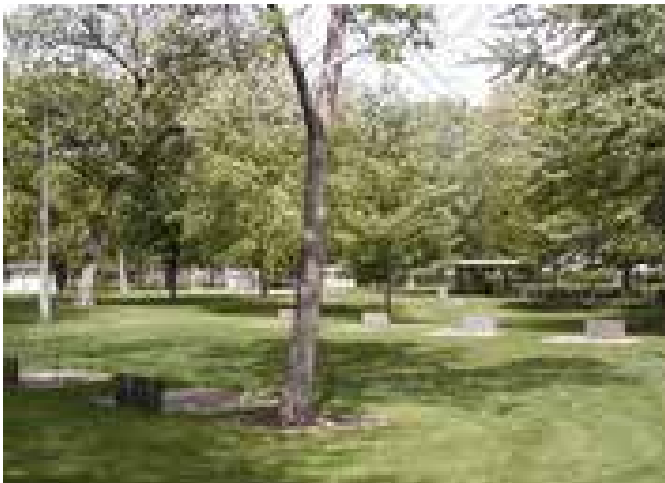
*Playground*



*Sand Volleyball Courts*



*Restrooms & Picnic Shelter*



*Horseshoe Pits*

This page intentionally left blank.





*Buffalo Sturgis Park Bandshell Image & Site Plan, Buffalo, Minnesota*

## 04 PRECEDENT PROJECTS

Prior to development of site concepts, several existing performance space projects were reviewed to better understand key components such as proportions, potential configurations, and general site impacts. While there is a general understanding that the type of facility desired by POPS would include a sloping lawn space for patrons, and that the first phase of the project likely will focus primarily on the performance stage itself, site constraints and existing topography ultimately drove the concept designs. Facilities reviewed included the following:

- Buffalo Sturgis Park Bandshell
- Shakopee Huber Park Amphitheater
- New Ulm German Park Amphitheater
- Marshalltown West End Park Performance Lawn

A summary of each project and associated imagery is provided for reference in this section of the report.

### **Buffalo Sturgis Park Bandshell:**

The Sturgis park bandshell is a multi use performance space within Sturgis Park, situated in close proximity to the City's downtown, with Buffalo Lake as its backdrop. The bandshell itself is a robust construction with three fully enclosed sides measuring approximate 45'x35' in size. The spectator area of the venue is comprised of terraced lawn seating areas, with terraces intended to easily allow patrons to set up lawn chairs, and slopes allowing for blankets. ADA accessible routes are interwoven into the venue to allow easy access for patrons.

### **Shakopee Huber Amphitheater:**

The Huber Amphitheater, located in Huber

Park, is a multi use park facility situated in close proximity to downtown Shakopee on the shores of the Minnesota River. The amphitheater includes a hardscape spectator area near the stage, several cast stone seating terraces with lawn between, and a large, open, sloped lawn for overflow seating behind. If these areas fill to capacity, spectators can spill into adjacent areas around the park for viewing. The stage structure itself is a large prefabricated steel structure on a raised concrete stage, with dimensions of approximately. 45'x40'. A central staircase and meandering trail system provide pedestrian and vehicular access throughout the space.

### **German Park Amphitheater:**

The German Park amphitheater, situated in German Park within the city's downtown core, is a concrete construction hard surface amphitheater with a capacity of approximately 500 patrons. Seating consists of cast stone terrace seat walls, with concrete surfacing between. The seating area was designed to integrate into the park's existing hillside, and allows performers to use either the flat, uncovered stage area at the base, or the bandshell directly behind. The City has indicated that the design of the bandshell is not very useful due to the stages height, and the thick railing around the perimeter, so often performers use the flat uncovered stage area instead. The stage area is approximately 50'x25', and the bandshell approximately 35'x35'. Vehicular access is available via a paved parking lot turnaround directly adjacent to the stage, and stairs, sidewalks and trails provide ADA access throughout the facility.

### **Marshalltown West End Park:**

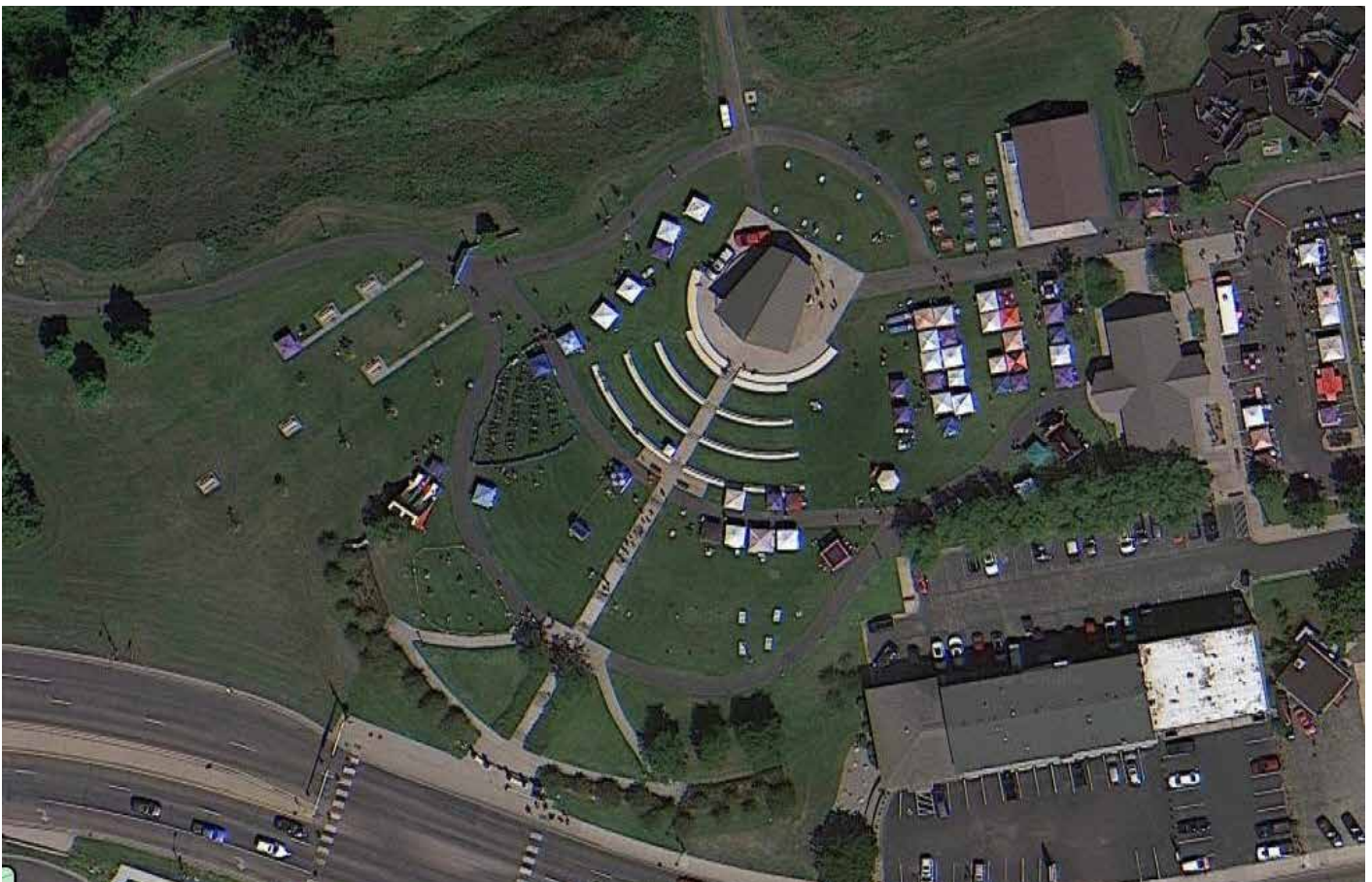
The West End Park Performance Lawn is



situated in the aptly named West End Park, on the west end of Marshalltown, Iowa. The site is generally situated within a residential neighborhood, and directly adjacent to single family and multi family homes, and Franklin Elementary School. The performance lawn has an approximate capacity of 600 patrons, though spectators often find seating in other

areas of the park offering views of the stage. The stage itself is a prefabricated structure of steel and timber, fully open on the sides, on an elevated concrete stage, and measures approximately 30'x25'. The lawn includes a circulating sidewalk around the perimeter, allowing ADA access throughout the site.

Section 6, Item a.



**Shakopee Huber Park Amphitheater Image & Site Plan, Shakopee, Minnesota**





German Park Amphitheater Image & Site Plan, New Ulm, Minnesota





**West End Park Performance Lawn, Marshalltown, Iowa**

For each of the three sites under consideration, Bolton & Menk developed two unique site concept/massing diagrams. These diagrams are conceptual and are intended to provide a general understanding of potential site development configurations, and convey information including:

- The type of facility possible within the defined site (i.e. flat lawn event space, terraced seating, combination of both, etc.)
- Size/capacity of a potential facility. To quantify capacity numbers, terraced or linear seating concepts utilized a measure of 2.5 linear feet per individual, and open lawn or hillside concepts utilized a measure of 20 square feet per spectator.
- Opportunities for site circulation, parking and access. Consideration was given to ensure any generated concepts could accommodate ADA access, circulate people throughout the space, and provide vehicular access to proximity of the stage for loading/unloading of equipment and maintenance purposes.
- Opportunities for supporting facilities, multi-use spaces, etc. We understand that a performance space is utilized in targeted periods for special events. As such, if effectively designed, the space may serve multiple purposes and user groups.

Concepts generated as part of this task adhere (to the extent possible) to the criteria identified by the committee in the RFP process that are presented in the introduction/background section of this report, and as follows:

- The attendee area should be large enough to accommodate 500+ people, with possible

expansion to a larger number for special events.

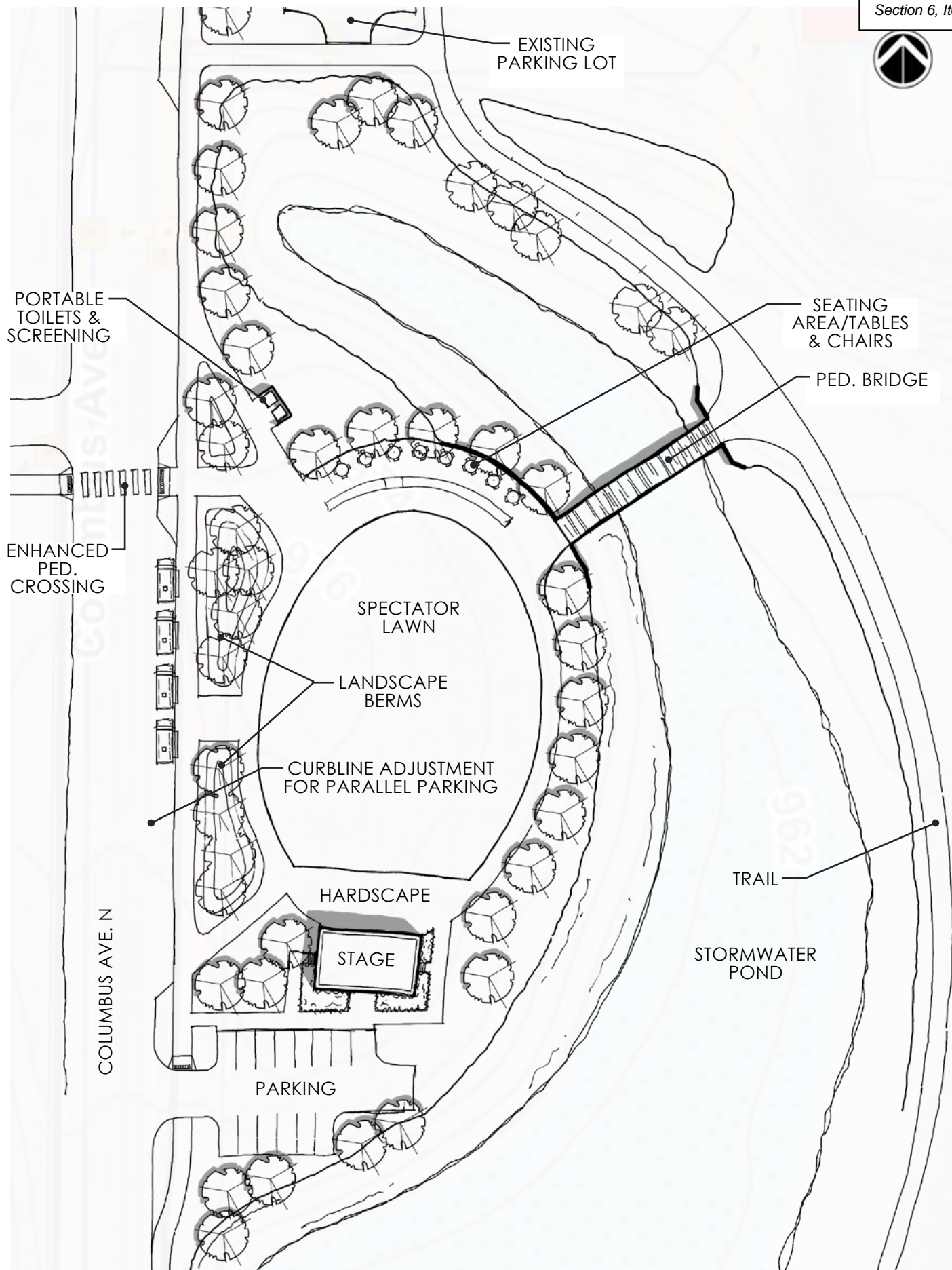
- Primary use of the facility will be for music, dance and theatre presentations.
- Goal is a facility enclosed on three sides, with possibility for storage, depending on money raised.
- Current plans call for an open-seating, grassy area where attendees will bring chairs, blankets, etc., to view the events. It may be graded. A completely structured amphitheater (with seating, etc.) is possible, but not in the first phase of this project.
- The structured performing space should be able to accommodate a group size that would include a community band (25+), large choirs, other bands, theatre groups (including musicals with large ensembles), dance teams, etc.
- Access to water, sewer and electricity (all utilities) needs to be considered.
- Parking, sidewalks/walkways/trails also should be considered.

While these concepts provide a glimpse of possible development patterns on the site, and the size and type of facility the site will support, these plans are purely conceptual, and a comprehensive design process would need to be undertaken upon completion of the site selection study to determine a final facility configuration.

## Cost Estimates

In addition to the two massing concepts generated for each site, one preliminary cost estimate was also developed for each of the three sites. These high level cost estimates are intended to aid in future planning and fundraising efforts. Additional information on these estimates is available in section 02-The Process, of this report.





Sliding Hill Skate Park Site Plan Concept A

# SLIDING HILL SKATE PARK CONCEPTS

## Concept A

Concept A for the Sliding Hill Skate Park is focused on development of the 1.5 acre lawn space along Columbus Avenue west of the stormwater pond. This area is generally flat, consisting of mown lawn, with an overall topographic change of +/- 2'. As such, this space generally supports development of a flat-event-lawn-type-facility. As shown in the concept sketch, the lawn area supports an audience of approximately 900 patrons, while hardscape near the stage area would support an addition 100-150 patrons.

Beyond the event lawn itself, the concept explores the addition of a secondary off-street parking lot south of the stage facility, providing an additional 14-15 parking stalls, and direct access to the stage for loading/unloading/staging for events. The concept also shows modifications to the eastern curb line along Columbus Avenue to accommodate parallel parking, providing additional parking for events, and explores the addition of a pedestrian crossing on Columbus Avenue to allow patrons parking at the high school to more safely traverse the roadway and get to events.

Circulation on site is provided via several sidewalk connections to the existing Columbus Avenue trail/greenway. The event lawn would be wrapped with sidewalk facilities offering opportunities for multiple uses including farmer's markets/art fairs, and other gatherings. The concept shows a pedestrian bridge across the existing stormwater pond to allow further connections throughout the site and the parks other amenities.

As the site is largely open to the elements,

including strong winds, landscaping play an important role in the development of the space. The concept sketch shows several landscaped berms separating the performance stage and open lawn space from Columbus Avenue, and significant tree plantings throughout the area. Evergreen trees would aid with visual and audible screening, while overstory trees would be essential to providing patrons with relief from the sun. We anticipate these tree plantings could take upwards of 10 years to mature to an effective scale.

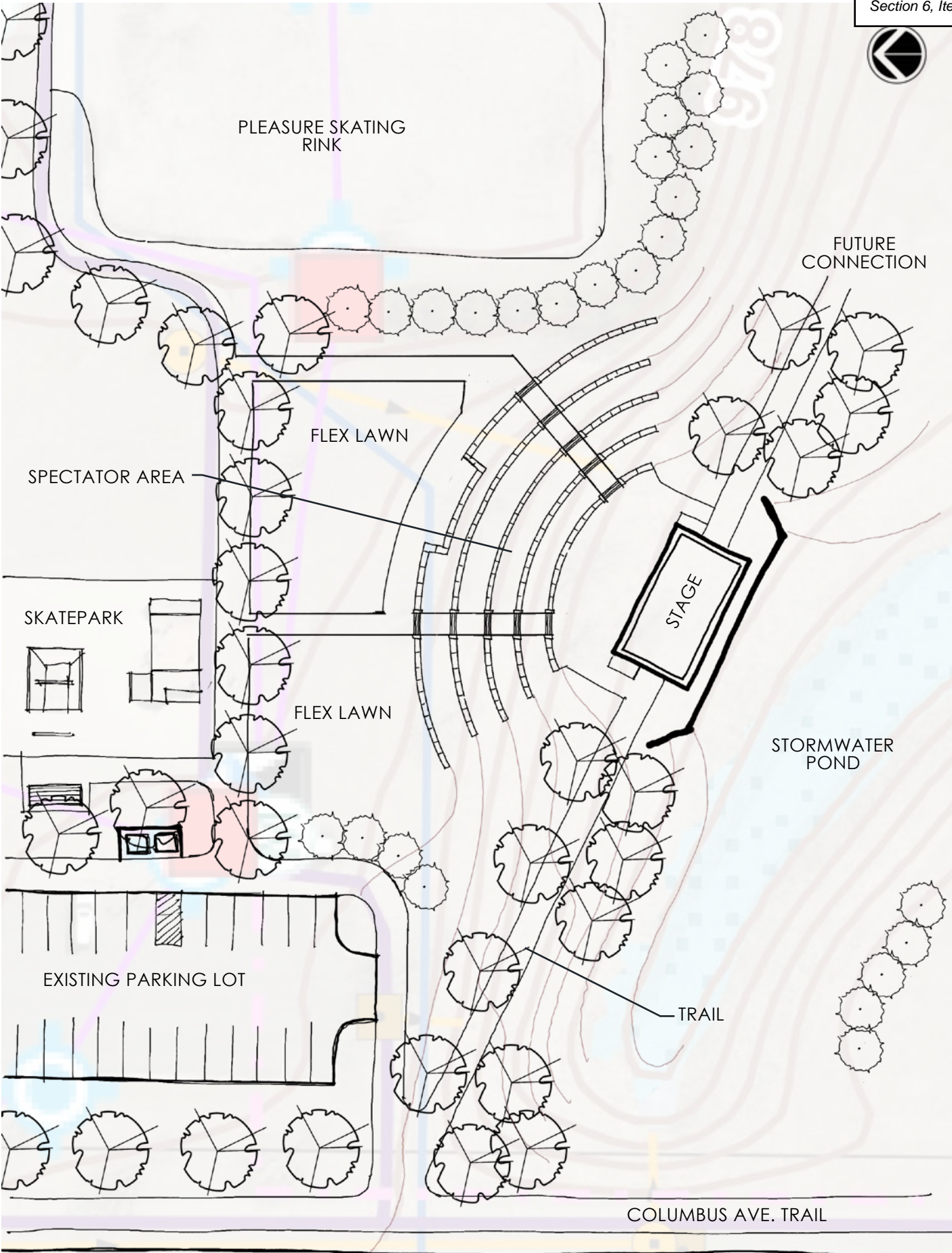
## Concept B

Concept B for the Sliding Hill Skate Park focuses on utilizing land situated between the existing parking lot and skatepark, the storm water pond, and the hockey rink. This area includes both a portion of flat lawn space, and a hillside with an overall elevation change of approximately 12'. Due to the significant changes in topography, and the relatively narrow construction envelope, any performance space development in this area is anticipated to be stone or concrete wall construction, and more in line with a traditional amphitheater type installation.

The performance stage itself would be situated adjacent to the storm water pond, facing northeast. To accommodate the stage, a wall may be necessary on the backside to retain and provide a suitable building pad. Consideration should be given for potential impacts to the pond and its current functionality. If impacts are necessary in this area, expansion of the pond may be necessary in other locations.

The spectator area of the performance stage as noted, is anticipated to be hard edge seat walls, with concrete or paver terraces between. Based on preliminary takeoffs, we anticipate this facility would support an





Sliding Hill Skate Park Site Plan Concept B

audience size of approximately 600 patrons.

The concept includes two staircases traversing the seating walls, with sidewalks leading from the park facilities to the north, through a flatter lawn gathering and seating area, down to the performance stage. A direct trail connection is proposed to bring

users, maintenance, and equipment to the stage from the existing trail along Columbus Avenue. This proposed trail could ultimately terminate at the stage, or extend through or around the stage to provide a recreational trail facility linking users further into the park grounds.

### Sliding Hill Skate Park - Concept Plan A - Preliminary Engineer's Estimate

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Price	Notes
----------	------	--------------------	------	------------	-------------	-------

#### Phase 1: POPS Stage

1	MOBILIZATION	1	LUMP SUM	\$88,000.00	\$88,000.00	~10% of Construction Costs
2	STAGE STRUCTURE	1	LUMP SUM	\$750,000.00	\$750,000.00	Foundation, Structure, Stairs/Ramps, A/V Equipment, and Other Essential Items
3	ELECTRICAL UTILITIES	1	LUMP SUM	\$30,000.00	\$30,000.00	Assumes use of existing transformer, panel in performance stage structure, conduit + wiring
4	EROSION & SEDIMENT CONTROL	1	LUMP SUM	\$4,000.00	\$4,000.00	Silt Fence, Inlet Protection, Rock Construction Entrance, etc.
5	SITE GRADING & PREPARATION	1	LUMP SUM	\$10,000.00	\$10,000.00	Earthwork, Excavation for subbase and foundation
6	4" CONCRETE WALK	800	SQ FT	\$9.00	\$7,200.00	Concrete Walk from Parking Lot to Stage and Stage Access
7	PARKING LOT	1	LUMP SUM	\$60,000.00	\$60,000.00	Bituminous Parking Lot, Curb + Gutter, Striping
8	STORM SEWER	1	LUMP SUM	\$15,000.00	\$15,000.00	For Parking Lot
9	SITE RESTORATION	1	LUMP SUM	\$5,500.00	\$5,500.00	Topsoil + Seeding

Subtotal \$969,700.00

20% Contingency \$193,940.00

**Phase 1 Project Total \$1,163,640.00**

#### Phase 2: Site Development

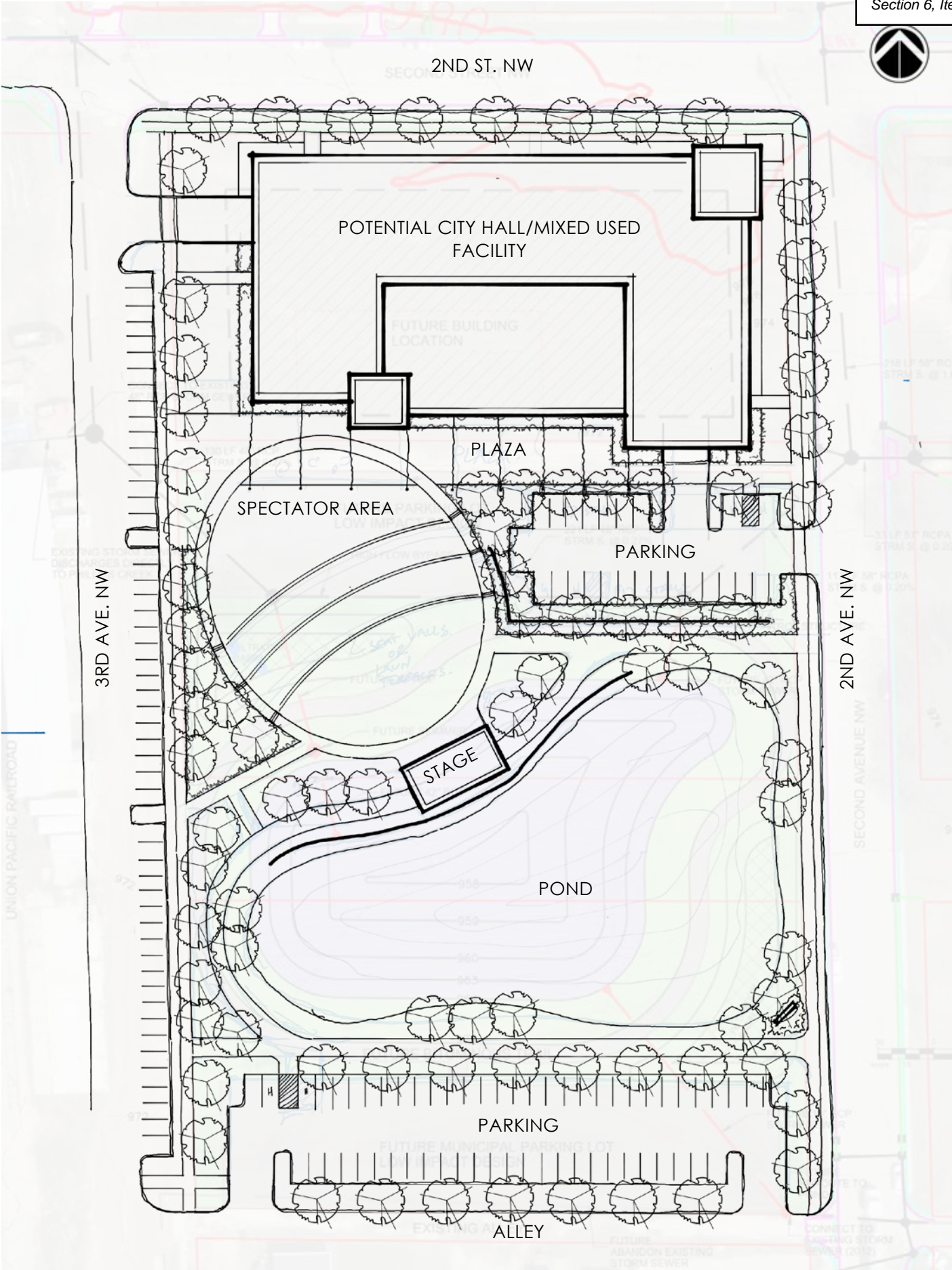
1	MOBILIZATION	1	LUMP SUM	\$37,000.00	\$37,000.00	~10% of Construction Costs
2	EROSION & SEDIMENT CONTROL	1	LUMP SUM	\$8,000.00	\$8,000.00	Silt Fence, Inlet Protection, Rock Construction Entrance, etc.
3	SITE GRADING & PREPARATION	1	LUMP SUM	\$35,000.00	\$35,000.00	Earthwork, Excavation for subbase and foundation
4	4" CONCRETE WALK	14500	SQ FT	\$9.00	\$130,500.00	Includes all Concrete Walk Not Accessed By Vehicles
5	BITUMINOUS TRAIL	3200	SQ FT	\$8.00	\$25,600.00	Trail East of Pond, Connection from Bridge to Existing Parking Lot
6	RETAINING WALL	1	LUMP SUM	\$20,000.00	\$20,000.00	Retaining Wall Adjacent to Pond
7	PEDESTRIAN BRIDGE	1	LUMP SUM	\$100,000.00	\$100,000.00	Pedestrian Bridge Crossing @ Detention Pond
8	PORTABLE TOILET ENCLOSURE	1	LUMP SUM	\$6,500.00	\$6,500.00	Trex Screen Fence, 8' Height for 2 Portable Toilets
9	OVERSTORY TREE - 2.5" CAL. B&B	45	EACH	\$700.00	\$31,500.00	Trees Around Site for Shade and Screening
10	SITE RESTORATION	1	LUMP SUM	\$10,000.00	\$10,000.00	Topsoil + Seeding

Subtotal \$404,100.00

20% Contingency \$80,820.00

**Phase 1 Project Total \$484,920.00**





City Center (Central Park) Site Plan Concept A

## CITY CENTER SITE CONCEPTS

### Concept A

Concept A for the City Center site assumes construction of a mixed-use building on the north portion of the site, and a large stormwater pond facility on the south side of the site, as identified in concept plans generated by the City for the property. Based on this plan, the performance stage facility takes place along the western edge of the site and aims to work in conjunction with what has been discussed in meetings as a potential City Hall and medium-high density residential complex. Positioning in this area of the site buffers adjacent single family residential to the north and east from impacts of the facility and provides a parklike setting for nearby residents when performances are not occurring. Based on the frequency and timing of trains traveling through the community, we anticipate minimal disruptions from train traffic, but it is a possibility.

The spectator area for the facility would be large enough to accommodate crowds of approximately 1,000 patrons between open lawn seating, stone seat walls, and hardscape plaza type areas. The stone walls could be strategically used to define space, and provide elevation for better viewing, making the space comfortable for smaller events and audiences, as well as larger audiences.

Access to the stage for equipment would be via the sites trail system, allowing vehicles to drive through the stage itself for ease of access. If not desired, a trail could be routed behind the stage to accommodate drop off of equipment as well.

Parking would be provided in public parking lots constructed in conjunction with the

redevelopment project. It is anticipated that public restroom facilities could be integrated into the adjacent building.

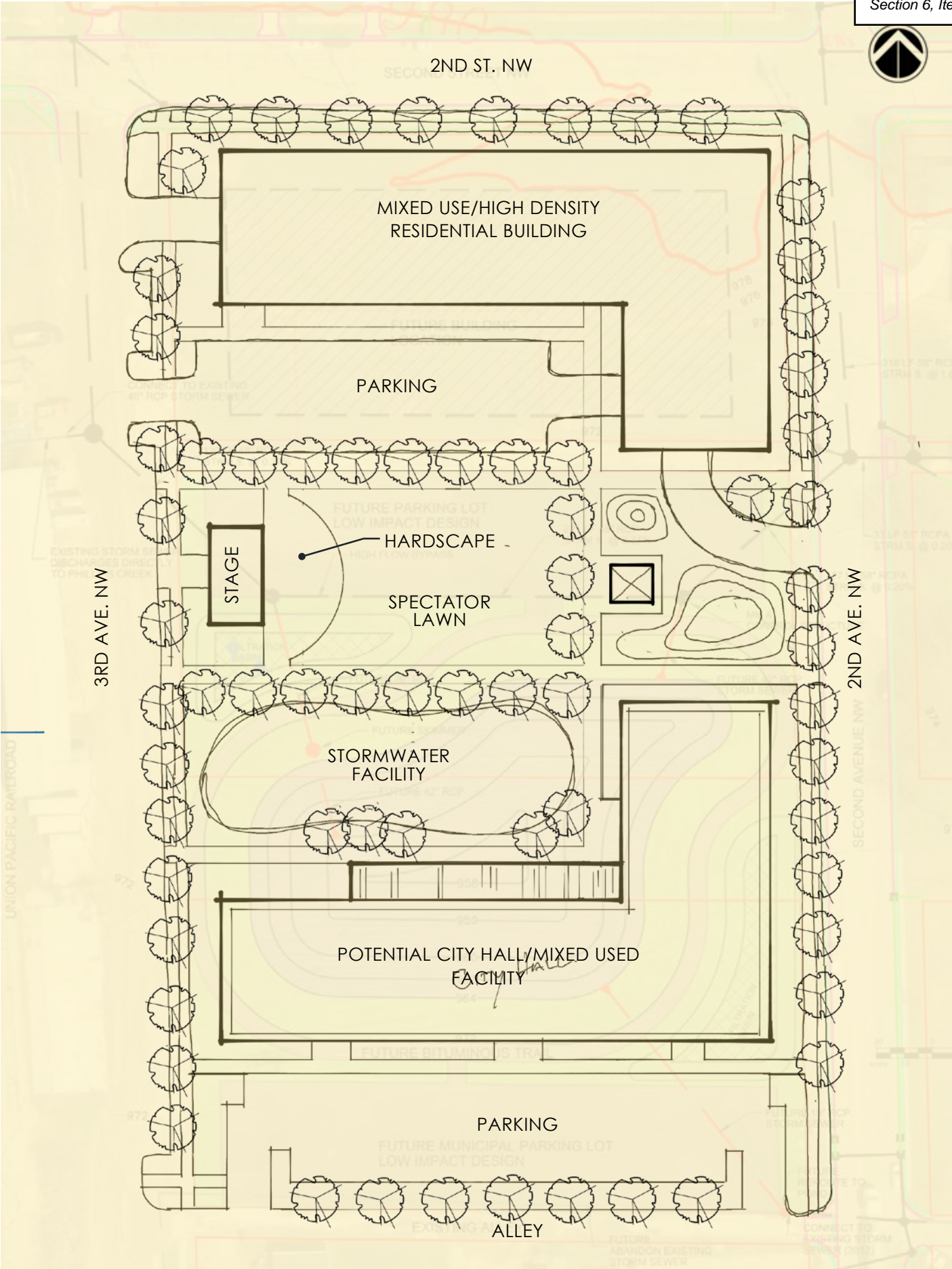
### Concept B

Concept B for the City Center site explores opportunities for more extensive development of the City Center site by constructing a second mixed use or high-density residential building (2 total buildings). The concept generally configures the site to include a mixed-use building on the south end of the site that would include potential relocation of City Hall, with high density residential units above, and a dedicated high density or mixed use building on the north end. Beyond the buildings themselves, supporting infrastructure including parking lots and green space would anchor the development.

In this development concept, the performance space would take the form of an event lawn, with the stage situated along the western edge of the site, and lawn running east/west in orientation between the two building envelopes. When not in use for events, this area could also serve as a community gathering space, and open flexible lawn space. Sidewalks would provide circulation through the site, and connections to the building development projects.

Similar to Concept A, due to the level of site modifications required to accommodate construction of the various components, construction of the performance lawn would likely need to occur in conjunction with the development of at least one phase of the overall development plan. Additionally, based on feedback from City staff, it is anticipated that significant soil mitigation efforts would need to be undertaken on the southern portion of the site to support any future building construction, and due to the extensive development, underground stormwater facilities would need to be





City Center (Central Park) Site Plan Concept B

considered in the areas of the performance lawn and parking lots.

### City Center - Concept Plan A - Preliminary Engineer's Estimate

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Price	Notes
----------	------	--------------------	------	------------	-------------	-------

#### Phase 1: POPS Stage

1	MOBILIZATION	1	LUMP SUM	\$85,000.00	\$85,000.00	~10% of Construction Costs
2	STAGE STRUCTURE	1	LUMP SUM	\$750,000.00	\$750,000.00	Foundation, Structure, Stairs/Ramps, A/V Equipment, and Other Essential Items
3	ELECTRICAL UTILITIES	1	LUMP SUM	\$20,000.00	\$20,000.00	Assumes use of existing transformer, panel in performance stage structure, conduit + wiring
4	EROSION & SEDIMENT CONTROL	1	LUMP SUM	\$3,000.00	\$3,000.00	Silt Fence, Inlet Protection, Rock Construction Entrance, etc.
5	SITE GRADING & PREPARATION	1	LUMP SUM	\$10,000.00	\$10,000.00	Earthwork, Excavation for subbase and foundation
6	RETAINING WALL	1	LUMP SUM	\$40,000.00	\$40,000.00	Retaining Wall Between Pond and Stage
7	BITUMINOUS TRAIL	1600	SQ FT	\$8.00	\$12,800.00	Trail/Vehicular Access to Stage
8	SITE RESTORATION	1	LUMP SUM	\$5,000.00	\$5,000.00	Topsoil + Seeding

Subtotal \$925,800.00

20% Contingency \$185,160.00

**Phase 1 Project Total \$1,110,960.00**

#### Phase 2: Site Development

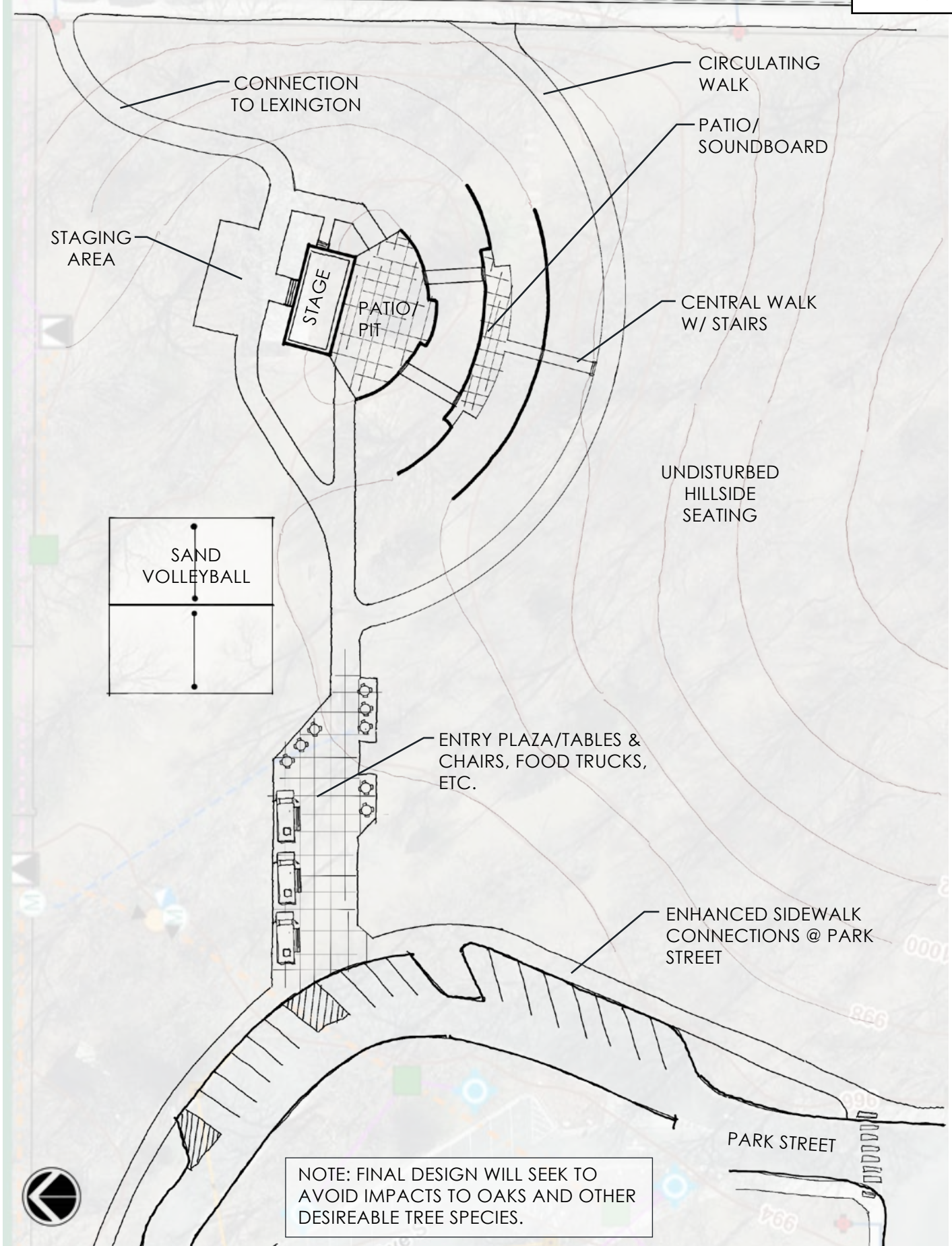
1	MOBILIZATION	1	LUMP SUM	\$29,000.00	\$29,000.00	~10% of Construction Costs
2	EROSION & SEDIMENT CONTROL	1	LUMP SUM	\$3,000.00	\$3,000.00	Silt Fence, Inlet Protection, Rock Construction Entrance, etc.
3	REMOVAL OF EXISTING TREES	1	LUMP SUM	\$8,000.00	\$8,000.00	Selective Tree Removals (Focused on Ash Trees, Other Species Minimized)
4	SITE GRADING & PREPARATION	1	LUMP SUM	\$20,000.00	\$20,000.00	Earthwork, Excavation for subbase and foundation
6	4" CONCRETE WALK	7000	SQ FT	\$9.00	\$63,000.00	Includes all Concrete Walk Not Accessed By Vehicles
7	CONCRETE STAIRS	190	SQ FT	\$90.00	\$17,100.00	Includes Stairs & Foundations
8	LIMESTONE BLOCK SEAT WALL	460	LIN FT	\$300.00	\$138,000.00	Includes Limestone Block, Aggregate Base & Installation
9	HANDRAILS	50	LIN FT	\$150.00	\$7,500.00	@ Stairs
10	RETAINING WALL	1	LUMP SUM	\$20,000.00	\$20,000.00	Miscellaneous Walls (Near Parking Lot)
11	OVERSTORY TREE - 2.5" CAL. B&B	20	EACH	\$700.00	\$14,000.00	
12	SITE RESTORATION	1	LUMP SUM	\$6,500.00	\$6,500.00	Topsoil + Seeding

Subtotal \$326,100.00

20% Contingency \$65,220.00

**Phase 1 Project Total \$391,320.00**





### Memorial Park Site Plan Concept A

## MEMORIAL PARK CONCEPTS

### Concept A

Concept A positions the performance stage in the location of the current shade structure in the NE corner of the park near Lexington Ave. S, and utilizes the existing wooded hillside for the development of the audience seating area. The concept explores opportunities to provide pedestrian and vehicular access through the site, and integrates with the existing topography to the extent possible.

Pedestrian access is provided through the site in the form of a primary walkway connecting from Lexington Ave S, passing adjacent to the performance stage, and extending to the parking lot along Park Street. Access to the seating areas is provided through secondary sidewalk connections and a central staircase through the audience area.

The primary trail connection through the site would be approximately 12' wide to accommodate vehicular access, allowing for deliveries of equipment to the site. A flexible plaza space on the west end of the walk could be designed to accommodate food trucks, bike parking, and general gathering space.

The seating area for the performance space could be maintained as is in the interim, until funding is available to further develop the space, but the concept assumes future construction of several terraces of stone seating walls, with lawn terraces between, and a sloping hillside generally conforming to the existing grade extending up to the ballroom facility.

One potential drawback to this concept is the orientation as it relates to sound and

acoustics. With the positioning of the sound would be directed to the southwest in the direction of the Park Ballroom, which could cause indiscriminate sound reflections.

### Concept B

Concept B, similar to Concept A, utilizes the existing hillside for the audience seating area of the performance stage. This concept maintains the existing shade structure in place, but would likely require removal and relocation of the two existing sand volleyball courts. While concept A integrates the seating area into a natural bowl shape of topography on the hillside, concept B is generally centered on a ridge line. As such, this concept may require more extensive grading and shaping of the hillside in the long term. This process may ultimately be more costly, and more impactful to the existing tree canopy.

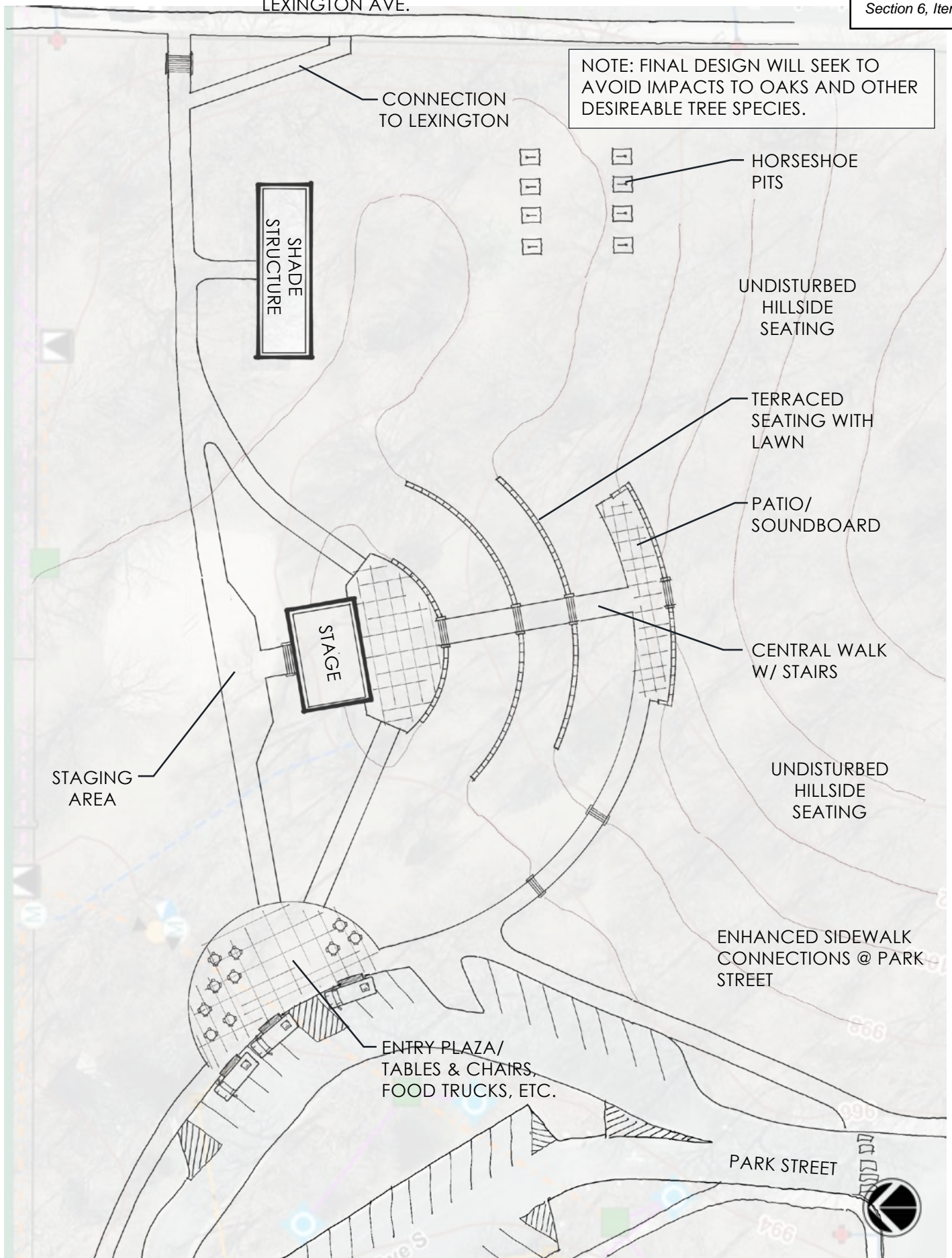
Site circulation with Concept B would generally conform to the overall site design of Concept A, though connections to adjacent amenities (i.e. Park Ballroom, parking lot, etc.) would vary slightly. Vehicular access with this concept would be accomplished through a widened sidewalk connection between Park Street and the Performance Stage.

Whereas concept A would direct some sound toward the ballroom, leading to potential sound quality concerns, this concept would direct sound to the southeast, largely avoiding sound reflection off any building structures.

Ultimately, if the Memorial Park site is selected for development of the performance stage, the design will need to consider removal of existing amenities, mature trees, extent of earthwork, and sound quality, which are all key considerations to a successful performance stage project.



NOTE: FINAL DESIGN WILL SEEK TO AVOID IMPACTS TO OAKS AND OTHER DESIREABLE TREE SPECIES.



**Memorial Park Site Plan Concept B**

## Memorial Park - Concept Plan A - Preliminary Engineer's Estimate

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Price	Notes
----------	------	--------------------	------	------------	-------------	-------

**Phase 1: POPS Stage**

1	MOBILIZATION	1	LUMP SUM	\$83,000.00	\$83,000.00	~10% of Construction Costs
2	REMOVAL OF EXISTING PICNIC SHELTER + CONCRETE SLAB	1	LUMP SUM	\$10,000.00	\$10,000.00	
3	REMOVAL OF EXISTING TREES	1	LUMP SUM	\$5,000.00	\$5,000.00	Selective Tree Removals (Focused on Ash Trees, Other Species Minimized)
4	STAGE STRUCTURE	1	LUMP SUM	\$750,000.00	\$750,000.00	Foundation, Structure, Stairs/Ramps, A/V Equipment, and Other Essential Items
5	ELECTRICAL UTILITIES	1	LUMP SUM	\$25,000.00	\$25,000.00	Assumes use of existing transformer, panel in performance stage structure, conduit + wiring
6	EROSION & SEDIMENT CONTROL	1	LUMP SUM	\$3,000.00	\$3,000.00	Silt Fence, Inlet Protection, Rock Construction Entrance, etc.
7	SITE GRADING & PREPARATION	1	LUMP SUM	\$10,000.00	\$10,000.00	Site Earthwork, Excavation for subbase and foundation
8	6" CONCRETE WALK	1500	SQ FT	\$12.00	\$18,000.00	Concrete Walk Connection from Park Street to Stage, ~10' Wide Sidewalk + Staging Area
9	SITE RESTORATION	1	LUMP SUM	\$5,000.00	\$5,000.00	Topsoil + Seeding

Subtotal \$909,000.00

20% Contingency \$181,800.00

**Phase 1 Project Total \$1,090,800.00****Phase 2: Site Development**

1	MOBILIZATION	1	LUMP SUM	\$33,000.00	\$33,000.00	~10% of Construction Costs
2	EROSION & SEDIMENT CONTROL	1	LUMP SUM	\$3,000.00	\$3,000.00	
3	REMOVAL OF EXISTING TREES	1	LUMP SUM	\$8,000.00	\$8,000.00	Selective Tree Removals (Focused on Ash Trees, Other Species Minimized)
4	SITE GRADING & PREPARATION	1	LUMP SUM	\$25,000.00	\$25,000.00	Earthwork, Excavation for subbase and foundation
5	6" CONCRETE WALK	5000	SQ FT	\$12.00	\$60,000.00	Includes Plaza Concrete Walk
6	4" CONCRETE WALK	8000	SQ FT	\$9.00	\$72,000.00	Includes all Concrete Walk Not Accessed By Vehicles
7	CONCRETE STAIRS	170	SQ FT	\$90.00	\$15,300.00	Includes Stairs & Foundations
8	LIMESTONE BLOCK SEAT WALL	380	LIN FT	\$300.00	\$114,000.00	Includes Limestone Block, Aggregate Base & Installation
9	HANDRAILS	40	LIN FT	\$150.00	\$6,000.00	@ Stairs
10	ELECTRICAL SYSTEM	1	LUMP SUM	\$20,000.00	\$20,000.00	Power/Communications for Soundboard, Other Electrical Needs
12	SITE RESTORATION	1	LUMP SUM	\$7,000.00	\$7,000.00	

Subtotal \$363,300.00

20% Contingency \$72,660.00

**Phase 2 Project Total \$435,960.00**

## 06 *the rankings*

Each of the three potential sites identified by the City and committee present unique opportunities and limitations to the development of the POPS facility. To assist in comparing the three sites, a series of ranking criteria were established to provide a consistent scoring measure. These measures take into account geographic, physical, economic, and aesthetic characteristics of the sites. A summary and descriptions of these criteria are provided in this section, followed by a summary table showing the sites and their respective scoring.

Scores are provided from 1-5 for each criteria (5 being best suited, 1 being least suited). As such, the site with the highest total score is ultimately the site most suited for development of the POPS facility. For more detailed information on the individual sites, and a discussion of their individual characteristics based on the criteria, refer to the Sites section of this report.

### **RANKING CRITERIA:**

**On Site Parking:** Is there on site parking available? If not, could the site support the development of dedicated parking for the facility?

**Off Site Parking:** Is there additional parking available in the area of the site that could support parking needs for the POPS facility? This could include on-street parking, public parking lots, or private lots that have a high likelihood of availability for special events.

**Utilities:** Is the site currently serviced, or is service available in the immediate vicinity of the site for electrical, water, and sanitary sewer systems?

**Public Restroom Proximity:** Are there currently public restrooms available in proximity to the proposed POPS facility site? While we are aware the City does not plan to develop new restroom facilities at City parks that are currently lacking these facilities, it is advantageous to the POPS development if there are already facilities in proximity.

**Topography:** Does the topography of the site lend itself to the development of a performance space as desired by the POPS committee? Our understanding is that there is a desire for the facility to include some topography in the viewing area, but that a performance lawn type venue, while not as desirable, would still be considered as a potential outcome.

**Existing Vegetation:** What is the character and vegetation present on the site currently? Are there vegetative elements that make the site unique, provide benefit to facility users, or may conflict with the development of a performance space?

### **Accessibility/Proximity/Community**

**Context:** Is the site centrally located in the community and easily accessible to the greatest number of patrons inside and outside the community? Generally, event goers will utilize multiple modes of transit to arrive at a performance venue. As such, various methods of access are considered beneficial and warrant higher consideration.

**Adjacent Land Use/Noise Conflicts:** Are the land uses adjacent to the proposed site complimentary to the development of a performance space use? Commercial land uses generally tend to see benefit from development of civic spaces for example, while residential uses may consider a performance space and associated noise a

nuisance.

### Proximity of supporting Commercial/

**Businesses:** Event goers will typically patronize nearby businesses including bars, restaurants, convenience stores, etc. Generally, it is considered beneficial for the performance venue to be in proximity of these uses. While it is anticipated the venue could support food trucks and other vendors, brick and mortar locations are important.

**Supporting Park Amenities:** Are there other amenities available at the performance space location that can act in conjunction with the venue and provide recreational and entertainment value to users? Generally, uses like playgrounds, picnic shelters, sport courts and athletic fields can be used by patrons and children while events are occurring at the venue.

**Size/Capacity:** Does the site accommodate a facility of appropriate size based on the

criteria identified by the POPS committee. Section 6, Item a.  
Anticipated gathering sizes of 500+ are routinely expected, with occasional need for crowds of 1,000+.

### RANKING RESULTS:

Based on the criteria established as part of this analysis process, the three sites under consideration have been ranked as follows:

1. **Memorial Park-Overall Score: 42**
2. Sliding Hill Skate Park-Overall Score: 33
3. City Center (Central Park)-Overall Score: 30

These rankings were completed based on the expertise and experience of the consultant team, in conjunction with feedback provided by the committee during the review process. We recognize that there is some subjectivity to the ranking of these sites. Ultimately, any of the three sites could be developed to support a performance facility that would meet the needs of the POPS committee and community.

CATEGORY	SLIDING HILL SKATE PARK	CITY CENTER (CENTRAL PARK)	MEMORIAL PARK
ON SITE PARKING	3	3	1
OFF SITE PARKING	5	1	3
UTILITIES	4	5	5
RESTROOM PROXIMITY	2	1	4
TOPOGRAPHY	2	2	5
EXISTING VEGETATION	3	1	3
ADJACENT LAND USE/NOISE CONFLICTS	4	2	2
ACCESSIBILITY/PROXIMITY/COMMUNITY CONTEXT	2	4	5
PROXIMITY OF SUPPORTING BUSINESSES/USES	1	5	4
SUPPORTING PARK AMENITIES	2	1	5
SIZE/CAPACITY	5	5	5
TOTAL	33	30	42





**Sept. 1, 2023**

**TO: Park Board/Ken Ondich/Kyra Chapman**

**FM: Praha Outdoor Performance Stage (POPS) Leadership Team**

**RE: Bolton & Menk Report and Upcoming Sept. 12 Presentation**

Good day. Following is the official summary of the work to date by the all-volunteer Praha Outdoor Performance Stage (POPS) Committee. We believe this will be helpful for you in your discussions at our presentation to you, tentatively set for Sept. 12.

Please note that city staff members Ken Ondich and Kyra Chapman (and city administrator Josh Tetzlaff) have been continually apprised and updated on the work of the POPS Committee. Ken and Kyra have also attended some of the meetings held in the past year.

Overall, the POPS Committee and Leadership Team has met several times in-person or by zoom in the past 10+ months.

We hope this re-cap is helpful. We will let the actual site feasibility study by Bolton & Menk speak for itself (and be presented by Jonathan Nelsen). A copy will be made available to you prior to the Sept. 12 meeting. I understand you have been sent an email with the study and that it will also accompany this document as preparation for the Sept. 12 meeting.

At the end of this document are separate comments in an addendum from two members of the POPS Leadership Team – Steve Frost and Jon Colling.

## **SUMMARY OF POPS ORGANIZATION SINCE OCTOBER 2022**

As a quick refresher, the effort to create a committee to build POPS (which will be used for performances of all kinds, movies, community/church gatherings and such) started about 18 months ago through the New Prague Area Arts Council, a non-profit organization designed to promote and support the arts in the area. From this group, the POPS Committee was organized. From that group, a POPS Leadership Team was formed.

The official kick-off was in October of 2022 with a reception for the community at Giesenbrau Bier Co. Since that time, several sub-committees have been at work raising money, working on site selection, informing the community about the project and putting the legal information together to create a non-profit organization to manage the project. The intent of the arts council was to turn over the project to this non-profit organization at the appropriate time.

That non-profit is called the Forward New Prague Foundation, now with IRS authorization as a tax-exempt entity. Money gathered for POPS sits in two banks in the community. Thus far, approximately \$525,000 has been pledged/raised of its \$1 million goal. The goal is to raise the remaining \$475,000 by the end of 2025. The officers of the Forward New Prague Foundation are:

- Den Gardner, Chair
- Karen Steinhoff, Vice-Chair
- Bruce Wolf, Treasurer

**Chronological Work by POPS Committee:**

- Kick-off October 2022
- Several meetings by POPS Committee/Leadership Team/POPS Sub-Committees through winter and spring and summer.
- Request for Proposal in early 2023 to select a firm to do an independent site analysis. Bolton & Menk chosen after presentations by three firms.
- City staff, POPS committee members, Bolton & Menk personnel and others visited the three sites under consideration in April.
- Bolton & Menk completed site study for approval to POPS group in July.
- The Location Feasibility/Design Sub-Committee voted to approve the Bolton & Menk report and send it to the POPS Leadership Team.
- POPS Committee held a public meeting in late July at Giesenbrau to present and discuss the findings of the report by Bolton & Menk. More than 50 attended.
- The POPS Leadership Team met and approved the Bolton & Menk report.

**WHAT WE KNOW TODAY**

The POPS Committee mission is:

- ***“To build a multi-purpose outdoor performance facility to celebrate the arts and other community gatherings from music to theatre to dance to visual arts and much more.”***

We are aware that:

- ***We are a volunteer, independent group of New Prague citizens interested in building POPS. We know that we are not an official body of the city or any other group. We do not have the authority to select the site. We are presenting the findings of the Bolton & Menk report, knowing that the city, which is providing the land and will maintain the facility, will have the final say on where the POPS is built.***

**We all want POPS built in New Prague.**

Please also recall that:

- The POPS Committee paid for an approximately \$20,000 study by Bolton & Menk to do an independent study of the three sites on which the POPS structure could be built – all publicly owned properties of the city – Memorial Park, City Center and the Sliding Hill Skate Park. The Park Board many months ago allocated \$5,000 to assist our volunteer committee with the payment of this study. We thank them for their generosity.
- The POPS Location Feasibility/Design Sub-Committee was the lead group in working with Bolton & Menk on the site study. Members of this sub-committee are:

Page 3

- Steve Frost, sub-committee lead
- Pat Sullivan
- Joe Barten
- Larry Pint
- Eddie Shimota
- Karen Steinhoff
- Stef Tupy
- Kay Wilcox
- Den Gardner

This sub-committee voted unanimously to approve the report as prepared by Bolton & Menk and send it to the POPS Leadership Team for review.

- The 15-person POPS Leadership Team (see members below) voted 12 in favor of the study by Bolton & Menk, two opposed and one abstention. Regarding the site rankings, Memorial Park was the clear number one choice by Bolton & Menk, based on its criteria, with the other two sites pretty much equal in rankings.

The POPS Leadership Team consists of:

- Den Gardner, Chair
- Karen Steinhoff, Vice-Chair
- Bruce, Wolf, Treasurer
- Sandi Loxton, Secretary
- Andy Beckius
- Tony Buthe
- Pastor Ben Hilding
- Gina Fadden
- Shannon Brusseau
- Lisa Brusseau
- Jon Colling
- Joe Barten
- Brooke Sticha
- Larry Pint
- Steve Frost

Reasons for the majority favorable vote included:

- The location is centrally located in an entertainment area already created, with a large playground, golf course, Park Ballroom, etc., in the area. This makes it a family-rich location.



Page 4

- The area fits nicely for the crowds expected at the facility – 500+. The landscape also works well for people who will be bringing lawn chairs and blankets to events.
- It provides shade from the many trees in the area. We are aware that some ash and/or oak trees may be removed in the next couple years because of disease).
- There is ample street and lot parking in the area, knowing on rare occasions there may be a POPS event, golf tournament and an event in the Park Ballroom at the same time.
- The land is already being utilized as a public place. The other sites, especially City Center, could be areas someday privately owned, with opportunities for taxes to be gathered from the land. That is not the case with Memorial Park. We are unaware, nor should we be, of any plans at Sliding Hill Skate Park regarding future use as private land.
- The acoustics for performers and attendees has not yet been evaluated by an expert. This will be addressed as we move forward. This is noted so the Park Board understands acoustics are important in the overall process and will be considered by the POPS group.

The 12-2-1 favorable vote for the Bolton & Menk study also resulted in several questions about the Memorial Park site. They included:

- The number of potential trees to possibly be lost at Memorial Park. The Leadership Team is aware that some of the ash and oak trees may be removed because they are diseased. We know you are aware of this through your board.
- Is there adequate parking?
- The subjectivity of the criteria used in the Bolton & Menk rankings. Please review the study for more specific information.
- Will the public continue to have feedback through this process (which we assume is yes).
- How the lack of shade at the other two sites will affect attendance and the cost for shade barriers (estimated by Bolton & Menk at \$300-\$500,000).
- What is the city's thought process on the future of the City Center land/timing for development.
- Also included is an addendum to the official summary with comments from some of the POPS Leadership Team. These were prepared independently of the POPS Leadership Team and are intended to provide additional information from some POPS Leadership Team members. They are personal comments and information to you.

## CONCLUSION

One thing that's clear throughout the past 18 months: Wherever POPS is built, people want it and believe, like the POPS theme – "It's Time!" – to have one in New Prague. There are 20+ publicly provided sports facilities/fields in New Prague. There are zero fine arts facilities publicly provided.

Our progress has been steady and the reaction of businesses, individuals and community groups has been tremendous. As chair of this group, I am very thankful for the wonderful work of all those who have given their time or talent or treasure to this effort. We know we have a long way to go to reach our financial goals. But the POPS PDDP Formula – Persistence, Dedication, Diligence and Passion – will carry the day and provide great family entertainment for decades for our residents.

## **Compilation of City Staff Comments / Concerns – September 2023**

---

### **Police Department:**

Regarding Memorial Park: A few thoughts that come to me on first glance are parking, restrooms, and the limitation of public use due to events. The area can get congested when there is a bb game, event at the ballroom, and the golf course traffic during the warm months.

---

### **Utilities Department:**

I can agree with most of the comments made in regard to the issues with having it located in the Memorial park area but I think it would work if need be. I think the better location might be the area East of the high school. We would be able to get electricity to that area without issue and for the most part they would have an open slate as to how they want to layout the facility. I would not support them building in the city center area without having a concept plan of that whole area and that is a way off. I think the city center area has some great potential and would hate to have it disturbed by some ill planned ideas.

---

### **Building Department:**

I think mostly what we (Building) would be interested in would be ADA approved accessible routes and bathrooms.

---

### **Public Works/Parks Department:**

Public works concerns about the band shelter in Memorial Park.

1. Cutting 100-year-old trees
2. Picnic shelter and volleyball court being moved and no plans for the new location. City should not be responsible to pay for this.
3. The only park in New Prague that has the wildlife and nature feel. On top of that located down town for everybody to enjoy.

---

### **Planning Department:**

Most of the resident comments/complaints had concerns on parking, noise and impact on trees specifically about the Memorial Park site. It would seem that the City Center site is very premature for consideration at this time as the entire block really needs a master plan for redevelopment/development which could be a few years away and the impetus for this (the updating of the Comprehensive Plan) will not be completed until early 2024 at the earliest. Sliding Hill Skate Park would best accommodate the facility with minimal issues. Sliding Hill Skate Park

is adjacent to the High School's large parking lot, which can accommodate large crowds (pending School District approval for lot use during events) Compared to the other two sites, Sliding Hill Skate Park, is further away from residential properties and is truly a site ready for development immediately. Although Planning staff supports the Sliding Hill location at this point, any of the three locations could potentially be a good spot but they all come with their unique challenges. All sites have the question of how will site prep be paid for and any selected location probably should be reviewed as a "conditional use" to ensure that mitigating conditions are put in place to address concerns such as parking, noise, etc.

**Compilation of Concerns about POPS Feasibility Study – 9/5/23**

---

**1. Steve Frost Letter Dated 8/23/23**

8-23-23

TO: New Prague Park Board

**Cautions and Considerations Regarding the POPS Feasibility Study**

**Why risk hurting Memorial Park with POPS when there is a feasible alternate available?**

Do Not use the BM Feasibility Study as the sole guide in decisions about the best site for POPS.

The numerical rankings in the Feasibility Study are flawed (and not necessarily how the community would rank the various criteria).

Location and orientation of the POPS is very important.

If a shelter and/or softball courts are removed, where will they be replaced? This would not be an issue if City Center is chosen for the POPS.

Request for additional public input is ongoing.

**MEMORIAL PARK CHARACTER**

The pastoral character of Memorial Park may be at risk if the POPS is built there.  
The value of all the trees in the park should not be understated.

**TREES, SHADE, AND GREEN SPACE**

Comfort for the performers and the audiences is a goal.

Memorial Park:  
Cutting down trees to make room for the POPS is not the only issue.  
Traffic and site compaction can be detrimental to existing trees.  
Proposed hard surface walks and paths removes 14,500 sq. ft. of lawn green space.

City Center Site:  
Planting of trees and landscaping will increase our green space.  
Shade possibilities for the City Center Site can be addressed without removing trees.

**PARKING**

Parking is a major issue for some.  
Just because others don't see parking congestion as a problem, we should not be dismissive. All need to be heard. I believe we need to acknowledge the issue, address it, and not just dismiss it.  
Is Remote Parking and use of shuttle golf carts a solution?



Are additional parking options adjacent to or close to the chosen site possible?  
Balance parking convenience with loss of possible green space.

COST ESTIMATES

Planning level cost estimates to be used during the process of site evaluation were requested for each site.

Preliminary site development costs in the study are marginal and not consistent. However, comparisons of all three sites in the study indicate that they are all within the general same order of magnitude in costs depending which costs are anticipated and included. Costs at one site are often offset by savings in a different feature.

To get a better handle on possible costs the POPS Project needs to have more information to better understand the long-range plans of the city for the City Center site, and what level the City would be financially involved in site development.

How will it all happen and who will be responsible for what. “Where?” is the question at hand as we seek to help you find where the POPS can best serve the community. We request guidance from the city in just how we should proceed, and what the POPS committee can do to help move the project forward.

**“Ultimately, if the Memorial Park site is selected for development of the performance stage, the design will need to consider removal of existing amenities, mature trees, extent of earthwork, and sound quality, which are all key considerations to a successful performance stage project.” B&M**

- Why cut down trees?
- Why possibly endanger other trees with soil compaction.
- Why incur expense of moving the volleyball courts or picnic shelter?
- Why pave over 14,500 sq. ft. of grassy area for walks and paths?
- Why increase vehicle congestion?
- Why crowd in another amenity into an already comfortable, pastoral park setting?
- Why risk an established mature park?

Another site is available and feasible.  
I want to help with the development of the City Center site for the POPS to accommodate community needs and retain the beautiful Memorial Park (and not jeopardize it).

Respectfully,

Stephen G. Frost  
952-758-4949

---

2. Steve Frost Letter Dated 8/17/23

17 August 2023

TO: POPS Leadership Team, POPS Committee, NP Park Board, NP City Staff, NP City Council  
 FROM: Steve Frost, POPS Location Feasibility/Design Sub-committee Lead  
 RE: New Prague POPS Site Feasibility Study

**We can have our cake and eat it too, but not if we have now gone and spoiled the cake. sgf**

Bolton & Menk is the independent firm hired to analyze the three sites proposed for the New Prague Outdoor Performance Stage (POPS), using their professional experience. As lead of the POPS Location Feasibility/Design Subcommittee, and member of the POPS Leadership Team, I wanted to share my personal thoughts about B&M's ranking of the Memorial Park site as their number one spot for the POPS venue. This is not reflective of the subcommittee I led, as you are all aware that we voted unanimously at the subcommittee's Tuesday July 18<sup>th</sup> meeting to recommend the B&M report to the POPS Committee Leadership Team for consideration. **Again, these are my personal thoughts.**

Important decisions will be made by the POPS Committee, the NP Park Board, and the NP City Council in the coming days and weeks concerning the siting of the proposed Praha Outdoor Performance Stage.

I present to you my perspective on things to consider, and to discourage you from voting to move Memorial Park forward as the site for the POPS project. In my personal opinion, Memorial Park is not the best site on which to build the POPS.

Following the Bolton & Menk's site ranking and feasibility study presentation on Wednesday July 26<sup>th</sup> this is a time to provide comments on the project and where it might be built. I am swayed and encouraged by points made by the public at that meeting and the days following. As Den Gardner said in Vol. 1, Number 5 of the New Prague Pops Post, "I'll reserve judgment until we get all the facts." Since early in the POPS project I've actively been helping, and here are my comments and concerns for you to consider or reconsider.

Ranking of the three proposed sites by B&M is hoped to be objective, but Bolton & Menk point out and recognize that there is subjectivity in their ranking of the sites. They provided a comprehensive review of the three sites and provided their recommendation. They conclude their feasibility study:

**"Ultimately, any of the three sites could be developed to support a performance facility that would meet the needs of the POPS committee and community."**

Early in the process of working on details of how to proceed on an outdoor performance facility (OPF) we were strongly advised by a former city council member that "the study needs to ensure the site will be in the public's best interest in the long-term." I believe that POPS in the Memorial Park site does not meet New Prague's long-term interests. I was initially an advocate of the Sliding Hill site, but now believe the City Center site option is the best for the community.

Challenges and opportunities exist for each site. City Center site is a blank slate upon which we can write. I believe the POPS can serve as a catalyst for the rehabilitation of the west end of downtown.

Please consider that Memorial Park's positive amenities can be viewed to help model how the City Center site can be improved. Then in a few years we'd have a rejuvenated west end AND Memorial Park. It is an opportunity.

B&M is not there to make the decision. We are. I've tried to be open minded regarding all comments regarding selection of a site for the POPS. The recommendation from the POPS Location/Design Subcommittee was sent by the full subcommittee to the full POPS Committee to act on. The subcommittee is not there to make the decision for the full POPS Committee. There are members of the subcommittee who prefer different sites for their top choice. We can use the B&M feasibility study to guide us. I submit to you that the POPS Location/ Design Subcommittee is not looking for a rubber stamp to their work. The subcommittee is moving the B&M feasibility study to the full POPS Committee for a considered evaluation. I present to you some points regarding why I believe Memorial Park is not the best option for New Prague.

#### **PLEASE CONSIDER:**

Early guiding criteria (9/12/22) (provided to B&M) were re-expressed by the public at the 7-26-23 public meeting: the Outdoor Performance Facility (OPF) should not be crowded in, should not sacrifice mature trees, and should not jeopardize other park features or amenities. I don't believe these criteria are met with the Memorial Park site.

"Ultimately development will impact the tree canopy." B&M

Eleven criteria were chosen by B&M for the feasibility study. Weighting of criteria may give a more balanced look at how our community would rank the sites. My personal experience with promoting POPS indicates that noise, parking and prohibition of disturbing trees have a very high weight and continue to be voiced by my neighbors and the community.

I believe parking needs to be addressed to relieve congestion and competition for space with the Park Ballroom and golf club. Ignoring it will only exacerbate a problem I believe exists even without a POPS in the park.

"Acoustics will need to be carefully considered in the placement of the OPF." Bolton & Menk recognize there could be concerns with quality of sound. Optimization for visual and sound quality have been stated criteria since very early in the process. In my opinion the POPS in Memorial Park will not "take advantage of any view or vista" but will interrupt and obscure the open pastoral view that is an asset for the park.

Proximity of habitations is acknowledged as a sensitive criterion and the Memorial Park site is an established park with habitations immediately adjacent to it. Neighbors to the park (including the Frosts) will be the most negatively affected by the siting of the POPS in Memorial Park.

“Consideration will need to be given to orientation of the facility, hours of events, and other mitigation measures to minimize impact on neighboring residents.” B&M

Whichever site is selected, the neighboring residents should be polled to get their direct input so their fears and concerns can be expressed, and possibly be addressed in the design of the POPS.

Planning level cost estimates in the feasibility study are very preliminary for each of the sites. Notably missing for Memorial Park are costs involved for new tree plantings, and site-specific site preparation costs like picnic shelter (and/or volleyball courts) removal and cost to replace elsewhere.

One of B&M Memorial Park concepts suggests it “may require more extensive grading and shaping of the hillside in the long term. This process may ultimately be more costly, and more impactful to the existing tree canopy.”

We need to be mindful of Bolton & Menk’s summary statement:

**“Ultimately, if the Memorial Park site is selected for development of the performance stage, the design will need to consider removal of existing amenities, mature trees, extent of earthwork, and sound quality, which are all key considerations to a successful performance stage project.” B&M**

The selected site needs to be in the public’s best interest in the long-term. I don’t believe Memorial Park satisfies that criterion. I think the City Center site can.

You can find Bolton & Menk’s full feasibility study at [nppops.org](http://nppops.org) if you wish to see the quoted items in context with the report.

**If it’s not broken don’t fix it. Memorial Park’s appeal may become broken by crowding in a POPS facility.**

Respectfully submitted,

Stephen G. Frost  
POPS Location Feasibility/Design Sub-Committee Lead  
104 Lexington Ave. S.  
New Prague, MN 56071

---

### **3. Dr. Jon Colling E-mail Dated 8/24/23**

From: "Main Street Dental" <[drjon@bevcomm.net](mailto:drjon@bevcomm.net)>  
Sent: Thursday, August 24, 2023 4:54:30 PM  
Subject: Re: Caveats to POPS Feasibility Study

Hello to all,

Attached are some additional points related to the POPS site feasibility study.



I am forwarding these caveats/insights and further information as requested to do at our POPS committee meeting.

As Steve's comments were very thorough and a good representation of most of the "dissenting opinions", I tried not to duplicate his thoughts too much.

Most of my comments provide a little more background into best practice management of urban forestry as described in DNR and MNDOT publications, as well as extension service documents. This will be especially important in deciding whether the Memorial park site is the right place and if it is ultimately selected, what must be done if conservation of the oak stand is a goal. (I've shared some links in the document to the most applicable sections for our purposes.) Thank you,

Dr. Jon Colling

### **Additional Caveats and insights regarding the POPS site selection.**

- While the study conducted by Bolton and Menk had a lot of good information to compare relative suitability of the three sites studied, there are some weaknesses inherent in its results.
  - Scoring criteria—all criteria were given the same weight and then totaled for a final score. This would be fair if all were equally “important”, but this is not the case. Which criteria are “more important” than others is certain open to individual opinion, however the most commonly mentioned item of concern at the public meeting and by many committee members as well in conversations with members of the general the public was the existing tree population at the Memorial Park site.
  - Because the scoring criteria don’t weigh different areas differently, they are of more value when looked at categorically and used to compare/contrast the sites. A grand total number can easily cause distortion of the study’s findings.
- **Memorial Park Site**
  - Conservation of trees was a huge concern with regards to this site, especially at the public meeting. It was also an important aspect to the majority of the committee. If this site is selected, it is crucial to preserve its trees as much as possible.
  - Minnesota DNR best practices for urban forestry related to construction delineate specific steps that need to be taken in such a project to prevent unwanted tree loss. Source: “*Conserving Wooded Areas in Developing Communities*”  
[https://files.dnr.state.mn.us/forestry/urban/bmps\\_chapter4.pdf](https://files.dnr.state.mn.us/forestry/urban/bmps_chapter4.pdf)
    - These best management practices require very specifics steps be taken to minimize impact of nearby construction projects including:
      - Identification of trees to be preserved
      - Cordoning off the identified trees to their drip line diameters, thereby preventing traffic over root networks or excavation damage during construction.

- No trenching in root areas (deeper tunneling can be possible if necessary)
- Compaction and extensive impermeable coverage can be equally as damaging as excavating through roots and must be avoided. These types of damage/interference may take longer (5-6 years) to kill trees, but have great potential to do so over time.
  - Compaction (as little as several passes over shallow roots) can disrupt the symbiotic mycorrhizae that are responsible for quality root absorption.
  - Excavation or trenching that damages >20% of lateral roots is risky and 40% is highly likely to kill trees.
- Oak trees have shallow root systems (most roots <12”-18”) and can extend to a 90 ft. radius in every direction. This places Oak trees in the “very sensitive” category as it relates to tolerance to root damage.
  - Source: “*Preventing Construction Damage to Trees*”  
<https://extension.missouri.edu/publications/g6885>

#### **4. Random comments from Czech Out New Prague on 8/3/23:**

Paul Busch from the Ballroom/Legion – regarding site at Memorial Park, noted concerns with parking being a huge problem if too many events occur at one time such as baseball game, golf, event at the ballroom and softball games and maybe even a picnic shelter event. Thinks it’s just too many things going on at Memorial Park.

Other comments from unidentified attendees about a Memorial Park location include: parking and accessibility issues, loss of trees being a concern, noise concerns.

#### **5. Mary Frost E-mail Dated 8/23/23**

**From:** Mary Frost <mbbfrost@earthlink.net>

**Sent:** Wednesday, August 23, 2023 1:51 PM

**Subject:** Placement of POPS

Since the Park Board is the next entity on the journey to find a site for POPS, I am directing this letter to you, as the POPS committee has had its meeting to send the process on.

I am writing this with concerns regarding the placement of the POPS in Memorial Park. Using this site is short-sighted.

- This pastoral park is a gem for New Prague. There is no other park like it, nor will there ever be, given the stately old growth trees that canopy this park. **The oaks in this park are centuries old and should be protected rather than further stressed. There is no area in this park where a structure can be placed that will NOT impact the oaks.** It

is used by many for weddings, funerals, family reunions, family picnics, volleyball players, strollers and walkers, very young children who play in the sand of the volleyball courts (and always return it to flat condition).

- Removal of ANY trees will forever change this park. There is even a question now if *non-diseased ash* need to be removed or if they can be treated as I have been told that there is now an effective agent toxic to the emerald ash borer damage.
- Construction equipment and materials brought in will further stress the existing oaks (especially in trees already stressed because of the recent drought years) and this could cause the demise of trees left standing after the POPS is completed. *Case in point: 2 mature old oaks were recently removed from a private residence after the owner had an addition constructed to his/her home. The heavy equipment and construction materials causing compaction for the roots led to the death of the oaks.*
- This area is already overused. Parking is heavy for the ball fields, the Park Ballroom, the Golf Club, and the park itself.
- Global warming is at our front door! Trees are suffering globally – fires destroying them in record numbers and adding to the toxic environment. It is insanity that we would *consciously* remove them for construction of a concrete structure!
- Removing trees for a structure that will be used perhaps 6 months of the year is a travesty. We need to be stewards of the earth, limiting our carbon footprint, not adding to it. This is not the time to be removing carbon-absorbing canopy trees and further stressing the trees that will be left.
- The west end of town is, quite frankly, an eye-sore for anyone coming into New Prague from the west! A vacant, boarded up mill, a large empty gravel lot, a railroad seldom used: these do nothing to encourage people to want to spend any time in this town.
- The city center site, especially, allows us to be forward thinking, adding green spaces and trees and shrubs that will go a long way to beautify an area very much in need of the same. Even the sliding hill site would benefit from added trees and landscaping.
- I have been told, that part of the reason why city center is not desirable is that the city moves too slowly. It behooves us to do this right and not *rush* the wrong solution but look at the future of New Prague.

Finally, an anecdotal story: While I realize the following is not grounded in “research”, “science”, or “data”, sometimes children are much more sentient than we give them credit for. I had two boys, ages 8 and 10 with me. Without telegraphing my feelings at all, I merely told them casually that there could be a bandshell in the park, thinking perhaps they might see it through different eyes as a great place to play in Memorial Park. Their reaction was immediate and strong and they both replied, “WHAT? WHAT? NO WAY! They can’t do that – that park is sacred! All the trees and the quiet grass areas? You can’t put a BUILDING in there!! And what about the volleyball players – what would they do and where would they be able to play?” Their concerns were expressed for all the “giant trees”. It appears that the younger generation is able to see what their world will be if we don’t do something now to protect what we have. It behooves us to carefully consider what our actions will have for our children and grandchildren and not further impact negatively the environment in which we live. I feel that placing this structure in Memorial Park WILL do that.

Those in my generation could be accused of creating the “mess” that we are in right now regarding the state of our earth. We have left the environment in a sorry state for the younger generations to try to clean up and repair the damage that has been done. When my children and grandchildren ask me what I have done to either atone for or improve the environment that they will inherit, I want to be able to say I tried very hard to make a difference and give them an accounting of what I have done. I am trying to make just a little bit of difference in the little corner of the world that we call New Prague. I plead with you to join me in that commitment by saying no to putting this structure in Memorial Park.

Respectfully submitted,

Mary Frost

---

#### **6. Mary Frost E-mail Dated 8/4/23**

From: Steve Frost <bruzekfh@comcast.net>  
 Sent: Friday, August 4, 2023 10:30 AM  
 To: NewPraguePOPS@gmail.com  
 Cc: Ken Ondich <kondich@ci.new-prague.mn.us>; Bruce Wolf <bwolf5771@gmail.com>; Duane Jirik <djirik@ci.new-prague.mn.us>; Maggie Bass <MBass@ci.new-prague.mn.us>  
 Subject: POPS

Dear POPS committee,

I am writing in regard to the recent meeting and now the front page article that appeared in the August 3, 2023 issue of the NP Times regarding the choice listing Memorial Park as the best option for the outdoor stage.

I don't know if my husband being the lead on one of the committees constitutes a “conflict of interest” but so be it. I am writing to voice my extreme disappointment and aversion to having Memorial Park as the best site for the outdoor stage. Memorial Park is the ONLY park in New Prague that has a pastoral, peaceful setting. It has been the site of family reunions, weddings, funerals, and quiet camping for the MS 150 bike riders. There is no other park in New Prague like it. It's ancient, stately trees have been the source of comfort, shade, and peace. It is one of the selling points for visitors to New Prague. When someone at the meeting questioned if the volleyball courts and picnic shelter would be replaced, the answer was that “it was likely”. It is also realistic to expect that trees will need to be removed to make this happen and it was questioned what that process would do to the remaining trees. I see all this as a travesty!

I will admit to you that as a property owner abutting the park (one of many), I cherish the backyard that I have created and the privacy and solitude that it provides. That privacy is affected only when the volleyball courts are used but the users of the courts have been respectful and the impact has been minimal. They do not play loud music and their play is limited in time. The thought of loud music 6, 8, or ? times during the summer months is alarming to the peace of the park and the neighborhood.



The west end of town (City Center) could use something that is appealing and draws visitors in. Placing the outdoor stage there and creating green space with trees and shrubs would serve both to beautify the area, bring the music closer to downtown, and reduce overuse of Memorial Park with events. With climate change knocking on the front door, it seems to me that we should be stewards of our earth, creating more green spaces instead of removing trees that are so necessary in reducing the carbon footprint of our earth. Creating a green space in the creation of this outdoor stage would be a plus for the environment - removing trees and altering a pastoral setting is a negative for the environment. We need to be progressive in our thinking and not limiting - to care about the environment in our world is imperative. To consider the things that are going to make New Prague a desirable stopping point on one's travels is also imperative. The west end of town could use this green space.

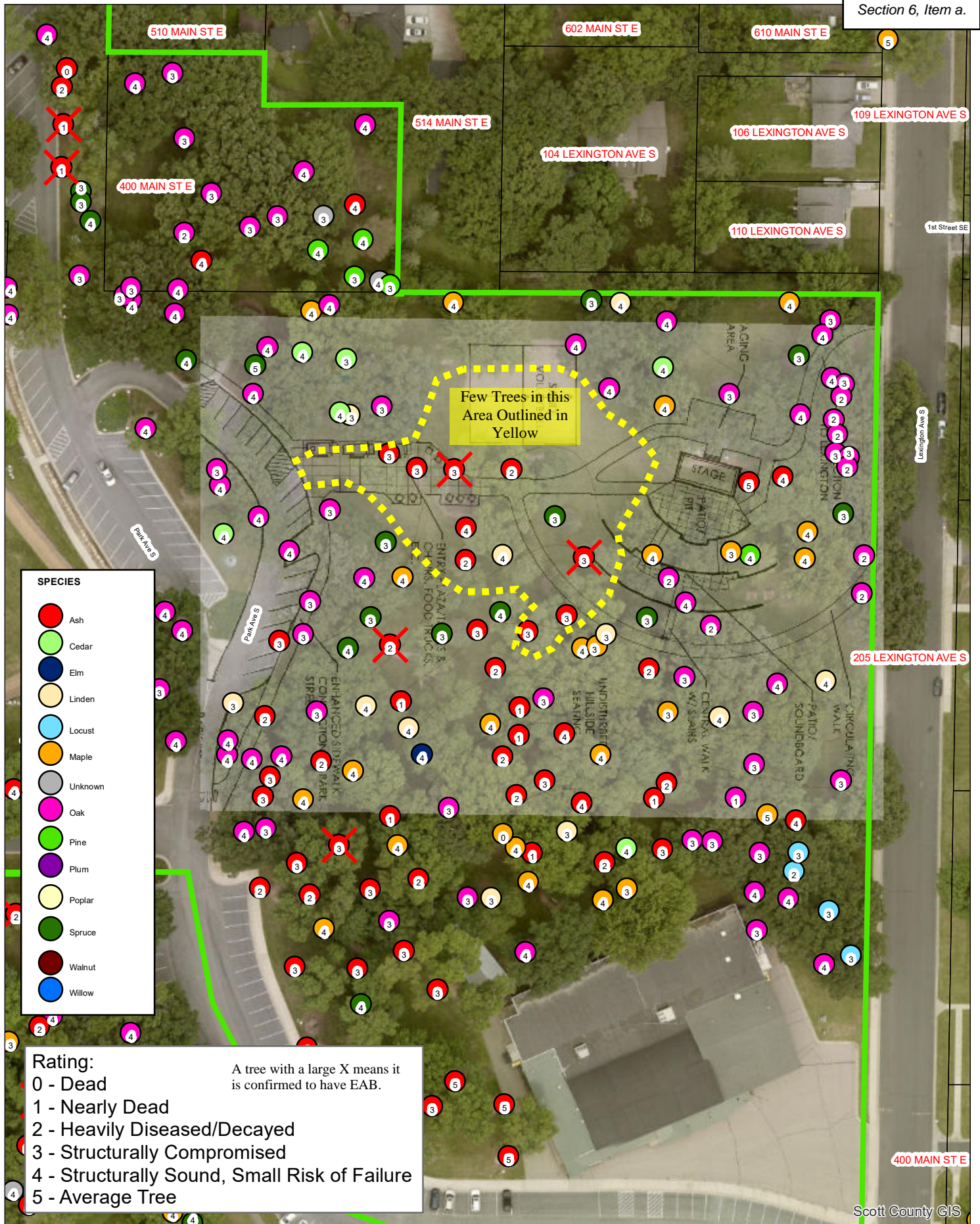
Please do not take one of the gems of New Prague for this outdoor stage!!!

With respect,  
Mary Frost

---

# Site Map

Section 6, Item a.



# 2024 ENTERPRISE FUNDS PRESENTATION

November 20, 2024





# DEPARTMENT UPDATES

## GOLF CLUB

### Notables from 2023

- 3<sup>rd</sup> consecutive year with 30,000+ rounds of golf played
- Dan Gullickson set a new course record of 61, old record of 63 stood for almost 20 years
- The grounds continue to be in great shape. Thank you to Jeff Pint, Superintendent and his staff
- We kept more catering in-house thanks to Holly Werner, Jill Kes, and the Food & Beverage staff
- • Memberships were up by nearly 60 from 2023 to 2024
- • We added several new golf events to the schedule due, in part by having “better customer service than the competition”
- With rounds and revenues up, we have been able to make some necessary upgrades to the maintenance equipment. In 2024 we are hopeful to upgrade the golf cart fleet and a few more pieces of equipment





# **DEPARTMENT UPDATES**

## **GOLF CLUB**

### **Golf Course**

- \$59,069 projected to be added to the Golf Course Fund
  - Requesting 5-year equipment certificate, worth \$212,900 (Begin Pay 2025)
    - Utility Vehicles (2): \$28,500
    - Golf Carts: \$184,400 purchase after trade-in
      - Prior carts (2017) saw a ROI of just over one year
    - Estimated 1/1/2024 Fund Balance: \$620,810
    - Bond Payments: 2024 - \$74,398.75; 2025 - \$66,901.75; 2027 - \$48,375; 2028 - \$46,125
  - Requesting authorization to hire an additional seasonal, part-time employee to assist with office work
  - Increase of \$134,812, or 11.08%, in projected revenue
    - 8.29% increase in Operations
    - 18.67% increase in Food & Beverage
  - Increase of \$151,102, or 12.01%, in projected expenditures
    - 9.31% increase in Operations
    - 26.41% increase in Food & Beverage
    - 7.06% increase in Maintenance
  - Increase in fees/dues
    - Memberships
      - \$20 for single
      - \$30 for couples
      - \$50 for families
    - Greens Fees: Increase \$1 per person/18-holes
    - Cart Fees: Increase \$1 for 18 holes

# DEPARTMENT UPDATES

## SANITARY AND STORM SEWERS

### Notables from 2023

- Received an award from the MPCA for our treatment plant performance from late 2022 – 2023
- Installed new mixers at the 37, Chalupsky, and Ladyslipper lift stations
- Rehabilitated pumps at the Ladyslipper, Plant, and 37 lift stations
- Installed a new pump #3 at the Bypass lift station



# **DEPARTMENT UPDATES**

## **SANITARY AND STORM SEWERS**

### **Wastewater**

- Projected to draw \$379,645 from reserves
- Increase of \$118,741, or 3.34%, in projected revenues
  - 3.5% increase in rates
- Increase of \$83,482, or 2.10%, in budgeted expenditures
- Increase of \$38,699, or 5.53% in Personnel Costs
- Increase of \$44,783, or 1.37% in Operating Costs
- Increase of \$509,186 in Debt Service
  - Increase of \$468,468 in WWTP Payment

# **DEPARTMENT UPDATES**

## **SANITARY AND STORM SEWERS**

### Stormwater

- Projected to use \$2,413 in reserves
- Revenues projected to have no increase
  - No proposed increases
- Increase of \$15,733 in budgeted expenditures



# **DEPARTMENT UPDATES**

## **UTILITIES**

### **Notables in 2023**

- Replaced 1,600' of watermain and service lines on 10<sup>th</sup> Avenue NE
- Replaced 3,700' of water main and 43 service lines on Sunset and Sunrise Avenues
- Replaced pumps and piping in wells #2 and #4
- Installed fiber communication to the West Water Tower
- Looking to replace 3,700' of water main and 59 services in Lexington and Lyndale in 2024



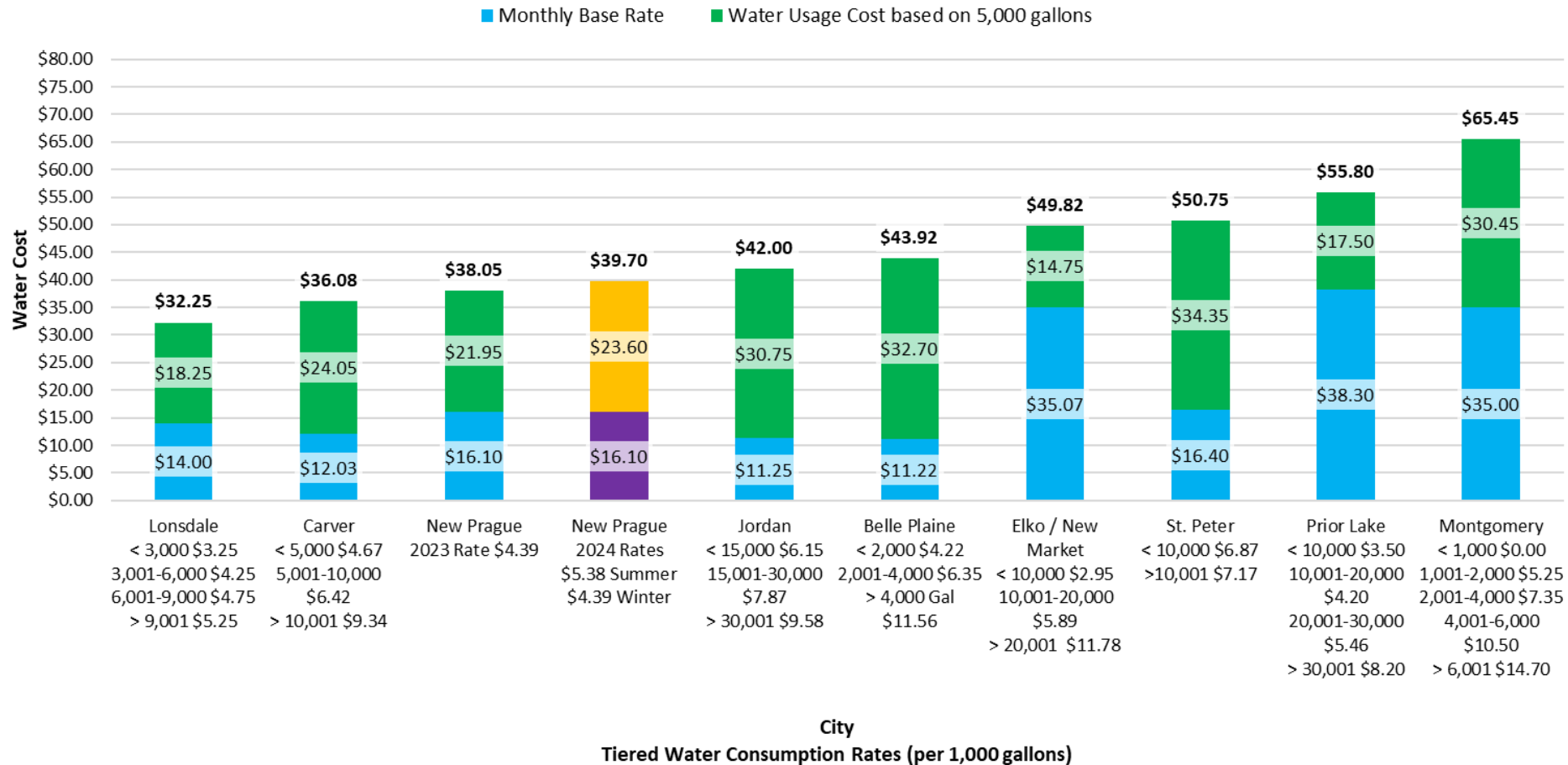
# **DEPARTMENT UPDATES**

## **UTILITIES**

### **Water**

- Projected to add \$288,057 to reserves
- Increase of \$100,357, or 5.65%, in projected revenues
  - Increase of between 3.9% - 5.2% for commercial and residential rates
- Increase of \$45,105, or 2.92%, in budgeted expenditures
  - Decrease of \$20,000 in purification
  - Increase of \$55,704 in personnel costs
  - Increase of \$5,618 in administration/general

**New Prague Utilities Commission**  
**Monthly water costs compared to surrounding cities**  
**based on 5,000 gallon usage**



# **DEPARTMENT UPDATES**

## **UTILITIES**

### **Notable 2023 Electric Updates**

- Continued supply chain shortages, forcing project date changes and pre-ordering up to two years in advance
- Installed 10,000' of new underground distribution lines, 26 transformers, and 68 house services to further the goal of undergrounding all residential services
- Installed commercial services to MVE Biological Solutions and Bricks Boatworks
- Implemented new software for billing, accounting, payroll, purchasing, and inventory management
- Was 1 of 275 recipients of the APPA RP3 award. In total, there are over 2,000 public utilities with eligibility



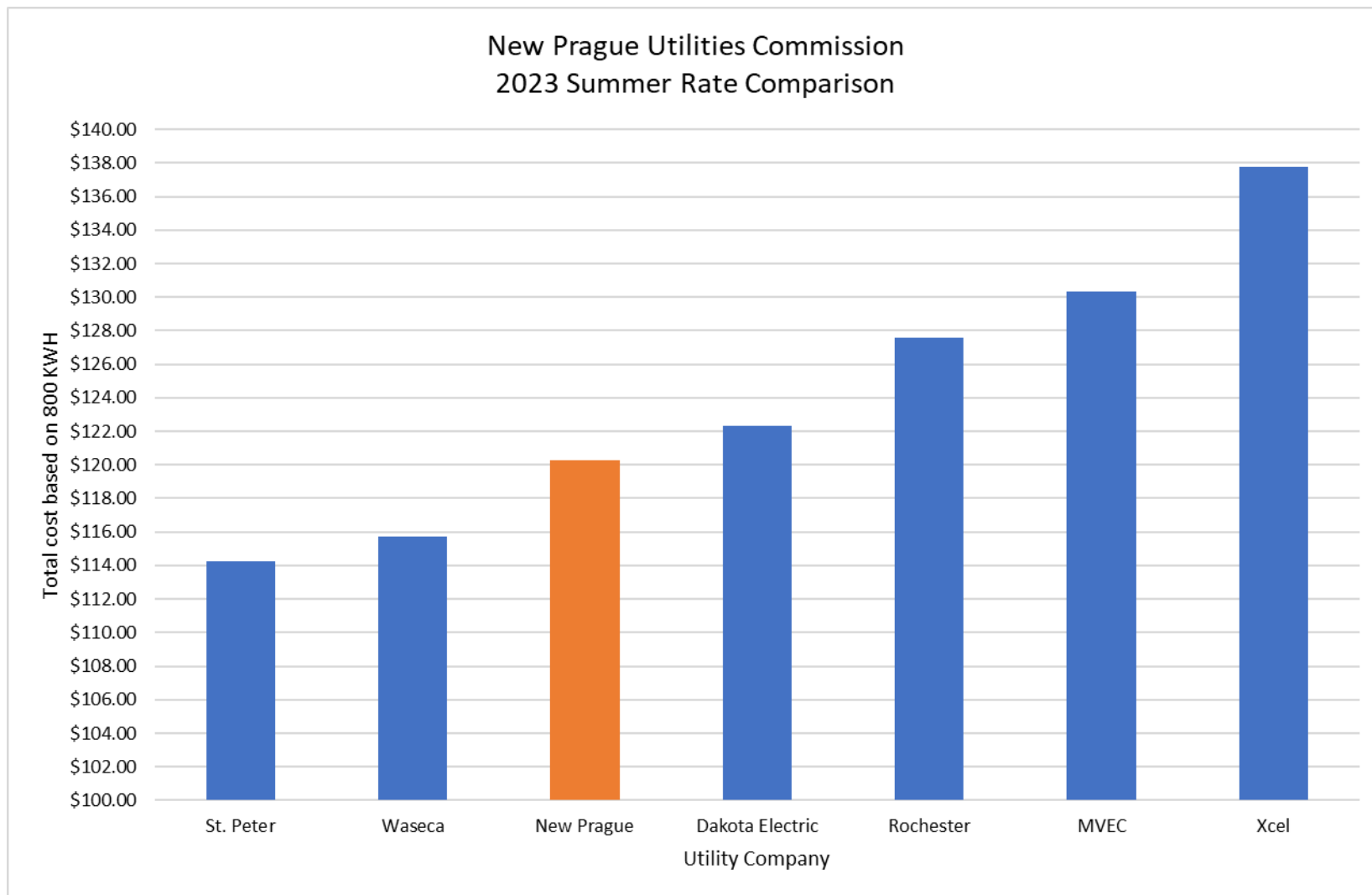


# **DEPARTMENT UPDATES**

## **UTILITIES**

### **Electric**

- ▶ Projected to add \$397,412 to reserves
- ▶ Increase of \$474,785, or 4.75%, in budgeted revenues
  - ▶ Increase of 2% for residential rates
  - ▶ Increase of 1% for commercial rates
  - ▶ Increase of 2.3% for industrial rates
- ▶ Increase of \$579,257, or 6.10%, in budgeted expenditures
  - ▶ Increase of \$159,023 in purchased power
  - ▶ Increase of \$149,240 in SMMPA
  - ▶ Increase of \$197,819 in personnel costs



# **DEPARTMENT UPDATES**

## **AMBULANCE**

### **Ambulance**

- Projected to add \$7,734 to reserves
- Revenues projected to remain consistent with 2023
- Increase of \$1,669, or 15.60%, in budgeted expenditures
  - Change projected in Insurance costs

# QUESTIONS?



			2023	2024	As of	2023-2024	Section 12, Item a.
	Account	Account Code Description	CURRENT Budget	Requested Budget	10/31/2023	\$ Difference	% Difference
Operating Expenses	602-4-4945-200	SUPPLIES	\$ 200.00	\$ 200.00	\$ 44.00	\$ -	0.00%
	602-4-4945-201	CHEMICALS	\$ 168,000.00	\$ 214,000.00	\$ 171,600.81	\$ 46,000.00	27.38%
	602-4-4945-207	COMPUTER SUPPORT SERVICES	\$ 18,100.00	\$ 18,100.00	\$ 13,225.90	\$ -	0.00%
	602-4-4945-211	GENERATOR FUEL	\$ 8,000.00	\$ 8,000.00	\$ 5,379.89	\$ -	0.00%
	602-4-4945-212	MOTOR FUELS	\$ 4,000.00	\$ 4,000.00	\$ 2,023.28	\$ -	0.00%
	602-4-4945-220	REPAIRS & MAINT. SUPPLIES	\$ 37,000.00	\$ 37,000.00	\$ 23,096.67	\$ -	0.00%
	602-4-4945-224	GEN. EXPENSE-EQUIPMENT	\$ 43,000.00	\$ 43,000.00	\$ 46,413.22	\$ -	0.00%
	602-4-4945-231	SAFETY EQUIP & TRAINING	\$ 6,000.00	\$ 6,000.00	\$ 4,178.05	\$ -	0.00%
	602-4-4945-301	AUDIT	\$ 12,000.00	\$ 12,000.00	\$ 10,585.58	\$ -	0.00%
	602-4-4945-303	ENGINEERING FEES	\$ 2,000.00	\$ 2,000.00	\$ 208.00	\$ -	0.00%
	602-4-4945-305	CIVIL LEGAL FEES	\$ 2,000.00	\$ 2,000.00	\$ -	\$ -	0.00%
	602-4-4945-306	LINE LOCATES	\$ 1,000.00	\$ 1,000.00	\$ 552.65	\$ -	0.00%
	602-4-4945-310	PROFESSIONAL SERVICES	\$ 13,500.00	\$ 14,500.00	\$ 7,733.87	\$ 1,000.00	7.41%
	602-4-4945-315	ADMINISTRATIVE FEES	\$ 6,500.00	\$ 6,500.00	\$ 5,281.40	\$ -	0.00%
	602-4-4945-317	TESTING ANALYSIS	\$ 33,000.00	\$ 36,000.00	\$ 20,726.43	\$ 3,000.00	9.09%
	602-4-4945-320	POSTAGE	\$ 200.00	\$ 200.00	\$ -	\$ -	0.00%
	602-4-4945-321	TELEPHONE	\$ 5,400.00	\$ 4,600.00	\$ 4,189.77	\$ (800.00)	-14.81%
	602-4-4945-322	COMPUTER COMM/MAINT	\$ 6,500.00	\$ 4,000.00	\$ 11,483.08	\$ (2,500.00)	-38.46%
	602-4-4945-330	TRAVEL, CONF, MILEAGE ALLOW.	\$ 150.00	\$ 150.00	\$ -	\$ -	0.00%
	602-4-4945-340	ADVERTISING & PUBLICATIONS	\$ 100.00	\$ 100.00	\$ -	\$ -	0.00%
	602-4-4945-365	INSURANCE DEDUCTIBLES	\$ 5,000.00	\$ 5,000.00	\$ 2,178.37	\$ -	0.00%
	602-4-4945-369	INSURANCES	\$ 35,128.00	\$ 61,219.00	\$ 56,342.02	\$ 26,091.00	74.27%
	602-4-4945-381	ELECTRIC	\$ 264,000.00	\$ 270,000.00	\$ 208,693.43	\$ 6,000.00	2.27%
	602-4-4945-382	WATER	\$ 4,800.00	\$ 5,000.00	\$ 3,367.30	\$ 200.00	4.17%
	602-4-4945-384	REFUSE	\$ 3,000.00	\$ 3,000.00	\$ 2,973.92	\$ -	0.00%
	602-4-4945-385	NATURAL GAS	\$ 63,000.00	\$ 65,000.00	\$ 82,397.56	\$ 2,000.00	3.17%
	602-4-4945-386	NATURAL GAS - DRYER	\$ 23,000.00	\$ 24,000.00	\$ 24,375.22	\$ 1,000.00	4.35%
	602-4-4945-404	REPAIRS & MAINTENANCE	\$ 22,500.00	\$ 11,000.00	\$ 13,697.39	\$ (11,500.00)	-51.11%
	602-4-4945-408	VEHICLE MAINTENANCE	\$ 700.00	\$ 700.00	\$ 580.87	\$ -	0.00%
	602-4-4945-410	RENTALS/LEASES/CONTRACTS	\$ 1,500.00	\$ 1,500.00	\$ 1,013.77	\$ -	0.00%
	602-4-4945-420	DEPRECIATION	\$ 1,519,739.00	\$ 1,519,739.00	\$ 1,144,492.38	\$ -	0.00%
	602-4-4945-431	CREDIT CARD EXPENSE	\$ 8,500.00	\$ 8,500.00	\$ 11,033.22	\$ -	0.00%
	602-4-4945-433	DUES & SUBSCRIPTIONS	\$ 75.00	\$ 75.00	\$ 29.89	\$ -	0.00%
602-4-4945-434	LICENSE FEES/REGISTRATION	\$ 9,325.00	\$ 9,450.00	\$ 9,163.00	\$ 125.00	1.34%	
602-4-4945-450	TRAINING & SEMINARS	\$ 3,000.00	\$ 3,200.00	\$ 2,781.61	\$ 200.00	6.67%	
602-4-4945-610	DEBT SERVICE-INTEREST	\$ 941,505.00	\$ 915,472.00	\$ 937,755.47	\$ (26,033.00)	-2.75%	

123

			2023	2024	As of	2023-2024	Section 12, Item a.
	Account	Account Code Description	CURRENT Budget	Requested Budget	10/31/2023	\$ Difference	% Difference
Operating Expenses	602-4-4945-619	OTHER INTEREST EXPENSE	\$ 100.00	\$ 100.00	\$ 1,595.56	\$ -	0.00%
	602-4-4945-620	BOND ISSUANCE FEES	\$ 2,750.00	\$ 2,750.00	\$ 9,496.67	\$ -	0.00%
<b>Operating Expenses Total</b>			<b>\$ 3,274,272.00</b>	<b>\$ 3,319,055.00</b>	<b>\$ 2,838,716.23</b>	<b>\$ 44,783.00</b>	<b>1.37%</b>
Wages & Benefits	602-4-4945-101	WAGES FULL-TIME	\$ 471,054.00	\$ 497,758.00	\$ 339,723.69	\$ 26,704.00	5.67%
	602-4-4945-102	WAGES OVERTIME	\$ 8,500.00	\$ 8,500.00	\$ 5,216.91	\$ -	0.00%
	602-4-4945-106	WAGES ON-CALL	\$ 25,339.00	\$ 26,661.00	\$ 20,595.39	\$ 1,322.00	5.22%
	602-4-4945-113	EMPLOYEE BENEFITS	\$ 2,318.00	\$ 2,318.00	\$ 1,830.46	\$ -	0.00%
	602-4-4945-121	EMPLOYER CONT. P E R A	\$ 37,867.00	\$ 39,969.00	\$ 28,011.80	\$ 2,102.00	5.55%
	602-4-4945-122	EMPLOYER CONT. F I C A	\$ 38,801.00	\$ 40,946.00	\$ 26,474.29	\$ 2,145.00	5.53%
	602-4-4945-131	HEALTH INSURANCE	\$ 84,865.00	\$ 89,814.00	\$ 63,621.49	\$ 4,949.00	5.83%
	602-4-4945-132	DENTAL INSURANCE	\$ 8,441.00	\$ 9,285.00	\$ 5,014.25	\$ 844.00	10.00%
	602-4-4945-133	LIFE & S-T DISABILITY INS	\$ 565.00	\$ 1,512.00	\$ 1,202.12	\$ 947.00	167.61%
	602-4-4945-151	WORKER'S COMP PREMIUMS	\$ 22,088.00	\$ 21,774.00	\$ 19,362.54	\$ (314.00)	-1.42%
<b>Wages &amp; Benefits Total</b>			<b>\$ 699,838.00</b>	<b>\$ 738,537.00</b>	<b>\$ 511,052.94</b>	<b>\$ 38,699.00</b>	<b>5.53%</b>
Revenue	602-3-0000-31010	CURRENT PROPERTY TAXES	\$ -	\$ -	\$ -	\$ -	0.00%
	602-3-0000-36200	MISCELLANEOUS INCOME	\$ 500.00	\$ 500.00	\$ 8,815.32	\$ -	0.00%
	602-3-0000-36210	INTEREST INCOME	\$ 10,000.00	\$ 10,000.00	\$ 140,164.98	\$ -	0.00%
	602-3-0000-37200	SANITARY SEWER CHARGES	\$ 3,264,612.00	\$ 3,378,873.00	\$ 2,771,549.82	\$114,261.00	3.50%
	602-3-0000-37271	CEDAR LAKE SEWER CHARGES	\$ 128,000.00	\$ 132,480.00	\$ 120,124.56	\$ 4,480.00	3.50%
	602-3-0000-37460	PENALTIES	\$ 15,000.00	\$ 15,000.00	\$ 13,279.18	\$ -	0.00%
	602-3-0000-39500	BOND PREMIUM AMORTIZATION	\$ 21,094.00	\$ 21,094.00	\$ -	\$ -	0.00%
	602-3-4945-35304	SEWER HOOKUP	\$ 120,000.00	\$ 120,000.00	\$ 99,883.57	\$ -	0.00%
<b>Revenue Total</b>			<b>\$ 3,559,206.00</b>	<b>\$ 3,677,947.00</b>	<b>\$ 3,153,973.43</b>	<b>\$118,741.00</b>	<b>3.34%</b>
Net Total: Revenues Over/(Under) Expenditures			\$ (414,904.00)	\$ (379,645.00)	\$ (195,795.74)	\$ 35,259.00	-8.50%

			2023	2024		2023-24	Section 12, Item a.	
	Account	Account Code Description	CURRENT	Requested	As of 10/31/2023	\$ Difference	Difference	
			Budget	Budget				
<b>Operating Expenses</b>	<b>603-4-4511-207</b>	COMPUTER SUPPORT SERVICES	\$ 10,302.00	\$ 11,250.00	\$ 9,489.48	\$ 948.00	9.20%	
	<b>603-4-4511-210</b>	SUPPLIES - GENERAL	\$ 6,000.00	\$ 5,500.00	\$ 4,401.46	\$ (500.00)	-8.33%	
	<b>603-4-4511-211</b>	SUPPLIES - CLEANING	\$ 1,000.00	\$ 500.00	\$ 243.20	\$ (500.00)	-50.00%	
	<b>603-4-4511-260</b>	COGS - GOLF MERCHANDISE	\$ 30,000.00	\$ 25,000.00	\$ 15,438.96	\$ (5,000.00)	-16.67%	
	<b>603-4-4511-261</b>	COGS - CLOTHING	\$ 14,290.00	\$ 15,000.00	\$ 10,851.81	\$ 710.00	4.97%	
	<b>603-4-4511-262</b>	COGS - SPECIAL ORDER	\$ 8,000.00	\$ 8,000.00	\$ 8,781.29	\$ -	0.00%	
	<b>603-4-4511-264</b>	SUPPLIES - OFFICE	\$ 2,200.00	\$ 2,400.00	\$ 2,095.74	\$ 200.00	9.09%	
	<b>603-4-4511-265</b>	DRIVING RANGE	\$ 7,000.00	\$ 5,000.00	\$ 7,386.62	\$ (2,000.00)	-28.57%	
	<b>603-4-4511-301</b>	AUDIT	\$ 5,210.00	\$ 5,250.00	\$ 5,169.55	\$ 40.00	0.77%	
	<b>603-4-4511-305</b>	CIVIL LEGAL FEES	\$ 750.00	\$ 750.00	\$ 66.45	\$ -	0.00%	
	<b>603-4-4511-310</b>	PROFESSIONAL SERVICES	\$ 2,000.00	\$ -	\$ 121.80	\$ (2,000.00)	-100.00%	
	<b>603-4-4511-318</b>	HANDICAP SERVICES	\$ 5,000.00	\$ 6,000.00	\$ 5,970.00	\$ 1,000.00	20.00%	
	<b>603-4-4511-319</b>	PROF. FEES - CONSULTING	\$ -	\$ -	\$ 114.11	\$ -	0.00%	
	<b>603-4-4511-321</b>	TELEPHONE / CABLE	\$ 5,750.00	\$ 7,600.00	\$ 6,178.28	\$ 1,850.00	32.17%	
	<b>603-4-4511-322</b>	COMPUTER COMM/MAINT	\$ 2,137.00	\$ 4,000.00	\$ 3,371.67	\$ 1,863.00	87.18%	
	<b>603-4-4511-323</b>	POSTAGE	\$ 750.00	\$ 900.00	\$ 830.70	\$ 150.00	20.00%	
	<b>603-4-4511-340</b>	ADVERTISING & PUBLICATIONS	\$ 1,500.00	\$ 1,500.00	\$ 564.40	\$ -	0.00%	
	<b>603-4-4511-341</b>	PROMOTION	\$ 5,000.00	\$ 4,500.00	\$ 4,150.00	\$ (500.00)	-10.00%	
	<b>603-4-4511-369</b>	INSURANCES	\$ 12,000.00	\$ 12,662.11	\$ 14,342.90	\$ 662.11	5.52%	
	<b>603-4-4511-381</b>	ELECTRIC	\$ 20,000.00	\$ 21,000.00	\$ 19,406.98	\$ 1,000.00	5.00%	
	<b>603-4-4511-382</b>	WATER/SEWER	\$ 5,000.00	\$ 5,000.00	\$ 4,527.91	\$ -	0.00%	
	<b>603-4-4511-383</b>	STORM SEWER UTILITIES	\$ 6,000.00	\$ 6,000.00	\$ 4,989.24	\$ -	0.00%	
	<b>603-4-4511-384</b>	REFUSE	\$ 3,750.00	\$ 4,000.00	\$ 3,824.46	\$ 250.00	6.67%	
	<b>603-4-4511-385</b>	NATURAL GAS	\$ 7,000.00	\$ 9,500.00	\$ 7,247.34	\$ 2,500.00	35.71%	
	<b>603-4-4511-401</b>	CONTRACTED SERVICES	\$ 94,500.00	\$ 100,170.00	\$ 78,842.00	\$ 5,670.00	6.00%	
	<b>603-4-4511-404</b>	REPAIRS & MAINTENANCE	\$ 13,000.00	\$ 13,000.00	\$ 13,055.07	\$ -	0.00%	
	<b>603-4-4511-411</b>	EQUIPMENT RENTAL	\$ 5,000.00	\$ 5,200.00	\$ 5,733.77	\$ 200.00	4.00%	
	<b>603-4-4511-412</b>	TOURNAMENT FLEET RENTALS	\$ 10,000.00	\$ 6,000.00	\$ 10,630.00	\$ (4,000.00)	-40.00%	
	<b>603-4-4511-417</b>	UNIFORMS	\$ 500.00	\$ -	\$ -	\$ (500.00)	-100.00%	
	<b>603-4-4511-418</b>	PORTABLE TOILETS	\$ 1,100.00	\$ 1,800.00	\$ 1,727.21	\$ 700.00	63.64%	
	<b>603-4-4511-420</b>	DEPRECIATION	\$ 85,848.00	\$ 84,000.00	\$ 65,481.99	\$ (1,848.00)	-2.15%	
	<b>603-4-4511-430</b>	MISCELLANEOUS EXPENSE	\$ 250.00	\$ 250.00	\$ -	\$ -	0.00%	
	<b>603-4-4511-433</b>	DUES & SUBSCRIPTIONS	\$ 1,000.00	\$ 1,000.00	\$ 1,177.39	\$ -	0.00%	
	<b>603-4-4511-437</b>	CREDIT CARD FEES	\$ 24,000.00	\$ 29,000.00	\$ 29,801.60	\$ 5,000.00	20.83%	
	<b>603-4-4511-438</b>	BAD DEBT EXPENSE	\$ 250.00	\$ 250.00	\$ -	\$ -		
	<b>603-4-4511-460</b>	LICENSE FEES/REGISTRATION	\$ 1,100.00	\$ 1,000.00	\$ 175.00	\$ (100.00)		

			2023	2024		2023-24	Section 12, Item a.	
	Account	Account Code Description	CURRENT Budget	Requested Budget	As of 10/31/2023	\$ Difference	Difference	
<b>Operating Expenses</b>	<b>603-4-4511-611</b>	DEBT SERVICE INTEREST	\$ 15,105.00	\$ 10,399.00	\$ 30,923.00	\$ (4,706.00)	-31.16%	
	<b>603-4-4511-620</b>	BOND ISSUANCE FEES	\$ -	\$ 6,000.00	\$ 3,160.00	\$ 6,000.00	0.00%	
	<b>603-4-4512-210</b>	SUPPLIES - GENERAL	\$ 15,000.00	\$ 18,000.00	\$ 20,101.27	\$ 3,000.00	20.00%	
	<b>603-4-4512-217</b>	TOWELS/LINENS	\$ 6,000.00	\$ 7,500.00	\$ 4,507.10	\$ 1,500.00	25.00%	
	<b>603-4-4512-251</b>	COGS - ALCOHOL	\$ 53,000.00	\$ 60,000.00	\$ 46,652.57	\$ 7,000.00	13.21%	
	<b>603-4-4512-254</b>	COGS - BEV NON-ALCOHOL	\$ 20,110.00	\$ 22,000.00	\$ 14,979.82	\$ 1,890.00	9.40%	
	<b>603-4-4512-259</b>	COGS - FOOD	\$ 66,000.00	\$ 80,000.00	\$ 71,484.59	\$ 14,000.00	21.21%	
	<b>603-4-4512-262</b>	COGS - SUNDRIES	\$ 8,000.00	\$ 7,470.00	\$ 8,690.40	\$ (530.00)	-6.63%	
	<b>603-4-4512-263</b>	EXPIRED GOODS	\$ 800.00	\$ 500.00	\$ 386.93	\$ (300.00)	-37.50%	
	<b>603-4-4512-404</b>	REPAIRS & MAINTENANCE	\$ 3,000.00	\$ 4,000.00	\$ 4,272.61	\$ 1,000.00	33.33%	
	<b>603-4-4512-415</b>	EQUIPMENT RENTAL	\$ 3,000.00	\$ 2,500.00	\$ 2,314.42	\$ (500.00)	-16.67%	
	<b>603-4-4512-430</b>	MISCELLANEOUS EXPENSE	\$ -	\$ 2,000.00	\$ 6,334.77	\$ 2,000.00	0.00%	
	<b>603-4-4512-460</b>	LICENSE FEES/REGISTRATION	\$ 4,000.00	\$ 4,500.00	\$ 4,260.43	\$ 500.00	12.50%	
	<b>603-4-4512-500</b>	CAPITAL OUTLAY	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00	0.00%	
	<b>603-4-4513-210</b>	SUPPLIES - GENERAL	\$ 6,000.00	\$ 6,000.00	\$ 5,994.82	\$ -	0.00%	
	<b>603-4-4513-212</b>	MOTOR FUELS	\$ 25,000.00	\$ 25,000.00	\$ 18,755.11	\$ -	0.00%	
	<b>603-4-4513-216</b>	FERTILIZER & CHEMICALS	\$ 40,000.00	\$ 40,000.00	\$ 16,756.18	\$ -	0.00%	
	<b>603-4-4513-221</b>	R & M - MACHINERY PARTS	\$ 29,000.00	\$ 30,000.00	\$ 22,067.75	\$ 1,000.00	3.45%	
	<b>603-4-4513-222</b>	R & M - IRRIGATION	\$ 10,000.00	\$ 15,000.00	\$ 10,406.97	\$ 5,000.00	50.00%	
	<b>603-4-4513-231</b>	SAFETY EQUIP & TRAINING	\$ 684.00	\$ 800.00	\$ 639.54	\$ 116.00	16.96%	
	<b>603-4-4513-247</b>	R & M - COURSE GEN IMPROV	\$ 12,000.00	\$ 15,000.00	\$ 5,689.54	\$ 3,000.00	25.00%	
	<b>603-4-4513-330</b>	TRAVEL, CONF, MILEAGE ALLOW	\$ 500.00	\$ 500.00	\$ 115.00	\$ -	0.00%	
	<b>603-4-4513-381</b>	ELECTRIC	\$ 1,400.00	\$ 1,400.00	\$ 1,780.85	\$ -	0.00%	
	<b>603-4-4513-382</b>	WATER/SEWER	\$ 50,000.00	\$ 62,000.00	\$ 80,686.35	\$ 12,000.00	24.00%	
	<b>603-4-4513-404</b>	REPAIRS & MAINTENANCE	\$ 1,200.00	\$ 1,750.00	\$ 805.13	\$ 550.00	45.83%	
	<b>603-4-4513-405</b>	R & M - PRIVATE CART REPAIRS	\$ 2,600.00	\$ 3,500.00	\$ 4,914.55	\$ 900.00	34.62%	
	<b>603-4-4513-430</b>	MISCELLANEOUS EXPENSE	\$ 300.00	\$ -	\$ -	\$ (300.00)	-100.00%	
	<b>603-4-4513-441</b>	SPECIAL PROJECTS	\$ 10,000.00	\$ -	\$ -	\$ (10,000.00)	-100.00%	
	<b>603-4-4513-500</b>	CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -	0.00%	
<b>Operating Expenses Total</b>			<b>\$ 779,886.00</b>	<b>\$ 838,801.11</b>	<b>\$ 736,897.09</b>	<b>\$ 58,915.11</b>	<b>7.55%</b>	
<b>Wages &amp; Benefits</b>	<b>603-4-4511-101</b>	WAGES FULL-TIME-	\$ 19,550.00	\$ 50,920.00	\$ 14,652.51	\$ 31,370.00	160.46%	
	<b>603-4-4511-102</b>	WAGES OVERTIME	\$ 250.00	\$ 250.00	\$ 506.50	\$ -	0.00%	
	<b>603-4-4511-103</b>	WAGES PART-TIME	\$ 50,000.00	\$ 50,000.00	\$ 54,066.63	\$ -	0.00%	
	<b>603-4-4511-113</b>	EMPLOYEE BENEFITS	\$ 117.00	\$ 117.00	\$ -	\$ -	0.00%	
	<b>603-4-4511-121</b>	EMPLOYER CONT. P E R A	\$ 2,510.00	\$ 2,613.00	\$ 2,539.93	\$ 103.00	4.10%	
	<b>603-4-4511-122</b>	EMPLOYER CONT. F I C A	\$ 5,349.00	\$ 9,953.00	\$ 5,252.38	\$ 4,604.00	86.09%	



			2023	2024	As of 10/31/2023	2023-24	Section 12, Item a.	
			CURRENT	Requested		\$ Difference	Difference	
Account	Account Code	Description	Budget	Budget				
<b>Wages &amp; Benefits</b>	<b>603-4-4511-131</b>	HEALTH INSURANCE	\$ 3,374.00	\$ 3,572.00	\$ 3,295.24	\$ 198.00	5.87%	
	<b>603-4-4511-132</b>	DENTAL INSURANCE	\$ 335.00	\$ 362.00	\$ 311.86	\$ 27.00	8.06%	
	<b>603-4-4511-133</b>	LIFE & S-T DISABILITY	\$ 19.00	\$ 62.00	\$ 54.49	\$ 43.00	226.32%	
	<b>603-4-4511-151</b>	WORKER'S COMP INSURANCE	\$ 643.00	\$ 651.00	\$ 765.44	\$ 8.00	1.24%	
	<b>603-4-4512-103</b>	WAGES PART-TIME	\$ 80,000.00	\$ 101,270.00	96418.93	\$ 21,270.00	26.59%	
	<b>603-4-4512-104</b>	GRATUITIES	\$ 7,800.00	\$ 11,000.00	10930.26	\$ 3,200.00	41.03%	
	<b>603-4-4512-121</b>	EMPLOYER CONT. P E R A	\$ 3,200.00	\$ 9,206.00	4072.65	\$ 6,006.00	187.69%	
	<b>603-4-4512-122</b>	EMPLOYER CONT. F I C A	\$ 6,500.00	\$ 9,431.00	8381.89	\$ 2,931.00	45.09%	
	<b>603-4-4512-151</b>	WORKER'S COMPENSATION	\$ 700.00	\$ 917.00	787	\$ 217.00	31.00%	
	<b>603-4-4513-101</b>	WAGES FULL-TIME	\$ 172,470.00	\$ 182,506.00	142551.2	\$ 10,036.00	5.82%	
	<b>603-4-4513-102</b>	WAGES OVERTIME	\$ 1,000.00	\$ 1,000.00	1769.38	\$ -	0.00%	
	<b>603-4-4513-103</b>	WAGES PART-TIME	\$ 72,000.00	\$ 80,000.00	90360.64	\$ 8,000.00	11.11%	
	<b>603-4-4513-113</b>	EMPLOYEE BENEFITS	\$ 760.00	\$ 760.00	760	\$ -	0.00%	
	<b>603-4-4513-114</b>	UNEMPLOYMENT BENEFITS	\$ 2,546.00	\$ 2,546.00	0	\$ -	0.00%	
	<b>603-4-4513-121</b>	EMPLOYER CONT. P E R A	\$ 12,935.00	\$ 14,324.00	12874.3	\$ 1,389.00	10.74%	
	<b>603-4-4513-122</b>	EMPLOYER CONT. F I C A	\$ 18,836.00	\$ 20,276.00	17772.33	\$ 1,440.00	7.64%	
	<b>603-4-4513-131</b>	HEALTH INSURANCE	\$ 12,590.00	\$ 13,312.00	11147.18	\$ 722.00	5.73%	
	<b>603-4-4513-132</b>	DENTAL INSURANCE	\$ 1,799.00	\$ 1,796.00	2186.25	\$ (3.00)	-0.17%	
	<b>603-4-4513-133</b>	LIFE & S-T DISABILITY	\$ 156.00	\$ 525.00	496.78	\$ 369.00	236.54%	
	<b>603-4-4513-151</b>	WORKER'S COMP INSURANCE	\$ 2,556.00	\$ 2,663.00	3209	\$ 107.00	4.19%	
<b>Wages &amp; Benefits Total</b>			<b>\$ 477,995.00</b>	<b>\$ 570,032.00</b>	<b>485896.84</b>	<b>\$ 92,037.00</b>	<b>19.25%</b>	
<b>Revenue</b>	<b>603-3-0000-33426</b>	STATE AID-PERA	\$ -	\$ -	0	\$ -	0.00%	
	<b>603-3-4511-36240</b>	REIMBURSEMENTS	\$ 500.00	\$ 500.00	420	\$ -	0.00%	
	<b>603-3-4511-38040</b>	MEMBERSHIP DUES	\$ 250,000.00	\$ 306,000.00	296551.39	\$ 56,000.00	22.40%	
	<b>603-3-4511-38041</b>	ADDITIONAL FEES	\$ 8,000.00	\$ 8,500.00	8270	\$ 500.00	6.25%	
	<b>603-3-4511-38042</b>	RENTALS	\$ 500.00	\$ 500.00	100	\$ -	0.00%	
	<b>603-3-4511-38043</b>	LESSONS	\$ 3,000.00	\$ 2,500.00	0	\$ (500.00)	-16.67%	
	<b>603-3-4511-38045</b>	MISCELLANEOUS INCOME	\$ 1,500.00	\$ -	1241.63	\$ (1,500.00)	-100.00%	
	<b>603-3-4511-38046</b>	GOLF MERCHANDISE	\$ 55,000.00	\$ 50,000.00	34966.21	\$ (5,000.00)	-9.09%	
	<b>603-3-4511-38047</b>	CLOTHING	\$ 20,000.00	\$ 20,000.00	22512.74	\$ -	0.00%	
	<b>603-3-4511-38048</b>	GREEN FEES	\$ 327,237.00	\$ 304,459.00	337869.91	\$ (22,778.00)	-6.96%	
	<b>603-3-4511-38049</b>	DAILY CART FEES	\$ 168,187.00	\$ 214,727.00	201745.38	\$ 46,540.00	27.67%	
	<b>603-3-4511-38050</b>	PRIVATE CART FEES	\$ 25,000.00	\$ 17,850.00	14325	\$ (7,150.00)	-28.60%	
	<b>603-3-4511-38051</b>	DRIVING RANGE	\$ 19,000.00	\$ 25,000.00	24075.9	\$ 6,000.00	31.58%	
	<b>603-3-4511-38052</b>	SPECIAL ORDER-MERCHANDISE	\$ 8,000.00	\$ 8,000.00	8685.2	\$ -	0.00%	
	<b>603-3-4511-38053</b>	PRIVATE CART REPAIRS	\$ 2,500.00	\$ 4,000.00	6216.99	\$ 1,500.00	60.00%	

			2023	2024	As of 10/31/2023	2023-24	Section 12, Item a.	
Account	Account Code	Description	CURRENT Budget	Requested Budget		\$ Difference	Difference	%
<b>Revenue</b>	<b>603-3-4511-39200</b>	OPERATING TRANSFER IN	\$ 121,270.00	\$ 97,016.00	60635	\$ (24,254.00)	-20.00%	
	<b>603-3-4512-38044</b>	FACILITY FEES	\$ 3,500.00	\$ 6,000.00	4053	\$ 2,500.00	71.43%	
	<b>603-3-4512-38045</b>	GRATUITIES	\$ 7,800.00	\$ 11,000.00	11154.45	\$ 3,200.00	41.03%	
	<b>603-3-4512-38140</b>	FOOD SALES	\$ 120,000.00	\$ 150,000.00	152700.71	\$ 30,000.00	25.00%	
	<b>603-3-4512-38141</b>	BEVERAGE NON-ALCOHOL	\$ 25,000.00	\$ 28,000.00	28744.85	\$ 3,000.00	12.00%	
	<b>603-3-4512-38142</b>	BEVERAGE ALCOHOL	\$ 165,000.00	\$ 185,000.00	189404.43	\$ 20,000.00	12.12%	
	<b>603-3-4512-38143</b>	SUNDRIES	\$ 6,500.00	\$ 9,000.00	9549.25	\$ 2,500.00	38.46%	
<b>Revenue Total</b>			<b>\$ 1,337,494.00</b>	<b>\$ 1,448,052.00</b>	<b>1419236.19</b>	<b>\$ 110,558.00</b>	<b>8.27%</b>	
Net Total: Revenues Over/(Under) Expenditures			\$ 79,613.00	\$ 39,218.89	\$ 196,442.26	\$ (40,394.11)	-50.74%	

		2023	2024	As of 10/31/2023	2023-	Difference	Difference
		CURRENT	Requested		\$ Difference		
Account	Account Code Description	Budget	Budget				
<b>Operating Expenses</b>	<b>604-4-4940-420</b>	DEPRECIATION	\$ 426,677.00	\$ 431,460.00	\$ 252,986.12	\$ 4,783.00	1.12%
	<b>604-4-4940-610</b>	DEBT SERVICE-INTEREST	\$ 101,848.00	\$ 101,635.00	\$ 100,243.72	\$ (213.00)	-0.21%
	<b>604-4-4940-619</b>	OTHER INTEREST EXPENSES	\$ 100.00	\$ 313.00	\$ 806.72	\$ 213.00	213.00%
	<b>604-4-4941-213</b>	GEN-SET FUEL	\$ 2,000.00	\$ 2,000.00	\$ 659.83	\$ -	0.00%
	<b>604-4-4941-390</b>	NATURAL GAS-10TH AVE BOOST	\$ 2,000.00	\$ 2,000.00	\$ 1,424.10	\$ -	0.00%
	<b>604-4-4941-392</b>	ELECTRICITY USED	\$ 110,000.00	\$ 110,000.00	\$ 100,313.42	\$ -	0.00%
	<b>604-4-4941-394</b>	NATURAL GAS-FILTER #3	\$ 3,000.00	\$ 3,500.00	\$ 3,203.94	\$ 500.00	16.67%
	<b>604-4-4942-309</b>	SYSTEM WATER TESTING	\$ 3,000.00	\$ 3,000.00	\$ 2,374.74	\$ -	0.00%
	<b>604-4-4942-385</b>	PURIFICATION	\$ 75,000.00	\$ 55,000.00	\$ 47,365.36	\$ (20,000.00)	-26.67%
	<b>604-4-4943-212</b>	MOTOR FUELS	\$ 10,500.00	\$ 8,500.00	\$ 6,393.46	\$ (2,000.00)	-19.05%
	<b>604-4-4943-226</b>	HYDRANTS	\$ 2,500.00	\$ 2,500.00	\$ 550.57	\$ -	0.00%
	<b>604-4-4943-227</b>	LEAK DETECTION	\$ 4,500.00	\$ 5,000.00	\$ 5,732.05	\$ 500.00	11.11%
	<b>604-4-4943-229</b>	MAINT.-WELLS.-PUMPS-METER	\$ 15,000.00	\$ 15,000.00	\$ 10,463.76	\$ -	0.00%
	<b>604-4-4943-233</b>	DISTRIBUTION	\$ 8,000.00	\$ 8,000.00	\$ 3,831.93	\$ -	0.00%
	<b>604-4-4943-244</b>	WELLHEAD PROTECTION PLAN	\$ 500.00	\$ 500.00	\$ -	\$ -	0.00%
	<b>604-4-4943-403</b>	WATER MAIN & SERVICE REPAIR	\$ 20,000.00	\$ 20,000.00	\$ 8,692.26	\$ -	0.00%
	<b>604-4-4943-407</b>	WATER TOWER MAINT.	\$ 11,000.00	\$ 11,000.00	\$ 140.63	\$ -	0.00%
	<b>604-4-4944-200</b>	SUPPLIES	\$ 5,000.00	\$ 5,000.00	\$ 4,190.04	\$ -	0.00%
	<b>604-4-4944-207</b>	COMPUTER SUPPORT SERVICES	\$ 6,500.00	\$ 6,500.00	\$ 5,776.24	\$ -	0.00%
	<b>604-4-4944-224</b>	GEN. EXPENSE-EQUIPMENT	\$ 10,000.00	\$ 10,000.00	\$ 2,240.48	\$ -	0.00%
	<b>604-4-4944-225</b>	GENERAL PLANT MAINT.	\$ 12,000.00	\$ 12,000.00	\$ 4,248.03	\$ -	0.00%
	<b>604-4-4944-230</b>	MAINT/LEASE	\$ 4,000.00	\$ 4,000.00	\$ 2,476.67	\$ -	0.00%
	<b>604-4-4944-231</b>	SAFETY EQUIP & TRAINING	\$ 4,000.00	\$ 4,000.00	\$ 2,176.90	\$ -	0.00%
	<b>604-4-4944-301</b>	AUDIT	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00	\$ -	0.00%
	<b>604-4-4944-303</b>	ENGINEERING FEES	\$ 2,000.00	\$ 2,000.00	\$ -	\$ -	0.00%
	<b>604-4-4944-305</b>	CIVIL LEGAL FEES	\$ 3,000.00	\$ 3,000.00	\$ 244.40	\$ -	0.00%
	<b>604-4-4944-306</b>	LINE LOCATES	\$ 2,000.00	\$ 2,000.00	\$ 1,147.84	\$ -	0.00%
	<b>604-4-4944-308</b>	METER TESTING	\$ 4,000.00	\$ 4,000.00	\$ 3,459.50	\$ -	0.00%
	<b>604-4-4944-310</b>	PROFESSIONAL SERVICES	\$ 20,000.00	\$ 20,000.00	\$ 11,608.96	\$ -	0.00%
	<b>604-4-4944-320</b>	POSTAGE	\$ 7,000.00	\$ 7,000.00	\$ 6,148.67	\$ -	0.00%
	<b>604-4-4944-321</b>	TELEPHONE	\$ 5,000.00	\$ 5,000.00	\$ 3,517.12	\$ -	0.00%
	<b>604-4-4944-322</b>	COMPUTER COMM/MAINT	\$ 15,000.00	\$ 15,000.00	\$ 13,976.94	\$ -	0.00%
	<b>604-4-4944-330</b>	TRAVEL, CONF, MILEAGE ALLOW.	\$ 4,000.00	\$ 4,000.00	\$ 3,088.80	\$ -	0.00%
	<b>604-4-4944-340</b>	ADVERTISING & PUBLICATIONS	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	0.00%
	<b>604-4-4944-365</b>	INSURANCE DEDUCTIBLE	\$ 2,500.00	\$ 2,500.00	\$ 2,178.37	\$ -	
	<b>604-4-4944-369</b>	INSURANCES	\$ 16,000.00	\$ 21,618.00	\$ 19,895.98	\$ 5,618.00	35.11%

		2023	2024	As of 10/31/2023	2023-	Section 12, Item a.	
Account	Account Code Description	CURRENT Budget	Requested Budget		\$ Difference	% Difference	
<b>Operating Expenses</b>	<b>604-4-4944-380</b>	UTILITIES	\$ 2,000.00	\$ 2,000.00	\$ 722.59	\$ -	0.00%
	<b>604-4-4944-401</b>	CONTRACTED SERVICES	\$ 100.00	\$ 100.00	\$ 92.00	\$ -	0.00%
	<b>604-4-4944-408</b>	VEHCILE MAINT	\$ 5,000.00	\$ 5,000.00	\$ 1,657.48	\$ -	0.00%
	<b>604-4-4944-409</b>	ENGINE MAINT/GENERATION	\$ -	\$ -	\$ -	\$ -	0.00%
	<b>604-4-4944-430</b>	MISCELLANEOUS EXPENSE	\$ 4,000.00	\$ 4,000.00	\$ 101.91	\$ -	0.00%
	<b>604-4-4944-431</b>	CREDIT CARD EXPENSE	\$ 4,000.00	\$ 4,000.00	\$ 4,854.61	\$ -	0.00%
	<b>604-4-4944-432</b>	PRIOR PERIOD ADJUSTMENT	\$ -	\$ -	\$ -	\$ -	0.00%
	<b>604-4-4944-433</b>	DUES & SUBSCRIPTIONS	\$ 2,000.00	\$ 2,000.00	\$ 872.89	\$ -	0.00%
	<b>604-4-4944-438</b>	BAD DEBT EXPENSE	\$ 2,000.00	\$ 2,000.00	\$ -	\$ -	0.00%
	<b>604-4-4944-440</b>	REAL ESTATE TAXES	\$ 10.00	\$ 10.00	\$ 9.00	\$ -	0.00%
	<b>604-4-4944-450</b>	TRAINING & SEMINARS	\$ 1,000.00	\$ 1,000.00	\$ 729.47	\$ -	0.00%
	<b>604-4-4944-460</b>	LICENSES FEES/REGISTRATION	\$ 4,500.00	\$ 4,500.00	\$ 2,963.12	\$ -	0.00%
	<b>604-4-4944-620</b>	BOND ISSUANCE COSTS	\$ 5,000.00	\$ 5,000.00	\$ 15,057.09	\$ -	0.00%
<b>Operating Expenses Total</b>		<b>\$ 953,035.00</b>	<b>\$ 942,436.00</b>	<b>\$ 663,829.21</b>	<b>\$ (10,599.00)</b>		<b>-1.11%</b>
<b>Wages &amp; Benefits</b>	<b>604-4-4941-121</b>	EMPLOYER CONT. P E R A	\$ -	\$ -	\$ -	\$ -	0.00%
	<b>604-4-4943-121</b>	EMPLOYER CONT. P E R A	\$ -	\$ 150.00	15831.14	\$ 150.00	0.00%
	<b>604-4-4943-122</b>	EMPLOYER CONT. F I C A	\$ -	\$ 153.00	14802.02	\$ 153.00	0.00%
	<b>604-4-4944-101</b>	WAGES FULL-TIME	\$ 407,545.00	\$ 434,282.00	140542.91	\$ 26,737.00	6.56%
	<b>604-4-4944-102</b>	WAGES OVERTIME	\$ 5,000.00	\$ 5,000.00	952.79	\$ -	0.00%
	<b>604-4-4944-106</b>	WAGES ON-CALL	\$ 23,667.00	\$ 25,070.00	0	\$ 1,403.00	5.93%
	<b>604-4-4944-113</b>	EMPLOYEE BENEFITS	\$ 2,877.00	\$ 2,877.00	306.96	\$ -	0.00%
	<b>604-4-4944-121</b>	EMPLOYER CONT. P E R A	\$ 32,716.00	\$ 34,826.00	10895.17	\$ 2,110.00	6.45%
	<b>604-4-4944-122</b>	EMPLOYER CONT. F I C A	\$ 33,590.00	\$ 35,743.00	10166.13	\$ 2,153.00	6.41%
	<b>604-4-4944-131</b>	HEALTH INSURANCE	\$ 63,290.00	\$ 88,133.00	22773.34	\$ 24,843.00	39.25%
	<b>604-4-4944-132</b>	DENTAL INSURANCE	\$ 8,254.00	\$ 9,072.00	2206.91	\$ 818.00	9.91%
	<b>604-4-4944-133</b>	LIFE & S-T DISABILITY	\$ 449.00	\$ 1,332.00	482.17	\$ 883.00	196.66%
	<b>604-4-4944-151</b>	WORKER'S COMP PREMIUMS	\$ 14,376.00	\$ 8,830.00	12648.81	\$ (5,546.00)	-38.58%
<b>Wages &amp; Benefits Total</b>		<b>\$ 591,764.00</b>	<b>\$ 647,468.00</b>	<b>499652.77</b>	<b>\$ 55,704.00</b>		<b>9.41%</b>
<b>Revenue</b>	<b>604-3-0000-3342</b>	STATE AID-PERA	\$ -	\$ -	0	\$ -	0.00%
	<b>604-3-4940-3320</b>	UNBILLED ACCOUNTS RECEIVABLE	\$ -	\$ -	18198.03	\$ -	0.00%
	<b>604-3-4940-3620</b>	MISCELLANEOUS INCOME	\$ 10,000.00	\$ 10,000.00	5988.68	\$ -	0.00%
	<b>604-3-4940-3621</b>	INTEREST INCOME	\$ 15,000.00	\$ 15,000.00	9359.21	\$ -	0.00%
	<b>604-3-4940-3622</b>	RADIO TOWER LEASE	\$ 6,465.00	\$ -	6465.71	\$ (6,465.00)	-100.00%
	<b>604-3-4940-3624</b>	REIMBURSEMENTS	\$ 2,000.00	\$ 2,000.00	1358.3	\$ -	0.00%
	<b>604-3-4940-3710</b>	RESIDENTIAL WATER	\$ 1,136,392.00	\$ 1,167,088.00	1085474.9	\$ 30,696.00	
	<b>604-3-4940-3710</b>	COMMERCIAL WATER	\$ 534,347.00	\$ 619,473.00	536319.15	\$ 85,126.00	



		2023	2024	As of 10/31/2023	2023-24	Section 12, Item a.	
Account	Account Code Description	CURRENT Budget	Requested Budget		\$ Difference	% Difference	
Revenue	604-3-4940-3710 WATER SALES-ELEC.DISTR.	\$ 20,000.00	\$ 21,000.00	1589.68	\$ 1,000.00	5.00%	
	604-3-4940-3710 WATER CONNECTION FEE	\$ 20,000.00	\$ 15,000.00	30295.8	\$ (5,000.00)	-25.00%	
	604-3-4940-3710 WATER METER INCOME	\$ 5,000.00	\$ 5,000.00	5898.16	\$ -	0.00%	
	604-3-4940-3715 WAC INCOME	\$ 10,000.00	\$ 5,000.00	4052.16	\$ (5,000.00)	-50.00%	
	604-3-4940-3741 SEWER/REFUSE COLLECTION	\$ 11,000.00	\$ 11,000.00	7569.1	\$ -	0.00%	
	604-3-4940-3746 PENALTIES	\$ 7,400.00	\$ 7,400.00	7034.05	\$ -	0.00%	
Revenue Total		\$ 1,777,604.00	\$ 1,877,961.00	1719602.93	\$100,357.00	5.65%	
Net Total: Revenues Over/(Under) Expenditures		\$ 232,805.00	\$ 288,057.00	\$ 556,120.95	\$ 55,252.00	23.73%	

		2023 CURRENT	2024 Requested	As of 10/31/2023	2023-2		
		Budget	Budget		\$ Difference	Difference	
Account	Account Code Description						
Operating Exp	605-4-4955-214	NP GENERATION GAS/OIL	\$ 5,000.00	\$ 5,000.00	\$ 3,677.25	\$ -	0.00%
	605-4-4955-224	EQUIPMENT REPAIRS	\$ 7,000.00	\$ 7,000.00	\$ -	\$ -	0.00%
	605-4-4955-313	NPUC-TRANS/STATION EQUIP	\$ 10,000.00	\$ 10,000.00	\$ 10,628.50	\$ -	0.00%
	605-4-4955-391	PURCHASED POWER	\$ 6,242,485.00	\$ 6,401,508.00	\$ 4,811,397.52	\$ 159,023.00	2.55%
	605-4-4955-392	MVEC LOR PAYMENT	\$ 379,465.00	\$ 357,793.00	\$ 319,907.60	\$ (21,672.00)	-5.71%
	605-4-4955-420	DEPRECIATION	\$ 606,941.00	\$ 680,160.00	\$ 399,375.18	\$ 73,219.00	12.06%
	605-4-4955-495	PAYMENT IN LIEU OF TAXES	\$ 40,000.00	\$ 40,000.00	\$ 23,333.35	\$ -	0.00%
	605-4-4955-552	NPUC-GENERATION MAINT	\$ 4,000.00	\$ 4,000.00	\$ 396.00	\$ -	0.00%
	605-4-4956-218	SMMPA ENGINE LUBE OIL	\$ 8,000.00	\$ 8,000.00	\$ 4,620.52	\$ -	0.00%
	605-4-4956-219	SMMPA GAS & OIL ENGINE	\$ 100,000.00	\$ 75,000.00	\$ 59,343.92	\$ (25,000.00)	-25.00%
	605-4-4956-231	SMMPA SAFETY	\$ 2,000.00	\$ 4,000.00	\$ 2,045.63	\$ 2,000.00	100.00%
	605-4-4956-243	SMMPA SUPPLIES & CHEMICALS	\$ 20,000.00	\$ 20,000.00	\$ 5,305.16	\$ -	0.00%
	605-4-4956-368	SMMPA INSURANCE	\$ 45,000.00	\$ 47,240.00	\$ 53,849.50	\$ 2,240.00	4.98%
	605-4-4956-386	SMMPA NATURAL GAS BLDG	\$ -	\$ 500.00	\$ 287.79	\$ 500.00	0.00%
	605-4-4956-393	SMMPA PLANT WATER USED	\$ 2,000.00	\$ 2,000.00	\$ 1,391.66	\$ -	0.00%
	605-4-4956-402	SMMPA PLANT BLDG MAINT	\$ 16,500.00	\$ 25,000.00	\$ 8,293.88	\$ 8,500.00	51.52%
	605-4-4956-409	SMMPA PLANT EQUIP. MAINT	\$ 55,000.00	\$ 55,000.00	\$ 13,761.52	\$ -	0.00%
	605-4-4956-435	SMMPA MISCELLANEOUS	\$ 25,000.00	\$ 25,000.00	\$ 4,287.98	\$ -	0.00%
	605-4-4956-500	CAPITAL PROJECTS	\$ 64,000.00	\$ 225,000.00	\$ 78,523.24	\$ 161,000.00	251.56%
	605-4-4957-212	MOTOR FUELS	\$ 15,000.00	\$ 15,000.00	\$ 9,438.36	\$ -	0.00%
	605-4-4957-223	DISTRIBUTION OVERHEAD/UNDERGRO	\$ 20,000.00	\$ 35,000.00	\$ 8,704.71	\$ 15,000.00	75.00%
	605-4-4957-231	SAFETY EQUIP & TRAINING	\$ 11,000.00	\$ 15,000.00	\$ 9,863.46	\$ 4,000.00	36.36%
	605-4-4957-233	ENERGY CONSER MATERIAL	\$ 500.00	\$ 500.00	\$ -	\$ -	0.00%
	605-4-4957-234	ENERGY CONSERV MISC/EMP	\$ 7,000.00	\$ 7,000.00	\$ 3,911.83	\$ -	0.00%
	605-4-4957-237	ENERGY CONSERV LOW INCOME	\$ 4,000.00	\$ 5,000.00	\$ -	\$ 1,000.00	25.00%
	605-4-4957-241	STREET LIGHTING	\$ 20,000.00	\$ 20,000.00	\$ 668.53	\$ -	0.00%
	605-4-4957-242	SAFETY EQUIP TESTING	\$ 4,000.00	\$ 4,000.00	\$ 17.30	\$ -	0.00%
	605-4-4957-306	LINE LOCATES	\$ 3,000.00	\$ 3,000.00	\$ 916.94	\$ -	0.00%
	605-4-4957-307	LOAD MANAGEMENT	\$ 26,000.00	\$ 20,000.00	\$ 26,044.87	\$ (6,000.00)	-23.08%
	605-4-4957-441	OFF PEAK CUST EQUIPMENT	\$ 2,000.00	\$ 2,000.00	\$ -	\$ -	0.00%
	605-4-4959-200	SUPPLIES	\$ 7,000.00	\$ 7,000.00	\$ 3,597.49	\$ -	0.00%
	605-4-4959-207	COMPUTER SUPPORT SERVICES	\$ 15,000.00	\$ 12,000.00	\$ 9,902.10	\$ (3,000.00)	-20.00%
	605-4-4959-224	GENERAL EXP-EQUIPMENT	\$ 10,000.00	\$ 11,000.00	\$ 8,383.57	\$ 1,000.00	10.00%
	605-4-4959-225	GENERAL PLANT MAINTENANCE	\$ 23,000.00	\$ 25,000.00	\$ 15,566.76	\$ 2,000.00	8.70%
	605-4-4959-230	MAINT/LEASE	\$ 6,000.00	\$ 6,000.00	\$ 5,941.30	\$ -	0.00%
	605-4-4959-301	AUDIT	\$ 4,800.00	\$ 5,000.00	\$ 4,800.01	\$ 200.00	4.17%

			2023 CURRENT	2024 Requested	As of 10/31/2023	2023-24	Section 12, Item a.	
			Budget	Budget		\$ Difference	Difference	
Account	Account Code	Description						
<b>Operating Exp</b>	<b>605-4-4959-303</b>	ENGINEERING FEES	\$ 6,000.00	\$ 6,000.00	\$ -	\$ -	0.00%	
	<b>605-4-4959-305</b>	CIVIL LEGAL FEES	\$ 12,000.00	\$ 12,000.00	\$ 244.40	\$ -	0.00%	
	<b>605-4-4959-310</b>	PROFESSIONAL SERVICES	\$ 20,000.00	\$ 20,000.00	\$ 12,527.04	\$ -	0.00%	
	<b>605-4-4959-320</b>	POSTAGE	\$ 7,000.00	\$ 7,000.00	\$ 6,234.08	\$ -	0.00%	
	<b>605-4-4959-321</b>	TELEPHONE	\$ 8,000.00	\$ 8,000.00	\$ 6,329.80	\$ -	0.00%	
	<b>605-4-4959-322</b>	COMPUTER COMM/MAINT	\$ 16,000.00	\$ 20,000.00	\$ 22,182.41	\$ 4,000.00	25.00%	
	<b>605-4-4959-330</b>	TRAVEL, CONF, MILEAGE ALLOW.	\$ 5,000.00	\$ 7,000.00	\$ 6,028.01	\$ 2,000.00	40.00%	
	<b>605-4-4959-340</b>	ADVERTISING & PUBLICATIONS	\$ 4,000.00	\$ 3,000.00	\$ 1,201.34	\$ (1,000.00)	-25.00%	
	<b>605-4-4959-369</b>	INSURANCES	\$ 20,000.00	\$ 27,928.00	\$ 25,703.50	\$ 7,928.00	39.64%	
	<b>605-4-4959-380</b>	UTILITIES	\$ 33,000.00	\$ 25,000.00	\$ 22,233.98	\$ (8,000.00)	-24.24%	
	<b>605-4-4959-384</b>	REFUSE	\$ -	\$ 500.00	\$ 211.48	\$ 500.00	0.00%	
	<b>605-4-4959-401</b>	CONTRACTED SERVICES	\$ 250.00	\$ 250.00	\$ 92.00	\$ -	0.00%	
	<b>605-4-4959-408</b>	VEHICLE MAINT	\$ 7,000.00	\$ 7,000.00	\$ 6,746.21	\$ -	0.00%	
	<b>605-4-4959-430</b>	MISCELLANEOUS EXPENSE	\$ 4,000.00	\$ 4,000.00	\$ 40.58	\$ -	0.00%	
	<b>605-4-4959-431</b>	CREDIT CARD EXPENSE	\$ 20,000.00	\$ 20,000.00	\$ 26,479.71	\$ -	0.00%	
	<b>605-4-4959-433</b>	DUES & SUBSCRIPTIONS	\$ 16,000.00	\$ 16,000.00	\$ 13,474.89	\$ -	0.00%	
	<b>605-4-4959-440</b>	REAL ESTATE TAXES	\$ 2,000.00	\$ 2,000.00	\$ 2,309.00	\$ -	0.00%	
	<b>605-4-4959-450</b>	TRAINING & SEMINARS	\$ 6,000.00	\$ 8,000.00	\$ 5,670.28	\$ 2,000.00	33.33%	
	<b>605-4-4959-460</b>	LICENSE FEES/REGISTRATION	\$ 600.00	\$ 600.00	\$ 55.08	\$ -	0.00%	
<b>Operating Expenses Total</b>			<b>\$ 7,997,541.00</b>	<b>\$ 8,378,979.00</b>	<b>\$ 6,099,946.60</b>	<b>\$ 381,438.00</b>	<b>4.77%</b>	
<b>Wages &amp; Benefits</b>	<b>605-4-4955-101</b>	WAGES FULL-TIME	\$ -	\$ -	\$ 191,654.75	\$ -	0.00%	
	<b>605-4-4955-103</b>	WAGES PART-TIME	\$ -	\$ -	\$ -	\$ -	0.00%	
	<b>605-4-4955-121</b>	EMPLOYER CONT. P E R A	\$ -	\$ -	\$ 14,563.75	\$ -	0.00%	
	<b>605-4-4955-122</b>	EMPLOYER CONT. F I C A	\$ -	\$ -	\$ 13,787.84	\$ -	0.00%	
	<b>605-4-4959-101</b>	WAGES FULL-TIME	\$ 1,084,115.00	\$ 1,217,709.00	\$ 242,665.66	\$ 133,594.00	12.32%	
	<b>605-4-4959-103</b>	WAGES-PART TIME	\$ 20,000.00	\$ 20,000.00	\$ 0	\$ -	0.00%	
	<b>605-4-4959-106</b>	WAGES ON-CALL	\$ 34,684.00	\$ 36,852.00	\$ 0	\$ 2,168.00	6.25%	
	<b>605-4-4959-113</b>	EMPLOYEE BENEFITS	\$ 2,496.00	\$ 9,700.00	\$ 9737.38	\$ 7,204.00	288.62%	
	<b>605-4-4959-121</b>	EMPLOYER CONT. P E R A	\$ 85,410.00	\$ 95,592.00	\$ 20634.24	\$ 10,182.00	11.92%	
	<b>605-4-4959-122</b>	EMPLOYER CONT. F I C A	\$ 87,219.00	\$ 97,605.00	\$ 19419.74	\$ 10,386.00	11.91%	
	<b>605-4-4959-131</b>	HEALTH INSURANCE	\$ 138,837.00	\$ 168,082.00	\$ 36013.94	\$ 29,245.00	21.06%	
	<b>605-4-4959-132</b>	DENTAL INSURANCE	\$ 16,010.00	\$ 19,478.00	\$ 3483.42	\$ 3,468.00	21.66%	
	<b>605-4-4959-133</b>	LIFE & S-T DISABILITY INS	\$ 1,095.00	\$ 3,639.00	\$ 929.66	\$ 2,544.00	232.33%	
	<b>605-4-4959-151</b>	WORKER'S COMP PREMIUMS	\$ 29,996.00	\$ 29,024.00	\$ 27010.03	\$ (972.00)	-3.24%	
<b>Wages &amp; Benefits Total</b>			<b>\$ 1,499,862.00</b>	<b>\$ 1,697,681.00</b>	<b>1019585.56</b>	<b>\$ 197,819.00</b>		
<b>Revenue</b>	<b>605-3-0000-33426</b>	STATE AID-PERA	\$ -	\$ -	\$ 0	\$ -		

			2023 CURRENT	2024 Requested	As of 10/31/2023	2023-2	Section 12, Item a.	
			Budget	Budget		\$ Difference	Difference	
Account	Account Code	Description						
<b>Revenue</b>	<b>605-3-4955-36200</b>	MISCELLANEOUS INCOME	\$ 50,000.00	\$ 50,000.00	30525.62	\$ -		0.00%
	<b>605-3-4955-36210</b>	INTEREST INCOME	\$ 25,000.00	\$ 25,000.00	34860.57	\$ -		0.00%
	<b>605-3-4955-36231</b>	HOUSE RENTAL	\$ 11,400.00	\$ 11,400.00	9500	\$ -		0.00%
	<b>605-3-4955-36240</b>	REIMBURSEMENTS	\$ 5,000.00	\$ 5,000.00	46159.44	\$ -		0.00%
	<b>605-3-4955-37103</b>	ELECTRIC CONNECTION FEE	\$ 16,000.00	\$ 16,000.00	14400	\$ -		0.00%
	<b>605-3-4955-37104</b>	DIST ENERGY RESOURCE - SOLAR	\$ 3,000.00	\$ 4,000.00	1042	\$ 1,000.00		33.33%
	<b>605-3-4955-37400</b>	REVENUE-RESIDENTIAL	\$ 4,130,213.00	\$ 4,226,849.00	3627162.43	\$ 96,636.00		2.34%
	<b>605-3-4955-37401</b>	REVENUE-COMMERCIAL	\$ 586,380.00	\$ 594,240.00	521405.52	\$ 7,860.00		1.34%
	<b>605-3-4955-37403</b>	REVENUE-COMMERCIAL INTERRUPTIB	\$ 15,074.00	\$ 12,000.00	8896.47	\$ (3,074.00)		-20.39%
	<b>605-3-4955-37405</b>	REVENUE-INDUSTRIAL	\$ 2,283,345.00	\$ 2,374,761.00	2031314.44	\$ 91,416.00		4.00%
	<b>605-3-4955-37406</b>	REVENUE-SMALL INDUSTRIAL	\$ 1,834,345.00	\$ 1,837,352.00	1559032.43	\$ 3,007.00		0.16%
	<b>605-3-4955-37407</b>	REVENUE-SECURITY LIGHTING	\$ 5,275.00	\$ 5,335.00	4138.59	\$ 60.00		1.14%
	<b>605-3-4955-37409</b>	REVENUE-OTHER DEPARTMENTS	\$ 121,092.00	\$ 137,566.00	100313.42	\$ 16,474.00		13.60%
	<b>605-3-4955-37410</b>	INTERDEPARTMENTAL SALES	\$ 10,863.00	\$ 20,000.00	12359.14	\$ 9,137.00		84.11%
	<b>605-3-4955-37411</b>	REVENUE-STREET LIGHTING	\$ 65,000.00	\$ 58,529.00	51870.66	\$ (6,471.00)		-9.96%
	<b>605-3-4955-37413</b>	SMMPA O&M	\$ 611,000.00	\$ 654,740.00	530895.74	\$ 43,740.00		7.16%
	<b>605-3-4955-37414</b>	SEWER/REFUSE COLLECTION	\$ 7,300.00	\$ 7,300.00	7569.1	\$ -		0.00%
	<b>605-3-4955-37421</b>	SMMPA LOR REIMBURSEMENT	\$ 190,000.00	\$ 180,000.00	159953.81	\$ (10,000.00)		-5.26%
	<b>605-3-4955-37422</b>	SMMPA CAPITAL REIMBURSEMENT	\$ -	\$ 225,000.00	0	\$ 225,000.00		0.00%
	<b>605-3-4955-37460</b>	PENALTIES	\$ 29,000.00	\$ 29,000.00	29347.47	\$ -		0.00%
<b>Revenue Total</b>			<b>\$ 9,999,287.00</b>	<b>\$ 10,474,072.00</b>	<b>8707460.71</b>	<b>\$ 474,785.00</b>		<b>4.75%</b>
Net Total: Revenues Over/(Under) Expenditures			\$ 501,884.00	\$ 397,412.00	\$ 1,587,928.55	\$ (104,472.00)		-20.82%



		2023	2024	As of 10/31/2023	2023-2024	2024	
		CURRENT	Requested		\$ Difference	%	
	Account	Account Code Description	Budget	Budget		Difference	
Operating Expenses	606-4-4311-200	SUPPLIES	\$ 50.00	\$ 50.00	\$ 11.73	\$ -	0.00%
	606-4-4311-212	MOTOR FUEL	\$ 4,500.00	\$ 5,000.00	\$ 72.52	\$ 500.00	11.11%
	606-4-4311-220	REPAIRS & MAINT. SUPPLIES	\$ 3,500.00	\$ 3,500.00	\$ 1,400.43	\$ -	0.00%
	606-4-4311-301	AUDIT	\$ 950.00	\$ 950.00	\$ 583.88	\$ -	0.00%
	606-4-4311-303	ENGINEERING FEES	\$ 500.00	\$ 500.00	\$ -	\$ -	0.00%
	606-4-4311-306	LINE LOCATES	\$ 750.00	\$ 800.00	\$ 552.70	\$ 50.00	6.67%
	606-4-4311-310	PROFESSIONAL SERVICES	\$ 1,000.00	\$ 1,000.00	\$ 3,192.35	\$ -	0.00%
	606-4-4311-315	ADMINISTRATIVE FEES	\$ 6,500.00	\$ 6,500.00	\$ 5,074.20	\$ -	0.00%
	606-4-4311-320	POSTAGE	\$ 50.00	\$ 50.00	\$ -	\$ -	0.00%
	606-4-4311-321	TELEPHONE	\$ 100.00	\$ 100.00	\$ 76.29	\$ -	0.00%
	606-4-4311-322	COMPUTER COMM/MAINT	\$ 825.00	\$ 825.00	\$ 695.24	\$ -	0.00%
	606-4-4311-340	ADVERTISING & PUBLICATIONS	\$ 50.00	\$ 50.00	\$ -	\$ -	0.00%
	606-4-4311-369	INSURANCES	\$ 750.00	\$ 1,056.00	\$ 971.99	\$ 306.00	40.80%
	606-4-4311-401	CONTRACTED SERVICES	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	0.00%
	606-4-4311-404	REPAIRS & MAINTENANCE	\$ 3,000.00	\$ 3,000.00	\$ 2,563.84	\$ -	0.00%
	606-4-4311-410	RENTALS/LEASES/CONTRACTS	\$ 100.00	\$ 100.00	\$ -	\$ -	0.00%
	606-4-4311-420	DEPRECIATION	\$ 235,120.00	\$ 235,120.00	\$ 177,063.25	\$ -	0.00%
	606-4-4311-431	CREDIT CARD EXPENSE	\$ 1,000.00	\$ 1,000.00	\$ 1,323.99	\$ -	0.00%
	606-4-4311-433	DUES & SUBSCRIPTIONS	\$ 50.00	\$ 50.00	\$ 5.00	\$ -	0.00%
	606-4-4311-610	DEBT SERVICE-INTEREST	\$ 37,556.00	\$ 47,044.00	\$ 36,530.77	\$ 9,488.00	25.26%
Operating Expenses Total			\$297,351.00	\$307,695.00	\$ 244,998.87	\$ 10,344.00	3.48%
Wages & Benefits	606-4-4311-101	WAGES FULL-TIME	\$ 63,695.00	\$ 68,092.00	\$ 53,651.17	\$ 4,397.00	6.90%
	606-4-4311-113	EMPLOYEE BENEFITS	\$ 246.00	\$ 246.00	\$ -	\$ -	0.00%
	606-4-4311-121	EMPLOYER CONT. PERA	\$ 4,777.00	\$ 5,107.00	\$ 4,085.20	\$ 330.00	6.91%
	606-4-4311-122	EMPLOYER CONT. FICA	\$ 4,891.00	\$ 5,228.00	\$ 3,781.47	\$ 337.00	6.89%
	606-4-4311-131	HEALTH INSURANCE	\$ 12,031.00	\$ 12,740.00	\$ 10,303.78	\$ 709.00	5.89%
	606-4-4311-132	DENTAL INSURANCE	\$ 1,203.00	\$ 1,323.00	\$ 1,191.86	\$ 120.00	9.98%
	606-4-4311-133	LIFE & S-T DISABILITY INS	\$ 71.00	\$ 208.00	\$ 204.73	\$ 137.00	192.96%
	606-4-4311-151	WORKER'S COMPENSATION	\$ 3,455.00	\$ 2,806.00	\$ 3,032.39	\$ (649.00)	-18.78%
Wages & Benefits Total			\$ 90,369.00	\$ 95,750.00	\$ 76,399.91	\$ 5,381.00	5.95%
Revenue	606-3-0000-3343	PERA PENSION OTHER REVENUE	\$ -	\$ -	\$ -	\$ -	0.00%
	606-3-0000-3621	INTEREST INCOME	\$ 100.00	\$ 100.00	\$ 14,741.60	\$ -	0.00%
	606-3-0000-3720	STORM SEWER REVENUE	\$ 399,840.00	\$ 399,840.00	\$ 336,892.06	\$ -	0.00%
	606-3-0000-3746	PENALTIES	\$ 1,100.00	\$ 1,100.00	\$ 1,209.47	\$ -	0.00%
Revenue Total			\$401,040.00	\$401,040.00	\$ 352,855.13	\$ -	0.00%
Net Total: Revenues Over/(Under) Expenditures			\$ 13,320.00	\$ (2,405.00)	\$ 31,456.35	\$ (15,725.00)	-118.06%

Section 12, Item a.

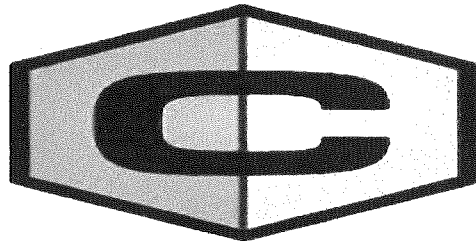
135

Section 12, Item a.

			2023	2024		2023-2024	2023-2024
			CURRENT	Requested	As of 10/31/2023	\$ Difference	% Difference
			Budget	Budget			
Account	Account Code	Description					
<b>Operating Expenses</b>	<b>651-4-4972-200</b>	SUPPLIES	\$ -	\$ -	\$ 125.91	\$ -	0.00%
	<b>651-4-4972-301</b>	AUDIT	\$ 104.00	\$ 104.00	\$ 103.36	\$ -	0.00%
	<b>651-4-4972-310</b>	PROFESSIONAL SERVICES	\$ 50.00	\$ 50.00	\$ 15.75	\$ -	0.00%
	<b>651-4-4972-369</b>	INSURANCES	\$ 1,293.00	\$ 2,962.00	\$ 2,725.90	\$ 1,669.00	129.08%
	<b>651-4-4972-381</b>	ELECTRIC	\$ 4,500.00	\$ 4,500.00	\$ 4,134.61	\$ -	0.00%
	<b>651-4-4972-382</b>	WATER/SEWER	\$ 1,500.00	\$ 1,500.00	\$ 912.49	\$ -	0.00%
	<b>651-4-4972-384</b>	REFUSE	\$ 250.00	\$ 250.00	\$ 212.53	\$ -	0.00%
	<b>651-4-4972-385</b>	NATURAL GAS	\$ 2,500.00	\$ 2,500.00	\$ 3,536.24	\$ -	0.00%
	<b>651-4-4972-404</b>	REPAIRS & MAINTENANCE	\$ 500.00	\$ 500.00	\$ -	\$ -	0.00%
<b>Operating Expenses Total</b>			<b>\$10,697.00</b>	<b>\$12,366.00</b>	<b>\$ 11,886.79</b>	<b>\$ 1,669.00</b>	<b>15.60%</b>
<b>Revenue</b>	<b>651-3-0000-36200</b>	MISCELLANEOUS INCOME	\$ 100.00	\$ 100.00	\$ -	\$ -	0.00%
	<b>651-3-0000-36240</b>	REIMBURSEMENTS	\$ 5,000.00	\$ 5,000.00	\$ 4,583.37	\$ -	0.00%
	<b>651-3-4972-36231</b>	RENT	\$ 15,000.00	\$ 15,000.00	\$ 13,618.00	\$ -	0.00%
<b>Revenue Total</b>			<b>\$20,100.00</b>	<b>\$20,100.00</b>	<b>\$ 20,872.87</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Net Total: Revenues Over/(Under) Expenditures</b>			<b>\$ 9,403.00</b>	<b>\$ 7,734.00</b>	<b>\$ 8,986.08</b>	<b>\$ (1,669.00)</b>	<b>-17.75%</b>

GOLF DEPARTMENT GO BOND PAYMENT SCHEDULE

GO Bonds	2022	2023	2024	2025	2026	2027	2028
<b>GOLF CARTS</b>							
Project Cost - \$182,050							
Principal	\$ 26,459.92	\$ 23,187.44					
Interest	\$ 1,053.21	\$ 455.58					
<b>CIP 2014</b>							
Project Cost - \$50,000							
Principal	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00				
Interest	\$ 300.00	\$ 187.50	\$ 62.50				
<b>CIP 2015</b>							
Project Cost - \$85,000							
Principal	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00			
Interest	\$ 850.00	\$ 625.00	\$ 375.00	\$ 125.00			
<b>CIP 2016</b>							
Project Cost - \$74,000							
Principal	\$ 8,000.00	\$ 8,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00		
Interest	\$ 799.50	\$ 635.50	\$ 461.25	\$ 276.75	\$ 92.25		
<b>CIP 2020A Refunding</b>							
Project Cost - \$150,000							
Principal	\$ 70,000.00	\$ 80,000.00					
Interest	\$ 5,750.00	\$ 2,000.00					
<b>CIP 2022</b>							
Project Cost - \$210,000							
Principal			\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 45,000.00	\$ 45,000.00
Interest		\$ 11,200.00	\$ 9,500.00	\$ 7,500.00	\$ 5,500.00	\$ 3,375.00	\$ 1,125.00
<b>TOTAL</b>							
Principal	\$ 119,459.92	\$ 126,187.44	\$ 64,000.00	\$ 59,000.00	\$ 49,000.00	\$ 45,000.00	\$ 45,000.00
Interest	\$ 8,752.71	\$ 15,103.58	\$ 10,398.75	\$ 7,901.75	\$ 5,592.25	\$ 3,375.00	\$ 1,125.00
<b>TOTAL PAYMENTS</b>	\$ 128,212.63	\$ 141,291.02	\$ 74,398.75	\$ 66,901.75	\$ 54,592.25	\$ 48,375.00	\$ 46,125.00



# CUSHMAN

Date: November 9, 2023

Prepared By: Gaby Accad, President  
Jim Wall, Sales Manager

Prepared For: New Prague Golf Club  
400 Lexington Ave  
New Prague, MN 56071

***Versatile Vehicles, Inc.***

17136 Adelmann Street SE  
Prior Lake, MN 55372  
800-678-1123 Toll Free

Contact: Jeff Pint  
Title: Superintendent  
Phone: 952-758-5326

[www.versatilevehicles.com](http://www.versatilevehicles.com)

"Your Exclusive E-Z-GO Distributor"

FAX:

Cell: 952-367-7316

eMail: [jpint@ci.new-prague.mn.us](mailto:jpint@ci.new-prague.mn.us)

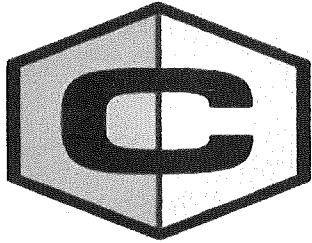
Vehicle Information:

- |   |   |
|---|---|
| 1 | <b>New 2023 Cushman Hauler Pro Elite</b><br>4.2 Lithium Ion Battery<br>Headlights, Brush Guard, Poly Cargo Bed<br>Top, Windshield |
| 1 | <b>New 2023 Cushman Hauler 1200 Gas</b><br>13.5 Kawasaki EFI Engine<br>Headlights, Brush Guard, Poly Cargo Bed<br>Top             |

+ 1K  
for  
2024  
units

Standard Accessories:





# CUSHMAN

**Versatile Vehicles, Inc.**

17136 Adelman Street SE

Prior Lake, MN 55372

800-678-1123

[www.versatilevehicles.com](http://www.versatilevehicles.com)
*"Your Exclusive E-Z-GO Distributor"*
**Purchase Option:**      **Purchase (1) New 2023 Cushman Hauler 1200 Utility**
**\$ 12,000.00**
*Plus Tax*
**Purchase (1) New 2023 Cushman Hauler Pro Elite Utility**
**\$ 14,500.00**
*Plus Tax*
**Notes:**
**Above pricing does not include tax**
**Warranty:**      **- 2 Year Factory Limited warranty on all parts and components**

PRICES QUOTED ARE EFFECTIVE AT THE TIME OF THE PROPOSAL. PRICES GUARANTEED SUBJECT TO ACCEPTANCE WITHIN 30 DAYS AND PENDING CREDIT APPROVAL PRICES UNLESS INDICATED, DO NOT INCLUDE ANY FEDERAL, STATE, OR LOCAL TAXES.

**Proposed By:** Gaby Accad
**Title:** President / Owner
Versatile Vehicles, Inc.
**Date:** \_\_\_\_\_

**Accepted By:** \_\_\_\_\_

Jeff Pint
**Title:** Superintendent
New Prague Golf Club
**Date:** \_\_\_\_\_

SANITARY SEWER GO BOND PAYMENT SCHEDULE

GO Bonds	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039																	
<b>2007A (Lexington Ave n &amp; Gooseberry &amp; Liberty)</b>																																		
Project Cost - \$57,744.85																																		
Principal																																		
Interest																																		
<b>2009A (CIP 2009)</b>																																		
Project Cost - \$103,832																																		
Principal	\$	7,465.05	\$	7,465.05	\$	7,465.05																												
Interest		776.37		468.44		156.77																												
<b>WWTP (PFA Loan)</b>																																		
Project Cost - \$33,136,888																																		
Principal	\$	715,000.00	\$	1,209,000.00	\$	1,252,000.00	\$	1,296,000.00	\$	1,344,000.00	\$	1,392,000.00	\$	1,441,000.00	\$	1,494,000.00	\$	1,547,000.00	\$	1,600,000.00	\$	1,659,000.00	\$	1,717,000.00	\$	1,779,000.00	\$	1,842,000.00	\$	1,910,000.00	\$	1,929,000.00		
Interest	\$	861,539.46	\$	836,006.82	\$	792,833.42	\$	748,124.50	\$	701,844.34	\$	653,850.10	\$	604,141.78	\$	552,683.68	\$	499,332.94	\$	444,089.56	\$	386,953.56	\$	327,710.68	\$	266,396.60	\$	202,868.52	\$	137,090.70	\$	68,884.60		
<b>CIP 2011</b>	\$	1,576,539.46	\$	2,045,006.82	\$	468,467.36																												
Project Cost - \$157,367																																		
Principal	\$	11,119.00	\$	11,415.00	\$	11,718.00	\$	12,030.00	\$	12,488.00																								
Interest	\$	845.76	\$	680.11	\$	504.91	\$	311.79	\$	103.93																								
<b>CIP 2014</b>																																		
Project Cost - \$175,000																																		
Principal	\$	10,000.00	\$	10,000.00	\$	10,000.00	\$	15,000.00	\$	15,000.00	\$	15,000.00	\$	15,000.00	\$	15,000.00																		
Interest	\$	2,925.00	\$	2,675.00	\$	2,400.00	\$	2,025.00	\$	1,575.00	\$	1,125.00	\$	675.00	\$	225.00																		
<b>CIP 2015</b>																																		
Project Cost - \$180,000																																		
Principal	\$	10,000.00	\$	10,000.00	\$	10,000.00	\$	10,000.00	\$	10,000.00	\$	15,000.00	\$	15,000.00	\$	15,000.00	\$	15,000.00																
Interest	\$	3,025.00	\$	2,775.00	\$	2,525.00	\$	2,250.00	\$	1,950.00	\$	1,575.00	\$	1,125.00	\$	675.00	\$	225.00																
<b>ForceMain (2016A)</b>																																		
Project Cost - \$160,000																																		
Principal	\$	16,000.00	\$	16,000.00	\$	17,000.00	\$	17,000.00	\$	18,000.00																								
Interest	\$	1,558.00	\$	1,230.00	\$	891.75	\$	543.25	\$	184.50																								
<b>CIP 2019</b>																																		
Project Cost - \$225,000																																		
Principal	\$	10,000.00	\$	15,000.00	\$	15,000.00	\$	15,000.00	\$	15,000.00	\$	15,000.00	\$	15,000.00	\$	20,000.00	\$	20,000.00	\$	20,000.00	\$	20,000.00	\$	20,000.00	\$	20,000.00	\$	20,000.00	\$	20,000.00				
Interest	\$	7,750.00	\$	7,125.00	\$	6,375.00	\$	5,625.00	\$	4,875.00	\$	4,125.00	\$	3,525.00	\$	3,075.00	\$	2,625.00	\$	2,100.00	\$	1,500.00	\$	900.00	\$	300.00								
<b>2020A REFINANCE</b>																																		
Project Cost - \$348,046.75																																		
Principal	\$	48,774.02	\$	49,697.36	\$	46,591.98	\$	46,591.98	\$	40,714.28	\$	42,505.23	\$	29,546.80																				
Interest	\$	14,001.73	\$	11,539.95	\$	9,132.72	\$	6,803.12	\$	4,620.46	\$	2,539.97	\$	738.67																				
<b>CIP 2020-2021</b>																																		
Project Cost - \$1,400,000																																		
Principal	\$	55,000.00	\$	75,000.00	\$	75,000.00	\$	80,000.00	\$	85,000.00	\$	90,000.00	\$	95,000.00	\$	100,000.00	\$	105,000.00	\$	105,000.00	\$	105,000.00	\$	105,000.00	\$	105,000.00	\$	105,000.00	\$	110,000.00	\$	110,000.00		
Interest	\$	41,137.50	\$	37,887.50	\$	34,137.50	\$	30,262.50	\$	26,137.50	\$	21,762.50	\$	17,137.50	\$	12,262.50	\$	9,211.25	\$	8,082.50	\$	6,875.00	\$	5,562.50	\$	4,145.00	\$	2,585.00	\$	880.00				
<b>CIP 2022</b>																																		
Project Cost - \$165,000																																		
Principal			\$	15,000.00	\$	15,000.00	\$	15,000.00	\$	15,000.00	\$	15,000.00	\$	15,000.00	\$	20,000.00	\$	20,000.00	\$	20,000.00	\$	20,000.00												
Interest	\$	7,946.67	\$	7,075.00	\$	6,325.00	\$	5,575.00	\$	4,825.00	\$	4,075.00	\$	3,325.00	\$	2,575.00	\$	1,700.00	\$	900.00	\$	300.00												
<b>CIP 2023</b>																																		
Project Cost - \$305,000																																		
Principal				\$	15,000.00	\$	15,000.00	\$	15,000.00	\$	15,000.00	\$	20,000.00	\$	20,000.00	\$	20,000.00	\$	20,000.00	\$	20,000.00	\$	20,000.00	\$	20,000.00	\$	25,000.00	\$	25,000.00	\$	25,000.00	\$	25,000.00	
Interest			\$	8,008.89	\$	13,600.00	\$	12,850.00	\$	12,100.00	\$	11,350.00	\$	10,600.00	\$	9,600.00	\$	8,600.00	\$	7,600.00	\$	6,600.00	\$	5,800.00	\$	5,000.00	\$	4,000.00	\$	3,000.00	\$	2,000.00	\$	1,000.00
<b>TOTAL</b>																																		
Principal	\$	883,358.07	\$	1,418,577.41	\$	1,474,775.03	\$	1,521,621.98	\$	1,570,202.28	\$	1,599,505.23	\$	1,645,546.80	\$	1,674,000.00	\$	1,722,000.00	\$	1,765,000.00	\$	1,824,000.00	\$	1,862,000.00	\$	1,929,000.00	\$	1,977,000.00	\$	2,045,000.00	\$	1,954,000.00	\$	25,000.00
Interest	\$	941,505.49	\$	915,471.71	\$	868,882.07	\$	814,370.16	\$	758,215.73	\$	700,402.57	\$	641,267.95	\$	581,096.18	\$	521,694.19	\$	462,772.06	\$	402,228.56	\$	339,973.18	\$	275,841.60	\$	209,453.52	\$	140,970.70	\$	70,884.60	\$	1,000.00
<b>TOTAL PAYMENTS</b>	\$	1,824,863.56	\$	2,334,049.12	\$	2,343,657.10	\$	2,335,992.14	\$	2,328,418.01	\$	2,299,907.80	\$	2,286,814.75	\$	2,255,096.18	\$	2,243,694.19	\$	2,227,772.06	\$	2,226,228.56	\$	2,201,973.18	\$	2,204,841.60	\$	2,186,453.52	\$	2,185,970.70	\$	2,024,884.60	\$	26,000.00



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:** ASSESSMENT DEFERRAL APPLICATIONS  
**DATE:** NOVEMBER 16, 2023

---

According to City Policy, property owners who face an assessment from the City are able to request deferral from the City Council if they meet certain criteria. For property owners who would like to request deferral based on age, disability, military service, or for having unimproved property, the request shall go before the City Council for approval. For applicants requesting deferral based on income, that request is handled administratively.

For the 2023 Street Project, there were three property owners who are requesting deferral. The policy deadline for submittal was November 7<sup>th</sup>, which was 14 calendar days after the approval of the assessments. One of the applicants is requesting deferral based on their income, which is being handled administratively as referenced in the City policy. The two other applicants are requesting deferral based on age.

- Marilyn Sindelar (205 Sunrise Avenue N) – requesting deferral due to “65 years of age or older”
- Susan Kennedy (107 Sunrise Avenue NE) – requesting deferral due to “65 years of age or older.” Of note, this application came in on November 15<sup>th</sup>, which was after the deadline for submittal. It is being included in the packet so that Council may decide whether to accept it or not. The deadline for submitting to the County is November 27<sup>th</sup>. It is my recommendation to accept the application.

The applications for both assessment deferrals have been included for your review.

**Recommendation**

Staff recommends approval of the assessment deferrals for 205 Sunrise Avenue N and 107 Sunrise Avenue NE.

## APPLICATION FOR DEFERMENT OF SPECIAL ASSESSMENTS

Section 12, Item b.

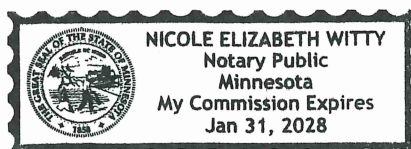
To the City Council of the City of New Prague, LeSueur/Scott Counties, Minnesota

*X Marilyn A. Sindelar* (Applicant) being first duly sworn deposes and states:

- 1) That Applicant is the owner of the following described real estate, including property identification number located in the City of New Prague, [LeSueur County] [Scott County], Minnesota:  
205 Sunrise Ave N, New Prague MN 56071
- 2) Pursuant to Minnesota Statutes Section 435.193 through Section 435.195 and City Special Assessment Policy, Applicant requests deferral of the payment of special assessment for the 2023 improvement.
- 3) Today's date is \_\_\_\_\_, which is no more than fourteen (14) calendar days from the date the City Council adopted the assessment for the improvement stated in #2. This provision applies to hardship applicants who are 65 years or older or are retired by virtue of permanent disability.
- 4) In support of this request, the applicant is applying for deferment based on EITHER 4.a or 4.b (please complete one):
  - a. Applicant is applying based on a hardship due to ONE of the following (City Council review):
    - ☒ 65 years of age or older
    - ☐ Retired by virtue of permanent or total disability
    - ☐ A member of the Minnesota National Guard or other military reserves ordered into active military service, as defined in Minnesota Statutes Section 190.05, subdivision 5b or 5c, as stated in the person's military orders, for whom it would be a hardship to make the payments.
    - ☐ Minnesota Statutes Section 429.061, subdivision 2, allows the City Council to defer special assessments for unimproved property until a designated future year, or until the platting of the property, or the construction of improvements, if the special assessments are greater than \$9,725.00.
  - b. Applicant is applying based on a hardship due to ALL of the following (Administrative review):
    - ☐ The applicant is the owner of the property.
    - ☐ The applicant occupies the property as a principal place of residence.
    - ☐ The applicant's income from all sources does not exceed the low income as established by the U.S. Department Housing and Urban Development as used in determining the eligibility for Section VIII housing. The applicant's income from all sources is \$\_\_\_\_\_.
- 5) Applicant declares that the foregoing information is true and correct and agrees to immediately inform the City Administrator of the City of New Prague should any of the foregoing information change, and agrees that if the deferral is granted, Applicant shall immediately upon termination of the deferral pay to the City of Prague the deferred assessment with interest.

*X Marilyn A. Sindelar*  
Applicant

*X November 02, 2023*  
Date



*X* Subscribed and sworn to before me  
this 7th day of November, 2023.

*Nicole Elizabeth Witty*  
Notary Public



# APPLICATION FOR DEFERMENT OF SPECIAL ASSESSMENTS

Section 12, Item b.

To the City Council of the City of New Prague, LeSueur/Scott Counties, Minnesota

Susan Kennedy (Applicant) being first duly sworn deposes and states:

- 1) That Applicant is the owner of the following described real estate, including property identification number located in the City of New Prague, [LeSueur County] [Scott County], Minnesota:

2400 80 290 Sunrise Acres Lot 003 Block 005 & N 10' of Lot 4

- 2) Pursuant to Minnesota Statutes Section 435.193 through Section 435.195 and City Special Assessment Policy, Applicant requests deferral of the payment of special assessment for the 2023 Street and Utility Improvement project
- 3) Today's date is 11-15-23, which is no more than fourteen (14) calendar days from the date the City Council adopted the assessment for the improvement stated in #2. This provision applies to hardship applicants who are 65 years or older or are retired by virtue of permanent disability.
- 4) In support of this request, the applicant is applying for deferment based on EITHER 4.a or 4.b (please complete one):

- a. Applicant is applying based on a hardship due to ONE of the following (City Council review):

- ☒ 65 years of age or older
- ☐ Retired by virtue of permanent or total disability
- ☐ A member of the Minnesota National Guard or other military reserves ordered into active military service, as defined in Minnesota Statutes Section 190.05, subdivision 5b or 5c, as stated in the person's military orders, for whom it would be a hardship to make the payments.
- ☐ Minnesota Statutes Section 429.061, subdivision 2, allows the City Council to defer special assessments for unimproved property until a designated future year, or until the platting of the property, or the construction of improvements, if the special assessments are greater than \$9,725.00.

- b. Applicant is applying based on a hardship due to ALL of the following (Administrative review):

- ☐ The applicant is the owner of the property.
- ☐ The applicant occupies the property as a principal place of residence.
- ☐ The applicant's income from all sources does not exceed the low income as established by the U.S. Department Housing and Urban Development as used in determining the eligibility for Section VIII housing. The applicant's income from all sources is \$\_\_\_\_\_.

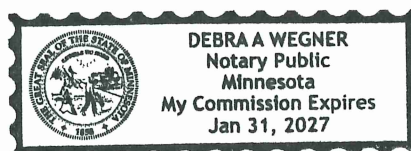
- 5) Applicant declares that the foregoing information is true and correct and agrees to immediately inform the City Administrator of the City of New Prague should any of the foregoing information change, and agrees that if the deferral is granted, Applicant shall immediately upon termination of the deferral pay to the City of Prague the deferred assessment with interest.

Susan E Kennedy  
Applicant

11-15-23  
Date

Subscribed and sworn to before me  
this 15<sup>th</sup> day of November, 2023.

Debra A Wegner  
Notary Public



**Meeting Minutes  
New Prague Park Board  
Tuesday, November 14, 2023  
6:00 PM**

**1. Call Meeting to Order**

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

**2. Approve Previous Meeting Minutes  
October 10, 2023 Regular Meeting**

Barten suggested that the word “potential” should be removed from the sentence that states “...the Park Board supports providing up to \$15,000 in Park Board funds, along with potential additional city funds...”. It was assumed in the meeting that the City would provide some sort of funds.

Planning Director Ondich stated that the word doesn’t have to be removed since funding could come from different city funds such as the general fund, grant funds, etc.

A motion was made by Dohm, seconded by Wolf, to approve the October 10, 2023, regular meeting minutes. Motion carried (5-0).

**3. Review Financial Reports**

Planning Director Ondich presented the October financial report. An additional \$809.35 were added to the Park Equipment Fund from new residential home and commercial permits. The picnic tables and the Northside Park Court refurbishment that were listed in the Park Board’s 2023 committed costs, have been paid. The \$5,000 that is reserved for the POPS Feasibility Study will be paid if the City Council decides on a site location that is City owned. The Bolton & Menk feasibility study will be presented to City Council on Monday, November 20<sup>th</sup> for them to discuss a preferred site.

A motion was made by Becka seconded by Barten to approve the financial reports. Motion carried (5-0).

**4. Ball Team Fees Discussion**

Planning Director Ondich introduced the Ball Team Fees discussion. On January 10<sup>th</sup>, 2023, Park Board made a motion to increase all team fees by 25% except for the Orioles, and to negotiate an agreement that will cover fees and liabilities with Orioles. Since this discussion, staff has had internal discussions regarding Memorial Park Baseball Stadium usage. In 2021, the yearly maintenance cost of the stadium was approximately \$44,628 or

\$782.95 per game. Each year the City receives \$15,728 from team reservations (\$15,000 comes from the school district lease), which means that only 35% of the City's fees are covered. The four main teams that reserve Memorial Park Baseball Stadium include the High School, Legion, Orioles, and Town & Country. Based on their past usage, the City would have to charge \$14,800 to the High School, \$15,000 to Orioles, \$12,000 to Orioles, and \$3,000 to Town & Country to breakeven. The City would like to start having meetings or fee negotiations with these four groups before the end of the year so that the maintenance costs are covered or mostly covered.

Dohm inquired if staff have spoken to Orioles yet.

Planning Director Ondich explained that the staff have not approached Orioles yet. Staff have had internal discussions in the past regarding taking a cut from their concessions. The City of Shakopee takes a 10% of baseball concessions.

Barten asked what the cost of operation was before the facility was refurbished.

Planning Director Ondich replied that the maintenance costs were under \$10,000 per year.

Barten asked if the City would be willing to take a hardline in saying that if cooperation is not provided, some services will be cut.

Planning Director Ondich stated that staff have had that discussion before but was ultimately against this suggestion. The stadium would not be up to the same caliber where the teams want to use it.

Barten inquired who has a liquor license.

Planning Director Ondich replied that Orioles holds the liquor license. Orioles is a licensed entity for three-two beer as a tenant of the ballfield. They currently do not have a formal leasing agreement with the City.

Bass proposed that there should be an agreement with the school district, Legion, Orioles, and Town & Country.

Becka was curious to know what the ticket prices and concessions are priced. It appears that the prices have gone up.

Planning Director Ondich commented that many of the teams have paid for capital improvements but that doesn't cover the annual facility expenses.

Dohm suggested that the City takes a percentage of Orioles' concessions. The Orioles could raise concession prices if need be. Furthermore, she recommended that the City give the four teams a notice of the possible price increase before having the meeting.

Wolf asked what Orioles does with their profits.

Planning Director Ondich said that staff are unsure what they do with their profits.

Dohm inquired if the \$15,000 annual fee the school pays for the stadium is a lump sum.

Planning Director Ondich clarified that fee is not paid as a single payment.

Barten suggested that the City doesn't need to fully breakeven or make money.

Planning Director Ondich stated that the City does not want to put anyone out of business but the City wants to better cover facility maintenance and operation fees.

Becka recommends having some sort of agreement in place, where the City is allowed to audit. The City will provide services at a reasonable cost. The City should be able to audit to reevaluate the situation. He also suggested leasing the concession itself.

Barten suggested the City hold onto money for future amenities or improvements at the facility. Perhaps 5% annually would go back to improving the field.

Staff will set up a meeting with the teams once the 2023 use information has been compiled to begin discussions on agreements and fees for those using the stadium.

## **5. Dog License Fees Discussion and Dog Park Fence Update**

Planner Chapman introduced the Dog Park Fence update. Staff decided that the barbed wire on the existing fence should be removed to prevent any liability issues. The existing woven wire fence is 4' tall without measuring to the long-barbed wires above.

Planner Chapman stated in a previous Park Board meeting, there were discussions regarding dog license fees. Since 2010, dog license fees have decreased dramatically, however, to promote the dog licenses, the city could require residents to purchase a dog license to access the dog park. New Prague's current dog license fee is \$10, whereas many Minnesota communities charge between \$5-\$29. However, some communities offer dog park daily or annual passes. At an earlier meeting, the Park Board suggested offering a two-year dog license or a lifetime dog license. Another suggestion was to offer a \$10 dog license fee and a \$20 annual dog park pass.

Bass suggested that the City could get rid of the dog license fee. The dog park could use a key fob system as a way to track and secure the park.

Planner Chapman believed that electricity was listed as an expense in the second phase of the project.

Becka asked what caused the drop in residents purchasing dog licenses.

Planning Director Ondich stated that many veterinarians stopped promoting dog licenses during the pandemic, and during the pandemic the City had limited office hours. Wolf commented that Savage doesn't offer dog licenses because it doesn't serve a purpose.

Becka inquired how the dog's vaccination status would be enforced.

Wolf stated that the dog park group wants accountability and wants to make sure that not anybody can go into the park.

Barten doesn't want the dog license process to be administratively burdensome. There should be an online portal for people to easily pay for the license. Perhaps the City could incentivize the license. For instance, the City could offer a dog license that is good for two years, the lifetime of the dog or combine the dog license and the dog park pass together.

Planning Director Ondich replied that there is an unbelievable number of dogs that go missing and many dogs are not tagged. The police find the dog licenses useful. ‘

Dohm liked the idea of having a dog license that gives residents access to the dog park. The dog license could be increased to \$15.

Planning Director Ondich mentioned that the City could start the dog license fee at \$10 and increase the price in a few years.

Bass inquired how residents are notified of the dog licensing impending expiration.

Planning Director Ondich believed that the new system will send email notifications, reminding residents to renew their dog park license.

Barten proposed that the City could install a permanent sign at the dog park that explains that the dog license fee is \$15 and an explanation of the dog license.

Planning Director Ondich stated that the City Code currently allows residents to renew their dog license annually. If the City wanted to offer a two-year dog license, the City Code would have to be revised.

A motion was made by Dohm and seconded by Wolf to increase the dog license fee to \$15, which would allow residents access to the dog park. Motion carried (5-0).

Barten inquired if any action was needed for the dog park fence discussion.

Planner Chapman stated that no action was needed. The purpose of the description and the diagram was to show the revised dog park plan and adjusted quote. The new dog park plan shows that the eastern part of the fence has been shortened to allow better access to the land. The diagram also shows the two 10' gates, which will allow the Park Department to get their mowing equipment through.



Barten suggested that the 10' maintenance gate in the large dog park area should be moved to the west for better accessibility.

Wolf mentioned that she visited the Le Sueur Dog Park and saw that they have a dog shelter that's made of nylon-like material. The shelter straddles the large and small dog park area and are held up with poles that are similar to playground equipment poles. There was also concrete under the picnic tables.

Barten recommended that in addition to signage, a recommendations and a donation box should be installed.

## 6. T-Mobile Hometown Grant – Dog Park

Planner Chapman explained that in order to start writing the grant, she wanted some clarification on the small dog park area. In one diagram from October 2022, there was a small dog park area that was 60' x 200'. However, there were other past diagrams that show that the small dog park area will be added in the second phase of the project. Staff will be coordinating a meeting with the dog park group to discuss more project details to write the grant application in the coming months.

Dohm recommended that when writing grant applications, it's better to ask for as much as you can. Granters will never give you more than you requested. The dog park group should budget for the small dog park.

Barten suggested that the area of the small dog park could be staked or marked to better visualize the space. Solar panels could be added to the dog park site, which aligns with T-Mobile's grant initiative to fund projects related to upgrading technology.

Barten inquired if it would be a good idea to include amenities in the dog park diagram.

Planner Chapman explained that adding details to a grant application can make the project more interesting and score higher for using key words.

## 7. Miscellaneous

- a. **POPS October Newsletter** – Planner Chapman explained that the POPS Gala occurred on October 28<sup>th</sup> at the Park Ballroom. Although not mentioned in the newsletter, POPS has raised a total of \$750,000, surpassing their goal of raising \$500,000 by the end of 2023. The New Prague POPS App will be released soon. The app will cost \$30 per year and offer discounts to various local businesses.
- b. **Arbor Day 2024 – Tree Giveaway** – Planner Chapman stated that Red Oak (10 trees), American Plum (10 trees), and Hackberry (25 trees) were ordered from SWCD. The trees will be 3-4 ft tall bareroot trees. These trees will be offered during the Tree Giveaway next Spring.

- c. **2024 Budget Update** – Planning Director Ondich stated that the City Council had a recent budget workshop late last month. So far, the Park Board Budget request for 2024 is still fully intact.
- d. **Comprehensive Plan Update** – Planning Director Ondich explained that fourth Steering Committee meeting occurred on November 9<sup>th</sup>. The Open House meeting will occur on December 7<sup>th</sup>. The meeting may occur at the City's council chambers or at the meeting room at the brewery. At the Open House meeting, there will be at least two maps displaying a development constraints map and a proposed trails map.

## 8. Adjournment

The meeting was adjourned at 7:09 PM by order of Chair Barten.

Respectfully Submitted,



Kyra J. Chapman  
Planner

**Meeting Minutes**  
**New Prague Planning Commission**  
**Wednesday, November 15, 2023**

**1. Call Meeting to Order**

The meeting was called to order at 6:30 p.m. by Chair Dan Meyer with the following members present Brandon Pike, and Jason Bentson. Absent were Shawn Ryan (arrived at 6:31 pm) and Ann Gengel.

City Staff Present: Ken Ondich – Planning / Community Development Director, and Kyra Chapman – Planner

**2. Approval of Meeting Minutes**

**A. November 1st, 2023 Special Meeting**

A motion was made by Pike and seconded by Bentson to approve the November 1st special meeting minutes. Motion carried (3-0).

Ryan arrived at 6:31pm.

**3. OLD BUSINESS**

**A. None.**

**4. NEW BUSINESS**

**A. Request for Variance #V4-2023 and Conditional Use Permit #C5-2023 – Indoor Firing Range & Limited Retail Sales at 100 2<sup>nd</sup> Ave SW in the I-1 Light Industrial Zoning District**  
**ATR LLC (Austin Reville) – applicant**  
**(Public Hearing Required)**

Planning Director Ondich presented the report for the proposed firing range at the Mill (100 2<sup>nd</sup> Ave SW). The New Prague Flouring Mill was established in 1896 but Miller Milling closed the business in 2019. Today the new owner, New Prague Mill, LLC uses the warehouse for storage purposes. Current owner of 2 If By Sea Tactical, Austin Reville, is proposing to build a firing range in the south eastern portion of the Mill. The total area of the business would be 10,000 sq ft with 8 shooting lanes and a retail space. Of that area, 2,000 sq ft of space will be dedicated as retail space, classroom, office, and storage. The applicant has applied for a variance and a conditional use permit for the proposed firing range. Firing ranges in the I1-Light Industrial District require conditional use permits. A conditional use permit is also needed since retail sales in the industrial

district are limited to 30% of the building space or 5,000 sq ft. Under the current zoning ordinance, firing ranges cannot be located less than 1,000 lineal feet, from building to building of any church, school, or establishment licensed to dispense intoxicating or non-intoxicating beverages. Currently, the proposed site is less than 1,000 feet away but more than 500 feet away from multiple businesses that sell alcoholic beverages. The applicant is requesting a variance to allow the firing range to be no less than 500' from an establishment that sells liquor. The property is unique in that it is abutting several zoning districts and located in the old central part of town which was developed prior to zoning laws within the City. Notably, the outer wall of the firing range building would be 115' to the nearest home at 212 2<sup>nd</sup> Street SW. Under Minnesota statute, sound measured at the nearest residential property cannot exceed 63dB(A).

Meyer asked what would happen if another business came into the building or nearby sold alcoholic beverages. It would handicap or prevent further growth of the firing range, which would put an unfair burden on them.

Planning Director Ondich stated that there is nothing in the ordinance that says this at this time, however, an ordinance amendment could be made.

Meyer suggested that language could be written to prevent a non-conforming situation, instead of always requiring the business to apply for a variance.

Planning Director Ondich stated that if the Planning Commission wanted to maintain their review authority, they shouldn't change the ordinance.

Pike inquired if the conditional use permit and the variance were being granted for the whole building or the tenant space.

Planning Director Ondich clarified that it was for the specific tenant space, not the entire building.

Meyer asked what the noise was like at the Mill before it closed and how it would compare to the proposed firing range.

Planning Director Ondich mentioned that when the Mill was still operating, there was a constant drone. Some audible pops may be heard outside the building if the proposed firing range is built. If there are noise complaints of the firing range, the police would inform the community development department, who would then use a device to measure the decibels or noise.

A motion was made by Pike seconded by Ryan to open the public hearing at 7:10 pm. Motion carried (4-0).

Gary Whiteis at 1406 9<sup>th</sup> St SE explained that he has been a part time employee at 2 If By Sea Tactical and that the business follows very tight measures and regulations. The proposed firing range will be an asset to the community.

Pike asked the applicant to expand on what the retail sales will be.

Austin Reville, the applicant, replied that they currently work out of a store that is 770 sq ft large compared to the proposed 2,000 sq ft retail space. The store would continue to sell guns, ammunition, safety equipment, t-shirts, and rentals. The rentals won't leave the building, because federal regulations require them to stay in the store.

Pike referred to the City's ordinance that stated that guns cannot be stored on the premise unless in a vault.

Reville mentioned that their current store strings up their guns with security cables every night. Any handguns are stored inside a lockable cabinet. There will be a secure storage facility for the rental equipment. The store will meet the state regulations.

Pike inquired about sound buffering of the building.

Reville remarked that the entire shooting range will have 8-inch concrete fill cinderblock with a concrete lid and rubberized panels for sound dampening. There are doors between the firing range and main area, so people are unable to walk into the range. At the Modern Sportsman range in Burnsville, no noise can be heard outside.

Pike asked what the expected traffic will be at the site.

Reville replied that the shooting range will hopefully attract 2,000-3,000 people per year. Many of those customers will be repeats. There will be days and times that will be busier or lighter than others. For instance, weekdays and mornings will be less busy compared to weekends and evenings.

Gerry Brown from 1611 3<sup>rd</sup> St SE explains that the nearest shooting range is about 35 minutes away. Having a shooting range in New Prague will attract people to the City and bring commerce.

Pike inquired what process employees will take in dealing with intoxicated customers.

Reville stated that he doesn't intend to have his business open during Dozinky Festival due to the possibility that people may be intoxicated. It's federal statute that it's illegal to purchase and shoot firearms if the individual is under the influence of cannabis. Staff will visually inspect the customer. If the customer smells of cannabis, employees will refuse their business.

Pike asked if Reville was okay with staff's proposed reduced business hours.

Reville stated that the original proposed times were based on what was written in the ordinance. The proposed reduced times are fine.

A motion was made by Ryan seconded by Bentson to close the public hearing at 7:22 pm. Motion carried (4-0).

A motion was made by Ryan seconded by Bentson to forward a recommendation to city council to approve C5-2023 and V4-2023 to allow an indoor firing range and limited retail sales in the I1-



Light Industrial District with the findings and conditions listed in the staff report. Motion carried (4-0).

## **5. Miscellaneous**

### **A. Complete Streets Policy Discussion**

Planner Chapman introduced the Complete Streets Policy discussion. She explained that Complete Streets is a framework in which transportation is maintained, designed, and used to provide safe, and accessible travel for all individuals. The framework attempts to consider the needs of all modes of transportation such as pedestrians, motorists, bicyclists, emergency vehicles, transit users, and commercial vehicles. Some design features of a Complete Streets Policy may include sidewalks, bike lanes, special bus lanes, median islands, safe crossing, bump outs, etc. Several Minnesota communities have adopted a Complete Streets Policy such as Bloomington, Minneapolis, New Hope, Burnsville, and Osseo. One reason it would be beneficial to adopt a Complete Streets Policy is because the City would score higher on grant applications and are more likely to receive grant funding.

Planning Director Ondich mentioned that staff is currently writing a grant application for a transportation improvement and one of the grant questions asked if the City has a Complete Streets Policy in place.

Planner Chapman stated that many transportation grants ask if the applicant has a Complete Streets Policy in place. Staff are currently writing a grant application for MnDOT's LRIP grant, and one question asked if New Prague has a Complete Streets Policy in place. The grant also inquired how the proposed transportation project relates to Complete Streets even if the applicant hasn't adopted a Complete Streets Policy.

Ryan asked how limiting a Complete Streets Policy would be. In the past, many residents have argued that they rarely use the sidewalks.

Planning Director Ondich stated that a Complete Streets Policy will make the City consider transportation alternatives. The City already considers different transportation features, but it would be beneficial to refer back to a report or policy. Staff wanted to introduce the possibility of adopting a Complete Streets Policy before the Comprehensive Plan is complete.

Pike explained that transportation has moved up to the second goal in the Comprehensive Plan. At a minimum the City could adopt more transportation ordinances. Perhaps the City could call the report "Smart Streets", which recommends transportation improvements rather than making them a requirement. The City should plan or have a more proactive than reactive approach when it comes to transportation.

Meyer asked if there are police reports of roads or intersections of frequent concern. Perhaps the City could improve these specific areas of concern.

Planning Director Ondich stated that there have been police reports of specific areas. Several months ago, staff applied for the Active Transportation grant due to concerns of pedestrian visibility, vehicle parking, and congestion along 12<sup>th</sup> Ave SE when there are baseball games at Settlers Park. Another good reference is Minnesota Crash Mapping Analysis Tool (MnCMAT2), which is a software created by MnDOT that shows crash data from the past 10 years. The software provides a lot of information that a police report would show.

Planner Chapman elaborated that MnCMAT2 provides detailed information such as the lane location, road condition, severity of the collision, location of the damage, and the time of the crash.

**B. Comprehensive Plan Update**

Planning Director Ondich mentioned that the public open house for the Comprehensive Plan will occur on December 7<sup>th</sup>. The meeting will give residents an opportunity to provide feedback on the Land Use Chapter of the Comprehensive Plan. There will be at least two maps provided, showing building constraints and proposed trails. At this time, no set time has been selected and the event may occur either at City Hall or event space at the brewery.

Ryan noticed that the draft of the Land Use Chapter features the percentages or make up of existing land uses. He wondered if the report had percentages of land use comparisons to other cities.

Planning Director Ondich stated that that comparison was not included but staff could ask MSA to add that information.

**C. Monthly Business Updates**

The update was accepted and reviewed as written.

**6. Adjournment**

A motion was made by Ryan, seconded by Pike, to adjourn the meeting at 7:55 pm. Motion carried (4-0).

Respectfully submitted,



Kyra J. Chapman  
Planner