



# CITY COUNCIL MEETING AGENDA

## City of New Prague

Monday, August 19, 2024 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

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#### 1. CALL TO ORDER

- a. Pledge of Allegiance

#### 2. APPROVAL OF REGULAR AGENDA

#### 3. CONSENT AGENDA

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

- a. Meeting Minutes
  - i. August 5, 2024, City Council Meeting Minutes
  - ii. August 5, 2024, Special City Council Meeting Minutes - Closed
- b. Claims for Payment: **\$1,234,818.01**
- c. Financial Summary Report
- d. Satisfaction of Assessment for PID #24.127.0010 and PID #24.062.0010
- e. Snow and Ice Agreement with MNDOT
- f. The Rusty Spoke THC Violation

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

*(Speakers limited to 5 minutes.)*

#### 5. CITY ENGINEER PROJECTS UPDATE

- a. August 19, 2024

#### 6. 2025 STREET AND UTILITY IMPROVEMENT PROJECT

- a. Feasibility Report
- b. [Resolution #24-08-19-01](#) - Receiving Report and Calling Hearing on Improvement

#### 7. CITY CENTER GRADING PLAN - PHASE 1

- a. SEH Proposal for Engineering Services

#### 8. PUBLIC HEARING(S) – 6:00 PM

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

- a. [Ordinance #351](#) - Amending Various Sections of the Zoning Ordinance Related to Public Buildings and Essential Services Structures

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

**11. RESOLUTIONS**

**12. GENERAL BUSINESS**

- a. City Administrator Review Summary

**13. MISCELLANEOUS**

- a. Meeting Minutes
  - i. EDA
- b. Discussion of Items not on the Agenda

**14. ADJOURNMENT**

**UPCOMING MEETINGS AND NOTICES:**

August 20	6:00 p.m. Park Board
August 26	3:30 p.m. Utilities Commission
August 27	6:30 p.m. Golf Board
August 28	6:30 p.m. Planning Commission
<b>September 2</b>	<b>Holiday – City Offices Closed</b>
September 3	6:00 p.m. City Council
September 9	12:00 p.m. Community Center Board
September 10	6:00 p.m. Park Board
September 11	7:30 a.m. EDA Board
September 16	6:00 p.m. City Council

# CITY COUNCIL MEETING MINUTES



## City of New Prague

Monday, August 05, 2024 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

**ABSENT**

- Councilmember Bruce Wolf

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

- a. Pledge of Allegiance

**2. APPROVAL OF REGULAR AGENDA**

Motion made by Councilmember Seiler, Seconded by Councilmember Ryan to approve the Regular Agenda. Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler  
Motion carried (4-0).

**3. CONSENT AGENDA**

City Administrator Josh Tetzlaff had an addition of \$36,181.25 to the Claims for Payment. The Claims for Payment total has been amended in these meeting minutes. (The previous amount was \$2,082,761.08.) Motion made by Councilmember Bass, Seconded by Councilmember Ryan to approve the Consent Agenda, as amended.

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

Motion carried (4-0).

- a. Meeting Minutes
  - i. July 15, 2024, City Council Meeting Minutes
  - ii. July 15, 2024, Special City Council Meeting Minutes
- b. Claims for Payment: **\$2,118,942.33**
- c. Satisfaction of Assessment for PID #23.675.0240
- d. Premises Permit Extension Requests for 1319 Woodfire Tavern
  - i. August 26, 2024
  - ii. September 20-22, 2024
- e. Purchase of Equipment for Fire Department
- f. Premises Permit Extension Request for Giesenbräu Bier Co.
- g. Taser X2 Sale to Accredited Security

h. Resolution #24-08-05-01 - Approving MN Lawful Gambling Premises Permit Application LG214 for New Prague Hockey Association at The Rusty Spoke, 329 Main Street West

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

No members of the public spoke at this meeting.

**5. CITY ENGINEER PROJECTS UPDATE**

a. August 5, 2024  
Public Works Director Matt Rynda provided a brief update.

**6. PUBLIC HEARING(S) – 6:00 PM**

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

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

a. Ordinance #350 - An Amendment to Interim Ordinance 2023-338 Authorizing a Study and Imposing a Moratorium on the Operation of Cannabis Businesses within the City of New Prague  
Motion made by Councilmember Ryan, Seconded by Councilmember Bass for the second reading and adoption of Ordinance #350.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler  
Motion carried (4-0).

**9. RESOLUTIONS**

a. Resolution #24-08-05-02 - Granting Approval of the Final Plat of Stienessen Addition Consisting of Three Lots on 4.1 Acres, Lanesburgh Township, Minnesota  
Planning/Community Development Director Ken Ondich provided a brief update. Motion made by Councilmember Seiler, Seconded by Councilmember Ryan to approve Resolution #24-08-05-02.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler  
Motion carried (4-0).

b. Resolution #24-08-05-03 - Approving/Denying Variance for Kubes Furniture and Flooring Building  
Planning/Community Development Director Ondich gave a short presentation. Discussion was had. Dennis Dvorak with the New Prague Area Historical Society provided some background.  
Randy Kubes was present and also spoke.  
Motion made by Councilmember Seiler, Seconded by Councilmember Bass to *approve* Resolution #24-08-05-03, with the condition of brick over stone.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler  
Motion carried (4-0).

**10. GENERAL BUSINESS**

a. Small Area Plan Costs Estimates  
Chris Janson with MSA presented to the Council, and Planning/Community Development Director Ondich provided some additional context. Discussion was had. Staff will continue work on this and bring it back to Council.

**11. MISCELLANEOUS**

a. Meeting Minutes  
i. Utilities  
ii. Golf  
iii. Planning



- b. Joint Powers Membership and Financial Update
  
- c. Discussion of Items not on the Agenda
  - Shawn Ryan inquired of the creamery site and the railroad company parking there. City Administrator Tetzlaff shared they will be parking vehicles there for about six weeks total and are paying the City in return.
  - City Administrator Tetzlaff advised that the budget packet is getting wrapped up and it will be sent to Council August 6, 2024, in the morning.
  - Police Chief Tim Applen shared that Night to Unite is Tuesday, August 6, 2024.

**12. ADJOURNMENT**

Motion made by Councilmember Bass, Seconded by Councilmember Ryan to adjourn the meeting at 7:05 p.m.

Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler  
Motion carried (4-0).

ATTEST:

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

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



# SPECIAL CITY COUNCIL MEETING - CLOSED MINUTES

## City of New Prague

Monday, August 05, 2024 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 7:10 p.m.

**PRESENT**

- Mayor Duane Jirik
- Councilmember Shawn Ryan
- Councilmember Maggie Bass
- Councilmember Rik Seiler

**ABSENT**

- Councilmember Bruce Wolf

Staff present: City Administrator Josh Tetzlaff

1. **CLOSED SESSION:** Went into Closed session at 7:10 p.m. to conduct a closed City Council meeting to review annual performance of an individual subject to the City Council's authority, Joshua M. Tetzlaff, City Administrator. Motion made by Councilmember Ryan, Seconded by Councilmember Bass to come out of closed session at 7:37 p.m.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler  
Motion carried (4-0).
2. **ADJOURNMENT**  
Motion made by Councilmember Seiler, Seconded by Councilmember Bass to adjourn the meeting at 7:38 p.m.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler  
Motion carried (4-0).

ATTEST:

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Duane J. Jirik  
Mayor

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

CITY OF NEW PRAGUE  
 ACCOUNTS PAYABLE  
 8/19/2024

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<b>FUND 101 - GENERAL FUND</b>			
<b><u>RURAL FIRE - TO BE REIMBURSED</u></b>			
BEVCOMM	TELEPHONE	\$89.91	
CENTERPOINT ENERGY	NATURAL GAS	\$38.63	
I STATE TRUCK CENTER	LADDER TRUCK REPAIR	\$1,832.75	
LAKERS NEW PRAGUE SANITARY	TRASH - RURAL	\$21.04	
MUNICIPAL EMERGENCY SERVICE	O2 SENSOR	\$236.55	
VERIZON WIRELESS	TABLETS	\$40.08	
VERIZON WIRELESS	TELEPHONE	\$20.62	
<b>TOTAL:</b>			<b>\$2,279.58</b>
<b><u>OTHER - TO BE REIMBURSED</u></b>			
AMAZON CAPITAL SERVICES	PHONE CASE	\$14.39	
<b>TOTAL:</b>			<b>\$14.39</b>
<b><u>COUNCIL</u></b>			
SUEL PRINTING	COUNCIL MINUTES, INTERVIEWS	\$1,600.00	
VERIZON WIRELESS	TELEPHONE	\$82.46	
<b>TOTAL:</b>			<b>\$1,682.46</b>
<b><u>ADMINISTRATION</u></b>			
BEVCOMM	TELEPHONE	\$101.30	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$21.66	
VERIZON WIRELESS	TELEPHONE	\$53.60	
<b>TOTAL:</b>			<b>\$176.56</b>
<b><u>TECH NETWORK</u></b>			
COMPUTER TECHNOLOGY SOLUTIONS	COMPUTER SUPPORT	\$5,346.07	
COMPUTER TECHNOLOGY SOLUTIONS	OFFICE 365 / FIREWALL	\$1,820.37	
<b>TOTAL:</b>			<b>\$7,166.44</b>
<b><u>ELECTIONS</u></b>			
LAU'S BAKERY	ELECTION ROLLS	\$34.00	
<b>TOTAL:</b>			<b>\$34.00</b>
<b><u>PLANNING</u></b>			
AMAZON CAPITAL SERVICES	LABELS	\$23.37	
BEVCOMM	TELEPHONE	\$45.65	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$26.54	
LE SUEUR COUNTY RECORDER	RECORDING FEE	\$46.00	
METRO SALES INC	COPIER LEASE	\$49.50	
SCOTT COUNTY RECORDER	RECORDING FEE	\$46.00	
SUEL PRINTING	ZONING ORD.	\$96.00	
VERIZON WIRELESS	TELEPHONE	\$82.46	
<b>TOTAL:</b>			<b>\$415.52</b>
<b><u>GOVERNMENT BUILDING</u></b>			
ACE HARDWARE & PAINT	SUPPLIES	\$42.94	
CENTERPOINT ENERGY	NATURAL GAS	\$143.33	
CHOSEN VALLEY TESTING INC	POLICE FACILITY DESIGN	\$6,424.00	
INTERSTATE BATTERIES	SCISSORS LIFT - BATTERIES	\$98.97	
JANI-KING OF MINNESOTA INC	CLEANING SERVICES	\$1,286.63	
LAKERS NEW PRAGUE SANITARY	TRASH - CITY HALL	\$87.35	
MEI TOTAL ELEVATOR SOLUTIONS	ELEVATOR MAINTENANCE	\$69.62	
WOLD ARCHITECTS AND ENGINEERS	POLICE FACILITY SCHEMATIC DESIGN	\$45,738.00	
<b>TOTAL:</b>			<b>\$53,890.84</b>
<b><u>POLICE</u></b>			
ACE HARDWARE & PAINT	SUPPLIES	\$19.77	
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	\$12.69	
BEVCOMM	TELEPHONE	\$107.40	

CITY OF NEW PRAGUE  
 ACCOUNTS PAYABLE  
 8/19/2024

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$3.90	
JEFF BELZER NEW PRAGUE FORD	SQUAD MAINTENANCE	\$138.68	
PETERSON COUNSELING AND CONSULTING	CONSULTING SERVICE/RETAINER FEE	\$375.00	
STREICHER'S	JACKET	\$214.99	
TRANSUNION RISK AND ALTERNATIVE	TLO CHARGES	\$75.00	
VERIZON WIRELESS	SQUAD BROADBAND	\$336.13	
<b>TOTAL:</b>			<b>\$1,283.56</b>
<b><u>FIRE</u></b>			
BEVCOMM	TELEPHONE	\$89.91	
CENTERPOINT ENERGY	NATURAL GAS	\$38.63	
I STATE TRUCK CENTER	LADDER TRUCK REPAIR	\$1,832.75	
LAKERS NEW PRAGUE SANITARY	TRASH - FIRE	\$21.03	
MUNICIPAL EMERGENCY SERVICE	O2 SENSOR	\$236.55	
VERIZON WIRELESS	TABLETS	\$40.08	
VERIZON WIRELESS	TELEPHONE	\$20.62	
<b>TOTAL:</b>			<b>\$2,279.57</b>
<b><u>BUILDING INSPECTOR</u></b>			
AMAZON CAPITAL SERVICES	LABELS	\$23.37	
BEVCOMM	TELEPHONE	\$45.65	
BRIAN PETERSEN	MEAL REIMB RIVERBEND MEETING	\$10.40	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$0.20	
METRO SALES INC	COPIER LEASE	\$49.50	
VERIZON WIRELESS	TELEPHONE	\$92.46	
<b>TOTAL:</b>			<b>\$221.58</b>
<b><u>EMERGENCY MANAGEMENT</u></b>			
INTERSTATE BATTERIES	SIREN BATTERY -CORES	-\$180.00	
<b>TOTAL:</b>			<b>-\$180.00</b>
<b><u>STREET</u></b>			
ACE HARDWARE & PAINT	SUPPLIES	\$71.30	
AMAZON CAPITAL SERVICES	FACE SHIELD	\$27.90	
BEVCOMM	TELEPHONE	\$76.25	
CENTERPOINT ENERGY	NATURAL GAS	\$74.83	
ENVIRONMENTAL EQUIPMENT & SERVICES	SWEEPER - REPAIR	\$199.75	
GRAINGER	AIR COMPRESSOR PARTS	\$3.64	
INTERSTATE BATTERIES	SCISSORS LIFT - BATTERIES	\$158.35	
LAKERS NEW PRAGUE SANITARY	TRASH - STREETS	\$87.35	
METRO SALES INC	COPIER LEASE	\$49.50	
PARKVIEW MEDICAL CLINIC	HEP-B	\$108.00	
RIVER COUNTRY COOP	DIESEL	\$1,696.29	
VERIZON WIRELESS	TELEPHONE	\$154.91	
ZIEGLER INC.	SKID LOADER - PARTS	\$345.26	
ZORO TOOLS INC.	CAT SKID LOADER - HOSE CLAMP	\$14.38	
<b>TOTAL:</b>			<b>\$3,067.71</b>
<b><u>PARKS</u></b>			
ACE HARDWARE & PAINT	SUPPLIES	\$819.89	
BEVCOMM	TELEPHONE	\$33.88	
CENTERPOINT ENERGY	NATURAL GAS	\$85.06	
LAKERS NEW PRAGUE SANITARY	TRASH - BALLFIELD	\$227.70	
LAKERS NEW PRAGUE SANITARY	TRASH - PARKS	\$174.70	
RENT N SAVE PORTABLE SERVICES	PORTABLE RESTROOMS	\$775.00	
STAR GROUP LLC.	FUSE	\$9.99	
VERIZON WIRELESS	INTERNET - PARKS	\$40.01	
VERIZON WIRELESS	IPADS	\$10.02	
VERIZON WIRELESS	TELEPHONE	\$118.17	
WM. MUELLER & SONS INC.	ASPHALT	\$448.00	
<b>TOTAL:</b>			<b>\$2,742.42</b>

CITY OF NEW PRAGUE  
ACCOUNTS PAYABLE  
8/19/2024

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<b><u>PARK BOARD</u></b>			
ACE HARDWARE & PAINT	SUPPLIES	\$29.98	
BRYAN ROCK PRODUCTS INC.	DOG PARK - ROCK	\$1,064.15	
EARL F. ANDERSEN	DISC GOLF GRANT - SIGN POSTS	\$336.70	
EARL F. ANDERSEN	DOG PARK SIGN	\$175.35	
STEVE RYNDA CONSTRUCTION	DOG PARK - SKID LOADER RENTAL	\$400.00	
<b>TOTAL:</b>			<b><u><u>\$2,006.18</u></u></b>
<b><u>LIBRARY</u></b>			
ACE HARDWARE & PAINT	SUPPLIES	\$41.56	
AMAZON CAPITAL SERVICES	FURNACE BLOWER	\$118.45	
CENTERPOINT ENERGY	NATURAL GAS	\$34.54	
HERMAN'S LANDSCAPE SUPPLIES	MULCH	\$255.00	
JANI-KING OF MINNESOTA INC	CLEANING SERVICE	\$743.27	
<b>TOTAL:</b>			<b><u><u>\$1,192.82</u></u></b>
<b><u>UNALLOCATED</u></b>			
SEH	CITY ROOF REPAIR	\$1,680.00	
<b>TOTAL:</b>			<b><u><u>\$1,680.00</u></u></b>
<b>GENERAL FUND TOTAL:</b>			<b><u><u>\$79,953.63</u></u></b>
<b>FUND 317 - DEBT SERVICE - CIP 2015</b>			
US BANK	2015A PAYING AGENT FEE	\$500.00	
<b>TOTAL:</b>			<b><u><u>\$500.00</u></u></b>
<b>FUND 423 - CAPITAL PROJECTS - CIP 2024</b>			
BCM CONSTRUCTION INC.	CIP 2024 PAY AP #4	\$1,057,246.69	
<b>TOTAL:</b>			<b><u><u>\$1,057,246.69</u></u></b>
<b>FUND 602 - ENTERPRISE - SANITARY SEWER</b>			
ACE HARDWARE & PAINT	SUPPLIES	\$41.80	
BEVCOMM	TELEPHONE	\$208.52	
CENTERPOINT ENERGY	NATURAL GAS	\$3,717.30	
CL BENSEN CO. INC	FURNANCE FILTERS	\$1,905.00	
COMPUTER TECHNOLOGY SOLUTIONS	COMPUTER SUPPORT	\$1,344.64	
COMPUTER TECHNOLOGY SOLUTIONS	OFFICE 365 / FIREWALL	\$243.95	
DEM-CON COMPANIES LLC	BIOSOLIDS DISPOSAL	\$80.67	
GOPHER STATE ONE CALL	LINE LOCATES	\$47.25	
GRAINGER	MOTOR	\$463.48	
GRAINGER	PVC PIPE	\$34.94	
GRAINGER	QUINCY AIR COMPRESSOR	\$29.19	
INTERSTATE BATTERIES	SCISSORS LIFT - BATTERIES	\$224.33	
LAKERS NEW PRAGUE SANITARY	TRASH - WWTP	\$303.95	
MCMMASTER-CARR SUPPLY COMPANY	ODOR SCRUBBER - PARTS	\$61.05	
NEON LINK	ONLINE PAYMENT FEES	\$200.28	
PVS TECHNOLOGIES INC	FERRIC CHLORIDE	\$12,114.96	
RIVER COUNTRY COOP	LP GAS - FORKLIFT	\$35.75	
ROBERT HALF	TEMP UTILITY BILLING EMPLOYEE	\$695.80	
ROBERT HALF	UTILITY BILLING EMPLOYEE PLACEMENT	\$3,250.00	
SALTCO	MONTHLY SALT	\$2,761.00	
STAR GROUP LLC.	BATTERY	\$140.08	
STAR GROUP LLC.	OIL & GREASE	\$342.90	
STAR GROUP LLC.	V-BELTS	\$157.44	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$89.10	
UTILITY CONSULTANTS INC.	SAMPLES	\$1,461.29	
VERIZON WIRELESS	IPADS	\$7.52	
VERIZON WIRELESS	TELEPHONE	\$186.41	
ZORO TOOLS INC.	GEN #12 - CONTACTOR	\$71.75	
<b>TOTAL:</b>			<b><u><u>\$30,220.35</u></u></b>

CITY OF NEW PRAGUE  
 ACCOUNTS PAYABLE  
 8/19/2024

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<b>FUND 606 - ENTERPRISE - STORM UTILITY</b>			
ENVIRONMENTAL EQUIPMENT & SERVICES	SWEeper - REPAIR	\$599.25	
GOPHER STATE ONE CALL	LINE LOCATES	\$47.25	
NEON LINK	ONLINE PAYMENT FEES	\$24.04	
ROBERT HALF	TEMP UTILITY BILLING EMPLOYEE	\$173.95	
ROBERT HALF	UTILITY BILLING EMPLOYEE PLACEMENT	\$812.50	
VERIZON WIRELESS	IPADS	\$7.52	
VERIZON WIRELESS	TELEPHONE	\$6.18	
<b>TOTAL:</b>		<u>\$1,670.69</u>	<u>\$1,670.69</u>
<b>FUND 651 - ENTERPRISE - AMBULANCE</b>			
CENTERPOINT ENERGY	NATURAL GAS	\$38.63	
LAKERS NEW PRAGUE SANITARY	TRASH - AMBULANCE	\$21.04	
<b>TOTAL:</b>		<u>\$59.67</u>	<u>\$59.67</u>
<b>TOTAL ACCOUNTS PAYABLE FOR COUNCIL APPROVAL:</b>			<b>\$1,169,651.03</b>

Vendor Name	Net Invoice Amount
<b>AAI GARAGE DOOR</b>	
LIFT MASTER DOOR OPENER	\$425.00
<b>ACE HARDWARE &amp; PAINT</b>	
BATTERY CLIPS	\$15.15
BUG SPRAY, SUN SCREEN	\$48.73
EYE BOLT	\$17.30
FLOWERS	\$175.46
FUEL LINE	\$9.72
LIGHT SWITCH	\$28.17
RAKES, BALL VALVE	\$79.08
REPELLENT, NUTS AND BOLTS	\$48.50
SOCKETS, KEY RING, CARABINER	\$32.12
STARTER CORD	\$3.42
SUPPLIES	\$475.57
TRIMMER LINE	\$36.83
WIRE, BATTERY CLIPS	\$67.15
<b>AMAZON CAPITAL SERVICES</b>	
FILTERS & RECOIL	\$70.70
<b>BEVCOMM</b>	
TELEPHONE / CABLE / INTERNET	\$421.88
<b>BREAKTHRU BEVERAGE MINNESOTA</b>	
BEER	\$1,280.60
<b>CALLAWAY GOLF</b>	
GOLF MERCHANDISE	\$341.62
<b>CARD SERVICES/COBORNS</b>	
FOOD	\$374.23
FOOD - HOLLY	\$59.27
LATE FEE	\$12.50
SUPPLIES	\$230.34
<b>CCP INDUSTRIES INC</b>	
NITRILE GLOVES, LENS WIPES	\$92.42
<b>CENTRAL MCGOWAN INC</b>	
CO2 EQUIPMENT	\$77.31
CO2 RENTAL	\$165.25
<b>CINTAS</b>	
LINENS / TOWELS	\$209.28
TOWELS / LINEN	\$209.28
<b>CLESENS</b>	
IRRIGATION SERVICE WORK	\$627.50
PIPE FITTINGS	\$77.60
POWER BOARD, KEYS	\$431.60
TRANSFORMER	\$179.83
<b>COLLEGE CITY BEVERAGE</b>	
ALCOHOL	\$4,818.84
BEER	\$543.00
BEER - CREDIT	\$150.00-
BEER/LIQUOR	\$4,552.89
BEVERAGES-NON-ALCOHOLIC	\$41.00
<b>DR. FRESH TAP</b>	
TAP LINE CLEANING	\$75.00
<b>ECOLAB INC</b>	
DISHWASHER RENTAL	\$233.49
<b>ECOLAB PEST ELIMINATION</b>	
AIR QUALITY / PEST CONTROL	\$490.59
<b>G &amp; K RENTAL</b>	
EQUIPMENT RENTAL	\$318.58

Vendor Name	Net Invoice Amount
<b>GOLF PROFESSIONAL ENTERPRISES LLC</b>	
JULY MANAGEMENT FEE	\$8,347.50
<b>GRAINGER</b>	
PIPE STAND	\$124.51
<b>HERITAGE LANDSCAPE SUPPLY GROUP</b>	
CHEMICALS	\$1,357.30
INSECTICIDE	\$403.16
<b>HERMAN'S LANDSCAPE SUPPLIES</b>	
MULCH	\$665.00
<b>HERMEL WHOLESAL</b>	
CLEANING SUPPLIES	\$155.40
FOOD	\$6,825.47
FOOD CREDIT	\$163.68-
SUNDRIES	\$1,153.26
SUPPLIES	\$1,052.50
<b>JOHNSON TOWING INC</b>	
DUMP TRUCK TOWED	\$177.17
<b>KLEHR, CLIFF</b>	
2000 EZ-GO WORKHORSE 1200-GAS	\$2,000.00
<b>L2 BRANDS LLC</b>	
CLOTHING	\$469.90
<b>LAKERS NEW PRAGUE SANITARY</b>	
TRASH	\$441.38
<b>LAU'S BAKERY</b>	
BUNS	\$404.56
<b>LOE'S OIL COMPANY</b>	
PICK UP USED OIL FILTERS	\$40.00
<b>MOR GOLF AND UTILITY</b>	
BUSHINGS, SLEEVES	\$36.32
FLEET RENTAL	\$2,000.00
SOLENOID, SNUBBER	\$67.69
<b>MTI DISTRIBUTING INC</b>	
BOLTS	\$58.09
CABLE	\$189.75
SERVICE CALL	\$712.50
SWITCH	\$281.10
<b>NEW PRAGUE AREA EDUCATION FOUNDATION</b>	
SCHOLARSHIP DONATION	\$500.00
<b>NEW PRAGUE CHAMBER OF COMMERCE</b>	
DUES	\$82.50
<b>NEW PRAGUE UTILITIES</b>	
ELECTRIC UTILITIES	\$2,521.80
STORM SEWER UTILITIES	\$499.90
WATER UTILITIES	\$2,534.32
<b>PEPSI-COLA</b>	
BEVERAGE - NON-ALCOHOL	\$7,368.15
BEVERAGES - NON-ALCOHOL	\$1,541.44
<b>PRECISION SMALL ENGINE CO.</b>	
SOLENOID, BELTS	\$230.73
<b>QUILL CORPORATION</b>	
OFFICE SUPPLIES	\$29.99
<b>ROME'S RIBS</b>	
CATERING	\$2,851.00
<b>SANDY EATON</b>	
FLOWERS	\$320.33
<b>STAR GROUP LLC.</b>	
30 WT OIL	\$12.98



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Vendor Name	Net Invoice Amount
BLACK RTV SILICONE	\$8.44
<b>THE TESSMAN COMPANY</b>	
CADDIE TEE BOTTLE	\$229.14
<b>TOW DISTRIBUTING CORP</b>	
BEER	\$1,499.00
BEER - CREDIT	\$60.00-
BEER/LIQUOR	\$908.00
<b>US BANK EQUIPMENT FINANCE</b>	
COPIER RENTAL	\$43.58
Grand Totals	<u>\$65,166.98</u>

**Unaudited** Income Statement  
Through June 30th, 2024  
Percent of year complete: 50%

Section 3, Item c.

	Prior Year 2023 Thru 6/30/2023	Actual Thru 6/30/2024	2023/2024 Variance YTD	Current Month 6/30/2024	2024 Adopted Budget	2024 Budget Balance	% Actual compared to Budget
<b>General Fund</b>							
<b>REVENUES</b>							
Property Taxes	\$ 2,293,961.75	\$ 2,004,547.16	\$ (289,414.59)	\$ 2,004,547.16	\$ 3,749,628	\$ 1,745,081	53.46%
Local Government Aid	\$ -	\$ -	\$ -	\$ -	\$ 1,183,527	\$ 1,183,527	0.00%
Licenses and permits	\$ 182,081.38	\$ 220,936.29	\$ 38,854.91	\$ 27,492.53	\$ 250,255	\$ 29,319	88.28%
Intergovernmental	\$ 72,917.12	\$ 76,165.30	\$ 3,248.18	\$ -	\$ 383,672	\$ 307,507	19.85%
Charges for services	\$ 49,017.31	\$ 82,916.32	\$ 33,899.01	\$ 919.75	\$ 81,164	\$ (1,752)	102.16%
Fines	\$ 15,161.90	\$ 8,851.73	\$ (6,310.17)	\$ 1,404.57	\$ 20,000	\$ 11,148	44.26%
Interest Income	\$ 158,711.04	\$ 213,122.46	\$ 54,411.42	\$ 36,686.75	\$ 125,000	\$ (88,122)	170.50%
Miscellaneous revenue	\$ 54,133.50	\$ 28,572.98	\$ (25,560.52)	\$ 4,956.53	\$ 200,500	\$ 171,927	14.25%
Transfers In	\$ 22,500.00	\$ 19,999.98	\$ (2,500.02)	\$ 3,333.33	\$ 425,894	\$ 405,894	4.70%
<b>TOTAL REVENUES</b>	<b>\$ 2,848,484.00</b>	<b>\$ 2,655,112.22</b>	<b>\$ (193,371.78)</b>	<b>\$ 2,079,340.62</b>	<b>\$ 6,419,640.00</b>	<b>\$ 3,764,527.78</b>	<b>41.36%</b>
<b>EXPENSES</b>							
Council	\$ 40,605.27	\$ 41,404.18	\$ 798.91	\$ 4,345.90	\$ 76,142	\$ 34,738	54.38%
Administration	\$ 248,976.16	\$ 255,462.31	\$ 6,486.15	\$ 36,500.32	\$ 461,644	\$ 206,182	55.34%
Tech Network	\$ 133,877.58	\$ 68,621.23	\$ (65,256.35)	\$ 10,043.90	\$ 207,383	\$ 138,762	33.09%
Elections	\$ 1,214.00	\$ 5,512.94	\$ 4,298.94	\$ -	\$ 15,900	\$ 10,387	34.67%
Assessor	\$ 44,400.00	\$ 45,700.00	\$ 1,300.00	\$ -	\$ 45,700	\$ -	100.00%
Attorney	\$ 29,750.38	\$ 53,323.43	\$ 23,573.05	\$ 11,137.37	\$ 70,000	\$ 16,677	76.18%
Engineer	\$ 4,499.00	\$ 113.00	\$ (4,386.00)	\$ -	\$ 20,000	\$ 19,887	0.57%
Planning	\$ 142,917.13	\$ 142,384.12	\$ (533.01)	\$ 21,805.27	\$ 405,723	\$ 263,339	35.09%
Government Building	\$ 45,848.14	\$ 152,562.79	\$ 106,714.65	\$ 53,054.69	\$ 174,138	\$ 21,575	87.61%
Police	\$ 1,091,402.85	\$ 1,064,594.59	\$ (26,808.26)	\$ 168,637.34	\$ 2,196,296	\$ 1,131,701	48.47%
Fire	\$ 53,370.35	\$ 96,394.40	\$ 43,024.05	\$ 24,155.69	\$ 252,332	\$ 155,938	38.20%
Building Inspector	\$ 146,727.02	\$ 156,577.40	\$ 9,850.38	\$ 24,666.80	\$ 341,054	\$ 184,477	45.91%
Emergency Management	\$ 1,738.85	\$ 2,848.96	\$ 1,110.11	\$ -	\$ 2,637	\$ (212)	108.04%
Animal Control	\$ 7,800.00	\$ 3,900.00	\$ (3,900.00)	\$ -	\$ 15,750	\$ 11,850	24.76%
Public Works	\$ 57,271.24	\$ 58,504.28	\$ 1,233.04	\$ 8,637.98	\$ 116,637	\$ 58,133	50.16%
Streets	\$ 544,194.95	\$ 463,423.22	\$ (80,771.73)	\$ 58,412.34	\$ 892,825	\$ 429,402	51.91%
Street Lights	\$ 34,716.72	\$ 30,857.79	\$ (3,858.93)	\$ 3,793.27	\$ 72,333	\$ 41,475	42.66%
Outdoor Swimming Pool	\$ -	\$ 9.89	\$ 9.89	\$ (64.50)	\$ -	\$ (10)	0.00%
Aquatic Center	\$ 13,129.14	\$ 13,186.14	\$ 57.00	\$ -	\$ 116,251	\$ 103,065	11.34%
Municipal Band	\$ -	\$ -	\$ -	\$ -	\$ 4,484	\$ 4,484	0.00%
Parks	\$ 503,131.33	\$ 457,966.58	\$ (45,164.75)	\$ 32,989.06	\$ 621,815	\$ 163,848	73.65%
Park Board	\$ -	\$ 38,943.07	\$ 38,943.07	\$ 3,438.12	\$ 180,000	\$ 141,057	21.64%
Library	\$ 17,362.66	\$ 17,234.42	\$ (128.24)	\$ 2,641.48	\$ 33,265	\$ 16,031	51.81%
Unallocated	\$ 95,463.86	\$ 41,719.20	\$ (53,744.66)	\$ 21,300.00	\$ 97,331	\$ 55,612	42.86%
<b>TOTAL EXPENSES</b>	<b>\$ 3,258,396.63</b>	<b>\$ 3,211,243.94</b>	<b>\$ (47,152.69)</b>	<b>\$ 485,495.03</b>	<b>\$ 6,419,640.00</b>	<b>\$ 3,208,396.06</b>	<b>50.02%</b>
<b>EXCESS REVENUES OVER EXPENSES</b>	<b>\$ (409,912.63)</b>	<b>\$ (556,131.72)</b>	<b>\$ (146,219.09)</b>	<b>\$ 1,593,845.59</b>	<b>\$ -</b>	<b>\$ 556,131.72</b>	

**Unaudited** Income Statement  
Through June 30th, 2024  
Percent of year complete: 50%

Section 3, Item c.

	Prior Year 2023 Thru 6/30/2023	Actual Thru 6/30/2024	2023/2024 Variance YTD	Current Month 6/30/2024	2024 Adopted Budget	2024 Budget Balance	% Actual compared to Budget
<b>Ambulance</b>							
TOTAL REVENUES	\$ 13,110.16	\$ 13,931.39	\$ 821.23	\$ 1,955.26	\$ 20,100	\$ 6,169	69.31%
TOTAL EXPENSES	\$ 10,144.38	\$ 9,872.40	\$ (271.98)	\$ 500.60	\$ 12,366	\$ 2,494	79.84%
EXCESS REVENUES OVER EXPENSES	<u>\$ 2,965.78</u>	<u>\$ 4,058.99</u>	<u>\$ 1,093.21</u>	<u>\$ 1,454.66</u>	<u>\$ 7,734.00</u>	<u>\$ 3,675.01</u>	
<b>EDA</b>							
TOTAL REVENUES	\$ 42,624.49	\$ 42,956.62	\$ 332.13	\$ 38,664.75	\$ 75,250.00	\$ 32,293	57.09%
TOTAL EXPENSES	\$ 45,518.12	\$ 26,292.38	\$ (19,225.74)	\$ 4,071.18	\$ 75,250.00	\$ 48,958	34.94%
EXCESS REVENUES OVER EXPENSES	<u>\$ (2,893.63)</u>	<u>\$ 16,664.24</u>	<u>\$ 19,557.87</u>	<u>\$ 34,593.57</u>	<u>\$ -</u>	<u>\$ (16,664.24)</u>	
<b>EDA-INDUSTRIAL</b>							
TOTAL REVENUES	\$ 1,472.73	\$ 2,143.74	\$ 671.01	\$ 249.29	\$ -	\$ (2,144)	0.00%
TOTAL EXPENSES	\$ 1,044.74	\$ 1,805.56	\$ 760.82	\$ (1,044.74)	\$ 1,773	\$ (33)	101.84%
EXCESS REVENUES OVER EXPENSES	<u>\$ 427.99</u>	<u>\$ 338.18</u>	<u>\$ (89.81)</u>	<u>\$ 1,294.03</u>	<u>\$ (1,773.00)</u>	<u>\$ (2,111.18)</u>	
<b>WATER FUND</b>							
TOTAL REVENUES	\$ 909,346.15	\$ 818,198.07	\$ (91,148.08)	\$ 152,405.13	\$ 1,877,961.00	\$ 1,059,762.93	43.57%
TOTAL EXPENSES	\$ 780,282.15	\$ 836,612.28	\$ 56,396.25	\$ 155,820.48	\$ 1,589,904.00	\$ 753,291.72	52.62%
EXCESS REVENUES OVER EXPENSES	<u>\$ 129,064.00</u>	<u>\$ (18,414.21)</u>	<u>\$ (147,544.33)</u>	<u>\$ (3,415.35)</u>	<u>\$ 288,057.00</u>	<u>\$ 306,471.21</u>	
<b>ELECTRIC FUND</b>							
TOTAL REVENUES	\$ 5,004,052.40	\$ 5,189,620.62	\$ 185,568.22	\$ 923,578.66	\$ 10,474,072.00	\$ 5,284,451.38	49.55%
TOTAL EXPENSES	\$ 4,539,096.92	\$ 4,575,719.41	\$ 36,622.49	\$ 753,690.24	\$ 10,076,660.00	\$ 5,500,940.59	45.41%
EXCESS REVENUES OVER EXPENSES	<u>\$ 464,955.48</u>	<u>\$ 613,901.21</u>	<u>\$ 148,945.73</u>	<u>\$ 169,888.42</u>	<u>\$ 397,412.00</u>	<u>\$ (216,489.21)</u>	

**Unaudited** Income Statement  
 Through June 30th, 2024  
 Percent of year complete: 50%

Section 3, Item c.

	Prior Year 2023 Thru 6/30/2023	Actual Thru 6/30/2024	2023/2024 Variance YTD	Current Month 6/30/2024	2024 Adopted Budget	2024 Budget Balance	% Actual compared to Budget
<b>SANITARY SEWER</b>							
TOTAL REVENUES	\$ 1,881,379.50	\$ 1,933,620.88	\$ 52,241.38	\$ 293,407.91	\$ 3,677,947.00	\$ 1,744,326.12	52.57%
TOTAL EXPENSES	\$ 2,100,454.80	\$ 2,155,193.50	\$ 54,738.70	\$ 315,436.97	\$ 4,057,592.00	\$ 1,902,398.50	53.12%
EXCESS REVENUES OVER EXPENSES	<u>\$ (219,075.30)</u>	<u>\$ (221,572.62)</u>	<u>\$ (2,497.32)</u>	<u>\$ (22,029.06)</u>	<u>\$ (379,645.00)</u>	<u>\$ (158,072.38)</u>	
<b>GOLF</b>							
TOTAL REVENUES	\$ 841,884.27	\$ 1,013,654.40	\$ 171,770.13	\$ 193,695.30	\$ 1,392,982.00	\$ 379,327.60	72.77%
TOTAL EXPENSES	\$ 637,154.56	\$ 627,971.07	\$ (9,183.49)	\$ 153,426.51	\$ 1,408,833.11	\$ 780,862.04	44.57%
EXCESS REVENUES OVER EXPENSES	<u>\$ 204,729.71</u>	<u>\$ 385,683.33</u>	<u>\$ 180,953.62</u>	<u>\$ 40,268.79</u>	<u>\$ (15,851.11)</u>	<u>\$ (401,534.44)</u>	
<b>STORM SEWER</b>							
TOTAL REVENUES	\$ 210,465.01	\$ 219,991.66	\$ 9,526.65	\$ 37,767.51	\$ 401,040.00	\$ 181,048.34	54.86%
TOTAL EXPENSES	\$ 210,230.00	\$ 252,833.01	\$ 42,603.01	\$ 64,296.36	\$ 403,445.00	\$ 150,611.99	62.67%
EXCESS REVENUES OVER EXPENSES	<u>\$ 235.01</u>	<u>\$ (32,841.35)</u>	<u>\$ (33,076.36)</u>	<u>\$ (26,528.85)</u>	<u>\$ (2,405.00)</u>	<u>\$ 30,436.35</u>	

CITY OF NEW PRAGUE  
BALANCE SHEET  
JUNE 30, 2024

Section 3, Item c.

GENERAL FUND

ASSETS

101-10101	CLAIM ON CASH	( 1,466,018.96)	
101-10120	MONEY MARKET-FIRST BK & TRUST	389,527.76	
101-10121	MONEY MARKET-WELLS FARGO	24,997.34	
101-10122	MONEY MARKET-ROUNDBANK	33,604.90	
101-10123	WELLS FARGO MARKET VALUE	22,736.49	
101-10124	WELLS FARGO MONEY FUNDS	797.77	
101-10125	MONEY MARKET-4M	4,513,843.31	
101-10129	MONEY MARKET.STATE BANK - FUTU	133,752.00	
101-10160	MONEY MARKET-ROUNDBANK - 350	1,302.26	
101-10200	PETTY CASH	198.91	
101-10201	PETTY CASH POLICE DEPT	100.00	
101-10406	WELLS SELECT INVESTMENT	108,000.00	
101-10450	INT. RECEIVABLE - INVESTMENTS	94,946.58	
101-10700	TAXES RECEIVABLE-DELINQUENT	28,049.12	
101-11500	ACCOUNTS RECEIVABLE	102,708.44	
101-11501	ACCOUNTS RECEIVABLE - FLEX	7,343.80	
101-11521	BUSINESS LICENSE AR	3,037.50	
101-11531	BANK CLEARING ACCT	50,627.04	
101-11536	CLEARING ACCOUNT-GENERAL	636.47	
101-11537	MISC PROPERTY MAINT	592.71	
101-12100	SPECIAL ASSESS. REC.-CURRENT	1,746.10	
101-12200	SPECIAL ASSESS. REC.-DELINQUEN	1,982.15	
101-15501	PREPAID OTHER	471.69	
	TOTAL ASSETS		<u>4,054,983.38</u>

LIABILITIES AND EQUITY

LIABILITIES

101-20204	AP OTHER	45.00	
101-20210	ACCOUNTS PAYABLE	111,696.02	
101-21600	ACCRUED WAGES	1,221.16	
101-21706	INSURANCE PAYABLE	( 2,826.74)	
101-21714	ACCRUED POLICE DUES	100.00	
101-21716	HSA EMPLOYEE AMOUNTS	2,872.49	
101-21800	ESCROW - BLDG PERMITS	75,380.33	
101-22000	DEPOSITS	15,000.00	
101-22022	HOLDING FUNDS-DEVELOPERS/OTHER	2,673.00	
101-22200	DEFERRED REVENUE	10.00	
101-22202	DEFERRED REVENUE - ASSMNTS	4,505.91	
101-22206	DEFERRED REVENUE - AR	5.00	
101-22207	DEFERRED REVENUE - BP	29,172.65	
101-22210	DEFERRED REVENUE - TAXES	28,049.12	
	TOTAL LIABILITIES		267,903.94

FUND EQUITY

101-25311	COMMITTED: ATHLETIC FIELD	143,987.00
101-25312	ASSIGNED: RENOV/REPL PUB FAC	834,002.00
101-25313	ASSIGNED: ACQ OF EQUIP & VEHIC	330,059.00
101-25314	COMMITTED: PUB FAC INFRAS	500,000.00
101-25999	COMMITTED: EMERG/DIASTER	100,000.00

CITY OF NEW PRAGUE  
BALANCE SHEET  
JUNE 30, 2024

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GENERAL FUND

UNAPPROPRIATED FUND BALANCE:	
101-25300 UNDESIGNATED: FUND BALANCE	3,547,394.50
REVENUE OVER EXPENDITURES - YTD	( 556,131.72)
	<hr/>
BALANCE - CURRENT DATE	2,991,262.78
	<hr/>
TOTAL FUND EQUITY	4,899,310.78
	<hr/>
TOTAL LIABILITIES AND EQUITY	5,167,214.72
	<hr/> <hr/>

CITY OF NEW PRAGUE  
BALANCE SHEET  
JUNE 30, 2024

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ASSETS

602-10101	CLAIM ON CASH		2,013,718.87	
602-10106	DESIGNATED FOR MEMB REPLACEMEN		210,000.00	
602-10120	MONEY MARKET-FIRST BK & TRUST		576,239.02	
602-10121	MONEY MARKET-WELLS FARGO		44,609.15	
602-10122	MONEY MARKET-ROUNDBANK		44,932.37	
602-10125	MONEY MARKET-4M		5,966,551.54	
602-10126	MONEY MARKET-4M 2024 BOND		799,225.13	
602-11710	CUSTOMER ACCOUNTS RECEIVABLE		274,662.19	
602-12300	SPECIAL ASSESS. REC.-DEFERRED		258,519.56	
602-15696	DEFERRED OUTFLOW - OPEB		3,889.00	
602-15699	GERF DEFERRED OUTFLOWS		101,203.00	
602-16100	LAND		56,980.00	
602-16200	BUILDINGS		27,964,821.77	
602-16210	ACCUM. DEPRECIATION-BUILDINGS	(	12,066,078.90)	
602-16300	INFRASTRUCTURE		7,897,920.09	
602-16310	ACCUMULATED DEPRECIATION - INF	(	2,888,626.11)	
602-16400	EQUIPMENT		13,877,863.08	
602-16410	ACCUMULATED DEPRECIATION - EQU	(	8,485,587.47)	
602-16420	OFFICE EQUIPMENT		40,455.10	
	TOTAL ASSETS			36,691,297.39

LIABILITIES AND EQUITY

LIABILITIES

602-20210	ACCOUNTS PAYABLE		110,073.60	
602-21500	ACCRUED INTEREST		337,860.71	
602-21650	ACCRUED WAGES-VAC & COMP		29,965.66	
602-21717	OPEB LIABILITY		19,506.00	
602-22000	DEPOSITS		66,534.27	
602-22296	OPEB DEFERRED INFLOW		7,361.00	
602-22299	GERF DEFERRED INFLOWS		103,397.00	
602-22500	BOND PAYABLE - CUR PORT		1,208,999.45	
602-23100	BONDS PAYABLE		3,126,651.27	
602-23101	PFA BOND PAYABLE		22,202,000.00	
602-23400	BOND PREMIUM		310,005.80	
602-23999	GERF PENSION LIABILITY		323,468.00	
	TOTAL LIABILITIES			27,845,822.76

FUND EQUITY

602-25999	PRIOR PERIOD ADJUSTMENT	(	651,969.00)	
602-27200	FUND BALANCE-UNDESIGNATED		5,565,947.85	
	UNAPPROPRIATED FUND BALANCE:			
602-25300	FUND BALANCE-UNDESIGNATED		4,153,068.40	
	REVENUE OVER EXPENDITURES - YTD	(	221,572.62)	
	BALANCE - CURRENT DATE			3,931,495.78
	TOTAL FUND EQUITY			8,845,474.63

CITY OF NEW PRAGUE  
BALANCE SHEET  
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Section 3, Item c.

WWTP

TOTAL LIABILITIES AND EQUITY

36,691,297.39



CITY OF NEW PRAGUE  
BALANCE SHEET  
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GOLF COURSE

ASSETS

603-10101	CLAIM ON CASH	321,205.43	
603-10125	MONEY MARKET-4M	159,418.76	
603-10126	MONEY MARKET-4M 2024 BOND	186,386.54	
603-10200	PETTY CASH	2,000.00	
603-11500	ACCOUNTS RECEIVABLE - GOLF A/R	197,207.55	
603-11530	CLEARING ACCOUNT	18.75	
603-14100	MATERIAL INVENTORY	125,302.75	
603-15696	DEFERRED OUTFLOW - OPEB	872.00	
603-15699	GERF DEFERRED OUTFLOWS	71,391.00	
603-16150	OTHER IMPROVEMENTS (LAND)	910,289.85	
603-16160	ACCUMULATED DEPR - OTHER IMPRO	( 904,251.67)	
603-16200	BUILDINGS	1,094,511.44	
603-16210	ACCUM. DEPRECIATION-BUILDINGS	( 660,543.68)	
603-16400	EQUIPMENT	1,923,404.79	
603-16410	ACCUMULATED DEPRECIATION - EQU	( 1,255,216.21)	
	TOTAL ASSETS		<u>2,171,997.30</u>

LIABILITIES AND EQUITY

LIABILITIES

603-20210	ACCOUNTS PAYABLE	466,650.77	
603-21500	ACCRUED INTEREST	3,152.00	
603-21650	ACCRUED WAGES-VAC & COMP	11,206.35	
603-21717	OPEB LIABILITY	4,375.00	
603-22000	DEPOSITS	79,435.04	
603-22001	DESIGNATED - JR GOLF FUND	20,263.52	
603-22004	DESIGNATED- GOLF MAINT. FUND	648.12	
603-22211	DEFERRED REVENUE-GIFT CERTIFIC	11,540.58	
603-22213	DEFERRED REVENUE-MEMBER CREDIT	21,563.37	
603-22296	OPEB DEFERRED INFLOW	1,651.00	
603-22299	DEFERRED (GERF) INFLOW	60,854.00	
603-23106	BOND PAYABLE-2015 EQUIPMENT	10,000.00	
603-23107	BOND PAYABLE-2016 EQUIPMENT	18,000.00	
603-23110	BOND PAYABLE-2022 EQUIPMENT	345,000.00	
603-23400	BOND PREMIUM	35,516.08	
603-23999	GERF PENSION LIABILITY	218,084.00	
	TOTAL LIABILITIES		<u>1,307,939.83</u>

FUND EQUITY

603-25999	PRIOR PERIOD ADJUSTMENT	( 117,578.00)	
	UNAPPROPRIATED FUND BALANCE:		
603-25300	FUND BALANCE-UNDESIGNATED	595,952.14	
	REVENUE OVER EXPENDITURES - YTD	<u>385,683.33</u>	
	BALANCE - CURRENT DATE	<u>981,635.47</u>	
	TOTAL FUND EQUITY		<u>864,057.47</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,171,997.30</u>

CITY OF NEW PRAGUE  
 BALANCE SHEET  
 JUNE 30, 2024

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WATER

ASSETS

604-10101	CLAIM ON CASH	1,261,908.79
604-10125	MONEY MARKET-4M	404,936.81
604-10126	MONEY MARKET-4M 2024 BOND	885,362.59
604-10406	F.I.S.T. INVESTMENTS	881,850.46
604-10407	INVEST ALLOW-UNREALIZED LOS	( 44,321.78)
604-11500	ACCOUNTS RECEIVABLE	884.47
604-11502	ACCOUNTS RECEIVABLE - NSF	660.06
604-11525	ACCRUED REVENUE	111,811.93
604-11600	ALLOWANCE DOUBTFUL ACC'T	( 4,000.00)
604-11710	CUSTOMER ACCOUNTS RECEIVABL	129,374.43
604-12100	SPECIAL ASSESS. REC.-CURRENT	183.38
604-12300	SPECIAL ASSESS. REC.-DEFFERED	478,878.00
604-14100	MATERIAL INVENTORY	61,505.76
604-15696	DEFERRED OUTFLOW - OPEB	3,872.00
604-15699	GERF DEFERRED OUTFLOWS	75,379.00
604-16100	LAND	79,519.50
604-16200	BUILDINGS	2,449,284.55
604-16201	WELLS, PUMPS & PUMP HOUSE	2,197,186.11
604-16202	WATER TREATMENT	68,116.88
604-16203	WATER TREATMENT EQUIPMENT	1,253,269.45
604-16211	ACCUM DEPR-PRODUCTION PLANT	( 4,315,666.13)
604-16301	ELEVATED TOWER	1,988,569.68
604-16303	RESERVOIR	732,530.15
604-16304	DISTRIBUTION TO SYSTEM	7,212,617.25
604-16305	PRU VALVES	902.95
604-16306	MAIN STREET TREATMENT UPGRADE	215,848.13
604-16308	WATER METERS	1,125,547.08
604-16311	ACCUM DEPR.-TRANS-DISTRIBUTI	( 4,507,661.48)
604-16312	ACCUM. DEPR-GENERAL PLANT	( 284,656.07)
604-16314	SCADA	218,511.67
604-16401	BLDG IMPROVEMENT OFFICE	5,533.95
604-16402	DEFERRED MAINTENANCE CHARGE	24,794.02
604-16403	OFFICE FUNITURE & FIXTURES	29,980.37
604-16404	TRANSPORTATION/EQUIPMENT	317,010.20
604-16405	MISCELLANEOUS EQUIPMENT	39,308.45
604-16406	SHOP EQUIPMENT	1,417.62
604-16507	SCADA UPGRADE	133,434.07
604-16508	10TH AVE WATER MAIN	81,459.69
		<hr/>
	TOTAL ASSETS	13,315,143.99
		<hr/> <hr/>

LIABILITIES AND EQUITY

CITY OF NEW PRAGUE  
BALANCE SHEET  
JUNE 30, 2024

Section 3, Item c.

WATER

LIABILITIES

604-20210	ACCOUNTS PAYABLE		64,732.31
604-21503	ACCRUED INTEREST		45,129.04
604-21650	ACCRUED WAGES-VAC & COMP		53,414.10
604-21712	DUE WATER TESTING PROGRAM	(	.89)
604-21717	OPEB LIABILITY		19,420.00
604-22000	DEPOSITS		34,716.37
604-22296	OPEB DEFERRED INFLOW		7,329.00
604-22299	DEFERRED (GERF) INFLOW		95,644.00
604-22500	BOND PAYABLE - CUR PORT		34,999.97
604-23400	BOND PREMIUM		421,725.55
604-23511	2011 CIP		44,455.00
604-23516	2013B-REFUNDING 2005-2007		80,000.00
604-23517	CIP 2014		60,000.00
604-23518	2020A - REFUNDING		319,923.58
604-23519	CIP 2020-2021		2,180,000.00
604-23520	2021 UTILITY BUILDING		415,000.00
604-23521	CIP 2022		275,000.00
604-23522	CIP 2023		460,000.00
604-23523	CIP 2024	(	150.00)
604-23999	GERF PENSION LIABILITY		293,737.00
			<hr/>
	TOTAL LIABILITIES		4,905,075.03

FUND EQUITY

604-25999	PRIOR PERIOD ADJUSTMENT	(	274,691.48)
604-26730	RESERVED FOR INVESTMENT AL	(	.40)
604-27200	FUND BALANCE-UNDESIGNATED		7,413,719.83
604-28000	INVESTED IN UTILITY PLANT		1,287,688.93
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(	<u>18,414.21)</u>
	BALANCE - CURRENT DATE	(	<u>18,414.21)</u>
	TOTAL FUND EQUITY		<hr/> 8,408,302.67
	TOTAL LIABILITIES AND EQUITY		<hr/> <hr/> 13,313,377.70

CITY OF NEW PRAGUE  
BALANCE SHEET  
JUNE 30, 2024

Section 3, Item c.

ELECTRIC

ASSETS

605-10101	CLAIM ON CASH	2,874,410.25
605-10125	MONEY MARKET-4M	1,488,652.06
605-10200	PETTY CASH	300.00
605-10405	MONEY MARKET-FIRST BK & TRUST	151,432.34
605-10406	F.I.S.T. INVESTMENT	2,509,882.07
605-10407	INVEST ALLOW-UNREALIZED LOS	( 126,146.61)
605-11500	ACCOUNTS RECEIVABLE	1,042.00
605-11502	ACCOUNTS RECEIVABLE - NSF	5,478.06
605-11510	ACOUNTS RECEIVABLE - SMMPA	126,357.72
605-11525	ACCRUED REVENUE	683,059.92
605-11530	CLEARING ACCOUNT	334.79
605-11531	BANK CLEARING ACCT	948.65
605-11600	ALLOWANCE DOUBTFUL ACC'T	( 10,000.05)
605-11710	CUSTOMER ACCOUNTS RECEIVABL	776,542.56
605-11720	BUDGET A/R	223.58
605-12100	SPECIAL ASSESS. REC.-CURRENT	454.89
605-14100	MATERIAL INVENTORY	1,229,488.10
605-15501	PREPAID OTHER	1,225.83
605-15696	DEFERRED OUTFLOW - OPEB	5,538.00
605-15699	GERF DEFERRED OUTFLOWS	185,794.00
605-16100	LAND	41,647.88
605-16205	STRUCTURE & IMPROV. BLDGS	3,787,143.00
605-16206	GENERATORS	5,527,533.57
605-16211	ACCUM DEPR-PRODUCTION PLANT	( 6,767,723.24)
605-16301	TRANSMISSION STATION EQUIPMENT	601,832.72
605-16302	TRANSMISSION POLES & CONDUCTOR	87,734.24
605-16303	DISTRIBUTION STATION EQUIPMENT	832,233.96
605-16304	POLES-TOWERS-FIXTURES	204,140.34
605-16305	OVERHEAD CONDUCTORS-DEVICES	678,998.06
605-16306	UNDERGROUND CONDUCTORS-DEVICE	6,038,780.12
605-16307	LINE TRANSFORMERS	2,057,276.01
605-16308	SERVICES	379,201.70
605-16309	ELECTRIC METERS	1,073,652.50
605-16310	FIBER OPTIC	89,759.87
605-16311	ACCUM DEPR.-TRANS-DISTRIBUTI	( 7,850,961.29)
605-16312	ACCUM DEPR - GEN PLANT	( 1,597,516.85)
605-16313	LOAD MANAGEMENT	97,714.51
605-16314	SCADA	123,864.82
605-16315	STREET LIGHTS	1,717,237.14
605-16316	STRUCTURE & IMPROVEMENTS E	224,058.67
605-16403	TOOLS & WORK EQUIPMENT	237,583.03
605-16404	TRANSPORTATION/EQUIPMENT	1,865,610.77
605-16405	MISCELLANEOUS EQUIPMENT	97,109.01
605-16406	SHOP EQUIPMENT	56,994.23
605-16420	OFFICE EQUIPMENT	89,730.18
605-16510	JOB #2 (URD) GIS MAPPING	15,837.34
605-16511	JOB #2 (TRAN) GIS MAPPING	106.23
605-16512	JOB #2 (SERV) GIS MAPPING	2,755.16
605-16518	JOB #3 (URD) NE STREET RECONS	413.27
605-16519	JOB #3 (TRANS) NE STREET RECON	268.32
605-16522	JOB #3 (S.L.) NE STREET RECONS	1,970.00
605-16525	JOB #4 (OH) FEEDER #1	10,918.39
605-16526	JOB #4 (URD) FEEDER #1	154,686.87
605-16527	JOB #4 (TRANS) FEEDER #1	8,208.28
605-16528	JOB #4 (SERV) FEEDER #1	61,855.14
605-16529	JOB #4 (METER) FEEDER #1	230.33
605-16530	JOB #4 (S.L.) FEEDER #1	10,219.54
605-16531	JOB #4 (FIBER) FEEDER #1	571.96

CITY OF NEW PRAGUE  
BALANCE SHEET  
JUNE 30, 2024

Section 3, Item c.

ELECTRIC

605-16542	JOB #6 (URD) FEEDER #4 & #6	370.64	
605-16550	JOB #7 (URD) FEEDER #8	3,731.75	
605-16568	JOB #9 (SERV) FUTURE GENERATIO	9,945.00	
605-16578	JOB #10 (S.L.) CHART	173.12	
605-16582	JOB #11 (URD) SCOTT EQUIP	86.56	
605-16583	JOB #11 (TRANS) SCOTT EQUIP	239.42	
605-16590	JOB #12 (URD) DOG PARK	8,608.79	
605-16592	JOB #12 (SERV) DOG PARK	5.40	
605-16595	JOB #12 (FIBER) DOG PARK	352.68	
605-16598	JOB #13 (URD) PARKS BUILDING	89.72	
605-16600	JOB #13 (SERV) PARKS BUILDING	96.40	
605-16638	JOB #18 (URD) BELZER EV CHARGE	29,520.46	
605-16646	JOB #19 (URD) WEST SUB PLC	10,139.21	
605-16648	JOB #19 (SERV) WEST SUB PLC	47,395.30	
	TOTAL ASSETS		19,977,448.39
	<u>LIABILITIES AND EQUITY</u>		
	<u>LIABILITIES</u>		
605-20200	ACCOUNTS PAYABLE-SMMPA	528,546.50	
605-20202	AP REFUSE	( 2.20)	
605-20204	AP OTHER	156,515.88	
605-20210	ACCOUNTS PAYABLE	35,251.74	
605-21650	ACCRUED WAGES-VAC & COMP	122,384.98	
605-21717	OPEB LIABILITY	27,780.00	
605-22000	DEPOSITS	139,579.53	
605-22001	ENERGY ASSISTANCE CONTRACTS	369.10	
605-22022	HOLDING FUNDS-DEPOSITS	950.00	
605-22296	OPEB DEFERRED INFLOW	10,484.00	
605-22299	DEFERRED (GERF) INFLOW	235,737.00	
605-23999	GERF PENSION LIABILITY	723,987.00	
	TOTAL LIABILITIES		1,981,583.53
	<u>FUND EQUITY</u>		
605-25999	PRIOR PERIOD ADJUSTMENT	( 890,763.35)	
605-26300	CONTRIBUTED CAPITAL	( .19)	
605-26720	RESERVED FOR BONDS	321,700.00	
605-27200	FUND BALANCE-UNDESIGNATED	12,995,882.31	
605-28000	INVESTED IN UTILITY PLANT	4,423,834.26	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	613,901.21	
	BALANCE - CURRENT DATE	613,901.21	
	TOTAL FUND EQUITY		17,464,554.24
	TOTAL LIABILITIES AND EQUITY		19,446,137.77

CITY OF NEW PRAGUE  
BALANCE SHEET  
JUNE 30, 2024

Section 3, Item c.

STORM WATER UTILITY

ASSETS

606-10101	CLAIM ON CASH	397,754.43	
606-10120	MONEY MARKET-FIRST BK & TRUST	63,305.70	
606-10122	MONEY MARKET.COMM SEC BK	4,508.00	
606-10125	MONEY MARKET-4M	629,280.08	
606-10126	MONEY MARKET-4M 2024 BOND	474,852.53	
606-11710	CUSTOMER ACCOUNTS RECEIVABLE	33,557.51	
606-15696	DEFERRED OUTFLOW - OPEB	625.00	
606-15699	GERF DEFERRED OUTFLOWS	14,498.00	
606-16300	INFRASTRUCTURE	8,282,527.19	
606-16310	ACCUMULATED DEPRECIATION - INF	( 4,138,453.44)	
606-16400	EQUIPMENT	29,295.57	
606-16410	ACC. DEP. - EQUIPMENT	( 23,149.01)	
	TOTAL ASSETS		5,768,601.56

LIABILITIES AND EQUITY

LIABILITIES

606-20210	ACCOUNTS PAYABLE	28,427.43	
606-21500	ACCRUED INTEREST	21,870.23	
606-21717	OPEB LIABILITY	3,134.00	
606-22296	OPEB DEFERRED INFLOW	1,183.00	
606-22299	GERF DEFERRED INFLOWS	14,813.00	
606-23100	BONDS PAYABLE	1,758,220.66	
606-23400	BOND PREMIUM	178,698.76	
606-23999	GERF PENSION LIABILITY	46,339.00	
	TOTAL LIABILITIES		2,052,686.08

FUND EQUITY

606-25999	PRIOR PERIOD ADJUSTMENT	( 36,253.00)	
	UNAPPROPRIATED FUND BALANCE:		
606-25300	FUND BALANCE-UNDESIGNATED	3,785,009.83	
	REVENUE OVER EXPENDITURES - YTD	( 32,841.35)	
	BALANCE - CURRENT DATE	3,752,168.48	
	TOTAL FUND EQUITY		3,715,915.48
	TOTAL LIABILITIES AND EQUITY		5,768,601.56

CITY OF NEW PRAGUE  
 BALANCE SHEET  
 JUNE 30, 2024

Section 3, Item c.

AMBULANCE

<u>ASSETS</u>			
651-10101	CLAIM ON CASH	57,641.53	
651-10120	MONEY MARKET-FIRST BK & TRUST	12,943.33	
651-10121	MONEY MARKET-WELLS FARGO	416.28	
651-10125	MONEY MARKET-4M	114,229.59	
651-10127	MONEY MARKET.STATE BANK - 1206	5,644.97	
		<hr/>	
	TOTAL ASSETS		<u>190,875.70</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
651-20210	ACCOUNTS PAYABLE	422.30	
		<hr/>	
	TOTAL LIABILITIES		422.30
<u>FUND EQUITY</u>			
651-27200	FUND BALANCE-UNDESIGNATED	162,640.15	
	UNAPPROPRIATED FUND BALANCE:		
651-25300	FUND BALANCE-UNDESIGNATED	23,754.26	
	REVENUE OVER EXPENDITURES - YTD	4,058.99	
		<hr/>	
	BALANCE - CURRENT DATE	27,813.25	
		<hr/>	
	TOTAL FUND EQUITY		<u>190,453.40</u>
			<hr/>
	TOTAL LIABILITIES AND EQUITY		<u>190,875.70</u>
			<hr/>

CITY OF NEW PRAGUE  
 BALANCE SHEET  
 JUNE 30, 2024

Section 3, Item c.

EDA

ASSETS

680-10101	CLAIM ON CASH	162,414.80	
680-10120	MONEY MARKET-FIRST BK & TRUST	25,687.06	
680-10125	MONEY MARKET-4M	249,282.58	
	TOTAL ASSETS		437,384.44

LIABILITIES AND EQUITY

LIABILITIES

680-20210	ACCOUNTS PAYABLE	20.71	
	TOTAL LIABILITIES		20.71

FUND EQUITY

680-27200	FUND BALANCE-UNDESIGNATED	602,744.97	
	UNAPPROPRIATED FUND BALANCE:		
680-25300	FUND BALANCE-UNDESIGNATED	( 159,845.89)	
	REVENUE OVER EXPENDITURES - YTD	16,664.24	
	BALANCE - CURRENT DATE	( 143,181.65)	
	TOTAL FUND EQUITY		459,563.32
	TOTAL LIABILITIES AND EQUITY		459,584.03



CITY OF NEW PRAGUE  
 BALANCE SHEET  
 JUNE 30, 2024

Section 3, Item c.

EDA-INDUSTRIAL PARK

<u>ASSETS</u>			
681-10101	CLAIM ON CASH		76,624.03
681-10120	MONEY MARKET-FIRST BK & TRUST		12,844.28
681-10125	MONEY MARKET-4M		110,006.32
681-16100	LAND		453,940.38
681-16300	INFRASTRUCTURE	(	.32)
681-16310	ACCUM. DEPRECIATION-INFRASTR	(	591.17)
			<hr/>
	TOTAL ASSETS		652,823.52
			<hr/> <hr/>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
681-20610	CIP RETAINAGE PERCENTAGE		6,286.00
			<hr/>
	TOTAL LIABILITIES		6,286.00
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE:		
681-25300	FUND BALANCE	646,199.34	
	REVENUE OVER EXPENDITURES - YTD	338.18	
			<hr/>
	BALANCE - CURRENT DATE		646,537.52
			<hr/>
	TOTAL FUND EQUITY		646,537.52
			<hr/> <hr/>
	TOTAL LIABILITIES AND EQUITY		652,823.52
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118 Central Avenue North, New Prague, MN 56071  
phone: 952-758-4401 fax: 952-758-1149

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**MEMORANDUM**

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**CC:** JOSHUAL M. TETZLAFF, CITY ADMINISTRATOR  
**FROM:** KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR  
**SUBJECT:** SATISFACTION OF ASSESSMENT FOR PID #24.127.0010 AND PID #24.062.0010  
**DATE:** AUGUST 9, 2024

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As part of the annual service charge assessment process, the properties at PID #24.127.0010 and PID #24.062.0010 were assessed between 2019 and 2023 for unpaid municipal service charges – specifically for mowing and weed control. The property has since been replatted (with new PID numbers) and has sold and the unpaid service charges were paid in full and the title company is requesting that a satisfaction document be provided by the City.

The satisfaction document is attached to this memo that should be approved for the title company to record with the County as proof the assessments were paid in full as referenced in the resolutions.

**Staff Recommendation**

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

Date: \_\_\_\_\_, 2024.

**SATISFACTION OF ASSESSMENTS**

That certain assessment as listed on **CITY OF NEW PRAGUE RESOLUTION #19-10-07-01** filed for record October 29, 2019 as Document Number A1077749 in the Office of the County Recorder of Scott County, Minnesota, is fully paid and satisfied as it relates only to PID # 24.062.0010 in the amount of \$275.00.

That certain assessment as listed on **CITY OF NEW PRAGUE RESOLUTION #22-10-03-02** filed for record October 26, 2022 as Document Number A1166004 in the Office of the County Recorder of Scott County, Minnesota, is fully paid and satisfied as it relates only to PID # 24.127.0010 in the amount of \$760.03.

That certain assessment as listed on **CITY OF NEW PRAGUE RESOLUTION #23-10-02-05** filed for record November 1, 2023 as Document Number A1180945 in the Office of the County Recorder of Scott County, Minnesota, is fully paid and satisfied as it relates only to PID # 24.127.0010 in the amount of \$443.44.





MnDOT Contract Number: 1057769

**MINNESOTA DEPARTMENT OF TRANSPORTATION  
AND  
CITY OF NEW PRAGUE  
SNOW AND ICE REMOVAL MAINTENANCE AGREEMENT**

Routine Maintenance Performed by the City of New Prague on: Trunk Highway Number (TH): 19	<b>Total Agreement Amount:</b>	\$ 8,400.00
	Amount Encumbered (Fiscal Year 2025):	\$ 4,200.00
	Amount Encumbered (Fiscal Year 2026):	\$ 4,200.00

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State") and City of New Prague acting through its City Council ("Local Government").

**Recitals**

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1. The State requests the Local Government perform snow and ice removal maintenance on certain trunk highway(s) located within the corporate city limits, and the Local Government is willing to perform the snow and ice removal maintenance; and
2. The State will reimburse the Local Government for the snow and ice removal maintenance performed; and
3. Under Minnesota Statutes § 161.38, subdivision 3, the State and the Local Government wish to enter into an agreement that will provide snow and ice removal maintenance performed by the Local Government on certain trunk highway(s) located within the Local Government limits; and
4. Minnesota Statutes § 161.20, subdivision 2, authorizes the Commissioner of Transportation to make agreements with and cooperate with any governmental authority for the purposes of constructing, maintaining, and improving the trunk highway system.

**Agreement**

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**1. Term of Agreement; Survival of Terms:**

- 1.1. **Effective Date:** This Agreement will be effective on July 1, 2024, or the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2, whichever is later.
- 1.2. **Expiration Date:** This Contract will expire on June 30, 2026, unless terminated earlier pursuant to Article 11.
- 1.3. **Survival of Terms:** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Contract, including, without limitation, the following clauses: 6. Assignment; Amendments; Waiver; Contract Complete; Liability; Worker Compensation Claims; Insurance; 7. Nondiscrimination; 8. State Audits; 9. Government Data Practices; 10. Governing Law; Jurisdiction; Venue; 11. Termination.

**2. Agreement between the Parties**

**2.1. Maintenance by the Local Government.**

2.1.1. **Location.** The Local Government will perform snow and ice removal maintenance of the following portions of the trunk highway system within the Corporate Local Government limits:

- i. On TH No. 19 from the intersection of Trunk Highways 13, 19, & 21 to the intersection of Trunk Highway 19 and Lexington Avenue under Control Sections 4003 in Le Sueur County.

2.1.2. **Total Mileage.** The total trunk highway mileage for the snow and ice removal maintenance performed under this Contract is 1.1 miles consisting of 1.64 lane miles.

**2.2. Maintenance Responsibilities (Reimbursable).** The Local Government will perform the following snow and ice removal maintenance duties to the satisfaction of the State's District Maintenance Engineer at Mankato. All materials used in the performance of said snow and ice removal maintenance must comply with the State's current "Standard Specifications for Construction". Snow and ice removal maintenance consists of the following duties, which must be performed in a timely and efficient manner so not to cause untimely delay or hinder trunk highway traffic:

2.2.1. MnDOT will plow the center 24' of Trunk Highway 19 as detailed in this agreement. All other snow and ice activities outside the center 24' will be the responsibility of the Local Government.

2.2.2. Furnish all labor, materials, tools, equipment, and any other necessary items to perform the snow and ice removal duties covered under this Agreement.

**2.3. Traffic Control.**

2.3.1. The Local Government may partially block the trunk highway to perform the routine snow and ice removal maintenance under this Agreement. In cases of emergency, the Local Government may block the trunk highway and prevent passage of traffic thereon. At no time, however, may the Local Government continue to obstruct the free passage of traffic on the trunk highway for a longer period of time than is reasonably required for making the necessary repairs.

2.3.2. The Local Government will not close any portion of the trunk highway to traffic for reasons other than those set forth above and in no event for a time longer than necessary to complete the required maintenance work. In the event of the total blocking or closing of the trunk highway, the Local Government must provide a suitable detour during such time.

2.3.3. The Local Government must conduct all trunk highway partial and total closures in conformance with the current Minnesota Manual on Uniform Traffic Control Devices (MNMUTCD) and Temporary Traffic Control Zone Layouts - Field Manual.

**2.4. Maintenance of Route Change of Trunk Highway.** If there is a change in the routing of the trunk highway, a substitution of a new route for the trunk highway, or a variation from the present location of the trunk highway, the Local Government will maintain the new trunk highway in accordance with this Agreement after such changes, substitution, or variation and will be paid the amount to which it is entitled under this Agreement. If the State relocates any portion of the trunk highway and the roadway reverts to the Local Government, the Local Government will maintain the reverted portion at its sole expense.

**2.5. Local Government's Failure to Adequately Maintain.** If the Local Government fails to perform any of the snow and ice removal maintenance according to the terms of this Agreement, the State may reduce the amount payable to the Local Government by either an amount judged to be fair and equitable for such snow and ice removal maintenance, or, if the State performs such snow and ice removal maintenance, by the actual cost of the maintenance performed by the State in accordance with this Agreement.

**2.6. Extraordinary Maintenance.** The Local Government is not required to perform any extraordinary maintenance, construction or reconstruction under this Agreement. If the Local Government is willing to perform extraordinary maintenance, and the State's District Maintenance Engineer at Mankato approves such performance, the parties to this Agreement must enter into a separate agreement therefore. No expenses may be incurred on the extraordinary maintenance prior to the full execution of such an agreement as governed by Minnesota Statutes § 16A.15, subdivision 3.

2.7. **Inspection of Local Government Performed Maintenance.** Authorized representatives of the Local Government and the State will jointly inspect the involved trunk highways on a regular basis during the life of this Agreement to determine if snow and ice removal maintenance is being performed according to the terms of this Agreement.

**3. Basis of State Cost**

3.1. The State's payment to the Local Government for snow and ice removal maintenance will be a lump sum payment to be paid each state fiscal year.

**4. State Cost and Payment by the State**

4.1. **State Cost.** The State's estimated total cost for the snow and ice removal maintenance performed by the Local Government covered under this agreement is \$8,400 based on the data below:

- 4.1.1. Fiscal Year 2025: \$4,200 equals 1.64 trunk highway lane miles times \$2,560.98 per trunk highway lane mile.
- 4.1.2. Fiscal Year 2026: \$4,200 equals 1.64 trunk highway lane miles times \$2,560.98 per trunk highway lane mile.

4.2. **Conditions of Payment.** The State will make a lump sum payments to the Local Government for snow and ice removal maintenance performed on an annual basis prior to June 30th of each State fiscal year after the following conditions have been met:

- 4.2.1. Encumbrance by the State of the necessary funds for the snow and ice removal maintenance payment amount.
- 4.2.2. Execution of this Agreement and transmittal to the Local Government.
- 4.2.3. The State's receipt of an invoice prior to June 1, from the Local Government for the applicable year, signed by the Local Government's authorized representative attesting that all snow and ice removal maintenance has been performed in full conformity with this Agreement.
  - i. Local Government must submit the signed invoice, and all required supporting documentation, for review and payment, to State's District 7 - D7AccountsPayable@state.mn.us. Invoices will not be considered "received" within the meaning of Minnesota Statutes §16A.124 until the signed documents are received by State's District Accounts Payable Group.
  - ii. The invoice must indicate the amount, if any, deducted from the estimated yearly payment under Article 2.6 of this Agreement.
  - iii. The Local Government will keep records and accounts that enable it to provide the State, when requested, with documentation itemizing the labor, materials, and equipment used to perform the snow and ice removal maintenance.

**5. Project Managers**

5.1. MnDOT's Project Manager will be:

Name/Title: [Scott Morgan, Area Maintenance Engineer\_\_\_\_], (or successor)  
 Address: [2151 Bassett Drive, Mankato, MN 56001\_\_\_\_]  
 Telephone: [507-327-6589\_\_\_\_]  
 E-Mail: [scott.morgan@state.mn.us\_\_\_\_]

The State's Project Manager is responsible for overseeing the State's fulfillment of its obligations under this Agreement, reviewing, providing and approving invoices, resolving disputes related to this Agreement, and for giving or receiving any notices required or permitted by this Agreement.

5.2. The Local Government's Project Manager will be:

Name/Title: [Matt Rynda, Public Works Director\_\_\_\_], (or successor)  
 Address: [118 Central Avenue North, New Prague, MN 56071\_\_\_\_]

Telephone: [952-758-1144 \_\_\_\_\_]

E-Mail: [mrynda@ci.new-prague.mn.us. \_\_\_\_\_]

The Local Government’s Project Manager for Agreement is responsible for overseeing the Local Government’s fulfillment of its obligations under this Agreement, reviewing and approving invoices, resolving disputes related to this Agreement, and for giving or receiving any notices required or permitted by this Agreement.

**6. Assignment; Amendments; Waiver; Contract Complete; Liability; Worker Compensation Claims; Insurance**

- 6.1. **Assignment.** No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office
- 6.2. **Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 6.3. **Waiver.** If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.
- 6.4. **Contract Complete.** This Agreement contains all prior negotiations and agreements, with respect to snow and ice removal maintenance, between the State and the Local Government. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.
- 6.5. **Liability; Worker Compensation Claims; Insurance**
  - 6.5.1. Each party is responsible for its own acts, omissions, and the results thereof to the extent authorized by law and will not be responsible for the acts, omissions of others, and the results thereof. Minnesota Statutes § 3.736 and other applicable law govern liability of the State. Minnesota Statutes Chapter 466 and other applicable law govern liability of the Local Government. Notwithstanding the foregoing, the Local Government will indemnify, hold harmless, and defend (to the extent permitted by the Minnesota Attorney General) the State against any claims, causes of actions, damages, costs (including reasonable attorneys’ fees), and expenses arising in connection with the project covered by this Agreement, regardless of whether such claims are asserted by the Local Government's contractor(s) or consultant(s) or by a third party because of an act or omission by the Local Government or its contractor(s) or consultant(s).
  - 6.5.2. Each party is responsible for its own employees for any claims arising under the Workers Compensation Act.
  - 6.5.3. The Local Government may require its contractor to carry insurance to cover claims for damages asserted against the Local Government's contractor.

**7. Nondiscrimination**

- 7.1. Provisions of Minnesota Statutes § 181.59 and of any applicable law relating to civil rights and discrimination are considered part of this Agreement.

**8. State Audits**

- 8.1. Under Minnesota Statutes § 16C.05, subdivision 5, the Local Government's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

**9. Government Data Practices**

- 9.1. The Local Government and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Local Government



under this Agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the Local Government or the State.

**10. Governing Law; Jurisdiction; Venue**

10.1. Minnesota law governs the validity, interpretation, and enforcement of this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**11. Termination**

11.1. **By Mutual Agreement.** This Agreement may be terminated by mutual agreement of the parties or by the State for insufficient funding as described below. .

11.2. **Termination for Insufficient Funding.** The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Local Government. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Local Government will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if this Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate fund.

**12. Force Majeure**

12.1. A “force majeure event” is an event beyond Local Government’s reasonable control that prevents Local Government from performing its obligations under this contract. Local Government will use all reasonable efforts to plan for foreseeable force majeure events and to mitigate the duration and consequences of any delay resulting from a force majeure event. Local Government will give State’s Project Manager prompt notice of the occurrence of any force majeure event and, upon written request from Local Government, State’s Project Manager and Local Government will negotiate an adjustment to the project schedule of this contract.

**THE BALANCE OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK**

**STATE ENCUMBRANCE VERIFICATION**

Individual certifies that funds have been encumbered as required by Minnesota Statutes §16A.15 and §16C.05.

Signed: \_\_\_\_\_

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

SWIFT Purchase Order #: \_\_\_\_\_

**LOCAL GOVERNMENT**

The undersigned certify that they have lawfully executed this contract on behalf of the Local Government as required by applicable charter provisions, resolutions, or ordinances.

Signed: \_\_\_\_\_

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

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

Signed: \_\_\_\_\_

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

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

**DEPARTMENT OF TRANSPORTATION** (with delegated authority)

Recommended for Approval:

Signed: \_\_\_\_\_  
(Area Maintenance Engineer)

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

Approved:

Signed: \_\_\_\_\_  
(District Engineer)

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

**MnDOT CONTRACT MANAGEMENT**

Signed: \_\_\_\_\_  
(With Delegated Authority)

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

**INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.**

**CITY OF NEW PRAGUE**

**RESOLUTION**

IT IS RESOLVED that City of New Prague enter into MnDOT Agreement No. 1057769 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for snow and ice removal maintenance by the Local Government upon, along, and adjacent to Trunk Highway No. 19, the limits of which are defined in said Agreement.

IT IS FURTHER RESOLVED that the \_\_\_\_\_

(Title)

and the \_\_\_\_\_

(Title)

are authorized to execute the Agreement and any amendments to the Agreement.

**CERTIFICATION**

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Council of the City of New Prague at an authorized meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, as shown by the minutes of the meeting in my possession.

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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

My Commission Expires \_\_\_\_\_

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Type or Print Name)



# New Prague Police Department

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

118 CENTRAL AVENUE NORTH, NEW PRAGUE, MINNESOTA 56071

Phone: (952) 758-2791

Fax: (952) 758-6279

Website: [www.ci.new-prague.mn.us](http://www.ci.new-prague.mn.us)

**Tim Applen, Chief of Police**

## MEMORANDUM

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

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

**Date:** Tuesday August 13, 2024

**Subject:** Don't be Lion LLC – DBA: The Rusty Spoke Tetrahydrocannabinol Products Violation

On August 5<sup>th</sup>, 2024, city staff was notified that The Rusty Spoke was offering THC beverages for on-sale purchase. The information provided included the drink menu that was posted online with THC products advertised on the drink menu. The Police Department began an investigation into the sales of THC products. It was discovered that Don't be Lion LLC – DBA The Rusty Spoke did not make application with the City of New Prague for a THC license, nor had they registered with the state as a retailer. On August 7, 2024, I went to The Rusty Spoke and spoke with staff and was able to confirm THC was being offered for sale and was provided a can of THC beverage to inspect. The can was labeled properly and would be legal for sale, upon successful approval of a City THC permit and registration with the State of Minnesota Low Potency Hemp Derived Product sales. Employees removed the THC beverages from the cooler while I was on site. After speaking with staff, I contacted the owner Pauline Baldazo and spoke with her by phone. I explained the circumstances and that the city code requires THC retailers to obtain a license through the city and registration with State of Minnesota Low Potency Hemp Derived Product sales. I explained the process for both obtaining a city license and completing registration with the state. I then contacted the State of Minnesota Office of Cannabis Management and explained the current investigation. The information was provided to a State of Minnesota compliance Inspector for additional follow up.

Ordinance 121, similar to the City of New Prague Alcohol and Tobacco Ordinances issue administrative penalties for violations, defined within the Ordinance and outlined below.

The City of New Prague adopted Ordinance 121, Tetrahydrocannabinol Products. The ordinance addresses, licensing and administrative penalties for violations.



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**Tim Applen, Chief of Police**

## 121.03 LICENSE REQUIRED.

(A) No person shall sell or offer to sell any licensed product without having obtained a license to do so from the city.

(1) No license shall be issued to a movable place of business as per § [121.06](#). Only fixed location businesses shall be eligible to be licensed under this chapter.

(2) No license shall be issued to an exclusive liquor store as defined in M.S. § 340A.101(10).

(B) (1) An application for a license to sell licensed products shall be made on a form provided by the city. The application shall include, at a minimum, the full name of the applicant, the applicant's residential and business address and telephone numbers, the name of the proposed license holder, the business location for which the license is sought, and any additional information the city deems necessary. The completed application along with the license fee shall be submitted to the City Administrator who shall forward the application to the City Council for action at its next regularly scheduled City Council meeting. If the City Administrator or their designee determines that an application is incomplete, they shall return the application to the applicant with notice of deficiencies.

(2) A business applicant, at the time of application, shall furnish the city with a list of all persons that have an interest of 5% or more in the business. The list shall name all owners and show the interest held by each, either individually or beneficially for others. It is the duty of each business licensee to notify the City Administrator in writing of any change in ownership in the business. Any change in the ownership or control of the business shall be deemed equivalent to a transfer of the license, and any such license shall be revoked 30 days after any such change in ownership or control unless the licensee has notified the City Council of the change in ownership by submitting a new license application for the new owners, and the City Council has approved the transfer of the license by appropriate action. Any time an additional investigation is required because of a change in ownership or control of a business, the licensee shall pay an additional investigation fee to be determined by the city. The city may at any reasonable time examine the transfer records and minute books of any business licensee to verify and identify the owners, and the city may examine the business records of any other licensee to the extent necessary to disclose the interest which persons other than the licensee have in the licensed business. The City Council may revoke any license issued upon its determination that a change of ownership of a licensee has actually resulted in the change of control of the licensed business so as materially to affect the integrity and character of its management and its operation, but no such action shall be taken until after a hearing by the City Council on notice to the licensee.



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**Tim Applen, Chief of Police**

(C) The City Council may either approve or deny the license or may delay action for a reasonable period of time as is required to permit the city to complete any investigation of the application or the applicant deemed necessary. If approved, a license shall be issued to the applicant. If denied, a notice of denial shall be issued to the applicant at the business address provided on the application along with the reasons for the denial. The notice shall also inform the applicant of their right to appeal the City Council's decision. If a license is mistakenly issued or renewed to an applicant or license holder, it shall be revoked by the City Council upon the discovery that the person, applicant or license holder was ineligible for the license under this section. If a license application is denied, the earliest an applicant may reapply is 12 months from the date the license is denied.

(D) All licenses are issued for a period of one year. The license period is from January 1 to December 31. The initial license term will expire at the end of the calendar year during which the license was issued.

(E) Any license issued under this section may be revoked or suspended, as provided in § [121.09](#), or as specifically provided elsewhere in this chapter.

(F) All licenses issued under this section shall be valid only on the business premises for which the license was issued and only for the person to whom the license was issued. No transfer of any license to another location or person shall be valid without the prior approval of the City Council.

(G) Every license shall be conspicuously posted at the place of business for which the license is issued, and shall be exhibited to any person upon request.

(H) The renewal of a license under this section shall be handled in the same manner as the original application. The request for renewal shall be made at least 30 but not more than 60 days before the expiration of the current license. The issuance of a license under this chapter shall be considered a privilege and not an absolute right of the applicant, and shall not entitle the holder to an automatic renewal of the license.

(J) The following shall be grounds for denying the issuance or renewal of a license under this section. The following is not exhaustive or exclusive:

- (1) The applicant is under the age of 21.
- (2) The applicant has been convicted within the past five years of a violation of any provisions of this chapter or a violation of a federal, state, or local law, ordinance provision, or other regulation relating to licensed products, but not including possession or sale of license products.
- (3) The applicant has had a license to sell licensed products suspended or revoked during the 12 months preceding the date of application, or the applicant has or had an interest in another premises, authorized to sell licensed products, whether in the city or in another jurisdiction, that has had a license to sell products suspended or revoked during the same time period, provided the applicant had an interest in the premises at the time of the revocation or suspension, or at the time of the violation that led to the revocation or suspension.



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**Tim Applen, Chief of Police**

(4) The applicant is a business that does not have an operating officer or manager who is eligible pursuant to the provisions of this chapter.

(5) The applicant is the spouse of a person ineligible for a license pursuant to the provisions of divisions (J)(2) and (3) of this section or who, in the judgement of the Council, is not the real party in interest or beneficial owner of the business to be operated, under the license.

(6) The applicant fails to provide any information required on the city license application, or provides false or misleading information.

(7) The applicant or license holder has outstanding fines, penalties or property taxes owed to the city.

(8) The location of the business is not within a commercial or industrial district where retail is allowed.

(K) The city shall conduct a background investigation on all new applications and applications to transfer a license. The city may conduct a background and financial check on an application for a renewal of a license if it is in the public interest to do so. If a license is mistakenly issued or renewed to a person, it shall be revoked upon the discovery that the person was ineligible for the license under this article and the city shall provide the person with a notice of revocation, along with information on the right to appeal.

(Ord. 331, passed 11-7-22)

## 121.09 Administrative Penalties

### **121.09 ADMINISTRATIVE PENALTIES.**

(A) If a licensee or employee of a licensee sells, gives, or otherwise furnishes licensed products to a person under the age of 21 years, or violates any other provision of this chapter, the licensee shall be charged an administrative penalty of \$300. An administrative penalty of \$600 shall be imposed for a second violation at the same location within 36 months after the initial violation. For a third or any subsequent violation at the same location within 36 months after the initial violation, an administrative penalty of \$1,000 shall be imposed and the licensee shall lose the licensee's authorization to sell licensed products for a period of not less than 30 days nor more than one year. The loss of authorization shall be accomplished by a combination, if necessary, of a suspension of the licensee's then existing authorization and an order prohibiting renewal of the licensee's license for the prescribed period. No suspension, revocation or other penalty may take effect until the licensee has received notice, served personally or by mail, of the alleged violation and an opportunity for a hearing before the City Council. A decision that a violation has occurred must be in writing.

(B) An individual who sells, gives, or otherwise furnishes licensed products to a person under the age of 21 years shall be charged an administrative penalty of \$50. No penalty may be imposed until the individual has received notice, served personally or by mail, of the alleged violation and an



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**Tim Applen, Chief of Police**

---

opportunity for a hearing before the City Council. A decision that a violation has occurred must be in writing.

(Ord. 331, passed 11-7-22)

**Action recommended:** Issuance of administrative penalty of \$300 for violation of Ordinance 121.03 License Required.





Building a Better World  
for All of Us®

## MEMORANDUM

TO: Mayor and City Council  
Joshua Tetzlaff, City Administrator

FROM: Chris Knutson, PE (Lic. MN)

DATE: August 15, 2024

RE: Project Updates

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

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

Some punch list items remain. Final payment will occur soon.

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

Paving is complete on many streets along with curb and gutter placement on 1<sup>st</sup> Street SE. Utilities are complete on Lexington Avenue N south of 1<sup>st</sup> Street NE and they have started working on the north block of Lexington Avenue N. Street crews are working on topsoil placement throughout the project and other miscellaneous items. Once utilities are complete on Lexington Avenue N, crews will move on to 6<sup>th</sup> Street NW. This will likely occur in approximately 2 weeks.

### **2025 STREET AND UTILITY IMPROVEMENTS PROJECT**

The neighborhood meeting was held on August 7<sup>th</sup> with good attendance, approximately ¼ of residents attended.

The feasibility study is complete and included with the council packet. A resolution accepting the report and ordering the public hearing is included with the council packet. If the resolution is approved, notices to residents will be sent out immediately and the first notice for the meeting will be published on Thursday August 22<sup>nd</sup>.

cdk

x:\ko\newpr\common\council meetings\081924 cc project updates.docx

Feasibility Report

# 2025 Street and Utility Improvement Project

New Prague, Minnesota

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NEWPR 179117 | August 19, 2024



Building a Better World  
for All of Us®

Engineers | Architects | Planners | Scientists



Building a Better World  
for All of Us®

August 19, 2024

RE: 2025 Street and Utility Improvement  
Project  
Feasibility Report  
New Prague, Minnesota  
SEH No. NEWPR 179117 4.00

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

Dear Mayor and Council Members:

Pursuant to your request, Short Elliott Hendrickson Inc. (SEH®) is submitting this engineer’s Feasibility Report for the 2025 Street and Utility Improvement Project. The proposed project would include reconstruction work and improvement to the following streets:

- Lincoln Avenue N from Main Street to Fifth St NE
- Pershing Avenue N from Main Street to Fifth Street NE
- First Street NE from Columbus Avenue N to Pershing Avenue N
- Second Street NE from Columbus Avenue N To Lyndale Avenue N (Sidewalk Only)
- Alleys between Columbus Avenue N to Lincoln Avenue N, between Main Street E and First Street NE

The project includes construction of pavement replacement, complete street reconstruction; sanitary sewer, water main, storm sewer, concrete curb and gutter, aggregate base, bituminous street surfacing, concrete walk, turf restoration, and miscellaneous items required to complete the improvements. This report includes a narrative describing the proposed improvements along with the estimated project costs, estimated project funding, and figures of the proposed work. An Executive Summary is enclosed with this report. Improvements identified within this report were identified within a previous capital improvements plan and have been discussed with City Staff. It is my opinion from an engineering perspective that the proposed improvement project as presented within this report is necessary, cost effective, and feasible.

Sincerely,

SHORT ELLIOT HENDRICKSON INC.

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

jb

x:\ko\newpr\179117\4-prelim-dsgn-rpts\47-final-rpt\feas rpt\_08.19.2024.docx

Engineers | Architects | Planners | Scientists

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

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

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

# Feasibility Report

2025 Street and Utility Improvement Project  
New Prague, Minnesota

SEH No. NEWPR 179117

August 19, 2024

I hereby certify that this report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota



Chris Knutson, PE

Date: August 19, 2024

License No.: 49534

Reviewed By: Lee Istvanovich

Date: August 19, 2024

Short Elliott Hendrickson Inc.  
11 Civic Center Plaza, Suite 200  
Mankato, MN 56001-7710  
507.388.1989

# Executive Summary

## Background

The neighborhood generally located between east of Columbus Avenue N, west of Greenway Park, north of Main Street, and south of Fourth Street NE, was first identified in the 2009 Capital Improvements Plan. This area was further studied in 2022 and the improvements were split into 3 different projects with tentative 2023, 2024, and 2025 construction years identified.

On May 6, 2024, the City Council authorized SEH to prepare this Feasibility Report for the 2025 Street and Utility Improvement Project as identified in the previous report. This includes:

- Lincoln Avenue N from Main Street to Fifth St NE
- Pershing Avenue N from Main Street to Fifth Street NE
- First Street NE from Columbus Avenue N to Pershing Avenue N
- Second Street NE from Columbus Avenue N To Lyndale Avenue N (Sidewalk Only)

Changes to the 2022 study were identified after the report and include:

- Lincoln Avenue N from Fourth Street NE to Fifth Street NE
- Pershing Avenue N from Fourth Street NE to Fifth Street NE
- Alleys between Columbus Avenue N and Lincoln Avenue N, north of Main Street E

## Project Scope

The Project typically includes full removal and reconstruction of sanitary sewer main and services, water main and services, storm sewer, street pavement and base, concrete sidewalk, and other associated restoration within the project area.

## Cost and Funding

Detailed cost estimates are included in Appendix A. The costs estimate below includes budget amounts for construction, contingency (10 percent of construction), and project related costs. The project related costs include engineering, legal, fiscal, testing, and administrative costs.

Estimated Projects Costs		Project Funding	
Improvements	Project Costs	Funding Source	Funding
Street Improvements	\$3,799,000	Storm Water Utility Fund	\$486,000
Storm Water Improvements	\$772,000	Sanitary Sewer Utility Fund	\$536,500
Sanitary Sewer Improvements	\$798,000	Water Utility Fund	\$776,895
Water Main Improvements	\$1,073,000	Assessments	\$1,580,865
Lighting	\$20,000	Municipal State Aid	\$1,755,000
Active Transportation	\$216,000	Active Transportation Grant	\$172,500
		General Levy	\$1,370,240
<b>Total Estimated Project Cost</b>	<b>\$6,678,000</b>	<b>Total Estimated Funding</b>	<b>\$6,678,000</b>

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Executive Summary  
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# Feasibility Report

## 2025 Street and Utility Improvement Project

Prepared for City of New Prague, Minnesota

### 1 Introduction/Background

In 2022, the neighborhood generally located between Columbus Avenue N and Greenway Park, north of Main Street E, and south of Fourth Street NE was reviewed for improvements to occur in three phases spread amongst the 2023, 2024, and 2025 construction seasons. This was an update to the 2009 Capital Improvements Plan that had reconstruction projects for the City of New Prague. The first phase of these projects was completed this year and the second is nearing substantial completion this fall. This Feasibility Report includes the third and final phase of construction within this neighborhood.

On May 6, 2024, the City Council authorized SEH to prepare this Feasibility Report for the third phase of projects identified as the 2025 Street and Utility Improvement Project. The project area was further expanded by resolution at the July 15, 2024, council meeting. The total area includes:

- Lincoln Avenue N from Main Street to Fifth St NE
- Pershing Avenue N from Main Street to Fifth Street NE
- First Street NE from Columbus Avenue N to Pershing Avenue N
- Second Street NE from Columbus Avenue N To Lyndale Avenue N (Sidewalk Only)

Changes from the 2022 study were identified after a field review in the spring of 2024 and include:

- Lincoln Avenue N from Fourth Street NE to Fifth Street NE
  - Sanitary sewer and water main requires replacement
- Pershing Avenue N from Fourth Street NE to Fifth Street NE
  - Sanitary sewer and water main requires replacement
- Alleys between Columbus Avenue N and Lincoln Avenue N, north of Main Street E
  - Pavement and drainage improvements required.

Improvements to Second Street NE primarily include the construction of sidewalk on the north side of the street to complete a sidewalk network installed with 2022, 2023, and 2024 projects. A mill and overlay of this street was considered, but determined as not necessary and better to be delayed for a future date to be determined.

A neighborhood meeting was held on August 7, 2024, for property owners to familiarize themselves with the proposed improvements. Several meetings have been held with City staff to review field conditions and discuss project improvements. A change made to the Project after the neighborhood meeting includes the construction of sidewalk on the south side of Fifth Street NE



on the south side of the street to complete a connection between existing and proposed sidewalks.

## 2 Project Recommendations

See Figures 1-6 at the end of the report.

### 2.1 Sanitary Sewer

The sanitary sewer system within the project area is located on First Street NE, Lincoln Avenue N, and Pershing Avenue N. Most of the sanitary sewer mains and services are vitrified clay pipe and most manholes are of either block or brick construction. The 2001 Street and Utility project along Second Street NE replaced the manhole structures at the intersecting streets within Pershing Avenue N and Lincoln Avenue N along with stubbed new pipe out of the intersection. There is a force main and gravity sewer in the alley between Lincoln Avenue N and Pershing Avenue N that is primarily redundant as the lift station upstream was removed. The 2020 Main Street Project also replaced the sanitary sewer main on Main Street with polyvinyl chloride (PVC) pipe which will be connected to as part of this project on the south ends of Lincoln Avenue N and Pershing Avenue N. The 2010 Street and Utility Project replaced the manhole and sewer main with PVC at the intersection of Fifth Street NE and Pershing Avenue N; a connection can be made at this manhole as part of this project with the structure being left in place. The 2022 Street and Utility Project on Columbus Avenue N left a short section of PVC sanitary sewer main on First Street N that can be connected to as part of this project for the replacement of sewer main on First Street N.

The sanitary sewer on the north side of Lincoln Avenue N and Pershing Avenue N currently flows south toward Main Street E. It then flows west on Main Street E toward trunk sanitary sewer located near Phillips Creek and then north toward the wastewater treatment facility. It is proposed that a portion of each of these two sanitary sewer mains be redirected to the north to sanitary sewer on Fifth Street NE. This redirection was recommended in previous comprehensive planning and will reduce the distance this sewage flows before treatment.

All clay pipes and structures constructed of brick or block are proposed for removal and replacement with this project. New precast sanitary manholes and PVC pipes will be constructed with this project along with new sanitary service pipes also made of PVC installed to the City right-of-way.

Based on experiences with the 2023 and 2024 project, it is expected that most services are aged and constructed from obsolete materials such as clay or Orangeburg. It is outside the scope of the proposed project, but we suggest that property owners consider replacing their sanitary services between their homes and right-of-way as these materials are susceptible to failure. These service lines are also major contributors to clear water in the sanitary sewer system.

### 2.2 Water Distribution System

The existing water main piping within the project area is generally located alongside the sanitary sewer mains at locations as noted above. These pipes are expected to be either ductile iron or cast iron pipe and have surpassed their useful lives, as with the associated valves and hydrants. Most of these water mains are of similar age to the sanitary sewer mains (70 to 80 years). These

mains have experienced multiple breaks over the past. There is no water main on First Street NE west of Lincoln Avenue N and homes are instead served by long water services to adjacent streets. Most water services are copper, though there are some known lead water services. Lead water service replacement outside of the right-of-way is not proposed as part of this project but is expected to occur soon after as part of a separate project. The lead piping within the right-of-way will be removed.

All water mains within the project area are proposed to be removed and replaced with 8-inch PVC water main with new valves and hydrants. A smaller 6-inch PVC water main may be considered at First Street NE due to the lower number of users. Water services are recommended for replacement within the right of way with new 1-inch polyethylene (PE) pipe and a new shutoff. The water main constructed on previous projects was setup for these improvements including adjustments to the alignment to maintain the required 10-foot separation to storm sewer and sanitary sewer.

## 2.3 Storm Sewer

Storm sewer within the project area is generally proposed to be replaced in the same location as it is today. Existing pipes are a mixture of PVC, concrete, and clay materials with inlets mostly located at intersections. Initial televising has revealed existing cross-connections that dictate replacement storm piping be installed at a same or similar depth along Lincoln Avenue N. In general, the existing storm sewer drains to one of two trunk storm sewers. One located on Second Street NE and another that drains toward Main Street E. Both of these storm sewer systems ultimately drain toward outlets at Phillips Creek, though at different locations.

Changes to the storm sewer system will primarily include new catch basins, manholes, and pipes to replace the old infrastructure. Additional catch basins will be located around the exterior of curb radii and outside of pedestrian sidewalk ramps. The intersection of Fourth Street NE and Lincoln Avenue N has been noted to be prone to flooding which is thought to be due to a segment of undersized pipe; this project will include appropriately sized pipe. It should be noted that even with a larger pipe this storm sewer segment will still discharge to the existing 36-inch storm sewer main along Second Street NE; a larger pipe will improve drainage at the intersection of Fourth Street NE and Lincoln Avenue N, but there may be limitations when the downstream pipe is surcharging during large storm events.

Some storm sewer rerouting is proposed to provide efficiency. This includes the re-routing storm sewer from the Lincoln Avenue N-First Street NE intersection to flow north on Lincoln Avenue N instead of east on First Street NE. This will reduce the flow length of this watershed by 4 blocks. This redirection will not be implemented until it is confirmed there are not cross connections on First Street NE. The cost is expected to be similar regardless of flow direction.

Storm sewer on Pershing Avenue N will require a design meeting MnDOT State Aid requirement. The design will be reviewed as part of the MnDOT review submittal and includes both spacing of inlets and sizing of pipes. A spread design (water width within roadway at gutter) will be required after the street design is complete and may dictate that additional inlets will be needed.

The alleyway between Columbus Avenue N and Lincoln Avenue N currently has a few area storm inlets and a tile system that accepts roof drainage from adjacent commercial buildings. There is currently no concrete curb and gutter in this area. As part of the resurfacing of the alleyway, it is proposed that additional inlets be installed and tied to the existing tile system in conjunction with the installation of concrete curb and gutter on the south edge of the alley. These

improvements will prolong the expected lifespan of the bituminous surface and help manage any storm runoff into surrounding properties from this large impervious area.

Several sump basins were found during a field review of the project area. It is expected that drain tile will be found though many of the streets. This existing drain tile will be removed and replaced with the street section with new sump pump connections provided for all residential properties.

As with the 2024 project, it is proposed to construct polypropylene storm sewer pipe with the proposed project. This pipe material provides a cost savings to the City over reinforced concrete pipe with similar performance.

## 2.4 Roadway

Most streets within the project area are proposed for full reconstruction. Borings are currently being obtained but are expected to be similar to the adjacent neighborhoods with 4 to 5 inches of bituminous surfacing and a nominal amount of aggregate below. As the old roadway is removed, it will be replaced with new section including drain tile, fabric, select granular base (sand), aggregate base, concrete curb and gutter, bituminous surfacing, and general restoration. This restoration includes the reconstruction of driveways and turf within the City right-of-way. All driveways are proposed to get a minimum of a 5-foot-wide concrete apron with the remaining driveway restoration, likely between 5 feet and 10 feet, to be replaced with existing materials (aggregate, concrete, or bituminous). Where sidewalk crosses existing non-concrete driveways, the new concrete will extend through the sidewalk. The existing aggregate and bituminous surface on the existing streets can likely be reclaimed for use in the new street section.

Though within the project area, Second Street NE is not proposed for any pavement improvements except for patching at the crossings of Lincoln Avenue N and Pershing Avenue N. A mill and overlay of the street may be required in the next few years.

Proposed street widths are shown in the table below. Street widths intersecting with Main Street were stubbed at these widths to accommodate the proposed narrowing. Street widths proposed for Pershing Avenue N (two 11 foot driving lanes and two 8 foot parking lanes, 38 feet total) is based on State Aid requirements. First Street NE is proposed to be slightly narrower and shifted 2 feet north to accommodate sidewalk on the south side of the street.

Table 1 – Street Widths

Improvements	Proposed Street Width	Existing Street Width
Lincoln Avenue N	34' F-F	40' F-F
Pershing Avenue N	38' F-F	40' F-F
1st Street NE	32' F-F	34.5' F-F
Streets widths as noted are measured at the face of curb to face of curb (F-F)		

## 2.5 Driveways

All driveways within the project area are proposed for replacement within the right-of-way. With many streets being narrowed, those affected driveways will also be extended toward the narrower street. Every driveway will be reconstructed with a minimum 5 foot wide concrete apron matching the width of their existing driveway, with materials matching the existing condition

behind the apron (gravel, concrete, bituminous). Where sidewalk is constructed through a driveway, the sidewalk will be constructed as concrete driveway pavement to manage the additional weight of vehicles.

## 2.6 Alleys

Alleys will be relied upon by most residents for access to their homes during construction. Phasing of the project will be provided to maintain access to homes through either alleys or streets whenever possible. It is likely that some additional maintenance to these alleys will be required before, during, and after construction due to this additional traffic. Most residents will have this secondary alley access to their homes except for those on Lincoln Avenue N between First Street NE and Fourth Street NE. Most alleys will be unimproved except for the concrete aprons at access points.

The alleys located east of Columbus Avenue N and north of Main Street E are proposed for reconstruction with the project. These alleys provide access to residential properties, a private parking lot, commercial properties, and a New Prague Utilities storage building. It is proposed to reconstruct the alley pavement section, add concrete gutter along the south edge of the alley, and replace storm sewer that drains toward Lincoln Avenue N. The pavement around the New Prague Utilities building will be replaced more extensively as it is in poor condition. The concrete gutter proposed with the project will improve drainage within the alley.

## 2.7 Parking

Parking on the streets is not expected to be impacted by the project. Though the streets are generally proposed for narrowing, all properties within the project area have off-street parking on driveways in addition to the parking that will be retained on-street.

Access to the private parking lot located on the alley near Columbus Avenue N may be temporarily affected by construction activities. The parking lot located at Second Street NE at Columbus Avenue N will be temporarily affected by the sidewalk and driveway construction and will likely lose some parking area that is located within the City right-of-way.

## 2.8 Sidewalks

The project is proposed to have a sidewalk on at least one side of each street as a typical installation. The chosen side of the street is based on available right of way, conflicts with trees, existing boulevard and driveway grades, and continuity with existing and future sidewalk systems around the project area. A field review was completed by City staff and SEH engineers to determine the appropriate location for proposed sidewalks. Most sidewalks will have a boulevard, though it may be necessary to construct the sidewalk directly behind the curb on portions of First Street NE, Second Street NE, and Lincoln Avenue N due to the proximity of adjacent buildings or steep grades. This will be determined during final design.

In addition to the reconstructed streets, it is also proposed to construct sidewalk on Second Street NE between Columbus Avenue N and Lyndale Avenue N. The purpose of the sidewalk only improvements is to complete sidewalk gaps that would otherwise remain in-place until a more comprehensive improvement was completed. This sidewalk replacement will also require partial reconstruction of driveways to ensure that slope requirements are met as the road and curb elevation will be fixed to their existing condition.

## 2.9 Active Transportation Improvements

The City of New Prague was successful in their application to the Active Transportation grant program as administered by MnDOT. To reduce project costs affiliated with bidding and construction contracts, it is proposed to complete this improvement as part of the 2025 Street and Utility Improvement Project. This improvement includes the construction of sidewalk on the east side of 12<sup>th</sup> Avenue N between Tikalsky Street E and 9<sup>th</sup> Street NE along with a spur connection to the park pavilion at Settler's Park. This sidewalk will connect multiple other sidewalk systems within this neighborhood.

## 2.10 Private Utilities

Utility poles within the project area, owned by New Prague Utilities, are expected to be removed ahead of the project and the above ground utilities (power, telephone, cable) buried. As with other street and utility projects within the City it is expected that dual gas mains will be installed by CenterPoint Energy as well. Gas main relocations are expected to be the primary utility relocate that could affect the construction schedule. The gas utility has been contacted for potential full or partial relocation in Fall 2024 to minimize schedule interruptions.

Private utility meetings will be held with utilities to determine the full impact of the project and the required relocations or adjustments to the project that may be required. As this project is the second of three phases of street and utility reconstruction projects in this area, private utilities have been provided notice of the potential project.

## 2.11 Streetlights

As most streetlights are located on power poles that are proposed for removal by New Prague Utilities, it is likely that new lighting fixtures and poles will be required. Coordination with the Utility will be necessary during design and construction of the proposed projects. A material cost for these streetlights is included in the project cost estimates. Work would be completed by New Prague Utilities.

## 2.12 Trees

Tree impact will vary throughout the area as sidewalk will be the determining factor for required removals. As the streets will typically be narrower than their current condition, it is expected that trees on the non-sidewalk side of the street will only require removal if they are impacted by sanitary sewer or water service connections. Trees on the sidewalk side of the street are more likely to require removal as they would interfere with installation of the new sidewalk. Replacement of trees is not currently proposed with the project. Tree removal is expected to be completed by City forces.

## 2.13 Rights-of-Way/Easements

The project improvements are proposed to be completed within the existing right-of-way. Temporary right-of-way or right-of-entry agreements may allow better grading of boulevards and flatter driveways, especially where there is sidewalk proposed. Two areas have been identified for potential temporary easements:

- Second Street NE has narrow right-of-way on the north side where sidewalk is proposed. This may push the sidewalk to directly behind the curb through much of this street. The street pavement widens west of Lincoln Avenue N and accounts for the narrower right-of-

way when compared to other parts of Second Street NE to the east on this project and previous projects.

- The alley improvements are proposed to be within the right-of-way. The existing alley pavement is not fully within the right-of-way and it is expected that easements, temporary or permanent, may be needed to complete the improvements and restoration.

### 3 Required Permits and Approvals

The following permits are anticipated to be needed:

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

The projects will also require review and approval by MnDOT for use of State Aid funds for both Municipal State Aid (Pershing Avenue N) and Active Transportation (sidewalk on 12<sup>th</sup> Avenue SE).

### 4 Cost Estimates and Project Financing

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

Construction costs as shown within this report are based on the average bid received on the 2024 Street Project plus inflation. For reference, the average bid was approximately 15% higher than the lowest bid on this project. Combined with the 10% contingency, the project costs below are expected to be conservative.

The Estimated Construction Costs are shown in the tables below.

Table 2 – Estimated Project Costs

Improvements	Construction Costs	Project Costs
Street Improvements - Participating	\$1,130,000	\$1,469,000
Street Improvements - Non-Participating	\$1,791,000	\$2,330,000
Storm Water Improvements - Participating	\$220,000	\$286,000
Storm Water Improvements - Non-Participating	\$373,000	\$486,000
Sanitary Sewer Improvements	\$613,000	\$798,000
Water Main Improvements	\$825,000	\$1,073,000
Sidewalk – Active Transportation	\$173,000	\$216,000
Street Lighting	\$15,000	\$20,000
<b>Total Estimated Construction Cost</b>	<b>\$5,140,000</b>	<b>\$6,678,000</b>
Notes: Project Costs include 20% Project Related Costs and 10% Contingency Costs		

Table 3 – Overall Estimated Project Funding

Funding Source	Funding	Percent of Project
Storm Water Utility Fund	\$486,000	7.3%
Sanitary Sewer Utility Fund	\$536,500	8.0%
Water Utility Fund	\$776,895	11.6%
Assessments	\$1,580,865	23.7%
Municipal State Aid	\$1,755,000	26.4%
Active Transportation Grant	\$172,500	2.5%
General Levy	\$1,370,240	20.5%
<b>Total Estimated Construction Cost</b>	<b>\$6,678,000</b>	<b>100.0%</b>

As part of the project, the City will be required to assess 20% of the bonded cost. As noted above, assessments are estimated at 23.7% of the overall project costs. Note that the Water Utility Funding includes approximately \$80,000 of costs related to parking lot reconstruction completed with the alley improvements.

An advance of Municipal State Aid Funds may be required to proceed with the project as shown on the current schedule. This advance request would need to be made this fall to State Aid.

## 5 Proposed Assessments

Assessments for the project to benefitting properties will be based on the City of New Prague’s Assessment Policy for Street and Utility Improvements. Benefitting properties are assessed based on the improvements provided with the project and the type of property. For the proposed reconstruction area of the project, most properties are single family residential homes. Townhomes on the project are to be assessed for 1/2 of a residential unit with no corner credits provided, based on where the property has egress. Commercial/Industrial properties are assessed per foot of frontage.

Alley improvements have historically only been assessed to commercial/industrial properties only and not to residential. It is proposed to continue this policy on this project.

Table 4 – Proposed Assessment Units

Assessment Item	Unit
Residential Water Service	1 each (per installed)
Sanitary Sewer Service	1 each (per installed)
Residential Reconstructed Street	Per unit
Commercial/Industrial Reconstructed Street	Assessed per foot of frontage
Residential Reconstructed Alley	Not Assessed
Commercial/Industrial Alley	Assessed per foot of frontage

### 5.1 Assessment Rates

The proposed rates are shown below. Assessment rates were increased in the 2022 project from previous project and that rate has been held for the 2023 and 2024 projects. A 5% increase from



the previous rate is assumed for the 2025 project based on the unknown final pricing for the project. Bids received on the past two projects have been favorable and not required increases proposed in their respective feasibility studies. Council may choose to lower the final assessment rate for the project after bids are opened.

Table 5 – Proposed Assessment Rates

Funding Source	2022-2024 Rates	Proposed 2025 Rates	Proposed Total Units	Proposed Total Assessment
Residential Water Service	\$3,350 each	\$3,515 each	107	\$376,105.00
Sanitary Sewer Service	\$2,490 each	\$2,615 each	107	\$261,500.00
Residential Reconstructed Street	\$9,190 per unit	\$9,650 per unit	92	\$887,800
Commercial/Industrial Reconstructed Street	\$159.30 per foot	\$167.27 per foot	183.3 feet	\$30,660.59
Residential Alley	N/A	\$0 each	N/A	\$0
Commercial/Industrial Alley	N/A	\$31 per foot	800	\$24,800.00

Notes:

1. Commercial reconstructed street rate determined by dividing the residential rate by 75, then multiplying by 1.3. ( $\$9,650 / 75 \times 1.3 = \$167.27$  per foot).
2. Commercial alley assessment rate determined by dividing the most recent alley assessment rate with inflationary increase (\$2,300) by 75, then rounding up ( $\$2,300 / 75 = \$30.67$  per foot rounded to \$31.00 per foot.)
3. No commercial water services have been identified on the 2025 project.
4. Residential properties are determined to be 1 unit (typical). Corner properties are determined to be 1/2 unit per side. Assessments are based only on sides to be improved with the project.
5. Residential townhome properties are determined to be 0.5 unit (typical).
6. Commercial corner properties include a 37.5 foot corner credit. This credit is not applied to allies.
7. No Alley improvements were completed in the 2022-24 projects.

## 6 Proposed Schedule

The proposed schedule is as follows.

Table 6 – Proposed Schedule

Task	Date
Council Orders Preparation of a Feasibility Study*	May 6, 2024*
Conduct Neighborhood Meeting	August 7, 2024*
Present Feasibility Report; Council Calls for Hearing on Improvement*	August 19, 2024*
Publish Notice of Hearing on Improvement	August 22 and August 29 (Submit to paper and mail to property owners Tuesday, August 20, 2024)



Task	Date
Public Hearing; Council Authorizes Preparation of Plans and Specifications*	September 3, 2024*
Final Design/Construction & Bidding Documents	September 2024–January 2025
MnDOT State Aid Submittal #1 (Active Transportation)	Mid-December 2024
MnDOT State Aid Submittal #2 (Final Bidding)	January 6, 2025
Present Final Plans and Specifications; Council Authorizes Advertisement for Bids*	January 13, 2025*
Advertise for Bids	Advertise on QuestCDN January 30–February 21, 2025 Paper: Thursday, January 30, 2025. (Submit to paper January 27, 2025)
Bid Opening	Friday, February 21, 2025
Council Receives Bids and Considers Award of Bid*	March 3, 2025*
Construction	April–October 2025
Council Declares Cost to be Assessed, Orders Preparation of Assessment Roll, and Calls for Hearing on Proposed Assessments*	September 16, 2025*
Publish Notice of Hearing on Proposed Assessments	October 2, 2025 (Submit to paper and mail to property owners Monday, September 29, 2025)
Council Holds Assessment Hearing and Adopts Assessments *	October 20, 2025*
Assessments Due	November 19, 2025 (30 days from Resolution Adopting Assessments)
Assessments Levied to County	December 1, 2025

\*Milestones where City Council Actions/Resolutions are required.

## 7 Summary and Recommendations

From the results of the feasibility study and preliminary investigations, it can be concluded that:

1. The project is feasible as it relates to general engineering principles, practices, and construction procedures as it has been presented in this report.
2. The project is necessary to maintain the City’s infrastructure.
3. The project is cost-effective when all related costs are considered - public and private.

We recommend the following:

1. Accept this feasibility report and order a public hearing to be held as soon as possible.
2. After holding the public hearing, the City Council should consider ordering the improvement and authorizing the preparation of plans and specifications.

3. The cost of the improvements will be recovered through assessments to the benefitted properties and through various City contributions.
4. The City of New Prague City Council should consider and approve the proposed assessment rates as presented in this report.

## 8 Standard of Care

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

jb

# Figures

Figure 1 – Project Location

Figure 2 – Typical Sections

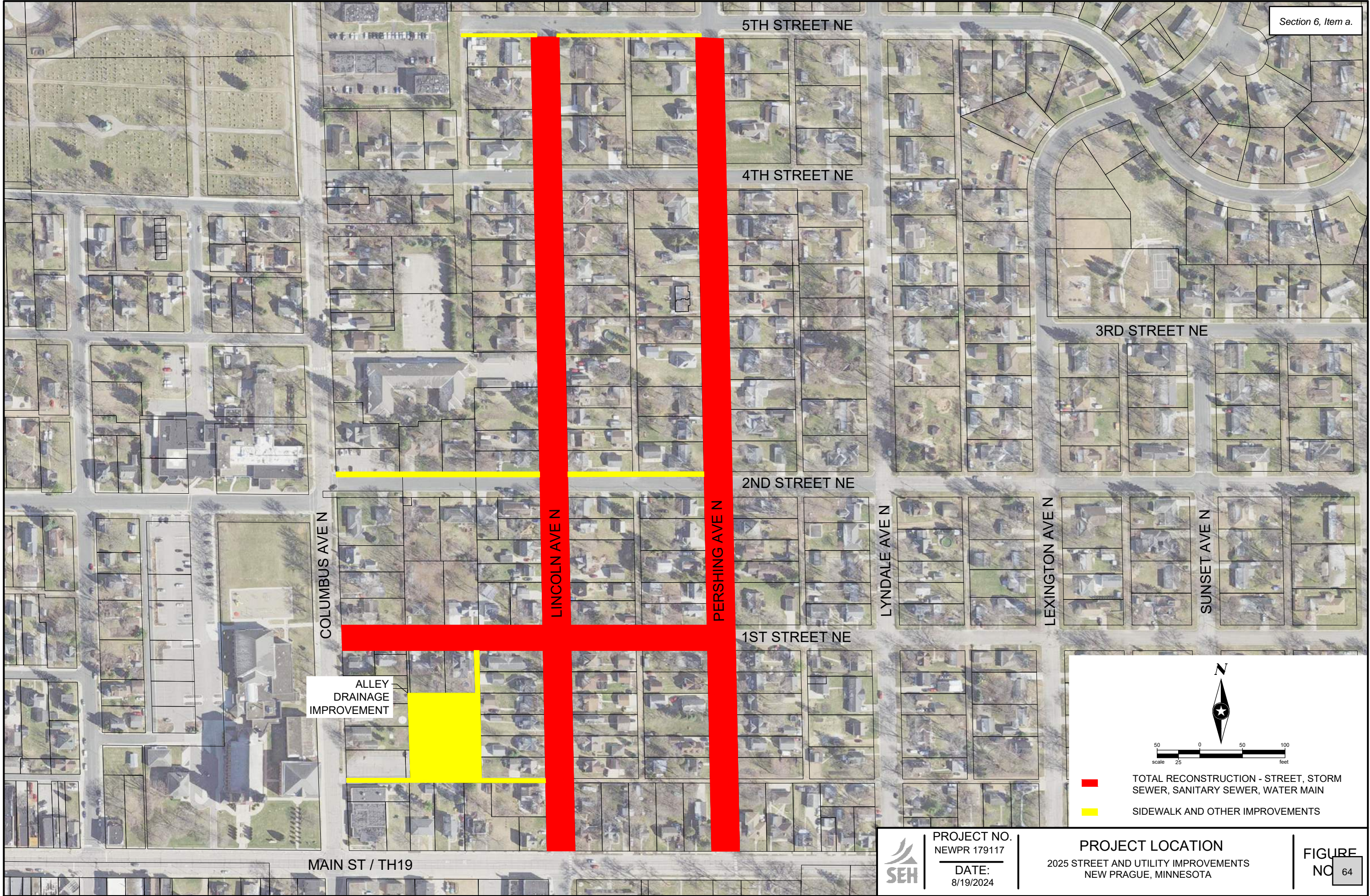
Figure 3 – Project Area Map - Main Street to Second Street NE

Figure 4 – Project Area Map - Second Street NE to Fourth Street NE

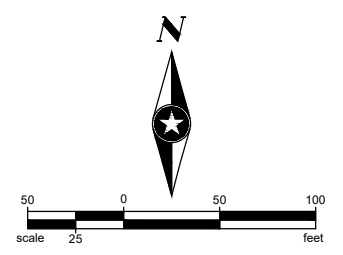
Figure 5 – Project Area Map - Fourth Street NE to Fifth Street NE

Figure 6 – 12th Avenue SE Sidewalk





ALLEY DRAINAGE IMPROVEMENT



- █ TOTAL RECONSTRUCTION - STREET, STORM SEWER, SANITARY SEWER, WATER MAIN
- █ SIDEWALK AND OTHER IMPROVEMENTS

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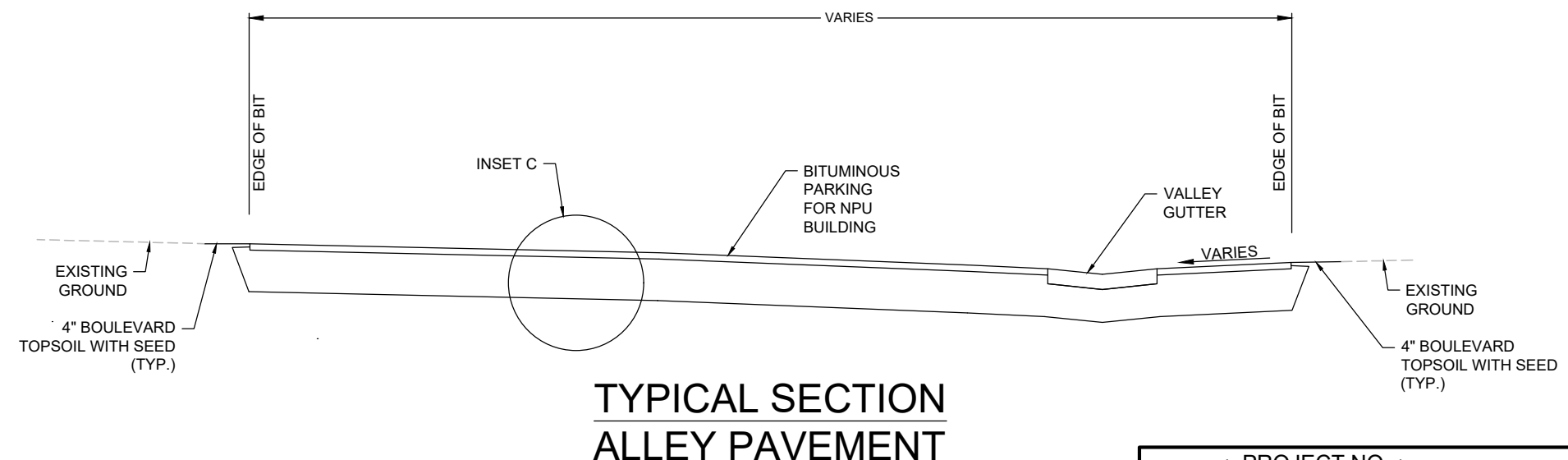
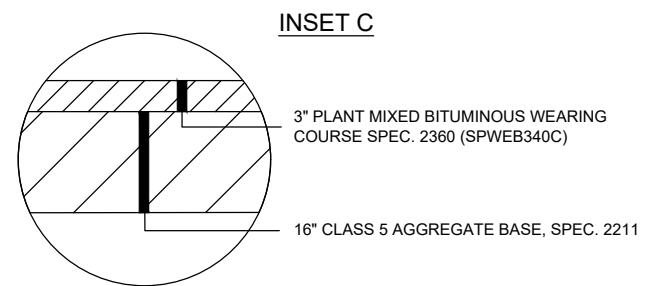
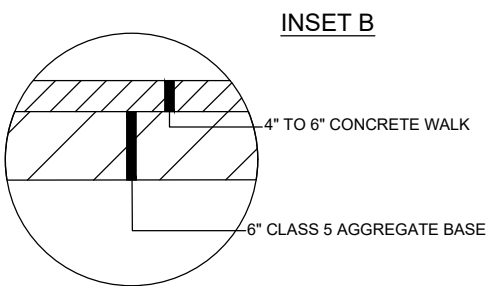
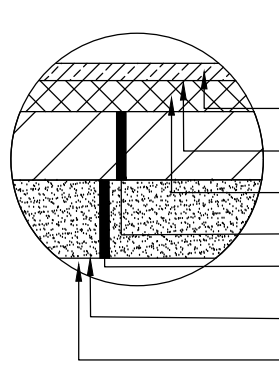
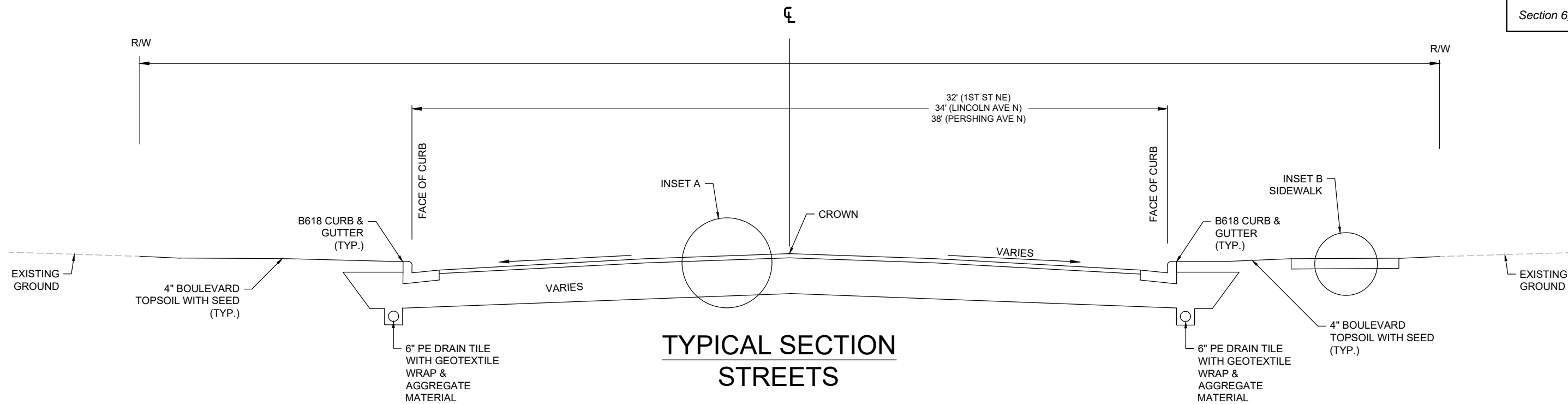
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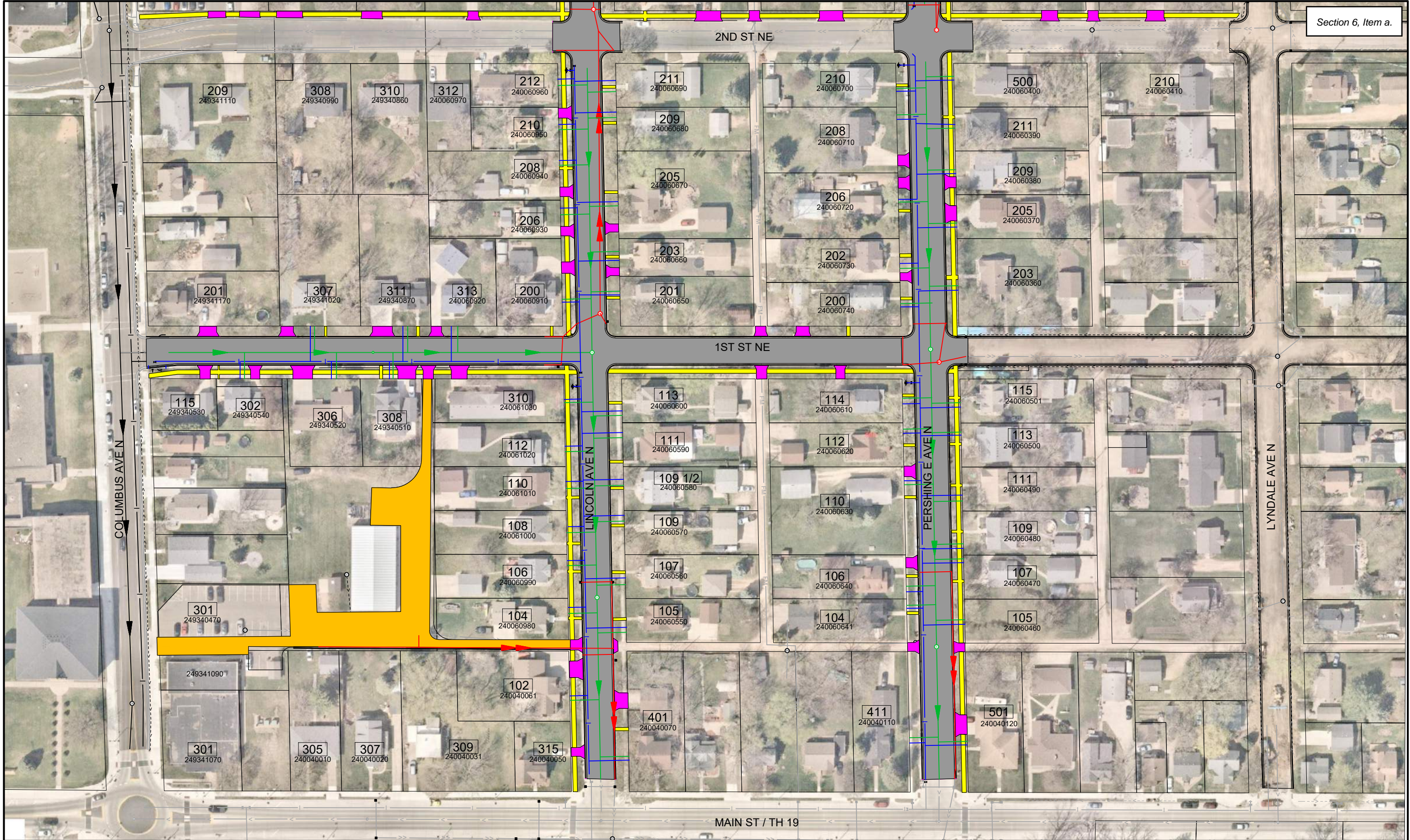
**PROJECT LOCATION**  
2025 STREET AND UTILITY IMPROVEMENTS  
NEW PRAGUE, MINNESOTA










**FIGURE NO.** 64








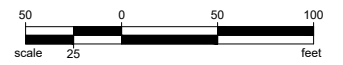
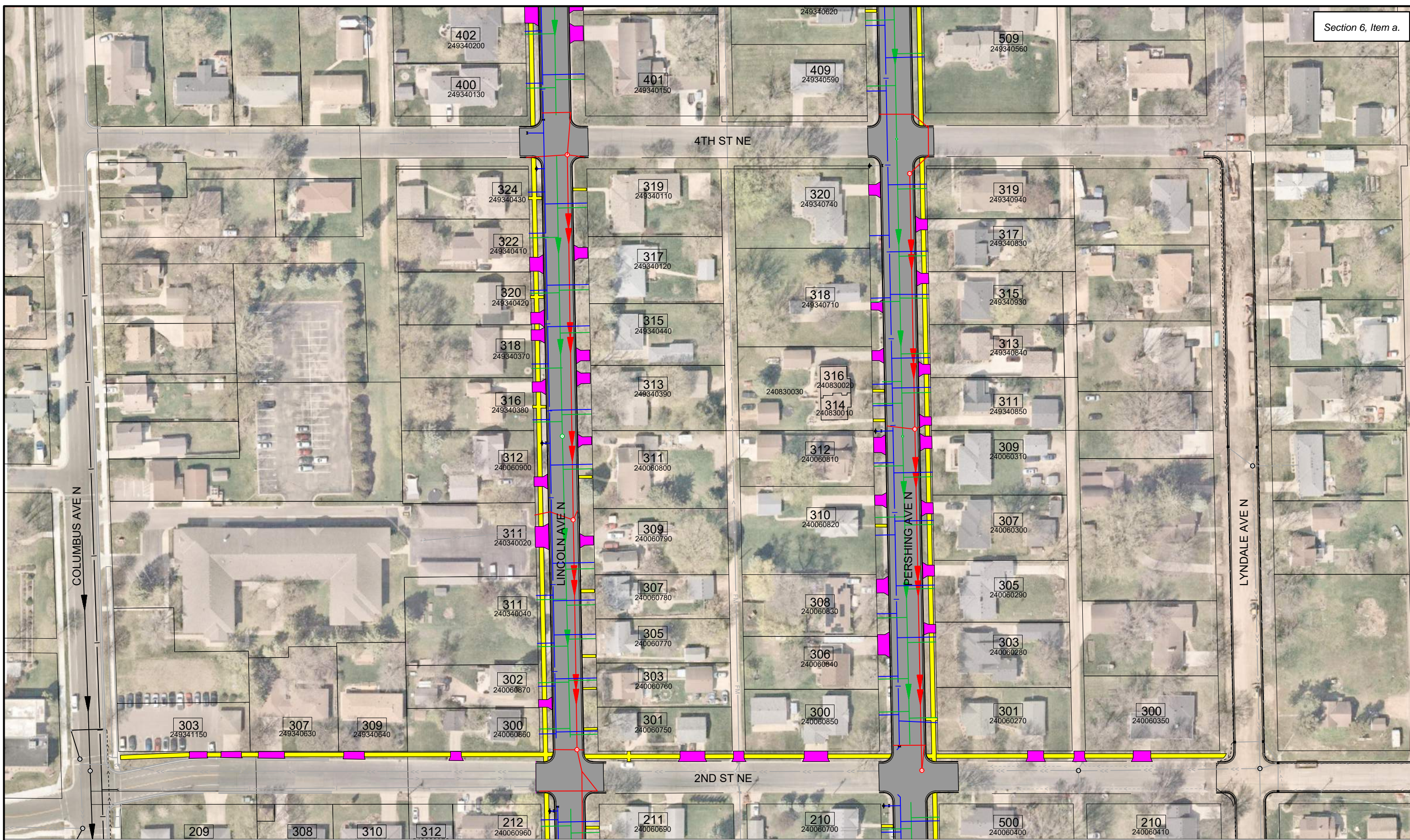





	PROPOSED SANITARY SEWER		TYPICAL STREET RECONSTRUCTION
	PROPOSED STORM SEWER		B618 C&G
	PROPOSED WATER MAIN		BITUMINOUS PAVEMENT
	ALLEY PAVEMENT		SIDEWALK
			DRIVEWAY

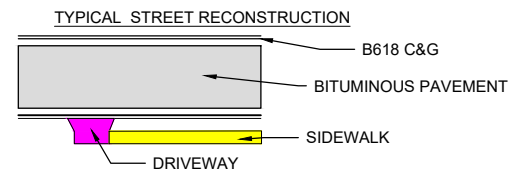
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**PROJECT AREA MAP**  
2025 STREET AND UTILITY IMPROVEMENTS  
NEW PRAGUE, MINNESOTA





-  PROPOSED SANITARY SEWER
-  PROPOSED STORM SEWER
-  PROPOSED WATER MAIN
-  ALLEY PAVEMENT

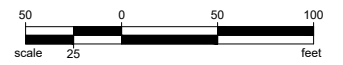
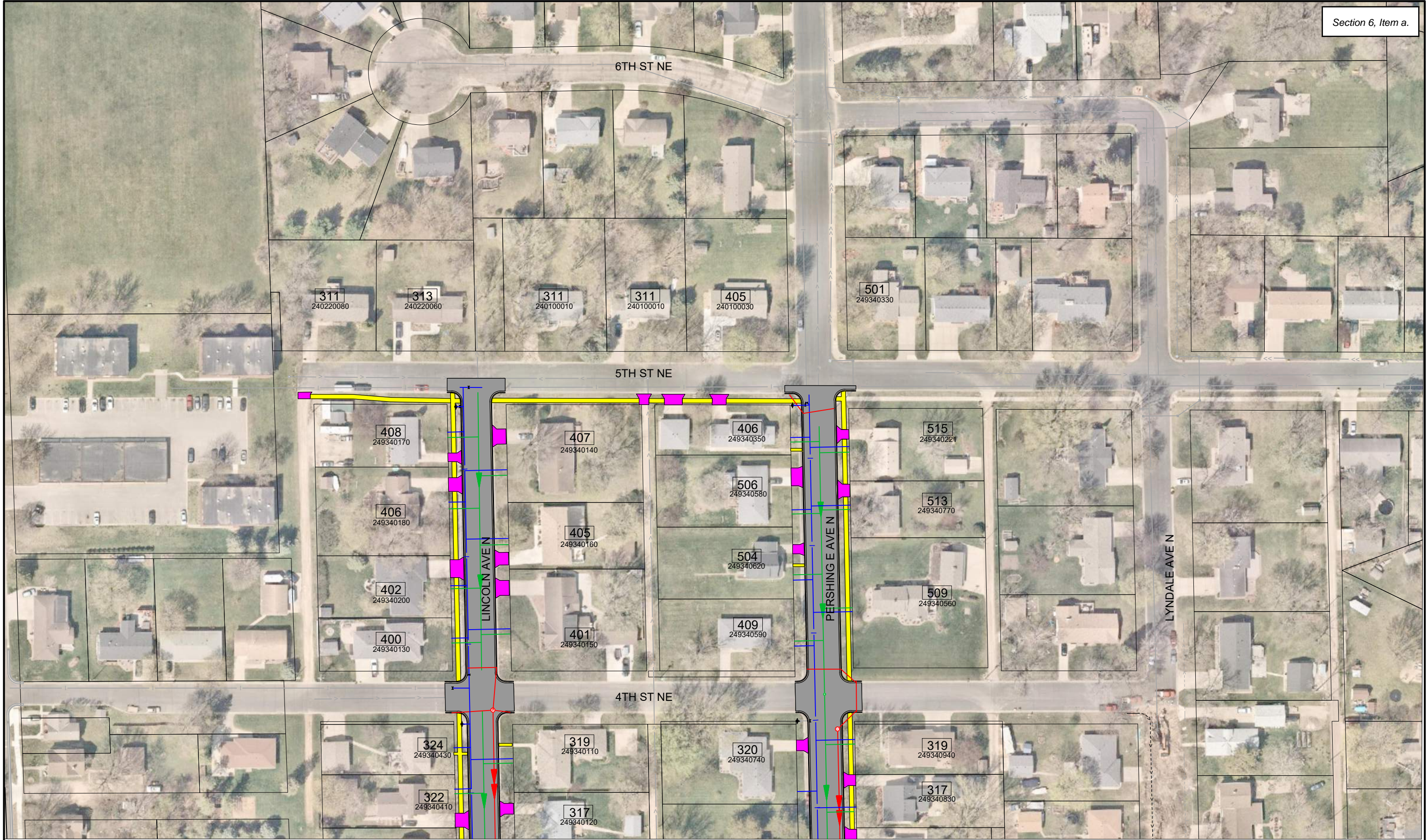






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**PROJECT AREA MAP**  
2025 STREET AND UTILITY IMPROVEMENTS  
NEW PRAGUE, MINNESOTA


FIGURE NO. 67





-  PROPOSED SANITARY SEWER
-  PROPOSED STORM SEWER
-  PROPOSED WATER MAIN
-  ALLEY PAVEMENT

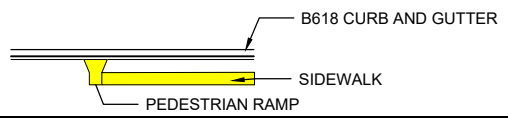
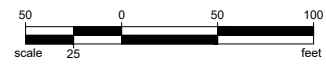
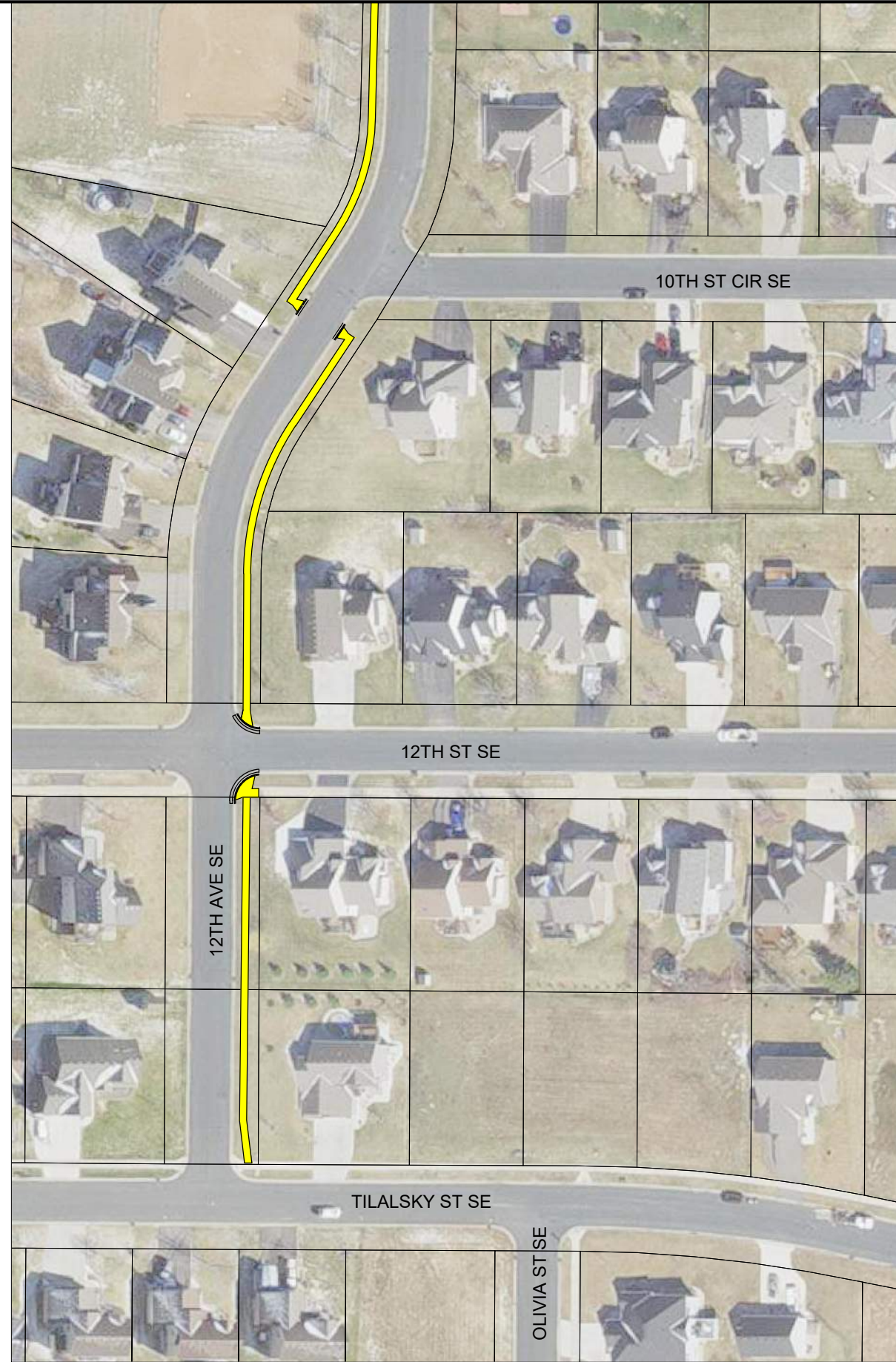
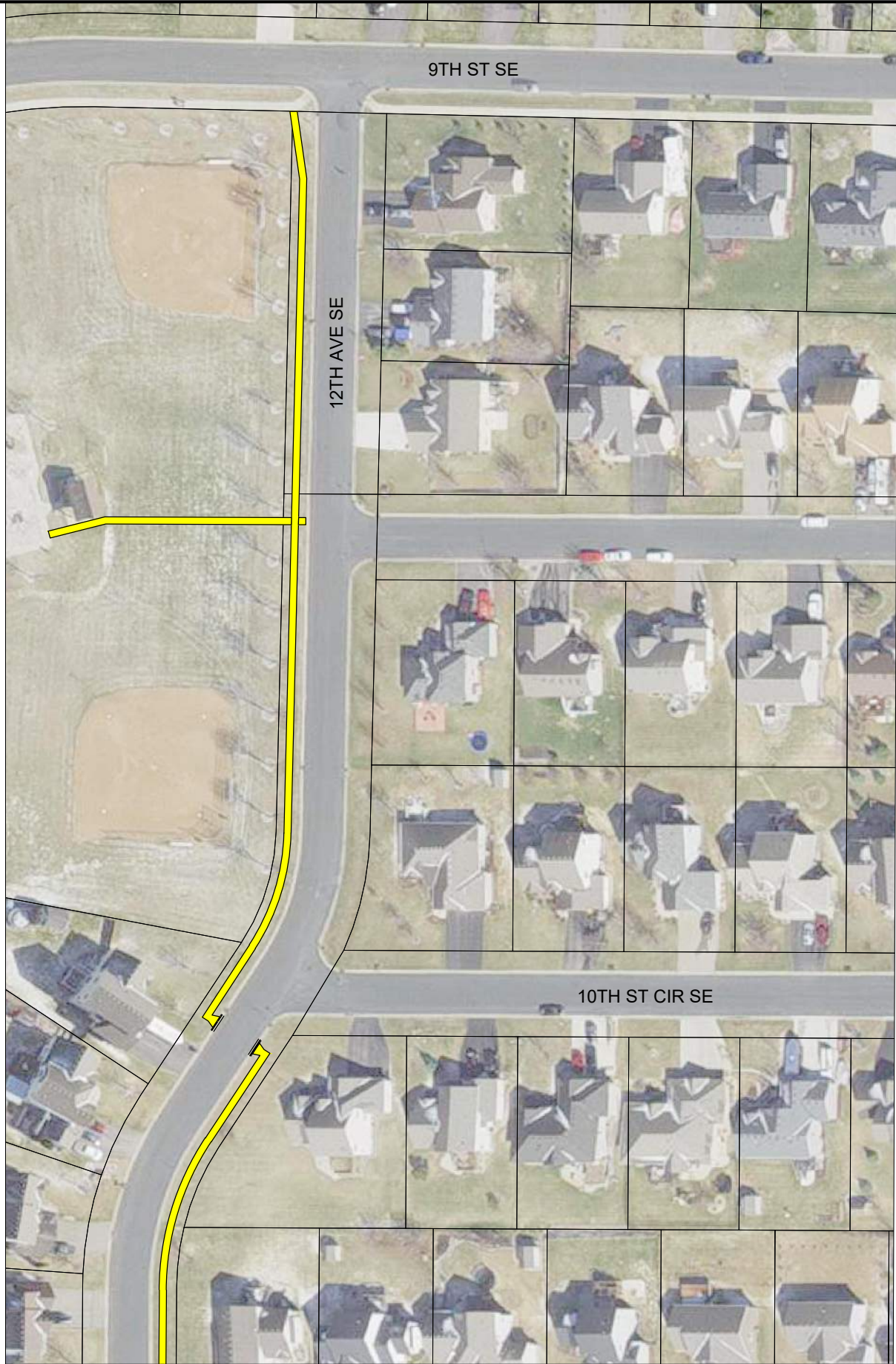
- TYPICAL STREET RECONSTRUCTION
-  B618 C&G
  -  BITUMINOUS PAVEMENT
  -  SIDEWALK
  -  DRIVEWAY


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**PROJECT AREA MAP**  
2025 STREET AND UTILITY IMPROVEMENTS  
NEW PRAGUE, MINNESOTA

FIGURE  
NO. 68






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 8/19/2024

**12TH AVENUE SE SIDEWALK**  
 2025 STREET AND UTILITY IMPROVEMENTS  
 NEW PRAGUE, MINNESOTA

**FIGURE**  
 NO. **69**



# Appendix A

Cost Estimate

2025 Street and Utility Improvement Project				TOTAL		LOCAL		STATE AID	
New Prague, Minnesota									
Feasibility Cost Estimate									
Item No.	Item	Unit	Unit Price	Est. Quantity	Total Price	Est. Quantity	Total Price	Est. Quantity	Total Price
<b>Street, Curb &amp; Gutter, Sidewalk, Driveways, Drainage Pipe</b>									
2021.501	MOBILIZATION	LUMP SUM	\$ 180,000.00	1.0	\$ 180,000	0.7	\$ 126,000	0.3	\$ 54,000
2104.503	REMOVE CURB & GUTTER	LIN FT	\$ 3.50	9,340.0	\$ 32,690	5,500.0	\$ 19,250	3,840.0	\$ 13,440
2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	\$ 3.50	600.0	\$ 2,100	300.0	\$ 1,050	300.0	\$ 1,050
2104.504	REMOVE BITUMINOUS PAVEMENT (P)	SQ YD	\$ 2.75	20,479.0	\$ 56,317	11,686.0	\$ 32,137	8,793.0	\$ 24,181
2104.504	REMOVE DRIVEWAY OR WALK	SQ YD	\$ 9.00	2,600.0	\$ 23,400	1,600.0	\$ 14,400	1,000.0	\$ 9,000
2106.507	EXCAVATION-COMMON (EV) (P)	CU YD	\$ 21.00	20,043.0	\$ 420,903	11,218.0	\$ 235,578	8,825.0	\$ 185,325
2106.507	EXCAVATION-SUBGRADE (EV)	CU YD	\$ 22.00	1,003.0	\$ 22,066	561.0	\$ 12,342	442.0	\$ 9,724
2106.507	SELECT GRANULAR EMBANKMENT (CV) (P)	CU YD	\$ 26.00	14,889.0	\$ 387,114	8,279.0	\$ 215,254	6,610.0	\$ 171,860
2108.504	GEOTEXTILE FABRIC TYPE 4 (P)	SQ YD	\$ 2.00	22,333.0	\$ 44,666	12,418.0	\$ 24,836	9,915.0	\$ 19,830
2118.509	AGGREGATE SURFACING CLASS 5 (DRIVEWAYS, 100% CRUSHED LIMESTONE)	TON	\$ 33.00	45.0	\$ 1,485	25.0	\$ 825	20.0	\$ 660
2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	\$ 160.00	30.0	\$ 4,800	20.0	\$ 3,200	10.0	\$ 1,600
2130.523	WATER (DUST CONTROL)	M GALLON	\$ 80.00	70.0	\$ 5,600	40.0	\$ 3,200	30.0	\$ 2,400
2211.507	AGGREGATE BASE (CV) CLASS 5 (P)	CU YD	\$ 32.00	4,989.0	\$ 159,648	2,774.0	\$ 88,768	2,215.0	\$ 70,880
2302.502	DRILL & GROUT REINF BAR (EPOXY COATED)	EACH	\$ 16.00	280.0	\$ 4,480	200.0	\$ 3,200	80.0	\$ 1,280
2331.603	SAWED & SEALED JOINT (BITUMINOUS)	LIN FT	\$ 6.00	9,340.0	\$ 56,040	5,500.0	\$ 33,000	3,840.0	\$ 23,040
2331.603	JOINT ADHESIVE (MASTIC)	LIN FT	\$ 1.00	9,340.0	\$ 9,340	5,500.0	\$ 5,500	3,840.0	\$ 3,840
2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	\$ 5.00	1,240.0	\$ 6,200	680.0	\$ 3,400	560.0	\$ 2,800
2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (3,B) (SPNWB330B)	TON	\$ 93.00	2,660.0	\$ 247,380	1,461.0	\$ 135,873	1,199.0	\$ 111,507
2360.509	TYPE SP 9.5 WEAR COURSE MIX (3,C) (SPWEA340C)	TON	\$ 93.00	1,597.0	\$ 148,521	877.0	\$ 81,561	720.0	\$ 66,960
2502.503	6" PERF HDPE PIPE DRAIN	LIN FT	\$ 12.00	9,340.0	\$ 112,080	5,500.0	\$ 66,000	3,840.0	\$ 46,080
2502.602	6" PVC PIPE DRAIN CLEANOUT	EACH	\$ 470.00	16.0	\$ 7,520	10.0	\$ 4,700	6.0	\$ 2,820
2521.518	4" CONCRETE WALK	SQ FT	\$ 8.00	25,800.0	\$ 206,400	17,600.0	\$ 140,800	8,200.0	\$ 65,600
2521.518	6" CONCRETE WALK	SQ FT	\$ 23.00	2,200.0	\$ 50,600	1,200.0	\$ 27,600	1,000.0	\$ 23,000
2531.503	CONCRETE CURB & GUTTER, DESIGN B618	LIN FT	\$ 24.00	9,340.0	\$ 224,160	5,500.0	\$ 132,000	3,840.0	\$ 92,160
2531.504	7" CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$ 102.00	1,950.0	\$ 198,900	1,300.0	\$ 132,600	650.0	\$ 66,300
2531.603	CONCRETE SILL	LIN FT	\$ 7.00	600.0	\$ 4,200	500.0	\$ 3,500	100.0	\$ 700
2531.618	TRUNCATED DOMES	SQ FT	\$ 51.00	260.0	\$ 13,260	140.0	\$ 7,140	120.0	\$ 6,120
2563.601	TRAFFIC CONTROL	LUMP SUM	\$ 20,000.00	1.0	\$ 20,000	0.7	\$ 14,000	0.3	\$ 6,000
2573.502	STORM DRAIN INLET PROTECTION	EACH	\$ 160.00	86.0	\$ 13,760	50.0	\$ 8,000	36.0	\$ 5,760
2573.602	TEMPORARY ROCK ENTRANCE	EACH	\$ 1,300.00	8.0	\$ 10,400	5.0	\$ 6,500	3.0	\$ 3,900
2573.503	SEDIMENT CONTROL LOG TYPE STRAW	LIN FT	\$ 4.50	90.0	\$ 405	50.0	\$ 225	40.0	\$ 180
2574.507	BOULEVARD TOPSOIL BORROW (CV)	CU YD	\$ 30.00	1,200.0	\$ 36,000	800.0	\$ 24,000	400.0	\$ 12,000
2575.504	OVER-SEEDING	SQ YD	\$ 1.00	6,240.0	\$ 6,240	4,000.0	\$ 4,000	2,240.0	\$ 2,240
2575.504	WEED SPRAYING	SQ YD	\$ 0.50	6,240.0	\$ 3,120	4,000.0	\$ 2,000	2,240.0	\$ 1,120
2575.523	WATER (TURF ESTABLISHMENT)	M GALLON	\$ 70.00	400.0	\$ 28,000	250.0	\$ 17,500	150.0	\$ 10,500
2575.604	TURF ESTABLISHMENT (TEMPORARY)	SQ YD	\$ 1.00	6,240.0	\$ 6,240	4,000.0	\$ 4,000	2,240.0	\$ 2,240
2575.604	TURF ESTABLISHMENT (PERMANENT)	SQ YD	\$ 2.25	12,480.0	\$ 28,080	8,000.0	\$ 18,000	4,480.0	\$ 10,080
<b>Street, Curb &amp; Gutter, Sidewalk, Driveways, Drainage Pipe Subtotal</b>				-	<b>\$ 2,782,000</b>	-	<b>\$ 1,652,000</b>	-	<b>\$ 1,130,000</b>
<b>Storm Sewer</b>									
2104.501	REMOVE PIPE SEWER (DRAIN TILE)	LUMP SUM	\$ 10,000.00	1.0	\$ 10,000	0.6	\$ 6,000	0.4	\$ 4,000
2104.502	REMOVE MANHOLE OR CATCH BASIN (STORM)	EACH	\$ 500.00	34.0	\$ 17,000	19.0	\$ 9,500	15.0	\$ 7,500
2104.503	REMOVE OR ABANDON PIPE SEWER (STORM)	LIN FT	\$ 12.00	2,700.0	\$ 32,400	1,800.0	\$ 21,600	900.0	\$ 10,800
2105.609	CRUSHED ROCK (PIPE FOUNDATION) MNDOT	TON	\$ 40.00	80.0	\$ 3,200	50.0	\$ 2,000	30.0	\$ 1,200
2123.510	EXPLORATORY EXCAVATION	HOUR	\$ 650.00	4.0	\$ 2,600	4.0	\$ 2,600	-	\$ -
2502.602	YARD DRAIN (LAWN SUMP CATCH BASIN TOTAL UNIT)	EACH	\$ 350.00	103.0	\$ 36,050	103.0	\$ 36,050	-	\$ -
2503.503	15" POLYPROPYLENE PIPE SEWER	LIN FT	\$ 70.00	2,890.0	\$ 202,300	1,900.0	\$ 133,000	990.0	\$ 69,300
2503.503	18" POLYPROPYLENE PIPE SEWER	LIN FT	\$ 75.00	690.0	\$ 51,750	300.0	\$ 22,500	390.0	\$ 29,250
2503.602	CONSTRUCT BULKHEAD	EACH	\$ 700.00	4.0	\$ 2,800	2.0	\$ 1,400	2.0	\$ 1,400
2503.602	CONNECT TO EXISTING PIPE DRAIN (SUMP PUMP)	EACH	\$ 185.00	75.0	\$ 13,875	75.0	\$ 13,875	-	\$ -

2025 Street and Utility Improvement Project				TOTAL		LOCAL		STATE AID	
New Prague, Minnesota									
Feasibility Cost Estimate									
Item No.	Item	Unit	Unit Price	Est. Quantity	Total Price	Est. Quantity	Total Price	Est. Quantity	Total Price
2503.602	CONNECT TO EXISTING STORM SEWER	EACH	\$ 1,300.00	3.0	\$ 3,900	2.0	\$ 2,600	1.0	\$ 1,300
2503.602	CONNECT TO EXISTING STORM MANHOLE	EACH	\$ 1,700.00	6.0	\$ 10,200	3.0	\$ 5,100	3.0	\$ 5,100
2503.602	CONNECT TO EXISTING PIPE DRAIN (DRAIN TILE)	EACH	\$ 250.00	14.0	\$ 3,500	8.0	\$ 2,000	6.0	\$ 1,500
2506.502	CASTING ASSEMBLY (STORM)	EACH	\$ 1,050.00	43.0	\$ 45,150	25.0	\$ 26,250	18.0	\$ 18,900
2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	LIN FT	\$ 650.00	150.0	\$ 97,500	78.0	\$ 50,700	72.0	\$ 46,800
2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	LIN FT	\$ 925.00	6.0	\$ 5,550	6.0	\$ 5,550	-	\$ -
2506.503	CONSTRUCT DRAINAGE STRUCTURE SPECIAL (TYPE 477)	LIN FT	\$ 565.00	80.0	\$ 45,200	48.0	\$ 27,120	32.0	\$ 18,080
2506.601	RECONSTRUCT DRAINAGE STRUCTURE SPECIAL	LUMP SUM	\$ 9,000.00	1.0	\$ 9,000	0.5	\$ 4,500	0.5	\$ 4,500
	<b>Storm Sewer Subtotal</b>				<b>\$ 593,000</b>		<b>\$ 373,000</b>		<b>\$ 220,000</b>
<b>Sanitary Sewer</b>									
2104.502	REMOVE MANHOLE (SANITARY)	EACH	\$ 620.00	11.0	\$ 6,820	11.0	\$ 6,820		\$ -
2105.609	CRUSHED ROCK (PIPE FOUNDATION) MNDOT	TON	\$ 40.00	60.0	\$ 2,400	60.0	\$ 2,400		\$ -
2123.510	EXPLORATORY EXCAVATION	hour	\$ 650.00	4.0	\$ 2,600	4.0	\$ 2,600		\$ -
2503.602	CONNECT TO EXISTING 8" SANITARY SEWER	EACH	\$ 1,500.00	9.0	\$ 13,500	9.0	\$ 13,500		\$ -
2503.602	CONNECT TO EXISTING SANITARY MANHOLE	EACH	\$ 2,000.00	2.0	\$ 4,000	2.0	\$ 4,000		\$ -
2503.602	CONNECT TO EXISTING SANITARY SEWER SERVICE	EACH	\$ 325.00	107.0	\$ 34,775	107.0	\$ 34,775		\$ -
2503.602	CONSTRUCT BULKHEAD (SANITARY MANHOLE)	EACH	\$ 750.00	2.0	\$ 1,500	2.0	\$ 1,500		\$ -
2503.602	8" X 4" PVC WYE	EACH	\$ 350.00	107.0	\$ 37,450	107.0	\$ 37,450		\$ -
2503.602	SEWER INSPECTION (VIDEO INSPECTION	EACH	\$ 250.00	107.0	\$ 26,750	107.0	\$ 26,750		\$ -
2503.603	SEWER INSPECTION (VIDEO INSPECTION MAINLINE POST INSTALLATION)	LIN FT	\$ 2.25	4,150.0	\$ 9,338	4,150.0	\$ 9,338		\$ -
2503.603	4" PVC SANITARY SEWER SERVICE PIPE	LIN FT	\$ 40.00	3,605.0	\$ 144,200	3,605.0	\$ 144,200		\$ -
2503.603	8" SDR-35 PVC SANITARY SEWER (REGARDLESS OF DEPTH)	LIN FT	\$ 65.00	4,150.0	\$ 269,750	4,150.0	\$ 269,750		\$ -
2506.502	CASTING ASSEMBLY	EACH	\$ 1,300.00	11.0	\$ 14,300	11.0	\$ 14,300		\$ -
2506.602	SANITARY CASTING SPECIAL	EACH	\$ 1,500.00	2.0	\$ 3,000	2.0	\$ 3,000		\$ -
2506.603	CONSTRUCT SANITARY MANHOLE DESIGN 4007	LIN FT	\$ 525.00	80.0	\$ 42,000	80.0	\$ 42,000		\$ -
	<b>Sanitary Sewer Subtotal</b>				<b>\$ 613,000</b>		<b>\$ 613,000</b>		<b>\$ -</b>
<b>Water Main</b>									
2104.502	REMOVE GATE VALVE & BOX	EACH	\$ 280.00	6.0	\$ 1,680	6.0	\$ 1,680		\$ -
2104.502	REMOVE HYDRANT	EACH	\$ 560.00	10.0	\$ 5,600	10.0	\$ 5,600		\$ -
2104.503	REMOVE OR ABANDON WATER MAIN	LIN FT	\$ 8.00	3,800.0	\$ 30,400	3,800.0	\$ 30,400		\$ -
2105.609	CRUSHED ROCK (PIPE FOUNDATION) MNDOT	TON	\$ 40.00	20.0	\$ 800	20.0	\$ 800		\$ -
2123.510	EXPLORATORY EXCAVATION	hour	\$ 650.00	4.0	\$ 2,600	4.0	\$ 2,600		\$ -
2504.601	TEMPORARY WATER SERVICE	LUMP SUM	\$ 30,000.00	1.0	\$ 30,000	1.0	\$ 30,000		\$ -
2504.602	ADJUST VALVE BOX	EACH	\$ 415.00	2.0	\$ 830	2.0	\$ 830		\$ -
2504.602	CONNECT TO EXISTING WATER MAIN	EACH	\$ 1,900.00	10.0	\$ 19,000	10.0	\$ 19,000		\$ -
2504.602	CONNECT TO EXISTING WATER SERVICE	EACH	\$ 350.00	103.0	\$ 36,050	103.0	\$ 36,050		\$ -
2504.602	HYDRANT SYSTEM	EACH	\$ 6,750.00	10.0	\$ 67,500	10.0	\$ 67,500		\$ -
2504.602	6" GATE VALVE & BOX	EACH	\$ 2,600.00	10.0	\$ 26,000	10.0	\$ 26,000		\$ -
2504.602	8" GATE VALVE & BOX	EACH	\$ 3,500.00	8.0	\$ 28,000	8.0	\$ 28,000		\$ -
2504.602	1" CORPORATION STOP (WITH SADDLE)	EACH	\$ 425.00	107.0	\$ 45,475	107.0	\$ 45,475		\$ -
2504.602	1" CURB STOP & BOX	EACH	\$ 600.00	107.0	\$ 64,200	107.0	\$ 64,200		\$ -
2504.602	HYDRANT RISER (6.0")	EACH	\$ 1,400.00	4.0	\$ 5,600	4.0	\$ 5,600		\$ -
2504.603	1" SERVICE PIPE, TYPE PE PIPE W/TRACER WIRE	LIN FT	\$ 38.00	3,800.0	\$ 144,400	3,800.0	\$ 144,400		\$ -
2504.603	6" C900 PVC WATER MAIN PIPE W/TRACER WIRE	LIN FT	\$ 65.00	200.0	\$ 13,000	200.0	\$ 13,000		\$ -
2504.603	8" C900 PVC WATER MAIN PIPE W/TRACER WIRE	LIN FT	\$ 65.00	4,250.0	\$ 276,250	4,250.0	\$ 276,250		\$ -
2504.608	WATER MAIN FITTINGS	POUND	\$ 15.00	1,800.0	\$ 27,000	1,800.0	\$ 27,000		\$ -
	<b>Water Main Subtotal</b>				<b>\$ 825,000</b>		<b>\$ 825,000</b>		<b>\$ -</b>

2025 Street and Utility Improvement Project				TOTAL		LOCAL		STATE AID	
New Prague, Minnesota									
Feasibility Cost Estimate									
Item No.	Item	Unit	Unit Price	Est. Quantity	Total Price	Est. Quantity	Total Price	Est. Quantity	Total Price
<b>Alley Improvements - Pavement</b>									
2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	\$ 3.50	280.0	\$ 980	280.0	\$ 980		\$ -
2108.504	GEOTEXTILE FABRIC TYPE 4 (P)	SQ YD	\$ 2.00	2,147.1	\$ 4,294	2,147.1	\$ 4,294		\$ -
2211.507	AGGREGATE BASE (CV) CLASS 5 (P)	CU YD	\$ 32.00	715.7	\$ 22,903	715.7	\$ 22,903		\$ -
2104.504	REMOVE BITUMINOUS PAVEMENT (P)	SQ YD	\$ 2.75	2,133.0	\$ 5,866	2,133.0	\$ 5,866		\$ -
2106.507	EXCAVATION-COMMON (EV) (P)	CU YD	\$ 21.00	2,133.0	\$ 44,793	2,133.0	\$ 44,793		\$ -
2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (3,B)	TON	\$ 93.00	193.2	\$ 17,971	193.2	\$ 17,971		\$ -
2360.509	TYPE SP 9.5 WEAR COURSE MIX (3,C)	TON	\$ 93.00	322.1	\$ 29,952	322.1	\$ 29,952		\$ -
2531.503	CONCRETE CURB & GUTTER	LIN FT	\$ 25.00	470.0	\$ 11,750	470.0	\$ 11,750		\$ -
<b>Alley Improvements Subtotal</b>					<b>\$ 139,000</b>		<b>\$ 139,000</b>		<b>\$ -</b>
<b>Active Transportation Improvements</b>									
2021.501	MOBILIZATION	LUMP	\$ 20,000.00	1.0	\$ 20,000		\$ -	1.0	\$ 20,000
2104.503	REMOVE CURB AND GUTTER	LIN FT	\$ 10.00	200.0	\$ 2,000		\$ -	200.0	\$ 2,000
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$ 8.00	200.0	\$ 1,600		\$ -	200.0	\$ 1,600
2104.518	REMOVE CONCRETE WALK	SQ FT	\$ 6.00	400.0	\$ 2,400		\$ -	400.0	\$ 2,400
2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$ 10.00	45.0	\$ 450		\$ -	45.0	\$ 450
2106.507	EXCAVATION-COMMON (EV) (P)	CU YD	\$ 25.00	325.0	\$ 8,125		\$ -	325.0	\$ 8,125
2211.507	AGGREGATE BASE (CV) CLASS 5 (P)	CU YD	\$ 50.00	160.0	\$ 8,000		\$ -	160.0	\$ 8,000
2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$ 170.00	5.0	\$ 850		\$ -	5.0	\$ 850
2360.504	TYPE SP 9.5 WEARING COURSE MIX (STREET	SQ YD	\$ 50.00	45.0	\$ 2,250		\$ -	45.0	\$ 2,250
2521.518	4" CONCRETE WALK	SQ FT	\$ 8.00	10,295.0	\$ 82,360		\$ -	10,295.0	\$ 82,360
2521.518	6" CONCRETE WALK	SQ FT	\$ 20.00	750.0	\$ 15,000		\$ -	750.0	\$ 15,000
2531.503	CONCRETE CURB & GUTTER, DESIGN B618	LIN FT	\$ 40.00	200.0	\$ 8,000		\$ -	200.0	\$ 8,000
2531.618	TRUNCATED DOMES	SQ FT	\$ 55.00	120.0	\$ 6,600		\$ -	120.0	\$ 6,600
2563.601	TRAFFIC CONTROL	LUMP	\$ 5,000.00	1.0	\$ 5,000		\$ -	1.0	\$ 5,000
2573.502	STORM DRAIN INLET PROTECTION	EACH	\$ 175.00	10.0	\$ 1,750		\$ -	10.0	\$ 1,750
2574.507	BOULEVARD TOPSOIL BORROW (CV)	CU YD	\$ 40.00	25.0	\$ 1,000		\$ -	25.0	\$ 1,000
2575.504	OVER-SEEDING	SQ YD	\$ 1.00	1,200.0	\$ 1,200		\$ -	1,200.0	\$ 1,200
2575.504	WEED SPRAYING	SQ YD	\$ 0.50	1,200.0	\$ 600		\$ -	1,200.0	\$ 600
2575.523	WATER (TURF RESTORATION)	M	\$ 58.00	40.0	\$ 2,320		\$ -	40.0	\$ 2,320
2575.604	TURF ESTABLISHMENT	SQ YD	\$ 2.50	1,200.0	\$ 3,000		\$ -	1,200.0	\$ 3,000
<b>Active Transportation Improvements Subtotal</b>					<b>\$ 173,000</b>		<b>\$ -</b>		<b>\$ 173,000</b>
<b>TOTALS</b>					<b>\$ 5,125,000</b>		<b>\$ 3,602,000</b>		<b>\$ 1,523,000</b>
<b>Improvement</b>									
		<b>Const. Cost</b>		<b>10% Contingency</b>		<b>20% Project Related</b>		<b>Project Cost</b>	
Streets - Participating (Pershing Ave N)		\$ 1,130,000		\$ 113,000		\$ 226,000		\$ 1,469,000	
Streets - Nonparticipating		\$ 1,791,000		\$ 180,000		\$ 359,000		\$ 2,330,000	
Storm Sewer - Participating		\$ 220,000		\$ 22,000		\$ 44,000		\$ 286,000	
Storm Sewer - Non-Participating		\$ 373,000		\$ 38,000		\$ 75,000		\$ 486,000	
Sanitary Sewer		\$ 613,000		\$ 62,000		\$ 123,000		\$ 798,000	
Water Main		\$ 825,000		\$ 83,000		\$ 165,000		\$ 1,073,000	
Sidewalk - Participating (Active Transportati		\$ 173,000		\$ 18,000		\$ 25,000		\$ 216,000	
Street Lighting		\$ 15,000		\$ 2,000		\$ 3,000		\$ 20,000	
<b>Total Estimated Cost</b>		<b>\$ 5,140,000</b>		<b>\$ 518,000</b>		<b>\$ 1,020,000</b>		<b>\$ 6,678,000</b>	

Note: Project Related and Contingency adjusted on Active Transportation improvements to match grant information.

## Appendix B

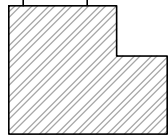
### Preliminary Assessments

B-1 – Assessment Policy Map

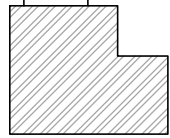
B-2 – Preliminary Assessment Roll

B-3 – Preliminary Assessment Map

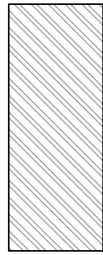
Section 6, Item a.



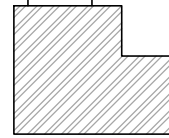
NO STREET ASSESSMENT



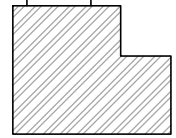
NO STREET ASSESSMENT



0.5 UNIT FULL REC.



0.5 UNIT FULL REC.



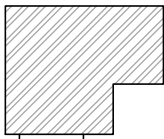
NO STREET ASSESSMENT

FULL RECONSTRUCTION

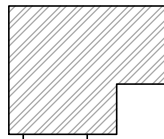
ALLEY

ALLEY

1 UNIT FULL REC.

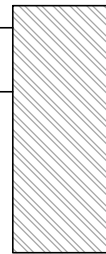


1 UNIT FULL REC.



NOTE:  
RESIDENTIAL PROPERTIES WITH  
FRONTAGE GREATER THAN 150'  
MAY BE CONSIDERED  
SUBDIVIDABLE AND ASSESSED FOR  
MORE THAN 1 -UNIT. TO BE  
REVIEWED ON CASE-BY-CASE BASIS

0.5 UNIT M&O



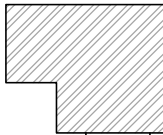
0.5 UNIT FULL REC.  
0.5 UNIT M&O

FULL RECONSTRUCTION

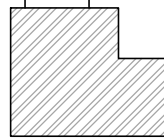
MILL AND OVE

NO STREET ASSESSMENT

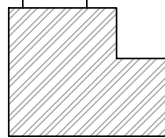
ACCESS FROM UNIMPROVED STREET



1 UNIT FULL REC.

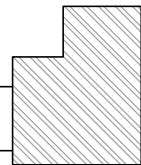


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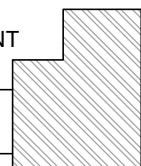


NO IMPROVEMENTS

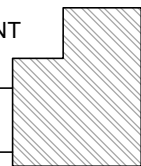
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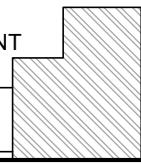
NO STREET ASSESSMENT



NO STREET ASSESSMENT



NO STREET ASSESSMENT



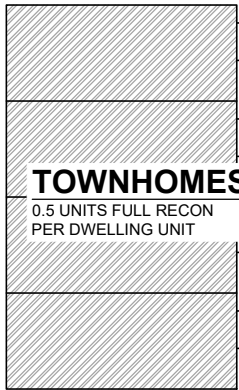
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# EXHIBIT 1 RESIDENTIAL UNIT METHOD

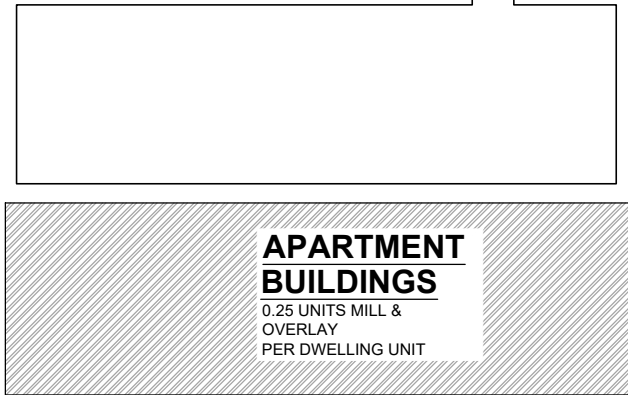


MILL AND OVERLAY



**TOWNHOMES**  
0.5 UNITS FULL RECON  
PER DWELLING UNIT

FULL RECONSTRUCTION

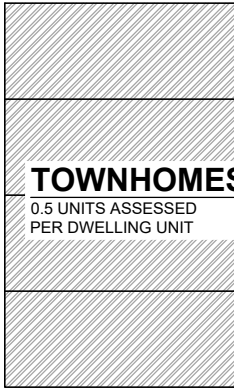


**APARTMENT BUILDINGS**  
0.25 UNITS MILL &  
OVERLAY  
PER DWELLING UNIT

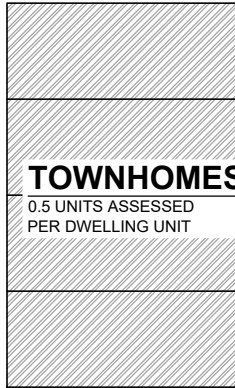
FULL RECONSTRUCTION



**TOWNHOMES**  
NO ASSESSMENT  
ACCESS ON  
UNIMPROVED STREET



**TOWNHOMES**  
0.5 UNITS ASSESSED  
PER DWELLING UNIT



**TOWNHOMES**  
0.5 UNITS ASSESSED  
PER DWELLING UNIT

FULL RECONSTRUCTION

Save: 8/10/2023 11:07 AM cknulson Plot: 9/13/2023 3:18 PM X:\KONINNEWPR\common\Assessment Policy Review\Assessment Exhibits.dwg



**EXHIBIT 2**  
**APARTMENT AND TOWNHOME**  
**UNIT METHOD**



**DRAFT**

Section 6, Item a.

Parcel No.	Name	Address	Property Address	Legal	Residential Water Service Unit	Residential Water Service Assess.	Sanitary Sewer Service Unit	Sanitary Sewer Service Assess.	Residential Recon Street Unit	Residential Recon Street Assess.	Commercial Recon Street Unit	Commercial Recon Street Assess.	Alley Improvements Unit	Alley Improvements Assess.	Total Assessment
240040050	Cynthia Rochel	315 Main St E	315 Main St E	WERTISH ADDN Lot 005 Block 001 EX N 80'	0	\$0.00	0	\$0.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$4,825.00
240040061	Michael Perbix	102 Lincoln Ave N	102 Lincoln Ave N	WERTISH ADDN LOT 0004 Block 0001 WERTISH ADDN Lot 005 Block 001 NORTH 80 FEET OF LOT 5 BLOCK 1	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060980	Timothy N Kiefert	104 Lincoln Ave N	104 Lincoln Ave N	PARK ADDN Lot 001 Block 012	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060990	Karen A Hoylo	106 Lincoln Ave N	106 Lincoln Ave N	PARK ADDN Lot 002 Block 012	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240061000	Nicholas Schoenecker	108 Lincoln Ave N	108 Lincoln Ave N	PARK ADDN Lot 003 Block 012	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240061010	Jennifer Simon	110 Lincoln Ave N	110 Lincoln Ave N	PARK ADDN Lot 004 Block 012	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240061020	Kathleen A Vogel	112 Lincoln Ave N	112 Lincoln Ave N	PARK ADDN Lot 005 Block 012	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240061030	Joshua Berg	310 1st St NE	310 1st St NE	PARK ADDN Lot 006 Block 012	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060910	Susan Prochaska	200 Lincoln Ave N	200 Lincoln Ave N	ARK ADDN Lot 1&2 Block 011 E 1/2 OF	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060930	Dirtbomb's LLC	232 Main St E Ste 2	206 Lincoln Ave N	PARK ADDN Lot 003 Block 011 EX N 6'	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060940	Eric E Weyrens	1012 Pottlach Cir	208 Lincoln Ave N	PARK ADDN Lot 004 Block 011 & N 6' OF LOT 3	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060950	Gregory T & Jymme J Bark	210 Lincoln Ave N	210 Lincoln Ave N	PARK ADDN Lot 005 Block 011 E 100' OF	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060960	Katie C Entrikin	212 Lincoln Ave N	212 Lincoln Ave N	PARK ADDN Lot 006 Block 011 EX W 50'	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00
240060860	Craig S Sindelar	807 Columbus Ave S	300 Lincoln Ave N	PARK ADDN Lot 001 Block 010	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00
240060870	Troy H Wollin	302 Lincoln Ave N	302 Lincoln Ave N	PARK ADDN Lot 002 Block 010	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240340040	Mayo Clinic Health System	301 2nd St NE	311 Columbus Ave N	QUEEN'S COURT Lot 004 Block 001	1	\$3,515.00	1	\$2,615.00	0	\$0.00	83.3	\$13,933.59	0	\$0.00	\$20,063.59
240340020	Mayo Clinic Health System	301 2nd St NE	311 Columbus Ave N	QUEEN'S COURT Lot 002 Block 001	2	\$7,030.00	2	\$5,230.00	0	\$0.00	100	\$16,727.00	0	\$0.00	\$28,987.00
240060900	Nathan Keilen	312 Lincoln Ave N	312 Lincoln Ave N	PARK ADDN Lot 6&7 Block 010 EX S 36' OF LOT 6	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
249340380	Rachel A Wittrock	316 Lincoln Ave N	316 Lincoln Ave N	Section 34 Township 113 Range 023   W 1/2 SE 1/4 COM NE COR 7-10 PARK ADDN, N 60', W 150' S 60', E 150' TO POB	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
249340370	Rose M Gill	318 Lincoln Ave N	318 Lincoln Ave N	Section 34 Township 113 Range 023   NW 1/4 SE 1/4 COM 60' N OF NE COR OF 7-10 PARK ADDN, N 60', W 150', S 60', E 150' TO POB	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
249340420	Joann Dawson	320 Lincoln Ave N	320 Lincoln Ave N	Section 34 Township 113 Range 023   NW 1/4 SE 1/4 COM 120' N OF NE COR BLK 10 PARK ADDN, W 150', N 60', E 150', S 60' TO POB	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
249340410	Karen Kubes	322 Lincoln Ave N	322 Lincoln Ave N	Section 34 Township 113 Range 023   NW 1/4 SE 1/4 COM 180' N OF NE COR BLK 10 PARK ADDN, W 150', N 60', E 150', S 60' TO POB	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
249340430	Aaron M Houck	324 Lincoln Ave N	324 Lincoln Ave N	Section 34 Township 113 Range 023   NW 1/4 SE 1/4 COM 240' N OF NE COR BLK 10 PARK ADDN, W 150', N 56.7', E 150', S 56.7' TO POB	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00
240040070	Bow Midwest LLC	25391 Willow Ct	401 Main St E	WERTISH ADDN Lot 001 Block 002	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00
240060550	Anthony P Klaras	105 Lincoln Ave N	105 Lincoln Ave N	PARK ADDN Lot 001 Block 007	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060560	Tracy Jones	107 Lincoln Ave N	107 Lincoln Ave N	PARK ADDN Lot 002 Block 007	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060570	Joel Quaintance	109 Lincoln Ave N	109 Lincoln Ave N	PARK ADDN Lot 003 Block 007	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00

Parcel No.	Name	Address	Property Address	Legal	Residential Water Service Unit	Residential Water Service Assess.	Sanitary Sewer Service Unit	Sanitary Sewer Service Assess.	Residential Recon Street Unit	Residential Recon Street Assess.	Commercial Recon Street Unit	Commercial Recon Street Assess.	Alley Improvements Unit	Alley Improvements Assess.	Total Assessment
240060580	Keri Albee	109 1/2 Lincoln Ave N	109 Lincoln Ave N	PARK ADDN Lot 004 Block 007	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060590	Ryan Geinntotta	111 Lincoln Ave N	111 Lincoln Ave N	PARK ADDN Lot 005 Block 007	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060600	Luann M Walker	113 Lincoln Ave N	113 Lincoln Ave N	PARK ADDN Lot 006 Block 007	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060650	Rachel Renee Perez	201 Lincoln Ave N	201 Lincoln Ave N	PARK ADDN Lot 001 Block 008 & S 7' OF 2	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060660	Ann Dohman	203 Lincoln Ave N	203 Lincoln Ave N	PARK ADDN Lot 002 Block 008 EX S 7'	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060670	Martin J & Joan L May	205 Lincoln Ave N	205 Lincoln Ave N	PARK ADDN Lot 3&4 Block 008	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060680	Jacqueline Marie Clark	209 Lincoln Ave N	209 Lincoln Ave N	PARK ADDN Lot 005 Block 008	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060690	Brittany K Carlson	512 Jaymie Ct	211 Lincoln Ave N	PARK ADDN Lot 006 Block 008	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00
240060750	Daniel A Holgate	404 Red Poll Ave	301 Lincoln Ave N	PARK ADDN Lot 001 Block 009	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00
240060760	Jeremiah M Duke	303 Lincoln Ave N	303 Lincoln Ave N	PARK ADDN Lot 002 Block 009	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060770	Mark Reiland	13875 Hwy 13 #100	305 Lincoln Ave N	PARK ADDN Lot 003 Block 009	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060780	Mathew T Turna	307 Lincoln Ave N	307 Lincoln Ave N	PARK ADDN Lot 004 Block 009	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060790	Brianna Johnson	309 Lincoln Ave N	309 Lincoln Ave N	PARK ADDN Lot 005 Block 009 & S 1/2 OF LOT 6	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060800	Brandon Smisek	311 Lincoln Ave N	311 Lincoln Ave N	PARK ADDN Lot 007 Block 009 & N 1/2 OF 6	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
249340390	Robert M Austin Trust	313 Lincoln Ave N	313 Lincoln Ave N	Section 34 Township 113 Range 023   NW 1/4 SE 1/4 COM NW COR OF 7-9 PARK ADDN, N 74', E 152.5', S 74', W 152.5' TO POB	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
249340440	Paul F Ambroz	305 Pershing Ave N	315 Lincoln Ave N	Section 34 Township 113 Range 023   P/O W 1/2 SE 1/4 COM 74' N OF NW COR OF 7-9 PARK ADDN, E 152.5' N 70', W 152.5', S 70' TO POB	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
249340120	Emily Harvey	317 Lincoln Ave N	317 Lincoln Ave N	Section 34 Township 113 Range 023   NW 1/4 SE 1/4 COM 144' N OF NW COR OF 7-9 PARK ADDN, E 152.5' N 76', W 152.5', S 76' TO POB	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
249340110	William J & Janell A Maxa	319 Lincoln Ave N	319 Lincoln Ave N	Section 34 Township 113 Range 023   NW 1/4 SE 1/4 COM 220' N OF NW COR 7-9 PARK ADDN, E 152.5', N 76.7', W 152.5', S 76.7' TO POB	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00
240040110	Buildings by Trachte Inc	25701 Willow Ln	411 Main St E	WERTISH ADDN Lot 005 Block 002	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00
240060641	Craig S Sindelar	807 Columbus Ave S	104 Pershing Ave N	PARK ADDN Lot 012 Block 007	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060640	Debra L O'Donoghue	106 Pershing Ave N	106 Pershing Ave N	PARK ADDN Lot 011 Block 007	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060630	Duane Lopic	110 Pershing Ave N	110 Pershing Ave N	PARK ADDN Lot 009 Block 007 & LOT 10	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060620	Kristi Schulte	112 Pershing Ave N	112 Pershing Ave N	PARK ADDN Lot 008 Block 007	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060610	Eric L Novotny	114 Pershing Ave N	114 Pershing Ave N	PARK ADDN Lot 007 Block 007	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060740	Patricia M Johnson	200 Pershing Ave N	200 Pershing Ave N	PARK ADDN Lot 012 Block 008	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060730	Mark & Linda R Fahrenkamp	202 Pershing Ave N	202 Pershing Ave N	PARK ADDN Lot 011 Block 008	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060720	Jared E Aslaxson	206 Pershing Ave N	206 Pershing Ave N	PARK ADDN Lot 010 Block 008 & S 25' OF 9	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060710	Constance L Tupy	208 Pershing Ave N	208 Pershing Ave N	PARK ADDN Lot 008 Block 008 & N 25' OF 9	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060700	Edward & Dalleen J Sticha	210 Pershing Ave N	210 Pershing Ave N	PARK ADDN Lot 007 Block 008	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00

Parcel No.	Name	Address	Property Address	Legal	Residential Water Service Unit	Residential Water Service Assess.	Sanitary Sewer Service Unit	Sanitary Sewer Service Assess.	Residential Recon Street Unit	Residential Recon Street Assess.	Commercial Recon Street Unit	Commercial Recon Street Assess.	Alley Improvements Unit	Alley Improvements Assess.	Total Assessment
240060850	Jesse G Pierce	300 Pershing Ave N	300 Pershing Ave N	PARK ADDN Lot 014 Block 009 & S 20' OF LOT 13	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00
240060840	Chad Alan Riemann	306 Pershing Ave N	306 Pershing Ave N	PARK ADDN Block 009 S 30' OF LOT 12 & N 30' OF LOT 13	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060830	Kristofer Horsley	308 Pershing Ave N	308 Pershing Ave N	PARK ADDN Lot 011 Block 009 & N 20' OF LOT 12	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060820	Donald D Smith	310 Pershing Ave N	310 Pershing Ave N	PARK ADDN Lot 009 Block 009 & LOT 10	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060810	Kurtis R Hynes	312 Pershing Ave N	312 Pershing Ave N	PARK ADDN Lot 008 Block 009	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240830010	Blau & McGuire LLP	202 Oak Ave SW	314 Pershing Ave N	CIC 1081 KODY CONDOMINIUM UNIT 314A	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00
240830020	Blau & McGuire LLP	202 Oak Ave SW	316 Pershing Ave N	CIC 1081 KODY CONDOMINIUM UNIT 314B	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00
240830030	Theodore L Thomason	306 Ladyslipper Ave NE		CIC 1081 KODY CONDOMINIUM COMMON ELEMENT	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
249340710	David M & Sandra A Gallagher	318 Pershing Ave N	318 Pershing Ave N	Section 34 Township 113 Range 023   NW 1/4 SE 1/4 COM 95' N OF NW COR OR 8-9 PARK ADDN, N 111.7' E 152.5', S 111.7', W 152.5' TO POB	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
249340740	Roman A & Sandra Seurer	320 Pershing Ave N	320 Pershing Ave N	Section 34 Township 113 Range 023   NW 1/4 SE 1/4 COM 296.7' N OF NE COR BLK 9 PARK ADDN, W 152.5', S 90', E 152.5', N 90' TO POB	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00
249340590	Deborah M Prokes	6226 W 280th St	409 4th St NE	Section 34 Township 113 Range 023   COM. 437.8' N OF NE COR OF BLK 9, PARK ADDN. W 152.5', S 81.1', E 152.5', N 81.1'	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00
249340620	Cullen R Smith	504 Pershing Ave N	504 Pershing Ave N	Section 34 Township 113 Range 023   NW 1/4 SE 1/4 COM 437.8' N OF NE COR BLK 9 PARK ADDN, N 81', W 152.5', S 81', E 152.5'	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
249340580	Kenneth S Parr	506 Pershing Ave N	506 Pershing Ave N	Section 34 Township 113 Range 023   NW 1/4 SE 1/4 COM 518.8' N OF NE COR BLK 9 PARK ADDN, N 81.2', W 152.5', S 81.2', E 152.5'	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
249340350	Francis & Mary Ann Kucera	1787 Goode Hollow Rd	406 5th St NE	Section 34 Township 113 Range 023   NW 1/4 SE 1/4 COM 656.7' N OF NE COR OF 8-9 PARK ADDN, W 152.5' S 56.7', E 152.5' N	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00
240040120	Robley A & Charlette B Gilder	501 Main St E	501 Main St E	WERTISH ADDN Lot 001 Block 003	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00
240060460	Edward E & Laura M Prokes	107 Pershing Ave N	107 Pershing Ave N	PARK ADDN Lot 001 Block 006	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060470	Edward E & Laura M Prokes	107 Pershing Ave N	107 Pershing Ave N	PARK ADDN Lot 002 Block 006	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060480	Michael J & Joy A Streefland	109 Pershing Ave N	109 Pershing Ave N	PARK ADDN Lot 003 Block 006	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060490	David Cameron	111 Pershing Ave N	111 Pershing Ave N	PARK ADDN Lot 004 Block 006	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060500	Megan M Page	113 Pershing Ave N	113 Pershing Ave N	PARK ADDN Lot 005 Block 006	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060501	Gerald and Shirley Bastyr Trust	1451 240th St E	115 Pershing Ave N	PARK ADDN Lot 006 Block 006	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00
240060360	Joan M Puente	203 Pershing Ave N	203 Pershing Ave N	PARK ADDN Lot 1&2 Block 005	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00
240060370	Kevin & Donna Yeager	205 Pershing Ave N	205 Pershing Ave N	PARK ADDN Lot 003 Block 005	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060380	Blake Thomas Kes	209 Pershing Ave N	209 Pershing Ave N	PARK ADDN Lot 004 Block 005	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060390	TR Delnik LLC	310 4th St S Ste 5010 95456	211 Pershing Ave N	PARK ADDN Lot 005 Block 005	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00

Parcel No.	Name	Address	Property Address	Legal	Residential Water Service Unit	Residential Water Service Assess.	Sanitary Sewer Service Unit	Sanitary Sewer Service Assess.	Residential Recon Street Unit	Residential Recon Street Assess.	Commercial Recon Street Unit	Commercial Recon Street Assess.	Alley Improvements Unit	Alley Improvements Assess.	Total Assessment
240060400	Barbara Jane Carlson Litscher	500 2nd St NE	500 2nd St NE	PARK ADDN Lot 006 Block 005	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00
240060270	Daniel E Carlson	301 Pershing Ave N	301 Pershing Ave N	PARK ADDN Lot 001 Block 004 & S 22' OF LOT 2	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00
240060280	Adam D Litscher	303 Pershing Ave N	303 Pershing Ave N	PARK ADDN Lot 2&3 Block 004 N 28' OF LOT 2 & S 46' OF 3	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060290	Ann Marie Christy	305 Pershing Ave N	305 Pershing Ave N	PARK ADDN Lot 004 Block 004 & N 4' OF LOT 3 & S 16' OF 5	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060300	Jason R Frey	307 Pershing Ave N	307 Pershing Ave N	PARK ADDN Lot 5&6 Block 004 N 34' OF 5 & S 40' OF LOT 6	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060310	David M & Brenda L Bastyr	309 Pershing Ave N	309 Pershing Ave N	PARK ADDN Lot 007 Block 004 & N 10' OF LOT 6	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
249340850	Stephen P Chromy	311 Pershing Ave N	311 Pershing Ave N	Section 34 Township 113 Range 023   NW 1/4 SE 1/4 COM NW COR BLK 4 PARK ADDN, N 60', E 152.5', S 60', W 152.5' TO POB	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
249340840	Terrance L Von Bank	313 Pershing Ave N	313 Pershing Ave N	Section 34 Township 113 Range 023   NW 1/4 SE 1/4 COM 60' N OF NW COR BLK 4 PARK ADDN, E 167.5', N 60', W 167.5', S 60' TO POB	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
249340930	Catherine Mary Bastyr	315 Pershing Ave N	315 Pershing Ave N	Section 34 Township 113 Range 023   NW 1/4 SE 1/4 COM 120' N OF NW COR BLK 4 PARK ADDN, N 60', E 152.5', S 60', W 152.5' TO POB	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
249340830	Shawn G & Tamara M Anderson	317 Pershing Ave N	317 Pershing Ave N	Section 34 Township 113 Range 023   NW 1/4 SE 1/4 COM 180' N OF NW COR BLK 4 PARK ADDN, N 60', E 167.5', S 60', W 167.5' TO POB	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
249340940	Clare E Schumacher	319 Pershing Ave N	319 Pershing Ave N	Section 34 Township 113 Range 023   NW 1/4 SE 1/4 COM 240' N OF NE COR BLK 10 PARK ADDN, W 150', N 56.7', E 150', S 56.7' TO POB	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00
249340560	Dustin Filan	509 Pershing Ave N	509 Pershing Ave N	Section 34 Township 113 Range 023   NW 1/4 SE 1/4 COM 360' N OF NW COR BLK 4 PARK ADDN, E 152.5', N 150', W 152.5', S	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00
249340770	Lucille R Meger	513 Pershing Ave N	513 Pershing Ave N	Section 34 Township 113 Range 023   NW 1/4 SE 1/4 COM 506.7' N OF NW COR BLK 4 PARK ADDN, E 152.5', N 64', W 152.5', S 64'	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
249340221	Bryan J Schmitz	515 Pershing Ave N	515 Pershing Ave N	Section 34 Township 113 Range 023   N 1/2 SE 1/4 COM 570.7' N OF NW COR 7-4 PARK ADDN, E 152.5', N 60', W 152.5', S 60' TO	1	\$3,515.00	1	\$2,615.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$10,955.00
249341170	Kenneth Carlson	201 Columbus Ave N	201 Columbus Ave N	Section 34 Township 113 Range 023   S 52.8' OF N 775.3' OF W 183' OF SW 1/4 SE 1/4	0	\$0.00	0	\$0.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$4,825.00
249341020	Kristen Harbour	307 1st St NE	307 1st St NE	Section 34 Township 113 Range 023   SW 1/4 SE 1/4 COM 80' W OF SW COR BLK 11 PARK ADDN, W 91.2', N 150', E 91.2', S 150' TO POB	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
249340870	Daniel J Turmes	311 1st St NE	311 1st St NE	Section 34 Township 113 Range 023   SW 1/4 SE 1/4 COM SW COR BLK 11 PARK ADDN, W 80', N 150', E 80 S 150' TO POB	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
240060920	Catherine M Simek	313 1st St NE	313 1st St NE	ARK ADDN Lot 1&2 Block 011 W 1/2 OF	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00

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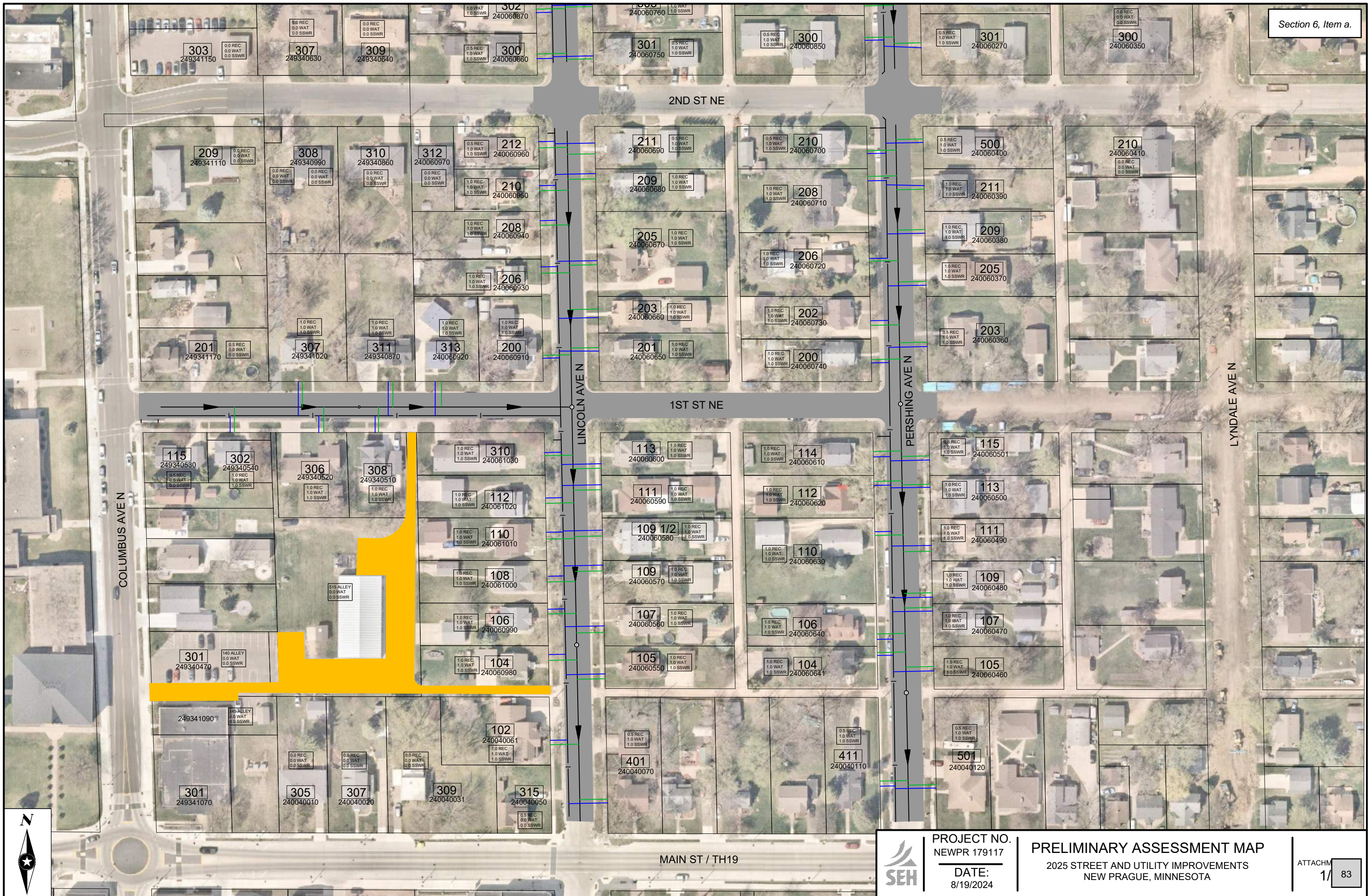
Parcel No.	Name	Address	Property Address	Legal	Residential Water Service Unit	Residential Water Service Assess.	Sanitary Sewer Service Unit	Sanitary Sewer Service Assess.	Residential Recon Street Unit	Residential Recon Street Assess.	Commercial Recon Street Unit	Commercial Recon Street Assess.	Alley Improvements Unit	Alley Improvements Assess.	Total Assessment
249340530	Jay R & Dawn M Kroyer	115 Columbus Ave N	115 Columbus Ave N	Section 34 Township 113 Range 023   COM 9' S OF PT 315.1' W OF NE NW COR OF 6-12 PARK ADDN, S 50 E 75', N 50', W 75' TO	0	\$0.00	0	\$0.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$4,825.00
249340540	Taylor Witt	302 1st St NE	302 1st St NE	Section 34 Township 113 Range 023   SW1/4 SE1/4 COM 9' S & 240' W OF NW COR 6-12 PARK ADDN, S 50 E 75', N 50', W 75' TO POB	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
249340520	Shawn R Mork	306 1st St NE	306 1st St NE	Section 34 Township 113 Range 023   SW1/4 SE1/4 COM 82' W OF NW COR 6-12 PARK ADDN, W 83', S 100', E 83', N 100' TO POB	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
249340510	Campbell Westrum	308 1st St NE	308 1st St NE	Section 34 Township 113 Range 023   SW1/4 SE1/4 COM 12' W OF NW COR 6-12 PARK ADDN, W 70', S 100', E 70', N 100' TO POB	1	\$3,515.00	1	\$2,615.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$15,780.00
249340480	City of New Prague	118 Central Ave N		Section 34 Township 113 Range 023   STRIP BEG 193' N & 33' E OF COR SW1/4 OF SE1/4 E 309.6' N 10', W 309', S 10' & 172.6 E & 203' N E 170', N 300', W 12', S 100', W 153', N 100', W 5', S 200' TO POB	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	515	\$15,965.00	\$15,965.00
249340470	PJT Real Estate Services LLC	8116 Telegraph Rd	301 Main St E	Section 34 Township 113 Range 023   SW1/4 SE1/4 COM 33' E & 203' N OF S1/2 COR, E 139.6', N 66', W 139.6' TO E LINE	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	140	\$4,340.00	\$4,340.00
249341090	PJT Real Estate Services LLC	8116 Telegraph Rd		Section 34 Township 113 Range 023   N 45.2' OF S 192' OF SW 1/4 SE 1/4 LYING W OF W LINE OF 1-1 WERTISH ADDN EX W 33'	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	145	\$4,495.00	\$4,495.00
240040010	Matthew Alan Peroutzk	305 Main St E	305 Main St E	WERTISH ADDN Lot 001 Block 001 EX E 6'	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
240040020	Maria M Mata Gonzalez	307 Main St E	307 Main St E	WERTISH ADDN Lot 002 Block 001 & E 6' OF LOT 1	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
240040031	Donald D & Judith Conn	309 Main St E	309 Main St E	WERTISH ADDN Lot 004 Block 001 WERTISH ADDN Lot 003 Block 001	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
249341150	Mayo Clinic Health System	301 2nd St NE	303 Columbus Ave N	Section 34 Township 113 Range 023   COM 375' S OF NW COR SW 1/4 SE 1/4, E 183', S 60', W 183' N TO POB	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
249340630	Robert Dingman	307 2nd St NE	307 2nd St NE	Section 34 Township 113 Range 023   SW1/4 SE1/4 COM 163.3' S OF NW COR BLK 10 PARK ADDN, W 78', S 70', SE TO PT 10' N OF	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
249340640	Diane M McClintock	309 2nd St NE	309 2nd St NE	Section 34 Township 113 Range 023   SW1/4 SE1/4 COM SW COR BLK 10, PARK ADDN, N 190', W 78', S 190', E 78' TO POB EX N	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
240060350	Robert L & Patricia J Rynda	300 Lyndale Ave N	300 Lyndale Ave N	PARK ADDN Lot 014 Block 004 & S 35' OF LOT 13	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
249341110	William & Celestine Bauer	209 Columbus Ave N	209 Columbus Ave N	Section 34 Township 113 Range 023   COM 450' S OF NW COR SW 1/4 SE 1/4, E 150', S 145', W 150', N 145' TO POB	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
249340970	CenterPoint Energy Resource	PO Box 1475	2nd St NE	Section 34 Township 113 Range 023   COM 152' W OF NW COR OF BLK 11 PARK ADDN., S 20', W 20', N 20', E 20' TO BEG.	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00


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Section 6, Item a.

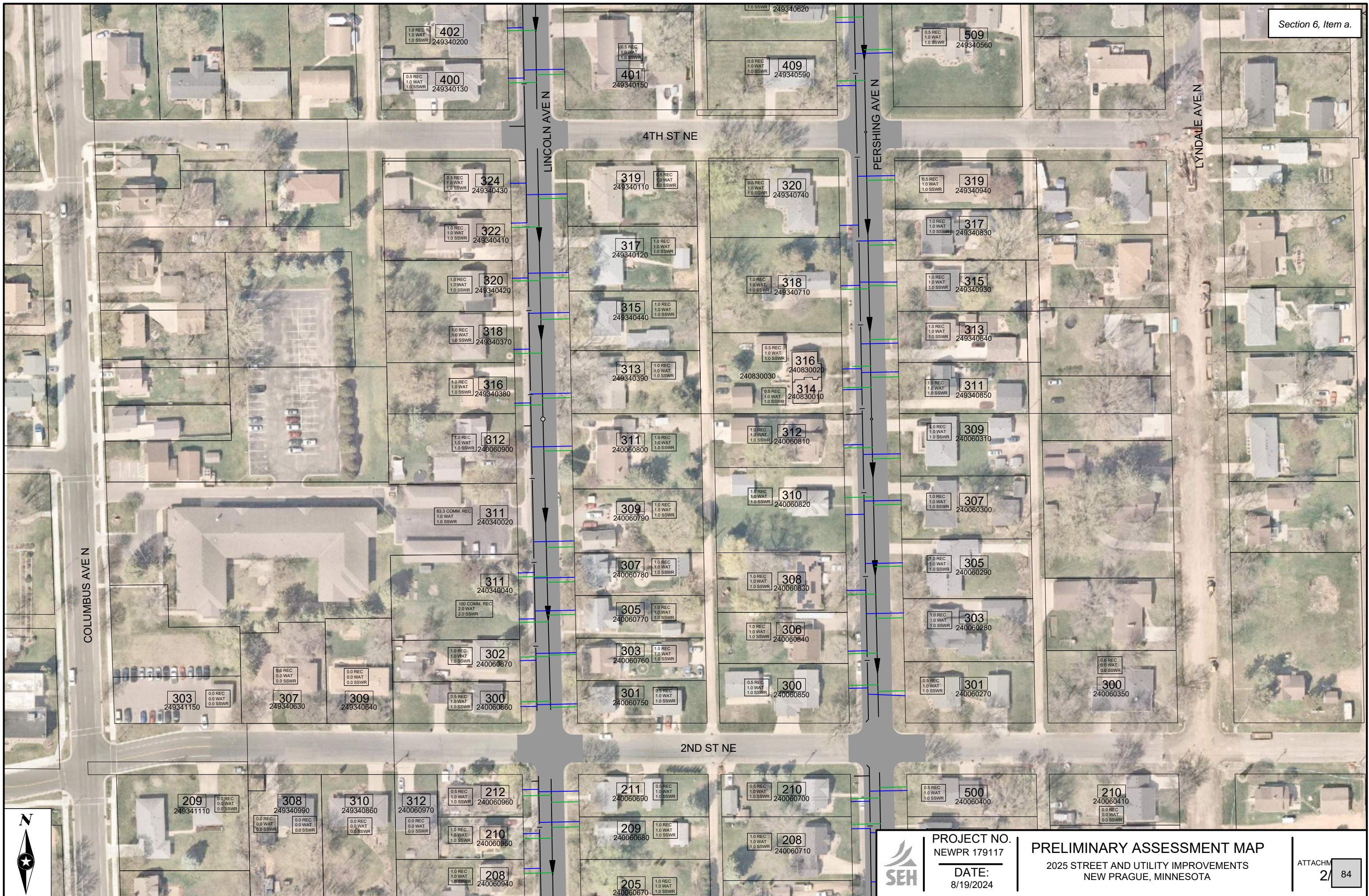
Parcel No.	Name	Address	Property Address	Legal	Residential Water Service Unit	Residential Water Service Assess.	Sanitary Sewer Service Unit	Sanitary Sewer Service Assess.	Residential Recon Street Unit	Residential Recon Street Assess.	Commercial Recon Street Unit	Commercial Recon Street Assess.	Alley Improvements Unit	Alley Improvements Assess.	Total Assessment
249340990	Megan Bruzek	308 2nd St NE	308 2nd St NE	Section 34 Township 113 Range 023   SW 1/4 SE 1/4 COM 86' W & 150' N OF SW COR BLK 11 PARK ADDN, W 86', N 130', E 20' N	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
249340860	Ruth A Weinandt	310 2nd St NE	310 2nd St NE	Section 34 Township 113 Range 023   SW 1/4 SE 1/4 COM 86' W & 150' N OF SW COR BLK 11 PARK ADDN, E 86', N 150', W 86' S	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
240060970	Charles Boegeman	312 2nd St NE	312 2nd St NE	PARK ADDN Lot 5&6 Block 011 W 50' OF	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
240060410	Brandon M Anderson	210 Lyndale Ave N	210 Lyndale Ave N	PARK ADDN Lot 007 Block 005 & N 10' OF LOT 8	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
249340130	Jason Bentson	400 Lincoln Ave N	400 Lincoln Ave N	Section 34 Township 113 Range 023   W 1/2 SE 1/4 COM 356.70' N OF NE COR OF 7-10 PARK ADDN, W 150', N 60', E 150', S 60'	1	\$3,515.00	1	\$0.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$8,340.00
249340200	Taylor A Lambrecht	402 Lincoln Ave N	402 Lincoln Ave N	Section 34 Township 113 Range 023   W 1/2 SE 1/4 COM 416.7' N OF NE COR 7-10 PARK ADDN, W 150', N 70', E 150', S 70' TO	1	\$3,515.00	1	\$0.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$13,165.00
249340180	Linda A Warnemunde	33690 88th Ave	406 Lincoln Ave N	Section 34 Township 113 Range 023   W 1/2 SE 1/4 COM 486.7' N OF NE COR 7-10 PARK ADDN, W 150', N 100', E 150', S 100' TO	1	\$3,515.00	1	\$0.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$13,165.00
249340170	Nancy Lam	408 Lincoln Ave N	408 Lincoln Ave N	Section 34 Township 113 Range 023   W 1/2 SE 1/4 COM 586.7' N OF NE COR 7-10 PARK ADDN, W 150', N 70', E 150', S 70' TO	1	\$3,515.00	1	\$0.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$8,340.00
249340150	Joseph L Barten	401 Lincoln Ave N	401 Lincoln Ave N	Section 34 Township 113 Range 023   W 1/2 SE 1/4 COM 356.7' N OF NW COR 7-9 PARK ADDN, E 152.5', N 115', W 152.5', S 115'	1	\$3,515.00	1	\$0.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$8,340.00
249340160	Allen Solheid	405 Lincoln Ave N	405 Lincoln Ave N	Section 34 Township 113 Range 023   W 1/2 SE 1/4 COM 471.7' N OF NW COR 7-9 PARK ADDN, E 152.5', N 75', W 152.5', S 75' TO	1	\$3,515.00	1	\$0.00	1	\$9,650.00	0	\$0.00	0	\$0.00	\$13,165.00
249340140	Mary J Smith	407 Lincoln Ave N	407 Lincoln Ave N	Section 34 Township 113 Range 023   W 1/2 SE 1/4 COM 546.7' N OF NW COR 7-9 PARK ADDN, E 152.5', N 110', W 152.5', S 110'	1	\$3,515.00	1	\$0.00	0.5	\$4,825.00	0	\$0.00	0	\$0.00	\$8,340.00
<b>TOTAL</b>					<b>107.0</b>	<b>\$376,105.00</b>	<b>107.0</b>	<b>\$261,500.00</b>	<b>92</b>	<b>\$887,800.00</b>	<b>183.3</b>	<b>\$30,660.59</b>	<b>800.0</b>	<b>\$24,800.00</b>	<b>#####</b>






	PROJECT NO. NEWPR 179117	<b>PRELIMINARY ASSESSMENT MAP</b> 2025 STREET AND UTILITY IMPROVEMENTS NEW PRAGUE, MINNESOTA	ATTACHMENT 1/ 83
	DATE: 8/19/2024		
	MAIN ST / TH19		





	PROJECT NO. NEWPR 179117	<b>PRELIMINARY ASSESSMENT MAP</b> 2025 STREET AND UTILITY IMPROVEMENTS NEW PRAGUE, MINNESOTA	ATTACHMENT 2/ 84
	DATE: 8/19/2024		



6TH ST NE

5TH ST NE

4TH ST NE

PERSHING AVENUE

LYNDALE AVENUE

LINCOLN AVENUE

311  
240220080

313  
240220060

311  
240100010

311  
240100010

405  
240100030

501  
249340330

0.5 REC  
1.0 WAT  
1.0 SSWR  
408  
249340170

1.0 REC  
1.0 WAT  
1.0 SSWR  
406  
249340180

1.0 REC  
1.0 WAT  
1.0 SSWR  
402  
249340200

0.5 REC  
1.0 WAT  
1.0 SSWR  
400  
249340130

0.5 REC  
1.0 WAT  
1.0 SSWR  
407  
249340140

1.0 REC  
1.0 WAT  
1.0 SSWR  
405  
249340160

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1.0 WAT  
1.0 SSWR  
401  
249340150

0.5 REC  
1.0 WAT  
1.0 SSWR  
406  
249340350

1.0 REC  
1.0 WAT  
1.0 SSWR  
506  
249340580

1.0 REC  
1.0 WAT  
1.0 SSWR  
504  
249340620

0.5 REC  
1.0 WAT  
1.0 SSWR  
409  
249340590

0.5 REC  
1.0 WAT  
1.0 SSWR  
515  
249340221

1.0 REC  
1.0 WAT  
1.0 SSWR  
513  
249340770

0.5 REC  
1.0 WAT  
1.0 SSWR  
509  
249340560

0.5 REC  
1.0 WAT  
1.0 SSWR  
324  
249340430

1.0 REC  
1.0 WAT  
1.0 SSWR  
322  
249340410

0.5 REC  
1.0 WAT  
1.0 SSWR  
319  
249340110

1.0 REC  
1.0 WAT  
1.0 SSWR  
317  
249340120

0.5 REC  
1.0 WAT  
1.0 SSWR  
320  
249340740

0.5 REC  
1.0 WAT  
1.0 SSWR  
319  
249340940



PROJECT NO.  
NEWPR 179117

DATE:  
8/19/2024

PRELIMINARY ASSESSMENT MAP

2025 STREET AND UTILITY IMPROVEMENTS  
NEW PRAGUE, MINNESOTA



# Building a Better World for All of Us<sup>®</sup>

Sustainable buildings, sound infrastructure, safe transportation systems, clean water, renewable energy, and a balanced environment. Building a Better World for All of Us communicates a company-wide commitment to act in the best interests of our clients and the world around us.

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

JOIN OUR SOCIAL COMMUNITIES





**CITY OF NEW PRAGUE  
RESOLUTION #24-08-19-01**

**2025 STREET AND UTILITY IMPROVEMENT PROJECT  
RECEIVING REPORT AND CALLING HEARING ON IMPROVEMENT**

**WHEREAS**, pursuant to resolutions of the council adopted May 6, 2024, and July 15, 2024, a report has been prepared by Short Elliott Hendrickson Inc. (SEH®) with reference to the improvement of the following streets and alleys:

- Lincoln Avenue N from Main Street to 4th Street NE
- Pershing Avenue N from Main Street to 5th Street NE
- First Street NE from Columbus Avenue N to Pershing Avenue N
- Second Street NE Columbus Avenue N to Lyndale Avenue N
- Lincoln Avenue NE from 4th Street NE to 5th Street NE
- Alley north of Main Street E (TH19) between Columbus Avenue N and Lincoln Avenue NE
- Alley west of Lincoln Avenue NE between Main Street E (TH19) and 1st Street NE

and this report was received by the council on August 19, 2024, and

**WHEREAS**, the report provides information regarding whether the proposed project is necessary, cost-effective, and feasible,

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

1. The council will consider the improvement of such streets in accordance with the report and the assessment of abutting property and properties for which benefit can be attributed for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429, at an estimated total cost of the improvement of \$6,678,000.
2. A public hearing shall be held on such proposed improvement on the 3rd day of September, 2024, in the Council Chambers of New Prague City Hall at 6:00 p.m. and the city administrator shall give mailed and published notice of such hearing and improvement as required by law.

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

Adopted by the council this 19th day of August, 2024.

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

ATTEST:

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



Building a Better World  
for All of Us®

August 14, 2024

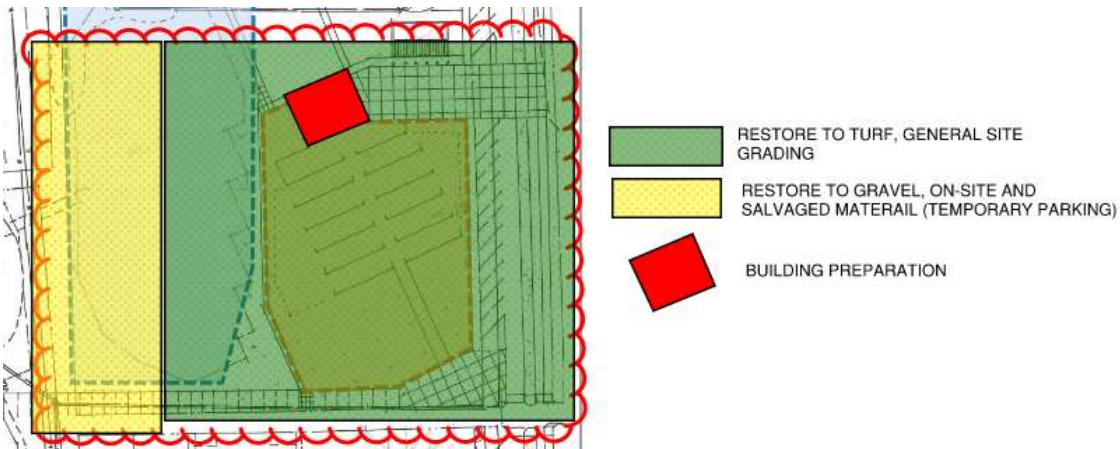
RE: Proposal for Professional Services  
City Center Grading – Phase 1

Ken Ondich  
Planning/Community Development Director  
City of New Prague  
118 Central Avenue N  
New Prague, MN 56071-1534

Dear Ken:

The recently completed Small Area Plan for the city owned property north of Main Street (TH19) and between 3<sup>rd</sup> Avenue NW and 2<sup>nd</sup> Avenue NW depicts multiple improvements to the existing gravel parking lot. These improvements will be phased based on the availability of funding and the needs of the site. The first phase of the improvement is expected to include general site grading to accommodate an outdoor performance stage and general site restoration to a turf condition on approximately the southern portion of the site. The scope of the Phase 1 improvements is expected to include:

1. Removal of unsuitable materials and replacement with topsoil and turf.
2. Parking along the west side of the site for use as a temporary parking lot.
3. General site preparation for the outdoor stage with removal of unsuitable materials.
4. General site grading for drainage.



**ANTICIPATED SCOPE OF SERVICES:**

The scope of these improvements slightly differs than those shown in the Small Area Plan. It is proposed to convert much of the south half of the site to turf and use as general park area without distinction in use. Building preparation would include establishment of an approximate first floor elevation and establishment of grades for the future plaza leading west of the stage toward 2<sup>nd</sup> Avenue NW. Additional site preparation for tree plantings in the southeast corner may include additional soil removal and replacement. The west side of the site, which is primarily aggregate, would be better established as a gravel parking lot to accommodate the stage until parking is established in other areas. These would all be generally “low-

cost” improvements that would accommodate the initial use of the site without affecting future construction of stormwater ponds, sidewalks, plaza improvements, or permanent parking. The removal of surplus aggregate material will better suit the site for park use and provide a cleaner aesthetic until future improvements are made.

Our primary scope of services includes:

1. Preparation of base drawings from previous survey and project data.
2. Minor topographic survey to collect elevation at key locations.
3. Establishment of approximate first floor elevation of performance stage.
4. Grading and site plan depicting proposed improvements.
5. Determination of quantities.
6. Preliminary elevation design of plaza area from stage to 2<sup>nd</sup> Avenue NW.
7. Erosion control plan and SWPPP
8. Construction drawings depicting above improvements.
9. Quote package including drawings, specifications, and contracts.
10. Solicitation of quotes from area contractors.

No construction related services are proposed. It is anticipated that the contractor will be required to complete grading with GIS data based on design information and that only control elevations will be required. Observation of construction may be city staff or SEH as requested.

#### **PROPOSED FEES:**

We propose to provide the services outlined above for an hourly not-to-exceed fee of \$17,000. It should be noted that the engineering costs in relation to construction are estimated to be higher due to many of the fixed costs related to preparation of the contract and quoting documents.

#### **SCHEDULE AND FUTURE STEPS:**

Our schedule anticipates a standalone project to be completed prior to winter 2024. Completion of the quote package would be complete in time for approval by council at the September 16<sup>th</sup> council meeting to allow award as soon as the October 7<sup>th</sup> council meeting. As a project primarily involving excavation of soils and placement of new materials, it is not expected to take more than a couple weeks for construction. It may extend into spring 2025 for permanent seeding to be applied.

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

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



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

Attachments

1. Supplemental Letter Agreement

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### Supplemental Letter Agreement

In accordance with the [Master] Agreement for Professional Services between City of New Prague ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective May 8, 2009, this Supplemental Letter Agreement dated August 19, 2024 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: City Center Phase 1 Grading.

**Client's Authorized Representative:** Ken Ondich  
**Address:** 118 Central Ave N, New Prague, Minnesota 56071, United States  
**Telephone:** 952.758.4401 **email:** kondich@ci.new-prague.mn.us

**Project Manager:** Chris Knutson  
**Address:** 11 Civic Center Plaza, Suite 200, Mankato, Minnesota 56001  
**Telephone:** 507.237.8383 **email:** cknutson@sehinc.com

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

See attached letter dated August 14, 2024.

**Schedule:** Work on the project would start immediately or as otherwise approved by the City of New Prague.

**Payment:**

The estimated fee is subject to a not-to-exceed amount of \$17,000 including expenses and equipment.

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

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

**Short Elliott Hendrickson Inc.**

**City of New Prague**

By:   
Title: Chris Knutson  
Client Service Manager

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

**Exhibit A-1**  
**to Supplemental Letter Agreement**  
**Between City of New Prague (Client)**  
**and**  
**Short Elliott Hendrickson Inc. (Consultant)**  
**Dated August 19, 2024**

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

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

**A. Hourly Basis Option**

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

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

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

**B. Expenses**

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

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

The Client shall pay Consultant monthly for expenses.



**C. Equipment Utilization**

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

The Client shall pay Consultant monthly for equipment utilization.

Section 7, Item a.



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

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**MEMORANDUM**

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**CC:** JOSHUA M. TETZLAFF, CITY ADMINISTRATOR  
**FROM:** KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR  
**SUBJECT:** INTRODUCTION OF ORDINANCE #351 AMENDING VARIOUS SECTIONS OF THE ZONING ORDINANCE RELATED TO PUBLIC BUILDINGS AND ESSENTIAL SERVICES STRUCTURES  
**DATE:** AUGUST 6, 2024

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The Planning Commission has recently considered a zoning ordinance amendment related to essential services structures and public buildings at it’s June and July 2024 meetings which culminated in a public hearing at the July 24, 2024 Planning Commission meeting in which no public comments were received.

The reason for the zoning ordinance amendments to be considered was a recent discussion staff had with the City Attorney regarding what, if any, land use approvals might be needed for the police station addition if it moves forward. The City attorney opined that the existing definition for essential services did not adequately cover facilities such as fire stations, police stations, post offices, etc. even though said definition had been utilized by the city in the past for said uses.

Staff and the Planning Commission developed the attached ordinance which would define public buildings specifically in the zoning ordinance as well as establish what districts they would be permitted or conditional uses as well as specifically calling out essential services structures as conditional uses in certain districts similar to public buildings. Essentially, public buildings and essential services structures would only be permitted uses in the B-3 Highway Commercial and I-1 Light Industrial Districts and would be conditional uses in all other zoning districts.

**Recommendation**

Staff recommends that the City Council conduct a first reading and approve the introduction of the ordinance amendment.

**ORDINANCE NO. 351**

**CITY OF NEW PRAGUE**

**AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE ZONING ORDINANCE RELATED TO PUBLIC BUILDINGS AND ESSENTIAL SERVICES STRUCTURES**

**WHEREAS**, the Planning Commission on July 24, 2024 held a public hearing regarding the proposed zoning ordinance amendments relating to public buildings and essential services and forwarded a recommendation for consideration of approval of said amendments; and,

**The City of New Prague Ordains:**

**SECTION 1.** Section 302 and Sections 603 through 611 of the City of New Prague Zoning Ordinance is amended by deleting the ~~stricken~~ material and adding the underlined material as follows:

302 Definitions

**Public Building - Any building held, used, or controlled exclusively for public purposes by any department or branch of government, state, county, or municipal without reference to the ownership of the building or of the realty upon which it is situated. A building belonging to or used by the public for the transaction of public or quasi-public business. For the purposes of this definition, a public building does not include a building located within a city park.**

603 RL-90 Single Family Residential District

4. Conditional Uses

- A. Educational buildings and uses including primary and secondary public and private schools and institutions for higher education
- B. Bed and Breakfast Homes
- C. Religious Institution
- D. Nursing homes and assisted living facilities
- E. Any house or other principal structure moved onto a lot
- F. Public Building**
- G. Essential Services Structures**

604 RL-84 Single Family Residential District

4. Conditional Uses

- A. Educational buildings and uses including primary and secondary public and private schools and institutions for higher education
- B. Religious Institution
- C. Nursing homes and assisted living facilities
- D. Bed and breakfast homes, if lot size if 9,000 square feet or larger
- E. Any house or other principal structure moved onto a lot
- F. Public Building**

605 RL-70 Single Family Residential District

- 4. Conditional Uses
  - A. Educational buildings and uses including primary and secondary public and private schools and institutions for higher education
  - B. Religious Institution
  - C. Health Care Facilities
  - D. Nursing homes and assisted living facilities
  - E. Bed and breakfast homes, if lot size if 9,000 square feet or larger
  - F. Any house or other principal structure moved onto a lot
  - G. **Public Building**
  - H. **Essential Services Structures**

606 RM Medium Density Residential District

- 4. Conditional Uses
  - A. Educational buildings and uses including primary and secondary public and private schools and institutions for higher education
  - B. Religious Institution
  - C. Nursing homes and assisted living facilities
  - D. Bed and breakfast homes, if lot size if 9,000 square feet or larger
  - E. Any house or other principal structure moved onto a lot
  - F. **Public Building**
  - G. **Essential Services Structures**

607 RH High Density Residential District

- 4. Conditional Uses
  - A. Manufactured/Modular home parks
  - B. Educational buildings and uses including primary and secondary public and private schools and institutions for higher education
  - C. Religious Institution
  - D. Nursing homes and assisted living facilities
  - E. Bed and breakfast homes, if lot size if 9,000 square feet or larger
  - F. Bed and breakfast inns
  - G. Any house or other principal structure moved onto a lot
  - H. **Public Building**
  - I. **Essential Services Structures**

608 B-1 Central Business District

- 4. Conditional Uses
  - A. Auto repair, minor
  - B. Bed and breakfast inns
  - C. Fuel stations
  - D. Dwelling units, apartments - containing more than five (5) units, and located above the first floor of a building
  - E. Outdoor seating for food service businesses and drinking establishments
  - F. Recreation, commercial

- G. Any principal structure moved onto a lot
- H. Religious institutions
- I. Small Breweries
- J. Public Building**
- K. Essential Services Structures**

#### 609 B-2 Community Commercial District

##### 4. Conditional Uses

- A. Automobile parking lots, parking garages, bus stations
- B. Automobile repair, major
- C. Automobile repair, minor
- D. Bed and breakfast inns
- E. Boat and motorcycle repair
- F. Car washes
- G. Fuel stations
- H. Drinking establishments
- I. Dwelling unit, apartments – must be located above the first floor of a building
- J. Entertainment and amusement facilities
- K. Exterior storage
- L. Funeral homes
- M. Health care facilities
- N. Landscape nurseries and garden supply stores
- O. Motor vehicle and recreation equipment sales
- P. Outdoor seating for food service business and drinking establishments
- Q. Quasi public organizations and fraternal clubs
- R. Recreation, commercial
- S. Religious institutions
- T. Retail center (strip mall)
- U. Veterinary clinic
- V. Any principal structure moved onto a lot
- W. Small Breweries
- X. Public Building**
- Y. Essential Services Structures**

#### 610 B-3 Highway Commercial District

##### 2. Permitted Uses

- A. Drive-thru businesses
- B. Essential services
- C. Hotels
- D. Landscape nurseries and garden supply stores
- E. Motels
- F. Office uses
- G. Physical recreation or training
- H. Public utilities
- I. Recreation, public
- J. Restaurants, Class I
- K. Restaurants, Class II
- L. Restaurants, Class II
- M. Retail and service establishments

- N. Seasonal produce stands
- O. Temporary building / use
- P. Brewpubs
- Q. **Public Building**

611 Light Industrial District

2. Permitted Uses

- A. Automobile repair – major
- B. Automobile repair – minor
- C. Billboard signs
- D. Car washes
- E. Essential services
- F. Industry, light
- G. Lumberyards
- H. Manufacturing, light
- I. Public utility
- J. Recreation, public
- K. Research facilities
- L. Warehouse and distribution
- M. Small Breweries
- N. Breweries
- O. **Public Building**

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

Introduced to the City Council of the City of New Prague, Minnesota, this 19th day of August, 2024.

The required 10 days posted notice was completed on the City Website and City Hall Bulletin Board on August 20th, 2024.

Passed by the City Council of the City of New Prague, Minnesota, the 3rd day of September, 2024, and to be published on the 12th day of September, 2024.

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

*State of Minnesota* )

)ss.

(CORPORATE ACKNOWLEDGMENT)

*County of Scott & Le Sueur* )

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

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

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

*State of Minnesota* )

)ss.

(CORPORATE ACKNOWLEDGMENT)

*County of Scott & Le Sueur* )

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

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

THIS INSTRUMENT DRAFTED BY:

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





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

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**MEMORANDUM**

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**TO:** PLANNING COMMISSION  
**FROM:** KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR  
**SUBJECT:** PUBLIC HEARING FOR ZONING ORDINANCE AMENDMENT RELATING TO PUBLIC BUILDINGS  
**DATE:** JULY 15, 2024

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Staff recently reviewed the zoning ordinance to determine what, if any, land use approvals would be needed for the Police Station to move by the Fire Station (in an I-1 Light Industrial District) as well as for the post office to move to a yet to be determined location. It has been identified that both such uses are not currently defined in the zoning ordinance.

In past practice, the city has considered uses such as the post office and government uses (police, fire, city hall, utilities, public works) under the definition of “essential services”. In recent discussions with City Attorney Scott Riggs, he stated that the “essential services” definition does not allow all those uses and is really limited to just utilities and associated buildings and that a zoning ordinance amendment would be necessary to adequately accommodate said uses.

At the June 26<sup>th</sup> Planning Commission meeting, staff presented a concept report regarding amending the zoning ordinance to either amend the definition of “essential services” or to add a new definition for “public buildings”. The Planning Commission noted support for adding the public buildings definition to the zoning ordinance and listing public buildings as a conditional use in all zoning districts. Based on the feedback received, staff has drafted this report and scheduled a public hearing to consider the zoning ordinance amendments.

**Existing Zoning Ordinance Language-**

Under Section 302 for Definitions, the following is the existing definition of essential services which will remain and is specific to utilities:

- 70. Essential Services - The erection, construction, alteration, or maintenance by private or public utilities, or municipal departments of underground, surface, or overhead services such as telephone, gas, electrical, steam, hot water, communication, water and sewage transmission and collection systems, and the equipment, appurtenances and related structures necessary for furnishing of adequate service by such private or public utilities or municipal departments. Essential services does not include personal wireless service antennas or support structures.

**Proposed Zoning Ordinance Language-**

Amendments are shown as follows: ~~struck out~~ and added.

Public Building - Any building held, used, or controlled exclusively for public purposes by any department or branch of government, state, county, or municipal without reference to the ownership of the building or of the realty upon which it is situated. A building belonging to or used by the public for the transaction of public or quasi-public business. For the purposes of this definition, a public building does not include a building located within a city park.

The above definition would certainly cover public uses such as fire stations, police station, city halls and even post offices.

With this new definition, said use needs to be added to permitted or conditional use categories for zoning districts. Staff would recommend the following for placement of the new “public building” use:

Include as a Permitted Use in the following districts:  
Section 610 - B-3 Highway Commercial – Add as 2(Q)  
Section 611 - I-1 Light Industrial – Add as 2(O)

Include as a Conditional Use in the following districts:  
Section 603 - RL-90 Single Family Residential – Add as 4(F)  
Section 604 - RL-84 Single Family Residential – Add as 4(F)  
Section 605 - RL-70 Single Family Residential – Add as 4(G)  
Section 606 - RM Medium Density Residential – Add as 4(F)  
Section 607 - RH High Density Residential – Add as 4(H)  
Section 608 - B-1 Central Business – Add as 4(J)  
Section 609 - B-2 General Business – Add as 4(X)

Staff understands that the Planning Commission noted support at the June Planning Commission meeting to have “public building” be a conditional use in ALL zoning districts, however, staff suggests making it a permitted use in the B-3 and I-1 Districts as those districts are not subject to design requirements present in the B-1 and B-2 Districts and generally would have adjacent uses that would not have as many conflicts as might be found in the permitted and conditional uses in the other commercial district. In any case, staff does recommend that public buildings require a conditional use permit in all residential districts due to the conflicts that could arise in those zoning districts without additional conditions to mitigate the possible effects.

Staff welcomes additional discussion on which districts this new defined use should be permitted or conditional uses.

**Recommendation**

Staff recommends that the Planning Commission hold the required public hearing on July 24<sup>th</sup>, 2024 to gather public input and to forward a recommendation on the proposed amendment to the City Council for consideration at their meeting on August 5<sup>th</sup>, 2024.

Attachments

- 1. Zoning District Details

603 RL-90 Single Family Residential District

1. Purpose

This district is intended for detached single family, low density development in developed and developing areas of the City that are predominantly residential in character.

2. Permitted Uses

- A. Accessory uses
- B. Day Care Facilities, In-home
- C. Essential services
- D. Home occupations
- E. Recreation, Public
- F. Single family dwelling units

3. Permitted Accessory Uses

- A. Accessory buildings
- B. Fences
- C. Residential recreation equipment
- D. Off-street parking serving the property
- E. Nameplate and temporary signs
- F. Gardening, where no sale of products is conducted
- G. Landscaping and landscaping features

4. Conditional Uses

- A. Educational buildings and uses including primary and secondary public and private schools and institutions for higher education
- B. Bed and Breakfast Homes
- C. Religious Institution
- D. Nursing homes and assisted living facilities
- E. Any house or other principal structure moved onto a lot

5. Bulk Standards

- A. Minimum Lot Area: 9,000 square feet
- B. Minimum Lot Width: 65 feet
- C. Minimum Front Yard Setback: 30 feet
- D. Minimum Side Yard Setback: 7 feet
- E. Minimum Rear Yard Setback: 30 feet
- F. Maximum Height: 35 feet
- G. Maximum Land Coverage by Structures: 40 percent

604 RL-84 Single Family Residential District

1. Purpose

This district is intended to allow existing and infill detached single family, low density development in previously platted areas of the community.

2. Permitted Uses

- A. Accessory uses
- B. Day care facilities, in home
- C. Essential services
- D. Home occupations
- E. Recreation, public
- F. Single family dwelling units

3. Permitted Accessory Uses

- A. Accessory buildings
- B. Fences
- C. Residential recreation equipment
- D. Off-street parking serving the property
- E. Nameplate and temporary signs
- F. Gardening, where no sale of products is conducted
- G. Landscaping and landscaping features

4. Conditional Uses

- A. Educational buildings and uses including primary and secondary public and private schools and institutions for higher education
- B. Religious Institutions
- C. Nursing Homes and Assisted Living Facilities
- D. Bed and breakfast homes, if lot size is 9,000 square feet or larger
- E. Any house or other principal structure moved onto a lot

5. Bulk Standards

- A. Minimum Lot Area: 8,400 square feet
- B. Minimum Lot Width: 60 feet
- C. Minimum Front Yard Setback: 30 feet
- D. Minimum Side Yard Setback: 7 feet
- E. Minimum Rear Yard Setback: 30 feet
- F. Maximum Height: 35 feet
- G. Maximum Land Coverage By Structures: 40 percent

605 RL-70 Single Family Residential District

1. Purpose

This district is intended to allow existing and infill detached single family residences in areas historically platted for small lots.

2. Permitted Uses

- A. Accessory uses
- B. Day care facilities, in home
- C. Essential services
- D. Home occupations
- E. Recreation, public
- F. Single family dwelling units

3. Permitted Accessory Uses

- A. Accessory buildings
- B. Fences
- C. Residential recreation equipment
- D. Off-street parking serving the property
- E. Nameplate and temporary signs
- F. Gardening, where no sale of products is conducted
- G. Landscape features

4. Conditional Uses

- A. Educational buildings and uses including primary and secondary public and private schools and institutions for higher education
- B. Religious Institution
- C. Health Care Facilities
- D. Nursing homes and assisted living facilities
- E. Bed and breakfast homes, if lot size is 9,000 square feet or larger
- F. Any house or other principal structure moved onto a lot

5. Bulk Standards

- A. Minimum Lot Area: 7,000 square feet
- B. Minimum Lot Width: 50 feet
- C. Minimum Front Yard Setback: 25 feet
- D. Minimum Side Yard Setback: 7 feet
- E. Minimum Rear Yard Setback: 30 feet
- F. Maximum Height: 35 feet
- G. Maximum Land Coverage by Structures: 40 percent

606 RM Medium Density Residential District

1. Purpose

This district is intended for single family attached two to eight unit residences at medium densities of up to 12 units per acre in areas appropriate for buffering single family districts from business and industrial districts and major roadways.

2. Permitted Uses

- A. Single family dwelling unit
- B. Two family dwelling units and twinhomes
- C. Townhouses, up to eight attached units
- D. Apartments, up to eight attached units
- E. Essential services
- F. Home occupations
- G. Accessory uses
- H. Day care facilities, In-home
- I. Recreation, public

3. Permitted Accessory Uses

- A. Accessory buildings
- B. Fences
- C. Residential recreation equipment
- D. Off-street parking serving the property
- E. Nameplate and temporary signs
- F. Gardening, where no sale of products is conducted
- G. Landscaping and landscaping features

4. Conditional Uses

- A. Educational buildings and uses including primary and secondary public and private schools and institutions for higher education
- B. Religious Institutions
- C. Nursing homes and assisted living facilities
- D. Bed and breakfast homes, if lot size is 9,000 square feet or larger
- E. Any house or other principal structure moved onto a lot

5. Bulk Standards

- A. Minimum Lot Area:
  - 1. Single family: 7,000 square feet
  - 2. Two family units: 7,000 square feet per dwelling unit
  - 3. Three through eight unit buildings: 3,000 square feet per dwelling unit
- B. Minimum Lot Width:
  - 100 feet for multi unit buildings
  - 50 feet for single family dwelling units
- C. Minimum Front Yard Setback: 30 feet
- D. Minimum Side Yard Setback:
  - 10 feet for multi unit buildings
  - 7 feet for single family dwelling units
- E. Minimum Rear Yard Setback: 30 feet

- F. Maximum Height: 50 feet
- G. Maximum Land Coverage by Structures: 40 percent
- H. Minimum Floor Area (two or more unit buildings):
  - 1. Efficiency Unit: 400 square feet
  - 2. One bedroom apartment: 600 square feet
  - 3. Two bedroom units: 750 square feet
  - 4. Three bedroom units: 950 square feet
- I. Useable Open Space Per Dwelling Unit (two or more unit buildings):
  - 1. 400 square feet

607 RH High Density Residential District

1. Purpose

This district is created to allow high density multi-family dwellings of up to 32 units per acre. This district is located in areas of transition, lower density residential areas and nonresidential areas.

2. Permitted Uses

- A. Single family dwelling unit
- B. Two family dwelling units and twinhomes
- C. Townhouses
- D. Apartments
- E. Essential services
- F. Home occupations
- G. Accessory uses
- H. Day care facility, in home
- I. Recreation, public

3. Permitted Accessory Uses

- A. Accessory buildings
- B. Fences
- C. Residential recreation equipment
- D. Off-street parking serving the property
- E. Nameplate and temporary signs
- F. Gardening, where no sale of products is conducted
- G. Landscaping and landscaping features

4. Conditional Uses

- A. Manufactured/Modular home parks
- B. Educational buildings and uses including primary and secondary public and private schools and institutions for higher education
- C. Religious Institutions
- D. Nursing homes and assisted living facilities
- E. Bed and breakfast homes, if lot size is 9,000 square feet or larger
- F. Bed and breakfast inns
- G. Any house or other principal structure moved onto a lot



5. Bulk Standards

- A. Minimum Lot Area: 1,300 square feet per dwelling unit for multi unit buildings  
7,000 square feet per unit for single and two family dwelling units
- B. Minimum Lot Width: 100 feet for multi unit buildings  
50 feet for single family dwelling units
- C. Minimum Front Yard Setback: 30 feet
- D. Minimum Side Yard Setback: 20 feet for multi unit buildings  
7 feet for single family dwelling units
- E. Minimum Rear Yard Setback: 30 feet
- F. Maximum Height: 50 feet
- G. Maximum Land Coverage By Structures: 40 percent
- H. Minimum Floor Area (2 or more unit buildings):
  - 1. Efficiency Unit: 400 square feet
  - 2. One bedroom apartment: 600 square feet
  - 3. Two bedroom units: 750 square feet
  - 4. Three bedroom units: 950 square feet
- I. Useable Open Space Per Dwelling Unit (two or more unit buildings):
  - 1. 300 square feet

608 B-1 Central Business District

1. Purpose

The purpose of this district is to encourage the continuation of a viable downtown area by allowing retail, service, office and entertainment facilities as well as public and semi-public uses. In addition, residential uses will be allowed to locate above the commercial establishments. Any use in this district shall not be required to provide off-street parking.

2. Permitted Uses

- A. Automobile parking lots, parking garages, bus stations
- B. Clinics
- C. Day care facilities
- D. Drinking establishments
- E. Dwelling units, apartments - containing five or less units, located above the first floor of a building
- F. Entertainment and amusement facilities
- G. Essential services
- H. Hotels
- I. Motels
- J. Office uses
- K. Physical recreation or training
- L. Quasi-public organizations
- M. Recreation, public
- N. Restaurants, class I
- O. Restaurants, class II
- P. Restaurants, class III
- Q. Retail establishments and service establishments
- R. Seasonal produce stands
- S. Brewpubs



3. Permitted Accessory Uses

- A. Uses incidental to the principal uses such as off-street parking and loading and unloading areas, interior storage of merchandise.

4. Conditional Uses

- A. Auto repair, minor
- B. Bed and breakfast inns
- C. Fuel stations
- D. Dwelling units, apartments - containing more than five (5) units, and located above the first floor of a building
- E. Outdoor seating for food service businesses and drinking establishments
- F. Recreation, commercial
- G. Any principal structure moved onto a lot
- H. Religious institutions
- I. Small Breweries

5. Interim Uses

Other temporary uses subject to Section 506 of the Zoning Ordinance determined by the City Council to be of the same general character as the permitted uses and conditional uses above and found not to be detrimental to existing uses and the general public health, safety, and welfare.

6. Bulk Standard

- A. Lot size: No requirement
- B. Front side and rear yards: Each permitted or conditional use including accessory uses in the B-1 district shall have a front, side or rear yard of not less than 10 feet when such use is abutting an alley, or any railroad right of way, which yard may be used only for access to the use or for landscaping purposes.
- C. Maximum Height: 36 Feet

609 B-2 Community Commercial District

1. Purpose

This district is established to accommodate the type of businesses that are oriented to the traveling public and require highway access. To minimize unmanageable strip development, common access drives and frontage roads should be integrated into site plans and platting.

2. Permitted Uses

- A. Clinics
- B. Day care facilities
- C. Drive-thru businesses
- D. Essential services
- E. Hotels

- F. Motels
  - G. Office uses
  - H. Physical recreation or training
  - I. Recreation, public
  - J. Restaurants, Class I
  - K. Restaurants, Class II
  - L. Restaurants, Class III
  - M. Retail and service establishments
  - N. Seasonal produce stands
  - O. Temporary buildings/uses
  - P. Brewpubs
3. Permitted Accessory Uses
- A. Uses incidental to the principal uses such as off-street parking and loading and unloading areas, storage of merchandise.
4. Conditional Uses
- A. Automobile parking lots, parking garages, bus stations
  - B. Automobile repair, major
  - C. Automobile repair, minor
  - D. Bed and breakfast inns
  - E. Boat and motorcycle repair
  - F. Car washes
  - G. Fuel stations
  - H. Drinking establishments
  - I. Dwelling unit, apartments – must be located above the first floor of a building
  - J. Entertainment and amusement facilities
  - K. Exterior storage
  - L. Funeral homes
  - M. Health care facilities
  - N. Landscape nurseries and garden supply stores
  - O. Motor vehicle and recreation equipment sales
  - P. Outdoor seating for food service business and drinking establishments
  - Q. Quasi public organizations and fraternal clubs
  - R. Recreation, commercial
  - S. Religious institutions
  - T. Retail center (strip mall)
  - U. Veterinary clinic
  - V. Any principal structure moved onto a lot
  - W. Small Breweries
5. Interim Uses
- A. Other temporary uses subject to Section 506 of the Zoning Ordinance determined by the City Council to be of the same general character as the permitted uses and conditional uses above and found not to be detrimental to existing uses and the general public health, safety, and welfare.
6. Bulk Standards

- A. Minimum Lot Area: 20,000 square feet
- B. Minimum Lot Width: 80 feet
- C. Minimum Front Yard Setback: 30 feet along collector and arterial roadways  
15 feet along residential and local roadways
- D. Minimum Side Yard Setback: 10 feet
- E. Minimum Rear Yard Setback: 30 feet
- F. Minimum Alley Setback: 10 feet
- G. Maximum Height: 35 feet or 3 stories
- H. Maximum Land Coverage by Structures: 40 percent

610 B-3 Highway Commercial District

1. Purpose

This district is established to accommodate the type of businesses that are oriented to the traveling public and require highway access. This district is intended to allow existing businesses and redevelopment/infill of certain types of businesses, but not encourage expansion of the overall zoning boundary of the district.

2. Permitted Uses

- A. Drive-thru businesses
- B. Essential services
- C. Hotels
- D. Landscape nurseries and garden supply stores
- E. Motels
- F. Office uses
- G. Physical recreation or training
- H. Public utilities
- I. Recreation, public
- J. Restaurants, Class I
- K. Restaurants, Class II
- L. Restaurants, Class II
- M. Retail and service establishments
- N. Seasonal produce stands
- O. Temporary building / use
- P. Brewpubs

3. Permitted Accessory Uses

- A. Uses incidental to the principal uses such as off-street parking and loading and unloading areas, and storage of merchandise.

4. Conditional Uses

- A. Automobile parking lots, parking garages, bus stations
- B. Automobile repair, minor
- C. Automobile repair, major
- D. Bed and breakfast inns
- E. Boat and motorcycle repair

- F. Car washes
- G. Fuel stations
- H. Dwelling unit, apartments – must be located above the first floor of a building
- I. Entertainment and amusement facilities
- J. Exterior storage
- K. Farm implement dealers
- L. Kennel, commercial
- M. Lumberyard
- N. Manufactured home sales
- O. Manufacturing, light
- P. Mini storage / self storage
- Q. Motor vehicle and recreation equipment sales
- R. Outdoor seating for food service businesses and drinking establishments
- S. Quasi-public and fraternal organizations
- T. Recreation, commercial
- U. Religious institutions
- V. Veterinary clinic
- W. Warehouse and distribution
- X. Any principal structure moved onto a lot
- Y. Small Breweries

5. Interim Uses

- A. Other temporary uses subject to Section 506 of the Zoning Ordinance determined by the City Council to be of the same general character as the permitted uses and conditional uses above and found not to be detrimental to existing uses and the general public health, safety, and welfare.

6. Bulk Standards

- A. Minimum Lot Area: 20,000 square feet
- B. Minimum Lot Width: 80 feet
- C. Minimum Front Yard Setback: 40 feet
- D. Minimum Side Yard Setback: 10 feet
- E. Minimum Rear Yard Setback: 10 feet
- F. Minimum Alley Setback: 10 feet
- G. Maximum Height: 35 feet or 3 stories
- H. Maximum Land Coverage by Structures: 40 percent

611 I-1 Light Industrial District

1. Purpose

This district is intended to provide for industrial uses for activities that, because of their nature, are not well suited for close proximity to residential and business areas of the community. Existing industry that is located close to residential areas is allowed to continue and must meet certain performance criteria when applicable. Industrial areas have good access to highway and railroad lines because of their need to receive and distribute products and goods.

2. Permitted Uses

- A. Automobile repair – major
  - B. Automobile repair – minor
  - C. Billboard signs
  - D. Car washes
  - E. Essential services
  - F. Industry, light
  - G. Lumberyards
  - H. Manufacturing, light
  - I. Public utility
  - J. Recreation, public
  - K. Research facilities
  - L. Warehouse and distribution
  - M. Small Breweries
  - N. Breweries
3. Permitted Accessory Uses
- A. Accessory buildings related to the operations of the principal use
  - B. Parking lots
4. Conditional Uses
- A. Exterior storage
  - B. Industry, heavy
  - C. Manufacturing, heavy
  - D. Mini storage/self storage
  - E. Physical recreation or training
  - F. Recreation, commercial
  - G. Recycling centers
  - H. Any principal structure moved onto a lot
  - I. Distilleries
  - J. Micro-distilleries
  - K. Indoor Firing Ranges
  - L. Retail sales which are accessory to the principal use within a building provided that the area used for retail sales does not exceed 30 percent of the gross floor area of the building for single tenant buildings and does not exceed 30 percent of any tenant space for multi-tenant leased buildings. Maximum retail space shall in no case exceed 5,000 sq. ft.
  - M. Fuel stations
5. Prohibited Uses
- A. Sanitary landfills
  - B. Distillation processes
  - C. Manufacturing of explosives
  - D. Livestock feeding yards, slaughter houses, or processing plants
  - E. Mining operations
  - F. Any industry that creates an excessive odor, noise, air, or environmental pollution problem.
6. Interim Uses

- A. Other temporary uses subject to Section 506 of the Zoning Ordinance determined by the City Council to be of the same general character as the permitted uses and conditional uses above and found not to be detrimental to existing uses and the general public health, safety, and welfare.

7. Bulk Standards

- A. Minimum Lot Area: 40,000 square feet
- B. Minimum Lot Width: 150 feet
- C. Minimum Front Yard Setback: 40 feet
- D. Minimum Side Yard Setback: 15 feet
- E. Minimum Rear Yard Setback: 25 feet (50' when abutting a residential district)
- F. Minimum Alley Setback 10 feet
- G. Maximum Height: 50 feet
- H. Maximum Land Coverage by Structures: 40 percent



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

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**MEMORANDUM**

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**TO:** CITY COUNCIL  
**FROM:** DUANE J. JIRIK, MAYOR  
**SUBJECT:** CITY ADMINISTRATOR ANNUAL REVIEW  
**DATE:** AUGUST 14, 2024

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On Monday, August 5, 2024, the City Council met in closed session to conduct an annual review of Josh Tetzlaff, the City Administrator. At this meeting, the City Council shared with Josh their thoughts on how the year has gone, discussing both highlights and challenges.

It was acknowledged that the tax levy confusion was ultimately the fault of Mr. Tetzlaff as the City Administrator, though the response to fix the mistake swiftly was done correctly. It was also shared that outside of that incident, morale seems to be high with employees, projects continue to get done, and that Mr. Tetzlaff seems well regarded throughout the community.

**Recommendation**

It is after this review, I propose that we move Mr. Tetzlaff to Step 6 of Grade 19, which is \$155,272, effective August 30, 2024. I also propose that we move the annual review process to January so that it better aligns with the City’s calendar. This would mean the next review would take place January 2026.





# ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

## City of New Prague

Wednesday, July 10, 2024 at 7:30 AM

City Hall Council Chambers - 118 Central Ave N

### 1. CALL TO ORDER

The meeting was called to order at 7:30 a.m. by President Brent Quast with the following members present: Brent Quast, Troy Pint, Bruce Wolf, Eric Krogman, Nick Slavik, and Bruce Wolf.

Absent: Austin Reville

City staff present: City Administrator Josh Tetzlaff and Planning/Community Development Director Ken Ondich

Others present: Jo Foust, Scott County CDA Business and Community Development Director, and Tony Buthe, New Prague Schools Director of Educational Services

### 2. CONSENT AGENDA

a. June 12, 2024, EDA Meeting Minutes

b. Claims for Payment: **\$885.96**

Motion made by Pint, seconded by Quast, to approve. All voted in favor. Motion carried (6-0).

*Austin Reville arrived at 7:31 a.m.*

### 3. FUTURE EDA ENDEAVORS

a. July 10, 2024

Tetzlaff noted that the City closed on the property purchase of some of the property adjacent to the railroad near the former creamery site. He noted that the City Council is not interested at this time in purchasing the remaining property and building.

### 4. BUSINESS RETENTION AND EXPANSION (BR&E) PROGRAM

Jo Foust noted that in the past month a BRE visit occurred with the School District on June 24, 2024, and a visit is scheduled with Electromed on July 16, 2024.

### 5. BUSINESS UPDATES

a. July 2024

Ondich provided the monthly business update.

### 6. CDA UPDATE

Jo Foust stated that they will have CDA Land Trust Townhomes available in Prior Lake soon in association with Habitat for Humanity. She also advised that the new CDA office and 60-unit senior project are now under construction near Shakopee City Hall.



**7. SCHOOL DISTRICT UPDATE**

Tony Buthe stated that Lindsay Schute, a current language arts teacher, was hired for the Workforce Coordinator position. He stated that she has five years of experience with the MARS program at the school district. He stated that initial focus is on Healthcare but will communicate with all business industries.

**8. EXECUTIVE DIRECTORS REPORT**

Tetzlaff noted that there had been six new business filings within city limits. He also noted that the Small Area Plan, Comprehensive Plan and Sanitary Sewer Feasibility Study were all nearing completion and that budget review would take place at the August EDA meeting.

**9. MISCELLANEOUS**

a. MCPP Usage Report - June 2024

Ondich provided as information of great utilization of the program.

b. Buy Local Campaign

Tetzlaff stated that as part of the GreenStep Cities Program, a Buy Local Campaign could bring the City to Step 3. The EDA concurred to work towards the goal.

**10. ADJOURNMENT**

Motion made by Pint, seconded by Reville, to adjourn the meeting at 7:51 a.m. All voted in favor. Motion carried (7-0).

Respectfully Submitted,

Joshua M. Tetzlaff  
City Administrator / EDA Executive Director