



# CITY COUNCIL MEETING AGENDA

## City of New Prague

Monday, December 18, 2023 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. November 20, 2023, Special City Council Meeting Minutes - Closed
- ii. November 30, 2023, Special City Council Meeting Minutes
- ii. December 4, 2023, City Council Meeting Minutes
- iii. December 11, 2023, Special City Council Meeting Minutes

**b.** Claims for Payment: **\$115,925.98**

**c.** LG220 MN Lawful Gambling Application for Exempt Permit for the American Legion Post 45 on March 3, 2024, and April 28, 2024, involving a raffle at Park Ballroom, 300 Lexington Avenue South

**d.** Adopt 2024 City Calendar

**e.** 2024 Tobacco Licenses

**f.** 2024 Commercial Refuse Hauler/Recyclable Collector Licenses

**g.** 2024 THC Licenses

- i. New Prague Tobacco
- ii. South West Tobacco

#### 4. CITY ENGINEER PROJECTS UPDATE

- a.** December 18, 2023

#### 5. SOUTHWEST METRO DRUG TASK FORCE JOINT POWERS AGREEMENT

- a.** John Howard, SWMDTF Commander

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

*(Speakers limited to 5 minutes.)*

#### 7. PUBLIC HEARING(S) – 6:00 PM

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

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

- a. Ordinance #346 - Amending Chapter 53 of the City Code Regarding Refuse Collection

**10. RESOLUTIONS**

- a. Resolution #23-12-18-01 - 2023 Amended City Budget
- b. Resolution #23-12-18-02 - Adopting 2024 City Budget
- c. Resolution #23-12-18-03 - 2024 Official Fee Schedule
- d. Resolution #23-12-18-04 - Authorizing Publication by Title and Summary of Ordinance 346 Related to Refuse Collection

**11. GENERAL BUSINESS**

- a. Tax Levy Update
- b. Golf Management Contract
- c. Golf Fleet Vehicles
- d. Compensation Pay Plan 2024
- e. 2024 Visioning Document
- f. 2024-2033 Capital Improvement Plan
- g. Personnel Policy Handbook Updates

**12. MISCELLANEOUS**

- a. Meeting Minutes
  - i. Utilities
  - ii. Golf
  - iii. Park
  - iv. EDA
- b. Metropolitan Mosquito Control District
- c. Discussion of Items not on the Agenda

**13. ADJOURNMENT**

**UPCOMING MEETINGS AND NOTICES:**

December 19	6:30 p.m. Golf Board
December 20	6:30 p.m. Planning Commission
<b>December 25</b>	<b>Holiday – City Offices Closed</b>
<b>December 26</b>	<b>Holiday – City Offices Closed</b>
December 27	8:30 a.m. Utilities Commission
<b>January 1</b>	<b>Holiday – City Offices Closed</b>
January 2	6:00 p.m. City Council
January 8	12:00 p.m. Community Center Board
January 8	6:30 p.m. Cedar Lake Water & Sanitary Sewer District
January 9	6:00 p.m. Park Board
January 10	7:30 a.m. EDA Board
<b>January 15</b>	<b>Holiday – City Offices Closed</b>
January 16	6:00 p.m. City Council
January 22	4:00 p.m. Joint Powers Board – Fitness & Aquatic Center



# SPECIAL CITY COUNCIL MEETING - CLOSED MINUTES

## City of New Prague

Monday, November 20, 2023 at 6:05 PM

City Hall Council Chambers - 118 Central Ave N

Councilmember Bass called the meeting to order at approximately 8:05 p.m.

**PRESENT**

- Councilmember Maggie Bass
- Councilmember Rik Seiler
- Councilmember Bruce Wolf
- City Administrator Josh Tetzlaff
- Finance Director Robin Pikal

**ABSENT**

- Mayor Duane Jirik
- Councilmember Shawn Ryan

1. **CLOSED SESSION:** Went into Closed session at approximately 8:05 p.m. to conduct a closed City Council meeting to consider strategy for labor negotiations, including negotiation strategies or developments, and discussion and review of labor negotiation proposals.
2. **ADJOURNMENT:** Motion made by Councilmember Seiler, Seconded by Councilmember Wolf to adjourn the meeting at approximately 8:41 p.m.  
Voting Yea: Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (3-0).

ATTEST:

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

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



# SPECIAL CITY COUNCIL MEETING MINUTES

## City of New Prague

Thursday, November 30, 2023 at 5:00 PM

City Hall Council Chambers - 118 Central Ave N

### 1. CALL TO ORDER

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

PRESENT

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

### 2. 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, Councilmember Wolf

Motion carried (5-0).

#### a. 2024 Budget Discussion

City Administrator Josh Tetzlaff provided an update regarding the City of New Prague's preliminary tax levy. Le Sueur County is also reporting the wrong amount, as they used the same information Scott County received. City Administrator Tetzlaff advised that the City is working with Kennedy & Graven regarding further guidance. City Administrator Tetzlaff gave a summary of what happened:

In September, City Council approved its preliminary (not to exceed) levy of \$5,114,295, roughly a 5% increase over the 2023 levy, with full intent of lowering it from there. City staff then completed a form required by Scott County and submitted it back, along with [Resolution #23-09-18-02](#). Scott County contacted City staff advising that some of the numbers didn't align and requested the City make the proper modifications and send it back. Scott County advised that the resolution amount should match the total of Column C in the *Payable 2024 "Truth in Taxation" Proposed Levy Certification form*. The modifications were made and the City resubmitted the form to Scott County, who then submitted New Prague's preliminary tax levy data to the State. The City interpreted the form incorrectly.

Discussion was had, and staff is going to continue working on the budget.

### 3. ADJOURNMENT

Motion made by Councilmember Bass, Seconded by Councilmember Wolf to adjourn the meeting at approximately 6:27 p.m.

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

Motion carried (5-0).



ATTEST:

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Duane J. Jirik  
Mayor

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Joshua M. Tetzlaff  
City Administrator

# CITY COUNCIL MEETING MINUTES



## City of New Prague

Monday, December 04, 2023 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

**1. CALL TO ORDER**

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

**PRESENT**

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

Staff present: City Administrator Josh Tetzlaff, Finance Director Robin Pikal, Planning/Community Development Director Ken Ondich, Police Chief Tim Applen, General Manager Bruce Reimers, 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 Bass to approve the Regular Agenda. Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).

**3. CONSENT AGENDA**

Motion made by Councilmember Bass, Seconded by Councilmember Wolf to approve the Consent Agenda. Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).

- a. Meeting Minutes
  - i. October 16, 2023, Special City Council Meeting Minutes
  - ii. November 20, 2023, City Council Meeting Minutes
- b. Claims for Payment: **\$248,453.58**
- c. 2024 THC License - Coborn's, Inc.
- d. LG220 MN Lawful Gambling Application for Exempt Permit for the Church of St. Wenceslaus on June 7, 2024, involving a raffle at the Church, 215 Main Street East, New Prague
- e. Assessment Deferrals
  - i. Resolution #23-12-04-01 - Deferring Special Assessment for City of New Prague 2023 Street and Utility Improvement Project for Marilyn Sindelar Against Certain Property Based Upon Age
  - ii. Resolution #23-12-04-02 - Deferring Special Assessment for City of New Prague 2023 Street and Utility Improvement Project for Susan Kennedy Against Certain Property Based Upon Age

**4. CITY ENGINEER PROJECTS UPDATE**

## a. December 4, 2023

City Engineer Chris Knutson provided a memo with updates regarding various projects taking place around the City. Brief discussion was had. No action was taken.

**5. 2022 STREET AND UTILITY IMPROVEMENT PROJECT**

## a. Project Status and Change Order #2

City Engineer Knutson provided background. No action was taken.

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

No members of the public spoke at this meeting.

**7. PUBLIC HEARING(S) – 6:00 PM**

## a. 2024 Budget and Property Taxes Levied in 2023, Payable 2024

## i. Truth in Taxation Hearing

## ii. Discussion

City Administrator Josh Tetzlaff provided background. Individual department updates were provided from Planning/Community Development Director Ken Ondich, Police Chief Tim Applen, Fire Chief Steve Rynda, and Public Works Director Matt Rynda, and Economic Development Authority updates were provided by City Administrator Tetzlaff.

Mayor Jirik opened up the public hearing. No comments were made by the public. Motion made by Councilmember Seiler, Seconded by Councilmember Bass to close the public hearing.

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

Motion carried (5-0).

## b. Vacating Certain Easements in the Plat of Whispering Pines

Planning/Community Development Director Ondich provided context. Mayor Jirik opened the public hearing. No comments were made by the public. Motion made by Councilmember Seiler, Seconded by Councilmember Wolf to close the public hearing.

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

Motion carried (5-0).

**8. ORDINANCE(S) FOR INTRODUCTION**a. Ordinance #346 - Amending Chapter 53 of the City Code Regarding Refuse Collection

Planning/Community Development Director Ondich provided context, and brief discussion was had.

Motion made by Mayor Jirik, Seconded by Councilmember Ryan for the first reading of Ordinance #346.

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

Motion carried (5-0).

**9. ORDINANCE(S) FOR ADOPTION**a. Ordinance #345 - Vacating Certain Easements in the Plat of Whispering Pines

Motion made by Councilmember Seiler, Seconded by Councilmember Ryan for the second reading and adoption of Ordinance #345.

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

Motion carried (5-0).

**10. RESOLUTIONS**

- a. Resolution #23-12-04-03 - Conditional Use Permit #C5-2023 and Variance #V4-2023 to Allow for an Indoor Firing Range and Limited Retail Sales in the I-1 Light Industrial Zoning District at 100 2nd Ave. SW, as proposed by ATR LLC (Austin Reville)  
Planning/Community Development Director Ondich gave a brief presentation. Brief discussion was had, and Austin Reville addressed a few questions.  
Motion made by Councilmember Ryan, Seconded by Councilmember Bass to approve Resolution #23-12-04-03.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).
- b. Resolution #23-12-04-04 - Supporting MnDOT Local Road Improvement Program Grant Application  
Planning/Community Development Director Ondich provided context. Motion made by Councilmember Bass, Seconded by Councilmember Seiler to approve Resolution #23-12-04-04.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).

**11. GENERAL BUSINESS**

**12. MISCELLANEOUS**

- a. Ambulance Quarterly Update
- b. Discussion of Items not on the Agenda
  - i. Finance Director Robin Pikal provided a memo and handouts to Council regarding Emergency Sick and Safe Time (ESST), also referred to as Emergency Sick and Safe Leave (ESSL), advising that ESST/ESSL was passed in legislation and goes into effect January 1, 2024. The City has been working with Abdo on how to structure it into its existing policy.
  - ii. City Administrator Josh Tetzlaff provided updates regarding the preliminary levy amount for taxes payable in 2024. City Attorney Scott Riggs informed him that the Minnesota Department of Revenue hasn't yet made a determination. If the City would like to keep pursuing the matter, Attorney Riggs recommends scheduling a meeting with the Department of Revenue at this point. City Administrator Tetzlaff further advised that if the City doesn't certify the levy by the fifth business day after December 20<sup>th</sup>, it reverts to the previous year's levy. Last year's levy was \$4,824,628, which is \$223,070 short of what the preliminary levy was for this year. Discussion was had. Council declined scheduling a meeting with the Department of Revenue. Another budget meeting was scheduled for December 11<sup>th</sup> at 5:00 p.m.
  - iii. Councilmember Bruce Wolf inquired of the tree gravel bed with Public Works Director Rynda, who advised that early next year they are going to have a gravel bed made that can hold 50 trees. Councilmember Wolf suggested seeking out volunteers to assist City staff with tree planting.
  - iv. Councilmember Shawn Ryan inquired if the new police facility would have to go to referendum to voters. City Administrator Tetzlaff advised State statute reads that City Council is given those powers as representatives of the City, as opposed to a referendum vote.

**13. ADJOURNMENT**

Motion made by Councilmember Seiler, Seconded by Councilmember Bass to adjourn the meeting at approximately 8:12 p.m.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf  
Motion carried (5-0).

ATTEST:

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

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



# SPECIAL CITY COUNCIL MEETING MINUTES

## City of New Prague

Monday, December 11, 2023 at 5:00 PM

City Hall Council Chambers - 118 Central Ave N

**1. CALL TO ORDER**

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

PRESENT

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

**2. APPROVAL OF REGULAR AGENDA**

Motion made by Councilmember Ryan, Seconded by Councilmember Wolf to approve the Regular Agenda.  
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf

Motion carried (5-0).

Discussion was had on all topics. No action was taken.

- a. 2024 Budget Discussion
- b. 2024 Capital Improvement Plan
- c. 2024 Visioning

**3. ADJOURNMENT**

Motion made by Councilmember Seiler, Seconded by Councilmember Ryan to adjourn the meeting at approximately 7:15 p.m.

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

Motion carried (5-0).

ATTEST:

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

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

CITY OF NEW PRAGUE  
 ACCOUNTS PAYABLE  
 12/18/2023

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	\$88.85	
CENTERPOINT ENERGY	NATURAL GAS	\$148.10	
LAKERS NEW PRAGUE SANITARY	TRASH - RURAL	\$20.42	
LAND'S END BUSINESS	APPAREL	\$205.16	
MN FIRE SERVICE CERTIFICATION BOARD	TRAINING	\$252.00	
NEW PRAGUE UTILITIES	RURAL FIRE - UTILITES	\$490.20	
OESTREICH REPAIR	RURAL SPLIT	\$14.62	
STAR GROUP LLC.	DEF FLUID	\$8.49	
US BANK CREDIT CARD	HOLLY'S CARD	\$71.43	
VERIZON WIRELESS	TABLETS	\$30.05	
<b>TOTAL:</b>			<b><u>\$1,329.32</u></b>
<b><u>COUNCIL</u></b>			
LAND'S END BUSINESS	APPAREL	\$151.94	
SUEL PRINTING	COUNCIL MINUTES, LEGAL ADS	\$2,250.00	
US BANK CREDIT CARD	LMC FALL FORUMS	\$30.00	
VERIZON WIRELESS	TELEPHONE	\$82.46	
<b>TOTAL:</b>			<b><u>\$2,514.40</u></b>
<b><u>ADMINISTRATION</u></b>			
BEVCOMM	TELEPHONE	\$99.19	
LAND'S END BUSINESS	APPAREL	\$106.35	
LEAGUE OF MINNESOTA CITIES	MEMBERSHIP DUES	\$9,319.00	
QUADIENT LEASING USA INC.	POSTAGE MACHINE LEASE	\$67.42	
US BANK CREDIT CARD	IMCA MEMEBERSHIP	\$919.00	
US BANK CREDIT CARD	LMC FALL FORUMS	\$45.00	
US BANK CREDIT CARD	SCALE	\$18.26	
VERIZON WIRELESS	TELEPHONE	\$53.60	
VETERAN SHREDDING	SHREDDING	\$8.50	
<b>TOTAL:</b>			<b><u>\$10,636.32</u></b>
<b><u>TECH NETWORK</u></b>			
COMPUTER TECHNOLOGY SOLUTIONS	COMPUTER SUPPORT	\$5,064.83	
COMPUTER TECHNOLOGY SOLUTIONS	OFFICE 365 / FIREWALL	\$1,402.47	
<b>TOTAL:</b>			<b><u>\$6,467.30</u></b>
<b><u>ELECTIONS</u></b>			
SCOTT COUNTY TREASURER	POLL PADS / MODEM UPGRADES	\$2,208.00	
<b>TOTAL:</b>			<b><u>\$2,208.00</u></b>
<b><u>PLANNING</u></b>			
BEVCOMM	TELEPHONE	\$43.51	
DVS RENEWAL	FUSION PLATES	\$29.25	
LAND'S END BUSINESS	APPAREL	\$108.53	
LE SUEUR COUNTY RECORDER	RECORDING FEE	\$92.00	
METRO SALES INC	COPIER LEASE	\$53.75	
PETTY CASH	TITLE #3993	\$20.50	
QUADIENT LEASING USA INC.	POSTAGE MACHINE LEASE	\$22.90	
SUEL PRINTING	ART CUP HEARING	\$80.00	
US BANK CREDIT CARD	GO TO MY PC	\$20.60	
US BANK CREDIT CARD	LMC FALL FORUMS	\$30.00	
VERIZON WIRELESS	TELEPHONE	\$82.46	
<b>TOTAL:</b>			<b><u>\$583.50</u></b>
<b><u>GOVERNMENT BUILDING</u></b>			
CENTERPOINT ENERGY	NATURAL GAS	\$431.56	
JANI-KING OF MINNESOTA INC	CLEANING SERVICE	\$1,286.63	
LAKERS NEW PRAGUE SANITARY	TRASH - CITY HALL	\$89.05	
MEI TOTAL ELEVATOR SOLUTIONS	ELEVATOR MAINTENANCE	\$66.30	

CITY OF NEW PRAGUE  
 ACCOUNTS PAYABLE  
 12/18/2023

Section 3, Item b.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>TOTAL</u>
NEW PRAGUE UTILITIES	GOVT BUILDING - WATER/SEWER	\$144.89	
NEW PRAGUE UTILITIES	GOVT BUILDING -ELECTRIC	\$908.46	
STAR GROUP LLC.	V-BELT	\$11.25	
<b>TOTAL:</b>			<u><u>\$2,938.14</u></u>
<b><u>POLICE</u></b>			
AT&T MOBILITY	WIRELESS CELLS	\$566.91	
BEVCOMM	TELEPHONE	\$105.37	
JEFF BELZER NEW PRAGUE FORD	SQUAD MAINTENANCE	\$116.25	
LAND'S END BUSINESS	APPAREL	\$130.23	
LEAGUE OF MN CITIES INSURANCE	WORKERS COMP CLAIM	\$551.50	
PETTY CASH	VEHICLE TABS	\$26.00	
QUADIENT LEASING USA INC.	POSTAGE MACHINE LEASE	\$17.22	
SUEL PRINTING	ENVELOPES	\$216.40	
US BANK CREDIT CARD	EVIDENCE TAPE	\$81.00	
VERIZON WIRELESS	SQUAD BROADBAND	\$200.14	
VETERAN SHREDDING	SHREDDING	\$42.50	
<b>TOTAL:</b>			<u><u>\$2,053.52</u></u>
<b><u>FIRE</u></b>			
BEVCOMM	TELEPHONE	\$88.85	
CENTERPOINT ENERGY	NATURAL GAS	\$148.10	
LAKERS NEW PRAGUE SANITARY	TRASH - FIRE	\$20.42	
MN FIRE SERVICE CERTIFICATION BOARD	TRAINING	\$252.00	
NEW PRAGUE UTILITIES	FIRE - ELECTRIC	\$368.41	
NEW PRAGUE UTILITIES	FIRE - WATER/SEWER	\$121.79	
OESTREICH REPAIR	TIRE REPAIR	\$58.57	
STAR GROUP LLC.	DEF FLUID	\$8.50	
VERIZON WIRELESS	TABLETS	\$30.05	
<b>TOTAL:</b>			<u><u>\$1,096.69</u></u>
<b><u>BUILDING INSPECTOR</u></b>			
BEVCOMM	TELEPHONE	\$43.52	
LAND'S END BUSINESS	APPAREL	\$21.70	
METRO SALES INC	COPIER LEASE	\$53.75	
QUADIENT LEASING USA INC.	POSTAGE MACHINE LEASE	\$0.55	
US BANK CREDIT CARD	APPAREL	\$88.00	
VERIZON WIRELESS	TELEPHONE	\$82.46	
<b>TOTAL:</b>			<u><u>\$289.98</u></u>
<b><u>STREET</u></b>			
ACE HARDWARE & PAINT	CHAIN OIL	\$46.98	
ACE HARDWARE & PAINT	DISTILLED WATER	\$5.58	
AMAZON CAPITAL SERVICES	CONCRETE TOOLS	-\$175.94	
AMAZON CAPITAL SERVICES	FLASHLIGHTS, HEADLAMPS, BRACKETS	\$69.58	
AMAZON CAPITAL SERVICES	GAS PRESSURE TESTER	\$39.00	
AMAZON CAPITAL SERVICES	VINYL	\$5.74	
BEVCOMM	TELEPHONE	\$74.10	
CENTERPOINT ENERGY	NATURAL GAS	\$125.70	
LAKERS NEW PRAGUE SANITARY	TRASH - STREETS	\$107.10	
LAND'S END BUSINESS	APPAREL	\$23.88	
MACH LUMBER INC	10TH AVE CROSSWALK	\$411.71	
METRO SALES INC	COPIER LEASE	\$53.75	
NEW PRAGUE UTILITIES	STREETS - ELECTRIC	\$320.23	
NEW PRAGUE UTILITIES	STREETS - WATER/SEWER	\$111.35	
O'REILLY AUTOMOTIVE INC	BATTERY -JD TRACTOR	\$181.44	
O'REILLY AUTOMOTIVE INC	HYD FITTING - 2010 FL	\$55.20	
QUADIENT LEASING USA INC.	POSTAGE MACHINE LEASE	\$0.18	
STAR GROUP LLC.	FUSE - WOOD CHIPPER	\$1.94	
TRENCHERS PLUS INC	WOOD CHIPPER BLADES & ROPE	\$136.93	
US BANK CREDIT CARD	DRIVE FAN	\$1,758.66	



CITY OF NEW PRAGUE  
 ACCOUNTS PAYABLE  
 12/18/2023

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
US BANK CREDIT CARD	PUMP REPAIR KIT	\$115.64	
US BANK CREDIT CARD	TOOL BATTERIES	\$92.12	
US BANK CREDIT CARD	VACUUM	\$104.99	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$81.00	
VERIZON WIRELESS	TELEPHONE	\$245.87	
<b>TOTAL:</b>			<u><u>\$3,992.73</u></u>
 <b><u>STREET LIGHTS</u></b>			
NEW PRAGUE UTILITIES	STREETLIGHTS	\$5,779.04	
<b>TOTAL:</b>			<u><u>\$5,779.04</u></u>
 <b><u>PARKS</u></b>			
ACE HARDWARE & PAINT	SUPPLIES	\$149.86	
AMAZON CAPITAL SERVICES	KEYLESS DOOR HANDLES	\$240.00	
AMAZON CAPITAL SERVICES	VINYL	\$5.74	
BEVCOMM	TELEPHONE	\$31.72	
CENTERPOINT ENERGY	NATURAL GAS	\$359.90	
LAKERS NEW PRAGUE SANITARY	TRASH - PARKS	\$107.10	
LAND'S END BUSINESS	APPAREL	\$8.68	
NEW PRAGUE UTILITIES	PARKS - WATER/SEWER	\$108.76	
NEW PRAGUE UTILITIES	PARKS -ELECTRIC	\$758.43	
O'REILLY AUTOMOTIVE INC	BATTERY-2015 F-150	\$135.62	
O'REILLY AUTOMOTIVE INC	POLISHING PAD	\$10.50	
O'REILLY AUTOMOTIVE INC	TOW PIN & CLIP	\$14.99	
SHERWIN-WILLIAMS CO	NEW PARKS GARAGE - PAINT	\$274.24	
STAR GROUP LLC.	FUSE - WOOD CHIPPER	\$2.90	
SUEL PRINTING	HELP WANTED - RINK ATTENDANT	\$204.00	
TIM'S SMALL ENGINE SERVICE	EAB - POLE SAW	\$805.93	
TRENCHERS PLUS INC	WOOD CHIPPER BLADES & ROPE	\$205.40	
US BANK CREDIT CARD	TOOLS	\$679.00	
VERIZON WIRELESS	IPADS	\$10.02	
VERIZON WIRELESS	TELEPHONE	\$118.13	
<b>TOTAL:</b>			<u><u>\$4,230.92</u></u>
 <b><u>LIBRARY</u></b>			
ACE HARDWARE & PAINT	SUPPLIES	\$5.59	
CENTERPOINT ENERGY	NATURAL GAS	\$179.47	
JANI-KING OF MINNESOTA INC	CLEANING SERVICE	\$743.27	
NEW PRAGUE UTILITIES	LIBRARY - ELECTRIC	\$618.24	
NEW PRAGUE UTILITIES	LIBRARY - WATER/SEWER	\$89.10	
<b>TOTAL:</b>			<u><u>\$1,635.67</u></u>
 <b><u>UNALLOCATED</u></b>			
SCOTT COUNTY TREASURER	2024 TNT COST ALLOCATION	\$548.03	
<b>TOTAL:</b>			<u><u>\$548.03</u></u>
<b>GENERAL FUND TOTAL:</b>			<b><u><u>\$46,303.56</u></u></b>
 <b>FUND 233 - SPECIAL REVENUE - CRIME PREVENTION</b>			
COAST TO COAST SOLUTIONS	COLORING BOOK	\$587.60	
KCHK RADIO	ANTI-BULLYING CAMPAIGN	\$75.00	
<b>TOTAL:</b>			<u><u>\$662.60</u></u>
 <b>FUND 321 - DEBT SERVICE - CIP 2020-2021</b>			
US BANK	PAYING AGENT FEE	\$500.00	
<b>TOTAL:</b>			<u><u>\$500.00</u></u>
 <b>FUND 422 - CAPITAL PROJECTS - CIP 2023</b>			
BRAUN INTERTEC	CIP 2023 - SUNRISE / SUNSET	\$227.50	
<b>TOTAL:</b>			<u><u>\$227.50</u></u>

CITY OF NEW PRAGUE  
 ACCOUNTS PAYABLE  
 12/18/2023

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<b>FUND 602 - ENTERPRISE - SANITARY SEWER</b>			
ACE HARDWARE & PAINT	SUPPLIES	\$106.44	
AMAZON CAPITAL SERVICES	6 VOLT BATTERIES	\$104.92	
AMAZON CAPITAL SERVICES	CONFINED SPACE STENCIL	\$33.95	
AMAZON CAPITAL SERVICES	VINYL	\$5.74	
BEVCOMM	TELEPHONE	\$206.39	
CENTERPOINT ENERGY	NATURAL GAS	\$6,039.96	
COMPUTER TECHNOLOGY SOLUTIONS	COMPUTER SUPPORT	\$1,321.78	
COMPUTER TECHNOLOGY SOLUTIONS	OFFICE 365 / FIREWALL	\$217.35	
GOPHER STATE ONE CALL	LINE LOCATES	\$15.86	
GRAINGER	PVC FITTINGS	\$27.78	
GRAINGER	VFD	-\$734.34	
GRAINGER	WORK LIGHT	\$122.65	
HAWKINS INC	AZONE	\$3,724.03	
LAKERS NEW PRAGUE SANITARY	TRASH - WWTP	\$380.01	
LAND'S END BUSINESS	APPAREL	\$36.90	
MACH LUMBER INC	LUMBER & SCREWS	\$47.25	
MOTION INDUSTRIES INC.	ASCO FILTER	\$95.40	
NEW PRAGUE UTILITIES	WWTP - ELECTRIC	\$19,085.02	
NEW PRAGUE UTILITIES	WWTP - WATER/SEWER	\$284.46	
POLYDYNE INC	POLYMER - CE-2469	\$9,844.00	
SALTCO	MONTHLY SALT	\$2,191.61	
STAR GROUP LLC.	BELTS	\$56.68	
US BANK CREDIT CARD	BULB	\$35.84	
US BANK CREDIT CARD	FILTER ELEMENTS	\$695.77	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$81.00	
USA BLUEBOOK	TESTING SUPPLIES	\$289.86	
UTILITY CONSULTANTS INC.	SAMPLES	\$1,308.16	
VERIZON WIRELESS	IPADS	\$10.02	
VERIZON WIRELESS	TELEPHONE	\$186.41	
VETERAN SHREDDING	SHREDDING	\$8.50	
<b>TOTAL:</b>		<u>\$45,829.40</u>	
<b>FUND 606 - ENTERPRISE - STORM UTILITY</b>			
GOPHER STATE ONE CALL	LINE LOCATES	\$15.86	
LAND'S END BUSINESS	APPAREL	\$15.19	
VERIZON WIRELESS	IPADS	\$10.02	
VERIZON WIRELESS	TELEPHONE	\$6.18	
<b>TOTAL:</b>		<u>\$47.25</u>	
<b>FUND 651 - ENTERPRISE - AMBULANCE</b>			
CENTERPOINT ENERGY	NATURAL GAS	\$148.10	
LAKERS NEW PRAGUE SANITARY	TRASH - AMBULANCE	\$20.42	
NEW PRAGUE UTILITIES	AMBULANCE - ELECTRIC	\$368.41	
NEW PRAGUE UTILITIES	AMBULANCE - WATER/SEWER	\$85.50	
<b>TOTAL:</b>		<u>\$622.43</u>	
<b>TOTAL ACCOUNTS PAYABLE FOR COUNCIL APPROVAL:</b>			<b>\$94,192.74</b>

Section 3, Item b.

Vendor Name	Net Invoice Amount
<b>ACUSHNET COMPANY</b>	
SPECIAL ORDER	\$111.24
<b>AMAZON CAPITAL SERVICES</b>	
GREASE GUN BATTERIES	\$53.89
<b>BEVCOMM</b>	
TELEPHONE / CABLE / INTERNET	\$411.79
<b>CINTAS</b>	
TOWELS / LINEN	\$211.28
<b>COLLEGE CITY BEVERAGE</b>	
BEER	\$431.00
<b>DR. FRESH TAP</b>	
TAP LINE CLEANING	\$75.00
<b>ECOLAB INC</b>	
DISHWASHER RENTAL	\$216.19
<b>FISHTALE GRILL</b>	
CATERING	\$1,445.00
<b>GOLF PROFESSIONAL ENTERPRISES LLC</b>	
NOVEMBER MANAGEMENT FEE	\$7,875.00
<b>MTI DISTRIBUTING INC</b>	
BODY TURRET	\$208.49
MACHINERY PARTS	\$565.87
SCREWS	\$19.31
SEAL	\$43.23
<b>NEW PRAGUE UTILITIES</b>	
ELECTRIC UTILITIES	\$1,439.27
STORM SEWER UTILITIES	\$499.90
WATER UTILITIES	\$1,359.30
<b>QUILL CORPORATION</b>	
MEMBERSHIP DUES	\$69.99
<b>RIVER COUNTRY COOP</b>	
FUEL	\$3,768.79
<b>TOW DISTRIBUTING CORP</b>	
BEER	\$167.80
<b>ZIEGLER INC.</b>	
COMPRESSOR RENTAL	\$2,760.90
Grand Totals	<u>\$21,733.24</u>



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

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**MEMORANDUM**

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** AMERICAN LEGION POST 45 - MINNESOTA LAWFUL GAMBLING  
LG220 APPLICATION FOR EXEMPT PERMIT  
**DATE:** DECEMBER 14, 2023

---

Attached is a Minnesota Lawful Gambling LG220 Application for Exempt Permit for the American Legion Post 45 to conduct a raffle at an event on March 3, 2024, and April 28, 2024, at Park Ballroom, located at 300 Lexington Avenue South, New Prague.

**Recommendation**

Staff recommends approval of the Lawful Gambling Permit for the American Legion Post 45 and recommends requesting a waiver of the waiting period.

MINNESOTA LAWFUL GAMBLING  
LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:  
• conducts lawful gambling on five or fewer days, and  
• awards less than \$50,000 in prizes during a calendar year.  
If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**  
Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.  
Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: American Legion Post 45 Previous Gambling Permit Number: X-  
Minnesota Tax ID Number, if any: Federal Employer ID Number (FEIN), if any: 41-0799620  
Mailing Address: 300 Lexington Ave S  
City: New Prague State: Mn Zip: 56071 County: Le Sueur  
Name of Chief Executive Officer (CEO): Linda Dvorak  
CEO Daytime Phone: 952-457-2129 CEO Email: Ldvorak56@gmail.com  
(permit will be emailed to this email address unless otherwise indicated below)  
Email permit to (if other than the CEO):

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):  
 Fraternal  Religious  Veterans  Other Nonprofit Organization

**Attach a copy of one of the following showing proof of nonprofit status:**

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)  
 **A current calendar year Certificate of Good Standing**  
Don't have a copy? Obtain this certificate from:  
MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103  
Secretary of State website, phone numbers:  
[www.sos.state.mn.us](http://www.sos.state.mn.us)  
651-296-2803, or toll free 1-877-551-6767  
 **IRS income tax exemption (501(c)) letter in your organization's name**  
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.  
 **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
If your organization falls under a parent organization, attach copies of both of the following:  
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and  
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Park Ballroom  
Physical Address (do not use P.O. box): 300 Lexington Ave S  
Check one:  
 City: New Prague Zip: 56071 County: Le Sueur  
 Township: Zip: County:  
Date(s) of activity (for raffles, indicate the date of the drawing): March 3, 2024, April 28, 2024

Check each type of gambling activity that your organization will conduct:  
 Bingo  Paddlewheels  Pull-Tabs  Tipboards  Raffle

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

**LG220 Application for Exempt Permit**

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**

**CITY APPROVAL  
for a gambling premises  
located within city limits**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: City of New Prague

Signature of City Personnel: \_\_\_\_\_

Title: City Administrator Date: 12/18/23

**The city or county must sign before submitting application to the Gambling Control Board.**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

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

**TOWNSHIP (if required by the county)**  
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

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

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Linda M Sworak Date: 12/14/23  
(Signature must be CEO's signature; designee may not sign)

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

**REQUIREMENTS**

**Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

**Financial report to be completed within 30 days after the gambling activity is done:**  
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

**MAIL APPLICATION AND ATTACHMENTS**

**Mail application with:**

\_\_\_\_\_ a copy of your proof of nonprofit status; and

\_\_\_\_\_ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

**To:** Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

**Questions?**  
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.





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

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**MEMORANDUM**

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** ADOPT CITY CALENDAR FOR 2024  
**DATE:** DECEMBER 14, 2023

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Enclosed is the Draft 2024 City Council and Board/Commission Meeting Schedule Calendar.

**RECOMMENDATION:**  
Mayor and Council review and approval of the City’s 2024 Calendar.

# 2024 CITY BOARD COMMISSION MEETING SCHEDULE

Amended 11/28/23

Section 3, Item d.

JANUARY						
SUN	MON	TUES	WED	THU	FRI	SAT
	1 Holiday	2 Council	3	4	5	6
7	8	9 Park	10 EDA	11	12	13
14	15 Holiday	16 Council	17	18	19	20
21	22	23 Golf	24 Planning	25	26	27
28	29 Utility	30	31			

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
	1 Council	2	3	4	5	6
7	8	9 Park	10 EDA	11	12	13
14	15 Council	16	17	18	19	20
21	22	23 Golf	24 Planning	25	26	27
28	29 Utility	30				

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
	1 Council	2	3	4 Holiday	5	6
7	8	9 Park	10 EDA	11	12	13
14	15 Council	16	17	18	19	20
21	22	23 Golf	24 Planning	25	26	27
28	29 Utility	30	31			

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7 Council	8 Park	9 EDA	10	11	12
13	14	15	16	17	18	19
20	21 Council	22 Golf	23 Planning	24	25	26
27	28 Utility	29	30	31		

FEBRUARY						
SUN	MON	TUES	WED	THU	FRI	SAT
				1	2	3
4	5 Council	6	7	8	9	10
11	12	13 Park	14 EDA	15	16	17
18	19 Holiday	20 Council	21	22	23	24
25	26 Utility	27 Golf	28 Planning	29		

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6 Council	7	8 EDA	9	10	11
12	13	14 Park	15	16	17	18
19	20 Council	21	22 Planning	23	24	25
26	27 Holiday	28 Utility Golf	29	30	31	

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5 Council	6	7	8	9	10
11	12	13	14 EDA	15	16	17
18	19 Council	20 Park	21	22	23	24
25	26 Utility	27 Golf	28 Planning	29	30	31

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4 Council	5	6	7	8	9
10	11 Holiday	12 Park	13 EDA	14	15	16
17	18 Council	19	20 Planning	21	22	23
24	25 Utility	26 Golf	27	28 Holiday	29 Holiday	30

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4 Council	5	6	7	8	9
10	11	12 Park	13 EDA	14	15	16
17	18 Council	19	20	21	22	23
24	25 Utility	26 Golf	27 Planning	28	29	30
31						

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3 Council	4	5	6	7	8
9	10	11 Park	12 EDA	13	14	15
16	17 Council	18	19 Holiday	20	21	22
23	24 Utility	25 Golf	26 Planning	27	28	29
30						

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2 Holiday	3 Council	4	5	6	7
8	9	10 Park	11 EDA	12	13	14
15	16 Council	17	18	19	20	21
22	23	24 Golf	25 Planning	26	27	28
29	30 Utility					

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2 Council	3	4	5	6	7
8	9	10 Park	11 EDA	12	13	14
15	16 Council	17 Golf	18 Planning	19	20	21
22	23	24 Holiday	25 Holiday	26	27	28
29	30 Utility	31				

**City Council** meets at 6:00 p.m. in City Hall Council Chambers (\*1st & 3rd Monday) - **Planning Commission** meets at 6:30 p.m. in Council Chambers (\*4th Wednesday)  
**Park Board** meets at 6:00 p.m. in City Hall Council Chambers (\*2nd Tuesday) - **Utility Commission** meets at 3:30 p.m. at the Power Plant (\*Last Monday)  
**EDA Board** meets at 7:30 a.m. in City Hall Council Chambers (\*2nd Wednesday) - **Golf Board** meets at 6:30 p.m. at the Golf Club (\*4th Tuesday)

\*Subject to change due to Holiday





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

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**MEMORANDUM**

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** APPROVAL OF 2024 TOBACCO LICENSES  
**DATE:** DECEMBER 14, 2023

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Enclosed for your review are the fourteen (14) tobacco licenses for the 2024 calendar year.

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

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

**Recommendation**

Staff recommends approval of the 2024 Tobacco Licenses.

## 2024 Tobacco Licenses (January 1 - December 31)

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



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

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**MEMORANDUM**

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** APPROVAL OF 2024 COMMERCIAL REFUSE HAULER/RECYCLABLE COLLECTOR LICENSES  
**DATE:** DECEMBER 14, 2023

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Enclosed for your review are two (2) Refuse Hauler/Recyclable Collector License renewals for calendar year 2024.

The Commercial Hauler annual license fee is \$100 for the first vehicle and \$25 for each additional vehicle.

All the required applications have been submitted along with the payment of fees.

**Recommendation**

Staff recommends approval of the 2024 Commercial Refuse Hauler/Recyclable Collector Licenses.

## 2024 Commercial Refuse Hauler Licenses

<b>Organization</b>	<b>Amount</b>	<b>Address</b>	<b>City, State, Zip</b>
Lakers New Prague Sanitary Service Inc. (10 vehicles)	\$325.00	27252 Helena Blvd	New Prague, MN 56071
Waste Management (1 vehicle)	\$100.00	1510 Hwy. 3 South	Northfield, MN 55057
<b>Total:</b>	<b>\$425.00</b>		

\$100 for first vehicle

\$25 for each additional vehicle



# New Prague Police Department

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

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

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

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

**Tim Applen, Chief of Police**

## MEMORANDUM

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

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

**Date: Wednesday December 13, 2023**

**Subject: THC Establishment License New Prague Tobacco Inc**

The New Prague Police Department conducted a background check pursuant to City Ordinance 121.03 on the licensee(s), Mohammed Mirib issued to New Prague Tobacco Inc.

Minnesota Criminal History: None

Minnesota Driver's License Check: Lengthy Driving History

Business Organization Inquiry, MN Secretary of State: Member Active in Good Standing

State of Minnesota HDCP registration: Active/Current Registration

After reviewing Minnesota Statute 151.72 Sale of Certain Cannabinoid Products, the background check did not reveal any disqualification.

- A. The applicant(s) are over 21 years of age.
- B. No information to believe Applicant(s) is not of good, moral character and reputation.
- C. Applicant has not been convicted within five years of a license violation relating to licensed products or any felony.
- D. Parties with business interest did not have interest in a license which was revoked within the last five years.
- E. The premises are (will be) part of corporate assets.
- F. The applicant or license holder has no outstanding fines, penalties or property taxes owed to the city.
- G. The location of the business is within a commercial or industrial district where retail sales are allowed.

Sales within the City of New Prague must comply with the requirements of MN Statute 151.72, Including but not limited to:

1. All packaging and labeling requirements of Minnesota Statutes 151.71 Subd.3 and 151.72 Subd. 5 and 5a.
2. No products contain more than 0.3% of THC.
3. No edible CBD product contains an amount of any THC that exceeds 5 mg per serving or 50 mg per package
4. The testing requirements in Minnesota Statute 151.72 Subd.4

There were no disqualifiers identified in the investigation of Mohammed Mirib issued to New Prague Tobacco Inc.

**Recommendation:** Approve THC Establishment License application to New Prague Tobacco.



# City of New Prague

In the Counties of Scott & Le Sueur

118 CENTRAL AVENUE NORTH · NEW PRAGUE, MINNESOTA 56071

PHONE: (952) 758-4401 / www.ci.new-prague.mn.us

## License Application for TETRAHYDROCANNABINOL (THC) ESTABLISHMENT LICENSE

**FEES:** \$200 THC License Application/Investigation Fee. \$350 THC License Annual Fee. Fees are not prorated.

*THC Establishment Licenses are issued annually and valid January 1 – December 31. Licenses are required to be renewed prior to expiration with all applicable fees paid at the time of application. Licenses non-transferable. Submit application, certificate of insurance, background check form for each person and applicable fees to the City Clerk. The undersigned License Holder of the City of New Prague, in the Counties of Scott and Le Sueur, State of Minnesota, hereby make Application for License, to be issued to:*

**Licensee Name / Legal Name** (ex. Company ABC, LLC): Mohammad Mirib

**Trade Name or DBA** (ex. Company ABC): New Prague Tobacco and Vape

**Business Location Address:** 201 Chalupsky Ave SE, New Prague, MN 56071

**Applicant:** Licensee's Legal Name (First, Middle and Last): Mohammad K. Mirib

Business Phone #: 952 758 4388 Cell Phone #: 612 479 3059

Email Address: gltobacco12@gmail.com Date of Birth: 9/20/1987

**Mailing Address** (if different than business address): \_\_\_\_\_

**Name of Manager(s) of Business:** Ismail Abu Yusef

**Days of Operation:** 7 days/week **Hours of Operation:** Mon-Fri 8:30-9 Sat 9-9 Sun 9-7

Are property taxes on the licensed location current as of date of this application? Taxes must be paid prior to issuance of license whether the building is owned by the applicant or not.

Are the Utilities on the licensed location current as of date of this application?

### DEPARTMENT OF REVENUE INFORMATION:

The City of New Prague is required to provide to the Minnesota Commissioner of Revenue your Minnesota Business tax identification number or the social security number or individual taxpayer identification number of applicant.

1. This information may be used to deny the issuance, renewal or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties or interest.
2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service.

Supply the following information:

**MN Tax ID #:** 532 5116 **Federal Tax ID#:** 82-348 6321

OR  
**Applicant's Social Security or Individual Taxpayer Identification Number:** \_\_\_\_\_



**INSURANCE REQUIREMENTS:**

A Certificate of Insurance be submitted and list the City as additional insured and provide coverages and amounts as required by state law. Applicant must also present acceptable evidence of compliance with the workers' compensation insurance coverage requirements of MSS Chapter 176. The required workers' compensation insurance information is the name of the insurance company, the policy number, and the dates of coverage, or the permit to self-insure.

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

**I have a workers' compensation insurance policy:**  
Insurance company name (not the insurance agent): Encova

Policy Number: 5000 146 795 Effective Date: 12/18/22 Expiration Date: 12/18/23  
WCS 300 90 73 2/21/23 2/21/24

OR

- I am not required to have workers' compensation insurance because:**
- I am self-insured.
  - I am the sole proprietor and I have no employees.
  - I have no employees who are covered by the workers' compensation law.

*The City of New Prague reserves the right to request additional information to assist in the evaluation of this application.*

**Signature:** A signature verifying the overall accuracy and completeness of this application by the applicant (owner, Partner or officer) is required in order to process the license application.

**By signing,** I agree to comply with all the laws of the State of Minnesota governing the taxation of business and all ordinances of the City of New Prague. I understand that by submitting this application, I hereby consent to allow the appropriate City personnel, or any authorized representative or agents, to inspect the licensed premises for the purpose of ensuring compliance with the law, at any time the business is occupied and/or open for business. I also understand that a denial of permission for such a lawful inspection of the premises is a violation of the license provisions. I hereby certify that I have read and understand every question in this application and that the answers are true to my knowledge, information and belief. I further understand that the giving false information as a part of this application, can constitute cause for denial, suspension, or revocation of my business license.

I also hereby affirm that all products sold at retail in the City of New Prague comply with:

- All of the packaging requirements of the Minn. Stat §151.72 Subd.3
- The labeling and packaging requirements of Minn. Stat §151.72 Subd.5 and 5a
- No products contain more than 0.3% of THC.
- No edible CBD product contains an amount of any THC that exceeds 5 mg per serving or 50 mg per package.
- The testing requirements in Minn. Stat §151.72 Subd.4.

All licenses will be issued for a one-year term (January 1 to December 31) and shall be posted and displayed in plain view of the general public on the premise.

The undersigned hereby makes application for a license to sell tobacco and other tobacco products at retail in the City of New Prague, Counties of Le Sueur or Scott, Minnesota subject to the laws of the State of Minnesota and herewith deposits \$200.00 (annual fee) in payment thereof.

(Please attach additional pages if needed)

  
\_\_\_\_\_  
Signature of Applicant (required)

Date 11/7/2023, 20\_\_\_\_

\*\*\*\* A signed Affidavit of Compliance concerning educational materials used to instruct employees in the legal requirements pertaining to the sale of CBD related products must accompany this application.



# City of New Prague

In the Counties of Scott & Le Sueur

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

## AFFIDAVIT OF COMPLIANCE CONCERNING EDUCATIONAL MATERIALS SALES OF TETRAHYDROCANNABINOL (THC) RELATED PRODUCTS

New Prague Tobacco (Licensee), has conducted the proper instructional program for all employees involved with the sale of tobacco as described and required in the City of New Prague THC Ordinance (Instructional Program).

**Please include a copy of the educational materials you use to educate your employees in the proper sale of tobacco related products. License will not be approved without this information.**

[Signature]  
Signature of Applicant

11/7/2023  
Date

Ismail Abu Yosef  
Print Name





# New Prague Police Department

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

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

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

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

**Tim Applen, Chief of Police**

## MEMORANDUM

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

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

**Date: Wednesday December 13, 2023**

**Subject: THC Establishment License South West Tobacco Inc**

The New Prague Police Department conducted a background check pursuant to City Ordinance 121.03 on the licensee(s), Yasser Qannita issued to South West Tobacco Inc.

Minnesota Criminal History: None

Minnesota Driver's License Check: Lengthy Driving History

Business Organization Inquiry, MN Secretary of State: Member Active in Good Standing

State of Minnesota HDCP registration: Active/Current Registration

After reviewing Minnesota Statute 151.72 Sale of Certain Cannabinoid Products, the background check did not reveal any disqualification.

- A. The applicant(s) are over 21 years of age.
- B. No information to believe Applicant(s) is not of good, moral character and reputation.
- C. Applicant has not been convicted within five years of a license violation relating to licensed products or any felony.
- D. Parties with business interest did not have interest in a license which was revoked within the last five years.
- E. The premises are (will be) part of corporate assets.
- F. The applicant or license holder has no outstanding fines, penalties or property taxes owed to the city.
- G. The location of the business is within a commercial or industrial district where retail sales are allowed.

Sales within the City of New Prague must comply with the requirements of MN Statute 151.72, Including but not limited to:

- 1. All packaging and labeling requirements of Minnesota Statutes 151.71 Subd.3 and 151.72 Subd. 5 and 5a.
- 2. No products contain more than 0.3% of THC.
- 3. No edible CBD product contains an amount of any THC that exceeds 5 mg per serving or 50 mg per package
- 4. The testing requirements in Minnesota Statute 151.72 Subd.4

There were no disqualifiers identified in the investigation of Yasser Qannita issued to South West Tobacco Inc.

**Recommendation:** Approve THC Establishment License application to South West Tobacco.



# City of New Prague

In the Counties of Scott & Le Sueur

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Section 3, Item g.

## License Application for TETRAHYDROCANNABINOL (THC) ESTABLISHMENT LICENSE

**FEES:** \$200 THC License Application/Investigation Fee. \$350 THC License Annual Fee. Fees are not prorated.

*THC Establishment Licenses are issued annually and valid January 1 – December 31. Licenses are required to be renewed prior to expiration with all applicable fees paid at the time of application. Licenses non-transferable. Submit application, certificate of insurance, background check form for each person and applicable fees to the City Clerk. The undersigned License Holder of the City of New Prague, in the Counties of Scott and Le Sueur, State of Minnesota, hereby make Application for License, to be issued to:*

**Licensee Name / Legal Name** (ex. Company ABC, LLC): South West Tobacco Inc  
**Trade Name or DBA** (ex. Company ABC): New Prague - Tobacco - Downtown  
**Business Location Address:** 122 Main St, E, New Prague, MN 56071

**Applicant:** Licensee's Legal Name (First, Middle and Last): Yasser H Qannita  
Business Phone #: \_\_\_\_\_ Cell Phone #: 952-261-3999  
Email Address: Qannita@me.com Date of Birth: 11/21/1987

**Mailing Address** (if different than business address): \_\_\_\_\_

**Name of Manager(s) of Business:** Pavinn

**Days of Operation:** 7 Days **Hours of Operation:** 9 am - 9 pm

- Are property taxes on the licensed location current as of date of this application? Taxes must be paid prior to issuance of license whether the building is owned by the applicant or not.
- Are the Utilities on the licensed location current as of date of this application?

### DEPARTMENT OF REVENUE INFORMATION:

The City of New Prague is required to provide to the Minnesota Commissioner of Revenue your Minnesota Business tax identification number or the social security number or individual taxpayer identification number of applicant.

1. This information may be used to deny the issuance, renewal or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties or interest.
2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service.

Supply the following information:  
**MN Tax ID #:** 5061793 **Federal Tax ID#:** 82-1383113  
OR  
**Applicant's Social Security or Individual Taxpayer Identification Number:** \_\_\_\_\_

**INSURANCE REQUIREMENTS:**

A Certificate of Insurance be submitted and list the City as additional insured and provide coverages and amounts as required by state law. Applicant must also present acceptable evidence of compliance with the workers' compensation insurance coverage requirements of MSS Chapter 176. The required workers' compensation insurance information is the name of the insurance company, the policy number, and the dates of coverage, or the permit to self-insure.

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

**I have a workers' compensation insurance policy:**  
Insurance company name (not the insurance agent): Acuity Insurance Company  
Policy Number: 2N1955 Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**OR**

**I am not required to have workers' compensation insurance because:**  
 I am self-insured.  
 I am the sole proprietor and I have no employees.  
 I have no employees who are covered by the workers' compensation law.

*The City of New Prague reserves the right to request additional information to assist in the evaluation of this application.*

**Signature:** A signature verifying the overall accuracy and completeness of this application by the applicant (owner, Partner or officer) is required in order to process the license application.

**By signing,** I agree to comply with all the laws of the State of Minnesota governing the taxation of business and all ordinances of the City of New Prague. I understand that by submitting this application, I hereby consent to allow the appropriate City personnel, or any authorized representative or agents, to inspect the licensed premises for the purpose of ensuring compliance with the law, at any time the business is occupied and/or open for business. I also understand that a denial of permission for such a lawful inspection of the premises is a violation of the license provisions. I hereby certify that I have read and understand every question in this application and that the answers are true to my knowledge, information and belief. I further understand that the giving false information as a part of this application, can constitute cause for denial, suspension, or revocation of my business license.

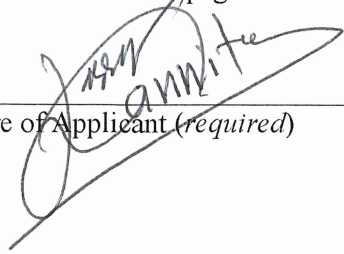
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(Please attach additional pages if needed)

  
\_\_\_\_\_  
Signature of Applicant (required)

Date 11/13/2023, 2023

\*\*\*\* A signed Affidavit of Compliance concerning educational materials used to instruct employees in the legal requirements pertaining to the sale of CBD related products must accompany this application.



# City of New Prague

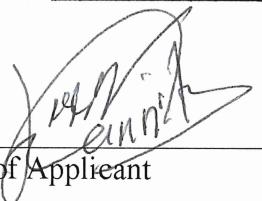
In the Counties of Scott & Le Sueur

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South West Tobacco Inc (Licensee), has conducted the proper instructional program for all employees involved with the sale of tobacco as described and required in the City of New Prague THC Ordinance (Instructional Program).

Please include a copy of the educational materials you use to educate your employees in the proper sale of tobacco related products. License will not be approved without this information.

  
\_\_\_\_\_  
Signature of Applicant

11/13/2023  
\_\_\_\_\_  
Date

Jason Quinn  
\_\_\_\_\_  
Print Name





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: December 14, 2023

RE: Project Updates

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

## MAIN STREET (TH19) IMPROVEMENTS PROJECT

The Contractor has reviewed and approved the final change order modifying the warranty period. We have begun putting together the final pay application and requesting closeout documentation..

## 2022 STREET AND UTILITY IMPROVEMENTS (COLUMBUS AVENUE)

The final pay application and change order are included for approval with today’s meeting.

## 2023 STREET AND UTILITY IMPROVEMENTS

The project has reached substantial completion and will be on hold until the spring.

## 2024 STREET AND UTILITY IMPROVEMENTS PROJECT

A 40% design meeting and private utility meeting have been held on the project. A field review of trees was conducted to determine required removals. The neighborhood open house meeting is scheduled for January 10<sup>th</sup>, the invitation is attached.

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

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

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



# City of New Prague

In the Counties of Scott & Le Sueur

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

**Matt Rynda**  
Director of Public Works

Section 4, Item a.

## YOU'RE INVITED TO A PLAN REVIEW OPEN HOUSE FOR THE 2024 STREET AND UTILITY IMPROVEMENT PROJECT

A plan review Open House for the proposed 2024 Street and Utility Improvement Project will held on **Wednesday, January 10, 2024, from 6:00 p.m. to 7:30 p.m.** in the New Prague City Hall. This is an "Open House", so come when you can, and stay as long as you'd like. This open house is intended to give residents and the public an opportunity to meet with city staff and the engineering designers from SEH to look over the construction plans and review the work proposed on the project. This is also the time to go over questions one might have about the project before construction begins.

The project will be advertised in February for review by area contractors who will consider bidding on the project. The project is expected to bid on February 23, 2024, with the City Council considering an award of the bids at their March 4, 2024, meeting. Construction is expected to begin sometime in April. Once the contractor is determined, a better schedule will be provided. Additional information about the construction process will also be mailed out to affected residents before construction begins.

The streets included in the proposed project include:

- Lyndale Avenue from Main Street to Fourth Street NE
- Lexington Avenue from Main Street to Second Street NE
- First Street NE from Pershing Avenue N to Lexington Avenue N
- Second Street NE from Lyndale Avenue N to Lexington Avenue N
- Third Street NE from Sunset Avenue N to Sunrise Avenue N
- Sixth Street NE from cul-de-sac to Pershing Avenue N
- Sunset Avenue N from 2nd Street NE to 3rd Street NE
- First Street SE from Lexington Avenue S to Seventh Street SE
- Several areas of sidewalk only improvements are also being proposed on 2<sup>nd</sup> Street NE, 3<sup>rd</sup> Street NE, and 1<sup>st</sup> Street SE.

The project includes consideration 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 properly complete the improvements.

If you cannot attend this meeting or would like information concerning the proposed project, you can call Project Manager Chris Knutson of Short Elliott Hendrickson Inc. (SEH®) at 507.237.8383 or [cknutson@sehinc.com](mailto:cknutson@sehinc.com), or Matt Rynda at 952.758.4401.

Matt Rynda  
Public Works Director

### WE HOPE TO SEE YOU AT THE OPEN HOUSE!

**NOTE:** To be updated of upcoming construction activities in a timely manner, and to save a stamp, please email Julie Brinkman at [jbrinkman@sehinc.com](mailto:jbrinkman@sehinc.com). We will add your email address to the project email list. (Any mailings will be sent blind copy so that your email address will be kept confidential.)



## SOUTHWEST METRO DRUG TASK FORCE JOINT POWERS AGREEMENT

This Joint Powers Agreement (“Agreement”), is entered by and between the Counties of Carver, McLeod, and Scott, on behalf of their Sheriff’s Offices, the Cities of Belle Plaine, Brownton, Chaska, Hutchinson, Lester Prairie, New Prague, Jordan, Prior Lake, and Shakopee, on behalf of their Police Departments, and the Cities of Carver, Chanhassen, Cologne, Mayer, Norwood Young America, Waconia, and Watertown (“Governmental Units”).

### Recitals

Under Minnesota Statutes § 471.59, the Governmental Units are empowered to engage in agreements that are necessary to exercise their powers. The parties wish to work together to reduce felony level drug trafficking and related violent crime within the parties’ jurisdictions.

### Agreement

#### 1. Term of Agreement

**1.1 Effective Date.** This Agreement is effective January 1, 2024.

**1.2 Expiration Date.** This Agreement expires December 31, 2028, unless terminated earlier pursuant to clause 17.

#### 2. Purpose

The Governmental Units enter into this Agreement to establish an organization through which the parties may jointly and cooperatively provide for and operate a multi jurisdictional drug task force, the Southwest Metro Drug Task Force (SWMDTF).

#### 3. Membership

**3.1** Any Governmental Unit with a law enforcement agency, located in Carver, McLeod, or Scott County is eligible to be a “Member” or “Partner” of the SWMDTF.

**3.2** A Governmental Unit desiring to be a Member or Partner, shall submit their request in writing and shall be admitted only upon the favorable vote of two-thirds of the Governing Board of Directors. If admitted, the new Governmental Unit shall execute a copy of this Agreement and provide personnel, or pay the established Membership dues, as stated within.

#### 4. Organizational Structure

**4.1 SWMDTF.** A multi-jurisdictional tactical unit consisting of Member and Partner agencies.

**4.2 Member.** A Governmental Unit providing personnel or paying Member dues with voting rights in SWMDTF business.

- 4.3 **Partner.** A Governmental Unit with desire to follow closely the activities of the but not providing personnel or paying Partner dues and not having voting rights in SWMDTF business.
- 4.4 **Governing Board of Directors/Directors.** The governing body of the SWMDTF, composed of the full-time, licensed chief law enforcement officer employed by each Member, or their designee. Directors shall not be compensated by the SWMDTF.
- 4.5 **Executive Director.** An incumbent of the Governing Board of Directors, representing the same Member agency of the appointed Commander, assigned to a lead role for the Directors.
- 4.6 **Commander.** A full-time, licensed peace officer employed by the Executive Director’s Member’s agency, assigned to devote 100 percent of their work time to directing Agents and overseeing all operational activities of the SWMDTF.
- 4.7 **Agents.** Full-time, licensed peace officers employed by Member agencies and assigned to devote 100 percent of their work time to SWMDTF operations.
- 4.8 **Business Agent.** A qualified staff person employed by a Member’s agency and appointed by the Governing Board of Directors to maintain the SWMDTF financial records and coordinate this Agreement.
- 4.9 **Support Staff.** An Administrative Assistant, employed and assigned by Scott County to devote up to 20 hours per week to SWMDTF administrative support.
- 4.10 **Legal Advisor.** A licensed Attorney, employed and assigned by Carver County to provide legal advice for the operations of the SWMDTF.

5. **Powers of the Governing Board of Directors**

5.1 **The Governing Board of Directors may:**

- 5.1.1 Adopt bylaws to govern its operation. Such bylaws must be consistent with this Agreement and all applicable laws and regulations.
- 5.1.2 Enter into any contract necessary or proper for exercise of its powers or the fulfillment of its duties and enforce such contracts to the extent available in equity or at law.
- 5.1.3 Apply for and accept gifts, donations or grants of money or other property (excluding real property) or assistance from the United States government, law enforcement agencies, corporations, non-profit corporations or any person, association, or agency for any of its purposes; enter into any agreement in connection therewith; and hold, use and dispose of such money or other property and assistance in accordance with the terms of the gift, donation, or grant.
- 5.1.4 With respect to any such gifts, donations or grants, in the event there may be a demonstrable conflict of interest between the terms of the gift, donation or grant, or requests for assistance, that rise either under the SWMDTF by-laws or under accepted professional standards of conduct, then the SWMDTF shall decline such gift, donation, grant or assistance.
- 5.1.5 Cooperate with any other federal, state or local law enforcement agencies to accomplish the purpose for which the SWMDTF is organized.

6. **Responsibilities**

6.1 **Members shall:**

- 6.1.1 Support the Commander’s and Agent’s discretionary powers of arrest in their jurisdiction, pursuant to Minnesota States § 471.59, subdivision 12.
- 6.1.2 Provide its licensed peace officer staff assigned to the SWMDTF with a weapon, portable radio, and cell phone.



- 6.1.3 Provide fuel for SWMDTF-owned vehicles assigned to the Commander.
- 6.1.4 Upon request of the Commander and approval of the Governing Board of Directors, take any disciplinary action necessary and/or change assignment of their agency's assigned Agent.

## 6.2 Partners shall:

- 6.2.1 Support the Commander's and Agent's discretionary powers of arrest in their jurisdiction, pursuant to Minnesota States § 471.59, subdivision 12.
- 6.2.2 Appoint a representative and an alternate representative to receive communication from the SWMDTF. These representatives may attend Governing Board of Directors meetings.
- 6.2.3 Submit a request in writing, if desiring to change their status from Partner to Member.

## 6.3 The Governing Board of Directors shall:

- 6.3.1 Be responsible for the overall management, operations and budget of the SWMDTF.
- 6.3.2 Exercise all powers granted herein in a fiscally responsible manner and in accordance with the requirements of law.
- 6.3.3 Coordinate information between the Members and the SWMDTF.
- 6.3.4 Obtain and maintain liability insurance in amounts not less than the statutory liability limits established under Minnesota Statutes Chapter 466. The Governing Board of Directors may obtain other insurance it deems necessary to insure the SWMDTF, the Governing Board of Directors, the Members, and employees of the Members for actions rising out of this Agreement. The costs of liability insurance shall be payable from SWMDTF funds. The SWMDTF shall not take any actions under this Agreement until or unless such liability insurance is in effect.
- 6.3.5 Conduct regular meetings on an agreed-upon frequency to review operational activities and expenditures, discuss relevant items, and establish and review policies and procedures as needed. The Members recognize that meetings are subject to "open meeting laws" pursuant to Minnesota Statute Chapter 13D.
- 6.3.6 Function by a majority vote of Directors, or their designees present, provided that a quorum is present. The presence of a simple majority of Governing Board of Directors or their designees shall constitute a quorum. Each Member shall have one vote at any meeting of the Governing Board of Directors. Proxy votes are not permitted and Partner representatives shall not be counted for quorum purposes.
- 6.3.7 Adopt an annual budget and approve budget amendments when necessary.
- 6.3.8 Approve all expenditures and disburse funds in a manner which is consistent with the Agreement any applicable laws, and procedures of the Business Agent.
- 6.3.9 Not change annual Member or Partner dues, without giving written notice by April 30<sup>th</sup> of the year prior to the year requiring the increase to allow for reasonable budget planning and adoption.

## 6.4 The Executive Director shall:

- 6.4.1 Be responsible for presiding over Governing Board of Directors meetings, unless unavailable, in which case any Director may fill in.
- 6.4.2 Maintain frequent communications with Members and Partners.
- 6.4.3 Maintain direct oversight of the Commander.

**6.5 The Commander shall:**

- 6.5.1 Develop best practices and policies for SWMDTF operations.
- 6.5.2 Have the authority and responsibility to direct all Agent and Support Staff activities.
- 6.5.3 Have the authority and responsibility to evaluate agent performance.
- 6.5.4 Have the authority and responsibility to write letters of commendation for Agents, if requested.
- 6.5.5 Have the authority and responsibility to suspend Agents from SWMDTF duties and order them back to their Member agency; and recommend agent assignment cancellations to the Governing Board of Directors when appropriate.
- 6.5.6 Work with the Business Agent to complete operational receivables, disbursements, and grant management.
- 6.5.7 Comply with all operations-related grant reporting requirements.
- 6.5.8 Ensure maintenance, retention and security of all minutes, records, books, and reports.
- 6.5.9 Coordinate the management of records relevant to a suspect's personal information and any alleged criminal activity. All SWMDTF case information shall be recorded and/or stored in the SWMDTF Records Management System.
- 6.5.10 Maintain statistics containing information relevant to all SWMDTF arrests, property seizures, controlled substance seizures and forfeitures.
- 6.5.11 Report operational and fiscal activities to the Governing Board of Directors at least quarterly.
- 6.5.12 By December 15<sup>th</sup> of each year, prepare and present a budget for the following calendar year to be adopted by the Governing Board of Directors.

**6.6 The Agents shall:**

- 6.6.1 Consider their assignment to the SWMDTF to be a privilege, perform at an acceptable level, and comply with SWMDTF policies and procedures.
- 6.6.2 Obtain training prior to assignment or as soon as reasonably practical thereafter and maintain proficiency throughout assignment in the following areas:
  - 6.6.2.1 Search warrants/entries/raid planning and execution
  - 6.6.2.2 Civil process/forfeiture procedures
  - 6.6.2.3 Evidence collection/testing/handling/packaging/documentation
  - 6.6.2.4 Surveillance techniques/counter surveillance awareness
  - 6.6.2.5 Electronic surveillance device usage/capabilities/limitations
  - 6.6.2.6 Formal complaints/charging
  - 6.6.2.7 Covert operations/plain clothes/undercover operations
  - 6.6.2.8 Interview/interrogation/statements
  - 6.6.2.9 Investigative strategies
- 6.6.3 Perform duties under the supervision and coordination of the Commander.
- 6.6.4 Work on behalf of the SWMDTF by gathering and acting on information and investigating specific cases related to felony level drug distribution in the Members' jurisdictions.
- 6.6.5 Timely submit all required reports and case work documents, as directed.

**6.7 The Business Agent shall:**

- 6.7.1 Maintain the SWMDTF's financial records.
- 6.7.2 Manage accounts and funds according to generally accepted accounting principles.
- 6.7.3 Perform accounting tasks including, but not limited to accounts payable, accounts receivable, forfeiture disbursements and bank deposit preparation.

- 6.7.4 Comply with all fiscal-related grant reporting requirements.
- 6.7.5 Provide monthly and annual financial reporting, including expenditures and fund balances to the Commander.
- 6.7.6 Support budget development.
- 6.7.7 Coordinate amendments or renewals to this Agreement.
- 6.7.8 Coordinate contracts entered into by the Governing Board of Directors.

**6.8 The Support Staff shall:**

- 6.8.1 Attend Governing Board of Directors meetings and take meeting minutes.
- 6.8.2 Perform administrative tasks including, but not limited to: case-related record management; forfeiture documentation; and statistical reporting.
- 6.8.3 Be primarily located at the SWMDTF facility when providing service.

**6.9 The Legal Advisor shall:**

- 6.9.1 Attend Governing Board of Directors meetings at the request of the Commander to advise on current operational topics.
- 6.9.2 Provide legal guidance directly to Commander on operational inquiries, including but not limited to, cases involving entities outside Member jurisdictions.

**7. Operations**

- 7.1 All SWMDTF equipment, information and records should be stored at the SWMDTF facility. The Commander and Agents may assist Member law enforcement agencies with technical advice and support, and provide needed equipment to Members, if available.
- 7.2 Agents shall have discretionary powers of arrest in all Member's jurisdictions, pursuant to Minnesota Statutes §471.59, subdivision 12.
- 7.3 The SWMDTF's Records Management System shall be provided by Scott County.

**8. Equipment and Property**

- 8.1 All individually owned property brought by a Commander, Agent, or Member into the SWMDTF shall remain the property of that owner. Damage to or loss of individually owned property during SWMDTF operations shall be the responsibility of the owner. Individuals and Members waive the right to sue the SWMDTF or any other party for damage or loss, even if they were caused wholly or partially by the negligence of any other Member or their officers or employees.
- 8.2 Any property purchased by the SWMDTF shall be the property of the SWMDTF.
- 8.3 The SWMDTF may issue equipment to the Commander and Agents as necessary, including but not limited to a SWMDTF-owned (or leased) vehicle, which will be maintained and insured by the SWMDTF.
- 8.4 Items seized through actions of the SWMDTF and forfeited through legal process, such as jewelry, vehicles, or real estate may be sold or disposed of by the SWMDTF in a manner permitted by law.
- 8.5 Forfeited funds and proceeds from forfeited item sales, once cleared by the district court, will be distributed according to Minnesota Statutes.
- 8.6 All firearms seized by the SWMDTF shall be destroyed.

**9. Funding**

- 9.1 Primary funding for the SWMDTF shall be federal and state grants and donations.
- 9.2 SWMDTF distributions from forfeited funds and proceeds from forfeited item sales shall become SWMDTF assets and held for supplemental funding for operations and expenses.

**9.3 Member Dues.** Unless specified below, Members shall provide personnel or p  
dues as follows:

- 9.3.1** City/County populations shall be determined by the latest Metropolitan Council’s Annual Population Estimates, available on January 1st.
- 9.3.2** City/County with a population at, or exceeding, 7,000 on January 1, 2024 - sixteen thousand eight hundred dollars (\$16,800)
- 9.3.3** City/County with a population under 7,000 - eight thousand four hundred dollars (\$8,400)
- 9.3.4** In the event a City/County reaches a population of 7,000 or more during the term of this Agreement dues shall increase over the following years as follows:

Year 1 Following Threshold of 7,000	\$11,200
Year 2	\$14,000
Year 3	Current Dues for City/County with a Population Exceeding 7,000

**9.3.5** In the event there are no grant funds to pay for the reimbursement of Support Staff or Business Agent services as set out below, Members shall contribute equally towards the unpaid costs. In that event, Members shall be invoiced in January for their portion of the preceding calendar year’s expenses.

**9.4 Partner Dues.** Partners shall pay annual dues of two thousand one hundred dollars (\$2,100).

**10. Reimbursements**

- 10.1** Members seeking eligible reimbursements as stated below, shall submit monthly invoices to the Business Agent by the last day of the month following the incursion of the expense. Upon approval by the Commander, reimbursements will be issued to Member.
- 10.2** The SWMDTF shall reimburse a rate of \$3,500 per month for Commander service.
- 10.3** The SWMDTF shall reimburse overtime wages for Agent service.
- 10.4** The SWMDTF shall reimburse training expenses relative to topics listed in 6.6.2 for prospective Agents. If prospective Agents are not ultimately assigned to the SWMDTF, the Member agency shall refund the SWMDTF for those expenses.
- 10.5** The SWMDTF shall reimburse hourly wages for Business Agent service.
- 10.6** The SWMDTF shall reimburse wages and benefits for up to the equivalent of .50 FTE in Support Staff service.
- 10.7** The SWMDTF may reimburse hourly wages for Legal Advisor service.

**11. Amendments and Agreement Complete**

- 11.1** Any Member wishing to submit an amendment to this Agreement shall do so by submitting a written proposal to the Governing Board of Directors at a regularly scheduled or special meeting. The Governing Board of Directors shall forward the proposed amendment, with a recommendation, to each Member within ninety (90) days of receipt of the proposal. Each Member shall respond within sixty (60) days of receipt of the proposal. If no response is received from any Member, the amendment is deemed to be rejected.
- 11.2** Amendment to this Agreement shall only be effective if each Member agrees, in writing, to the proposed change or amendment.
- 11.3** This Agreement sets forth all negotiations and agreements between the Members. No other understandings regarding this Agreement, whether oral or written, may be used to bind any Member.

**12. Indemnification**

- 12.1** The SWMDTF shall be considered a separate and distinct public entity to which the Members have transferred all responsibility and control for actions taken pursuant to this Agreement. To the fullest extent permitted by law, actions by the Members pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Members that they shall be deemed a "single governmental unit" for the purposes of liability, as set forth in Minnesota Statutes Section 471.59, subdivision 1a (b); provided further that for purposes of that statute, each Member expressly declines responsibility for the acts or omissions of the other party. The Members are not liable for the acts or omissions of the other Members except to the extent to which they have agreed in writing to be responsible.
- 12.2** The SWMDTF shall defend, indemnify and hold harmless the Members against all claims, losses, liabilities, suits, judgments, costs and expenses arising out of action or inaction of the Governing Board, its directors, the Executive Director, the SWMDTF Commander and other employees or agents of the SWMDTF pursuant to this Agreement. The SWMDTF shall defend and indemnify the employees of any Member acting pursuant to the Agreement except for any act or omission for which the Member's employee is guilty of malfeasance, willful neglect of duty or bad faith. This Agreement to defend and indemnify does not constitute a waiver by the SWMDTF or any Member of the limitations on liability provided by Minnesota Statutes Chapter 466.

**13. Personnel Employment**

All personnel assigned or appointed to the SWMDTF shall remain employees of the Member that has assigned them to the SWMDTF and shall be compensated by that Member, not the SWMDTF.

**14. Workman's Compensation**

Each Member shall be responsible for injuries to or death of its own employees in conjunction with services provided pursuant to the Agreement. Each Member shall maintain workers' compensation coverage or self-insurance coverage, covering its own personnel while they are assigned to the SWMDTF. Each Member waives the right to sue any other party for any workers' compensation benefits paid to its own employee or their dependents, even if the injuries were caused wholly or partially by the negligence of any other Member or its officers, employees or agents.

**15. Audits**

Pursuant to Minnesota Statutes §16C.05, Subd. 5, the books, records, documents, and accounting practices and procedures relevant to this Agreement are subject to examination by the Members, and/or the State Auditor, and/or any of their duly authorized representatives, as appropriate.

**16. Government Data Practices**

Each Member agrees to comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, as it applies to all data created, collected, received, stored, used, maintained or disseminated by the SWMDTF. If a Member receives a request to release the data referred to in this section, it must immediately notify the SWMDTF Commander, who shall act as the Data Practices Responsible Authority and Compliance Official.

**17. Withdrawal and Dissolution**

- 17.1 Withdrawal.** Any Member or Partner may terminate its participation in this Agreement upon thirty (30) days written notice to the Governing Board of Directors. No refund will be issued by the SWMDTF of any annual contribution paid by the withdrawing party. All rights to SWMDTF funds and assets are relinquished by the Member upon withdrawal. Withdrawal shall not discharge any liability incurred by any Member prior to withdrawal. Such liability shall continue until discharged by law or agreement. Withdrawal by any Member shall not terminate this Agreement with respect to any parties who have not withdrawn.
- 17.2 Dissolution.** This Agreement shall remain in full force and effect unless a majority of the Members' governing bodies vote in favor of dissolution, if dissolution is necessitated by operation of law as a result of a decision by a court of competent jurisdiction, or when a majority of remaining Members agree to terminate the Agreement upon a date certain.
- 17.3 Effect of Termination.** Termination of this Agreement shall not discharge any liability incurred by the SWMDTF or by the Members during the term of this Agreement. Upon termination of this Agreement and after payment of all outstanding obligations, property, equipment or surplus money held by the SWMDTF shall be distributed equally to the current Members.

**SOUTHWEST METRO DRUG TASK FORCE  
JOINT POWERS AGREEMENT  
January 1, 2024 – December 31, 2028**

**SIGNATURE PAGE**

**IN WITNESS WHEREOF**, the undersigned Governmental Unit has caused this Agreement to be signed and delivered on its behalf.

City of New Prague

\_\_\_\_\_  
(Name of Government Unit)

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

**Its:** \_\_\_\_\_

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

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

**Its:** \_\_\_\_\_

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



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

**MEMORANDUM**

**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**CC:** JOSHUA M. TETZLAFF, CITY ADMINISTRATOR

**FROM:** KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR  
 ROBIN PIKAL, FINANCE DIRECTOR  
 MATT RYNDA, PUBLIC WORKS DIRECTOR

**SUBJECT:** ADOPTION OF ORDINANCE NO. 346 AMENDING CHAPTER 53 OF THE CITY CODE RELATING TO REFUSE

**DATE:** DECEMBER 11, 2023

The City Council introduced and conducted the first reading of the amended refuse ordinance at the December 4<sup>th</sup>, 2023 City Council meeting.

At the meeting, the Council requested language pertaining to the “bag system” of collection be added to the ordinance amendments. After speaking with Rob Hennes at Lakers, the following language was added to section 53.01(B)(1): “Vendor provided collection bags may also be used for curb site pick up in lieu of receptacles on collection day.”

Also at the meeting, the City Council asked about whether collection bags would increase in cost and how Lakers would collect the current base fee that the City is collecting and remitting to Lakers (\$5.35/mo.). Mr. Hennes at Lakers indicated that they would simply add the base fee to everyone’s invoice from Lakers for no net increase in their bill related to refuse. He also indicated that he believed the price of the bags had gone up recently due to the cost of the bags themselves, but no fee increase would be attributed to this ordinance change. What would change for invoicing, however, would be that collection bag users would now receive an invoice from Lakers that would include the former base fee (again at no net increase).

Regarding timing of the ordinance taking effect, Mr. Hennes did ask for the effective date of the ordinance to be moved to April 1, 2024 to give time to adjust their invoices and processes. This change was reflected in the revised ordinance.

Finally, while there would be no net increase in the refuse collection fees, staff asks for the Council’s consideration in continuing to collect a monthly fee on the utility bills for residential customers in the amount of \$0.40/month which would initially be used for costs related to the operation and future improvements of the City’s yard waste site and could be expanded to the organics site in the future when grant funds run out. This fee would generate just under \$18,000/year in revenue of which would be used to cover ongoing utility billing fees (approximately \$6,900/yr.) and operation, maintenance, and future improvement projects (such as a key card access gate) at the yard waste site (labor/equipment alone is nearly \$7,500/yr.). This would amount to \$4.80/year for a residential household on their utility bill.



As noted during the introduction of the ordinance amendments, each license and agreement will need to be approved for each hauler individually by the City Council. If the ordinance is approved tonight, it would become effective on 4/1/24. Staff would work to bring agreements for all haulers to the City Council for approval prior to 4/1/24.

**Recommendation(s)**

- A. Staff recommends that the City Council conduct a second reading and adopt Ordinance #346.
- B. Staff recommends approving the attached resolution approving publication of Ordinance #346 by Title and Summary.

**Attachments:**

- 1. Proposed Ordinance #346 Amending Chapter 53 Relating to Refuse
- 2. Resolution Authorizing Publication by Title and Summary of Ordinance #346

**ORDINANCE NO. 346  
CITY OF NEW PRAGUE**

**AN ORDINANCE AMENDING CHAPTER 53 OF THE NEW PRAGUE  
CITY CODE REGARDING REFUSE COLLECTION**

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

**SECTION 1.** Chapter 53 of the City Code of the City of New Prague is hereby amended by deleting the ~~stricken~~ language and adding the double-underlined language as follows:

**Chapter 53: REFUSE**

~~53.01 Definitions~~

~~53.012 Refuse; Collection and storage of refuse and garbage~~

~~53.023 Vehicles for hauling refuse~~

~~53.034 Pickup site~~

~~53.045 License required~~

~~53.056 Application for license; renewals; fees and agreement~~

~~53.067 Revocation or suspension of license~~

~~53.08 Payment~~

**~~53.01 DEFINITIONS.~~**

~~(A) For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.~~

~~**REFUSE.** Includes any combustible waste material, trade waste, garbage, paper, leaves or other similar substances as may be defined as refuse in the State Pollution Control Agency Solid Waste Regulations, SWI (12), which definition is hereby adopted by reference pursuant to M.S. § 471.62, as it may be amended from time to time.~~

~~**OPEN BURNING.** The burning of any material whereby the resultant combustible product is emitted directly into the open atmosphere without passing through an adequate stack, duct or chimney, in accordance with the Minnesota Pollution Control Agency Regulation 368.2, as amended.~~

~~(B) No person shall dispose of refuse by open burning, or cause, suffer, allow or permit open burning of refuse in the city.~~

**53.012 REFUSE; COLLECTION AND STORAGE OF REFUSE AND GARBAGE.**

(A) For the purpose of this chapter, “refuse” shall mean solid waste from residential, commercial, industrial, and community activities that the generator of the waste aggregates for collection~~the following definitions shall apply unless the context clearly indicates or requires a~~

different meaning.

~~**REFUSE AND GARBAGE.** Includes organic waste, empty metal cans, empty glass bottles and jars remaining or resulting from the preparation of food for household use, organic spoiled or decayed food, together with household paper waste and residential lawn, tree and shrubbery cuttings and trimmings, clothing and household refuse, and any other rejected or useless items fit only to be thrown out or away.~~

(B) It shall be the duty of every tenant, lessee, owner or occupant of every private dwelling house, store, hotel or restaurant, and the owner of every other type of property and of every other person having refuse which is on the premises, to at least once a week deposit the refuse with the refuse collecting service.

(1) ~~Garbage and r~~Refuse shall be kept in suitable and sufficient ~~cars or~~ receptacles made of metal or plastic with suitable handles and tight fitting covers. ~~The receptacles shall not be of more than a 30-gallon capacity, and the aggregate weight of each receptacle and contents shall not be more than 75 pounds.~~ Each of the receptacles shall be maintained and clean, and kept in a state of repair which will prevent leakage. Vendor provided collection bags may also be used for curb side pick up in lieu of receptacles on collection day. ~~Tree branches shall be bound in bundles not more than two feet in diameter and three feet in length. All organic garbage shall be tightly enclosed in a paper bag or wrapper before depositing the same in the receptacle.~~ Yard waste must be brought to the City’s yard waste site for proper disposal and may not be placed in refuse receptacles. While not mandatory, organics may be brought to the City’s organics waste collection site.

(2) No person shall accumulate or permit to accumulate any refuse which shall constitute a nuisance by reason of appearance, odor, sanitation, possible littering of neighboring properties or a fire hazard.

**53.023 VEHICLES FOR HAULING REFUSE.**

All persons and entities hauling or conveying refuse for hire shall haul the same in suitable vehicles provided with end and sideboards of sufficient height to prevent any part of the load from falling or leaking into or upon any public street or alley in the city. The vehicles shall at all times, except when loading or unloading, be kept covered with sufficient canvas, metal or wooden covers.

**53.034 PICKUP SITE.**

All pickups of refuse ~~and garbage~~ shall be made inat the curb. The city may direct other locations as practical.

**53.045 LICENSE REQUIRED.**

No person or entity shall engage in the business of residential or commercial refuse collection in the city ~~unless he or she shall first pay without paying~~ the licensing fee herein prescribed and ~~secure~~ securing and maintaining a valid residential or commercial hauling license

from the city, as the case may be, to ~~operate his or her business~~ collect said refuse.

**53.056 APPLICATION FOR LICENSE; RENEWALS; FEES AND AGREEMENT.**

(A) Applications for a license or a license renewal to haul or convey residential or commercial refuse and garbage in and from the city shall be in writing and be filed with the City Administrator, or its designee, and shall state the type of license requested, the number of vehicles proposed to be used, the type or name of unit to be used, the name of the owner or the licensee, the charge which the person proposes to make for the hauling of refuse and the kind of service proposed to be given to customers, and the schedule of proposed residential and ~~business~~ commercial pickups, as applicable. Rates to be charged shall also be filed with the City Administrator, or its designee, and made available for public inspection. ~~The applicant shall file with his or her~~ application a certificate of liability insurance on each vehicle involved. Before the license shall be issued, the licensee shall agree to hold the city harmless and shall agree to defend and indemnify the city, and the city’s employees and agents, for any claims, damages, losses, and expenses related to the work under the license. The city shall be named as an additional insured under that insurance for the services provided under the license. The licensee’s contract of insurance shall be the primary insurance for the city and the license or insurance company shall provide a certificate of insurance which verifies the existence of the insurance required, including provisions to hold the city harmless and defend and indemnify the city. The insurance shall provide coverage up to \$300,000 for any single claim and \$1,000,000 for any number of claims in a single occurrence.

(B) The ~~annual~~ license fee for ~~the~~ residential and commercial licenses shall be established in the city’s fee schedule is \$100 for the first vehicle proposed to be used in the hauling and conveying of refuse and \$25 for each additional vehicle used thereafter. All licenses shall remain valid for no longer than three years and shall expire on March 31st of their expiration year, and the first three-year license term shall begin on April 1, 2024. Renewal applications shall be filed with the City Administrator, or its designee, no later than 60 days prior to expiration, the thirty first day of the thirty sixth month following the issuance of the license. One residential license may be granted for every 7,000 residents of in the city. Beginning on April 1, 2024, prior to being issued a residential or commercial license, a hauler shall enter into an agreement with the city that meets all city requirements, and such agreement shall include, without limitation, terms and conditions related to rates, insurance, indemnification, and community cleanup day events.

**53.067 REVOCATION OR SUSPENSION OF LICENSE.**

The ~~A~~ license to haul or convey residential or commercial refuse or garbage, after issued, may be revoked or suspended by the City Council for a violation of this chapter, or for any other violation state or local law regarding public health, without notice in the case of the conviction in a court of competent jurisdiction of the licensee on a complaint alleging the violation of this chapter or alleging the violation of the provisions of the city or the state regarding public health. Further, the license may be revoked at any time by the City Council upon a hearing, provided that the licensee shall be given at least 30 days written notice of the hearing and shall have an opportunity to appear in person or by agent or attorney and present evidence relative to the matter under consideration.

**53.08 PAYMENT.**

The expense of refuse collection may be paid to the collector monthly by the owner, agent, occupant, or tenant of the premises from which the refuse is collected, and the fee as determined therefore shall be separately designated and added to the monthly statement of the City Utilities Commission, and the Commission shall monthly remit to the licensee the monies thereby collected.

**SECTION 2.** The “Miscellaneous Licenses” section of the City’s Official Fee Schedule is hereby amended by adding the double-underlined language and deleting the ~~stricken~~ language as follows:

<b>MISCELLANEOUS LICENSES:</b>	
Commercial Refuse Hauler License <del>(annual)</del> (up to 3 year license)	\$150.00 <del>for first vehicle, \$25 for each additional vehicle</del> per year
<u>Residential Refuse Hauler License (up to 3 year license)</u>	<u>\$150.00 for first vehicle, \$25 for each additional vehicle</u> per year
<u>Yard Waste Site Fee</u>	<u>\$0.40/mo. added to residential utility accounts</u>

**SECTION 3.** This Ordinance shall take effect and be in force upon its publication, in accordance with Section 3.13 of the City Charter.

Introduced to the City Council of the City of New Prague, Minnesota, the 4th day of December, 2023.

The required 10 days posted notice was completed on the City Website and City Hall Bulletin Board on December 5th, 2023.

Passed by the City Council of the City of New Prague, Minnesota, the 18th day of December, 2023 and to be published on the 28th day of December, 2023.

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

ATTEST:

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

**CITY OF NEW PRAGUE, MINNESOTA**

**RESOLUTION NO. 23-12-18-04**

**A RESOLUTION AUTHORIZING PUBLICATION BY TITLE AND SUMMARY OF ORDINANCE 346 RELATED TO REFUSE COLLECTION**

WHEREAS, the City of New Prague (the “City”) is a municipal corporation organized and operating under a home rule charter and the laws of Minnesota; and

WHEREAS, the City Council of the City of New Prague adopted “Ordinance 346 – An Ordinance Amending Chapter 53 of the New Prague City Code Regarding Refuse Collection”; and

WHEREAS, Section 3.14 of the City Charter authorizes summary publication of lengthy ordinances where the City Council determines, upon an affirmative 4/5 vote of its members, that the title and summary of such ordinance shall clearly inform the public of the intent and effect of the ordinance; and

WHEREAS, the verbatim text of the ordinance is four pages in length, is cumbersome, and the expense of publication of the complete text is not justified; and

WHEREAS, the following summary clearly informs the public of the intent and effect of the ordinance.

NOW THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of New Prague, Minnesota, that the following summary is hereby approved for official publication:

**SUMMARY PUBLICATION  
ORDINANCE NO. 346**

**AN ORDINANCE AMENDING CHAPTER 53 OF THE NEW PRAGUE  
CITY CODE REGARDING REFUSE COLLECTION**

On December 18, 2023, the New Prague City Council adopted an ordinance designated as Ordinance No. 346, the title of which is stated above. The purpose of the ordinance is to amend certain regulations within chapter 53 of the New Prague City Code related to commercial and residential refuse disposal and collection. The ordinance includes updated provisions related to the city’s licensing of haulers and supplements the existing code language to include additional licensing requirements. The ordinance also clarifies the city’s longstanding limitation on the number of residential hauling licenses available and establishes licensing fees and other requirements for all licensed haulers. A full copy of the ordinance is available for public inspection in the office of the City Administrator during normal business hours.

BE IT FURTHER RESOLVED, by the City Council of the City of New Prague, Minnesota

that the City Administrator is directed to keep a copy of the ordinance in the Administrator’s office at City Hall for public inspection and to post a full copy of this resolution and the ordinance in a public place in the City for a period of two weeks.

BE IT FURTHER RESOLVED, by the City Council of the City of New Prague, Minnesota that only the title and summary of the ordinance be published; and

BE IT FURTHER RESOLVED, by the City Council of the City of New Prague, Minnesota that the text of the summary is hereby approved.

BE IT FINALLY RESOLVED, by the City Council of the City of New Prague, Minnesota that the Mayor, City staff and City attorney are hereby authorized and directed to take any and all additional steps and actions necessary or convenient in order to accomplish the intent of this Resolution.

ADOPTED at a regular meeting of the New Prague City Council this 18<sup>th</sup> day of December, 2023.

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

ATTEST:

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



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

**MEMORANDUM**

**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** AMENDING 2023 GENERAL FUND BUDGET  
**DATE:** DECEMBER 15, 2023

The enclosed resolution for your review includes the City’s proposed amended 2023 Budget. Proposed changes include:

- Amend the 2023 General Fund Revenue Budget by increasing revenues from \$6,501,775 to \$7,692,775 or by \$1,191,000 as follows:
  - Increase Use of Fund Balance revenue account #101-3-0000-36500 by \$1,160,000 (from \$201,300 to \$1,361,300) for purchase of 412 5<sup>th</sup> Avenue NW to be utilized as for the Parks Department.
  - Increase Transfer from ARAP Funds revenue account #101-3-0000-39206 by \$31,000 (from \$514,968 to \$545,968) based on:
    - addition to Streets budget for purchase of a 5-ton plow truck for \$203,000 originally expected in 2022
    - reduction to Street budget for purchase of vehicle for \$42,000
    - reduction to Park Board budget for sidewalk expansion/maintenance originally budgeted in 2023 but did not occur
- Amend the 2023 General Fund Expense Budget by increasing expenses from \$6,501,775 to \$7,692,775 or by \$1,191,000 as follows:
  - Increase Streets Dept. Capital Outlay expenditure account #101-4-4310-500 by \$161,000 (from \$107,000 to \$268,000) for purchase of 5-ton plow truck for \$203,000 originally expected in 2022
  - Increase Parks Dept. Capital Outlay expenditure account #101-4-4520-500 by \$1,160,000 (from \$294,000 to \$1,454,000) for purchase of 412 5<sup>th</sup> Avenue NW to be utilized as for the Parks Department.
  - Decrease Park Board Dept. Capital Outlay expenditure account #101-4-4521-500 by \$130,000 (from \$130,000 to \$0) for sidewalk expansion/maintenance originally budgeted in 2023 but did not occur

**Recommendation**

Staff recommends approval of Resolution #23-12-18-01, Amending the City Budget for 2023.



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

**CITY OF NEW PRAGUE  
RESOLUTION #23-12-18-01**

**RESOLUTION AMMENDING THE CITY OF NEW PRAGUE'S 2023  
GENERAL FUND BUDGET**

**WHEREAS**, the City's General Fund budget for 2023 was established at \$29,115,405(All Funds); and adopted on December 19, 2022.

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

1. The City Council hereby amends its 2023 General Fund Revenue Budget by increasing revenues from \$6,501,775 to \$7,692,775 or by \$1,191,000 as follows:
  - a. Increase Use of Fund Balance revenue account #101-3-0000-36500 by \$1,160,000 (from \$201,300 to \$1,361,300)
  - b. Increase Transfer from ARAP Funds revenue account #101-3-0000-39206 by \$31,000 (from \$514,968 to \$545,968)
  
2. The City Council hereby amends its 2023 General Fund Expense Budget by increasing expenses from \$6,501,775 to \$7,692,775 or by \$1,191,000 as follows:
  - a. Increase Streets Dept. Capital Outlay expenditure account #101-4-4310-500 by \$161,000 (from \$107,000 to \$268,000)
  - b. Increase Parks Dept. Capital Outlay expenditure account #101-4-4520-500 by \$1,160,000 (from \$294,000 to \$1,454,000)
  - c. Decrease Park Board Dept. Capital Outlay expenditure account #101-4-4521-500 by \$130,000 (from \$130,000 to \$0).

Adopted by the City Council of the City of New Prague, Minnesota, this 18th day of December, 2023.

\_\_\_\_\_  
Duane Jirik  
Mayor

ATTEST:

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



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

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**MEMORANDUM**

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** RESOLUTION ADOPTING 2024 CITY BUDGET  
**DATE:** DECEMBER 15, 2023

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Enclosed for your review is the City’s proposed 2024 Total Budget (All Funds), totaling \$29,382,881 in total expenditures across all City departments as has been reviewed and discussed during budget workshops over the last few months.

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

Following the Truth in Taxation public hearing on December 4, 2023, staff recommends approval of the proposed 2024 Total Budget (All Funds).

**Recommendation**

Staff recommends approval of Resolution #23-12-18-02, Adopting the City Budget for 2024.

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

**CITY OF NEW PRAGUE  
RESOLUTION #23-12-18-02**

**RESOLUTION ADOPTING THE CITY BUDGET FOR 2024**

**WHEREAS**, the Minnesota Legislature has adopted legislation that requires the adoption of a proposed property tax levy on or before September 30, 2023, and a final tax levy prior to December 29, 2023; and

**WHEREAS**, the City held a Truth in Taxation budget and tax levy hearing on December 4, 2023, prior to the adoption of the final budget and tax levy; and

**WHEREAS**, it is the intent of the New Prague City Council to adopt a final budget for 2024 for all City Funds; and

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

The 2024 Total City Budget of \$29,832,881 (All Funds) is hereby adopted and is supported with a property tax levy.

Adopted by the City Council of the City of New Prague, Minnesota, this 18th day of December, 2023.

\_\_\_\_\_  
Duane Jirik  
Mayor

ATTEST:

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

# *New Prague, Minnesota*

*A Tradition of Progress*



## **CITY OF NEW PRAGUE 2024 PROPOSED GENERAL FUND BUDGET REPORT**

# TABLE OF CONTENTS

## Contents

2024 BUDGETS – ALL FUNDS..... 1

2024 GENERAL FUND..... 2

2024 WATER FUND ..... 3

2024 WASTE WATER SANITARY SEWER FUND..... 4

2024 ELECTRIC FUND ..... 5

2024 AMBULANCE FUND ..... 6

2024 ECONOMIC DEVELOPMENT AUTHORITY ..... 7

2024 NEW PRAGUE GOLF CLUB ..... 8

2024 STORM WATER FUND ..... 9

2024 SPECIAL REVENUE FUNDS .....10

2024 CAPITAL PROJECTS FUND .....11

2024 DEBT SERVICE FUND .....12

## BUDGET MESSAGE

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

## BUDGET POLICY & STRATEGY

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

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

## 2024 BUDGETS – ALL FUNDS

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

## GENERAL FUND

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

<b>CITY OF NEW PRAGUE</b>												
<b>2024 Budgets - All Funds</b>												
<b>December 18, 2023</b>												
Fund	Revenues	(+)	Transfers In	(=)	Total Revenues	Expenses	(+)	Transfers Out	(=)	Total Expenses	Net Differences	Description
<b>General Fund</b>	\$5,898,746		\$520,894		\$6,419,640	\$6,377,694		\$41,946		\$6,419,640	\$0	Balanced Budget
<b>Enterprise Funds (Major)</b>												
Water	\$1,877,961				\$1,877,961	\$1,589,904				\$1,589,904	\$288,057	
Sanitary Sewer	\$3,677,947				\$3,677,947	\$4,057,592				\$4,057,592	-\$379,645	Use of Fund Balance
Electric	\$10,474,072				\$10,474,072	\$10,036,660		\$40,000		\$10,076,660	\$397,412	
<b>Enterprise Funds (Non-Major)</b>												
Ambulance	\$20,100				\$20,100	\$12,366				\$12,366	\$7,734	
EDA	\$75,250				\$75,250	\$75,250				\$75,250	\$0	
EDA - Industrial Park	\$0				\$0	\$1,773				\$1,773	-\$1,773	Use of Fund Balance
Golf	\$1,351,036		\$41,946		\$1,392,982	\$1,408,833				\$1,408,833	-\$15,851	
Storm Water	\$401,040				\$401,040	\$403,445				\$403,445	-\$2,405	
<b>Special Revenue Funds</b>	\$35,211				\$35,211	\$16,010				\$16,010	\$19,201	
<b>Capital Project Funds</b>	\$3,042,118				\$3,042,118	\$3,821,850				\$3,821,850	-\$779,732	
<b>Debt Service Funds</b>	\$1,217,613				\$1,217,613	\$1,499,558				\$1,499,558	-\$281,945	Use of Fund Balance
	\$28,071,094		\$562,840		\$28,633,934	\$29,300,935		\$81,946		\$29,382,881	-\$748,947	

	2022	2023	2024		
	ACTUAL	ADOPTED	PROPOSED	2023 to 2024	2023 to 2024
	GENERAL	GENERAL	GENERAL	(\$)	(%)
GENERAL FUND REVENUE	FUND	FUND BUDGET	FUND BUDGET	DIFFERENCE	DIFFERENCE
TAXES	\$ 3,758,223	\$ 3,828,128	\$ 3,839,628	\$ 11,500	0.30%
LICENSES & PERMITS	\$ 350,997	\$ 240,780	\$ 250,255	\$ 9,475	3.94%
INTERGOVERNMENTAL	\$ 1,298,101	\$ 1,293,308	\$ 1,567,199	\$ 273,891	21.18%
CHARGES FOR SERVICES	\$ 120,028	\$ 148,806	\$ 82,164	\$ (66,642)	-44.78%
FINES	\$ 22,063	\$ 20,000	\$ 20,000	\$ -	0.00%
SPECIAL ASSESSMENTS	\$ -	\$ -	\$ -	\$ -	0.00%
INTEREST INCOME	\$ 79,733	\$ 10,000	\$ 125,000	\$ 115,000	1150.00%
MISCELLANEOUS REVENUE	\$ 54,130	\$ 14,500	\$ 14,500	\$ -	0.00%
TRANSFERS IN	\$ 133,000	\$ 946,253	\$ 520,894	\$ (425,359)	-44.95%
<b>TOTAL REVENUE</b>	<b>\$ 5,816,275</b>	<b>\$ 6,501,775</b>	<b>\$ 6,419,640</b>	<b>\$ (82,135)</b>	<b>-1.26%</b>
	2022	2023	2024		
	ACTUAL	ADOPTED	PROPOSED	2023 to 2024	2023 to 2024
	GENERAL	GENERAL	GENERAL	(\$)	(%)
GENERAL FUND EXPENSES	FUND	FUND BUDGET	FUND BUDGET	DIFFERENCE	DIFFERENCE
CITY COUNCIL	\$ 73,283	\$ 74,152	\$ 76,142	\$ 1,990	2.68%
ADMINISTRATION	\$ 533,280	\$ 492,982	\$ 461,644	\$ (31,338)	-6.36%
TECHNOLOGY NETWORK	\$ 89,118	\$ 166,882	\$ 207,383	\$ 40,501	24.27%
ELECTIONS	\$ 25,324	\$ 6,320	\$ 15,900	\$ 9,580	151.58%
ASSESSOR	\$ 43,100	\$ 44,393	\$ 45,700	\$ 1,307	2.94%
ATTORNEY	\$ 70,008	\$ 70,000	\$ 70,000	\$ -	0.00%
ENGINEERING	\$ 7,068	\$ 15,000	\$ 20,000	\$ 5,000	33.33%
PLANNING	\$ 253,782	\$ 387,745	\$ 405,723	\$ 17,978	4.64%
GOVERNMENT BUILDINGS	\$ 86,718	\$ 73,191	\$ 174,138	\$ 100,947	137.92%
POLICE	\$ 1,802,153	\$ 2,102,655	\$ 2,196,296	\$ 93,641	4.45%
FIRE	\$ 239,330	\$ 208,545	\$ 252,332	\$ 43,787	21.00%
BUILDING INSPECTION	\$ 287,442	\$ 309,492	\$ 341,054	\$ 31,562	10.20%
EMERGENCY MANAGEMENT	\$ 420	\$ 2,650	\$ 2,637	\$ (13)	-0.49%
ANIMAL CONTROL	\$ 14,487	\$ 15,750	\$ 15,750	\$ -	0.00%
PUBLIC WORKS	\$ 101,042	\$ 110,182	\$ 116,637	\$ 6,455	5.86%
STREETS	\$ 960,369	\$ 952,187	\$ 892,825	\$ (59,362)	-6.23%
STREET LIGHTS	\$ 59,689	\$ 72,418	\$ 72,333	\$ (85)	-0.12%
OUTDOOR SWIMMING POOL	\$ 67,663	\$ -	\$ -	\$ -	0.00%
AQUATICS CENTER	\$ 165,220	\$ 130,526	\$ 116,251	\$ (14,275)	-10.94%
MUNICIPAL BAND	\$ 4,466	\$ 4,475	\$ 4,484	\$ 9	0.20%
PARKS	\$ 505,765	\$ 855,736	\$ 621,815	\$ (233,921)	-27.34%
PARK BOARD	\$ 6,708	\$ 173,000	\$ 180,000	\$ 7,000	4.05%
LIBRARY	\$ 30,941	\$ 50,753	\$ 33,265	\$ (17,488)	-34.46%
UNALLOCATED	\$ 21,826	\$ 61,471	\$ 55,385	\$ (6,086)	-9.90%
TRANSFER OUT	\$ 121,270	\$ 121,270	\$ 41,946	\$ (79,324)	\$ (1)
<b>TOTAL EXPENSES</b>	<b>\$ 5,570,473</b>	<b>\$ 6,501,775</b>	<b>\$ 6,419,640</b>	<b>\$ (82,135)</b>	<b>-1.26%</b>
<b>DIFFERENCE</b>	<b>\$ 245,802</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

## ENTERPRISE FUNDS

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

**WATER FUND**

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

The 2024 Revenue budget reflects a 5% annual overall rate increase, depending on usage. Commercial and residential customers will see an estimated annual increase between 3.9% - 5.2%. Water usage during the summer months of June through September will be billed at higher rates to recover needed revenue and to meet the water conservation pricing requirement set forth by the state.

	2022	2023	2024	2023 TO 2024	2023 TO 2024
	ACTUAL	ADOPTED	PROPOSED	(\$)	(%)
<b>WATER REVENUE</b>	<b>FUND</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>DIFFERENCE</b>	<b>DIFFERENCE</b>
CHARGES FOR SERVICES	\$ (1,661,679)	\$ (1,670,739)	\$ (1,786,561)	\$ (115,822)	6.93%
HOOK-UP CHARGES	\$ (33,005)	\$ (35,000)	\$ (25,000)	\$ 10,000	-28.57%
MISCELLANEOUS REVENUE	\$ (97,352)	\$ (71,865)	\$ (66,400)	\$ 5,465	-7.60%
<b>TOTAL REVENUE</b>	<b>\$ (1,792,036)</b>	<b>\$ (1,777,604)</b>	<b>\$ (1,877,961)</b>	<b>\$ (100,357)</b>	<b>5.65%</b>
	2022	2023	2024	0	2023 TO 2024
	ACTUAL	ADOPTED	PROPOSED		(\$)
<b>WATER EXPENSES</b>	<b>FUND</b>	<b>BUDGET</b>	<b>BUDGET</b>		<b>DIFFERENCE</b>
SOURCE OF SUPPLY	\$ 533,854	\$ 528,625	\$ 533,408		\$ 4,783
POWER & PUMPING	\$ 118,056	\$ 117,000	\$ 117,500		\$ 500
PURIFICATION	\$ 48,899	\$ 78,000	\$ 58,000		\$ (20,000)
DISTRIBUTION	\$ 69,466	\$ 72,000	\$ 70,500		\$ (1,500)
ADMIN & GENERAL	\$ 742,549	\$ 749,174	\$ 810,496		\$ 61,322
<b>TOTAL EXPENSES</b>	<b>\$ 1,512,824</b>	<b>\$ 1,544,799</b>	<b>\$ 1,589,904</b>		<b>\$ 45,105</b>
<b>DIFFERENCE</b>	<b>\$ (279,212)</b>	<b>\$ (232,805)</b>	<b>\$ (288,057)</b>		<b>\$ (55,252)</b>



**WASTEWATER SANITARY SEWER FUND**

The Sanitary Sewer Fund is a self-sustaining city utility fund. The sanitary sewer provides an efficient, well-maintained, and cost-effective sewer collection system to meet the needs of the growing community. Services include operating and maintaining the sanitary sewer collection system, sewer jetting, inspecting lift stations, inflow and infiltration improvements, and emergency sewer repair.

The 2024 Revenue Budget reflects a 3.5% increase for Residential and Commercial Wastewater Rates. This is a reflection of the current economy and rising operating costs. Currently there are 2,937 sanitary sewer connections with a projected 20 new connections in 2024. Each permit brings in \$5,934.50 in hook-up charges.

	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2023 TO 2024</b>	<b>2023 TO 2024</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>PROPOSED</b>	<b>(\$)</b>	<b>(%)</b>
<b>SANITARY SEWER REVENUE</b>	<b>FUND</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>DIFFERENCE</b>	<b>DIFFERENCE</b>
CHARGES FOR SERVICES	\$ (3,331,357)	\$ (3,407,612)	\$ (3,526,353)	\$ (118,741)	3.48%
HOOK-UP CHARGES	\$ (85,528)	\$ (120,000)	\$ (120,000)	\$ -	0.00%
MISCELLANEOUS REVENUE	\$ (158,493)	\$ (31,594)	\$ (31,594)	\$ -	0.00%
<b>TOTAL REVENUE</b>	<b>\$ (3,575,378)</b>	<b>\$ (3,559,206)</b>	<b>\$ (3,677,947)</b>	<b>\$ (118,741)</b>	<b>3.34%</b>
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2023 TO 2024</b>	<b>2023 TO 2024</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>PROPOSED</b>	<b>(\$)</b>	<b>(%)</b>
<b>SANITARY SEWER EXPENSES</b>	<b>FUND</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>DIFFERENCE</b>	<b>DIFFERENCE</b>
EMPLOYEE WAGES & BENEFITS	\$ 608,223	\$ 699,838	\$ 738,537	\$ 38,699	5.53%
OPERATING EXPENSES	\$ 2,275,623	\$ 2,329,917	\$ 2,400,733	\$ 70,816	3.04%
CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	0.00%
DEBT SERVICE	\$ 960,806	\$ 944,355	\$ 918,322	\$ (26,033)	-2.76%
<b>TOTAL EXPENSES</b>	<b>\$ 3,844,653</b>	<b>\$ 3,974,110</b>	<b>\$ 4,057,592</b>	<b>\$ 83,482</b>	<b>2.10%</b>
<b>DIFFERENCE</b>	<b>\$ 269,275</b>	<b>\$ 414,904</b>	<b>\$ 379,645</b>	<b>\$ (35,259)</b>	

**ELECTRIC FUND**

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

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

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

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

The 2024 Revenue budget reflects a 2% increase on residential energy rates, 1% on Commercial and 2.3% on industrial and demand rates. Residential customer service charges will not change in 2024. These increases are primarily driven by escalating labor, material and equipment cost and the ongoing operational cost of building and maintaining an electric distribution system that is both reliable and capable of serving future growth.

	2022	2023	2024	2023 TO 2024	2023 TO 2024
	ACTUAL	ADOPTED	PROPOSED	(\$)	(%)
<b>ELECTRIC REVENUE</b>	<b>FUND</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>DIFFERENCE</b>	<b>DIFFERENCE</b>
CHARGES FOR SERVICES	\$ (8,403,222)	\$ (9,286,587)	\$ (9,716,632)	\$ (430,045)	4.63%
MISCELLANEOUS REVENUE	\$ (999,974)	\$ (712,700)	\$ (757,440)	\$ (44,740)	6.28%
<b>TOTAL REVENUE</b>	<b>\$ (9,403,196)</b>	<b>\$ (9,999,287)</b>	<b>\$ (10,474,072)</b>	<b>\$ (474,785)</b>	<b>4.75%</b>
	2022	2023	2024	0	2023 TO 2024
	ACTUAL	ADOPTED	PROPOSED		(\$)
<b>ELECTRIC EXPENSES</b>	<b>FUND</b>	<b>BUDGET</b>	<b>BUDGET</b>		<b>DIFFERENCE</b>
SOURCE OF SUPPLY	\$ 6,675,221	\$ 7,254,891	\$ 7,465,461	\$ 210,570	2.90%
SOURCE OF SUPPLY - SMMPA	\$ 254,501	\$ 337,500	\$ 486,740	\$ 149,240	44.22%
DISTRIBUTION	\$ 224,025	\$ 112,500	\$ 126,500	\$ 14,000	12.44%
CUSTOMER SERVICE	\$ 263	\$ -	\$ -	\$ -	0.00%
ADMIN & GENERAL	\$ 1,377,049	\$ 1,752,512	\$ 1,957,959	\$ 205,447	11.72%
TRANSFER OUT	\$ 40,000	\$ 40,000	\$ 40,000	\$ -	0.00%
<b>TOTAL EXPENSES</b>	<b>\$ 8,571,059</b>	<b>\$ 9,497,403</b>	<b>\$ 10,076,660</b>	<b>\$ 579,257</b>	<b>6.10%</b>
<b>DIFFERENCE</b>	<b>\$ (832,137)</b>	<b>\$ (501,884)</b>	<b>\$ (397,412)</b>	<b>\$ 104,472</b>	

**AMBULANCE FUND**

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

	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2023 TO 2024</b>	<b>2023 TO 2024</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>PROPOSED</b>	<b>(\$)</b>	<b>(%)</b>
<b>AMBULANCE REVENUE</b>	<b>FUND</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>DIFFERENCE</b>	<b>DIFFERENCE</b>
RENT	\$ (14,856)	\$ (15,000)	\$ (15,000)	\$ -	0.00%
MISCELLANEOUS REVENUE	\$ (5,992)	\$ (5,100)	\$ (5,100)	\$ -	0.00%
<b>TOTAL REVENUE</b>	<b>\$ (20,848)</b>	<b>\$ (20,100)</b>	<b>\$ (20,100)</b>	<b>\$ -</b>	<b>0.00%</b>
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2023 TO 2024</b>	<b>2023 TO 2024</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>PROPOSED</b>	<b>(\$)</b>	<b>(%)</b>
<b>AMBULANCE EXPENSES</b>	<b>FUND</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>DIFFERENCE</b>	<b>DIFFERENCE</b>
OPERATING EXPENSES	\$ 14,188	\$ 10,697	\$ 12,366	\$ 1,669	15.60%
<b>TOTAL EXPENSES</b>	<b>\$ 14,188</b>	<b>\$ 10,697</b>	<b>\$ 12,366</b>	<b>\$ 1,669</b>	<b>15.60%</b>
<b>DIFFERENCE</b>	<b>\$ (6,661)</b>	<b>\$ (9,403)</b>	<b>\$ (7,734)</b>	<b>\$ 1,669</b>	

**ECONOMIC DEVELOPMENT AUTHORITY FUND**

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

	2022	2023	2024	2023 TO 2024	2023 TO 2024
	ACTUAL	ADOPTED	PROPOSED	(\$)	(%)
EDA REVENUE	FUND	BUDGET	BUDGET	DIFFERENCE	DIFFERENCE
PROPERTY TAXES	\$ (49,917)	\$ (75,000)	\$ (75,000)	\$ -	0.00%
LOCAL GRANT	\$ -	\$ -	\$ -	\$ -	0.00%
MISCELLANEOUS REVENUE	\$ (1,733)	\$ (250)	\$ (250)	\$ -	0.00%
<b>TOTAL REVENUE</b>	<b>\$ (51,650)</b>	<b>\$ (75,250)</b>	<b>\$ (75,250)</b>	<b>\$ -</b>	<b>0.00%</b>
	2022	2023	2024	2023 TO 2024	2023 TO 2024
	ACTUAL	ADOPTED	PROPOSED	(\$)	(%)
EDA EXPENSES	FUND	BUDGET	BUDGET	DIFFERENCE	DIFFERENCE
OPERATING EXPENSES	\$ 35,683	\$ 70,250	\$ 75,250	\$ 5,000	7.12%
TRANSFERS OUT	\$ 3,000	\$ 5,000	\$ -	\$ (5,000)	-100.00%
<b>TOTAL EXPENSES</b>	<b>\$ 38,683</b>	<b>\$ 75,250</b>	<b>\$ 75,250</b>	<b>\$ -</b>	<b>0.00%</b>
<b>DIFFERENCE</b>	<b>\$ (12,967)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

**ECONOMIC DEVELOPMENT AUTHORITY FUND (INDUSTRIAL PARK)**

	2022	2023	2024	2023 TO 2024	2023 TO 2024
	ACTUAL	ADOPTED	PROPOSED	(\$)	(%)
EDA - INDUSTRIAL PARK REVENUE	FUND	BUDGET	BUDGET	DIFFERENCE	DIFFERENCE
TRANSFERS IN	\$ -	\$ -	\$ -	\$ -	0.00%
LOCAL GRANT	\$ -	\$ -	\$ -	\$ -	0.00%
MISCELLANEOUS INCOME	\$ (593)	\$ -	\$ -	\$ -	0.00%
RENTAL INCOME	\$ -	\$ -	\$ -	\$ -	0.00%
<b>TOTAL REVENUE</b>	<b>\$ (593)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
	2022	2023	2024	2023 TO 2024	2023 TO 2024
	ACTUAL	ADOPTED	PROPOSED	(\$)	(%)
EDA - INDUSTRIAL PARK EXPENSES	FUND	BUDGET	BUDGET	DIFFERENCE	DIFFERENCE
OPERATING EXPENSES	\$ 146	\$ 988,000	\$ -	\$ (988,000)	-100.00%
DEPRECIATION	\$ 1,773	\$ 1,773	\$ 1,773	\$ -	0.00%
SETTLEMENT CHARGES	\$ -	\$ -	\$ -	\$ -	0.00%
<b>TOTAL EXPENSES</b>	<b>\$ 1,919</b>	<b>\$ 989,773</b>	<b>\$ 1,773</b>	<b>\$ (988,000)</b>	<b>-99.82%</b>
<b>DIFFERENCE</b>	<b>\$ 1,326</b>	<b>\$ 989,773</b>	<b>\$ 1,773</b>	<b>\$ (988,000)</b>	

**NEW PRAGUE GOLF CLUB**

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

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

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

The 2024 Revenue Budget reflects an increase to membership fees/dues: \$20 single, \$30 couple, and \$50 families. Green Fees will increase \$1 per person for 18-hols and Cart Fees will increase \$1 for 18-holes.,

	2022	2023	2024	2023 TO 2024	2023 TO 2024
	ACTUAL	ADOPTED	PROPOSED	(\$)	(%)
<b>GOLF REVENUE</b>	<b>FUND</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>DIFFERENCE</b>	<b>DIFFERENCE</b>
SALES	\$ (80,973)	\$ (83,000)	\$ (78,000)	\$ 5,000	-6.02%
CHARGES FOR SERVICES	\$ (805,907)	\$ (799,924)	\$ (880,536)	\$ (80,612)	10.08%
FOOD & BEVERAGE	\$ (372,186)	\$ (327,800)	\$ (389,000)	\$ (61,200)	18.67%
MISCELLANEOUS	\$ (24,021)	\$ (5,500)	\$ (3,500)	\$ 2,000	-36.36%
TRANSFERS IN	\$ (121,270)	\$ (121,270)	\$ (41,946)	\$ 79,324	-65.41%
<b>TOTAL REVENUE</b>	<b>\$ (1,404,358)</b>	<b>\$ (1,337,494)</b>	<b>\$ (1,392,982)</b>	<b>\$ (55,488)</b>	<b>4.15%</b>
	2022	2023	2024	2023 TO 2024	2023 TO 2024
	ACTUAL	ADOPTED	PROPOSED	(\$)	(%)
<b>GOLF EXPENSES</b>	<b>FUND</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>DIFFERENCE</b>	<b>DIFFERENCE</b>
GOLF OPERATIONS	\$ 497,794	\$ 494,439	\$ 537,881	\$ 43,442	8.79%
FOOD & BEVERAGE	\$ 322,936	\$ 277,110	\$ 350,294	\$ 73,184	26.41%
MAINTENANCE	\$ 496,667	\$ 486,332	\$ 520,658	\$ 34,326	7.06%
<b>TOTAL EXPENSES</b>	<b>\$ 1,317,398</b>	<b>\$ 1,257,881</b>	<b>\$ 1,408,833</b>	<b>\$ 150,952</b>	<b>12.00%</b>
<b>DIFFERENCE</b>	<b>\$ (86,959)</b>	<b>\$ (79,613)</b>	<b>\$ 15,851</b>	<b>\$ 95,464</b>	

**STORM WATER FUND**

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

The 2023 Revenue Budget reflects a zero increase in residential and commercial storm sewer rates to offset increased expenditures. Currently the City of New Prague has 36 miles of storm pipe along with 30 storm water ponds and water ways all monitored and maintained by the street department. Maintenance includes repairing and cleaning leaves out of the catch basins, cleaning dirt and sand from in front of the inlet and discharge pipes in all ponds.

	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2023 TO 2024</b>	<b>2023 TO 2024</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>PROPOSED</b>	<b>(\$)</b>	<b>(%)</b>
<b>STORM WATER REVENUE</b>	<b>FUND</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>DIFFERENCE</b>	<b>DIFFERENCE</b>
CHARGES FOR SERVICES	\$ (397,034)	\$ (400,940)	\$ (400,940)	\$ -	0.00%
MISCELLANEOUS REVENUE	\$ (7,941)	\$ (100)	\$ (100)	\$ -	0.00%
<b>TOTAL REVENUE</b>	<b>\$ (404,975)</b>	<b>\$ (401,040)</b>	<b>\$ (401,040)</b>	<b>\$ -</b>	<b>0.00%</b>
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2023 TO 2024</b>	<b>2023 TO 2024</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>PROPOSED</b>	<b>(\$)</b>	<b>(%)</b>
<b>STORM WATER EXPENSES</b>	<b>FUND</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>DIFFERENCE</b>	<b>DIFFERENCE</b>
EMPLOYEE WAGES & BENEFITS	\$ 86,930	\$ 90,369	\$ 95,750	\$ 5,381	5.95%
OPERATING EXPENSES	\$ 259,219	\$ 259,795	\$ 260,651	\$ 856	0.33%
CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	0.00%
DEBT SERVICE	\$ 38,614	\$ 37,556	\$ 47,044	\$ 9,488	25.26%
<b>TOTAL EXPENSES</b>	<b>\$ 384,763</b>	<b>\$ 387,720</b>	<b>\$ 403,445</b>	<b>\$ 15,725</b>	<b>4.06%</b>
<b>DIFFERENCE</b>	<b>\$ (20,212)</b>	<b>\$ (13,320)</b>	<b>\$ 2,405</b>	<b>\$ 15,725</b>	

## SPECIAL REVENUE FUNDS

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

		2022	2023	2024		
		ACTUAL	ADOPTED	PROPOSED	2023 TO 2024	2023 TO 2024
		SPECIAL	SPECIAL	SPECIAL	(\$)	(%)
<b>SPECIAL REVENUE</b>		REVENUE	REVENUE	REVENUE	DIFFERENCE	DIFFERENCE
203 R	SMALL CITIES REVOLVING	\$ (619)	\$ (100)	\$ (100)	\$ -	0.00%
204 R	SMALL CITIES GRANT	\$ -	\$ -	\$ -	\$ -	0.00%
206 R	SP - ECONOMIC DEVELOPMENT	\$ (1,002)	\$ -	\$ -	\$ -	0.00%
207 R	SOUTHERN MN HOUSING PARTNERSHIP (SWMHP)-2016	\$ (1,650)	\$ (1,200)	\$ (1,200)	\$ -	0.00%
208 R	SMALL CITIES DEVELOPMENT PROGRAM (SCDP)-2018	\$ (1,638)	\$ (450)	\$ (450)	\$ -	0.00%
209 R	AMERICAN RESCUE PLAN	\$ (40,639)	\$ -	\$ -	\$ -	0.00%
227 R	RENTALS	\$ (9,730)	\$ (9,600)	\$ (9,600)	\$ -	0.00%
228 R	PARK ACQUISITION FEE	\$ (10,571)	\$ (9,211)	\$ (9,211)	\$ -	0.00%
230 R	PARK EQUIPMENT	\$ (5,674)	\$ (6,850)	\$ (6,850)	\$ -	0.00%
233 R	CRIME PREVENTION	\$ (19,739)	\$ (14,550)	\$ (6,300)	\$ 8,250	-56.70%
235 R	SIDEWALKS	\$ (374)	\$ -	\$ -	\$ -	0.00%
236 R	SIRENS	\$ (84)	\$ (1,500)	\$ (1,500)	\$ -	0.00%
<b>TOTAL REVENUE</b>		<b>\$ (91,720)</b>	<b>\$ (43,461)</b>	<b>\$ (35,211)</b>	<b>\$ 8,250</b>	<b>-18.98%</b>
		2022	2023	2024		
		ACTUAL	ADOPTED	PROPOSED	2023 TO 2024	2023 TO 2024
		SPECIAL	SPECIAL	SPECIAL	(\$)	(%)
<b>SPECIAL REVENUE EXPENSES</b>		REVENUE	REVENUE	REVENUE	DIFFERENCE	DIFFERENCE
203 E	SMALL CITIES REVOLVING	\$ -	\$ -	\$ -	\$ -	0.00%
204 E	SMALL CITIES GRANT	\$ -	\$ -	\$ -	\$ -	0.00%
206 E	SP - ECONOMIC DEVELOPMENT	\$ -	\$ -	\$ -	\$ -	0.00%
207 E	SOUTHERN MN HOUSING PARTNERSHIP (SWMHP)	\$ -	\$ -	\$ -	\$ -	0.00%
208 E	SMALL CITIES DEVELOPMENT PROGRAM (SCDP)	\$ -	\$ -	\$ -	\$ -	0.00%
209 E	AMERICAN RESCUE PLAN	\$ -	\$ -	\$ -	\$ -	0.00%
227 E	RENTALS	\$ 4,868	\$ 2,950	\$ 2,210	\$ (740)	-25.08%
228 E	PARK ACQUISITION FEE	\$ -	\$ -	\$ -	\$ -	0.00%
230 E	PARK EQUIPMENT	\$ 1,444	\$ -	\$ -	\$ -	0.00%
233 E	CRIME PREVENTION	\$ 24,795	\$ 8,900	\$ 13,800	\$ 4,900	55.06%
235 E	SIDEWALKS	\$ -	\$ -	\$ -	\$ -	0.00%
236 E	SIRENS	\$ -	\$ -	\$ -	\$ -	0.00%
<b>TOTAL EXPENSES</b>		<b>\$ 31,107</b>	<b>\$ 11,850</b>	<b>\$ 16,010</b>	<b>\$ 4,160</b>	<b>35.11%</b>
<b>DIFFERENCE</b>		<b>\$ (60,613)</b>	<b>\$ (31,611)</b>	<b>\$ (19,201)</b>	<b>\$ 12,410</b>	

## CAPITAL PROJECT FUNDS

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

		2022	2023	2024		
		ACTUAL	ADOPTED	PROPOSED	2022 TO 2023	2022 TO 2023
		CAPITAL	CAPITAL	CAPITAL	(\$)	(%)
<b>CAPITAL PROJECTS REVENUE</b>		<b>FUND</b>	<b>FUND BUDGET</b>	<b>FUND BUDGET</b>	<b>DIFFERENCE</b>	<b>DIFFERENCE</b>
417 R	CIP 2016-2020	\$ -	\$ -	\$ -	\$ -	0.00%
418 R	TH 19 PROJECT (2020)	\$ (640,498)	\$ (456,316)	\$ -	\$ 456,316	-100.00%
420 R	CIP 2019	\$ (653)	\$ -	\$ -	\$ -	0.00%
421 R	CIP 2022	\$ (1,844,518)	\$ (1,879,311)		\$ 1,879,311	0.00%
422 R	CIP 2023	\$ -	\$ -	\$ -	\$ -	
423 R	CIP 2024	\$ -	\$ -	\$ (2,920,400)	\$ (2,920,400)	
455 R	TRUNK SANITARY FEES	\$ (24,651)	\$ (1,800)	\$ (1,800)	\$ -	0.00%
472 R	TH19-11TH AVE PROJECT	\$ (678)	\$ -	\$ -	\$ -	0.00%
498 R	EQUIPMENT FUND	\$ -	\$ (200,217)	\$ (110,418)	\$ 89,799	-44.85%
499 R	GENERAL	\$ (39,705)	\$ (9,500)	\$ (9,500)	\$ -	0.00%
<b>TOTAL REVENUE</b>		<b>\$ (2,550,704)</b>	<b>\$ (2,547,144)</b>	<b>\$ (3,042,118)</b>	<b>\$ (494,974)</b>	<b>19.43%</b>
		2022	2023	2024		
		ACTUAL	ADOPTED	PROPOSED	2022 TO 2023	2022 TO 2023
		CAPITAL	CAPITAL	CAPITAL	(\$)	(%)
<b>CAPITAL PROJECTS EXPENSES</b>		<b>FUND</b>	<b>FUND BUDGET</b>	<b>FUND BUDGET</b>	<b>DIFFERENCE</b>	<b>DIFFERENCE</b>
417 E	CIP 2016-2020	\$ -	\$ -	\$ -	\$ -	0.00%
418 E	TH 19 PROJECT (2020)	\$ 649,436	\$ 884,579	\$ -	\$ (884,579)	-100.00%
420 E	CIP 2019	\$ 55,630	\$ -	\$ -	\$ -	0.00%
421 E	CIP 2022	\$ -	\$ 2,351,729	\$ -	\$ -	0.00%
422 E	CIP 2023	\$ -	\$ -	\$ -	\$ -	0.00%
423 E	CIP 2024	\$ -	\$ -	\$ 3,699,300	\$ -	0.00%
455 E	TRUNK SANITARY FEES	\$ -	\$ -	\$ -	\$ -	0.00%
472 E	TH19-11TH AVE PROJECT	\$ -	\$ -	\$ -	\$ -	0.00%
498 E	EQUIPMENT FUND	\$ -	\$ 189,985	\$ 120,650	\$ (69,335)	-36.49%
499 E	GENERAL	\$ 91,788	\$ 1,900	\$ 1,900	\$ -	0.00%
<b>TOTAL EXPENSES</b>		<b>\$ 796,854</b>	<b>\$ 3,428,193</b>	<b>\$ 3,821,850</b>	<b>\$ (953,914)</b>	<b>-27.83%</b>
<b>DIFFERENCE</b>		<b>\$ (1,753,850)</b>	<b>\$ 881,049</b>	<b>\$ 779,732</b>	<b>\$ (1,448,888)</b>	



**DEBT SERVICE FUNDS**

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

		2022	2023	2024		
		ACTUAL	ADOPTED	PROPOSED	2023 TO 2024	2023 TO 2024
		DEBT	DEBT	DEBT	(\$)	(%)
<b>DEBT SERVICE REVENUE</b>		<b>FUND</b>	<b>FUND BUDGET</b>	<b>FUND BUDGET</b>	<b>DIFFERENCE</b>	<b>DIFFERENCE</b>
311 R	CIP 2011	\$ (10,262)	\$ (9,473)	\$ (9,473)	\$ -	0.00%
315 R	2013B - REFUNDING	\$ (357,635)	\$ (359,745)	\$ (281,508)	\$ 78,237	-21.75%
316 R	CIP 2014	\$ (85,078)	\$ (83,343)	\$ (87,751)	\$ (4,408)	5.29%
317 R	CIP 2015	\$ (19,654)	\$ (15,296)	\$ (15,630)	\$ (334)	2.18%
318 R	TIF-NP SENIOR HOUSING	\$ (128,710)	\$ (133,841)	\$ (133,842)	\$ (1)	0.00%
319 R	CIP 2019	\$ (278,240)	\$ (257,108)	\$ (259,176)	\$ (2,068)	0.80%
320 R	2020A REFUNDING	\$ (350,226)	\$ (179,240)	\$ (169,424)	\$ 9,816	-5.48%
321 R	CIP 2020-2021	\$ (89,358)	\$ (126,147)	\$ (128,266)	\$ (2,119)	1.68%
322 R	CIP 2022	\$ (171,994)	\$ (97,125)	\$ (93,450)	\$ 3,675	-3.78%
323 R	CIP 2023				\$ -	0.00%
375 R	CIP 2007	\$ (98,011)	\$ -	\$ -	\$ -	0.00%
380 R	HRA (PHILLIPS SQUARE)	\$ (11,595)	\$ (11,550)	\$ (11,550)	\$ -	0.00%
395 R	CIP 2009	\$ (28,720)	\$ (27,543)	\$ (27,543)	\$ -	0.00%
<b>TOTAL REVENUE</b>		\$ (1,629,483)	\$ (1,300,411)	\$ (1,217,613)	\$ 82,798	-6.37%
		2022	2023	2024		
		ACTUAL	ADOPTED	PROPOSED	2023 TO 2024	2023 TO 2024
		DEBT	DEBT	DEBT	(\$)	(%)
<b>DEBT SERVICE EXPENSES</b>		<b>FUND</b>	<b>FUND BUDGET</b>	<b>FUND BUDGET</b>	<b>DIFFERENCE</b>	<b>DIFFERENCE</b>
311 E	CIP 2011	\$ 12,090	\$ 10,521	\$ 8,317	\$ (2,204)	-20.95%
315 E	2013B - REFUNDING	\$ 446,466	\$ 453,730	\$ 370,630	\$ (83,100)	-18.31%
316 E	CIP 2014	\$ 101,836	\$ 101,900	\$ 102,913	\$ 1,013	0.99%
317 E	CIP 2015	\$ 38,886	\$ 37,775	\$ 37,025	\$ (750)	-1.99%
318 E	TIF-NP SENIOR HOUSING	\$ 128,858	\$ 140,926	\$ 134,235	\$ (6,691)	-4.75%
319 E	CIP 2019	\$ 294,661	\$ 289,250	\$ 288,050	\$ (1,200)	-0.41%
320 E	2020A REFUNDING	\$ 178,925	\$ 186,763	\$ 182,397	\$ (4,366)	-2.34%
321 E	CIP 2020-2021	\$ 58,666	\$ 161,468	\$ 176,468	\$ 15,000	9.29%
322 E	CIP 2022	\$ 3,106	\$ -	\$ 41,750	\$ 41,750	0.00%
323 E	CIP 2023	\$ -	\$ -	\$ 104,152	\$ 104,152	0.00%
375 E	CIP 2007	\$ 97,603	\$ -	\$ -	\$ -	0.00%
380 E	HRA (PHILLIPS SQUARE)	\$ 11,436	\$ 11,400	\$ 11,400	\$ -	0.00%
395 E	CIP 2009	\$ 43,324	\$ 42,221	\$ 42,221	\$ -	0.00%
<b>TOTAL EXPENSES</b>		\$ 1,415,857	\$ 1,435,954	\$ 1,499,558	\$ 63,604	4.43%
<b>DIFFERENCE</b>		\$ (213,626)	\$ 135,543	\$ 281,945	\$ 146,402	

Department	Account	Account Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024 Requested Budget	2023-2024 \$ Diff.	2023-2024 % Diff.
NON-DEPARTMENTAL	101-3-0000-31010	CURRENT PROPERTY TAXES	\$ 3,247,201	\$ 3,344,953	\$ 3,647,335	\$ 3,728,128	\$ 3,108,457	\$ 3,749,628	\$ 21,500	0.58%
	101-3-0000-31020	DELINQUENT PROPERTY TAXES	\$ 25,942	\$ 9,788	\$ 12,479	\$ -	\$ (3,611)	\$ -	\$ -	0.00%
	101-3-0000-31030	CABLE TV FRANCHISE TAXES	\$ 105,341	\$ 99,616	\$ 98,409	\$ 100,000	\$ -	\$ 90,000	\$ (10,000)	-10.00%
	101-3-0000-36100	SPECIAL ASSESSMENTS-CO	\$ 1,742	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	101-3-0000-36210	INTEREST INCOME	\$ 31,532	\$ 3,344	\$ 79,733	\$ 10,000	\$ 324,909	\$ 125,000	\$ 115,000	1150.00%
	101-3-0000-36211	INTEREST INCOME- MARKET VALUE	\$ -	\$ -	\$ 11,793	\$ -	\$ -	\$ -	\$ -	0.00%
	101-3-0000-36240	INSURANCE REIMBURSEMENTS	\$ 10,604	\$ 25,898	\$ 11,390	\$ 5,000	\$ 41,896	\$ 5,000	\$ -	0.00%
	101-3-0000-36300	MISCELLANEOUS INCOME	\$ 3,606	\$ 20,934	\$ 19,622	\$ 2,000	\$ 19,062	\$ 2,000	\$ -	0.00%
	101-3-0000-36330	CONTRIBUTIONS AND DONATIONS	\$ 1,110	\$ 4,842	\$ 540	\$ 5,000	\$ -	\$ 5,000	\$ -	0.00%
	101-3-0000-36440	REIMBURSEMENTS	\$ 9,639	\$ 2,306	\$ 11,580	\$ 2,500	\$ 13,990	\$ 2,500	\$ -	0.00%
	101-3-0000-36500	USE OF FUND BALANCE	\$ -	\$ -	\$ -	\$ 201,300	\$ -	\$ 95,000	\$ (106,300)	-52.81%
	101-3-0000-39101	SALES OF GENERAL FIXED ASSETS	\$ 3,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	101-3-0000-39200	TRF- PILOT FROM ELEC FUND	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 23,333	\$ 40,000	\$ -	0.00%
	101-3-0000-39201	TRF IN	\$ 11,000	\$ 11,000	\$ 3,000	\$ -	\$ 2,917	\$ -	\$ -	0.00%
	101-3-0000-39206	TRF FROM ARPA FUNDS	\$ -	\$ -	\$ -	\$ 514,968	\$ -	\$ 237,388	\$ (277,580)	-53.90%
	101-3-0000-39207	TRF FROM EQUIPMENT FUND	\$ -	\$ -	\$ -	\$ 189,985	\$ -	\$ 148,506	\$ (41,479)	-21.83%
		<b>TOTAL REVENUES</b>	<b>\$ 3,491,416</b>	<b>\$ 3,562,682</b>	<b>\$ 3,935,881</b>	<b>\$ 4,798,881</b>	<b>\$ 3,530,953</b>	<b>\$ 4,500,022</b>	<b>\$ (298,859)</b>	<b>-6.23%</b>
GENERAL GOVERNMENT	101-3-4100-32110	LIQUOR LICENSES	\$ 34,242	\$ 21,908	\$ 38,398	\$ 34,825	\$ 41,775	\$ 34,825	\$ -	0.00%
	101-3-4100-32180	BUSINESS LICENSES	\$ 4,735	\$ 2,350	\$ 3,620	\$ 2,500	\$ 3,458	\$ 12,500	\$ 10,000	400.00%
	101-3-4100-32181	TOBACCO LICENSES	\$ 3,000	\$ 3,400	\$ 2,800	\$ 3,000	\$ -	\$ 3,000	\$ -	0.00%
	101-3-4100-32182	PET LICENSES	\$ 1,630	\$ 3,010	\$ 375	\$ 1,000	\$ 1,640	\$ 1,000	\$ -	0.00%
	101-3-4100-32210	BUILDING PERMITS	\$ 273,361	\$ 245,413	\$ 290,554	\$ 185,000	\$ 223,666	\$ 185,000	\$ -	0.00%
	101-3-4100-32215	GOLF CART/ UTV PERMITS	\$ 1,675	\$ 2,575	\$ 4,030	\$ 3,455	\$ 4,135	\$ 3,930	\$ 475	13.75%
	101-3-4100-32220	PLANNING APPLICATIONS	\$ 10,200	\$ 7,270	\$ 6,550	\$ 6,000	\$ 5,995	\$ 6,000	\$ -	0.00%
	101-3-4100-32260	PLAN REVIEW	\$ 8,711	\$ 5,164	\$ 4,670	\$ 5,000	\$ 3,720	\$ 4,000	\$ (1,000)	-20.00%
	101-3-4100-33401	LOCAL GOVERNMENTAL AID	\$ 915,508	\$ 946,819	\$ 964,655	\$ 985,808	\$ 492,904	\$ 1,183,527	\$ 197,719	20.06%
	101-3-4100-33408	MARKET VALUE CREDIT	\$ 92	\$ 178	\$ 183	\$ -	\$ 90	\$ -	\$ -	0.00%
	101-3-4100-33410	COVID-19 - RELIEF FUNDS	\$ 2,792	\$ 14,022	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	101-3-4100-33440	PUBLIC SAFETY AID	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69,930	\$ 69,930	0.00%
	101-3-4100-34107	ASSESSMENT SEARCH REVENUE	\$ 5,055	\$ 3,120	\$ 2,080	\$ 3,000	\$ 2,125	\$ 2,500	\$ (500)	-16.67%
	101-3-4100-34108	ADMINISTRATIVE CHARGES	\$ 7,558	\$ 14,582	\$ 6,796	\$ 7,000	\$ 4,228	\$ 7,000	\$ -	0.00%
	101-3-4100-34109	SVC CHG/CODE ENFORCEMENT	\$ 2,293	\$ 1,915	\$ 1,691	\$ 1,500	\$ (560)	\$ 1,500	\$ -	0.00%
		<b>TOTAL REVENUES</b>	<b>\$ 1,270,852</b>	<b>\$ 1,271,726</b>	<b>\$ 1,326,402</b>	<b>\$ 1,238,088</b>	<b>\$ 783,176</b>	<b>\$ 1,514,712</b>	<b>\$ 276,624</b>	<b>22.34%</b>

Department	Account	Account Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024 Requested Budget	2023-2024 \$ Diff.	2023-2024 % Diff.
COUNCIL	101-4-4111-103	WAGES PART-TIME	\$ 20,700	\$ 21,550	\$ 21,869	\$ 21,900	\$ 21,569	\$ 21,900	\$ -	0.00%
	101-4-4111-113	EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ 400	\$ -	\$ 400	\$ -	0.00%
	101-4-4111-121	EMPLOYER CONT. P E R A	\$ 780	\$ 1,014	\$ 1,035	\$ 1,035	\$ 1,035	\$ 1,035	\$ -	0.00%
	101-4-4111-122	EMPLOYER CONT. F I C A	\$ 616	\$ 391	\$ 389	\$ 422	\$ 366	\$ 422	\$ -	0.00%
	101-4-4111-151	WORKER'S COMP PREMIUMS	\$ 66	\$ 73	\$ 72	\$ 95	\$ 70	\$ 95	\$ -	0.00%
	101-4-4111-200	SUPPLIES	\$ 188	\$ 744	\$ 4,677	\$ 500	\$ 45	\$ 400	\$ (100)	-20.00%
	101-4-4111-305	CIVIL LEGAL FEES	\$ -	\$ -	\$ 2,427	\$ -	\$ -	\$ -	\$ -	0.00%
	101-4-4111-310	PROFESSIONAL SERVICES	\$ -	\$ 21,000	\$ -	\$ 9,300	\$ 9,200	\$ 9,300	\$ -	0.00%
	101-4-4111-320	POSTAGE	\$ -	\$ -	\$ -	\$ -	\$ 44	\$ -	\$ -	0.00%
	101-4-4111-321	TELEPHONE	\$ -	\$ -	\$ 801	\$ 1,100	\$ 905	\$ 1,000	\$ (100)	-9.09%
	101-4-4111-330	TRAVEL, CONF, MILEAGE ALLOW.	\$ 392	\$ 4,520	\$ 385	\$ 1,000	\$ 1,095	\$ 1,500	\$ 500	50.00%
	101-4-4111-340	ADVERTISING & PUBLICATIONS	\$ 38,481	\$ 32,929	\$ 38,006	\$ 35,000	\$ 20,310	\$ 35,000	\$ -	0.00%
	101-4-4111-350	PRINTING & BINDING	\$ 2,866	\$ 1,830	\$ 1,482	\$ 1,700	\$ 3,229	\$ 2,000	\$ 300	17.65%
	101-4-4111-369	INSURANCES	\$ 1,013	\$ 927	\$ 1,423	\$ 970	\$ 1,693	\$ 1,860	\$ 890	91.75%
	101-4-4111-401	CONTRACTED SERVICES	\$ 950	\$ 500	\$ 580	\$ 500	\$ 600	\$ 500	\$ -	0.00%
	101-4-4111-430	MISCELLANEOUS EXPENSE	\$ 55	\$ 93	\$ 55	\$ 150	\$ -	\$ 150	\$ -	0.00%
	101-4-4111-433	DUES & SUBSCRIPTIONS	\$ 48	\$ 78	\$ 82	\$ 80	\$ 55	\$ 80	\$ -	0.00%
	101-4-4111-450	TRAINING & SEMINARS	\$ -	\$ 273	\$ -	\$ -	\$ 125	\$ 500	\$ 500	0.00%
		<b>TOTAL EXPENDITURES</b>	<b>\$ 66,155</b>	<b>\$ 85,922</b>	<b>\$ 73,283</b>	<b>\$ 74,152</b>	<b>\$ 60,341</b>	<b>\$ 76,142</b>	<b>\$ 1,990</b>	<b>2.68%</b>

Department	Account	Account Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024 Requested Budget	2023-2024 \$ Diff.	2023-2024 % Diff.
ADMINISTRATION	101-4-4132-101	WAGES FULL-TIME	\$ 297,219	\$ 344,508	\$ 335,521	\$ 315,213	\$ 284,905	\$ 288,397	\$ (26,816)	-8.51%
	101-4-4132-102	WAGES OVERTIME	\$ 1,158	\$ 993	\$ 347	\$ 500	\$ 612	\$ 500	\$ -	0.00%
	101-4-4132-113	EMPLOYEE BENEFITS	\$ 4,800	\$ 4,658	\$ 4,400	\$ 5,057	\$ 4,400	\$ 4,800	\$ (257)	-5.08%
	101-4-4132-121	EMPLOYER CONT. P E R A	\$ 22,075	\$ 23,531	\$ 23,471	\$ 23,678	\$ 21,678	\$ 21,667	\$ (2,011)	-8.49%
	101-4-4132-122	EMPLOYER CONT. F I C A	\$ 20,315	\$ 21,705	\$ 21,818	\$ 24,172	\$ 20,115	\$ 22,119	\$ (2,053)	-8.49%
	101-4-4132-131	HEALTH INSURANCE	\$ 56,748	\$ 61,563	\$ 67,263	\$ 59,509	\$ 57,388	\$ 57,428	\$ (2,081)	-3.50%
	101-4-4132-132	DENTAL INSURANCE	\$ 4,131	\$ 4,316	\$ 4,473	\$ 6,012	\$ 5,323	\$ 5,920	\$ (92)	-1.53%
	101-4-4132-133	LIFE & S-T DISABILITY INS	\$ 441	\$ 484	\$ 374	\$ 300	\$ 1,002	\$ 863	\$ 563	187.67%
	101-4-4132-151	WORKER'S COMP PREMIUMS	\$ 1,645	\$ 1,822	\$ 2,238	\$ 1,887	\$ 2,005	\$ 1,746	\$ (141)	-7.47%
	101-4-4132-200	SUPPLIES	\$ 2,125	\$ 1,849	\$ 1,454	\$ 2,000	\$ 1,295	\$ 2,000	\$ -	0.00%
	101-4-4132-220	REPAIRS & MAINT. SUPPLIES	\$ 4	\$ 49	\$ -	\$ -	\$ 23	\$ -	\$ -	0.00%
	101-4-4132-231	SAFETY EQUIP & TRAINING	\$ 1,095	\$ 1,085	\$ 830	\$ 1,196	\$ 1,054	\$ 1,196	\$ -	0.00%
	101-4-4132-301	AUDIT	\$ 19,022	\$ 22,735	\$ 22,440	\$ 23,524	\$ 23,341	\$ 24,742	\$ 1,218	5.18%
	101-4-4132-310	PROFESSIONAL SERVICES	\$ 3,536	\$ 4,903	\$ 16,243	\$ 5,000	\$ 400	\$ 5,000	\$ -	0.00%
	101-4-4132-320	POSTAGE	\$ 1,124	\$ 1,058	\$ 1,075	\$ 1,200	\$ 1,029	\$ 1,200	\$ -	0.00%
	101-4-4132-321	TELEPHONE	\$ 5,061	\$ 1,712	\$ 1,807	\$ 2,000	\$ 1,749	\$ 2,000	\$ -	0.00%
	101-4-4132-322	COMPUTER COMM/MAINT	\$ -	\$ -	\$ -	\$ -	\$ 52	\$ -	\$ -	0.00%
	101-4-4132-330	TRAVEL, CONF, MILEAGE ALLOW.	\$ -	\$ 140	\$ -	\$ -	\$ 87	\$ -	\$ -	0.00%
	101-4-4132-340	ADVERTISING & PUBLICATIONS	\$ 112	\$ -	\$ -	\$ -	\$ 305	\$ -	\$ -	0.00%
	101-4-4132-369	INSURANCES	\$ 2,216	\$ 1,538	\$ 2,138	\$ 2,384	\$ 2,472	\$ 2,716	\$ 332	13.93%
	101-4-4132-401	CONTRACTED SERVICES	\$ 87	\$ 96	\$ 96	\$ 100	\$ 92	\$ 100	\$ -	0.00%
	101-4-4132-410	RENTALS	\$ 3,748	\$ 2,605	\$ 3,109	\$ 2,500	\$ 5,509	\$ 2,500	\$ -	0.00%
	101-4-4132-430	MISCELLANEOUS EXPENSE	\$ -	\$ 38	\$ -	\$ 200	\$ 75	\$ 200	\$ -	0.00%
	101-4-4132-431	CREDIT CARD EXPENSE	\$ 404	\$ 580	\$ 1,033	\$ 550	\$ 849	\$ 550	\$ -	0.00%
	101-4-4132-433	DUES & SUBSCRIPTIONS	\$ 9,852	\$ 11,373	\$ 22,273	\$ 12,000	\$ 3,257	\$ 12,000	\$ -	0.00%
	101-4-4132-450	TRAINING & SEMINARS	\$ 56	\$ 70	\$ 876	\$ 4,000	\$ 1,031	\$ 4,000	\$ -	0.00%
		<b>TOTAL EXPENDITURES</b>	<b>\$ 456,972</b>	<b>\$ 513,412</b>	<b>\$ 533,280</b>	<b>\$ 492,982</b>	<b>\$ 440,045</b>	<b>\$ 461,644</b>	<b>\$ (31,338)</b>	<b>-6.36%</b>

Department	Account	Account Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024 Requested Budget	2023-2024 \$ Diff.	2023-2024 % Diff.
TECH NETWORK	101-4-4135-207	COMPUTER SUPPORT SERVICES	\$ 70,243	\$ 57,342	\$ 56,744	\$ 67,000	\$ 58,889	\$ 67,000	\$ -	0.00%
	101-4-4135-322	COMPUTER COMM/MAINT	\$ 23,127	\$ 23,658	\$ 32,198	\$ 99,685	\$ 123,202	\$ 98,000	\$ (1,685)	-1.69%
	101-4-4135-369	INSURANCES	\$ 261	\$ 147	\$ 177	\$ 197	\$ 349	\$ 383	\$ 186	94.42%
	101-4-4135-500	CAPITAL OUTLAY	\$ 217,900	\$ 79,566	\$ -	\$ -	\$ -	\$ 42,000	\$ 42,000	0.00%
		TOTAL EXPENDITURES	\$ 311,531	\$ 160,713	\$ 89,118	\$ 166,882	\$ 182,440	\$ 207,383	\$ 40,501	24.27%
ELECTIONS	101-4-4141-103	WAGES PART-TIME	\$ 9,678	\$ -	\$ 10,086	\$ -	\$ -	\$ 12,000	\$ 12,000	0.00%
	101-4-4141-200	SUPPLIES	\$ 4,211	\$ -	\$ 3,461	\$ 5,120	\$ -	\$ 500	\$ (4,620)	-90.23%
	101-4-4141-310	PROFESSIONAL SERVICES	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	0.00%
	101-4-4141-320	POSTAGE	\$ 136	\$ 2	\$ 107	\$ -	\$ -	\$ 100	\$ 100	0.00%
	101-4-4141-330	TRAVEL, CONF, MILEAGE ALLOW.	\$ 721	\$ -	\$ 435	\$ -	\$ -	\$ 600	\$ 600	0.00%
	101-4-4141-340	ADVERTISING & PUBLICATIONS	\$ 279	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	101-4-4141-369	INSURANCES	\$ 30	\$ 1	\$ 56	\$ -	\$ 14	\$ -	\$ -	0.00%
	101-4-4141-430	MISCELLANEOUS EXPENSE	\$ 179	\$ -	\$ 263	\$ -	\$ -	\$ 1,500	\$ 1,500	0.00%
	101-4-4141-500	CAPITAL OUTLAY	\$ -	\$ -	\$ 9,717	\$ -	\$ -	\$ -	\$ -	0.00%
		TOTAL EXPENDITURES	\$ 16,434	\$ 1,202	\$ 25,324	\$ 6,320	\$ 1,214	\$ 15,900	\$ 9,580	151.58%
ASSESSOR	101-4-4155-312	ASSESSOR FEES	\$ 40,600	\$ 41,800	\$ 43,100	\$ 44,393	\$ 44,400	\$ 45,700	\$ 1,307	2.94%
		TOTAL EXPENDITURES	\$ 40,600	\$ 41,800	\$ 43,100	\$ 44,393	\$ 44,400	\$ 45,700	\$ 1,307	2.94%
ATTORNEY	101-4-4161-304	CRIMINAL LEGAL FEES	\$ 20,976	\$ 24,830	\$ 22,063	\$ 30,000	\$ 23,820	\$ 30,000	\$ -	0.00%
	101-4-4161-305	CIVIL LEGAL FEES	\$ 45,543	\$ 48,814	\$ 47,945	\$ 40,000	\$ 31,862	\$ 40,000	\$ -	0.00%
		TOTAL EXPENDITURES	\$ 66,519	\$ 73,644	\$ 70,008	\$ 70,000	\$ 55,682	\$ 70,000	\$ -	0.00%
ENGINEER	101-4-4171-303	ENGINEERING FEES	\$ 9,702	\$ 13,113	\$ 7,068	\$ 15,000	\$ 7,186	\$ 20,000	\$ 5,000	33.33%
	101-4-4171-720	OPERATING TRF - OUT	\$ -	\$ -	\$ 7,592	\$ -	\$ -	\$ -	\$ -	0.00%
		TOTAL EXPENDITURES	\$ 9,702	\$ 13,113	\$ 14,660	\$ 15,000	\$ 7,186	\$ 20,000	\$ 5,000	33.33%

Department	Account	Account Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024 Requested Budget	2023-2024 \$ Diff.	2023-2024 % Diff.
PLANNING	101-4-4191-101	WAGES FULL-TIME	\$ 137,098	\$ 143,695	\$ 173,649	\$ 197,621	\$ 178,508	\$ 249,252	\$ 51,631	26.13%
	101-4-4191-103	WAGES PART-TIME	\$ -	\$ 3,948	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	101-4-4191-113	EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ 160	\$ -	\$ 160	\$ -	0.00%
	101-4-4191-121	EMPLOYER CONT. P E R A	\$ 10,187	\$ 11,116	\$ 12,964	\$ 14,822	\$ 13,659	\$ 18,694	\$ 3,872	26.12%
	101-4-4191-122	EMPLOYER CONT. F I C A	\$ 9,372	\$ 10,310	\$ 12,010	\$ 15,130	\$ 12,953	\$ 19,083	\$ 3,953	26.13%
	101-4-4191-131	HEALTH INSURANCE	\$ 29,027	\$ 30,153	\$ 33,796	\$ 36,907	\$ 23,865	\$ 49,076	\$ 12,169	32.97%
	101-4-4191-132	DENTAL INSURANCE	\$ 2,065	\$ 2,065	\$ 2,202	\$ 3,746	\$ 2,620	\$ 5,060	\$ 1,314	35.08%
	101-4-4191-133	LIFE & S-T DISABILITY INS	\$ 201	\$ 209	\$ 174	\$ 189	\$ 616	\$ 747	\$ 558	295.24%
	101-4-4191-151	WORKER'S COMP PREMIUMS	\$ 682	\$ 784	\$ 1,319	\$ 1,102	\$ 1,321	\$ 1,382	\$ 280	25.41%
	101-4-4191-200	SUPPLIES	\$ 1,577	\$ 331	\$ 1,915	\$ 1,500	\$ 571	\$ 1,500	\$ -	0.00%
	101-4-4191-212	MOTOR FUELS	\$ 53	\$ 84	\$ 122	\$ 300	\$ 132	\$ 250	\$ (50)	-16.67%
	101-4-4191-231	SAFETY EQUIP & TRAINING	\$ 469	\$ 465	\$ 383	\$ 513	\$ 753	\$ 513	\$ -	0.00%
	101-4-4191-303	ENGINEERING FEES	\$ 1,229	\$ 1,753	\$ 723	\$ 1,600	\$ -	\$ 1,600	\$ -	0.00%
	101-4-4191-310	PROFESSIONAL SERVICES	\$ 186	\$ 1,822	\$ 1,500	\$ 100,000	\$ 37,690	\$ 42,000	\$ (58,000)	-58.00%
	101-4-4191-320	POSTAGE	\$ 240	\$ 221	\$ 410	\$ 300	\$ 414	\$ 300	\$ -	0.00%
	101-4-4191-321	TELEPHONE	\$ 3,046	\$ 872	\$ 1,333	\$ 1,548	\$ 1,402	\$ 1,548	\$ -	0.00%
	101-4-4191-322	COMPUTER COMM/MAINT	\$ -	\$ -	\$ -	\$ -	\$ 52	\$ -	\$ -	0.00%
	101-4-4191-330	TRAVEL, CONF, MILEAGE ALLOW.	\$ 21	\$ 25	\$ 280	\$ 225	\$ 153	\$ 275	\$ 50	22.22%
	101-4-4191-340	ADVERTISING & PUBLICATIONS	\$ 3,515	\$ 3,054	\$ 2,825	\$ 3,000	\$ 3,700	\$ 4,000	\$ 1,000	33.33%
	101-4-4191-350	PRINTING & BINDING	\$ -	\$ -	\$ -	\$ -	\$ 86	\$ -	\$ -	0.00%
	101-4-4191-369	INSURANCES	\$ 1,384	\$ 1,060	\$ 1,519	\$ 1,182	\$ 1,895	\$ 2,083	\$ 901	76.23%
	101-4-4191-408	VEHICLE MAINT	\$ -	\$ -	\$ 174	\$ 100	\$ 17	\$ 100	\$ -	0.00%
	101-4-4191-410	RENTALS	\$ 3,880	\$ 3,104	\$ 3,100	\$ 3,900	\$ 1,405	\$ 3,900	\$ -	0.00%
	101-4-4191-431	CREDIT CARD EXPENSE	\$ 202	\$ 290	\$ 517	\$ 300	\$ 424	\$ 400	\$ 100	33.33%
	101-4-4191-433	DUES & SUBSCRIPTIONS	\$ 702	\$ 807	\$ 913	\$ 1,000	\$ 726	\$ 1,000	\$ -	0.00%
	101-4-4191-450	TRAINING & SEMINARS	\$ -	\$ 100	\$ 1,277	\$ 1,800	\$ 1,469	\$ 1,800	\$ -	0.00%
	101-4-4191-460	LICENSE FEES/REGISTRATION	\$ 1,356	\$ 874	\$ 679	\$ 800	\$ 881	\$ 1,000	\$ 200	25.00%
	101-4-4191-500	CAPITAL OUTLAY	\$ -	\$ 3,835	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
		<b>TOTAL EXPENDITURES</b>	<b>\$ 206,492</b>	<b>\$ 220,977</b>	<b>\$ 253,782</b>	<b>\$ 387,745</b>	<b>\$ 285,312</b>	<b>\$ 405,723</b>	<b>\$ 17,978</b>	<b>4.64%</b>

Department	Account	Account Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024 Requested Budget	2023-2024 \$ Diff.	2023-2024 % Diff.
GOVERNMENT BUILDING	101-4-4194-101	WAGES FULL-TIME	\$ 9,242	\$ 9,862	\$ 10,449	\$ 10,854	\$ 8,364	\$ 7,824	\$ (3,030)	-27.92%
	101-4-4194-102	WAGES OVERTIME	\$ 53	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	101-4-4194-113	EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ 12	\$ -	\$ 12	\$ -	0.00%
	101-4-4194-121	EMPLOYER CONT. P E R A	\$ 690	\$ 763	\$ 783	\$ 813	\$ 643	\$ 586	\$ (227)	-27.92%
	101-4-4194-122	EMPLOYER CONT. F I C A	\$ 606	\$ 685	\$ 704	\$ 830	\$ 585	\$ 599	\$ (231)	-27.83%
	101-4-4194-131	HEALTH INSURANCE	\$ 2,903	\$ 3,015	\$ 3,134	\$ 2,780	\$ 2,270	\$ 1,963	\$ (817)	-29.39%
	101-4-4194-132	DENTAL INSURANCE	\$ 207	\$ 207	\$ 207	\$ 281	\$ 234	\$ 202	\$ (79)	-28.11%
	101-4-4194-133	LIFE & S-T DISABILITY INS	\$ 20	\$ 21	\$ 15	\$ 14	\$ 31	\$ 7	\$ (7)	-50.00%
	101-4-4194-151	WORKER'S COMP PREMIUMS	\$ 162	\$ 68	\$ 74	\$ 69	\$ 60	\$ 50	\$ (19)	-27.54%
	101-4-4194-200	SUPPLIES	\$ 1,291	\$ 1,226	\$ 982	\$ 1,500	\$ 1,551	\$ 1,500	\$ -	0.00%
	101-4-4194-220	REPAIRS & MAINT. SUPPLIES	\$ 5,836	\$ 2,073	\$ 2,962	\$ 3,000	\$ 2,790	\$ 3,500	\$ 500	16.67%
	101-4-4194-231	SAFETY EQUIP & TRAINING	\$ 35	\$ 197	\$ 42	\$ 100	\$ 49	\$ 100	\$ -	0.00%
	101-4-4194-310	PROFESSIONAL SERVICES	\$ 759	\$ 787	\$ 11,971	\$ 1,300	\$ 5,516	\$ 1,300	\$ -	0.00%
	101-4-4194-369	INSURANCES	\$ 994	\$ 842	\$ 201	\$ 938	\$ 177	\$ 195	\$ (743)	-79.21%
	101-4-4194-381	ELECTRIC	\$ 16,417	\$ 12,999	\$ 13,497	\$ 18,000	\$ 14,098	\$ 18,000	\$ -	0.00%
	101-4-4194-382	WATER/SEWER	\$ 2,052	\$ 1,733	\$ 1,699	\$ 2,200	\$ 2,302	\$ 2,200	\$ -	0.00%
	101-4-4194-384	REFUSE	\$ 981	\$ 1,011	\$ 1,087	\$ 1,100	\$ 876	\$ 1,100	\$ -	0.00%
	101-4-4194-385	NATURAL GAS	\$ 4,323	\$ 5,271	\$ 8,146	\$ 8,500	\$ 8,702	\$ 10,000	\$ 1,500	17.65%
	101-4-4194-387	CITY WIDE CLEAN-UP	\$ 1,683	\$ 2,200	\$ 2,180	\$ 2,400	\$ 2,215	\$ 4,000	\$ 1,600	66.67%
	101-4-4194-401	CONTRACTED SERVICES	\$ 15,060	\$ 15,060	\$ 15,060	\$ 15,500	\$ 12,866	\$ 16,000	\$ 500	3.23%
	101-4-4194-404	REPAIRS & MAINTENANCE	\$ 4,377	\$ 428	\$ 13,521	\$ 3,000	\$ 3,200	\$ 5,000	\$ 2,000	66.67%
	101-4-4194-410	RENTALS	\$ -	\$ -	\$ -	\$ -	\$ 105	\$ -	\$ -	0.00%
	101-4-4194-500	CAPITAL OUTLAY	\$ 45,218	\$ 47,825	\$ 5	\$ -	\$ -	\$ 100,000	\$ 100,000	0.00%
		<b>TOTAL EXPENDITURES</b>	<b>\$ 112,910</b>	<b>\$ 106,273</b>	<b>\$ 86,718</b>	<b>\$ 73,191</b>	<b>\$ 66,634</b>	<b>\$ 174,138</b>	<b>\$ 100,947</b>	<b>137.92%</b>

Department	Account	Account Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024 Requested Budget	2023-2024	
									\$ Diff.	% Diff.
POLICE REVENUES	101-3-4210-33161	FEDERAL GRANT-COPS POLICE	\$ -	\$ -	\$ -	\$ -	\$ 8,309	\$ -	\$ -	0.00%
	101-3-4210-33410	COVID-19 RELIEF FUNDS	\$ 392,941	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	101-3-4210-33416	POLICE TRAINING AID	\$ 9,409	\$ 10,304	\$ 8,119	\$ 10,300	\$ 9,092	\$ 10,300	\$ -	0.00%
	101-3-4210-33424	POLICE STATE AID	\$ 92,148	\$ 91,926	\$ 97,660	\$ 92,000	\$ 106,172	\$ 92,000	\$ -	0.00%
	101-3-4210-34210	POLICE LIAISON REVENUE	\$ 94,319	\$ 99,492	\$ 96,035	\$ 112,000	\$ 40,408	\$ 45,408	\$ (66,592)	-59.46%
	101-3-4210-34220	POLICE REVENUE	\$ 46,875	\$ 7,281	\$ 2,761	\$ 20,000	\$ 1,379	\$ 20,000	\$ -	0.00%
	101-3-4210-35101	COURT FINES-STATE OF MN	\$ 20,976	\$ 24,820	\$ 22,063	\$ 20,000	\$ 25,457	\$ 20,000	\$ -	0.00%
	101-3-4210-36200	MISCELLANEOUS INCOME	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ -	\$ -	0.00%
		TOTAL REVENUES	\$ 656,668	\$ 233,823	\$ 226,639	\$ 254,300	\$ 194,316	\$ 187,708	\$ (66,592)	-26.19%
POLICE	101-4-4210-101	WAGES FULL-TIME	\$ 947,322	\$ 946,719	\$ 1,072,835	\$ 1,136,974	\$ 936,531	\$ 1,263,815	\$ 126,841	11.16%
	101-4-4210-102	WAGES OVERTIME	\$ 43,402	\$ 47,754	\$ 79,963	\$ 50,000	\$ 61,385	\$ 50,000	\$ -	0.00%
	101-4-4210-107	POLICE COURT TIME	\$ 2,745	\$ 3,757	\$ 3,881	\$ 3,200	\$ 1,892	\$ 3,200	\$ -	0.00%
	101-4-4210-113	EMPLOYEE BENEFITS	\$ 10,563	\$ 14,562	\$ 25,438	\$ 15,000	\$ 16,098	\$ 15,000	\$ -	0.00%
	101-4-4210-115	VACATION ACCRUAL	\$ 90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	101-4-4210-121	EMPLOYER CONT. P E R A	\$ 158,439	\$ 168,363	\$ 178,234	\$ 198,898	\$ 171,700	\$ 211,788	\$ 12,890	6.48%
	101-4-4210-122	EMPLOYER CONT. F I C A	\$ 19,802	\$ 19,376	\$ 20,012	\$ 24,551	\$ 18,652	\$ 23,875	\$ (76)	-2.75%
	101-4-4210-131	HEALTH INSURANCE	\$ 175,986	\$ 180,491	\$ 162,852	\$ 226,419	\$ 164,211	\$ 239,769	\$ 13,350	5.90%
	101-4-4210-132	DENTAL INSURANCE	\$ 14,153	\$ 13,573	\$ 13,048	\$ 22,394	\$ 17,974	\$ 24,236	\$ 1,842	8.23%
	101-4-4210-133	LIFE & S-T DISABILITY INS	\$ 1,608	\$ 1,618	\$ 1,098	\$ 1,271	\$ 3,129	\$ 3,637	\$ 2,366	186.15%
	101-4-4210-151	WORKER'S COMP PREMIUMS	\$ 35,699	\$ 52,721	\$ 87,591	\$ 91,373	\$ 90,338	\$ 98,339	\$ 6,966	7.62%
	101-4-4210-200	SUPPLIES	\$ 9,752	\$ 8,804	\$ 8,585	\$ 8,000	\$ 11,098	\$ 12,000	\$ 4,000	50.00%
	101-4-4210-207	COMPUTER SUPPORT SERVICES	\$ 5,422	\$ 3,919	\$ 4,469	\$ 5,000	\$ 4,055	\$ 5,500	\$ 500	10.00%
	101-4-4210-212	MOTOR FUELS	\$ 11,756	\$ 15,678	\$ 17,685	\$ 20,000	\$ 16,842	\$ 23,000	\$ 3,000	15.00%
	101-4-4210-220	REPAIRS & MAINT. SUPPLIES	\$ -	\$ 2	\$ 28	\$ 500	\$ 845	\$ 500	\$ -	0.00%
	101-4-4210-231	SAFETY EQUIP & TRAINING	\$ 626	\$ 620	\$ 474	\$ 750	\$ 839	\$ 750	\$ -	0.00%
	101-4-4210-310	PROFESSIONAL SERVICES	\$ 1,446	\$ 1,766	\$ 2,691	\$ 2,500	\$ 2,691	\$ 2,500	\$ -	0.00%
	101-4-4210-320	POSTAGE	\$ 301	\$ 279	\$ 200	\$ 500	\$ 223	\$ 500	\$ -	0.00%
	101-4-4210-321	TELEPHONE	\$ 8,363	\$ 6,775	\$ 6,399	\$ 8,200	\$ 5,100	\$ 9,200	\$ 1,000	12.20%
	101-4-4210-322	COMPUTER COMM/MAINT	\$ 6,992	\$ 6,870	\$ 8,764	\$ 7,000	\$ 6,559	\$ 8,800	\$ 1,800	25.71%
	101-4-4210-330	TRAVEL, CONF, MILEAGE ALLOW.	\$ 140	\$ -	\$ 451	\$ 500	\$ 934	\$ 700	\$ 200	40.00%
	101-4-4210-340	ADVERTISING & PUBLICATIONS	\$ -	\$ 328	\$ 347	\$ 350	\$ 784	\$ 350	\$ -	0.00%
	101-4-4210-350	PRINTING & BINDING	\$ 63	\$ -	\$ 112	\$ 500	\$ 67	\$ 500	\$ -	0.00%



Department	Account	Account Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024 Requested Budget	2023-2024 \$ Diff.	2023-2024 % Diff.
POLICE	101-4-4210-369	INSURANCES	\$ 27,914	\$ 26,007	\$ 27,559	\$ 28,000	\$ 29,127	\$ 32,007	\$ 4,007	14.31%
	101-4-4210-401	CONTRACTED SERVICES	\$ 35,026	\$ 35,603	\$ 36,057	\$ 34,000	\$ 29,469	\$ 39,000	\$ 5,000	14.71%
	101-4-4210-404	REPAIRS & MAINTENANCE	\$ 128	\$ 177	\$ 62	\$ 500	\$ 152	\$ 300	\$ (200)	-40.00%
	101-4-4210-408	VEHICLE MAINT	\$ 6,384	\$ 4,194	\$ 15,860	\$ 5,500	\$ 4,211	\$ 6,500	\$ 1,000	18.18%
	101-4-4210-410	RENTALS	\$ 4,380	\$ 2,741	\$ 3,107	\$ 4,500	\$ 3,052	\$ 4,000	\$ (500)	-11.11%
	101-4-4210-415	LEASE EQUIPMENT	\$ -	\$ 18,308	\$ 6,192	\$ 1,600	\$ 20,256	\$ 34,000	\$ 32,400	2025.00%
	101-4-4210-430	MISCELLANEOUS EXPENSE	\$ 21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	101-4-4210-433	DUES & SUBSCRIPTIONS	\$ 546	\$ 573	\$ 827	\$ 800	\$ 5,132	\$ 850	\$ 50	6.25%
	101-4-4210-450	TRAINING & SEMINARS	\$ 7,202	\$ 7,370	\$ 8,813	\$ 8,675	\$ 10,453	\$ 14,000	\$ 5,325	61.38%
	101-4-4210-453	SEIZED PROPERTY DIST.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	0.00%
	101-4-4210-455	POLICE COMPLIANCE EXPENSES	\$ -	\$ -	\$ -	\$ 500	\$ 440	\$ 500	\$ -	0.00%
	101-4-4210-460	LICENSE FEES/REGISTRATION	\$ 158	\$ 272	\$ 679	\$ 500	\$ 762	\$ 700	\$ 200	40.00%
	101-4-4210-490	DONATION OTHER CIVIC ORG.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,980	\$ 2,980	0.00%
	101-4-4210-500	CAPITAL OUTLAY	\$ 96,393	\$ 10,451	\$ 7,841	\$ 194,200	\$ 210,005	\$ 62,000	\$ (132,200)	-68.07%
		<b>TOTAL EXPENDITURES</b>	<b>\$ 1,632,819</b>	<b>\$ 1,599,672</b>	<b>\$ 1,802,153</b>	<b>\$ 2,102,655</b>	<b>\$ 1,845,006</b>	<b>\$ 2,196,296</b>	<b>\$ 93,641</b>	<b>4.45%</b>

Department	Account	Account Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024 Requested Budget	2023-2024 \$ Diff.	2023-2024 % Diff.
FIRE REVENUES	101-3-4220-33417	FIRE TRAINING AID	\$ 2,520	\$ 11,190	\$ 4,383	\$ 6,000	\$ 6,767	\$ 6,000	\$ -	0.00%
	101-3-4220-33423	FIRE STATE AID	\$ 91,261	\$ 95,262	\$ 103,406	\$ 95,000	\$ 116,174	\$ 95,000	\$ -	0.00%
	101-3-4220-33435	STATE/COUNTY GRANT	\$ -	\$ -	\$ 3,750	\$ -	\$ -	\$ -	\$ -	0.00%
	101-3-4220-36200	MISCELLANEOUS INCOME	\$ -	\$ -	\$ 8,905	\$ -	\$ 206	\$ -	\$ -	0.00%
		TOTAL REVENUES	\$ 93,781	\$ 106,452	\$ 120,445	\$ 101,000	\$ 123,146	\$ 101,000	\$ -	0.00%
FIRE	101-4-4220-103	WAGES PART-TIME	\$ 31,899	\$ 30,526	\$ 30,146	\$ 38,500	\$ -	\$ 40,000	\$ 1,500	3.90%
	101-4-4220-122	EMPLOYER CONT. F I C A	\$ 3,494	\$ 3,253	\$ 3,367	\$ 2,675	\$ -	\$ 4,050	\$ 1,375	51.40%
	101-4-4220-124	FIRE PENSION CONTR.	\$ 91,261	\$ 95,262	\$ 103,406	\$ 99,438	\$ 116,174	\$ 100,000	\$ 562	0.57%
	101-4-4220-151	WORKER'S COMP PREMIUMS	\$ 12,708	\$ 13,798	\$ 18,314	\$ 15,205	\$ 16,953	\$ 17,000	\$ 1,795	11.81%
	101-4-4220-200	SUPPLIES	\$ 8,814	\$ 7,328	\$ 6,329	\$ 8,500	\$ 10,266	\$ 12,500	\$ 4,000	47.06%
	101-4-4220-212	MOTOR FUELS	\$ 1,488	\$ 2,157	\$ 2,974	\$ 3,000	\$ 2,887	\$ 3,000	\$ -	0.00%
	101-4-4220-220	REPAIRS & MAINT. SUPPLIES	\$ 2,088	\$ 6,770	\$ 4,363	\$ 6,500	\$ 2,510	\$ 8,000	\$ 1,500	23.08%
	101-4-4220-231	SAFETY EQUIP & TRAINING	\$ -	\$ 240	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	101-4-4220-310	PROFESSIONAL SERVICES	\$ 2,582	\$ 2,979	\$ 5,768	\$ 2,700	\$ 3,186	\$ 5,000	\$ 2,300	85.19%
	101-4-4220-321	TELEPHONE	\$ 1,323	\$ 1,283	\$ 1,523	\$ 1,500	\$ 1,302	\$ 1,500	\$ -	0.00%
	101-4-4220-322	COMPUTER COMMUNICATIONS	\$ -	\$ 247	\$ 98	\$ 250	\$ -	\$ 250	\$ -	0.00%
	101-4-4220-330	TRAVEL, CONF, MILEAGE ALLOW.	\$ 201	\$ -	\$ 732	\$ 1,500	\$ 2,297	\$ 1,500	\$ -	0.00%
	101-4-4220-340	ADVERTISING & PUBLICATIONS	\$ 499	\$ -	\$ 315	\$ 400	\$ 255	\$ 400	\$ -	0.00%
	101-4-4220-369	INSURANCES	\$ 2,161	\$ 2,177	\$ 3,489	\$ 2,427	\$ 4,261	\$ 4,682	\$ 2,255	92.91%
	101-4-4220-381	ELECTRIC	\$ 4,796	\$ 4,659	\$ 4,954	\$ 4,500	\$ 4,883	\$ 4,500	\$ -	0.00%
	101-4-4220-382	WATER/SEWER	\$ 2,075	\$ 2,194	\$ 2,535	\$ 2,000	\$ 3,625	\$ 2,000	\$ -	0.00%
	101-4-4220-384	REFUSE	\$ 236	\$ 236	\$ 237	\$ 250	\$ 213	\$ 250	\$ -	0.00%
	101-4-4220-385	NATURAL GAS	\$ 1,851	\$ 1,909	\$ 3,123	\$ 3,000	\$ 3,570	\$ 4,000	\$ 1,000	33.33%
	101-4-4220-401	CONTRACTED SERVICES	\$ 533	\$ 198	\$ 1,121	\$ 500	\$ 120	\$ 500	\$ -	0.00%
	101-4-4220-404	REPAIRS & MAINTENANCE	\$ 7,320	\$ 7,672	\$ 17,476	\$ 8,000	\$ 4,301	\$ 8,000	\$ -	0.00%
	101-4-4220-415	LEASE EQUIPMENT	\$ 1,625	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	101-4-4220-430	MISCELLANEOUS EXPENSE	\$ -	\$ 8	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	101-4-4220-433	DUES & SUBSCRIPTIONS	\$ 145	\$ 145	\$ 145	\$ 200	\$ 145	\$ 200	\$ -	0.00%
	101-4-4220-450	TRAINING & SEMINARS	\$ 6,241	\$ 2,917	\$ 12,231	\$ 7,500	\$ 7,729	\$ 10,000	\$ 2,500	33.33%
	101-4-4220-451	REIMBURSEMENTS	\$ -	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -	0.00%
	101-4-4220-500	CAPITAL OUTLAY	\$ 7,439	\$ -	\$ 12,685	\$ -	\$ 1,752	\$ 25,000	\$ 25,000	0.00%
		TOTAL EXPENDITURES	\$ 190,777	\$ 185,959	\$ 239,330	\$ 208,545	\$ 186,426	\$ 252,332	\$ 43,787	21.00%

Department	Account	Account Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024 Requested Budget	2023-2024 \$ Diff.	2023-2024 % Diff.
BUILDING INSPECTOR	101-4-4240-101	WAGES FULL-TIME	\$ 194,065	\$ 197,486	\$ 185,857	\$ 204,558	\$ 186,199	\$ 220,753	\$ 16,195	7.92%
	101-4-4240-102	WAGES OVERTIME	\$ -	\$ -	\$ 712	\$ -	\$ -	\$ -	\$ -	0.00%
	101-4-4240-113	EMPLOYEE BENEFITS	\$ 550	\$ 610	\$ 825	\$ 940	\$ 800	\$ 940	\$ -	0.00%
	101-4-4240-121	EMPLOYER CONT. P E R A	\$ 14,424	\$ 15,326	\$ 13,254	\$ 15,342	\$ 14,124	\$ 16,556	\$ 1,214	7.91%
	101-4-4240-122	EMPLOYER CONT. F I C A	\$ 13,752	\$ 14,419	\$ 13,323	\$ 15,720	\$ 13,238	\$ 16,960	\$ 1,240	7.89%
	101-4-4240-131	HEALTH INSURANCE	\$ 34,018	\$ 33,579	\$ 45,517	\$ 46,347	\$ 37,648	\$ 46,527	\$ 180	0.39%
	101-4-4240-132	DENTAL INSURANCE	\$ 3,441	\$ 3,326	\$ 3,128	\$ 4,682	\$ 4,160	\$ 5,060	\$ 378	8.07%
	101-4-4240-133	LIFE & S-T DISABILITY INS	\$ 335	\$ 337	\$ 226	\$ 263	\$ 674	\$ 680	\$ 417	158.56%
	101-4-4240-151	WORKER'S COMP PREMIUMS	\$ 944	\$ 1,075	\$ 1,598	\$ 1,139	\$ 1,369	\$ 1,228	\$ 89	7.81%
	101-4-4240-200	SUPPLIES	\$ 211	\$ 1,413	\$ 221	\$ -	\$ 414	\$ 1,300	\$ 1,300	0.00%
	101-4-4240-212	MOTOR FUELS	\$ 391	\$ 795	\$ 2,140	\$ 2,000	\$ 1,393	\$ 2,000	\$ -	0.00%
	101-4-4240-220	REPAIRS & MAINT SUPPLIES	\$ -	\$ -	\$ -	\$ 1,300	\$ 6	\$ -	\$ (1,300)	-100.00%
	101-4-4240-231	SAFETY EQUIP & TRAINING	\$ 626	\$ 760	\$ 557	\$ 684	\$ 602	\$ 684	\$ -	0.00%
	101-4-4240-310	PROFESSIONAL SERVICES	\$ -	\$ 957	\$ 3,309	\$ 1,300	\$ 1,443	\$ 1,300	\$ -	0.00%
	101-4-4240-320	POSTAGE	\$ 14	\$ 64	\$ 23	\$ 100	\$ 21	\$ 100	\$ -	0.00%
	101-4-4240-321	TELEPHONE	\$ 1,291	\$ 1,439	\$ 1,534	\$ 1,600	\$ 1,447	\$ 1,600	\$ -	0.00%
	101-4-4240-322	COMPUTER COMM/MAINT	\$ -	\$ 15	\$ -	\$ -	\$ 52	\$ -	\$ -	0.00%
	101-4-4240-330	TRAVEL, CONF, MILEAGE ALLOW.	\$ -	\$ 254	\$ -	\$ 250	\$ 12	\$ 250	\$ -	0.00%
	101-4-4240-340	ADVERTISING & PUBLICATIONS	\$ -	\$ -	\$ 330	\$ -	\$ -	\$ -	\$ -	0.00%
	101-4-4240-369	INSURANCES	\$ 1,715	\$ 1,863	\$ 2,323	\$ 2,077	\$ 1,752	\$ 1,926	\$ (151)	-7.27%
	101-4-4240-401	CONTRACTED NUISANCE ABATEMENT	\$ 558	\$ 795	\$ 1,127	\$ 1,500	\$ 456	\$ 1,500	\$ -	0.00%
	101-4-4240-408	VEHICLE MAINTENANCE	\$ 714	\$ 542	\$ 22	\$ 700	\$ 76	\$ 700	\$ -	0.00%
	101-4-4240-410	RENTALS	\$ 828	\$ 860	\$ 874	\$ 850	\$ 822	\$ 850	\$ -	0.00%
	101-4-4240-431	CREDIT CARD FEES	\$ 3,432	\$ 4,932	\$ 8,784	\$ 4,000	\$ 7,214	\$ 6,000	\$ 2,000	50.00%
	101-4-4240-433	DUES & SUBSCRIPTIONS	\$ 1,030	\$ 901	\$ 255	\$ 900	\$ 85	\$ 900	\$ -	0.00%
	101-4-4240-450	TRAINING & SEMINARS	\$ 1,931	\$ 3,316	\$ 1,466	\$ 3,200	\$ 529	\$ 3,200	\$ -	0.00%
	101-4-4240-460	LICENSE FEES/REGISTRATION	\$ 70	\$ -	\$ 39	\$ 40	\$ 26	\$ 40	\$ -	0.00%
	101-4-4240-500	CAPITAL OUTLAY	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	0.00%
		<b>TOTAL EXPENDITURES</b>	<b>\$ 280,340</b>	<b>\$ 285,063</b>	<b>\$ 287,442</b>	<b>\$ 309,492</b>	<b>\$ 274,563</b>	<b>\$ 341,054</b>	<b>\$ 31,562</b>	<b>10.20%</b>

Department	Account	Account Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024 Requested Budget	2023-2024 \$ Diff.	2023-2024 % Diff.
EMERGENCY MANAGEMENT	101-4-4250-200	SUPPLIES	\$ (1)	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ (100)	-100.00%
	101-4-4250-220	REPAIRS & MAINT. SUPPLIES	\$ 200	\$ -	\$ -	\$ 250	\$ 232	\$ 350	\$ 100	40.00%
	101-4-4250-369	INSURANCES	\$ 796	\$ 807	\$ 420	\$ 800	\$ 489	\$ 537	\$ (263)	-32.88%
	101-4-4250-404	REPAIRS & MAINTENANCE	\$ 1,286	\$ 2,106	\$ -	\$ 1,500	\$ 1,018	\$ 1,750	\$ 250	16.67%
		TOTAL EXPENDITURES	\$ 2,281	\$ 2,913	\$ 420	\$ 2,650	\$ 1,739	\$ 2,637	\$ (13)	-0.49%
ANIMAL CONTROL	101-4-4270-401	CONTRACTED SERVICES	\$ 13,174	\$ 14,400	\$ 14,400	\$ 15,600	\$ 11,700	\$ 15,600	\$ -	0.00%
	101-4-4270-460	LICENSE FEES/REGISTRATION	\$ 82	\$ 197	\$ 87	\$ 150	\$ -	\$ 150	\$ -	0.00%
		TOTAL EXPENDITURES	\$ 13,256	\$ 14,597	\$ 14,487	\$ 15,750	\$ 11,700	\$ 15,750	\$ -	0.00%
PUBLIC WORKS REVENUE	101-3-4300-33425	HIGHWAY STATE AID	\$ 97,806	\$ 97,496	\$ 109,758	\$ 100,000	\$ 107,135	\$ 106,242	\$ 6,242	6.24%
	101-3-4300-33610	STATE/COUNTY ROAD MAINT	\$ 6,380	\$ 9,302	\$ 6,187	\$ 4,200	\$ 9,877	\$ 4,200	\$ -	0.00%
	101-3-4300-34320	STREET REVENUE	\$ 2,353	\$ 1,278	\$ 4,954	\$ 1,000	\$ 1,655	\$ 1,000	\$ -	0.00%
	101-3-4300-36200	MISCELLANEOUS INCOME	\$ 142	\$ 364	\$ 2,093	\$ -	\$ 155	\$ -	\$ -	0.00%
		TOTAL REVENUES	\$ 106,681	\$ 108,441	\$ 122,992	\$ 105,200	\$ 118,823	\$ 111,442	\$ 6,242	5.93%
PUBLIC WORKS	101-4-4300-101	WAGES FULL-TIME	\$ 77,512	\$ 55,352	\$ 69,291	\$ 76,170	\$ 70,399	\$ 82,036	\$ 5,866	7.70%
	101-4-4300-113	EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ 56	\$ -	\$ 56	\$ -	0.00%
	101-4-4300-121	EMPLOYER CONT. P E R A	\$ 5,761	\$ 2,206	\$ 5,189	\$ 5,713	\$ 5,384	\$ 6,148	\$ 435	7.61%
	101-4-4300-122	EMPLOYER CONT. F I C A	\$ 5,729	\$ 4,371	\$ 4,906	\$ 5,831	\$ 5,239	\$ 6,276	\$ 445	7.63%
	101-4-4300-131	HEALTH INSURANCE	\$ 5,005	\$ 2,323	\$ 14,103	\$ 12,977	\$ 12,467	\$ 13,743	\$ 766	5.90%
	101-4-4300-132	DENTAL INSURANCE	\$ 963	\$ 341	\$ 963	\$ 1,311	\$ 1,311	\$ 1,417	\$ 106	8.09%
	101-4-4300-133	LIFE & S-T DISABILITY INS	\$ 94	\$ 34	\$ 71	\$ 66	\$ 236	\$ 237	\$ 171	259.09%
	101-4-4300-151	WORKER'S COMP PREMIUMS	\$ 5,394	\$ 5,925	\$ 5,249	\$ 6,130	\$ 5,374	\$ 4,614	\$ (1,516)	-24.73%
	101-4-4300-231	SAFETY EQUIP & TRAINING	\$ 313	\$ 331	\$ 237	\$ 450	\$ 301	\$ 400	\$ (50)	-11.11%
	101-4-4300-310	PROFESSIONAL SERVICES	\$ -	\$ -	\$ 22	\$ -	\$ 25	\$ -	\$ -	0.00%
	101-4-4300-369	INSURANCES	\$ 502	\$ 361	\$ 548	\$ 403	\$ 646	\$ 710	\$ 307	76.18%
	101-4-4300-433	DUES & SUBSCRIPTIONS	\$ 438	\$ 450	\$ 463	\$ 475	\$ 478	\$ 500	\$ 25	5.26%
	101-4-4300-442	GRANTS/SPECIAL PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ 12,859	\$ -	\$ -	0.00%
	101-4-4300-450	TRAINING & SEMINARS	\$ -	\$ 2,808	\$ -	\$ 600	\$ 20	\$ 500	\$ (100)	-16.67%
		TOTAL EXPENDITURES	\$ 101,711	\$ 74,503	\$ 101,042	\$ 110,182	\$ 114,740	\$ 116,637	\$ 6,455	5.86%

Department	Account	Account Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024 Requested Budget	2023-2024	2023-2024
									\$ Diff.	% Diff.
STREET	101-4-4310-101	WAGES FULL-TIME	\$ 376,469	\$ 366,534	\$ 386,317	\$ 384,830	\$ 368,630	\$ 410,336	\$ 25,506	6.63%
	101-4-4310-102	WAGES OVERTIME	\$ 5,001	\$ 9,921	\$ 19,864	\$ 8,000	\$ 9,637	\$ 11,000	\$ 3,000	37.50%
	101-4-4310-108	WAGES ON-CALL	\$ 11,482	\$ 11,781	\$ 12,175	\$ 20,700	\$ 17,383	\$ 20,700	\$ -	0.00%
	101-4-4310-113	EMPLOYEE BENEFITS	\$ 1,925	\$ 2,475	\$ 1,925	\$ 2,375	\$ 2,925	\$ 2,375	\$ -	0.00%
	101-4-4310-121	EMPLOYER CONT. P E R A	\$ 29,089	\$ 30,246	\$ 31,641	\$ 31,015	\$ 30,448	\$ 33,236	\$ 2,221	7.16%
	101-4-4310-122	EMPLOYER CONT. F I C A	\$ 25,848	\$ 27,489	\$ 28,164	\$ 31,816	\$ 27,308	\$ 34,083	\$ 2,267	7.13%
	101-4-4310-131	HEALTH INSURANCE	\$ 105,488	\$ 103,133	\$ 110,671	\$ 90,314	\$ 93,415	\$ 90,517	\$ 203	0.22%
	101-4-4310-132	DENTAL INSURANCE	\$ 7,825	\$ 7,529	\$ 7,192	\$ 9,025	\$ 9,668	\$ 9,761	\$ 736	8.16%
	101-4-4310-133	LIFE & S-T DISABILITY INS	\$ 759	\$ 779	\$ 557	\$ 496	\$ 1,367	\$ 1,301	\$ 805	162.30%
	101-4-4310-151	WORKER'S COMP PREMIUMS	\$ 25,384	\$ 28,083	\$ 28,324	\$ 32,478	\$ 28,469	\$ 26,891	\$ (5,587)	-17.20%
	101-4-4310-200	SUPPLIES	\$ 678	\$ 1,069	\$ 923	\$ 1,100	\$ 1,715	\$ 1,200	\$ 100	9.09%
	101-4-4310-212	MOTOR FUELS	\$ 22,526	\$ 24,678	\$ 40,878	\$ 35,000	\$ 36,037	\$ 40,000	\$ 5,000	14.29%
	101-4-4310-220	REPAIRS & MAINT. SUPPLIES	\$ 24,859	\$ 23,964	\$ 19,945	\$ 38,000	\$ 26,993	\$ 41,000	\$ 3,000	7.89%
	101-4-4310-224	SIDEWALK MAINTENANCE	\$ 4,167	\$ 349	\$ 1,456	\$ 2,000	\$ 558	\$ 2,000	\$ -	0.00%
	101-4-4310-231	SAFETY EQUIP & TRAINING	\$ 2,905	\$ 2,989	\$ 2,676	\$ 3,600	\$ 3,396	\$ 3,000	\$ (600)	-16.67%
	101-4-4310-303	ENGINEERING FEES	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ -	0.00%
	101-4-4310-310	PROFESSIONAL SERVICES	\$ 1,135	\$ 2,787	\$ 1,727	\$ 10,900	\$ 6,265	\$ 4,200	\$ (6,700)	-61.47%
	101-4-4310-316	SNOW REMOVAL	\$ 30,423	\$ 27,344	\$ 44,578	\$ 53,000	\$ 35,660	\$ 57,000	\$ 4,000	7.55%
	101-4-4310-320	POSTAGE	\$ 17	\$ 4	\$ 21	\$ 20	\$ 1	\$ 20	\$ -	0.00%
	101-4-4310-321	TELEPHONE	\$ 4,274	\$ 2,764	\$ 3,932	\$ 4,000	\$ 3,765	\$ 4,300	\$ 300	7.50%
	101-4-4310-322	COMPUTER COMM/MAINT	\$ 485	\$ 162	\$ 56	\$ 300	\$ 52	\$ 200	\$ (100)	-33.33%
	101-4-4310-330	TRAVEL, CONF, MILEAGE ALLOW.	\$ -	\$ -	\$ 40	\$ 100	\$ -	\$ 100	\$ -	0.00%
	101-4-4310-340	ADVERTISING & PUBLICATIONS	\$ -	\$ 538	\$ -	\$ 300	\$ 186	\$ 300	\$ -	0.00%
	101-4-4310-369	INSURANCES	\$ 21,203	\$ 20,330	\$ 11,760	\$ 22,668	\$ 13,364	\$ 14,685	\$ (7,983)	-35.22%
	101-4-4310-381	ELECTRIC	\$ 3,926	\$ 4,076	\$ 4,140	\$ 4,550	\$ 3,985	\$ 4,750	\$ 200	4.40%
	101-4-4310-382	WATER/SEWER	\$ 1,192	\$ 1,111	\$ 1,397	\$ 1,400	\$ 1,286	\$ 1,500	\$ 100	7.14%
	101-4-4310-384	REFUSE	\$ 981	\$ 1,011	\$ 1,136	\$ 1,100	\$ 1,053	\$ 1,200	\$ 100	9.09%
	101-4-4310-385	NATURAL GAS	\$ 4,464	\$ 4,185	\$ 7,027	\$ 8,000	\$ 8,130	\$ 10,000	\$ 2,000	25.00%
	101-4-4310-404	REPAIRS & MAINTENANCE	\$ 20,376	\$ 17,699	\$ 15,474	\$ 28,000	\$ 19,654	\$ 29,000	\$ 1,000	3.57%
	101-4-4310-408	VEHICLE MAINT	\$ 457	\$ 2,334	\$ 3,458	\$ 4,000	\$ 5,857	\$ 6,000	\$ 2,000	50.00%
	101-4-4310-410	RENTALS	\$ 6,807	\$ 6,991	\$ 7,865	\$ 9,700	\$ 8,153	\$ 10,500	\$ 800	8.25%
	101-4-4310-414	LEASE AGREEMENTS	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%
	101-4-4310-430	MISCELLANEOUS EXPENSE	\$ 1,918	\$ 675	\$ 7,067	\$ 1,000	\$ 715	\$ 1,000	\$ -	0.00%

Department	Account	Account Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024 Requested Budget	2023-2024 \$ Diff.	2023-2024 % Diff.
STREET	101-4-4310-433	DUES & SUBSCRIPTIONS	\$ 113	\$ 113	\$ 120	\$ 100	\$ 20	\$ 120	\$ 20	20.00%
	101-4-4310-441	SPECIAL PROJECTS	\$ 113,157	\$ 128,134	\$ 119,610	\$ -	\$ -	\$ 3,500	\$ 3,500	0.00%
	101-4-4310-450	TRAINING & SEMINARS	\$ 1,390	\$ 2,698	\$ 2,097	\$ 2,750	\$ 697	\$ 1,700	\$ (1,050)	-38.18%
	101-4-4310-460	LICENSE FEES/REGISTRATION	\$ 291	\$ 25	\$ 334	\$ 50	\$ 156	\$ 850	\$ 800	1600.00%
	101-4-4310-500	CAPITAL OUTLAY	\$ 23,241	\$ 6,350	\$ 33,825	\$ 107,000	\$ 265,438	\$ 12,000	\$ (95,000)	-88.79%
		TOTAL EXPENDITURES	\$ 882,256	\$ 872,350	\$ 960,369	\$ 952,187	\$ 1,034,385	\$ 892,825	\$ (59,362)	-6.23%
STREET LIGHTS	101-4-4316-369	INSURANCES	\$ 483	\$ 375	\$ 261	\$ 418	\$ 303	\$ 333	\$ (85)	-20.33%
	101-4-4316-381	ELECTRIC	\$ 69,981	\$ 63,563	\$ 59,428	\$ 72,000	\$ 58,448	\$ 72,000	\$ -	0.00%
		TOTAL EXPENDITURES	\$ 70,464	\$ 63,938	\$ 59,689	\$ 72,418	\$ 58,751	\$ 72,333	\$ (85)	-0.12%
CULTURE & RECREATION	101-3-4500-34331	TEAM LEAGUE REVENUE	\$ 1,015	\$ 5,662	\$ 2,959	\$ 2,986	\$ 2,378	\$ 2,842	\$ (144)	-4.82%
		TOTAL REVENUES	\$ 1,015	\$ 5,662	\$ 2,959	\$ 2,986	\$ 2,378	\$ 2,842	\$ (144)	-4.82%
OUTDOOR SWIMMING POOL	101-4-4510-369	INSURANCES	\$ 4,096	\$ 7,645	\$ 2,297	\$ -	\$ -	\$ -	\$ -	0.00%
	101-4-4510-381	ELECTRICITY	\$ 714	\$ 761	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	101-4-4510-500	CAPITAL OUTLAY	\$ -	\$ -	\$ 65,366	\$ -	\$ -	\$ -	\$ -	0.00%
		TOTAL EXPENDITURES	\$ 4,809	\$ 8,406	\$ 67,663	\$ -	\$ -	\$ -	\$ -	0.00%
AQUATIC & FITNESS CENTER	101-4-4515-369	INSURANCES	\$ 330	\$ 158	\$ 305	\$ 340	\$ 272	\$ 299	\$ (41)	-12.06%
	101-4-4515-491	CONTRIBUTION TO NPAS	\$ 123,729	\$ 186,902	\$ 164,915	\$ 130,186	\$ 139,952	\$ 115,952	\$ (14,234)	-10.93%
		TOTAL EXPENDITURES	\$ 124,059	\$ 187,060	\$ 165,220	\$ 130,526	\$ 140,224	\$ 116,251	\$ (14,275)	-10.94%
MUNICIPAL BAND	101-4-4516-103	WAGES PART-TIME	\$ 4,450	\$ 4,458	\$ 4,466	\$ 4,475	\$ 4,474	\$ 4,484	\$ 9	0.20%
		TOTAL EXPENDITURES	\$ 4,450	\$ 4,458	\$ 4,466	\$ 4,475	\$ 4,474	\$ 4,484	\$ 9	0.20%

Department	Account	Account Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024 Requested Budget	2023-2024	
									\$ Diff.	% Diff.
PARKS REVENUE	101-3-4520-33640	EMERALD ASH BORER GRANT	\$ -	\$ -	\$ -	\$ -	\$ 14,915	\$ -	\$ -	0.00%
	101-3-4520-36330	CONTRIBUTIONS AND DONATIONS	\$ -	\$ -	\$ -	\$ -	\$ 1,140	\$ -	\$ -	0.00%
	TOTAL REVENUES		\$ -	\$ -	\$ -	\$ -	\$ 16,055	\$ -	\$ -	0.00%
PARKS	101-4-4520-101	WAGES FULL-TIME	\$ 139,913	\$ 162,296	\$ 190,362	\$ 200,669	\$ 206,789	\$ 206,158	\$ 5,489	2.74%
	101-4-4520-102	WAGES OVERTIME	\$ 531	\$ 1,275	\$ 3,958	\$ 3,300	\$ 1,826	\$ 3,500	\$ 200	6.06%
	101-4-4520-103	WAGES PART-TIME	\$ 78,387	\$ 74,544	\$ 67,320	\$ 75,000	\$ 69,773	\$ 80,000	\$ 5,000	6.67%
	101-4-4520-113	EMPLOYEE BENEFITS	\$ 650	\$ 825	\$ 1,065	\$ 1,830	\$ 1,492	\$ 1,830	\$ -	0.00%
	101-4-4520-114	UNEMPLOYMENT BENEFITS	\$ 1,487	\$ -	\$ 1,999	\$ -	\$ -	\$ -	\$ -	0.00%
	101-4-4520-121	EMPLOYER CONT. P E R A	\$ 11,173	\$ 13,481	\$ 14,647	\$ 16,898	\$ 15,945	\$ 17,324	\$ 426	2.52%
	101-4-4520-122	EMPLOYER CONT. F I C A	\$ 15,861	\$ 17,756	\$ 18,508	\$ 21,481	\$ 20,767	\$ 21,916	\$ 435	2.03%
	101-4-4520-131	HEALTH INSURANCE	\$ 21,119	\$ 27,531	\$ 46,394	\$ 37,077	\$ 36,143	\$ 26,289	\$ (10,788)	-29.10%
	101-4-4520-132	DENTAL INSURANCE	\$ 2,866	\$ 2,871	\$ 3,017	\$ 3,746	\$ 3,484	\$ 3,151	\$ (595)	-15.88%
	101-4-4520-133	LIFE & S-T DISABILITY INS	\$ 279	\$ 316	\$ 271	\$ 267	\$ 747	\$ 647	\$ 380	142.32%
	101-4-4520-151	WORKER'S COMP PREMIUMS	\$ 8,367	\$ 10,096	\$ 14,227	\$ 13,599	\$ 16,115	\$ 13,855	\$ 256	1.88%
	101-4-4520-200	SUPPLIES	\$ 1,662	\$ 1,527	\$ 2,352	\$ 3,000	\$ 2,288	\$ 3,000	\$ -	0.00%
	101-4-4520-212	MOTOR FUELS	\$ 7,087	\$ 7,555	\$ 14,237	\$ 12,500	\$ 7,759	\$ 14,000	\$ 1,500	12.00%
	101-4-4520-220	REPAIRS & MAINT. SUPPLIES	\$ 49,655	\$ 44,905	\$ 45,541	\$ 50,400	\$ 45,682	\$ 54,000	\$ 3,600	7.14%
	101-4-4520-231	SAFETY EQUIP & TRAINING	\$ 1,859	\$ 1,596	\$ 1,324	\$ 2,400	\$ 1,514	\$ 1,700	\$ (700)	-29.17%
	101-4-4520-310	PROFESSIONAL SERVICES	\$ 85	\$ 482	\$ 487	\$ 20,540	\$ 512	\$ 500	\$ (20,040)	-97.57%
	101-4-4520-320	POSTAGE	\$ 4	\$ 6	\$ 1	\$ 30	\$ -	\$ 30	\$ -	0.00%
	101-4-4520-321	TELEPHONE	\$ 1,570	\$ 1,548	\$ 1,523	\$ 2,000	\$ 1,672	\$ 2,000	\$ -	0.00%
	101-4-4520-322	COMPUTER COMM/MAINT	\$ -	\$ 1,100	\$ 223	\$ 180	\$ 142	\$ 180	\$ -	0.00%
	101-4-4520-340	ADVERTISING & PUBLICATIONS	\$ 326	\$ 688	\$ 825	\$ 700	\$ 179	\$ 700	\$ -	0.00%
	101-4-4520-350	PRINTING & BINDING	\$ 140	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	101-4-4520-369	INSURANCES	\$ 24,242	\$ 21,762	\$ 9,848	\$ 24,264	\$ 11,817	\$ 12,985	\$ (11,279)	-46.48%
	101-4-4520-381	ELECTRIC	\$ 7,658	\$ 7,586	\$ 8,676	\$ 8,800	\$ 9,369	\$ 9,000	\$ 200	2.27%
	101-4-4520-382	WATER/SEWER	\$ 4,592	\$ 6,048	\$ 4,951	\$ 6,000	\$ 8,857	\$ 6,250	\$ 250	4.17%
	101-4-4520-384	REFUSE	\$ 1,916	\$ 2,832	\$ 3,313	\$ 3,000	\$ 1,948	\$ 3,000	\$ -	0.00%
	101-4-4520-385	NATURAL GAS	\$ 2,047	\$ 1,967	\$ 3,017	\$ 3,500	\$ 3,290	\$ 4,500	\$ 1,000	28.57%
	101-4-4520-401	CONTRACTED SERVICES	\$ 5,707	\$ 300	\$ 2,384	\$ 5,000	\$ 7,457	\$ 5,000	\$ -	0.00%
101-4-4520-404	REPAIRS & MAINTENANCE	\$ 11,802	\$ 22,450	\$ 14,307	\$ 13,000	\$ 9,571	\$ 12,000	\$ (1,000)	-7.69%	
101-4-4520-408	VEHICLE MAINTENANCE	\$ 1,260	\$ 228	\$ 1,312	\$ 1,250	\$ 2,419	\$ 4,000	\$ 2,750	220.00%	

Department	Account	Account Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024 Requested Budget	2023-2024 \$ Diff.	2023-2024 % Diff.
PARKS	101-4-4520-410	RENTALS	\$ 4,127	\$ 5,145	\$ 5,536	\$ 7,000	\$ 4,670	\$ 7,000	\$ -	0.00%
	101-4-4520-430	MISCELLANEOUS EXPENSE	\$ 2	\$ 2,054	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	0.00%
	101-4-4520-433	DUES & SUBSCRIPTIONS	\$ 613	\$ 619	\$ 660	\$ 655	\$ 721	\$ 500	\$ (155)	-23.66%
	101-4-4520-440	REAL ESTATE TAXES	\$ 2,495	\$ 2,431	\$ 2,348	\$ 2,600	\$ 3,004	\$ 2,600	\$ -	0.00%
	101-4-4520-441	SPECIAL PROJECTS	\$ 26,837	\$ 18,500	\$ 17,998	\$ 20,100	\$ 17,704	\$ 20,300	\$ 200	1.00%
	101-4-4520-442	GRANTS/SPECIAL PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ 47,172	\$ -	\$ -	0.00%
	101-4-4520-450	TRAINING & SEMINARS	\$ 1,390	\$ 775	\$ 3,000	\$ 900	\$ 2,300	\$ 700	\$ (200)	-22.22%
	101-4-4520-460	LICENSE FEES/REGISTRATION	\$ 124	\$ 11	\$ 135	\$ 50	\$ 74	\$ 200	\$ 150	300.00%
	101-4-4520-500	CAPITAL OUTLAY	\$ 3,500	\$ 12,990	\$ -	\$ 294,000	\$ 1,381,702	\$ 82,000	\$ (212,000)	-72.11%
	TOTAL EXPENDITURES	\$ 441,330	\$ 476,096	\$ 505,765	\$ 855,736	\$ 1,944,906	\$ 621,815	\$ (233,921)	-27.34%	
PARK BOARD REVENUE	101-3-4521-33640	LOCAL GOV'T GRANTS.AID	\$ -	\$ -	\$ -	\$ -	\$ 7,000	\$ -	\$ -	0.00%
		TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -	\$ 7,000	\$ -	\$ -	0.00%
PARK BOARD	101-4-4521-200	SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ 850	\$ -	\$ -	0.00%
	101-4-4521-310	PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ 6,150	\$ -	\$ -	0.00%
	101-4-4521-441	SPECIAL PROJECTS	\$ 12,553	\$ 75,482	\$ 6,708	\$ 43,000	\$ 48,778	\$ 50,000	\$ 7,000	16.28%
	101-4-4521-500	CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ 130,000	\$ -	\$ 130,000	\$ -	0.00%
	TOTAL EXPENDITURES	\$ 12,553	\$ 75,482	\$ 6,708	\$ 173,000	\$ 55,778	\$ 180,000	\$ 7,000	4.05%	
LIBRARY	101-4-4550-200	SUPPLIES	\$ 548	\$ 370	\$ 364	\$ 650	\$ 522	\$ 700	\$ 50	7.69%
	101-4-4550-220	REPAIRS & MAINT. SUPPLIES	\$ 2,500	\$ 524	\$ 829	\$ 1,650	\$ 191	\$ 1,650	\$ -	0.00%
	101-4-4550-310	PROFESSIONAL SERVICES	\$ (41)	\$ -	\$ 15	\$ -	\$ 15	\$ -	\$ -	0.00%
	101-4-4550-369	INSURANCE	\$ 1,591	\$ 1,617	\$ 2,782	\$ 1,803	\$ 3,290	\$ 3,615	\$ 1,812	100.50%
	101-4-4550-381	ELECTRIC	\$ 7,076	\$ 6,620	\$ 7,684	\$ 10,000	\$ 8,615	\$ 10,000	\$ -	0.00%
	101-4-4550-382	WATER/SEWER	\$ 665	\$ 719	\$ 846	\$ 1,200	\$ 825	\$ 1,200	\$ -	0.00%
	101-4-4550-384	REFUSE	\$ 714	\$ 752	\$ 815	\$ 750	\$ 640	\$ 800	\$ 50	6.67%
	101-4-4550-385	NATURAL GAS	\$ 2,182	\$ 2,562	\$ 3,950	\$ 4,500	\$ 3,880	\$ 4,500	\$ -	0.00%
	101-4-4550-401	CONTRACTED SERVICES	\$ 7,473	\$ 8,700	\$ 8,700	\$ 9,000	\$ 7,433	\$ 9,300	\$ 300	3.33%
	101-4-4550-404	REPAIRS & MAINTENANCE	\$ 411	\$ 626	\$ 4,956	\$ 21,200	\$ 18,010	\$ 1,500	\$ (19,700)	-92.92%
	TOTAL EXPENDITURES	\$ 23,119	\$ 22,491	\$ 30,941	\$ 50,753	\$ 43,421	\$ 33,265	\$ (17,488)	-34.46%	



Department	Account	Account Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024 Requested Budget	2023-2024 \$ Diff.	2023-2024 % Diff.
UNALLOCATED REVENUE	101-3-4920-39200	OPERATING TRANSFER IN	\$ -	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	0.00%
		TOTAL REVENUES	\$ -	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	0.00%
UNALLOCATED	101-4-4920-310	PROFESSIONAL SERVICES	\$ 6,861	\$ 1,328	\$ -	\$ -	\$ 1,540	\$ -	\$ -	0.00%
	101-4-4920-365	INSURANCE DEDUCTIBLES	\$ 2,500	\$ 2,646	\$ -	\$ 10,000	\$ 28,242	\$ 10,000	\$ -	0.00%
	101-4-4920-369	PROP/LIAB INSURANCE	\$ 13,325	\$ 19,940	\$ 16,138	\$ 22,233	\$ 16,002	\$ 16,147	\$ (6,086)	-27.37%
	101-4-4920-430	MISCELLANEOUS EXPENSE	\$ 1,249	\$ 851	\$ 870	\$ 1,000	\$ 687	\$ 1,000	\$ -	0.00%
	101-4-4920-438	BAD DEBT	\$ -	\$ 155	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	101-4-4920-615	TOWNSHIP TAX PAYMENT	\$ 7,507	\$ 6,398	\$ 4,818	\$ 3,238	\$ 3,238	\$ 3,238	\$ -	0.00%
	101-4-4920-700	CONTINGENCY	\$ 3,441	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ -	0.00%
	101-4-4920-720	OPERATING TRF - OUT	\$ 23,664	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	101-4-4920-721	OPERATING TRF - GOLF COURSE	\$ 121,270	\$ 121,270	\$ 121,270	\$ 121,270	\$ 60,635	\$ 41,946	\$ (79,324)	-65.41%
		TOTAL EXPENDITURES	\$ 179,816	\$ 152,587	\$ 143,096	\$ 182,741	\$ 110,345	\$ 97,331	\$ (85,410)	-46.74%
PARK FEES	101-3-5201-34783	PARK FEES-SHELTERS	\$ 510	\$ 1,920	\$ 2,750	\$ 1,320	\$ 2,507	\$ 1,914	\$ 594	45.00%
		TOTAL REVENUES	\$ 510	\$ 1,920	\$ 2,750	\$ 1,320	\$ 2,507	\$ 1,914	\$ 594	45.00%
		TOTAL FUND REVENUES	\$ 5,620,923	\$ 5,290,705	\$ 5,828,068	\$ 6,501,775	\$ 4,778,354	\$ 6,419,640	\$ (82,135)	-1.26%
		TOTAL FUND EXPENDITURES	\$ 5,251,355	\$ 5,242,633	\$ 5,578,066	\$ 6,501,775	\$ 6,969,712	\$ 6,419,640	\$ (82,135)	-1.26%
		REVENUE OVER/(UNDER) EXPEND.	\$ 369,568	\$ 48,073	\$ 250,002	\$ -	\$ (2,191,358)	\$ -	\$ -	

# Projects By Department/Division

	Previous Years	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Later Years	Project Total
<b>Building Inspections</b>													
Furniture	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
Inspection Vehicle Replacement	\$0	\$0	\$0	\$0	\$11,000	\$0	\$0	\$0	\$0	\$15,000	\$0	\$0	\$26,000
Inspection Vehicle Replacement	\$0	\$0	\$0	\$0	\$0	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000
<b>Subtotal - Building Inspections</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,000</b>	<b>\$35,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$71,000</b>
<b>Capital Projects</b>													
CIP 2019	\$1,452,625	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,452,625
CIP 2020	\$7,132,550	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,132,550
CIP 2021	\$2,821,546	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,821,546
CIP 2022	\$3,249,327	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,249,327
CIP 2023	\$4,627,309	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,627,309
CIP 2024	\$0	\$5,589,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,589,000
CIP 2025	\$0	\$0	\$5,879,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,879,250
<b>Subtotal - Capital Projects</b>	<b>\$19,283,357</b>	<b>\$5,589,000</b>	<b>\$5,879,250</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,751,607</b>
<b>Crime Prevention</b>													
Taser / Body Camera 2024-2028	\$61,750	\$28,125	\$28,125	\$28,125	\$28,125	\$28,125	\$33,750	\$33,750	\$33,750	\$33,750	\$33,750	\$0	\$371,125
<b>Subtotal - Crime Prevention</b>	<b>\$61,750</b>	<b>\$28,125</b>	<b>\$28,125</b>	<b>\$28,125</b>	<b>\$28,125</b>	<b>\$28,125</b>	<b>\$33,750</b>	<b>\$33,750</b>	<b>\$33,750</b>	<b>\$33,750</b>	<b>\$33,750</b>	<b>\$0</b>	<b>\$371,125</b>
<b>Elections</b>													
Tabulator	\$8,950	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,950
<b>Subtotal - Elections</b>	<b>\$8,950</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,950</b>

	Previous Years	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Later Years	Total
<b>Electric</b>													
Digger Truck Replacement (org. 2021)	\$280,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$280,000
Directional Drill	\$235,000	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$385,000
Distribution Systems Upgrades	\$1,280,000	\$400,000	\$450,000	\$463,000	\$477,000	\$491,000	\$506,000	\$522,000	\$537,000	\$553,000	\$569,590	\$0	\$6,248,590
Miscellaneous Equipment	\$40,000	\$25,000	\$27,000	\$29,000	\$31,000	\$33,000	\$35,000	\$37,000	\$39,000	\$41,000	\$43,000	\$0	\$380,000
SCADA / Switch Gear	\$50,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$0	\$350,000
Service Truck Replacement	\$108,000	\$0	\$0	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$168,000
Tractor Backhoe	\$55,000	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$105,000
Vac Machine Replacement	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$65,000
West Substation Upgrade-Control/Gear	\$175,000	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$325,000
#5 Generator Replacement	\$0	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600,000
Dump Truck	\$0	\$90,000	\$0	\$0	\$0	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	\$155,000
Locate Truck Replacement	\$0	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000
Bucket Truck #1	\$0	\$0	\$350,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$350,000
Mini Excavator Backhoe	\$0	\$0	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000
Trencher/Plow	\$0	\$0	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$120,000
<b>Subtotal - Electric</b>	<b>\$2,288,000</b>	<b>\$890,000</b>	<b>\$1,462,000</b>	<b>\$582,000</b>	<b>\$538,000</b>	<b>\$819,000</b>	<b>\$571,000</b>	<b>\$589,000</b>	<b>\$606,000</b>	<b>\$624,000</b>	<b>\$642,590</b>	<b>\$0</b>	<b>\$9,611,590</b>
<b>Fire</b>													
Chiefs Vehicle	\$7,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500
Radio's	\$0	\$25,000	\$25,000	\$26,250	\$27,563	\$28,941	\$30,387	\$0	\$0	\$0	\$0	\$0	\$163,141
City Fire Pumper (1993)	\$0	\$0	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000
<b>Subtotal - Fire</b>	<b>\$7,500</b>	<b>\$25,000</b>	<b>\$425,000</b>	<b>\$26,250</b>	<b>\$27,563</b>	<b>\$28,941</b>	<b>\$30,387</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$570,641</b>

	Previous Years	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Later Years	Total
<b>Golf</b>													
Fairway Mower	\$54,500	\$0	\$0	\$0	\$56,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$110,500
Rough Mower	\$80,000	\$0	\$68,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$148,000
Sprayer	\$55,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$55,000
Trap Machine	\$26,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$26,000
Triplex Green / Tee Mower #1	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000
Triplex Green / Tee Mower #2	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000
Utility Mower	\$32,000	\$0	\$0	\$0	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$67,000
Utility Vehicle	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000
Work Cart #2	\$21,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,000
Work Cart1 #1	\$21,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,000
Golf Cars	\$0	\$186,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$186,000
Leaf Blower #1	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
Leaf Blower #2	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
Pressure Washer	\$0	\$6,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,500
Stump Grinder (1/3 of Cost)	\$0	\$12,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,000
Fireway/ Deep Tine Aerifier	\$0	\$0	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000
Greensmower	\$0	\$0	\$0	\$76,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$76,000
<b>Subtotal - Golf</b>	<b>\$394,500</b>	<b>\$224,500</b>	<b>\$68,000</b>	<b>\$106,000</b>	<b>\$91,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$884,000</b>

	<i>Previous Years</i>	<i>2024</i>	<i>2025</i>	<i>2026</i>	<i>2027</i>	<i>2028</i>	<i>2029</i>	<i>2030</i>	<i>2031</i>	<i>2032</i>	<i>2033</i>	<i>Later Years</i>	<i>Total</i>
<b>Park Board</b>													
Aluminum Picnic Tables	\$10,000	\$10,000	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000
Dog Park Contribution	\$0	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000
Heritage Park - Lighting	\$0	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000
Northside Park Landscape	\$0	\$2,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000
Settlers Park Native Prairie	\$0	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000
Trails / Sidewalks	\$0	\$130,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$130,000
Sledding Hill Picnic Shelter	\$0	\$0	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$80,000
<b>Subtotal - Park Board</b>	<b>\$10,000</b>	<b>\$215,000</b>	<b>\$90,000</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$325,000</b>

	Previous Years	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Later Years	Total
<b>Parks</b>													
3 Ton Trailer (2009)	\$5,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,500
72" Zero Turn Lawn Mower (2023)	\$23,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0	\$0	\$0	\$53,000
MV5 Utility Tractor (2021)	\$211,035	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$211,000	\$0	\$422,035
New Parks Garage	\$1,115,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,115,000
Mini Front End Loader (2013)	\$0	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$70,000
Stump Grinder (1/3 of Cost)	\$0	\$12,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,000
1/2 Ton Pickup (2014)	\$0	\$0	\$31,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$31,000
1/2 Ton Pickup (2015)	\$0	\$0	\$32,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$32,000
Ball Diamond Drag (2015)	\$0	\$0	\$5,890	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,890
Utility Vehicle-Workman (2014)	\$0	\$0	\$75,521	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,521
1/2 Ton Pickup (2013)	\$0	\$0	\$0	\$34,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$34,000
60" Zero Turn Lawn Mower (2016)	\$0	\$0	\$0	\$24,150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,150
Fairway Roller (2017)	\$0	\$0	\$0	\$0	\$15,145	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,145
1 Ton 4x4 Pickup with Plow (2018)	\$0	\$0	\$0	\$0	\$0	\$44,200	\$0	\$0	\$0	\$0	\$0	\$0	\$44,200
Brush Chipper 30% (2013)	\$0	\$0	\$0	\$0	\$0	\$10,800	\$0	\$0	\$0	\$0	\$0	\$0	\$10,800
16ft Lawn Mower (2019)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$146,518	\$0	\$0	\$0	\$0	\$146,518
Dakota 310 Top Dresser (2017)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,950	\$0	\$0	\$15,950
Rotary Aerator 83" (2018)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,222	\$0	\$25,222
Dakota 440 Top Dresser (2017)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$49,600	\$49,600
Future Athletic Complex	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Mini-Sized Bike Skills Course	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Subtotal - Parks</b>	<b>\$1,354,535</b>	<b>\$82,000</b>	<b>\$144,411</b>	<b>\$58,150</b>	<b>\$15,145</b>	<b>\$55,000</b>	<b>\$0</b>	<b>\$146,518</b>	<b>\$30,000</b>	<b>\$15,950</b>	<b>\$236,222</b>	<b>\$49,600</b>	<b>\$2,187,531</b>
<b>Planning</b>													
Vehicle Replacement	\$0	\$0	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000
<b>Subtotal - Planning</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,000</b>

	<i>Previous Years</i>	<i>2024</i>	<i>2025</i>	<i>2026</i>	<i>2027</i>	<i>2028</i>	<i>2029</i>	<i>2030</i>	<i>2031</i>	<i>2032</i>	<i>2033</i>	<i>Later Years</i>	<i>Total</i>
<b>Police</b>													
Long Rifles	\$12,375	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,375
Squad Car Install and Equipment	\$135,100	\$17,000	\$17,000	\$20,000	\$17,000	\$20,000	\$19,000	\$22,000	\$19,000	\$22,000	\$19,000	\$0	\$327,100
Squad Car Replacement	\$248,400	\$42,000	\$42,000	\$43,000	\$43,000	\$44,000	\$44,000	\$45,000	\$45,000	\$46,000	\$46,000	\$0	\$688,400
Taser	\$12,375	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,375
Hand Guns	\$0	\$0	\$18,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,200
Squad Car Cameras	\$0	\$0	\$0	\$103,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$103,000
Portable Radios	\$0	\$0	\$0	\$0	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000
<b>Subtotal - Police</b>	<b>\$408,250</b>	<b>\$59,000</b>	<b>\$77,200</b>	<b>\$166,000</b>	<b>\$90,000</b>	<b>\$94,000</b>	<b>\$63,000</b>	<b>\$67,000</b>	<b>\$64,000</b>	<b>\$68,000</b>	<b>\$65,000</b>	<b>\$0</b>	<b>\$1,221,450</b>
<b>Rural Fire - Non City Funded</b>													
Ladder Truck (2013)	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000
Radio's	\$0	\$20,000	\$25,000	\$26,250	\$27,563	\$28,941	\$30,387	\$0	\$0	\$0	\$0	\$0	\$158,141
City Pumper (1993)	\$0	\$0	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000
<b>Subtotal - Rural Fire - Non City Funded</b>	<b>\$500,000</b>	<b>\$20,000</b>	<b>\$425,000</b>	<b>\$26,250</b>	<b>\$27,563</b>	<b>\$28,941</b>	<b>\$30,387</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,058,141</b>

	Previous Years	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Later Years	Total
<b>Storm Water</b>													
CSAH 15 Columbus Ave N	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000
2024 CIP	\$0	\$222,952	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$222,952
2025 CIP	\$0	\$0	\$208,764	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$208,764
Mini Excavator Backhoe	\$0	\$0	\$4,846	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,846
2026 CIP	\$0	\$0	\$0	\$601,001	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$601,001
Front Mounted Jack Hammer for Skid	\$0	\$0	\$0	\$4,031	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,031
2027 CIP	\$0	\$0	\$0	\$0	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$65,000
2028 CIP	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000
2029 CIP	\$0	\$0	\$0	\$0	\$0	\$0	\$325,000	\$0	\$0	\$0	\$0	\$0	\$325,000
2030 CIP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$325,000	\$0	\$0	\$0	\$0	\$325,000
2031 CIP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$350,000	\$0	\$0	\$0	\$350,000
Utility Vehicle 50%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500	\$0	\$0	\$0	\$7,500
<b>Subtotal - Storm Water</b>	<b>\$100,000</b>	<b>\$222,952</b>	<b>\$213,610</b>	<b>\$605,032</b>	<b>\$65,000</b>	<b>\$300,000</b>	<b>\$325,000</b>	<b>\$325,000</b>	<b>\$357,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,514,094</b>



	Previous Years	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Later Years	Total
<b>Streets</b>													
1/2 Ton Regular Cab 2 Wheel Drive	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000
2 Ton Dump Truck W/ Plow & Sander	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$70,000
5 Ton Dump w/Plow& Sanding Equip	\$220,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$220,000	\$440,000
Grapple Bucket (2019)	\$4,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,500
Pay Loader (2019)	\$160,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$160,000
Snow Blower (2020)	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000
Stump Grinder(1/3 of Cost)	\$0	\$12,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,000
1/2 Ton Crew Cab Pickup (2014)	\$0	\$0	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000
5 Ton Dump Truck W/ Plow &	\$0	\$0	\$223,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$223,900
Mini Excavator Backhoe (2015)	\$0	\$0	\$7,269	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,269
1 Ton Pickup w/ Plow (2016)	\$0	\$0	\$0	\$44,248	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$44,248
2 Ton Dump Truck W/ Plow (2017)	\$0	\$0	\$0	\$68,297	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$68,297
Cold Planer (2016)	\$0	\$0	\$0	\$25,534	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,534
Service Truck (2016)	\$0	\$0	\$0	\$18,814	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,814
Pay Loader (2012)	\$0	\$0	\$0	\$0	\$174,811	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$174,811
Skidloader (2017)	\$0	\$0	\$0	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000
Street Sweeper (2015)	\$0	\$0	\$0	\$0	\$292,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$292,000
20 Ton-Trailer (2023)	\$0	\$0	\$0	\$0	\$0	\$10,730	\$0	\$0	\$0	\$0	\$0	\$0	\$10,730
Brush Chipper 20% (2013)	\$0	\$0	\$0	\$0	\$0	\$7,200	\$0	\$0	\$0	\$0	\$0	\$0	\$7,200
12-TonTrailer (2014)	\$0	\$0	\$0	\$0	\$0	\$0	\$8,355	\$0	\$0	\$0	\$0	\$0	\$8,355
5 Ton Dump Truck W/ Plow &	\$0	\$0	\$0	\$0	\$0	\$0	\$260,405	\$0	\$0	\$0	\$0	\$0	\$260,405
5-Ton Asphalt Roller (2014)	\$0	\$0	\$0	\$0	\$0	\$0	\$43,303	\$0	\$0	\$0	\$0	\$0	\$43,303

	<i>Previous Years</i>	<i>2024</i>	<i>2025</i>	<i>2026</i>	<i>2027</i>	<i>2028</i>	<i>2029</i>	<i>2030</i>	<i>2031</i>	<i>2032</i>	<i>2033</i>	<i>Later Years</i>	<i>Total</i>
<b><i>Streets</i></b>													
Utility Vehicle 50% (2021)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500	\$0	\$0	\$0	\$7,500
12' Snow Plow (2017)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,500	\$0	\$0	\$11,500
Tractor (2018)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$270,260	\$0	\$270,260
<b><i>Subtotal - Streets</i></b>	<b>\$514,500</b>	<b>\$12,000</b>	<b>\$291,169</b>	<b>\$156,893</b>	<b>\$496,811</b>	<b>\$17,930</b>	<b>\$312,063</b>	<b>\$0</b>	<b>\$7,500</b>	<b>\$11,500</b>	<b>\$270,260</b>	<b>\$220,000</b>	<b>\$2,310,626</b>

	Previous Years	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Later Years	Total
<b>Wastewater</b>													
(2) Bypass Lift Station Pumps	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$120,000
Chemical Tank Level Sensors &	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000
Grit Pump, Classifier, Vortex	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000
Lift Station Rehab & Pump	\$203,979	\$29,069	\$29,941	\$30,839	\$31,764	\$32,717	\$33,698	\$34,709	\$35,751	\$36,823	\$37,928	\$207,406	\$744,624
Lower Electric Room West Air	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000
Membrane Cartridge Replacement	\$809,800	\$180,000	\$180,000	\$180,000	\$180,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$0	\$2,729,800
Misc Equipment for Treatment Facility	\$221,285	\$34,207	\$35,917	\$37,713	\$39,599	\$41,579	\$43,658	\$45,841	\$48,133	\$50,539	\$53,066	\$307,888	\$959,425
Plant Blowers	\$40,000	\$0	\$0	\$0	\$25,000	\$25,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$105,000
Pretreatment Damaged Conduit	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000
Rotary Press Control / PLC Upgrade	\$40,000	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$90,000
UV Controls into Wonderware	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000
1 Ton Pickup w/Utility Box and Crane	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000
2024 CIP	\$0	\$391,939	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$391,939
1/2 Ton Pickup	\$0	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000
2025 CIP	\$0	\$0	\$358,225	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$358,225
Bypass Lift Station Control Cabinet	\$0	\$0	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$80,000
Rebuild Sludge Tank Blower	\$0	\$0	\$30,000	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$65,000
SCADA Hardware Software/PLC	\$0	\$0	\$600,000	\$0	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0	\$800,000
2026 CIP	\$0	\$0	\$0	\$48,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$48,000
Chemical Tank & PVC Replacement	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000

	Previous Years	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Later Years	Total
<b>Wastewater</b>													
Pond Lift Station & Piping	\$0	\$0	\$0	\$600,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600,000
2027 CIP	\$0	\$0	\$0	\$0	\$52,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$52,000
Clarifier Scraper System Replacement	\$0	\$0	\$0	\$0	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$120,000
2028 CIP	\$0	\$0	\$0	\$0	\$0	\$300,001	\$0	\$0	\$0	\$0	\$0	\$0	\$300,001
Air Compressors Replacement	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000
Rehab Pretreatment UPS	\$0	\$0	\$0	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
Water Softener Upgrade	\$0	\$0	\$0	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
2029 CIP	\$0	\$0	\$0	\$0	\$0	\$0	\$325,000	\$0	\$0	\$0	\$0	\$0	\$325,000
Chalupsky Lift Station	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000
HVAC Controls Update	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
Truck with Vactor	\$0	\$0	\$0	\$0	\$0	\$0	\$600,000	\$0	\$0	\$0	\$0	\$0	\$600,000
UV System - Replaced	\$0	\$0	\$0	\$0	\$0	\$0	\$350,000	\$0	\$0	\$0	\$0	\$0	\$350,000
2030 CIP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$325,000	\$0	\$0	\$0	\$0	\$325,000
Valves & Actuators in BAF-Replace	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0	\$500,000
2031 CIP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$350,000	\$0	\$0	\$0	\$350,000
Rehab (2) Barscreens and Replace (2)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$300,000
Valves & Actuators in Membrane -	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000	\$0	\$0	\$0	\$500,000
37 Lift Station Rehab	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$0	\$0	\$200,000
Valves & Actuators in Biosolids -	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000
Air Heater Skid-Replace	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	\$0	\$250,000
All Polymer Injection System-Replace	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000	\$0	\$75,000
Roof Repair 1/3	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$240,000	\$480,000	\$720,000
All Odor Scrubber Pumps & Controls	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000

	Previous Years	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Later Years	Total
<b>Wastewater</b>													
Chemical Feed Pumps Replace	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$300,000
Main Lift Control Cabinet - Replace	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$125,000	\$125,000
SCADA Hardware & Software Updates	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000
<b>Subtotal - Wastewater</b>	<b>\$1,673,064</b>	<b>\$835,215</b>	<b>\$1,354,083</b>	<b>\$1,031,552</b>	<b>\$448,363</b>	<b>\$739,297</b>	<b>\$2,017,356</b>	<b>\$1,305,550</b>	<b>\$1,433,884</b>	<b>\$587,362</b>	<b>\$855,994</b>	<b>\$1,820,294</b>	<b>\$14,102,014</b>
<b>Water</b>													
10th Ave Water Main	\$430,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$430,000
Fiber Lines - Tower & 10th Ave	\$115,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$125,000
Future CIP	\$2,575,000	\$750,000	\$830,000	\$400,000	\$420,000	\$441,000	\$463,050	\$486,200	\$510,500	\$536,000	\$0	\$0	\$7,411,750
Misc Equipment	\$20,000	\$10,000	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000
SCADA Upgrade	\$120,000	\$10,000	\$10,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$0	\$0	\$245,000
Service Truck	\$52,000	\$45,000	\$0	\$45,000	\$23,000	\$0	\$40,000	\$0	\$48,000	\$0	\$0	\$0	\$253,000
Well #2 Replacement	\$30,000	\$0	\$0	\$0	\$42,380	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$72,380
Well #4 Replacement Pipe / Pump	\$45,000	\$0	\$33,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$78,000
Well #5 Replacement	\$40,000	\$0	\$0	\$0	\$0	\$38,640	\$0	\$0	\$0	\$0	\$0	\$0	\$78,640
Roof Replacement - Filter Plant #1	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
Well #1 Replacement	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000
Mini Excavator Backhoe (1/3 of Cost)	\$0	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000
Well #3 Replacement	\$0	\$0	\$18,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,000
Service Truck (1/2 Cost)	\$0	\$0	\$0	\$21,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,000
<b>Subtotal - Water</b>	<b>\$3,427,000</b>	<b>\$885,000</b>	<b>\$916,000</b>	<b>\$491,000</b>	<b>\$500,380</b>	<b>\$494,640</b>	<b>\$518,050</b>	<b>\$501,200</b>	<b>\$573,500</b>	<b>\$551,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,857,770</b>
<b>Grand Total:</b>	<b>\$30,031,406</b>	<b>\$9,097,792</b>	<b>\$11,408,848</b>	<b>\$3,287,252</b>	<b>\$2,338,950</b>	<b>\$2,640,874</b>	<b>\$3,900,993</b>	<b>\$2,968,018</b>	<b>\$3,106,134</b>	<b>\$1,906,562</b>	<b>\$2,103,816</b>	<b>\$2,089,894</b>	<b>\$74,880,539</b>

# *New Prague, Minnesota*

*A Tradition of Progress*



## **CITY OF NEW PRAGUE 2024 PROPOSED STORM SEWER BUDGET REPORT**

# TABLE OF CONTENTS

2024 MANAGEMENT STATEMENT & FORECAST ..... 1

2024 PROPOSED STORM SEWER BUDGET ..... 2

2024 STORM SEWER REVENUE & EXPENSE CHARTS ..... 3

RESIDENTIAL STORM SEWER RATE HISTORY..... 4

STORM SEWER GO BOND PAYMENTS..... 5

2024-2033 CAPITAL IMPROVEMENT PLAN..... 6

## MANAGEMENT STATEMENT

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

## FORECAST

The 2024 Storm Sewer Budget is projected to forecast the financial operation of the City of New Prague.

## REVENUE

The 2024 Revenue Budget reflects a 0% increase in residential and commercial storm sewer rates..

## EXPENSES

Personnel Costs:

- All wages & benefits – Currently there are no employee(s) assigned strictly to Storm Sewer. Approximately 7.65% of Street, Billing and Administrative wages are allocated to the Storm Sewer. 2024 wages reflect a 4% wage adjustment and step increases.

Operating Expenses:

- There are no large expenses anticipated for 2024

## OPERATION & MAINTENANCE

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

## ONGOING CHALLENGES FOR 2024

Spraying for noxious weeds around the ponds is one of the biggest challenges due to staffing, weather and available equipment needed to do the job. The maintenance of the storm water catch basins and the ponds is very time consuming and because of limited staff, we do not spend as much time taking care of them as we really should.

Operating expenses for personnel, fuel and property/liability insurance increased to reflect anticipated costs.

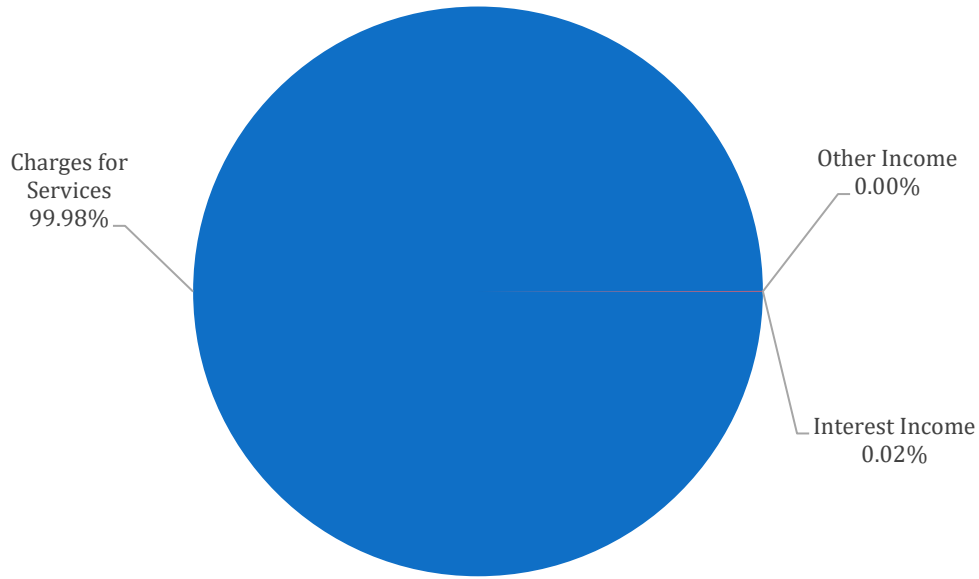
City staff continues to struggle getting residents to stop cutting grass past their property line. It is important that resident don't disturb the buffer zone around ponds. The buffer zone around ponds is what keeps our water ways healthy.

Staff will continue to monitor storm sewer permit requirements.

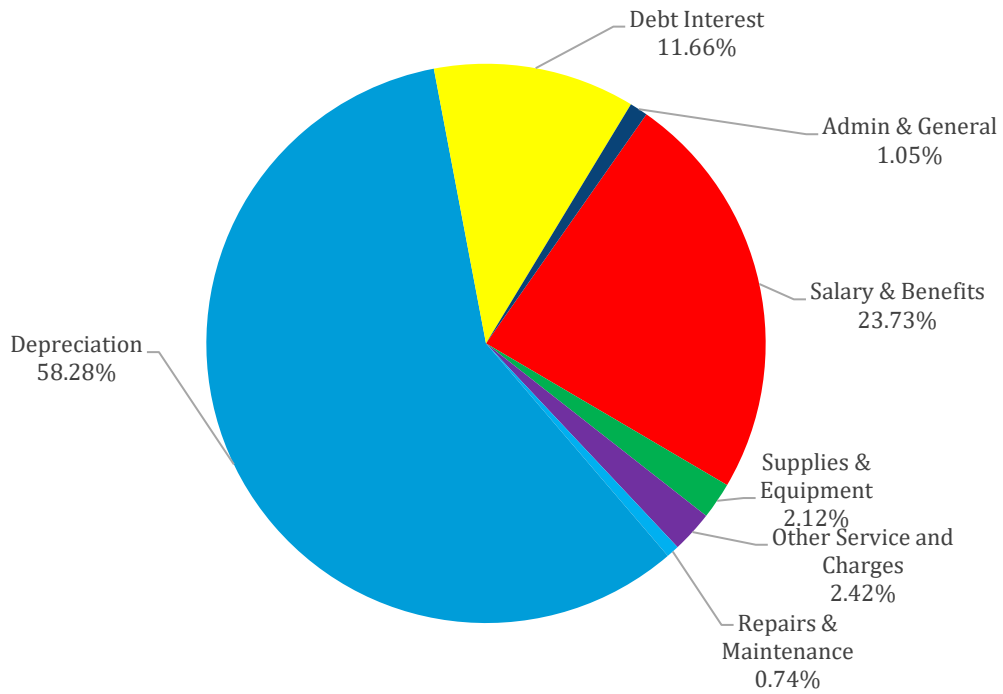


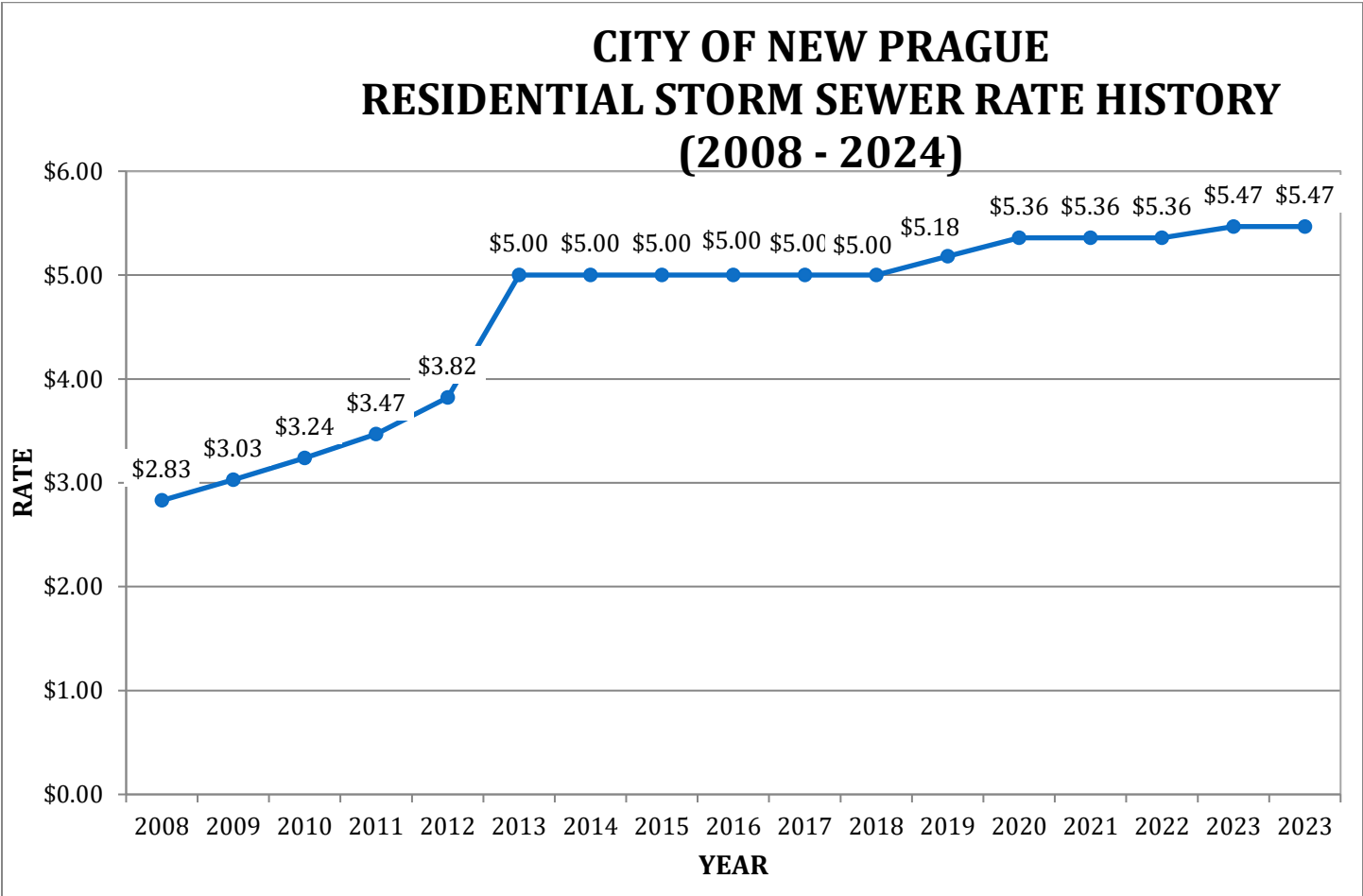
CITY OF NEW PRAGUE, MINNESOTA						
PROPOSED STORM SEWER BUDGET						
November 30, 2023						
	2022	11/30/2023	2023	2024	2023-2024	
		Y-T-D	CURRENT	PROPOSED	\$	%
<b>REVENUES</b>	ACTUAL	ACTUAL	BUDGET	BUDGET	DIFFERENCE	DIFFERENCE
Charges for Services	\$ 397,033.93	\$ 370,778.92	\$ 400,940.00	\$ 400,940.00	\$ -	0.00%
Interest Income	\$ 4,790.79	\$ 20,644.98	\$ 100.00	\$ 100.00	\$ -	0.00%
Other Income	\$ 3,150.20	\$ 12.00	\$ -	\$ -	\$ -	0.00%
<b>TOTAL REVENUES</b>	\$ 404,974.92	\$ 391,435.90	\$ 401,040.00	\$ 401,040.00	\$ -	0.00%
<b>EXPENSES</b>						
Salary & Benefits	\$ 91,153.48	\$ 84,210.66	\$ 90,369.00	\$ 95,750.00	\$ 5,381.00	5.95%
Supplies & Equipment	\$ 6,400.89	\$ 3,382.70	\$ 8,050.00	\$ 8,550.00	\$ 500.00	6.21%
Other Service and Charges	\$ 9,717.19	\$ 9,418.99	\$ 9,700.00	\$ 9,750.00	\$ 50.00	0.52%
Repairs & Maintenance	\$ 4,486.74	\$ 2,776.09	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%
Depreciation	\$ 235,976.68	\$ 197,018.31	\$ 235,120.00	\$ 235,120.00	\$ -	0.00%
Debt Interest	\$ 34,679.25	\$ 36,530.77	\$ 37,556.00	\$ 47,044.00	\$ 9,488.00	25.26%
Admin & General	\$ 6,571.98	\$ 18,170.29	\$ 3,925.00	\$ 4,231.00	\$ 306.00	7.80%
<b>TOTAL EXPENSES</b>	\$ 388,986.21	\$ 351,507.81	\$ 387,720.00	\$ 403,445.00	\$ 15,725.00	4.06%
<b>EXCESS REVENUES OVER EXPENSES</b>	\$ 15,988.71	\$ 39,928.09	\$ 13,320.00	\$ (2,405.00)	\$ (15,725.00)	-118.06%

### 2024 Storm Sewer Revenue Budget



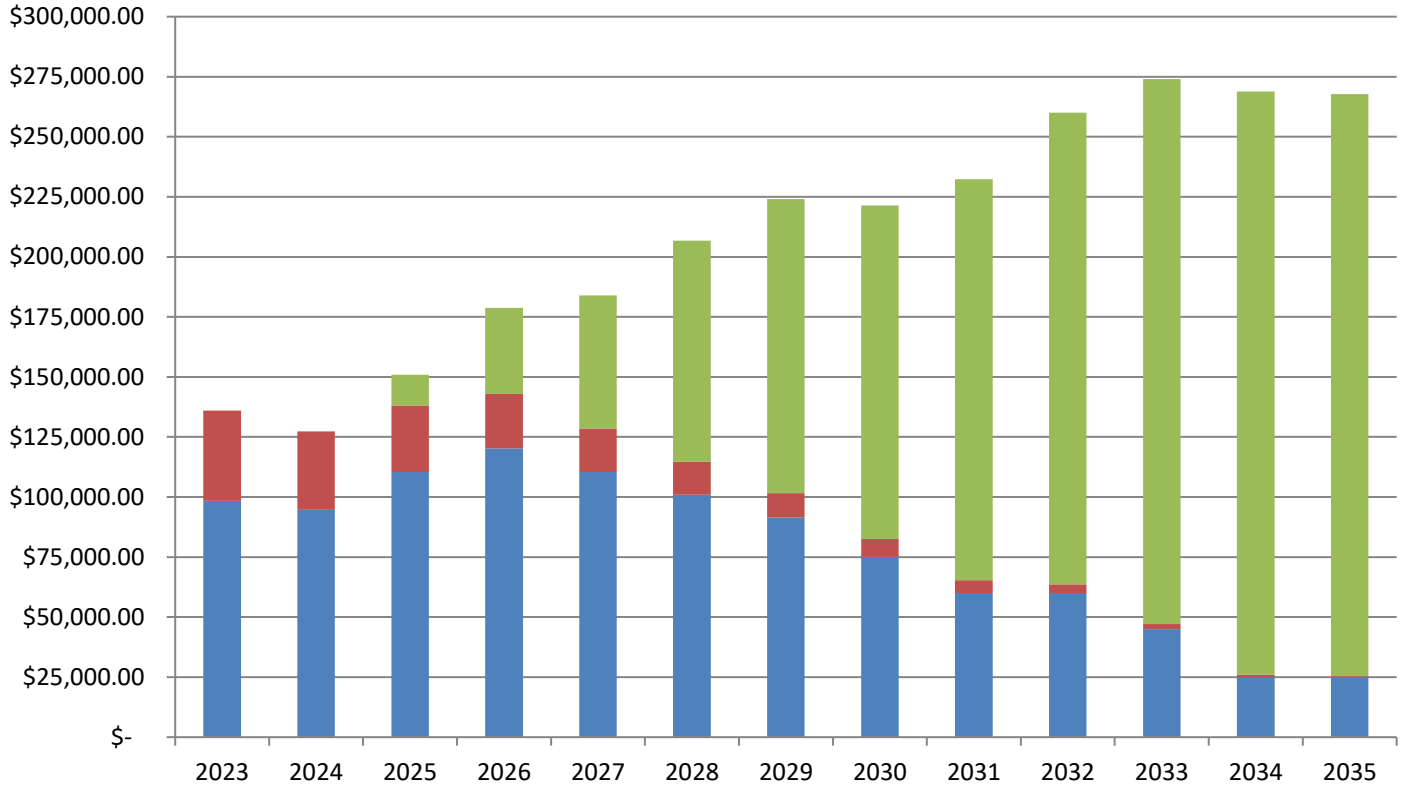
### 2024 Storm Sewer Expense Budget





# Storm Sewer GO Bond Payments

Existing Principal Existing Interest Future Principal & Interest



	Previous Years										Later Years			Project Total
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Later Years			
<b>Storm Water</b>														
CSAH 15 Columbus Ave N	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	
2024 CIP	\$0	\$222,952	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$222,952	
2025 CIP	\$0	\$0	\$208,764	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$208,764	
Mini Excavator Backhoe	\$0	\$0	\$4,846	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,846	
2026 CIP	\$0	\$0	\$601,001	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$601,001	
Front Mounted Jack Hammer for Skid	\$0	\$0	\$4,031	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,031	
2027 CIP	\$0	\$0	\$0	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$65,000	
2028 CIP	\$0	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	
2029 CIP	\$0	\$0	\$0	\$0	\$0	\$325,000	\$0	\$0	\$0	\$0	\$0	\$0	\$325,000	
2030 CIP	\$0	\$0	\$0	\$0	\$0	\$0	\$325,000	\$0	\$0	\$0	\$0	\$0	\$325,000	
2031 CIP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$350,000	\$0	\$0	\$0	\$0	\$350,000	
Utility Vehicle 50%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500	\$0	\$0	\$0	\$0	\$7,500	
<b>Subtotal - Storm Water</b>	<b>\$100,000</b>	<b>\$222,952</b>	<b>\$605,032</b>	<b>\$65,000</b>	<b>\$300,000</b>	<b>\$325,000</b>	<b>\$325,000</b>	<b>\$357,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,514,094</b>	

Department	Account	Acct. Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024 Requested Budget	Section 10, Item b.	
STORM SEWER REV.	606-3-0000-33439	PERA PENSION OTHER RE	\$ 165	\$ 83	\$ 253	\$ -	\$ -	\$ -	\$ -	0%
	606-3-0000-36200	MISCELLANEOUS REVENI	\$ -	\$ 62	\$ 58	\$ -	\$ -	\$ -	\$ -	0%
	606-3-0000-36210	INTEREST INCOME	\$ 715	\$ 364	\$ 4,791	\$ 100	\$ 20,645	\$ 100	\$ -	0%
	606-3-0000-36240	REIMBURSEMENTS	\$ 69	\$ 87	\$ 133	\$ -	\$ 12	\$ -	\$ -	0%
	606-3-0000-37205	STORM SEWER REVENUE	\$ 386,182	\$ 392,393	\$ 395,612	\$ 399,840	\$ 369,431	\$ 399,840	\$ -	0%
	606-3-0000-37460	PENALTIES	\$ 369	\$ 1,083	\$ 1,422	\$ 1,100	\$ 1,348	\$ 1,100	\$ -	0%
	606-3-0000-39500	BOND PREM AMORTIZIA	\$ 458	\$ 2,705	\$ 2,706	\$ -	\$ -	\$ -	\$ -	0%
			\$ 387,959	\$ 396,777	\$ 404,975	\$ 401,040	\$ 391,436	\$ 401,040	\$ -	0%
STORM SEWER EXP.	606-4-4311-101	WAGES FULL-TIME	\$ 79,382	\$ 63,260	\$ 61,356	\$ 63,695	\$ 59,277	\$ 68,092	\$ 4,397	7%
	606-4-4311-102	WAGES OVERTIME	\$ 24	\$ -	\$ -	\$ -	\$ 167	\$ -	\$ -	0%
	606-4-4311-113	EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ 246	\$ -	\$ 246	\$ -	0%
	606-4-4311-121	EMPLOYER CONT. PERA	\$ 5,768	\$ 4,534	\$ 4,430	\$ 4,777	\$ 4,508	\$ 5,107	\$ 330	7%
	606-4-4311-122	EMPLOYER CONT. FICA	\$ 5,342	\$ 4,640	\$ 4,074	\$ 4,891	\$ 4,164	\$ 5,228	\$ 337	7%
	606-4-4311-129	PENSION (GERF) CHANG	\$ (237)	\$ (16,337)	\$ 206	\$ -	\$ -	\$ -	\$ -	0%
	606-4-4311-131	HEALTH INSURANCE	\$ 16,700	\$ 12,697	\$ 12,748	\$ 12,031	\$ 11,453	\$ 12,740	\$ 709	6%
	606-4-4311-132	DENTAL INSURANCE	\$ 1,242	\$ 954	\$ 1,010	\$ 1,203	\$ 1,376	\$ 1,323	\$ 120	10%
	606-4-4311-133	LIFE & S-T DISABILITY INS	\$ 130	\$ 109	\$ 85	\$ 71	\$ 233	\$ 208	\$ 137	193%
	606-4-4311-135	OPEB EXPENSE	\$ 393	\$ (883)	\$ (15)	\$ -	\$ -	\$ -	\$ -	0%
	606-4-4311-151	WORKER'S COMPENSATI	\$ 2,855	\$ 3,149	\$ 3,037	\$ 3,455	\$ 3,032	\$ 2,806	\$ (649)	-19%
	606-4-4311-200	SUPPLIES	\$ 1	\$ 2	\$ 6	\$ 50	\$ 12	\$ 50	\$ -	0%
	606-4-4311-212	MOTOR FUEL	\$ 3,588	\$ 3,206	\$ 6,207	\$ 4,500	\$ 1,963	\$ 5,000	\$ 500	11%
	606-4-4311-220	REPAIRS & MAINT. SUPPI	\$ 2,700	\$ 2,323	\$ 188	\$ 3,500	\$ 1,408	\$ 3,500	\$ -	0%
	606-4-4311-301	AUDIT	\$ 761	\$ 819	\$ 505	\$ 950	\$ 584	\$ 950	\$ -	0%
	606-4-4311-303	ENGINEERING FEES	\$ 186	\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ -	0%
	606-4-4311-306	LINE LOCATES	\$ 868	\$ 969	\$ 748	\$ 750	\$ 569	\$ 800	\$ 50	7%
	606-4-4311-310	PROFESSIONAL SERVICES	\$ 17,476	\$ 35	\$ 1,696	\$ 1,000	\$ 3,192	\$ 1,000	\$ -	0%
	606-4-4311-315	ADMINISTRATIVE FEES	\$ 4,950	\$ 5,033	\$ 6,768	\$ 6,500	\$ 5,074	\$ 6,500	\$ -	0%
	606-4-4311-320	POSTAGE	\$ -	\$ -	\$ -	\$ 50	\$ -	\$ 50	\$ -	0%
	606-4-4311-321	TELEPHONE	\$ 81	\$ 96	\$ 84	\$ 100	\$ 78	\$ 100	\$ -	0%
	606-4-4311-322	COMPUTER COMM/MAIL	\$ 5,095	\$ 676	\$ 681	\$ 825	\$ 703	\$ 825	\$ -	0%
	606-4-4311-340	ADVERTISING & PUBLICA	\$ -	\$ -	\$ -	\$ 50	\$ -	\$ 50	\$ -	0%
	606-4-4311-369	INSURANCES	\$ 973	\$ 543	\$ 862	\$ 750	\$ 976	\$ 1,056	\$ 306	41%
	606-4-4311-401	CONTRACTED SERVICES	\$ 2,414	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -	0%
	606-4-4311-404	REPAIRS & MAINTENANC	\$ 2,686	\$ 1,017	\$ 4,487	\$ 3,000	\$ 2,776	\$ 3,000	\$ -	0%
	606-4-4311-410	RENTALS/LEASES/CONTR	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ 100	\$ -	0%
	606-4-4311-420	DEPRECIATION	\$ 234,862	\$ 235,844	\$ 235,977	\$ 235,120	\$ 197,018	\$ 235,120	\$ -	0%
	606-4-4311-430	MISCELLANEOUS EXPENS	\$ 3	\$ 46	\$ 4	\$ -	\$ 2	\$ -	\$ -	0%
	606-4-4311-431	CREDIT CARD EXPENSE	\$ 899	\$ 996	\$ 1,080	\$ 1,000	\$ 1,528	\$ 1,000	\$ -	0%
	606-4-4311-433	DUES & SUBSCRIPTIONS	\$ 5	\$ 2	\$ 13	\$ 50	\$ 5	\$ 50	\$ -	0%
	606-4-4311-438	BAD DEBT	\$ 53	\$ (7)	\$ (89)	\$ -	\$ -	\$ -	\$ -	0%
606-4-4311-500	CAPITAL OUTLAY	\$ 777	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
606-4-4311-610	DEBT SERVICE-INTEREST	\$ 31,901	\$ 34,513	\$ 34,679	\$ 37,556	\$ 36,531	\$ 47,044	\$ 9,488	25%	
606-4-4311-620	BOND ISSUANCE FEES	\$ 6,851	\$ 1,774	\$ 3,935	\$ -	\$ 14,879	\$ -	\$ -	0%	
		\$ 428,728	\$ 360,010	\$ 384,763	\$ 387,720	\$ 351,508	\$ 403,445	\$ 15,725	4%	

# *New Prague, Minnesota*

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## **NEW PRAGUE UTILITIES COMMISSION 2024 PROPOSED WATER BUDGET REPORT**

# TABLE OF CONTENTS

## Contents

2024 MANAGEMENT STATEMENT & FORECAST .....	1
2024 PROPOSED WATER BUDGET .....	3
PROJECTED WATER REVENUE & EXPENSE CHART .....	4
2024 PROJECTED WATER SALES .....	5
DEBT SERVICE CHART (Existing and Future) .....	6
WATER RATE INFORMATION .....	7
WATER RATE COMPARISION .....	8
10-YEAR CAPITAL PROJECTS .....	9
PROPOSED 2024 RATES .....	10
WATER OPERATING RESULTS AT PROPOSED RATES .....	11



## MANAGEMENT STATEMENT

The overall management goal for the New Prague Utilities Water Department is our commitment to the Community in providing a safe and reliable water supply to the City of New Prague. During the past couple of years, we had to change the focus of our budget to include major CIP reconstruction projects that affect the water distribution system. That focus is forecasted to continue through 2025 with large CIP projects in the NE sector of town with total bonding estimated at nearly \$1.8 million in the next two years.

## FORECAST

The 2024 water department budget is projected to forecast the financial operation of the New Prague Utilities Commission. The New Prague Utilities Commission has been able to keep rates relatively flat with an average increase of only 1.9% per year over the past 5 years. The 2024 budget reflects a change in the rate structure to include a summer seasonal rate increase to usage. This seasonal rate (June 1 through September 30) is necessary to cover the added cost of capital projects, meet budget reserve goals and the requirements set forth by the water resource departments in the state of Minnesota.

## REVENUE

The 2024 Revenue budget reflects a 5% annual overall rate increase, depending on usage. Commercial and residential customers will see an estimated annual increase between 3.9% - 5.2%. Water usage during the summer months of June through September will be billed at higher rates to recover needed revenue and to meet the water conservation pricing requirement set forth by the state.

## EXPENSES

**Personnel Costs:**

- Wages Full-Time and Part-Time – Reflects a 4% COLA wage adjustment and step increases.
- Health Insurance – There will be a 6.25% increase in health insurance premiums for 2024. Note: 2024 is year 2 of a two -year rate guarantee, 2023 was an 11.08% decrease. Employer cost share remains at 80% and HSA contributions will remain at \$1,000 (family) and \$500 (single).
- Dental Insurance – There is an 8.07% increase in dental insurance premiums for 2024. This increase is due to dental trend increases and inflation.
- Life, Long-Term Disability and Short-Term Disability – 0% change in 2024 as part of the 36-month rate guarantee established in 2023.

**Operating Expenses:**

- Projected decrease by 20% in water hook-up fees due to fewer homes being built in 2024.
- Debt service interest increased slightly by 1.12% due to the cost of CIP projects.
- Purification decreased by 25.6% primarily due to lower cost of chemicals.
- Distribution decreased slightly by 2.08% due to the cost of planned projects.

## 2024 KEY WATER BUDGET AND OPERATIONAL CHALLENGES

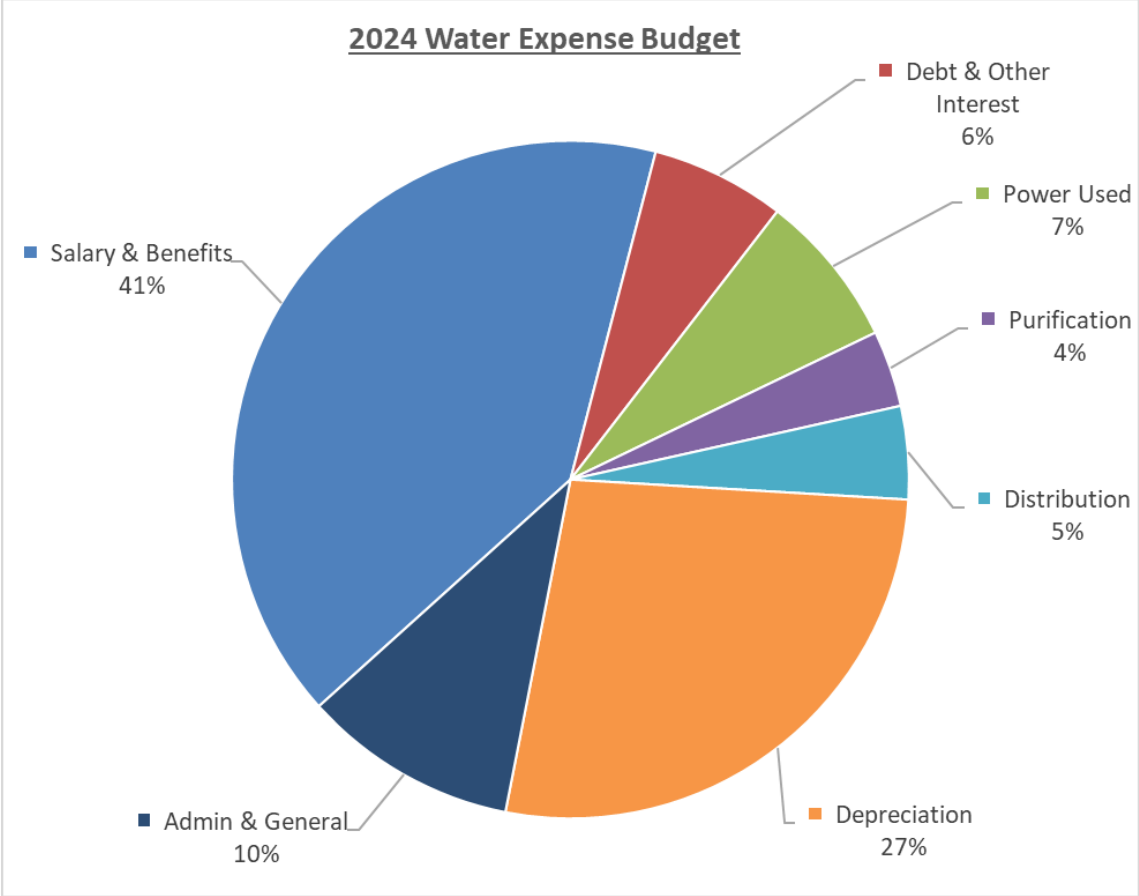
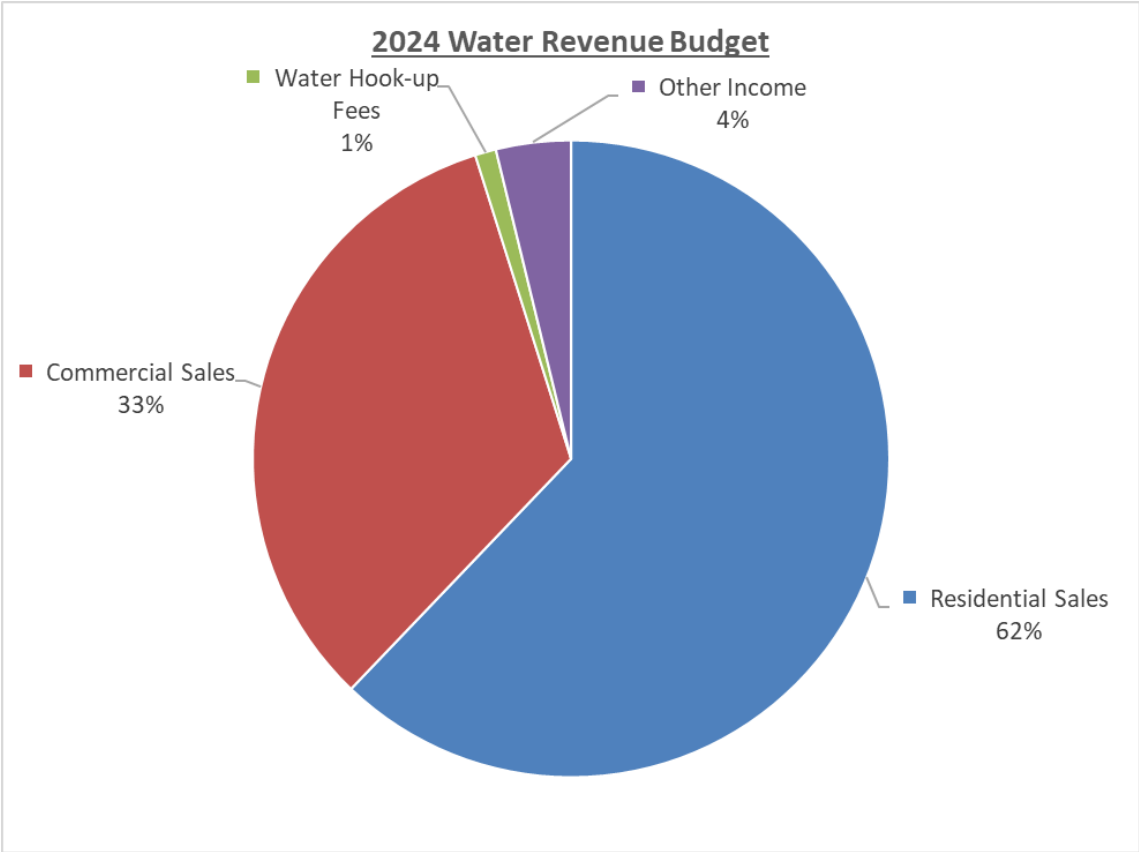
- Replace 3700’ of water main and 59 service lines in the Lexington and Lyndale Ave CIP.
- Continue conversion to a new GIS mapping system.
- Continue CIP Planning for several reconstruction projects that are planned in the NW sector of town through 2025.

## 2023 KEY ACCOMPLISHMENTS

- Replaced 1600' feet of water main and services lines on 10<sup>th</sup> Ave NE
- Replaced 3700' of water main and 43 service lines on the Sunset and Sunrise CIP project.
- Replaced well #2 failed pump and piping.
- Replaced well #4 failed pump and piping.
- Installed fiber communication to the West Water Tower
- Finished consolidating and moving the water department maintenance operations to the new building addition at 200 7<sup>th</sup> Ave NW.
- Long and short-term planning for several reconstruction projects that are planned in the NE sector of town over the next three years.
- Conversion to new GIS mapping system.
- Implemented new software programs for customer billing, accounting, payroll, purchasing & inventory management.

**NEW PRAGUE UTILITIES COMMISSION  
PROPOSED WATER BUDGET  
As of 8/31/2023**

<u>REVENUES</u>	2022	2023	2023	2024	2023-2024	
	ACTUAL	Y-T-D ACTUAL	CURRENT BUDGET	PROPOSED BUDGET	\$ DIFFERENCE	% DIFFERENCE
Unbilled Accounts Receivable	\$ 21,050.94	\$ 46,214.14	\$ -	\$ -	\$ -	0.00%
Residential	\$ 1,124,777.83	\$ 837,911.66	\$ 1,136,392.00	\$ 1,167,088.00	\$ 30,696.00	2.70%
Commercial	\$ 536,901.19	\$ 404,060.81	\$ 534,347.00	\$ 619,473.00	\$ 85,126.00	15.93%
Water Hook-up Fees	\$ 33,005.20	\$ 33,763.96	\$ 25,000.00	\$ 20,000.00	\$ (5,000.00)	-20.00%
Other Income	\$ 76,300.90	\$ 38,305.29	\$ 81,865.00	\$ 71,400.00	\$ (10,465.00)	-12.78%
<b>TOTAL REVENUES</b>	<b>\$ 1,792,036.06</b>	<b>\$ 1,360,255.86</b>	<b>\$ 1,777,604.00</b>	<b>\$ 1,877,961.00</b>	<b>\$ 100,357.00</b>	<b>5.65%</b>
 <u>EXPENSES</u>						
Power Used	\$ 118,056.42	\$ 92,349.00	\$ 117,000.00	\$ 117,500.00	\$ 500.00	0.43%
Purification	\$ 48,898.77	\$ 39,821.12	\$ 78,000.00	\$ 58,000.00	\$ (20,000.00)	-25.64%
Distribution	\$ 69,466.36	\$ 45,871.66	\$ 72,000.00	\$ 70,500.00	\$ (1,500.00)	-2.08%
Depreciation	\$ 430,721.57	\$ 252,986.12	\$ 426,677.00	\$ 431,460.00	\$ 4,783.00	1.12%
Debt & Other Interest	\$ 103,132.44	\$ 100,910.57	\$ 101,948.00	\$ 101,948.00	\$ -	0.00%
Salary & Benefits	\$ 627,039.41	\$ 368,517.57	\$ 591,764.00	\$ 647,468.00	\$ 55,704.00	9.41%
Loss on Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Admin & General	\$ 115,509.42	\$ 100,376.54	\$ 157,410.00	\$ 163,028.00	\$ 5,618.00	3.57%
<b>TOTAL EXPENSES</b>	<b>\$ 1,512,824.39</b>	<b>\$ 1,000,832.58</b>	<b>\$ 1,544,799.00</b>	<b>\$ 1,589,904</b>	<b>\$ 45,105.00</b>	<b>2.92%</b>
<b>EXCESS REVENUES OVER EXPENSES</b>	<b>\$ 279,211.67</b>	<b>\$ 359,423.28</b>	<b>\$ 232,805.00</b>	<b>\$ 288,057.00</b>	<b>\$ (55,252.00)</b>	<b>23.73%</b>



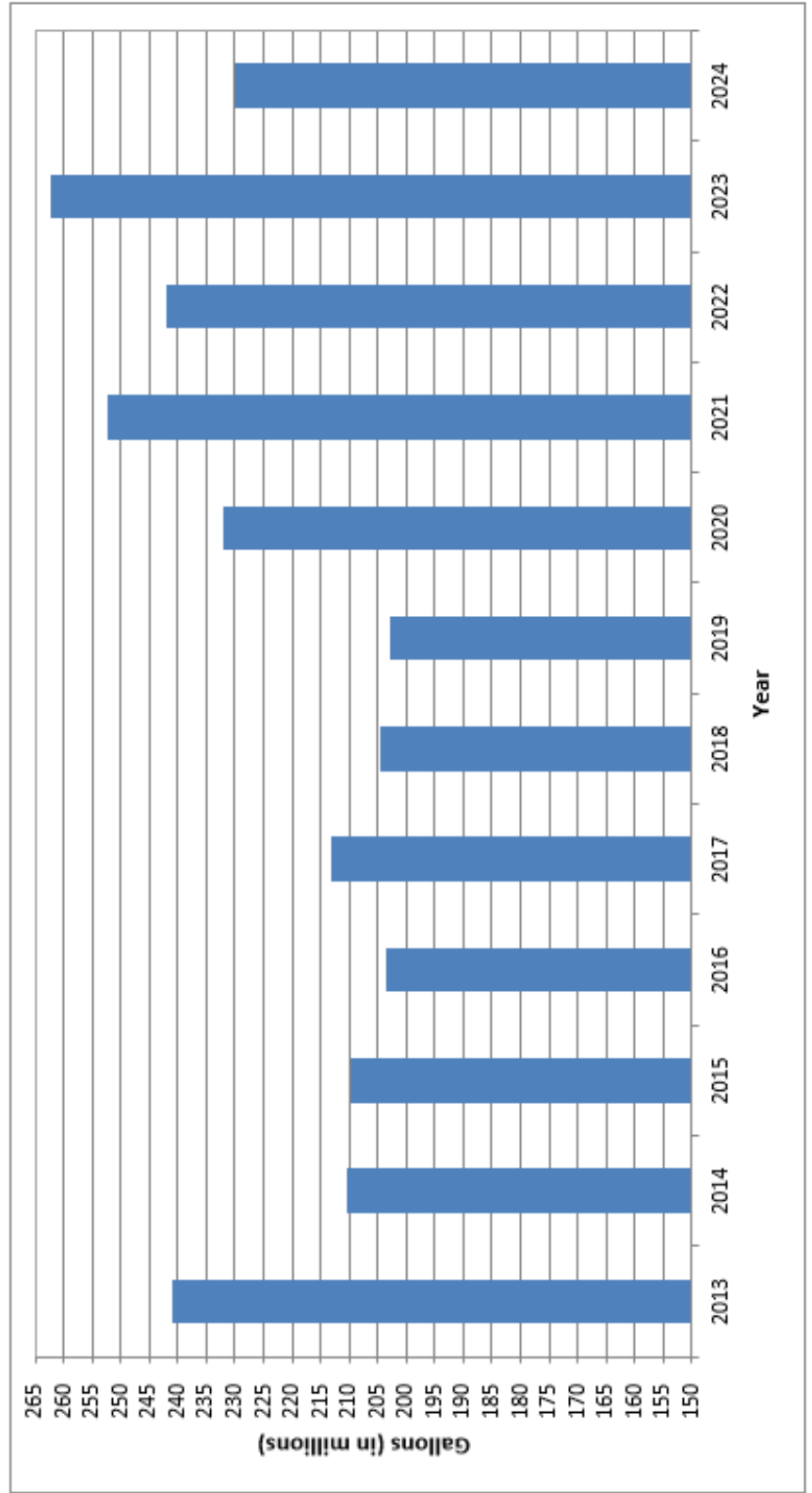
**2024 Projected Water Sales**

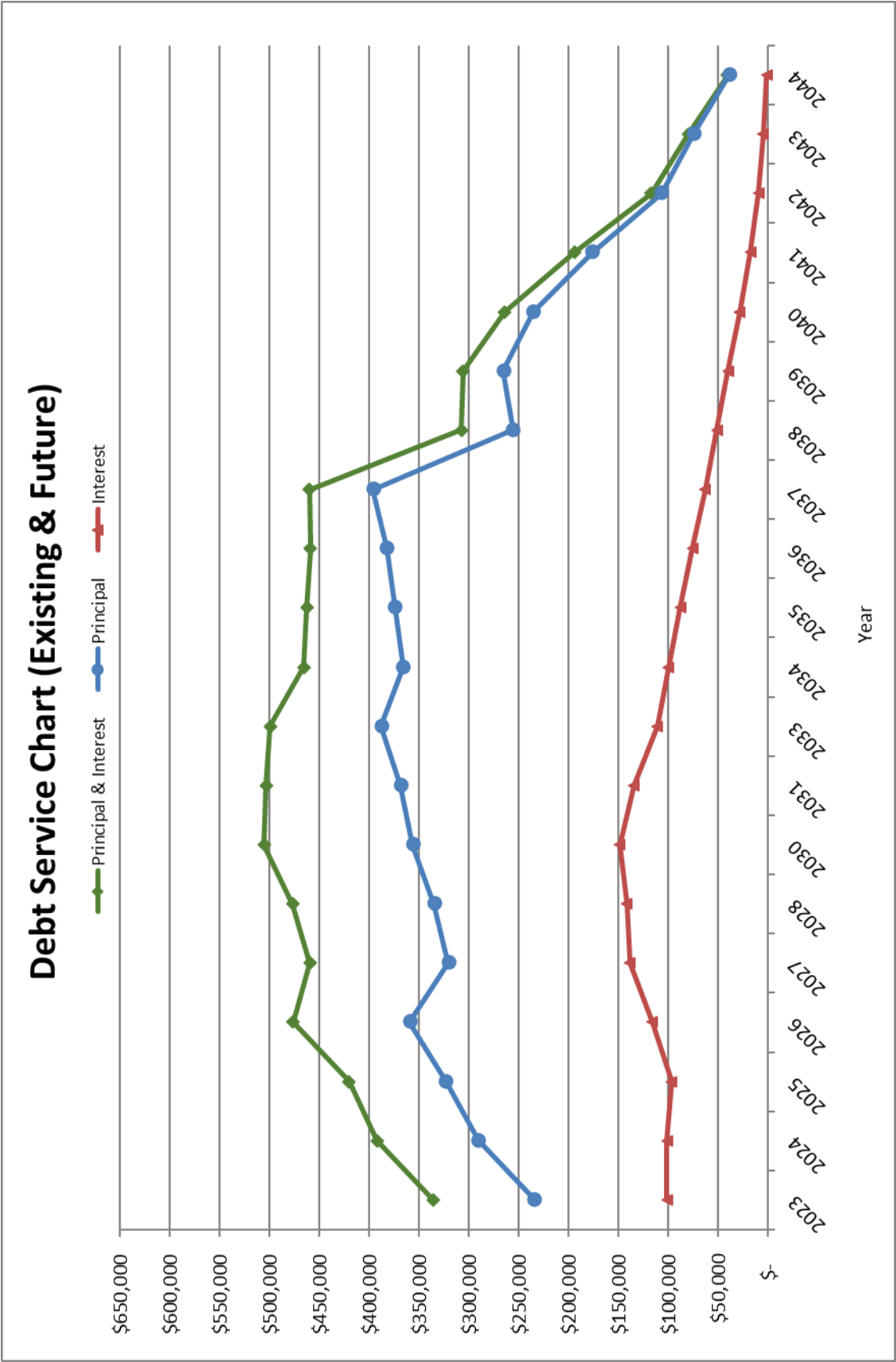
Water Sales are projected to be at 230,000,000 gallons sold for 2024. Weather has a large effect on gallons sold.

**History of Water Sales:**

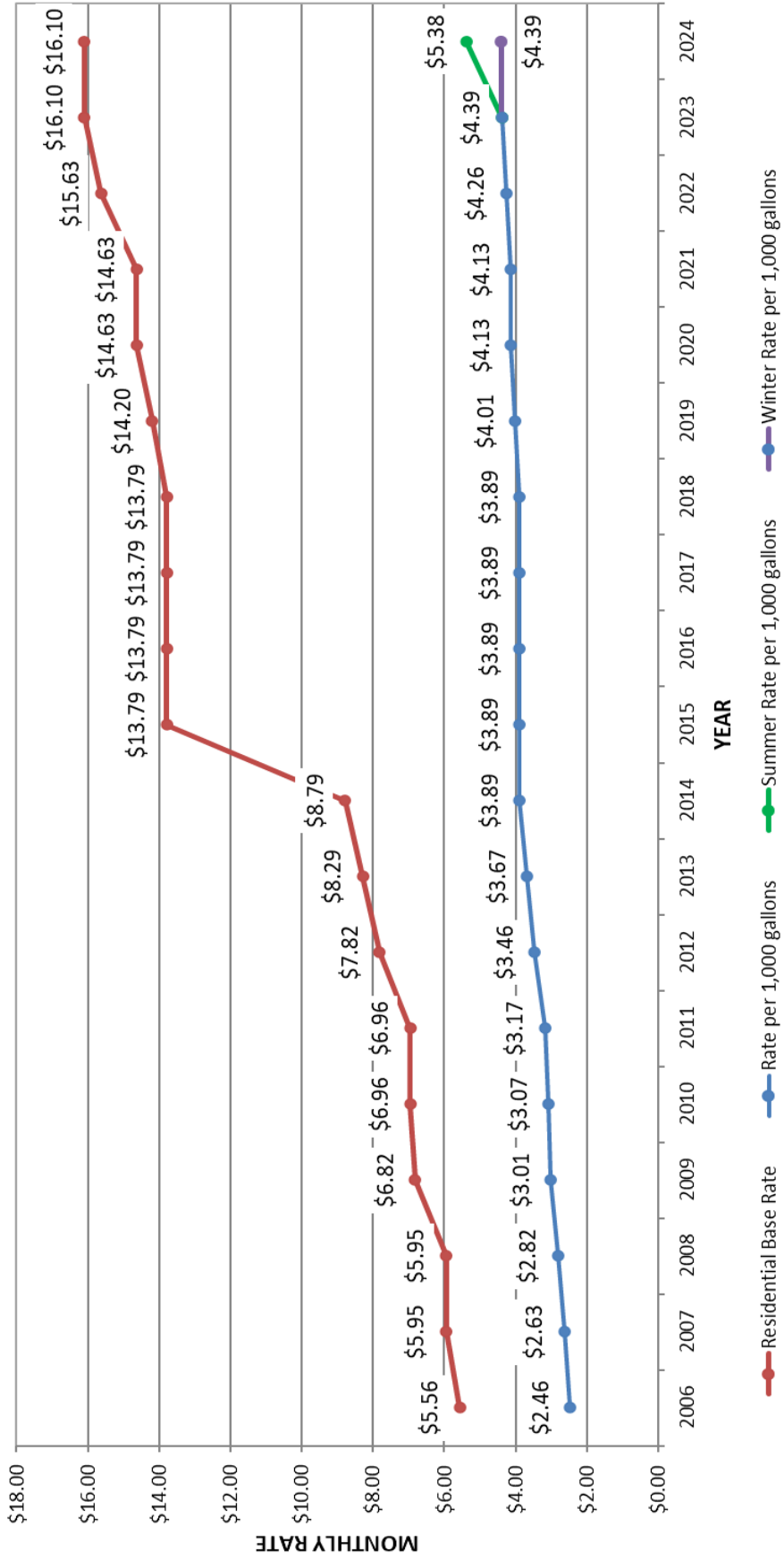
2013	241,000,000	2019	203,000,000
2014	210,547,000	2020	231,931,000
2015	209,645,000	2021	252,326,000
2016	203,679,000	2022	241,960,000
2017	213,000,000	* 2023	262,281,000
2018	204,592,000	** 2024	230,000,000

\* Anticipated \*\* Budgeted





### CITY OF NEW PRAGUE WATER RATE INFORMATION HISTORY (2006 - 2024)



\* An average residential customer using 4,000 gallons will see an annual increase of \$15.84 with 2024 rate increase  
 \* An average residential customer using 8,000 gallons will see an annual increase of \$31.68 with 2024 rate increase

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



City  
Tiered Water Consumption Rates (per 1,000 gallons)



*Projects By Department/Division*

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Later Years	Project Total
	<i>Previous Years</i>											
<i>Water</i>												
10th Ave Water Main	\$430,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$430,000
Fiber Lines - Tower & 10th Ave	\$115,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$125,000
Future CIP	\$2,575,000	\$750,000	\$830,000	\$400,000	\$420,000	\$441,000	\$463,050	\$486,200	\$510,500	\$536,000	\$0	\$7,411,750
Misc Equipment	\$20,000	\$10,000	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000
SCADA Upgrade	\$120,000	\$10,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$0	\$245,000
Service Truck	\$52,000	\$45,000	\$0	\$45,000	\$23,000	\$0	\$40,000	\$0	\$48,000	\$0	\$0	\$253,000
Well #2 Replacement	\$30,000	\$0	\$0	\$0	\$42,380	\$0	\$0	\$0	\$0	\$0	\$0	\$72,380
Well #4 Replacement Pipe / Pump	\$45,000	\$0	\$33,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$78,000
Well #5 Replacement	\$40,000	\$0	\$0	\$0	\$0	\$38,640	\$0	\$0	\$0	\$0	\$0	\$78,640
Roof Replacement - Filter Plant #1	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
Well #1 Replacement	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000
Mini Excavator Backhoe (1/3 of Cost)	\$0	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000
Well #3 Replacement	\$0	\$0	\$18,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,000
Service Truck (1/2 Cost)	\$0	\$0	\$21,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,000
<i>Subtotal - Water</i>	\$3,427,000	\$885,000	\$916,000	\$491,000	\$500,380	\$494,640	\$518,050	\$501,200	\$573,500	\$551,000	\$0	\$8,957,770
<b>Grand Total:</b>	<b>\$3,427,000</b>	<b>\$885,000</b>	<b>\$916,000</b>	<b>\$491,000</b>	<b>\$500,380</b>	<b>\$494,640</b>	<b>\$518,050</b>	<b>\$501,200</b>	<b>\$573,500</b>	<b>\$551,000</b>	<b>\$0</b>	<b>\$8,957,770</b>

## New Prague Utilities Existing and Proposed Water Rates

<u>Class</u>	<u>Current Rate</u>	<u>2024 Proposed Rate</u>
<b>Customer Charges</b>		
Residential 5/8 3/4	\$ 16.10	\$ 16.10
Residential 1	\$ 16.81	\$ 16.81
Residential 1.5	\$ 16.96	\$ 16.96
Commercial 5/8 3/4	\$ 16.10	\$ 16.10
Commercial 1	\$ 16.81	\$ 16.81
Commercial 1.5	\$ 16.96	\$ 16.96
Commercial 2	\$ 37.17	\$ 37.17
Commercial 3	\$ 42.46	\$ 42.46
Commercial 4	\$ 62.83	\$ 62.83
Commercial 6	\$ 93.66	\$ 93.66
Commercial 6 no base fee	\$ -	\$ -
Residential Multi	\$ 11.27	\$ 11.27
Commercial Multi	\$ 11.27	\$ 11.27
 <b>Water Charges</b>		
per 1000 gallons (June 1-Sept 30)	\$ 4.39	\$ 5.38
per 1000 gallons (nonsummer)	\$ 4.39	\$ 4.39
golf course per 1000 gallons (all months)	\$ 4.39	\$ 4.52

## New Prague Utilities - Water Operating Results at Proposed Rates

\* Note Future revenues are based on rate study recommendations and projections are estimates only, actual budget proposals may differ.

	Projected					
	2022	2023	2024	2025	2026	2027
<b>OPERATING REVENUES</b>						
Charges for Services	\$ 1,702,476	\$ 1,931,263	\$ 1,840,320	\$ 1,952,298	\$ 2,065,536	\$ 2,181,026
Total Operating Revenues	\$ 1,702,476	\$ 1,931,263	\$ 1,840,320	\$ 1,952,298	\$ 2,065,536	\$ 2,181,026
<b>OPERATING EXPENSES</b>						
Power and pumping	\$ 118,057	\$ 117,000	\$ 121,680	\$ 126,547	\$ 131,609	\$ 136,873
Transmission and distribution	350,065	150,000	156,000	162,240	168,730	175,479
Administration and general	503,473	744,174	773,941	804,899	837,095	870,578
Depreciation	430,721	464,054	493,554	524,088	540,454	557,134
Total Operating Expenses	\$ 1,402,316	\$ 1,475,228	\$ 1,545,175	\$ 1,617,773	\$ 1,677,888	\$ 1,740,064
<b>OPERATING INCOME</b>	\$ 300,160	\$ 456,034	\$ 295,144	\$ 334,524	\$ 387,648	\$ 440,962
<b>NON-OPERATING REVENUE (EXPENSE)</b>						
Intergovernmental	\$ 2,032	\$ -	\$ -	\$ -	\$ -	\$ -
Investment income	(58,865)	15,000	15,000	15,000	15,000	15,000
Miscellaneous income	11,648	18,465	18,465	18,465	18,465	18,465
Water meter income	7,064	5,000	5,000	5,000	5,000	5,000
Bond issuance expense	(7,378)	(11,313)	(18,445)	(20,412)	(9,837)	(10,329)
Interest expense	(103,133)	(101,848)	(89,563)	(97,294)	(116,817)	(139,372)
Amortization of bond premium	2,219	2,219	2,219	2,219	2,219	2,219
Total Non-Operating Revenues (Expenses)	\$ (146,413)	\$ (74,696)	\$ (69,543)	\$ (79,241)	\$ (88,189)	\$ (111,236)
Net Income before Contributions	\$ 153,747	\$ 381,338	\$ 225,602	\$ 255,283	\$ 299,459	\$ 329,726
Capital Contributions	\$ 125,463	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
<b>CHANGE IN NET POSITION</b>						
As Percent of Revenues	16.4%	20.8%	13.3%	14.1%	15.5%	16.0%
<b>CASH RESERVES - TOTAL</b>						
Beginning of Year	\$ 2,460,038	\$ 2,460,038	\$ 2,550,721	\$ 2,863,899	\$ 3,251,586	\$ 3,662,349
Plus Change in Net Position	401,338	401,338	245,602	275,283	319,459	349,726
Plus Depreciation	464,054	464,054	493,554	524,088	540,454	557,134
Plus Net Bond Proceeds	460,000	460,000	750,000	830,000	400,000	420,000
Less Principal Pmts	(234,710)	(234,710)	(290,977)	(325,684)	(358,150)	(319,000)
Less Capital Improvements	(1,000,000)	(1,000,000)	(885,000)	(916,000)	(491,000)	(500,000)
End of Year	\$ 2,460,038	\$ 2,550,721	\$ 2,863,899	\$ 3,251,586	\$ 3,662,349	\$ 4,168,000
As a percent of Operating Revenue	144%	132%	156%	167%	177%	191%

Section 10, Item b.

Department	Account	Acct. Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024	Section 10, Item b.	
								Requested Budget		
WATER EXPENDITURE	604-4-4940-420	DEPRECIATION	\$ 422,110.50	\$ 426,980.00	\$ 430,721.57	\$ 426,677.00	\$ 252,986.12	\$ 431,460.00	\$ 4,783	1%
	604-4-4940-610	DEBT SERVICE-INTEREST	\$ 52,961.01	\$ 70,059.00	\$ 103,080.85	\$ 101,848.00	\$ 101,823.72	\$ 101,635.00	\$ (213)	0%
	604-4-4940-619	OTHER INTEREST EXPENSES	\$ 423.29	\$ 42.32	\$ 51.59	\$ 100.00	\$ 825.41	\$ 313.00	\$ 213	213%
	604-4-4941-213	GEN-SET FUEL	\$ 1,054.51	\$ 2,150.95	\$ 1,245.58	\$ 2,000.00	\$ 659.83	\$ 2,000.00	\$ -	0%
	604-4-4941-390	NATURAL GAS-10TH AVE BC	\$ 827.68	\$ 1,300.96	\$ 1,277.65	\$ 2,000.00	\$ 1,497.01	\$ 2,000.00	\$ -	0%
	604-4-4941-392	ELECTRICITY USED	\$ 98,336.34	\$ 118,371.38	\$ 113,521.25	\$ 110,000.00	\$ 100,313.42	\$ 110,000.00	\$ -	0%
	604-4-4941-394	NATURAL GAS-FILTER #3	\$ 2,680.47	\$ 1,438.10	\$ 2,011.94	\$ 3,000.00	\$ 3,256.74	\$ 3,500.00	\$ 500	17%
	604-4-4942-101	WAGES FULL TIME	\$ 2,544.19	\$ 25,874.00	\$ 18,490.55	\$ -	\$ 11,883.98	\$ -	\$ -	0%
	604-4-4942-103	WAGES PART-TIME	\$ 698.76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	604-4-4942-121	EMPLOYER CONT. P E R A	\$ 161.59	\$ 1,925.79	\$ 1,393.75	\$ -	\$ 910.31	\$ -	\$ -	0%
	604-4-4942-122	EMPLOYER CONT. F I C A	\$ 250.99	\$ 1,786.97	\$ 1,282.71	\$ -	\$ 851.95	\$ -	\$ -	0%
	604-4-4942-131	HEALTH INSURANCE	\$ 246.60	\$ 4,443.10	\$ 3,403.14	\$ -	\$ 1,985.67	\$ -	\$ -	0%
	604-4-4942-132	DENTAL INSURANCE	\$ 44.02	\$ 432.94	\$ 327.96	\$ -	\$ 312.54	\$ -	\$ -	0%
	604-4-4942-133	LIFE & S.T. DISABILITY INS	\$ 4.10	\$ 40.61	\$ 22.12	\$ -	\$ 43.61	\$ -	\$ -	0%
	604-4-4942-309	SYSTEM WATER TESTING	\$ 2,324.98	\$ 2,878.42	\$ 2,534.17	\$ 3,000.00	\$ 2,464.98	\$ 3,000.00	\$ -	0%
	604-4-4942-385	PURIFICATION	\$ 37,112.09	\$ 43,804.95	\$ 46,364.60	\$ 75,000.00	\$ 47,815.36	\$ 55,000.00	\$ (20,000)	-27%
	604-4-4943-011	WAGES CIP 2009	\$ -	\$ -	\$ 71.88	\$ -	\$ -	\$ -	\$ -	0%
	604-4-4943-101	WAGES FULL-TIME	\$ 142,163.32	\$ 179,802.15	\$ 179,091.97	\$ -	\$ 209,452.33	\$ -	\$ -	0%
	604-4-4943-102	WAGES OVER-TIME	\$ 1,466.94	\$ 1,948.13	\$ 1,712.84	\$ -	\$ 4,024.58	\$ 2,000.00	\$ 2,000	0%
	604-4-4943-103	WAGES PART-TIME	\$ 4,075.96	\$ 72.00	\$ 938.00	\$ -	\$ -	\$ -	\$ -	0%
	604-4-4943-106	WAGES ON-CALL	\$ 12,742.12	\$ 13,212.51	\$ 13,525.98	\$ -	\$ 18,083.45	\$ -	\$ -	0%
	604-4-4943-113	EMPLOYEE BENEFITS	\$ 550.00	\$ 550.00	\$ 550.00	\$ -	\$ 1,225.00	\$ -	\$ -	0%
	604-4-4943-121	EMPLOYER CONT. P E R A	\$ 11,494.02	\$ 15,421.61	\$ 14,535.44	\$ -	\$ 17,638.09	\$ 150.00	\$ 150	0%
	604-4-4943-122	EMPLOYER CONT. F I C A	\$ 11,417.73	\$ 14,461.33	\$ 13,630.42	\$ -	\$ 16,475.87	\$ 153.00	\$ 153	0%
	604-4-4943-129	GERF CHANGE	\$ (14,823.00)	\$ 19,575.00	\$ 57,694.00	\$ -	\$ -	\$ -	\$ -	0%
	604-4-4943-131	HEALTH INSURANCE	\$ 26,860.92	\$ 36,381.92	\$ 36,024.98	\$ -	\$ 42,749.21	\$ -	\$ -	0%
	604-4-4943-132	DENTAL INSURANCE	\$ 2,816.88	\$ 3,156.45	\$ 3,224.47	\$ -	\$ 5,445.37	\$ -	\$ -	0%
	604-4-4943-133	LIFE & S-T DISABILITY	\$ 263.48	\$ 314.58	\$ 229.78	\$ -	\$ 752.53	\$ -	\$ -	0%
	604-4-4943-135	OPEB EXPENSE	\$ 2,263.00	\$ 5,810.00	\$ 2,207.00	\$ -	\$ -	\$ -	\$ -	0%
WATER EXPENDITURE	604-4-4943-151	WORKER'S COMP	\$ -	\$ -	\$ 942.31	\$ -	\$ -	\$ -	\$ -	0%
	604-4-4943-212	MOTOR FUELS	\$ 4,307.94	\$ 6,175.11	\$ 9,568.51	\$ 10,500.00	\$ 7,461.43	\$ 8,500.00	\$ (2,000)	-19%
	604-4-4943-226	HYDRANTS	\$ 1,343.71	\$ 1,365.93	\$ 1,389.91	\$ 2,500.00	\$ 550.57	\$ 2,500.00	\$ -	0%
	604-4-4943-227	LEAK DETECTION	\$ 3,458.66	\$ 5,142.44	\$ 3,326.81	\$ 4,500.00	\$ 6,151.12	\$ 5,000.00	\$ 500	11%
	604-4-4943-229	MAINT.-WELLS.-PUMPS-ME	\$ 4,100.40	\$ 14,303.34	\$ 10,038.72	\$ 15,000.00	\$ 10,463.76	\$ 15,000.00	\$ -	0%
	604-4-4943-233	DISTRIBUTION	\$ 8,248.34	\$ 13,514.74	\$ 9,184.69	\$ 8,000.00	\$ 3,857.93	\$ 8,000.00	\$ -	0%
	604-4-4943-244	WELLHEAD PROTECTION PL	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ -	0%
	604-4-4943-403	WATER MAIN & SERVICE RE	\$ 9,438.54	\$ 11,285.15	\$ 12,122.82	\$ 20,000.00	\$ 17,781.66	\$ 20,000.00	\$ -	0%
	604-4-4943-407	WATER TOWER MAINT.	\$ -	\$ 40.79	\$ 10,308.92	\$ 11,000.00	\$ 140.63	\$ 11,000.00	\$ -	0%
	604-4-4944-003	PHILLIPS PARKWAY	\$ -	\$ -	\$ 25,306.82	\$ -	\$ -	\$ -	\$ -	0%
	604-4-4944-101	WAGES FULL-TIME	\$ 155,797.85	\$ 167,522.50	\$ 197,506.50	\$ 407,545.00	\$ 151,700.68	\$ 434,282.00	\$ 26,737	7%
	604-4-4944-102	WAGES OVERTIME	\$ 347.45	\$ 933.75	\$ 43.38	\$ 5,000.00	\$ 1,056.46	\$ 5,000.00	\$ -	0%
	604-4-4944-103	WAGES PART-TIME	\$ 776.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	604-4-4944-106	WAGES ON-CALL	\$ -	\$ -	\$ -	\$ 23,667.00	\$ -	\$ 25,070.00	\$ 1,403	6%
	604-4-4944-113	EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ 2,877.00	\$ 306.96	\$ 2,877.00	\$ -	0%
	604-4-4944-115	VACATION ACCRUAL	\$ 8,520.57	\$ 14,923.86	\$ (15,141.60)	\$ -	\$ -	\$ -	\$ -	0%
	604-4-4944-121	EMPLOYER CONT. P E R A	\$ 11,720.56	\$ 13,457.36	\$ 16,312.99	\$ 32,716.00	\$ 11,739.76	\$ 34,826.00	\$ 2,110	120
	604-4-4944-122	EMPLOYER CONT. F I C A	\$ 10,942.65	\$ 12,636.41	\$ 15,434.14	\$ 33,590.00	\$ 10,946.68	\$ 35,743.00	\$ 2,153	0%

Department	Account	Acct. Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024		Section 10, Item b.	
								Requested Budget			
WATER EXPENDITURE	604-4-4944-131	HEALTH INSURANCE	\$ 22,948.73	\$ 27,148.92	\$ 36,974.13	\$ 63,290.00	\$ 24,567.13	\$ 88,133.00	\$ 24,843	39%	
	604-4-4944-132	DENTAL INSURANCE	\$ 2,218.64	\$ 2,329.34	\$ 3,075.95	\$ 8,254.00	\$ 2,348.04	\$ 9,072.00	\$ 818	10%	
	604-4-4944-133	LIFE & S-T DISABILITY	\$ 255.68	\$ 276.38	\$ 249.61	\$ 449.00	\$ 518.18	\$ 1,332.00	\$ 883	197%	
	604-4-4944-151	WORKER'S COMP PREMIUM	\$ 8,825.89	\$ 9,475.79	\$ 11,504.17	\$ 14,376.00	\$ 12,648.81	\$ 8,830.00	\$ (5,546)	-39%	
	604-4-4944-200	SUPPLIES	\$ 3,690.79	\$ 4,952.52	\$ 4,208.52	\$ 5,000.00	\$ 4,365.27	\$ 5,000.00	\$ -	0%	
	604-4-4944-207	COMPUTER SUPPORT SERVI	\$ 8,743.71	\$ 6,830.99	\$ 6,784.90	\$ 6,500.00	\$ 6,352.73	\$ 6,500.00	\$ -	0%	
	604-4-4944-224	GEN. EXPENSE-EQUIPMENT	\$ 5,207.12	\$ 6,129.96	\$ 839.07	\$ 10,000.00	\$ 4,413.71	\$ 10,000.00	\$ -	0%	
	604-4-4944-225	GENERAL PLANT MAINT.	\$ 12,897.90	\$ 10,014.04	\$ 14,022.08	\$ 12,000.00	\$ 4,343.72	\$ 12,000.00	\$ -	0%	
	604-4-4944-230	MAINT/LEASE	\$ 4,112.09	\$ 3,454.49	\$ 3,390.40	\$ 4,000.00	\$ 2,655.12	\$ 4,000.00	\$ -	0%	
	604-4-4944-231	SAFETY EQUIP & TRAINING	\$ 1,814.68	\$ 2,323.48	\$ 2,934.89	\$ 4,000.00	\$ 2,547.40	\$ 4,000.00	\$ -	0%	
	604-4-4944-301	AUDIT	\$ 5,000.00	\$ 5,040.99	\$ 4,593.39	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00	\$ -	0%	
	604-4-4944-303	ENGINEERING FEES	\$ 186.00	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	0%	
	604-4-4944-305	CIVIL LEGAL FEES	\$ 85.75	\$ 109.34	\$ 925.60	\$ 3,000.00	\$ 244.40	\$ 3,000.00	\$ -	0%	
	604-4-4944-306	LINE LOCATES	\$ 945.04	\$ 2,009.82	\$ 948.81	\$ 2,000.00	\$ 1,163.70	\$ 2,000.00	\$ -	0%	
	604-4-4944-308	METER TESTING	\$ 2,434.00	\$ 2,464.00	\$ 3,399.00	\$ 4,000.00	\$ 3,459.50	\$ 4,000.00	\$ -	0%	
	604-4-4944-310	PROFESSIONAL SERVICES	\$ 7,418.99	\$ 19,876.23	\$ 7,913.49	\$ 20,000.00	\$ 11,608.96	\$ 20,000.00	\$ -	0%	
	604-4-4944-320	POSTAGE	\$ 6,456.71	\$ 6,531.47	\$ 6,808.28	\$ 7,000.00	\$ 6,745.27	\$ 7,000.00	\$ -	0%	
	604-4-4944-321	TELEPHONE	\$ 3,239.55	\$ 3,500.16	\$ 5,208.54	\$ 5,000.00	\$ 3,850.28	\$ 5,000.00	\$ -	0%	
	604-4-4944-322	COMPUTER COMM/MAINT	\$ 11,793.96	\$ 11,166.45	\$ 14,324.31	\$ 15,000.00	\$ 14,116.89	\$ 15,000.00	\$ -	0%	
	604-4-4944-330	TRAVEL, CONF, MILEAGE AL	\$ 970.58	\$ 999.06	\$ 3,892.55	\$ 4,000.00	\$ 3,088.80	\$ 4,000.00	\$ -	0%	
	604-4-4944-340	ADVERTISING & PUBLICATIC	\$ 28.98	\$ 110.76	\$ 264.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	0%	
	604-4-4944-365	INSURANCE DEDUCTIBLE	\$ -	\$ -	\$ -	\$ 2,500.00	\$ 2,178.37	\$ 2,500.00	\$ -	0%	
	604-4-4944-369	INSURANCES	\$ 13,045.52	\$ 13,750.66	\$ 15,760.58	\$ 16,000.00	\$ 19,970.48	\$ 21,618.00	\$ 5,618	35%	
	604-4-4944-380	UTILITIES	\$ 599.93	\$ 571.93	\$ 727.29	\$ 2,000.00	\$ 785.13	\$ 2,000.00	\$ -	0%	
	604-4-4944-384	REFUSE	\$ -	\$ -	\$ 55.74	\$ -	\$ 229.45	\$ -	\$ -	0%	
	604-4-4944-401	CONTRACTED SERVICES	\$ 105.17	\$ 96.00	\$ 96.00	\$ 100.00	\$ 100.50	\$ 100.00	\$ -	0%	
	604-4-4944-408	VEHCILE MAINT	\$ 394.47	\$ 721.65	\$ 346.08	\$ 5,000.00	\$ 1,687.44	\$ 5,000.00	\$ -	0%	
	604-4-4944-430	MISCELLANEOUS EXPENSE	\$ 865.96	\$ 222.67	\$ 322.52	\$ 4,000.00	\$ 101.91	\$ 4,000.00	\$ -	0%	
	604-4-4944-431	CREDIT CARD EXPENSE	\$ 3,293.46	\$ 3,653.42	\$ 3,959.95	\$ 4,000.00	\$ 5,602.54	\$ 4,000.00	\$ -	0%	
	604-4-4944-433	DUES & SUBSCRIPTIONS	\$ 859.32	\$ 739.82	\$ 2,146.91	\$ 2,000.00	\$ 872.89	\$ 2,000.00	\$ -	0%	
	604-4-4944-438	BAD DEBT EXPENSE	\$ 1,291.66	\$ (37.75)	\$ (410.50)	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	0%	
	604-4-4944-440	REAL ESTATE TAXES	\$ 7.50	\$ 7.50	\$ 9.00	\$ 10.00	\$ 9.00	\$ 10.00	\$ -	0%	
	604-4-4944-450	TRAINING & SEMINARS	\$ 240.78	\$ 673.10	\$ 577.50	\$ 1,000.00	\$ 729.47	\$ 1,000.00	\$ -	0%	
	604-4-4944-460	LICENSES FEES/REGISTRATIC	\$ 2,542.90	\$ 3,085.50	\$ 3,882.41	\$ 4,500.00	\$ 2,963.12	\$ 4,500.00	\$ -	0%	
	604-4-4944-500	CAPITAL OUTLAY	\$ 2,912.65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
	604-4-4944-602	ST. & CTY ASSESSMENTS	\$ 200.00	\$ 200.00	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ -	0%	
	604-4-4944-620	BOND ISSUANCE COSTS	\$ 17,910.39	\$ 33,020.87	\$ 7,378.11	\$ 5,000.00	\$ 15,057.09	\$ 5,000.00	\$ -	0%	
		TOTAL EXPENDITURES	\$ 1,195,620	\$ 1,434,986	\$ 1,512,824	\$ 1,544,799	\$ 1,229,960	\$ 1,589,904	\$ 45,105	3%	

# *New Prague, Minnesota*

*A Tradition of Progress*



## **NEW PRAGUE UTILITIES COMMISSION 2024 PROPOSED ELECTRIC BUDGET REPORT**



# TABLE OF CONTENTS

## Contents

2024 MANAGEMENT STATEMENT & FORECAST .....	1
2024 PROPOSED ELECTRIC BUDGET.....	3
PROJECTED ELECTRIC REVENUE & EXPENSE CHART .....	4
SMMPA PURCHASED POWER .....	5
RESIDENTIAL AND COMMERCIAL RATE HISTORY .....	6
10-YEAR CAPITAL PROJECTS .....	11
PROPOSED 2024 RATES.....	12

## MANAGEMENT STATEMENT

The overall management goal of the New Prague Utilities Electric Department is to provide safe, reliable, and economical public electric service with a focus on customer needs, infrastructure enhancements, growth, and responsible resource management. 2023 was a very busy year starting out with the NE residential Project that involved the utility installing nearly 10,000' of underground conductor and 68 underground house services. The utility also worked with several commercial customers upgrading or installing new services.

2023 also brought on continued challenges dealing with supply chain shortages for construction materials, metering electronics, and delays on equipment orders forcing staff to move project dates and pre-order material as much as two years in advance for upcoming projects.

## FORECAST

The 2024 Electric Department budget is projected to forecast the financial operation of the New Prague Utilities Commission. Southern Minnesota Municipal Power Agency (SMMPA) is predicting that wholesale energy cost will remain stable throughout 2024 with only slight changes in transmission rates starting in February of 2024.

## REVENUE

The 2024 Revenue budget reflects a 2% increase on residential energy rates, 1% on Commercial and 2.3% on industrial and demand rates. Residential customer service charges will not change in 2024. These increases are primarily driven by escalating labor, material and equipment cost and the ongoing operational cost of building and maintaining an electric distribution system that is both reliable and capable of serving future growth.

## EXPENSES

### **Personnel Costs:**

- Wages Full-Time and Part-Time – Reflects a 4% COLA wage adjustment and step increases.
- Health Insurance – There is a 6.25% increase in health insurance premiums for 2024. Note: 2024 is year 2 of a two-year rate guarantee, 2023 was an 11.08% decrease. Employer cost share remains at 80% and HSA contribution will remain at \$1000 (family) and \$500 (single).
- Dental Insurance – There is an 8.07% increase in dental insurance premiums for 2024. This increase is due to dental trend increases and inflation.
- Life, Long-Term Disability and Short-Term Disability – 0% change in 2024 as part of the 36-month rate guarantee established in 2023.

### **Operating Expenses:**

- Purchase Power is up due to increased service loads and slightly higher off-season demand cost.
- Capital improvement costs remain higher than prior years due to increased material costs and planned 2024 construction projects.



## 2024 KEY BUDGET AND OPERATIONAL CHALLENGES

2024 will bring several budget and operation challenges while maintaining and providing reliable and affordable electric service to its current and new customers.

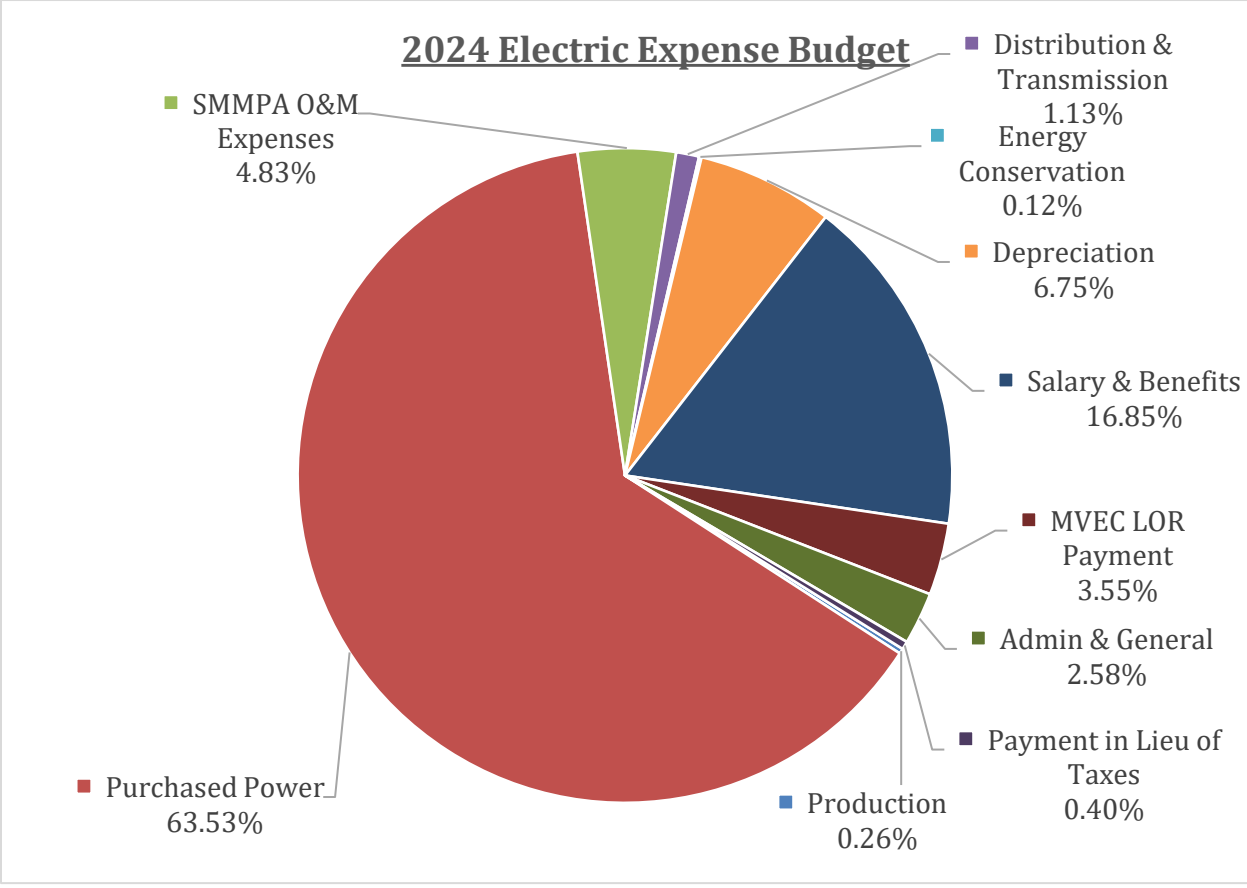
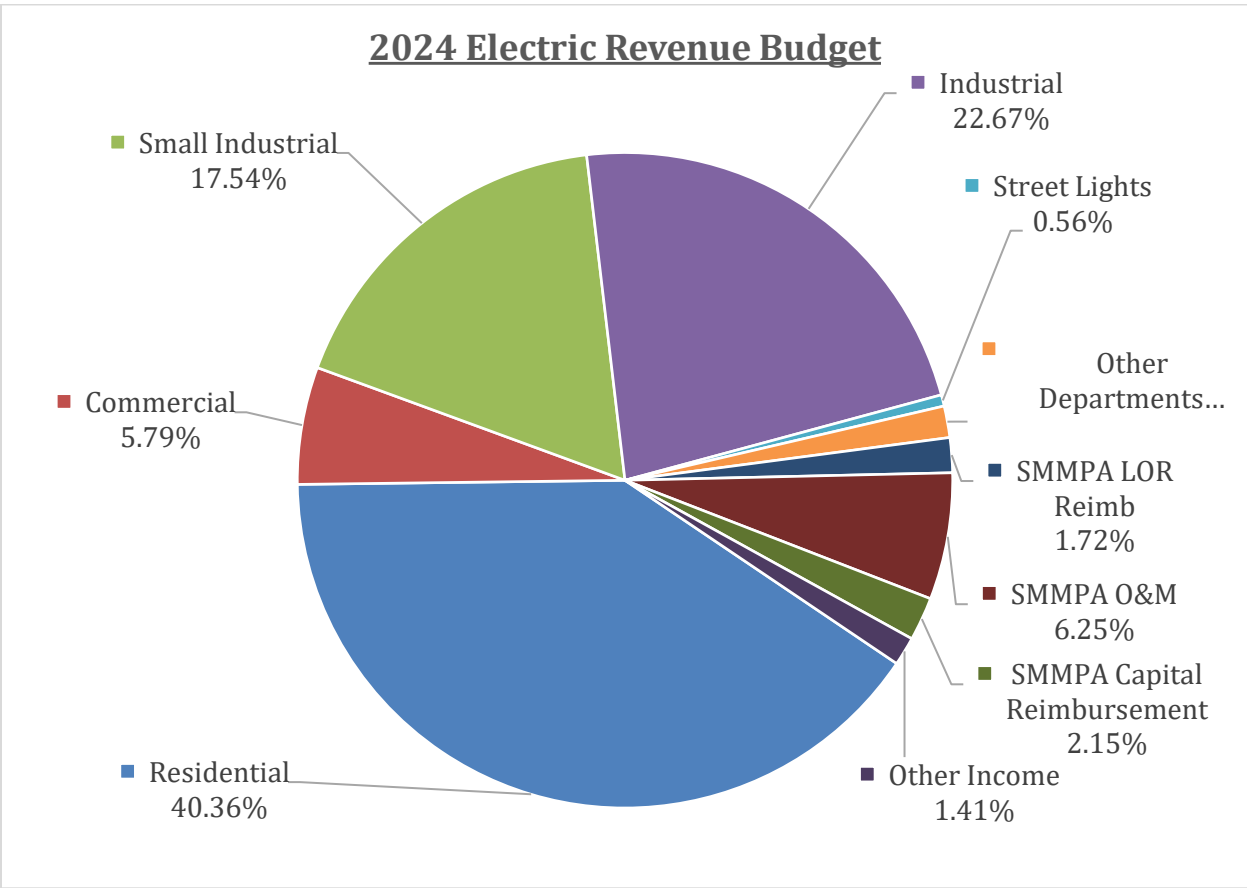
- Continue working with SMMPA to explore future expansion of New Prague’s generation facilities to meet continued growth and to meet base load requirements of New Prague’s power supplier (SMMPA)
- Distribution replacements and upgrades to our distribution system and the extension of underground distribution lines to keep moving toward our goal of having all residential distribution lines underground.
- Continued refinement and development of energy programs that are offered to new and existing customers to promote energy sales and cost efficiency.
- Strengthen current and future workforce and career development needs so that the utility can retain a skilled labor force and be prepared for future workforce retirements.
- Implementation of new GIS program and mapping tools

## 2023 NPUC KEY ACCOMPLISHMENTS

- Completed work on 14,000 sq. ft. addition and remodel of existing building to accommodate the growing needs of the water and electric maintenance departments.
- Installed 10,000 feet of new underground distribution lines, 26 distribution Transformers and 68 house services furthering the goal to have all residential lines underground.
- Installed commercial distribution services to MVE Biological Solutions and Bricks Boat works.
- Updated meter reading and load control servers.
- Implemented new software programs for customer billing, accounting, payroll, purchasing & inventory management.
- Installed 5,800 ft. of underground fiber optic cable serving the utilities West water Tower and City compost site.
- Applied for the APPA RP3 Award in excellence for system reliability this award can be received every three years. Out of 2,000 Public Power Utilities, NPU was one of 275 recipients across the country to receive this award in the past.

**NEW PRAGUE UTILITIES COMMISSION  
PROPOSED ELECTRIC BUDGET  
As of 8/31/2023**

<b>REVENUES</b>	<b>2022</b>	<b>2023</b>	<b>2023</b>	<b>2024</b>	<b>2023-2024</b>	
	<b>ACTUAL</b>	<b>Y-T-D ACTUAL</b>	<b>CURRENT BUDGET</b>	<b>PROPOSED BUDGET</b>	<b>\$ DIFFERENCE</b>	<b>% DIFFERENCE</b>
Unbilled Accounts Receivable	\$ 183,486.08	\$ (57,646.38)	\$ -	\$ -	\$ -	0.00%
Residential	\$ 3,673,465.68	\$ 2,848,368.55	\$ 4,130,213.00	\$ 4,226,849.00	\$ 96,636.00	2.34%
Commercial	\$ 537,197.07	\$ 419,905.95	\$ 601,454.00	\$ 606,240.00	\$ 4,786.00	0.80%
Small Industrial	\$ 1,675,374.40	\$ 1,232,805.29	\$ 1,834,345.00	\$ 1,837,352.00	\$ 3,007.00	0.16%
Industrial	\$ 2,086,969.34	\$ 1,598,524.33	\$ 2,283,345.00	\$ 2,374,761.00	\$ 91,416.00	4.00%
Large Industrial	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Streetlights	\$ 58,622.54	\$ 41,777.10	\$ 65,000.00	\$ 58,529.00	\$ (6,471.00)	-9.96%
Other Departments	\$ 132,125.37	\$ 102,631.42	\$ 137,230.00	\$ 162,901.00	\$ 25,671.00	18.71%
SMMPA LOR Reimbursement	\$ 188,104.95	\$ 139,291.36	\$ 190,000.00	\$ 180,000.00	\$ (10,000.00)	-5.26%
SMMPA O&M Revenue	\$ 628,151.96	\$ 465,617.19	\$ 611,000.00	\$ 654,740.00	\$ 43,740.00	7.16%
SMMPA Capital Reimbursement	\$ -	\$ -	\$ -	\$ 225,000.00	\$ 225,000.00	0.00%
Other Income	\$ 239,698.70	\$ 186,389.00	\$ 146,700.00	\$ 147,700.00	\$ 1,000.00	0.68%
<b>TOTAL REVENUES</b>	<b>\$ 9,403,196.09</b>	<b>\$ 6,977,663.81</b>	<b>\$ 9,999,287.00</b>	<b>\$ 10,474,072.00</b>	<b>\$ 474,785.00</b>	<b>4.75%</b>
<b>EXPENSES</b>						
Production	\$ 11,012.61	\$ 6,682.33	\$ 26,000.00	\$ 26,000.00	\$ -	0.00%
Purchased Power	\$ 5,649,470.73	\$ 4,267,736.74	\$ 6,242,485.00	\$ 6,401,508.00	\$ 159,023.00	2.55%
SMMPA O&M Expenses	\$ 254,501.09	\$ 196,549.72	\$ 337,500.00	\$ 486,740.00	\$ 149,240.00	44.22%
Distribution/Transmission	\$ 190,992.39	\$ 72,749.15	\$ 101,000.00	\$ 114,000.00	\$ 13,000.00	12.87%
Energy Conservation	\$ 33,032.31	\$ 27,279.56	\$ 11,500.00	\$ 12,500.00	\$ 1,000.00	8.70%
Depreciation	\$ 638,527.97	\$ 399,375.18	\$ 606,941.00	\$ 680,160.00	\$ 73,219.00	12.06%
Salary & Benefits	\$ 1,185,298.93	\$ 755,701.42	\$ 1,499,862.00	\$ 1,697,681.00	\$ 197,819.00	13.19%
MVEC LOR Payment	\$ 376,209.84	\$ 278,582.71	\$ 379,465.00	\$ 357,793.00	\$ (21,672.00)	-5.71%
Admin & General	\$ 192,013.10	\$ 168,908.94	\$ 252,650.00	\$ 260,278.00	\$ 7,628.00	3.02%
Payment in Lieu of Taxes	\$ 40,000.00	\$ 23,333.35	\$ 40,000.00	\$ 40,000.00	\$ -	0.00%
<b>TOTAL EXPENSES</b>	<b>\$ 8,571,058.97</b>	<b>\$ 6,196,899.10</b>	<b>\$ 9,497,403.00</b>	<b>\$ 10,076,660.00</b>	<b>\$ 579,257.00</b>	<b>6.10%</b>
<b>EXCESS REVENUES OVER EXPENSES</b>	<b>\$ 832,137.12</b>	<b>\$ 780,764.71</b>	<b>\$ 501,884.00</b>	<b>\$ 397,412.00</b>	<b>\$ (104,472.00)</b>	<b>-20.82%</b>



**ELECTRIC DEPARTMENT  
SMMPA PURCHASE POWER**

The 2024 purchased wholesale net power rate is projected to be \$0.0870 per kilowatt-hour (kWh).

The budget projects the energy purchase to be 73,580,555 kWh for New Prague.

	<b>Purchased kWh</b>	<b>Cost kWh</b>	<b>Total Cost</b>
*2024	73,580,555	\$0.0870	\$6,401,508
*2023	72,574,628	\$0.0867	\$6,292,220
2022	72,086,211	\$0.0753	\$5,427,726
2021	72,006,211	\$0.0754	\$5,427,727
2020	61,433,726	\$0.0847	\$5,200,945
2019	77,305,672	\$0.0744	\$5,752,796

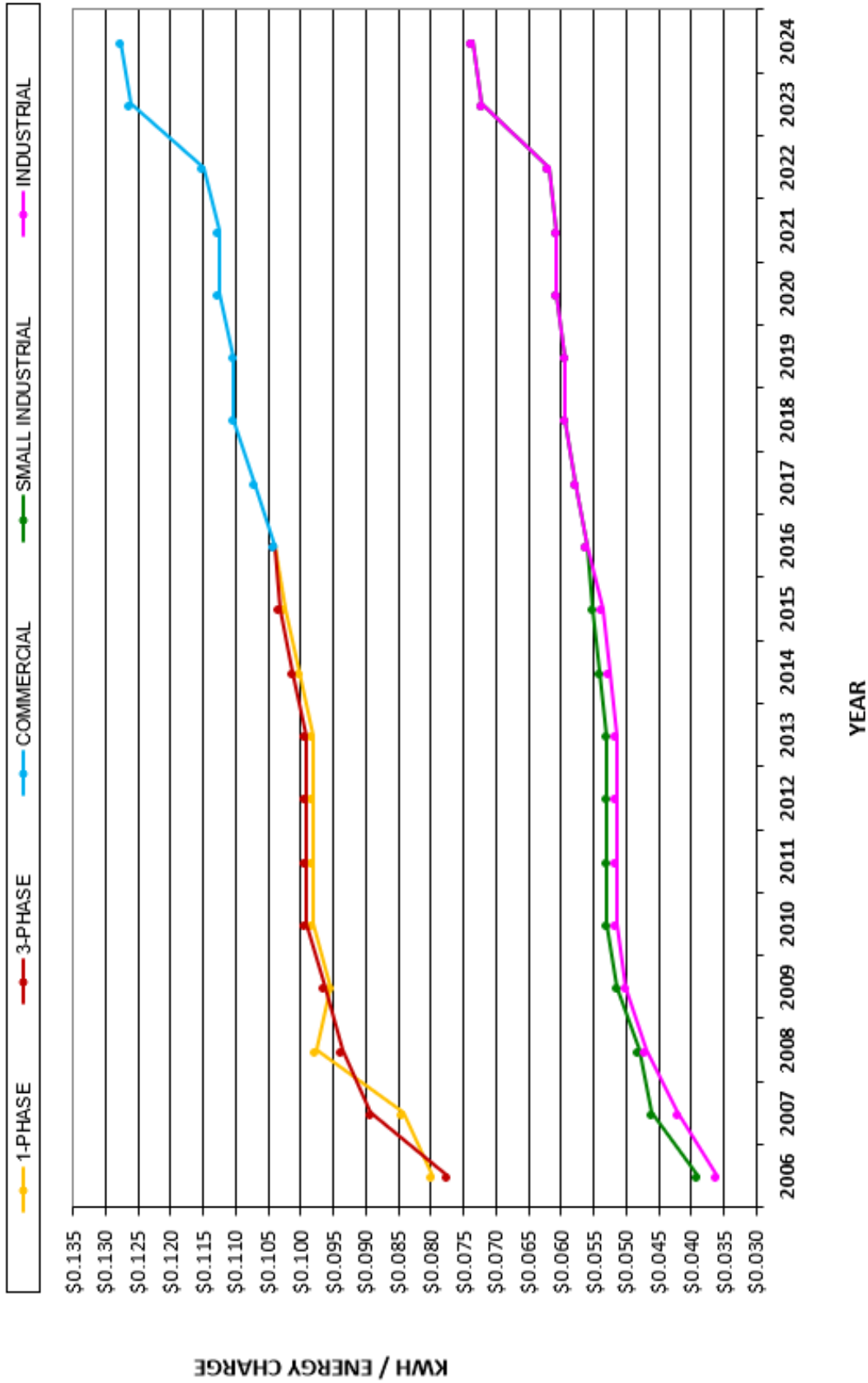
\* Represents projections

## NEW PRAGUE UTILITIES COMMISSION RESIDENTIAL ELECTRIC RATES (2006 - 2024)



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

## NEW PRAGUE UTILITIES COMMISSION COMMERCIAL ELECTRIC RATE INFORMATION (2006 - 2024)



# NEW PRAGUE UTILITIES COMMISSION COMMERCIAL ELECTRIC BASE RATE INFORMATION (2006 - 2024)

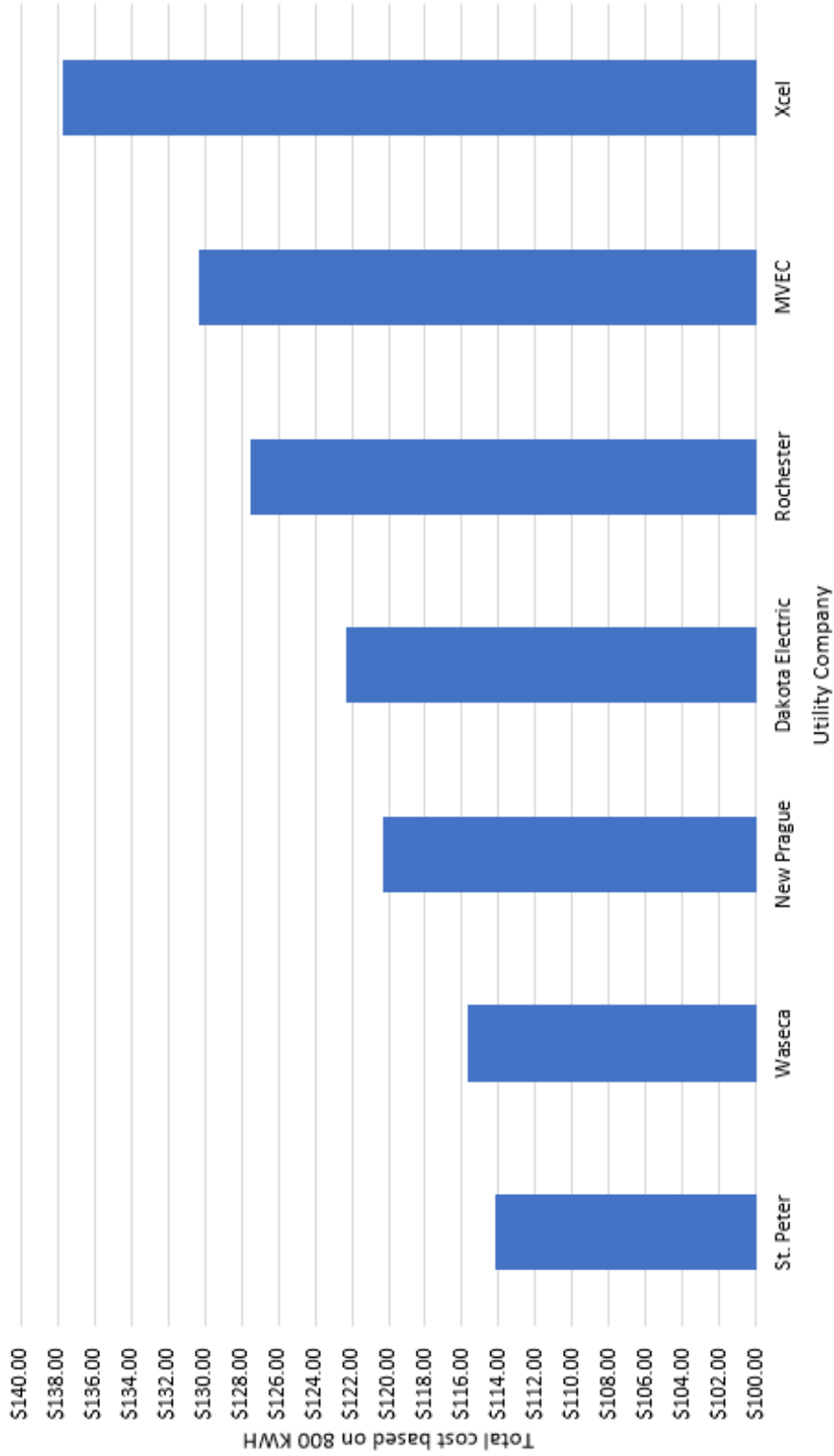


# NEW PRAGUE UTILITIES COMMISSION COMMERCIAL ELECTRIC DEMAND RATE INFORMATION (2006 - 2024)





### New Prague Utilities Commission 2023 Summer Rate Comparison



## Projects By Department/Division

	Previous Years										Later Years		Project Total
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Later Years	Project Total	
<b>Electric</b>													
Digger Truck Replacement (org. 2021)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$280,000	
Directional Drill	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$385,000	
Distribution Systems Upgrades	\$400,000	\$450,000	\$463,000	\$477,000	\$491,000	\$506,000	\$522,000	\$537,000	\$553,000	\$569,590	\$0	\$6,248,590	
Miscellaneous Equipment	\$40,000	\$27,000	\$29,000	\$31,000	\$33,000	\$35,000	\$37,000	\$39,000	\$41,000	\$43,000	\$0	\$380,000	
SCADA / Switch Gear	\$50,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$0	\$350,000	
Service Truck Replacement	\$108,000	\$0	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$168,000	
Tractor Backhoe	\$55,000	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$105,000	
Vac Machine Replacement	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$65,000	
West Substation Upgrade-Control/Gear	\$175,000	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$325,000	
#5 Generator Replacement	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600,000	
Dump Truck	\$0	\$90,000	\$0	\$0	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	\$155,000	
Locate Truck Replacement	\$0	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000	
Bucket Truck #1	\$0	\$0	\$350,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$350,000	
Mini Excavator Backhoe	\$0	\$0	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000	
Trencher/Plow	\$0	\$0	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$120,000	
<b>Subtotal - Electric</b>	<b>\$2,288,000</b>	<b>\$890,000</b>	<b>\$890,000</b>	<b>\$1,462,000</b>	<b>\$538,000</b>	<b>\$571,000</b>	<b>\$589,000</b>	<b>\$606,000</b>	<b>\$624,000</b>	<b>\$642,590</b>	<b>\$0</b>	<b>\$9,611,590</b>	
<b>Grand Total:</b>	<b>\$2,288,000</b>	<b>\$890,000</b>	<b>\$890,000</b>	<b>\$1,462,000</b>	<b>\$538,000</b>	<b>\$571,000</b>	<b>\$589,000</b>	<b>\$606,000</b>	<b>\$624,000</b>	<b>\$642,590</b>	<b>\$0</b>	<b>\$9,611,590</b>	

Section 10, Item b.

# Proposed 2024 Rates

Section 10, Item b.

<u>Class</u>	<u>Current Rate</u>	<u>2024 Proposed Rate</u>
<b>Residential Service</b>		
Customer (per month)	\$ 15.82	\$ 15.82
Energy - all kWh	\$ 0.1306	\$ 0.1337
Off Peak Control Credit (per month)	\$ 5.00	\$ 5.00
Off Peak Summer Energy - all kWh	\$ 0.0807	\$ 0.0823
Off Peak Winter Energy - all kWh	\$ 0.0682	\$ 0.0696
 <b>Commercial Service</b>		
Customer (per month)	\$ 30.85	\$ 30.85
Energy - all kWh	\$ 0.1261	\$ 0.1276
Interruptible - all kWh	\$ 0.0917	\$ 0.0926
 <b>Small Industrial</b>		
Customer (per month)	\$ 66.04	\$ 66.04
Demand - all kW	\$ 13.17	\$ 13.45
Energy - all kWh	\$ 0.0721	\$ 0.0736
 <b>Industrial</b>		
Customer (per month)	\$ 66.04	\$ 91.00
Demand - all kW	\$ 13.50	\$ 13.82
Energy - all kWh	\$ 0.0721	\$ 0.0736
 <b>Large Industrial</b>		
Customer (per month)	\$ 66.04	\$ 100.00
Demand - all kW	\$ 16.61	\$ 16.91
Energy - all kWh	\$ 0.0721	\$ 0.0736
 <b>Peak Alert</b>		
Customer (per month)	\$ 136.60	\$ 136.60
Demand - all kW	\$ 3.18	\$ 3.81
Energy - all kWh	\$ 0.0779	\$ 0.0779
 <b>Interruptible</b>		
Customer (per month)	\$ 30.86	\$ 30.86
Energy - all kWh	\$ 0.0917	\$ 0.0926

<u>Class</u>	<u>Current</u> <u>Rate</u>	<u>Proposed</u> <u>Rate</u>
2024		
Street Lighting (current fixtures)		
Customer (per month)	\$ 11.07	\$ 11.29
Energy - all kWh	\$ 0.1440	\$ 0.1469
Street Lighting (LED fixtures)		
Energy - all kWh	\$ 0.1440	\$ 0.2000
Unmetered Lighting (per month)		
Residential LED	\$ 21.72	\$ 22.15
Commercial LED	\$ 30.23	\$ 30.83
Security lights	\$ 12.11	\$ 12.35
City LED less than 100 W	\$ 12.11	\$ 12.35
City LED more than 100 W	\$ 15.62	\$ 15.93
EV Charging		
On Peak (10 am - 10 pm) per kWh	\$ 0.2274	\$ 0.2388
Off Peak (10 pm - 10 am) per kWh	\$ 0.0806	\$ 0.0806

- Stand-alone EV charging at commercial locations
  - Separately metered
  - Customer pays for infrastructure
  - Same TOU rates as current EV charging rates
- Whole house TOU rate
  - On peak (8 am – 10 pm) - \$0.1650kWh
  - Off peak (10 pm – 8 am) - \$0.0823/kWh
  - Customer charge - \$15.82/month
- Solar Grid Access Charge
  - Based on kW size of solar array
  - No charge for first 3 kW
  - Access charge - \$4.50/kW/month

Department	Account	Acct. Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024	Section 10, Item b.	
								Requested Budget		
ELECTRIC REVENUE	605-3-0000-33439	PERA PENSION OTHER REVE	\$ 1,969	\$ 1,333	\$ 4,406	\$ -	\$ -	\$ -	\$ -	0%
	605-3-4955-33200	UNBILLED ACCOUNTS RECEI	\$ (13,187)	\$ 39,063	\$ 183,486	\$ -	\$ (134,062)	\$ -	\$ -	0%
	605-3-4955-36200	MISCELLANEOUS INCOME	\$ 201,354	\$ 286,068	\$ 215,720	\$ 50,000	\$ 54,752	\$ 50,000	\$ -	0%
	605-3-4955-36205	CASH-OVER/SHORT	\$ -	\$ 5	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	605-3-4955-36210	INTEREST INCOME	\$ 133,717	\$ (33,197)	\$ (186,042)	\$ 25,000	\$ 48,819	\$ 25,000	\$ -	0%
	605-3-4955-36231	HOUSE RENTAL	\$ 11,400	\$ 9,025	\$ 10,450	\$ 11,400	\$ 10,450	\$ 11,400	\$ -	0%
	605-3-4955-36240	REIMBURSEMENTS	\$ 123,086	\$ 100,957	\$ 14,094	\$ 5,000	\$ 143,091	\$ 5,000	\$ -	0%
	605-3-4955-36241	REIMBURSEMENT - SMMPA	\$ -	\$ -	\$ 24,424	\$ -	\$ 28,521	\$ -	\$ -	0%
	605-3-4955-37103	ELECTRIC CONNECTION FEE	\$ 53,750	\$ 38,950	\$ 22,400	\$ 16,000	\$ 17,600	\$ 16,000	\$ -	0%
	605-3-4955-37104	DIST ENERGY RESOURCE - S	\$ -	\$ -	\$ 2,084	\$ 3,000	\$ 1,042	\$ 4,000	\$ 1,000	33%
	605-3-4955-37400	REVENUE-RESIDENTIAL	\$ 3,493,086	\$ 3,589,594	\$ 3,673,466	\$ 4,130,213	\$ 3,889,128	\$ 4,226,849	\$ 96,636	2%
	605-3-4955-37401	REVENUE-COMMERCIAL	\$ 488,752	\$ 529,055	\$ 524,872	\$ 586,380	\$ 562,650	\$ 594,240	\$ 7,860	1%
	605-3-4955-37403	REVENUE-COMMERCIAL INT	\$ 12,595	\$ 10,154	\$ 12,325	\$ 15,074	\$ 9,416	\$ 12,000	\$ (3,074)	-20%
	605-3-4955-37404	REVENUE-LARGE INDUSTRIA	\$ 271,183	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	605-3-4955-37405	REVENUE-INDUSTRIAL	\$ 1,745,188	\$ 1,911,003	\$ 2,086,969	\$ 2,283,345	\$ 2,195,111	\$ 2,374,761	\$ 91,416	4%
	605-3-4955-37406	REVENUE-SMALL INDUSTRIA	\$ 1,498,786	\$ 1,653,774	\$ 1,675,374	\$ 1,834,345	\$ 1,690,838	\$ 1,837,352	\$ 3,007	0%
	605-3-4955-37407	REVENUE-SECURITY LIGHTIN	\$ 3,443	\$ 3,449	\$ 4,204	\$ 5,275	\$ 4,575	\$ 5,335	\$ 60	1%
	605-3-4955-37409	REVENUE-OTHER DEPARTM	\$ 98,336	\$ 118,371	\$ 113,521	\$ 121,092	\$ 100,313	\$ 137,566	\$ 16,474	14%
	605-3-4955-37410	INTERDEPARTMENTAL SALE	\$ 6,952	\$ 6,746	\$ 14,400	\$ 10,863	\$ 12,359	\$ 20,000	\$ 9,137	84%
	605-3-4955-37411	REVENUE-STREET LIGHTING	\$ 68,245	\$ 61,987	\$ 58,623	\$ 65,000	\$ 57,554	\$ 58,529	\$ (6,471)	-10%
	605-3-4955-37412	LPR REVENUE	\$ 756	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	605-3-4955-37413	SMMPA O&M	\$ 660,001	\$ 645,735	\$ 628,152	\$ 611,000	\$ 530,896	\$ 654,740	\$ 43,740	7%
	605-3-4955-37414	SEWER/REFUSE COLLECTION	\$ 7,371	\$ 7,485	\$ 10,089	\$ 7,300	\$ 7,569	\$ 7,300	\$ -	0%
	605-3-4955-37415	CONTRIBUTED CAPITAL	\$ 855,336	\$ 313,589	\$ 63,111	\$ -	\$ 26,795	\$ -	\$ -	0%
	605-3-4955-37416	ENERGY COST ADJ - RESIDEN	\$ -	\$ -	\$ -	\$ -	\$ 892	\$ -	\$ -	0%
	605-3-4955-37417	ENERGY COST ADJ - COMME	\$ -	\$ -	\$ -	\$ -	\$ 6,235	\$ -	\$ -	0%
	605-3-4955-37421	SMMPA LOR REIMBURSEME	\$ 166,594	\$ 190,334	\$ 188,105	\$ 190,000	\$ 159,954	\$ 180,000	\$ (10,000)	-5%
	605-3-4955-37422	SMMPA CAPITAL REIMBURS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,000	\$ 225,000	0%
	605-3-4955-37460	PENALTIES	\$ 7,087	\$ 30,028	\$ 28,963	\$ 29,000	\$ 32,198	\$ 29,000	\$ -	0%
	605-3-4955-39101	SALE OF FIXED ASSETS	\$ -	\$ 1,500	\$ 30,000	\$ -	\$ -	\$ -	\$ -	0%
	605-3-4955-39206	TRF FROM GENERAL FUND	\$ 3,405	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
		TOTAL REVENUES	\$ 9,899,206	\$ 9,515,009	\$ 9,403,196	\$ 9,999,287	\$ 9,456,697	\$ 10,474,072	\$ 474,785	5%
ELECTRIC EXPENDITURE	605-4-4955-101	WAGES FULL-TIME	\$ 193,826	\$ 205,196	\$ 215,059	\$ -	\$ 206,859	\$ -	\$ -	0%
	605-4-4955-102	WAGES OVER-TIME	\$ 267	\$ 899	\$ 108	\$ -	\$ 51	\$ -	\$ -	0%
	605-4-4955-103	WAGES PART-TIME	\$ -	\$ 405	\$ 392	\$ -	\$ -	\$ -	\$ -	0%
	605-4-4955-121	EMPLOYER CONT. P E R A	\$ 14,368	\$ 15,869	\$ 16,156	\$ -	\$ 15,704	\$ -	\$ -	0%
	605-4-4955-122	EMPLOYER CONT. F I C A	\$ 13,117	\$ 14,910	\$ 15,349	\$ -	\$ 14,851	\$ -	\$ -	0%
	605-4-4955-131	HEALTH INSURANCE	\$ 35,683	\$ 24,905	\$ 22,378	\$ -	\$ 20,472	\$ -	\$ -	0%
	605-4-4955-132	DENTAL INSURANCE	\$ 2,691	\$ 2,395	\$ 2,618	\$ -	\$ 2,972	\$ -	\$ -	0%
	605-4-4955-133	LIFE & S-T DISABILITY INS	\$ 324	\$ 363	\$ 282	\$ -	\$ 653	\$ -	\$ -	0%
	605-4-4955-214	NP GENERATION GAS/OIL	\$ 8,545	\$ 4,608	\$ 4,489	\$ 5,000	\$ 4,641	\$ 5,000	\$ -	0%
	605-4-4955-224	EQUIPMENT REPAIRS	\$ 13,397	\$ 111	\$ 5	\$ 7,000	\$ -	\$ 7,000	\$ -	0%
	605-4-4955-313	NPUC-TRANS/STATION EQU	\$ 3,222	\$ 1,833	\$ 360	\$ 10,000	\$ 18,713	\$ 10,000	\$ -	0%
	605-4-4955-391	PURCHASED POWER	\$ 5,200,945	\$ 5,427,727	\$ 5,649,471	\$ 6,242,485	\$ 4,811,398	\$ 6,401,508	\$ 159,023	2%
	605-4-4955-392	MVEC LOR PAYMENT	\$ 332,980	\$ 380,875	\$ 376,210	\$ 379,465	\$ 319,908	\$ 357,793	\$ (21,672)	137
	605-4-4955-395	LPR EXPENSE	\$ 756	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%

Department	Account	Acct. Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024	Section 10, Item b.		
								Requested Budget			
ELECTRIC EXPENDITURE	605-4-4955-420	DEPRECIATION	\$ 536,310	\$ 562,970	\$ 638,528	\$ 606,941	\$ 399,375	\$ 680,160	\$ 73,219	12%	
	605-4-4955-495	PAYMENT IN LIEU OF TAXES	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 23,333	\$ 40,000	\$ -	0%	
	605-4-4955-500	CAPITAL OUTLAY	\$ 4,977	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
	605-4-4955-552	NPUC-GENERATION MAINT	\$ 642	\$ 1,640	\$ 5,929	\$ 4,000	\$ 396	\$ 4,000	\$ -	0%	
	605-4-4955-619	OTHER INTEREST EXPENSES	\$ 1,480	\$ 154	\$ 230	\$ -	\$ 4,708	\$ -	\$ -	0%	
	605-4-4956-218	SMMMPA ENGINE LUBE OIL	\$ 5,234	\$ 5,116	\$ 3,884	\$ 8,000	\$ 4,621	\$ 8,000	\$ -	0%	
	605-4-4956-219	SMMMPA GAS & OIL ENGINE	\$ 42,875	\$ 118,839	\$ 101,422	\$ 100,000	\$ 60,594	\$ 75,000	\$ (25,000)	-25%	
	605-4-4956-231	SMMMPA SAFETY	\$ 1,805	\$ 1,604	\$ 3,600	\$ 2,000	\$ 2,046	\$ 4,000	\$ 2,000	100%	
	605-4-4956-243	SMMMPA SUPPLIES & CHEMICALS	\$ 18,387	\$ 11,758	\$ 33,429	\$ 20,000	\$ 10,952	\$ 20,000	\$ -	0%	
	605-4-4956-368	SMMMPA INSURANCE	\$ 35,124	\$ 33,447	\$ 40,342	\$ 45,000	\$ 54,051	\$ 47,240	\$ 2,240	5%	
	605-4-4956-386	SMMMPA NATURAL GAS BLDG	\$ 2,690	\$ 343	\$ 426	\$ -	\$ 333	\$ 500	\$ 500	0%	
	605-4-4956-393	SMMMPA PLANT WATER USE	\$ 2,008	\$ 2,424	\$ 1,687	\$ 2,000	\$ 1,392	\$ 2,000	\$ -	0%	
	605-4-4956-402	SMMMPA PLANT BLDG MAINT	\$ 6,416	\$ 18,758	\$ 16,340	\$ 16,500	\$ 9,291	\$ 25,000	\$ 8,500	52%	
	605-4-4956-409	SMMMPA PLANT EQUIP. MAINT	\$ 27,622	\$ 35,265	\$ 31,718	\$ 55,000	\$ 15,265	\$ 55,000	\$ -	0%	
	605-4-4956-435	SMMMPA MISCELLANEOUS	\$ 3,342	\$ 12,967	\$ 4,949	\$ 25,000	\$ 4,288	\$ 25,000	\$ -	0%	
	605-4-4956-450	TRAINING & SEMINARS	\$ -	\$ -	\$ 3,000	\$ -	\$ 599	\$ -	\$ -	0%	
	605-4-4956-500	CAPITAL PROJECTS	\$ 119,859	\$ 36,553	\$ 16,705	\$ 64,000	\$ 78,838	\$ 225,000	\$ 161,000	252%	
	605-4-4957-003	UNDERGROUND	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	0%	
	605-4-4957-004	TRANSFORMERS	\$ -	\$ -	\$ -	\$ -	\$ 1,155	\$ -	\$ -	0%	
	605-4-4957-005	SERVICES	\$ -	\$ -	\$ -	\$ -	\$ 546	\$ -	\$ -	0%	
	605-4-4957-007	STREETLIGHTS	\$ -	\$ -	\$ -	\$ -	\$ 905	\$ -	\$ -	0%	
	605-4-4957-009	SMMMPA JOBS - POWERPLANT	\$ -	\$ 18,935	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
	605-4-4957-010	UTILITY BUILDING	\$ -	\$ -	\$ -	\$ -	\$ 266	\$ -	\$ -	0%	
	605-4-4957-101	WAGES FULL TIME	\$ 149,283	\$ 188,119	\$ 236,313	\$ -	\$ 266,944	\$ -	\$ -	0%	
	605-4-4957-102	WAGES OVERTIME	\$ 1,398	\$ 3,888	\$ 3,597	\$ -	\$ 4,826	\$ -	\$ -	0%	
	605-4-4957-103	WAGES PART-TIME	\$ 411	\$ 5,076	\$ 11,466	\$ -	\$ -	\$ -	\$ -	0%	
	605-4-4957-106	WAGES ON-CALL	\$ 28,789	\$ 29,630	\$ 33,067	\$ -	\$ 42,980	\$ -	\$ -	0%	
	605-4-4957-114	UNEMPLOYMENT BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ 162	\$ -	\$ -	0%	
	605-4-4957-121	EMPLOYER CONT. P E R A	\$ 26,250	\$ 28,159	\$ 27,732	\$ -	\$ 35,937	\$ -	\$ -	0%	
	605-4-4957-122	EMPLOYER CONT. F I C A	\$ 25,025	\$ 28,462	\$ 28,802	\$ -	\$ 34,913	\$ -	\$ -	0%	
	605-4-4957-131	HEALTH INSURANCE	\$ 50,517	\$ 49,708	\$ 35,716	\$ -	\$ 39,366	\$ -	\$ -	0%	
	605-4-4957-132	DENTAL INSURANCE	\$ 4,296	\$ 4,158	\$ 3,253	\$ -	\$ 4,808	\$ -	\$ -	0%	
	605-4-4957-133	LIFE & S-T DISABILITY INS	\$ 536	\$ 555	\$ 362	\$ -	\$ 1,445	\$ -	\$ -	0%	
	605-4-4957-151	WORKER'S COMP PREMIUM	\$ -	\$ -	\$ 434	\$ -	\$ 503	\$ -	\$ -	0%	
	605-4-4957-212	MOTOR FUELS	\$ 10,040	\$ 12,721	\$ 19,902	\$ 15,000	\$ 11,411	\$ 15,000	\$ -	0%	
	605-4-4957-223	DISTRIBUTION OVERHEAD/L	\$ 35,842	\$ 20,447	\$ 55,266	\$ 20,000	\$ 8,705	\$ 35,000	\$ 15,000	75%	
	605-4-4957-231	SAFETY EQUIP & TRAINING	\$ 12,603	\$ 15,221	\$ 10,299	\$ 11,000	\$ 10,672	\$ 15,000	\$ 4,000	36%	
	605-4-4957-233	ENERGY CONSERV MATERIAL	\$ 3,535	\$ -	\$ 770	\$ 500	\$ -	\$ 500	\$ -	0%	
	605-4-4957-234	ENERGY CONSERV MISC/EM	\$ 7,006	\$ 6,686	\$ 5,692	\$ 7,000	\$ 3,912	\$ 7,000	\$ -	0%	
	605-4-4957-235	ENERGY CONSERV APPLIANCES	\$ 114,821	\$ 71,667	\$ 24,339	\$ -	\$ 30,109	\$ -	\$ -	0%	
	605-4-4957-237	ENERGY CONSERV LOW INCOME	\$ -	\$ 3,113	\$ 2,231	\$ 4,000	\$ 1,074	\$ 5,000	\$ 1,000	25%	
	605-4-4957-241	STREET LIGHTING	\$ 8,294	\$ 1,696	\$ 24,145	\$ 20,000	\$ 669	\$ 20,000	\$ -	0%	
	605-4-4957-242	SAFETY EQUIP TESTING	\$ 2,046	\$ 1,702	\$ 9,996	\$ 4,000	\$ 1,697	\$ 4,000	\$ -	0%	
	605-4-4957-306	LINE LOCATES	\$ 1,562	\$ 2,346	\$ 2,244	\$ 3,000	\$ 1,227	\$ 3,000	\$ -	0%	
	605-4-4957-307	LOAD MANAGEMENT	\$ 25,816	\$ 25,977	\$ 27,245	\$ 26,000	\$ 26,249	\$ 20,000	\$ (6,000)	-23%	
	605-4-4957-441	OFF PEAK CUST EQUIPMENT	\$ 412	\$ 10,814	\$ 8,828	\$ 2,000	\$ -	\$ 2,000	\$ -	0%	
	605-4-4958-101	WAGES FULL-TIME	\$ 13,480	\$ 18,519	\$ 13,294	\$ -	\$ 7,775	\$ -	\$ -	0%	

Department	Account	Acct. Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024		Section 10, Item b.	
								Requested Budget	Budget		
ELECTRIC EXPENDITURE	605-4-4958-121	EMPLOYER CONT. P E R A	\$ 934	\$ 1,334	\$ 893	\$ -	\$ 606	\$ -	\$ -	\$ -	0%
	605-4-4958-122	EMPLOYER CONT. F I C A	\$ 904	\$ 1,437	\$ 972	\$ -	\$ 589	\$ -	\$ -	\$ -	0%
	605-4-4958-131	HEALTH INSURANCE	\$ 2,056	\$ 2,030	\$ 809	\$ -	\$ 628	\$ -	\$ -	\$ -	0%
	605-4-4958-132	DENTAL INSURANCE	\$ 183	\$ 223	\$ 90	\$ -	\$ 75	\$ -	\$ -	\$ -	0%
	605-4-4958-133	LIFE & S.T. DISABILITY INS	\$ 23	\$ 32	\$ 12	\$ -	\$ 19	\$ -	\$ -	\$ -	0%
	605-4-4958-438	BAD DEBT EXPENSE	\$ 3,591	\$ 2,265	\$ 263	\$ -	\$ (37)	\$ -	\$ -	\$ -	0%
	605-4-4959-101	WAGES FULL-TIME	\$ 270,037	\$ 337,711	\$ 335,279	\$ 1,084,115	\$ 258,811	\$ 1,217,709	\$ 133,594	\$ 12%	
	605-4-4959-102	WAGES OVERTIME	\$ 828	\$ 119	\$ 43	\$ -	\$ 1,305	\$ -	\$ -	\$ 0%	
	605-4-4959-103	WAGES-PART TIME	\$ -	\$ 171	\$ 238	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ 0%	
	605-4-4959-104	CITY WAGES	\$ 12,504	\$ 9,811	\$ 12,027	\$ -	\$ 6,234	\$ -	\$ -	\$ 0%	
	605-4-4959-105	CITY WAGES - STREETLIGHTS	\$ 21,985	\$ 28,577	\$ 25,038	\$ -	\$ 22,406	\$ -	\$ -	\$ 0%	
	605-4-4959-106	WAGES ON-CALL	\$ 293	\$ 929	\$ (401)	\$ 34,684	\$ -	\$ 36,852	\$ 2,168	\$ 6%	
	605-4-4959-113	EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ 2,496	\$ 9,737	\$ 9,700	\$ 7,204	\$ 289%	
	605-4-4959-115	VACATION ACCRUAL	\$ 56,048	\$ (46,512)	\$ (30,933)	\$ -	\$ -	\$ -	\$ -	\$ 0%	
	605-4-4959-121	EMPLOYER CONT. P E R A	\$ 22,721	\$ 25,884	\$ 25,109	\$ 85,410	\$ 22,406	\$ 95,592	\$ 10,182	\$ 12%	
	605-4-4959-122	EMPLOYER CONT. F I C A	\$ 20,817	\$ 25,766	\$ 23,865	\$ 87,219	\$ 21,088	\$ 97,605	\$ 10,386	\$ 12%	
	605-4-4959-129	GERF CHANGE	\$ (25,434)	\$ (62,559)	\$ 86,463	\$ -	\$ -	\$ -	\$ -	\$ 0%	
	605-4-4959-131	HEALTH INSURANCE	\$ 58,531	\$ 63,360	\$ 54,164	\$ 138,837	\$ 39,061	\$ 168,082	\$ 29,245	\$ 21%	
	605-4-4959-132	DENTAL INSURANCE	\$ 4,079	\$ 4,204	\$ 3,699	\$ 16,010	\$ 3,836	\$ 19,478	\$ 3,468	\$ 22%	
	605-4-4959-133	LIFE & S-T DISABILITY INS	\$ 502	\$ 587	\$ 366	\$ 1,095	\$ 1,027	\$ 3,639	\$ 2,544	\$ 232%	
	605-4-4959-135	OPEB EXPENSE	\$ 5,489	\$ 269	\$ (7,874)	\$ -	\$ -	\$ -	\$ -	\$ 0%	
	605-4-4959-151	WORKER'S COMP PREMIUM	\$ 15,661	\$ 23,726	\$ 22,129	\$ 29,996	\$ 27,010	\$ 29,024	\$ (972)	\$ -3%	
	605-4-4959-200	SUPPLIES	\$ 5,949	\$ 6,258	\$ 12,083	\$ 7,000	\$ 3,850	\$ 7,000	\$ -	\$ 0%	
	605-4-4959-207	COMPUTER SUPPORT SERVI	\$ 16,292	\$ 11,427	\$ 11,233	\$ 15,000	\$ 10,890	\$ 12,000	\$ (3,000)	\$ -20%	
	605-4-4959-224	GENERAL EXP-EQUIPMENT	\$ 6,719	\$ 7,211	\$ 11,431	\$ 10,000	\$ 8,488	\$ 11,000	\$ 1,000	\$ 10%	
	605-4-4959-225	GENERAL PLANT MAINTENA	\$ 1,372	\$ 9,910	\$ 1,811	\$ 23,000	\$ 15,652	\$ 25,000	\$ 2,000	\$ 9%	
	605-4-4959-230	MAINT/LEASE	\$ 7,702	\$ 8,842	\$ 7,489	\$ 6,000	\$ 6,363	\$ 6,000	\$ -	\$ 0%	
	605-4-4959-301	AUDIT	\$ 5,000	\$ 5,041	\$ 4,593	\$ 4,800	\$ 4,800	\$ 5,000	\$ 200	\$ 4%	
	605-4-4959-303	ENGINEERING FEES	\$ 624	\$ -	\$ -	\$ 6,000	\$ -	\$ 6,000	\$ -	\$ 0%	
	605-4-4959-305	CIVIL LEGAL FEES	\$ 5,132	\$ 1,906	\$ 226	\$ 12,000	\$ 244	\$ 12,000	\$ -	\$ 0%	
	605-4-4959-310	PROFESSIONAL SERVICES	\$ 9,881	\$ 2,232	\$ 2,302	\$ 20,000	\$ 12,537	\$ 20,000	\$ -	\$ 0%	
	605-4-4959-320	POSTAGE	\$ 6,516	\$ 6,532	\$ 6,802	\$ 7,000	\$ 6,831	\$ 7,000	\$ -	\$ 0%	
	605-4-4959-321	TELEPHONE	\$ 7,721	\$ 5,712	\$ 7,829	\$ 8,000	\$ 7,017	\$ 8,000	\$ -	\$ 0%	
	605-4-4959-322	COMPUTER COMM/MAINT	\$ 15,486	\$ 14,408	\$ 17,365	\$ 16,000	\$ 22,320	\$ 20,000	\$ 4,000	\$ 25%	
	605-4-4959-330	TRAVEL, CONF, MILEAGE AL	\$ 36	\$ 1,942	\$ 2,970	\$ 5,000	\$ 6,028	\$ 7,000	\$ 2,000	\$ 40%	
	605-4-4959-340	ADVERTISING & PUBLICATIC	\$ 302	\$ 1,728	\$ 902	\$ 4,000	\$ 1,609	\$ 3,000	\$ (1,000)	\$ -25%	

Department	Account	Acct. Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024		Section 10, Item b.	
								Requested Budget	Budget		
ELECTRIC EXPENDITURE	605-4-4959-369	INSURANCES	\$ 16,858	\$ 17,339	\$ 18,579	\$ 20,000	\$ 25,800	\$ 27,928	\$ 7,928	40%	
	605-4-4959-380	UTILITIES	\$ 9,680	\$ 15,637	\$ 32,815	\$ 33,000	\$ 24,260	\$ 25,000	\$ (8,000)	-24%	
	605-4-4959-384	REFUSE	\$ -	\$ -	\$ 56	\$ -	\$ 229	\$ 500	\$ 500	0%	
	605-4-4959-401	CONTRACTED SERVICES	\$ 105	\$ 96	\$ 96	\$ 250	\$ 101	\$ 250	\$ -	0%	
	605-4-4959-408	VEHICLE MAINT	\$ 1,718	\$ 8,486	\$ 7,679	\$ 7,000	\$ 6,776	\$ 7,000	\$ -	0%	
	605-4-4959-430	MISCELLANEOUS EXPENSE	\$ 413	\$ 13	\$ 1,202	\$ 4,000	\$ 41	\$ 4,000	\$ -	0%	
	605-4-4959-431	CREDIT CARD EXPENSE	\$ 17,964	\$ 19,928	\$ 21,600	\$ 20,000	\$ 30,559	\$ 20,000	\$ -	0%	
	605-4-4959-433	DUES & SUBSCRIPTIONS	\$ 13,353	\$ 12,744	\$ 15,246	\$ 16,000	\$ 13,475	\$ 16,000	\$ -	0%	
	605-4-4959-440	REAL ESTATE TAXES	\$ 1,886	\$ 2,020	\$ 2,121	\$ 2,000	\$ 2,309	\$ 2,000	\$ -	0%	
	605-4-4959-450	TRAINING & SEMINARS	\$ 1,228	\$ 3,118	\$ 4,699	\$ 6,000	\$ 5,670	\$ 8,000	\$ 2,000	33%	
	605-4-4959-460	LICENSE FEES/REGISTRATIOI	\$ 414	\$ 140	\$ 622	\$ 600	\$ 55	\$ 600	\$ -	0%	
		TOTAL EXPENDITURES	\$ 7,814,957	\$ 8,091,565	\$ 8,574,059	\$ 9,497,403	\$ 7,255,764	\$ 10,076,660	\$ 579,257	6%	



# *New Prague, Minnesota*

*A Tradition of Progress*



## **CITY OF NEW PRAGUE 2024 PROPOSED SANITARY SEWER BUDGET REPORT**

# TABLE OF CONTENTS

2024 MANAGEMENT STATEMENT AND FORECAST ..... 1

2024 PROPOSED WASTEWATER BUDGET ..... 3

WASTEWATER REVENUE & EXPENSE CHART..... 4

WASTEWATER RATE HISTORY ..... 5

WASTEWATER GO BOND PAYMENTS ..... 6

2024-2033 CAPITAL IMPROVEMENT PLAN..... 7

## MANAGEMENT STATEMENT

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

## FORECAST

The 2024 Wastewater Budget is projected to forecast the financial operation of the City of New Prague. A component of the Wastewater Budget is that there is 42 miles of sanitary sewer mains and 799 sanitary sewer manholes that are currently maintained by the Street Department. The Wastewater Treatment Plant also serves the residents of the Cedar Lake Area Water and Sanitary Sewer District which contributes average annual flows of up to 14 million gallons of wastewater.

## REVENUE

The 2024 Revenue Budget reflects a zero (2%) increase for Residential and Commercial Wastewater Rates. This is the first rate increase since 2014 and is a reflection of the current economy and rising operating costs. Currently there are 2,830 wastewater connections.

### Sewer Hook-ups:

- The city is anticipating 20 new residential building permits. Each permit brings in \$5,934.50 in hook-up charges.

## EXPENSES

### Personal Costs:

- Wages Full-Time - reflect a 4.0% wage adjustment and step increases.
- Health Insurance – There will be a 6.25% premium increase for 2024; Employer cost share remains at 80% and HSA contributions will remain at \$1,000 (family) and \$500 (single).

### Operating Expenses:

#### Chemicals

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

### Utilities:

- Electric, natural gas and water expenditures are all anticipated to increase for 2024.

## OPERATION & MAINTENANCE

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

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

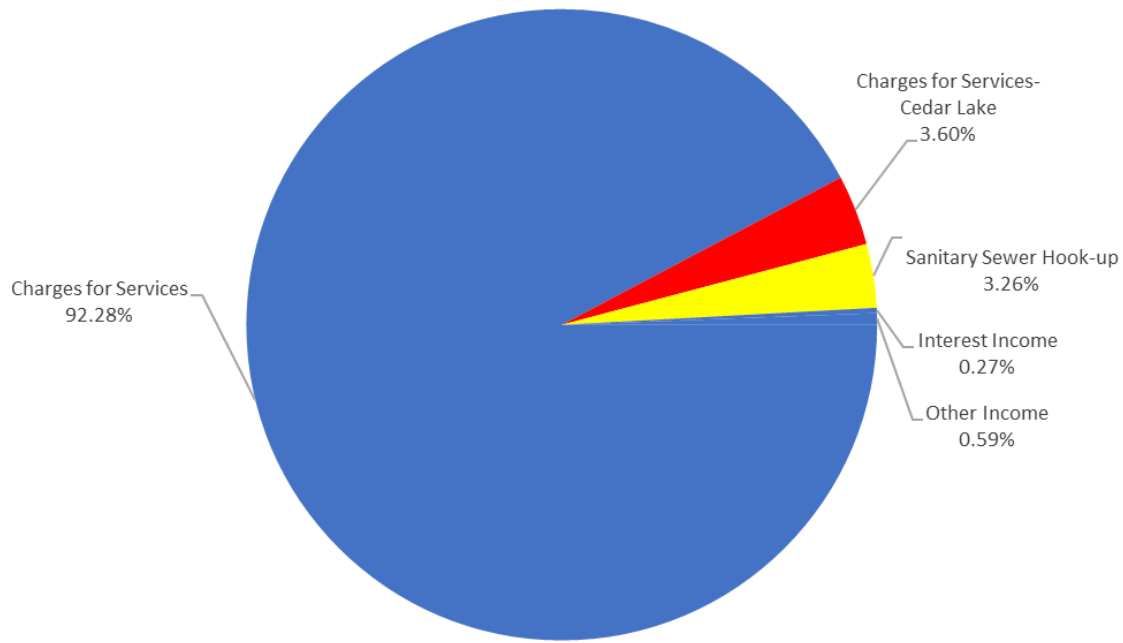
## ONGOING CHALLENGES FOR 2024

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

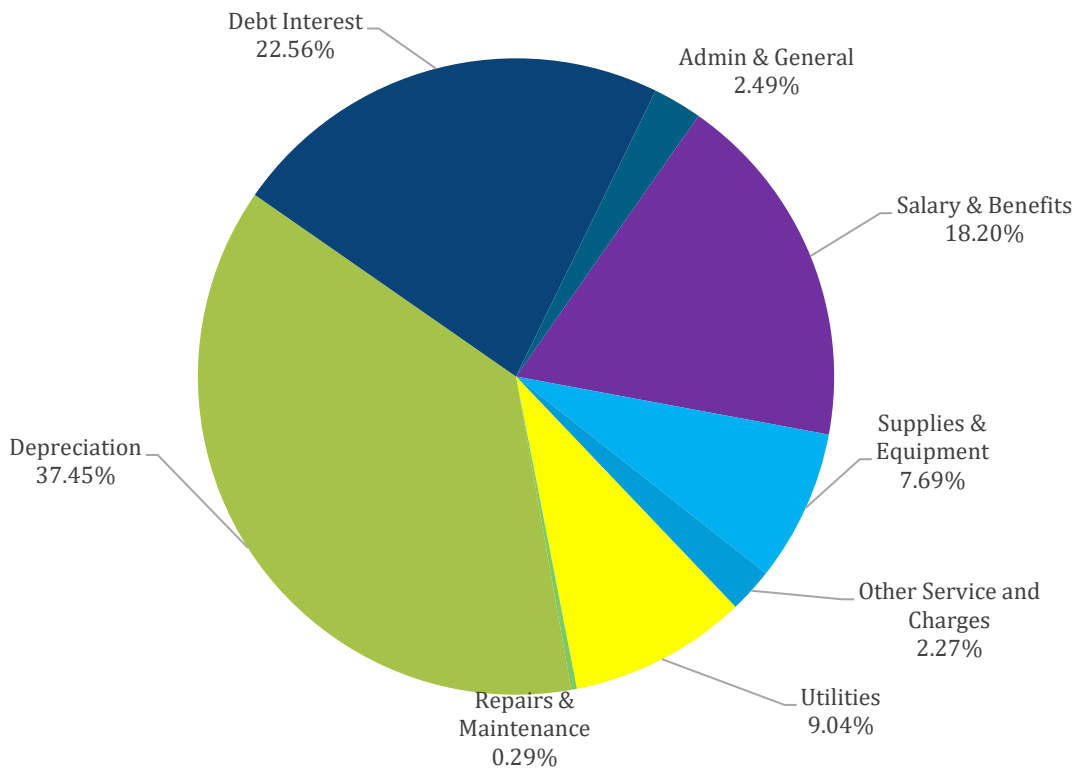
The cost of equipment maintenance at the plant is rising constantly due to the corrosive environment it is in, along with the cost of replacing some of the equipment out in the field at existing lift stations due mostly to age along with a large increase due to supply chain challenges and demand.

CITY OF NEW PRAGUE, MINNESOTA						
PROPOSED 2022 SANITARY SEWER BUDGET						
November 30, 2023						
	2022	11/30/2023	2023	2024	2023-2024	
		Y-T-D	CURRENT	PROPOSED	\$	%
REVENUES	ACTUAL	ACTUAL	BUDGET	BUDGET	DIFFERENCE	DIFFERENCE
Charges for Services	\$ 3,197,992.09	\$ 3,055,740.16	\$ 3,279,612.00	\$ 3,393,873.00	\$ 114,261.00	3.48%
Charges for Services-Cedar Lake	\$ 133,364.61	\$ 120,124.56	\$ 128,000.00	\$ 132,480.00	\$ 4,480.00	3.50%
Sanitary Sewer Hook-up	\$ 85,528.01	\$ 111,752.57	\$ 120,000.00	\$ 120,000.00	\$ -	0.00%
Interest Income	\$ 30,350.52	\$ 196,156.36	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%
Other Income	\$ 128,142.62	\$ 8,971.32	\$ 21,594.00	\$ 21,594.00	\$ -	0.00%
<b>TOTAL REVENUES</b>	<b>\$ 3,575,377.85</b>	<b>\$ 3,492,744.97</b>	<b>\$ 3,559,206.00</b>	<b>\$ 3,677,947.00</b>	<b>\$ 118,741.00</b>	<b>3.34%</b>
<b>EXPENSES</b>						
Salary & Benefits	\$ 608,223.37	\$ 556,205.26	\$ 699,838.00	\$ 738,537.00	\$ 38,699.00	5.53%
Supplies & Equipment	\$ 205,847.50	\$ 259,035.67	\$ 266,200.00	\$ 312,200.00	\$ 46,000.00	17.28%
Other Service and Charges	\$ 82,793.44	\$ 61,434.19	\$ 88,100.00	\$ 92,100.00	\$ 4,000.00	4.54%
Utilities	\$ 355,127.28	\$ 366,620.48	\$ 357,800.00	\$ 367,000.00	\$ 9,200.00	2.57%
Repairs & Maintenance	\$ 15,163.81	\$ 14,341.79	\$ 23,200.00	\$ 11,700.00	\$ (11,500.00)	-49.57%
Depreciation	\$ 1,529,672.42	\$ 1,271,820.98	\$ 1,519,739.00	\$ 1,519,739.00	\$ -	0.00%
Debt Interest	\$ 956,649.70	\$ 937,755.47	\$ 941,505.00	\$ 915,472.00	\$ (26,033.00)	-2.77%
Admin & General	\$ 91,175.10	\$ 112,015.69	\$ 77,728.00	\$ 100,844.00	\$ 23,116.00	29.74%
<b>TOTAL EXPENSES</b>	<b>\$ 3,844,652.62</b>	<b>\$ 3,579,229.53</b>	<b>\$ 3,974,110.00</b>	<b>\$ 4,057,592.00</b>	<b>\$ 83,482.00</b>	<b>2.10%</b>
<b>EXCESS REVENUES OVER EXPENSES</b>	<b>\$ (269,274.77)</b>	<b>\$ (86,484.56)</b>	<b>\$ (414,904.00)</b>	<b>\$ (379,645.00)</b>	<b>\$ 35,259.00</b>	<b>-8.50%</b>

### 2024 Sanitary Sewer Revenue Budget

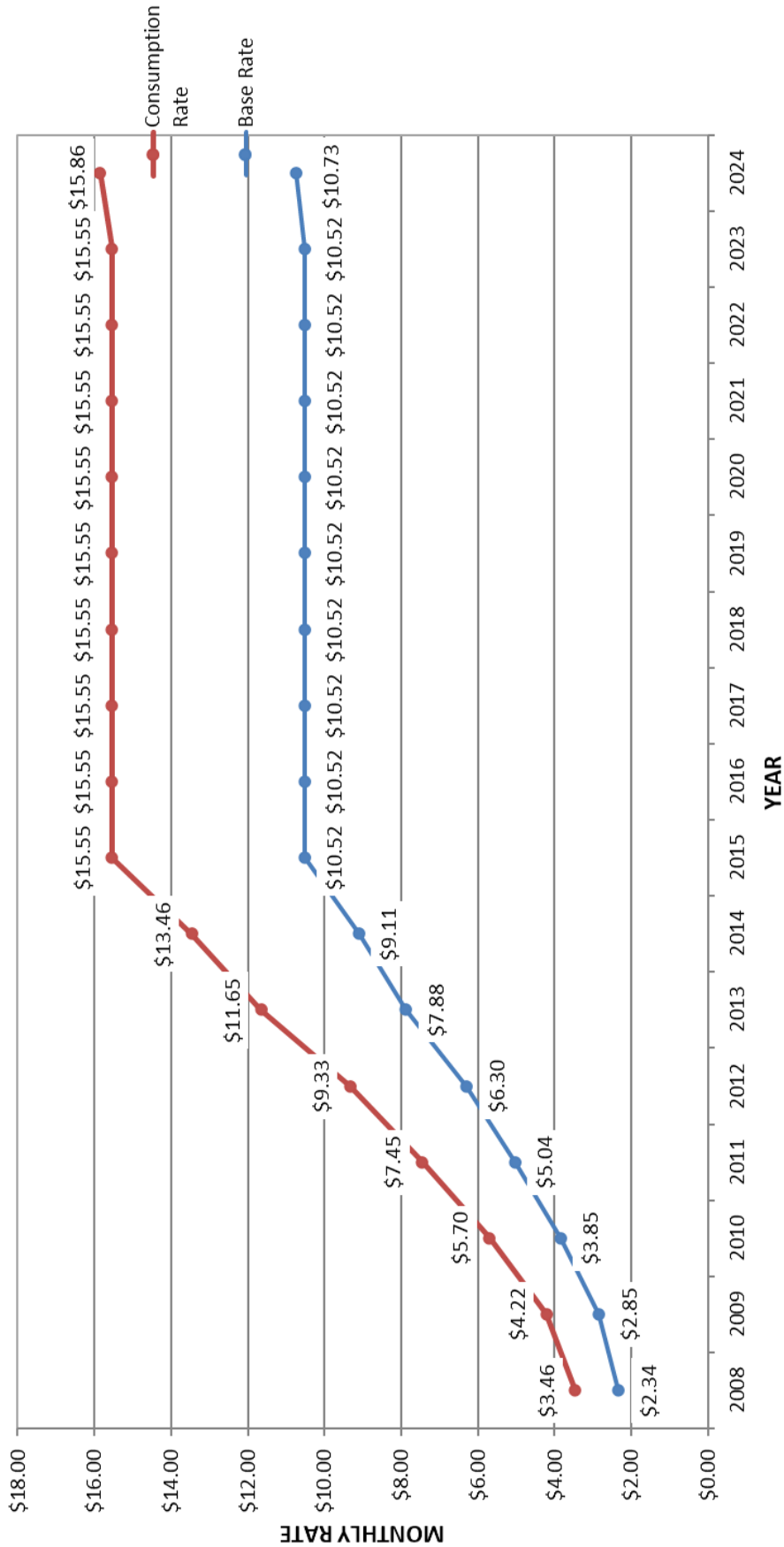


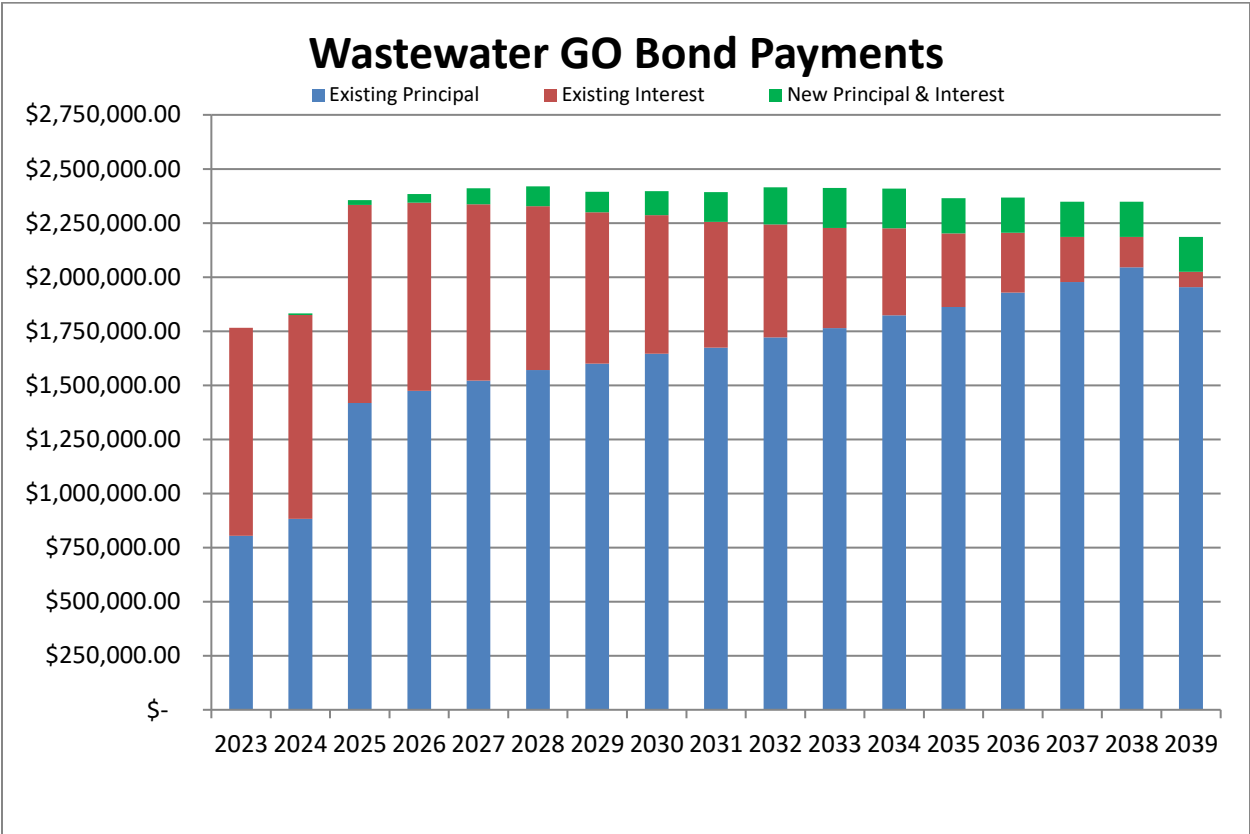
### 2024 Sanitary Sewer Expense Budget





### CITY OF NEW PRAGUE WASTEWATER BASE CHARGE AND RATE PER 1,000 GALLONS HISTORY (2008 - 2024)







	Previous Years										Later Years			Project Total	
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036		
<b>Wastewater</b>															
(2) Bypass Lift Station Pumps	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$120,000
Chemical Tank Level Sensors &	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000
Grit Pump, Classifier, Vortex	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000
Lift Station Rehab & Pump	\$203,979	\$29,941	\$30,839	\$31,764	\$32,717	\$33,698	\$34,709	\$35,751	\$36,823	\$37,928	\$207,406	\$744,624			
Lower Electric Room West Air	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000			
Membrane Cartridge Replacement	\$809,800	\$180,000	\$180,000	\$180,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$0	\$2,729,800			
Misc Equipment for Treatment Facility	\$221,285	\$34,207	\$37,713	\$39,599	\$41,579	\$43,658	\$45,841	\$48,133	\$50,539	\$53,066	\$307,888	\$959,425			
Plant Blowers	\$40,000	\$0	\$0	\$25,000	\$25,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$105,000			
Pretreatment Damaged Conduit	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000			
Rotary Press Control / PLC Upgrade	\$40,000	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$90,000			
UV Controls into Wonderware	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000			
1 Ton Pickup w/Utility Box and Crane	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000			
2024 CIP	\$0	\$381,939	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$381,939			
1/2 Ton Pickup	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000			
2025 CIP	\$0	\$358,225	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$358,225			
Bypass Lift Station Control Cabinet	\$0	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$80,000			
Rebuild Sludge Tank Blower	\$0	\$30,000	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$65,000			
SCADA Hardware Software/PLC	\$0	\$600,000	\$0	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0	\$800,000			
2026 CIP	\$0	\$0	\$48,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$48,000			
Chemical Tank & PVC Replacement	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000			

	Previous Years										Later Years			Project Total
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
<b>Wastewater</b>														
Pond Lift Station & Piping	\$0	\$0	\$600,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2027 CIP	\$0	\$0	\$0	\$52,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Clarifier Scraper System Replacement	\$0	\$0	\$0	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2028 CIP	\$0	\$0	\$0	\$0	\$300,001	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Air Compressors Replacement	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Rehab Pretreatment UPS	\$0	\$0	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Softener Upgrade	\$0	\$0	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2029 CIP	\$0	\$0	\$0	\$0	\$0	\$325,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Chalupsky Lift Station	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
HVAC Controls Update	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Truck with Vactor	\$0	\$0	\$0	\$0	\$0	\$600,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UV System - Replaced	\$0	\$0	\$0	\$0	\$0	\$350,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2030 CIP	\$0	\$0	\$0	\$0	\$0	\$0	\$325,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Valves & Actuators in BAF-Replace	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2031 CIP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$350,000	\$0	\$0	\$0	\$0	\$0	\$0
Rehab (2) Barscreens and Replace (2)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0
Valves & Actuators in Membrane -	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0
37 Lift Station Rehab	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0
Valves & Actuators in Biosolids -	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0
Air Heater Skid-Replace	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	\$0	\$0	\$0	\$0
All Polymer Injection System-Replace	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0
Roof Repair 1/3	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$240,000	\$480,000	\$0	\$0	\$0
All Odor Scrubber Pumps & Controls	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0
<b>Wastewater</b>														
Chemical Feed Pumps Replace	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0
Main Lift Control Cabinet - Replace	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$125,000	\$0	\$0	\$0
SCADA Hardware & Software Updates	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0
<b>Subtotal - Wastewater</b>	\$1,673,064	\$835,215	\$1,354,083	\$1,031,552	\$448,363	\$739,297	\$2,017,356	\$1,305,550	\$1,433,884	\$587,362	\$855,994	\$1,820,294	\$14,102,014	

Department	Account	Acct. Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024 Requested Budget	Section 10, Item b.	
SANITARY SEW. REV.	602-3-0000-33439	PERA PENSION OTHER RE	\$ 796	\$ 516	\$ 1,775	\$ -	\$ -	\$ -	\$ -	0%
	602-3-0000-36100	SPECIAL ASSESSMENTS-C	\$ 5,745	\$ 224,032	\$ 68,335	\$ -	\$ -	\$ -	\$ -	0%
	602-3-0000-36200	MISCELLANEOUS INCOM	\$ 37	\$ 673	\$ 22,645	\$ 500	\$ 8,815	\$ 500	\$ -	0%
	602-3-0000-36210	INTEREST INCOME	\$ 27,336	\$ 6,022	\$ 30,351	\$ 10,000	\$ 196,156	\$ 10,000	\$ -	0%
	602-3-0000-36240	REIMBURSEMENTS	\$ 251,369	\$ 6,947	\$ 22,146	\$ -	\$ 156	\$ -	\$ -	0%
	602-3-0000-37200	SANITARY SEWER CHARG	\$ 3,102,667	\$ 3,222,224	\$ 3,182,659	\$ 3,264,612	\$ 3,040,895	\$ 3,378,873	\$ 114,261	3%
	602-3-0000-37271	CEDAR LAKE SEWER CHA	\$ 130,394	\$ 127,588	\$ 133,365	\$ 128,000	\$ 120,125	\$ 132,480	\$ 4,480	4%
	602-3-0000-37460	PENALTIES	\$ 4,610	\$ 14,152	\$ 15,334	\$ 15,000	\$ 14,845	\$ 15,000	\$ -	0%
	602-3-0000-39101	GAIN/LOSS ON SALE OF /	\$ 4,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	602-3-0000-39500	BOND PREMIUM AMORT	\$ 1,293	\$ 3,009	\$ 13,243	\$ 21,094	\$ -	\$ 21,094	\$ -	0%
	602-3-4945-35304	SEWER HOOKUP	\$ 371,678	\$ 161,300	\$ 85,528	\$ 120,000	\$ 111,753	\$ 120,000	\$ -	0%
		TOTAL REVENUES	\$ 3,900,025	\$ 3,766,463	\$ 3,575,378	\$ 3,559,206	\$ 3,492,745	\$ 3,677,947	\$ 118,741	3%
	SANITARY SEW. EXPEND.	602-4-4945-101	WAGES FULL-TIME	\$ 357,892	\$ 349,009	\$ 400,166	\$ 471,054	\$ 371,483	\$ 497,758	\$ 26,704
602-4-4945-102		WAGES OVERTIME	\$ 3,258	\$ 6,178	\$ 4,828	\$ 8,500	\$ 5,286	\$ 8,500	\$ -	0%
602-4-4945-106		WAGES ON-CALL	\$ 13,257	\$ 14,832	\$ 14,573	\$ 25,339	\$ 22,605	\$ 26,661	\$ 1,322	5%
602-4-4945-113		EMPLOYEE BENEFITS	\$ 1,100	\$ 1,650	\$ 1,100	\$ 2,318	\$ 1,830	\$ 2,318	\$ -	0%
602-4-4945-115		VACATION ACCRUAL	\$ 2,567	\$ 2,100	\$ 1,782	\$ -	\$ -	\$ -	\$ -	0%
602-4-4945-121		EMPLOYER CONT. P E R A	\$ 27,843	\$ 28,213	\$ 31,088	\$ 37,867	\$ 30,550	\$ 39,969	\$ 2,102	6%
602-4-4945-122		EMPLOYER CONT. F I C A	\$ 25,955	\$ 27,049	\$ 29,350	\$ 38,801	\$ 28,855	\$ 40,946	\$ 2,145	6%
602-4-4945-129		PENSION (GERF) CHANGI	\$ (4,559)	\$ (21,588)	\$ 34,015	\$ -	\$ -	\$ -	\$ -	0%
602-4-4945-131		HEALTH INSURANCE	\$ 59,543	\$ 59,463	\$ 67,202	\$ 84,865	\$ 69,310	\$ 89,814	\$ 4,949	6%
602-4-4945-132		DENTAL INSURANCE	\$ 4,452	\$ 4,569	\$ 5,322	\$ 8,441	\$ 5,611	\$ 9,285	\$ 844	10%
602-4-4945-133		LIFE & S-T DISABILITY INS	\$ 621	\$ 581	\$ 460	\$ 565	\$ 1,313	\$ 1,512	\$ 947	168%
602-4-4945-135		OPEB EXPENSE	\$ 303	\$ 865	\$ 2,033	\$ -	\$ -	\$ -	\$ -	0%
602-4-4945-151		WORKER'S COMP PREMI	\$ 15,914	\$ 20,192	\$ 16,304	\$ 22,088	\$ 19,363	\$ 21,774	\$ (314)	-1%
602-4-4945-200		SUPPLIES	\$ 191	\$ 283	\$ 374	\$ 200	\$ 44	\$ 200	\$ -	0%
602-4-4945-201		CHEMICALS	\$ 89,751	\$ 94,342	\$ 140,930	\$ 168,000	\$ 177,586	\$ 214,000	\$ 46,000	27%
602-4-4945-207		COMPUTER SUPPORT SEI	\$ 19,618	\$ 30,306	\$ 17,558	\$ 18,100	\$ 14,548	\$ 18,100	\$ -	0%
602-4-4945-211		GENERATOR FUEL	\$ 3,396	\$ 6,906	\$ 4,344	\$ 8,000	\$ 5,380	\$ 8,000	\$ -	0%
602-4-4945-212		MOTOR FUELS	\$ 1,183	\$ 3,577	\$ 3,217	\$ 4,000	\$ 2,228	\$ 4,000	\$ -	0%
602-4-4945-220		REPAIRS & MAINT. SUPPI	\$ 36,146	\$ 35,982	\$ 28,630	\$ 37,000	\$ 27,044	\$ 37,000	\$ -	0%
602-4-4945-224		GEN. EXPENSE-EQUIPME	\$ 40,956	\$ 49,403	\$ 25,250	\$ 43,000	\$ 47,411	\$ 43,000	\$ -	0%
602-4-4945-231		SAFETY EQUIP & TRAININ	\$ 2,783	\$ 3,826	\$ 3,102	\$ 6,000	\$ 5,468	\$ 6,000	\$ -	0%
602-4-4945-301		AUDIT	\$ 9,511	\$ 10,328	\$ 9,954	\$ 12,000	\$ 10,586	\$ 12,000	\$ -	0%
602-4-4945-303		ENGINEERING FEES	\$ 186	\$ 3,090	\$ 12,596	\$ 2,000	\$ 208	\$ 2,000	\$ -	0%
602-4-4945-305		CIVIL LEGAL FEES	\$ 20	\$ -	\$ 488	\$ 2,000	\$ -	\$ 2,000	\$ -	0%
602-4-4945-306		LINE LOCATES	\$ 868	\$ 969	\$ 748	\$ 1,000	\$ 569	\$ 1,000	\$ -	0%
602-4-4945-310		PROFESSIONAL SERVICES	\$ 9,260	\$ 11,098	\$ 14,527	\$ 13,500	\$ 7,742	\$ 14,500	\$ 1,000	7%
602-4-4945-315		ADMINISTRATIVE FEES	\$ 5,137	\$ 5,208	\$ 7,037	\$ 6,500	\$ 5,281	\$ 6,500	\$ -	0%
602-4-4945-317		TESTING ANALYSIS	\$ 19,564	\$ 22,780	\$ 19,886	\$ 33,000	\$ 22,815	\$ 36,000	\$ 3,000	9%
602-4-4945-320		POSTAGE	\$ 1	\$ -	\$ -	\$ 200	\$ -	\$ 200	\$ -	0%
602-4-4945-321		TELEPHONE	\$ 7,414	\$ 6,331	\$ 6,089	\$ 5,400	\$ 4,620	\$ 4,600	\$ (800)	-15%
602-4-4945-322		COMPUTER COMM/MAIL	\$ 9,742	\$ 7,723	\$ 10,798	\$ 6,500	\$ 11,705	\$ 4,000	\$ (2,500)	-38%
602-4-4945-330		TRAVEL, CONF, MILEAGE	\$ -	\$ -	\$ 80	\$ 150	\$ -	\$ 150	\$ -	0%
602-4-4945-340		ADVERTISING & PUBLICA	\$ -	\$ 704	\$ -	\$ 100	\$ -	\$ 100	\$ -	151
602-4-4945-365		INSURANCE DEDUCTIBLE	\$ -	\$ -	\$ -	\$ 5,000	\$ 2,178	\$ 5,000	\$ -	0%

Department	Account	Acct. Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024 Requested Budget	Section 10, Item b.	
SANITARY SEW. EXPEND.	602-4-4945-369	INSURANCES	\$ 37,726	\$ 36,115	\$ 49,039	\$ 35,128	\$ 56,553	\$ 61,219	\$ 26,091	74%
	602-4-4945-381	ELECTRIC	\$ 224,751	\$ 231,511	\$ 239,088	\$ 264,000	\$ 250,506	\$ 270,000	\$ 6,000	2%
	602-4-4945-382	WATER	\$ 2,872	\$ 3,114	\$ 3,969	\$ 4,800	\$ 3,902	\$ 5,000	\$ 200	4%
	602-4-4945-384	REFUSE	\$ 2,915	\$ 2,587	\$ 3,575	\$ 3,000	\$ 3,354	\$ 3,000	\$ -	0%
	602-4-4945-385	NATURAL GAS	\$ 49,921	\$ 49,368	\$ 83,601	\$ 63,000	\$ 83,593	\$ 65,000	\$ 2,000	3%
	602-4-4945-386	NATURAL GAS - DRYER	\$ 8,891	\$ 18,670	\$ 24,895	\$ 23,000	\$ 25,646	\$ 24,000	\$ 1,000	4%
	602-4-4945-404	REPAIRS & MAINTENANC	\$ 12,810	\$ 6,222	\$ 12,483	\$ 22,500	\$ 13,761	\$ 11,000	\$ (11,500)	-51%
	602-4-4945-408	VEHICLE MAINTENANCE	\$ 724	\$ 287	\$ 2,681	\$ 700	\$ 581	\$ 700	\$ -	0%
	602-4-4945-410	RENTALS/LEASES/CONTR	\$ 998	\$ 1,285	\$ 1,153	\$ 1,500	\$ 1,095	\$ 1,500	\$ -	0%
	602-4-4945-420	DEPRECIATION	\$ 1,442,071	\$ 1,521,344	\$ 1,529,672	\$ 1,519,739	\$ 1,271,821	\$ 1,519,739	\$ -	0%
	602-4-4945-430	MISCELLANEOUS EXPENS	\$ 39	\$ 39	\$ 55	\$ -	\$ 26	\$ -	\$ -	0%
	602-4-4945-431	CREDIT CARD EXPENSE	\$ 7,485	\$ 8,303	\$ 9,000	\$ 8,500	\$ 12,733	\$ 8,500	\$ -	0%
	602-4-4945-433	DUES & SUBSCRIPTIONS	\$ 47	\$ 68	\$ 122	\$ 75	\$ 30	\$ 75	\$ -	0%
	602-4-4945-434	LICENSE FEES/REGISTRAT	\$ 8,859	\$ 8,811	\$ 9,059	\$ 9,325	\$ 9,163	\$ 9,450	\$ 125	1%
	602-4-4945-438	BAD DEBT EXPENSE	\$ 703	\$ 2,459	\$ (956)	\$ -	\$ -	\$ -	\$ -	0%
	602-4-4945-450	TRAINING & SEMINARS	\$ 2,203	\$ 1,654	\$ 2,579	\$ 3,000	\$ 2,782	\$ 3,200	\$ 200	7%
	602-4-4945-500	CAPITAL OUTLAY	\$ 11,767	\$ 2,255	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	602-4-4945-610	DEBT SERVICE-INTEREST	\$ 947,272	\$ 952,715	\$ 956,650	\$ 941,505	\$ 937,755	\$ 915,472	\$ (26,033)	-3%
	602-4-4945-619	OTHER INTEREST EXPENS	\$ 623	\$ 69	\$ 99	\$ 100	\$ 1,635	\$ 100	\$ -	0%
	602-4-4945-620	BOND ISSUANCE FEES	\$ 8,910	\$ 23,647	\$ 4,058	\$ 2,750	\$ 9,497	\$ 2,750	\$ -	0%
		TOTAL EXPENDITURES	\$ 3,535,460	\$ 3,656,488	\$ 3,844,653	\$ 3,974,110	\$ 3,586,050	\$ 4,057,592	\$ 83,482	2%

# *New Prague, Minnesota*

*A Tradition of Progress*



## **NEW PRAGUE GOLF CLUB 2024 PROPOSED BUDGET REPORT**

# TABLE OF CONTENTS

## Contents

2024 MANAGEMENT STATEMENT AND FORCAST .....	1
2024 PROPOSED GOLF BUDGET .....	2
2024 PROJECTED GOLF REVENUE & EXPENSE CHART .....	5
GOLF GO BOND PAYMENTS .....	7
2023 GREEN ROUNDS AND SALES .....	9
GOLF PROFESSIONAL ENTERPRISES, LLC & GME CONTRACTUAL SUMMARY .....	10



## MANAGEMENT STATEMENT

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

## FORECAST

The 2024 Golf Budget is projected to forecast the financial operation of the New Prague Golf Club. Golf revenue will realize an increase in revenue by \$55,488 or 4.15% and an increase in expenses of \$150,952 or 12.00% in 2024 compared to 2023.

## REVENUE

The Golf Board and Golf Professionals Enterprise, LLC are increasing membership dues by \$20/single, \$30/couple, \$50/family; Cart Fee's by \$1 for 18 holes for the public.

## EXPENSES

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

- Wages Full-time – Full-time wages reflect 4% COLA w/step adjustments (under the current compensation plan).
- Health Insurance – reflects a increase of 6.25% in premium for 2024.

**Operating Expenses:**

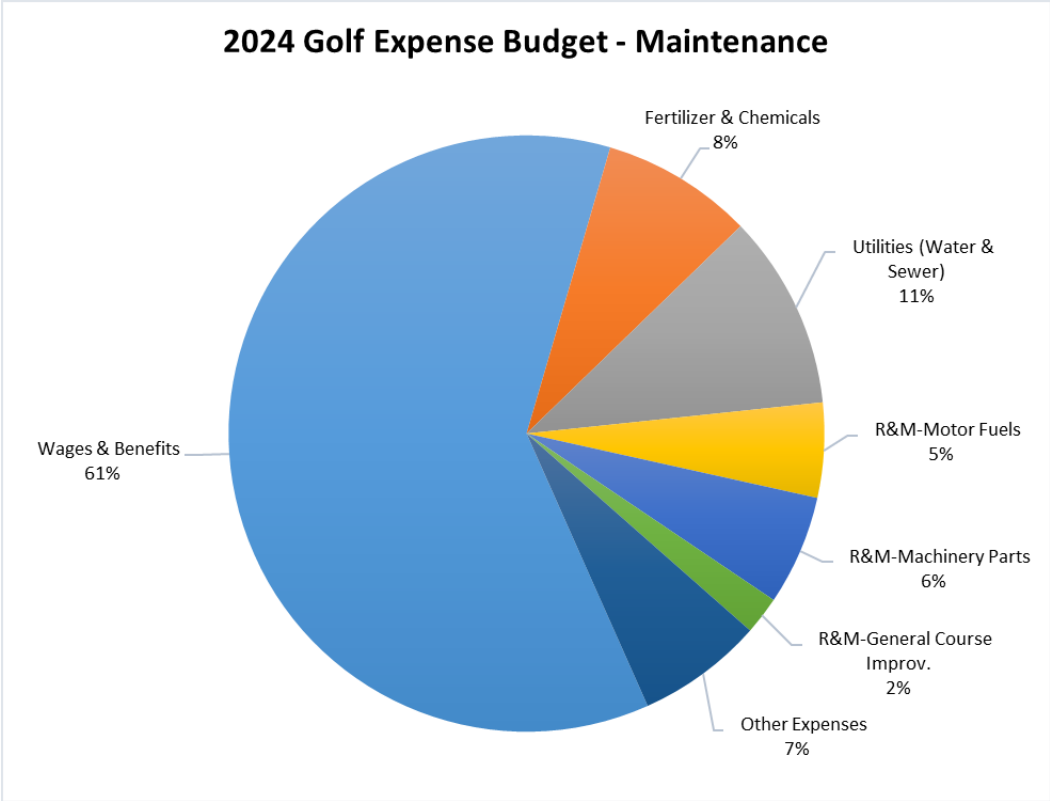
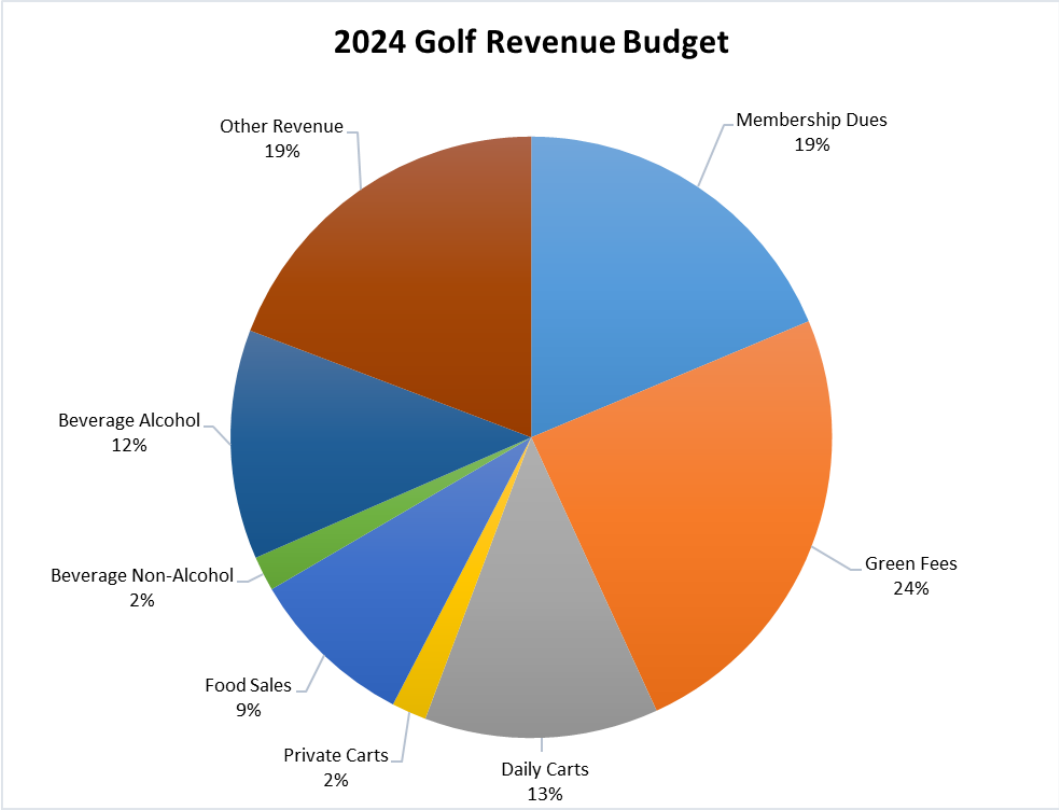
- Golf Operations in total, reflects an increase to expense of \$36,611 or 8% from 2022 to 2023 budgeted expenses.
  - Employee Wages & Benefits reflects an increase of \$3,322 or 4.21%
  - Operating Expenses reflects an increase of \$26,934 or 7.27%
  - Debt Service Expense is increasing by \$6,355
- Food & Beverage in total, reflects an increase to expense of \$49,747 or 21.88% from 2022 to 2023
  - Employee Wages & Benefits reflects an increase of \$25,490 or 35.06%
  - Operating Expenses reflect an increase of \$24,257 or 15.68%
- Maintenance in total, reflects an increase to expense of \$43,582 or 9.84% from 2022 to 2023.
  - Employee Wages & Benefits reflects an increase of \$14,198 or 5.01%
  - Operating expense reflect an increase of \$29,384 or 18.45%



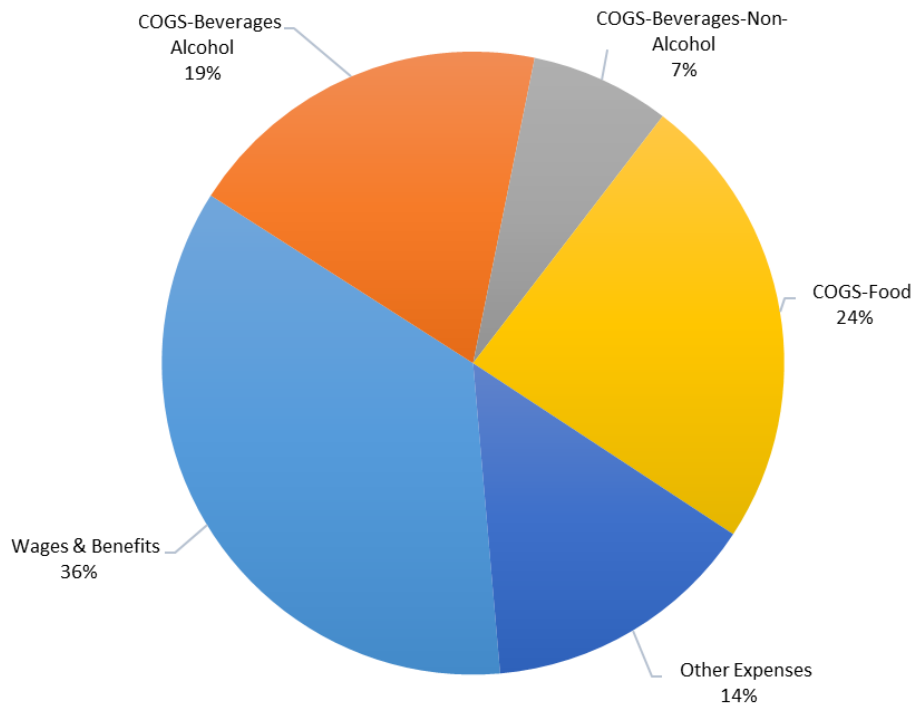


		2020	2021	2022	2023	PROJECTED		
		ACTUAL	ACTUAL	ACTUAL	BUDGET	2024	2023-2024	2023-2024
						BUDGET	\$ Difference	% Difference
<b>Food &amp; Beverage</b>								
<b>REVENUES</b>								
603-3-4512-38044	FACILITY FEES	\$ 595	\$ 4,138	\$ 6,879	\$ 3,500	\$ 6,000	\$ 2,500	71.43%
603-3-4512-38045	GRATUITIES	\$ 1,533	\$ 6,189	\$ 10,676	\$ 7,800	\$ 11,000	\$ 3,200	41.03%
603-3-4512-38140	FOOD SALES	\$ 64,309	\$ 108,539	\$ 145,849	\$ 120,000	\$ 150,000	\$ 30,000	25.00%
603-3-4512-38141	BEVERAGE NON-ALCOHOL	\$ 19,940	\$ 25,297	\$ 25,940	\$ 25,000	\$ 28,000	\$ 3,000	12.00%
603-3-4512-38142	BEVERAGE ALCOHOL	\$ 125,166	\$ 181,805	\$ 176,540	\$ 165,000	\$ 185,000	\$ 20,000	12.12%
603-3-4512-38143	SUNDRIES	\$ 5,028	\$ 6,469	\$ 6,303	\$ 6,500	\$ 9,000	\$ 2,500	38.46%
<b>TOTAL REVENUES</b>		<b>\$ 216,571</b>	<b>\$ 332,437</b>	<b>\$ 372,186</b>	<b>\$ 327,800</b>	<b>\$ 389,000</b>	<b>\$ 61,200</b>	<b>18.67%</b>
<b>EMPLOYEE WAGES &amp; BENEFITS</b>								
603-4-4512-102	WAGES OVER-TIME	\$ 3	\$ 763	\$ 1,570		\$ -	\$ -	
603-4-4512-103	WAGES PART-TIME	\$ 56,893	\$ 81,133	\$ 94,831	\$ 80,000	\$ 101,270	\$ 21,270	26.59%
603-4-4512-104	GRATUITIES	\$ 1,533	\$ 6,189	\$ 10,596	\$ 7,800	\$ 11,000	\$ 3,200	41.03%
603-4-4512-113	EMPLOYEE BENEFITS			\$ -		\$ -	\$ -	0.00%
603-4-4512-114	UNEMPLOYMENT BENEFITS			\$ -		\$ -	\$ -	0.00%
603-4-4512-121	P E R A	\$ 1,834	\$ 3,070	\$ 3,888	\$ 3,200	\$ 9,206	\$ 6,006	187.69%
603-4-4512-122	F I C A	\$ 4,564	\$ 6,616	\$ 8,093	\$ 6,500	\$ 9,431	\$ 2,931	45.09%
603-4-4512-151	WORKERS COMPENSATION	\$ 372	\$ 436	\$ 864	\$ 700	\$ 917	\$ 217	31.00%
<b>TOTAL EMPLOYEE WAGES &amp; BENEFITS</b>		<b>\$ 65,199</b>	<b>\$ 98,207</b>	<b>\$ 119,842</b>	<b>\$ 98,200</b>	<b>\$ 131,824</b>	<b>\$ 33,624</b>	<b>34.24%</b>
<b>OPERATING EXPENSES</b>								
603-4-4512-210	SUPPLIES - GENERAL	\$ 10,063	\$ 15,178	\$ 20,252	\$ 15,000	\$ 18,000	\$ 3,000	20.00%
603-4-4512-217	TOWELS/LINENS	\$ 3,763	\$ 8,430	\$ 7,337	\$ 6,000	\$ 7,500	\$ 1,500	25.00%
603-4-4512-251	COGS - ALCOHOL	\$ 42,471	\$ 60,355	\$ 58,960	\$ 53,000	\$ 60,000	\$ 7,000	13.21%
603-4-4512-254	COGS - BEV NON-ALCOHOL	\$ 16,086	\$ 20,045	\$ 17,809	\$ 20,110	\$ 22,000	\$ 1,890	9.40%
603-4-4512-259	COGS - FOOD	\$ 37,380	\$ 64,205	\$ 77,731	\$ 66,000	\$ 80,000	\$ 14,000	21.21%
603-4-4512-262	COGS - SUNDRIES	\$ 2,910	\$ 8,062	\$ 9,540	\$ 8,000	\$ 7,470	\$ (530)	(6.63%)
603-4-4512-263	EXPIRED GOODS	\$ 135	\$ 508	\$ 435	\$ 800	\$ 500	\$ (300)	(37.50%)
603-4-4512-340	ADVERTISING & PUBLICATIONS			\$ -		\$ -	\$ -	0.00%
603-4-4512-365	INSURANCE DEDUCTIBLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
603-4-4512-404	REPAIRS & MAINTENANCE	\$ 7,369	\$ 1,291	\$ 658	\$ 3,000	\$ 4,000	\$ 1,000	33.33%
603-4-4512-415	EQUIPMENT RENTAL	\$ 3,367	\$ 3,083	\$ 2,451	\$ 3,000	\$ 2,500	\$ (500)	(16.67%)
603-4-4512-417	UNIFORMS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
603-4-4512-430	MISCELLANEOUS EXPENSE	\$ -	\$ -	\$ 39	\$ -	\$ 2,000	\$ 2,000	0.00%
603-4-4512-460	LICENSE FEES/REGISTRATION	\$ 3,695	\$ 2,246	\$ 4,221	\$ 4,000	\$ 4,500	\$ 500	12.50%
603-4-4512-500	CAPITAL OUTLAY	\$ 6,953	\$ -	\$ 3,661	\$ -	\$ 10,000	\$ 10,000	0.00%
<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 134,192</b>	<b>\$ 183,403</b>	<b>\$ 203,094</b>	<b>\$ 178,910</b>	<b>\$ 218,470</b>	<b>\$ 39,560</b>	<b>22.11%</b>
<b>TOTAL WAGES, BENEFITS AND OPERATING EXPENSES</b>		<b>\$ 199,391</b>	<b>\$ 281,610</b>	<b>\$ 322,936</b>	<b>\$ 277,110</b>	<b>\$ 350,294</b>	<b>\$ 73,184</b>	<b>26.41%</b>

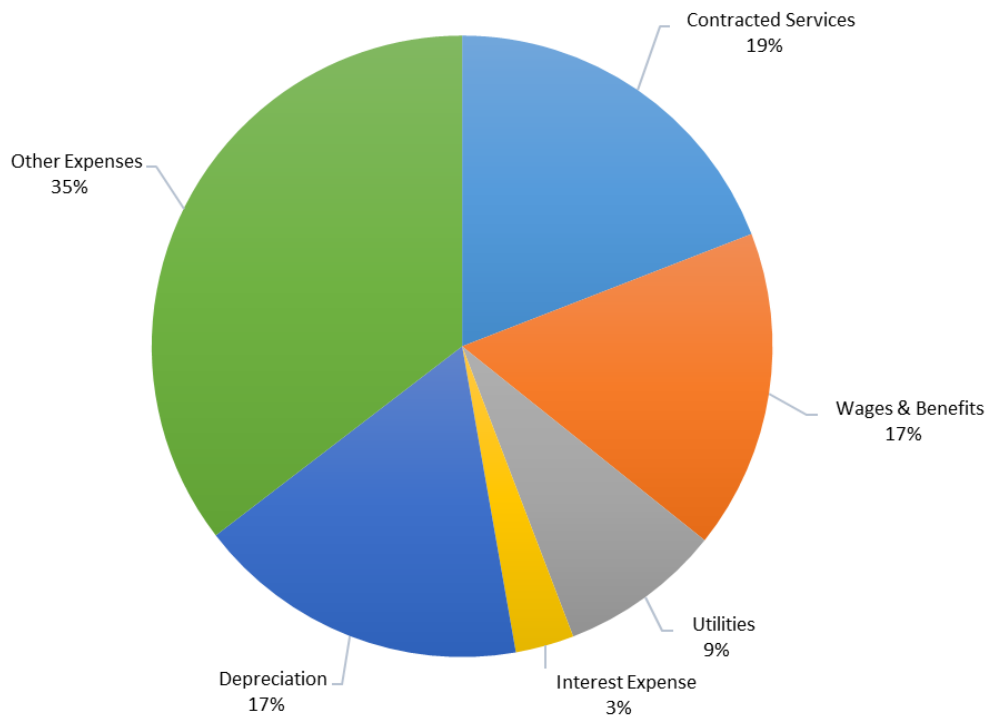
		2020	2021	2022	2023	PROJECTED		
		ACTUAL	ACTUAL	ACTUAL	BUDGET	2024	2023-2024	2023-2024
						BUDGET	\$ Difference	% Difference
<b>Maintenance</b>								
<b>EMPLOYEE WAGES &amp; BENEFITS</b>								
603-4-4513-101	WAGES FULL-TIME	\$ 136,146	\$ 152,399	\$ 169,276	\$ 172,470	\$ 182,506	\$ 10,036	5.82%
603-4-4513-102	WAGES OVERTIME	\$ 1,837	\$ 2,295	\$ 1,514	\$ 1,000	\$ 1,000	\$ -	0.00%
603-4-4513-103	WAGES PART-TIME	\$ 63,985	\$ 66,419	\$ 68,900	\$ 72,000	\$ 80,000	\$ 8,000	11.11%
603-4-4513-113	EMPLOYEE BENEFITS	\$ 544	\$ 550	\$ 590	\$ 760	\$ 760	\$ -	0.00%
603-4-4513-114	UNEMPLOYMENT-FULL-TIME	\$ 3,467	\$ -	\$ 1,945	\$ 2,546	\$ 2,546	\$ -	0.00%
603-4-4513-115	VACATION ACCRUAL	\$ 1,987	\$ 2,461	\$ 550	\$ -	\$ -	\$ -	0.00%
603-4-4513-121	P E R A	\$ 10,230	\$ 13,942	\$ 15,243	\$ 12,935	\$ 14,324	\$ 1,389	10.74%
603-4-4513-122	F I C A	\$ 14,799	\$ 17,098	\$ 17,521	\$ 18,836	\$ 20,276	\$ 1,440	7.64%
603-4-4513-129	GERF Change	\$ (7,893)	\$ (1,589)	\$ -	\$ -	\$ -	\$ -	0.00%
603-4-4513-131	HEALTH INSURANCE	\$ 11,722	\$ 12,747	\$ 13,446	\$ 12,590	\$ 13,312	\$ 722	5.73%
603-4-4513-132	DENTAL INSURANCE	\$ 432	\$ 472	\$ 472	\$ 1,799	\$ 1,796	\$ (3)	(0.17%)
603-4-4513-133	LIFE & LT DISABILITY	\$ 235	\$ 268	\$ 186	\$ 156	\$ 525	\$ 369	236.54%
603-4-4513-135	OPEB EXPENSE	\$ (577)	\$ 475	\$ -	\$ -	\$ -	\$ -	0.00%
603-4-4513-151	WORKER'S COMPENSATION	\$ 2,302	\$ 2,187	\$ 3,769	\$ 2,556	\$ 2,663	\$ 107	4.19%
<b>TOTAL EMPLOYEE WAGES &amp; BENEFITS</b>		<b>\$ 239,216</b>	<b>\$ 269,724</b>	<b>\$ 293,410</b>	<b>\$ 297,648</b>	<b>\$ 319,708</b>	<b>\$ 22,060</b>	<b>7.41%</b>
<b>OPERATING EXPENSES</b>								
603-4-4513-210	SUPPLIES - GENERAL	\$ 2,153	\$ 2,579	\$ 8,363	\$ 6,000	\$ 6,000	\$ -	0.00%
603-4-4513-212	MOTOR FUELS	\$ 13,190	\$ 15,750	\$ 26,783	\$ 25,000	\$ 25,000	\$ -	0.00%
603-4-4513-216	FERTILIZER & CHEMICALS	\$ 34,213	\$ 25,347	\$ 29,500	\$ 40,000	\$ 40,000	\$ -	0.00%
603-4-4513-221	R & M - MACHINERY PARTS	\$ 22,577	\$ 31,096	\$ 27,463	\$ 29,000	\$ 30,000	\$ 1,000	3.45%
603-4-4513-222	R & M - IRRIGATION	\$ 10,383	\$ 6,182	\$ 5,651	\$ 10,000	\$ 15,000	\$ 5,000	50.00%
603-4-4513-231	SAFETY EQUIP & TRAINING	\$ 751	\$ 780	\$ 1,267	\$ 684	\$ 800	\$ 116	16.96%
603-4-4513-247	R & M - COURSE GEN IMPROV	\$ 13,331	\$ 9,657	\$ 3,340	\$ 12,000	\$ 15,000	\$ 3,000	25.00%
603-4-4513-441	SPECIAL PROJECTS	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ (10,000)	(100.00%)
603-4-4513-330	TRAVEL, CONF, MILEAGE	\$ 327	\$ -	\$ 413	\$ 500	\$ 500	\$ -	0.00%
603-4-4513-365	INSURANCE DEDUCTIBLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
603-4-4513-381	ELECTRIC	\$ 990	\$ 1,366	\$ 1,222	\$ 1,400	\$ 1,400	\$ -	0.00%
603-4-4513-382	UTILITIES-WATER & SEWER	\$ 40,956	\$ 56,849	\$ 62,717	\$ 50,000	\$ 62,000	\$ 12,000	24.00%
603-4-4513-404	REPAIRS & MAINTENANCE	\$ 472	\$ 1,200	\$ 1,724	\$ 1,200	\$ 1,750	\$ 550	45.83%
603-4-4513-405	R & M - PRIVATE CART REPAIRS	\$ 1,086	\$ 2,598	\$ 2,319	\$ 2,600	\$ 3,500	\$ 900	34.62%
603-4-4513-417	UNIFORMS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
603-4-4513-430	MISCELLANEOUS EXPENSE	\$ 17	\$ 228	\$ 390	\$ 300	\$ -	\$ (300)	(100.00%)
603-4-4513-500	CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 140,446</b>	<b>\$ 153,632</b>	<b>\$ 171,153</b>	<b>\$ 188,684</b>	<b>\$ 200,950</b>	<b>\$ 12,266</b>	<b>6.50%</b>
TOTAL WAGES, BENEFITS AND OPERATING EXPENSES		379,662	423,356	464,563	486,332	520,658	\$ 34,326	7.06%
<b>FUND TOTAL REVENUES</b>		<b>\$ 982,235</b>	<b>\$ 1,212,298</b>	<b>\$ 1,274,962</b>	<b>\$ 1,216,224</b>	<b>\$ 1,351,036</b>	<b>\$ 134,812</b>	<b>11.08%</b>
<b>FUND TOTAL EXPENSES</b>		<b>\$ 1,047,261</b>	<b>\$ 1,203,307</b>	<b>\$ 1,285,294</b>	<b>\$ 1,257,881</b>	<b>\$ 1,408,983</b>	<b>\$ 151,102</b>	<b>12.01%</b>
<b>REVENUE OVER/(UNDER) EXPENSES</b>		<b>\$ (65,026)</b>	<b>\$ 8,991</b>	<b>\$ (10,332)</b>	<b>\$ (41,657)</b>	<b>\$ (57,947)</b>	<b>\$ (16,290)</b>	<b>39.11%</b>
Transfer In		\$ 121,270	\$ 121,270	\$ 121,270	\$ 121,270	\$ 41,946		
Debt Payments		\$ (149,976)	\$ (149,976)	\$ (91,910)	\$ (119,460)	\$ (64,000)		
<b>REVENUE OVER/(UNDER) EXPENSES W/TRF IN &amp; DEBT PYMTS</b>		<b>\$ (93,732)</b>	<b>\$ (19,715)</b>	<b>\$ 19,028</b>	<b>\$ (39,847)</b>	<b>\$ (80,001)</b>		
Add Back Depreciation		\$ 118,236	\$ 110,071	\$ 94,797	\$ 85,848	\$ 84,000		
<b>REVENUE OVER/(UNDER) EXPENSES ADDING BACK DEPRECIATION</b>		<b>\$ 24,504</b>	<b>\$ 90,356</b>	<b>\$ 113,825</b>	<b>\$ 46,001</b>	<b>\$ 3,999</b>		



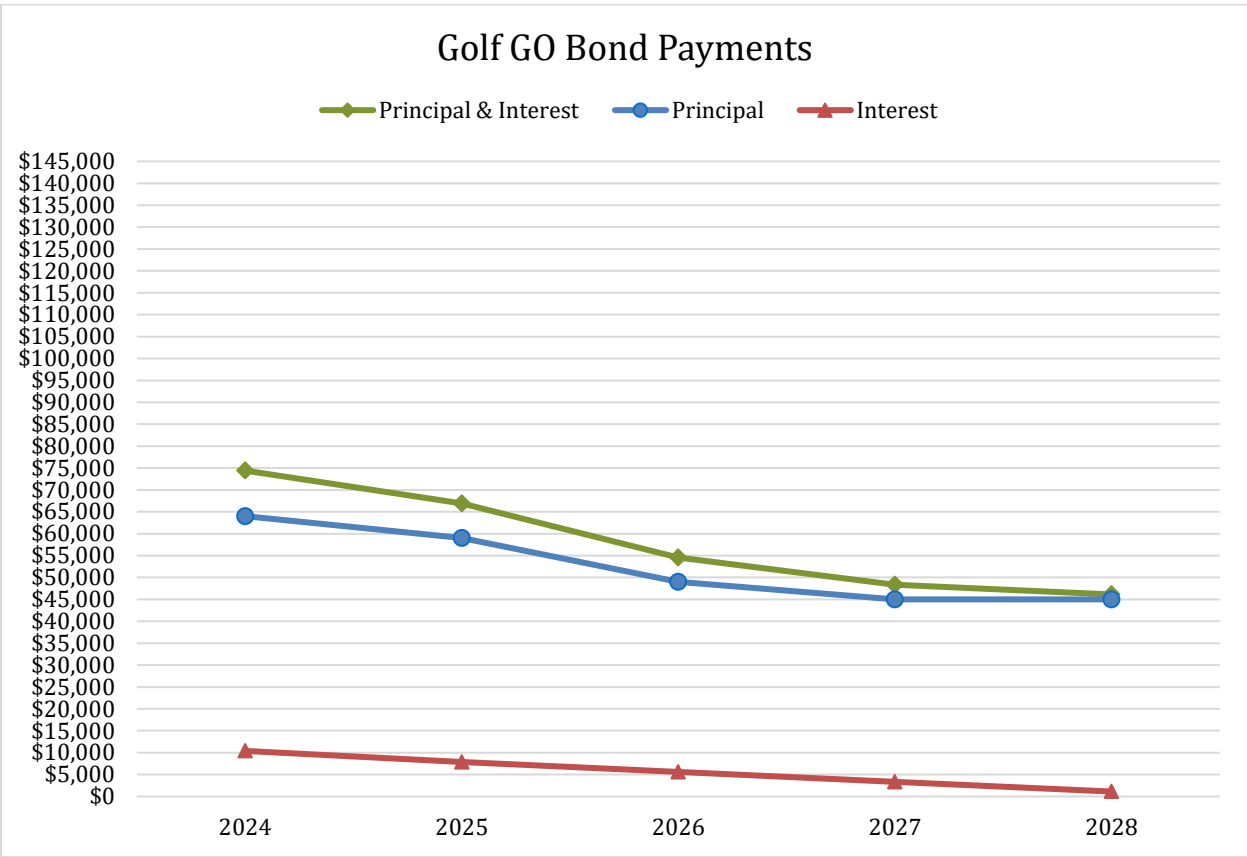
### 2024 Golf Expense Budget - Food & Beverage



### 2024 Golf Expense Budget - Golf Operations



NEW PRAGUE MUNICIPAL GOLF CLUB											
Outstanding Debt Issues											
2024-2028											
Debt Issue Obligations	2024		2025		2026		2027		2028		
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	
2016-Refinancing Remodel Bond \$198,400											
2011 G.O. Bond -\$105,000 Capital Equipment Certificate											
2012 G.O. Bond -120,000 Capital Equipment Certificate											
2013 G.O. Bond-\$140,000 Capital Equipment Certificate											
2014 G.O. Bond (\$50,000) Capital Equipment Certificate	\$ 5,000	\$63									
2015 G.O. Bond (\$85,000) Capital Equipment Certificate	\$10,000	\$375	\$10,000	\$125							
2016 G.O. Bond (\$74,000) Capital Equipment Certificate	\$9,000	\$461	\$9,000	\$277	\$9,000	\$92					
2017 General Fund Loan (\$125,800)											
2018 General Fund Loan (\$56,250)											
2020 Refunding of 2012A, 2013A											
2022 G.O. Bond (\$210,000) Capital Equipment Certificate	\$40,000	\$9,500	\$40,000	\$7,500	\$40,000	\$5,500	\$45,000	\$3,375	\$45,000	\$1,125	
<b>Total Annual P/I Payments</b>	<b>\$ 64,000</b>	<b>\$10,399</b>	<b>\$ 59,000</b>	<b>\$ 7,902</b>	<b>\$ 49,000</b>	<b>\$ 5,592</b>	<b>\$ 45,000</b>	<b>\$ 3,375</b>	<b>\$ 45,000</b>	<b>\$ 1,125</b>	
	<b>\$74,399</b>		<b>\$66,902</b>		<b>\$54,592</b>		<b>\$48,375</b>		<b>\$46,125</b>		
<b>Transfer from General Fund</b> <i>* Amount for FY24 and forward is part of the budgeting process</i>	41,946										
<b>Impact to Golf Fund</b>	<b>\$(32,453)</b>	<b>\$ -</b>	<b>\$(66,902)</b>	<b>\$ -</b>	<b>\$(54,592)</b>		<b>\$(48,375)</b>		<b>\$(46,125)</b>		



Item #	Description	Green Fees		Sales/Round	% of Total	Projected Rds	2024	2024
		-----Thru 8/31/2023-----	Sales					
		Rounds						Proj. Green Fees
1001	Wd 18-hole Greens Fee	101	\$ 3,217.35	\$ 31.85	0.45%	135		\$4,295.34
1005	Wd 9-hole Greens Fee	362	\$ 8,024.11	\$ 22.17	1.61%	483		\$10,712.62
1006	We 9-hole Greens Fee	37	\$ 879.90	\$ 23.78	0.16%	49		\$1,174.71
1007	Raincheck Redemmed	-		\$ -	0.00%	-		\$0.00
1014	Wd member round	-		\$ -	0.00%	-		\$0.00
1015	We member round	10,535		\$ -	46.88%	14,065		\$0.00
1016	PGA Comp Round	40		\$ -	0.18%	53		\$0.00
1017	Junior 18-hole Greens Fee	797	\$ 14,896.92	\$ 18.69	3.55%	1,064		\$19,888.19
1018	Junior 9-hole Greens fee	1,426	\$ 12,127.17	\$ 8.50	6.35%	1,904		\$16,190.43
1019	Senior 9-hole green fees	2,425	\$ 37,037.51	\$ 15.27	10.79%	3,238		\$49,447.08
1020	Senior 18-hole green fees	4,059	\$ 105,779.80	\$ 26.06	18.06%	5,419		\$141,221.75
1021	We 18-hole greens fee	894	\$ 31,800.06	\$ 35.57	3.98%	1,194		\$42,454.80
1052	Punch Card			\$ -	0.00%	-		\$0.00
1452	Open Greens fee			\$ -	0.00%	-		\$0.00
1522	PGA Test drive greens fee	30	\$ 44.00	\$ 1.47	0.13%	40		\$58.74
1568	Reciprocal fee	191	\$ 3,308.18	\$ 17.32	0.85%	255		\$4,416.60
1600	Event greens fee 18-hole	732	\$ 25,481.58	\$ -	3.26%	977		\$0.00
1804	Punch card round			\$ -	0.00%	-		\$0.00
2148	Wd 18-holes 2 for 1 w/cart special			\$ -	0.00%	-		\$0.00
2149	We 18-hole 2 for 1 w/cart special			\$ -	0.00%	-		\$0.00
2150	Wd 9-holes 2 for 1 w/cart Special			\$ -	0.00%	-		\$0.00
2215	Minnesota Golf Card			\$ -	0.00%	-		\$0.00
2222	Guest Pass redeemed			\$ -	0.00%	-		\$0.00
2348	Greens fee - Open	1	\$ 40.00	\$ 40.00	0.00%	1		\$53.40
2395	Senior Player Pass			\$ -	0.00%	-		\$0.00
2418	Donated rounds	168		\$ -	0.75%	224		\$0.00
2443	Senior Special			\$ -	0.00%	-		\$0.00
2476	Senior Group Specials			\$ -	0.00%	-		\$0.00
2629	Golf now rounds			\$ -	0.00%	-		\$0.00
3106	Couples League			\$ -	0.00%	-		\$0.00
3276	Practice Round			\$ -	0.00%	-		\$0.00
3406	Test Drive round			\$ -	0.00%	-		\$0.00
3533	\$25 special rate			\$ -	0.00%	-		\$0.00
3596	PCC greens fee - 18	626	\$ 6,413.25	\$ 10.24	2.79%	836		\$8,562.04
3597	PCC greens fee - 9	47	\$ 10.00	\$ 0.21	0.21%	63		\$13.35
3707	Reciprocal Fee - 9 hole			\$ -	0.00%	-		\$0.00
1870	Golf Course Usage - NP Golf Teams			\$ -	0.00%	-		\$0.00
		22,471	\$ 249,059.83		100.00%	30,000		\$ 298,489.05

2011 - 2024 NEW PRAGUE CONTRACTUAL AGREEMENTS						
GOLF MANAGEMENT ENTERPRISES, LLC						
<u>CONTRACT YEAR</u>	<u>CONTRACT BASE FEE</u>	<u>ADDITIONAL ADJUSTMENT</u>	<u>INCENTIVE PAYMENT</u>	<u>TOTAL COMPENSATION</u>	<u>\$ Difference</u>	<u>% Difference</u>
2011*	\$55,000	0	0	\$55,000		
2012	\$83,000	(1)	0	\$9,562.80	\$92,562.80	\$28,000 50.9%
2013	\$88,000	0	0	\$88,000	\$5,000	6.0%
2014	\$89,760	\$880	\$7,913.85	\$98,553.85	\$1,760	2.0%
2015	\$114,760	(2)	0	\$1,898.78	\$116,658.78	\$25,000 27.9%
2016	\$119,760	0	0	\$119,760	\$5,000	4.4%
2017	\$130,000	0	0	\$130,000	\$10,240	8.6%
2018	\$130,000	0	"tbd"	\$130,000	\$0	0.0%
2019	\$130,000	0	"tbd"	\$130,000	\$0	0.0%
GOLF PROFESSIONAL ENTERPRISES, LLC						
2020	\$73,333	0	0	\$73,333		
2021	\$85,000	0	0	\$85,000	\$11,667	15.9%
2022	\$90,000	0	0	\$90,000	\$5,000	5.88%
2023	\$94,500	0	0	\$94,500	\$4,500	5.00%
2024	\$100,170	(3)	0	0	\$100,170	\$5,670 6.00%

\* 11 months  
 (1) - Beginning in 2012, \$13,00 in part-time wages for the City was moved into GME contract base fee  
 (2) - City increased the GME Contract for F&B/GO employee  
 (3) - Proposed by Golf Board



Department	Account	Acct. Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024 Requested Budget	Section 10, Item b.	
GOLF REVENUE	603-3-0000-33439	PERA PENSION OTHER RE	\$ 359	\$ 296	\$ 1,180	\$ -	\$ -	\$ -	\$ -	0%
	603-3-0000-39500	BOND PREMIUM AMORT	\$ 578	\$ 577	\$ 7,441	\$ -	\$ -	\$ -	\$ -	0%
	603-3-4511-34710	EMPLOYEE GOLF PUNCH	\$ -	\$ -	\$ -	\$ -	\$ 2,334	\$ -	\$ -	0%
	603-3-4511-36210	INTEREST INCOME	\$ 40	\$ 73	\$ 2,297	\$ -	\$ 5,166	\$ -	\$ -	0%
	603-3-4511-36230	CONTRIBUTIONS AND DC	\$ -	\$ -	\$ -	\$ -	\$ 1,283	\$ -	\$ -	0%
	603-3-4511-36240	REIMBURSEMENTS	\$ 2,842	\$ 2,511	\$ 1,811	\$ 500	\$ 420	\$ 500	\$ -	0%
	603-3-4511-38040	MEMBERSHIP DUES	\$ 207,644	\$ 255,975	\$ 236,782	\$ 250,000	\$ 297,401	\$ 306,000	\$ 56,000	22%
	603-3-4511-38041	ADDITIONAL FEES	\$ 6,200	\$ 8,195	\$ 7,425	\$ 8,000	\$ 8,270	\$ 8,500	\$ 500	6%
	603-3-4511-38042	RENTALS	\$ 915	\$ 587	\$ 356	\$ 500	\$ 100	\$ 500	\$ -	0%
	603-3-4511-38043	LESSONS	\$ 1,421	\$ 2,948	\$ 2,269	\$ 3,000	\$ -	\$ 2,500	\$ (500)	-17%
	603-3-4511-38045	MISCELLANEOUS INCOM	\$ 964	\$ 1,306	\$ 8,667	\$ 1,500	\$ 1,137	\$ -	\$ (1,500)	-100%
	603-3-4511-38046	GOLF MERCHANDISE	\$ 24,693	\$ 33,942	\$ 56,148	\$ 55,000	\$ 39,387	\$ 50,000	\$ (5,000)	-9%
	603-3-4511-38047	CLOTHING	\$ 16,471	\$ 22,588	\$ 14,266	\$ 20,000	\$ 25,251	\$ 20,000	\$ -	0%
	603-3-4511-38048	GREEN FEES	\$ 323,419	\$ 330,513	\$ 330,284	\$ 327,237	\$ 347,173	\$ 304,459	\$ (22,778)	-7%
	603-3-4511-38049	DAILY CART FEES	\$ 140,232	\$ 168,539	\$ 186,309	\$ 168,187	\$ 206,476	\$ 214,727	\$ 46,540	28%
	603-3-4511-38050	PRIVATE CART FEES	\$ 17,313	\$ 22,452	\$ 22,158	\$ 25,000	\$ 14,445	\$ 17,850	\$ (7,150)	-29%
	603-3-4511-38051	DRIVING RANGE	\$ 17,290	\$ 17,465	\$ 20,309	\$ 19,000	\$ 24,376	\$ 25,000	\$ 6,000	32%
	603-3-4511-38052	SPECIAL ORDER-MERCHA	\$ 2,878	\$ 8,538	\$ 10,559	\$ 8,000	\$ 8,904	\$ 8,000	\$ -	0%
	603-3-4511-38053	PRIVATE CART REPAIRS	\$ 2,405	\$ 3,356	\$ 2,640	\$ 2,500	\$ 6,245	\$ 4,000	\$ 1,500	60%
	603-3-4511-39200	OPERATING TRANSFER IN	\$ 141,529	\$ 121,270	\$ 121,270	\$ 121,270	\$ 60,635	\$ 41,946	\$ (79,324)	-65%
	603-3-4512-38044	FACILITY FEES	\$ 595	\$ 4,138	\$ 6,879	\$ 3,500	\$ 6,112	\$ 6,000	\$ 2,500	71%
	603-3-4512-38045	GRATUITIES	\$ 1,533	\$ 6,189	\$ 10,676	\$ 7,800	\$ 11,235	\$ 11,000	\$ 3,200	41%
	603-3-4512-38140	FOOD SALES	\$ 64,309	\$ 108,539	\$ 145,849	\$ 120,000	\$ 156,452	\$ 150,000	\$ 30,000	25%
	603-3-4512-38141	BEVERAGE NON-ALCOHC	\$ 19,940	\$ 25,297	\$ 25,940	\$ 25,000	\$ 29,649	\$ 28,000	\$ 3,000	12%
	603-3-4512-38142	BEVERAGE ALCOHOL	\$ 125,166	\$ 181,805	\$ 176,540	\$ 165,000	\$ 193,837	\$ 185,000	\$ 20,000	12%
	603-3-4512-38143	SUNDRIES	\$ 5,028	\$ 6,469	\$ 6,303	\$ 6,500	\$ 9,719	\$ 9,000	\$ 2,500	38%
		TOTAL REVENUES	\$ 1,123,765	\$ 1,333,567	\$ 1,404,358	\$ 1,337,494	\$ 1,456,008	\$ 1,392,982	\$ 55,488	4%

Department	Account	Acct. Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024 Requested Budget	Section 10, Item b.	
GOLF EXPENDITURES	603-4-4511-101	WAGES FULL-TIME-	\$ 15,171	\$ 15,943	\$ 18,973	\$ 19,550	\$ 16,169	\$ 50,920	\$ 31,370	160%
	603-4-4511-102	WAGES OVERTIME	\$ 20	\$ -	\$ 275	\$ 250	\$ 507	\$ 250	\$ -	0%
	603-4-4511-103	WAGES PART-TIME	\$ 38,784	\$ 47,750	\$ 48,118	\$ 50,000	\$ 57,150	\$ 50,000	\$ -	0%
	603-4-4511-113	EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ 117	\$ -	\$ 117	\$ -	0%
	603-4-4511-114	UNEMPLOYMENT BENEF	\$ 44	\$ -	\$ 582	\$ -	\$ -	\$ -	\$ -	0%
	603-4-4511-121	EMPLOYER CONT. P E R A	\$ 1,632	\$ 2,087	\$ 4,813	\$ 2,510	\$ 2,775	\$ 2,613	\$ 103	4%
	603-4-4511-122	EMPLOYER CONT. F I C A	\$ 4,055	\$ 4,738	\$ 4,845	\$ 5,349	\$ 5,588	\$ 9,953	\$ 4,604	86%
	603-4-4511-131	HEALTH INSURANCE	\$ 3,636	\$ 3,484	\$ 3,493	\$ 3,374	\$ 3,609	\$ 3,572	\$ 198	6%
	603-4-4511-132	DENTAL INSURANCE	\$ 258	\$ 230	\$ 230	\$ 335	\$ 342	\$ 362	\$ 27	8%
	603-4-4511-133	LIFE & S-T DISABILITY	\$ 29	\$ 27	\$ 20	\$ 19	\$ 60	\$ 62	\$ 43	226%
	603-4-4511-151	WORKER'S COMP INSUR/	\$ 471	\$ 536	\$ 883	\$ 643	\$ 765	\$ 651	\$ 8	1%
	603-4-4511-207	COMPUTER SUPPORT SEI	\$ 13,720	\$ 11,318	\$ 10,611	\$ 10,302	\$ 10,437	\$ 11,250	\$ 948	9%
	603-4-4511-210	SUPPLIES - GENERAL	\$ 7,260	\$ 5,674	\$ 5,244	\$ 6,000	\$ 4,722	\$ 5,500	\$ (500)	-8%
	603-4-4511-211	SUPPLIES - CLEANING	\$ 1,083	\$ 274	\$ 334	\$ 1,000	\$ 243	\$ 500	\$ (500)	-50%
	603-4-4511-212	MOTOR FUELS	\$ -	\$ -	\$ 52	\$ -	\$ -	\$ -	\$ -	0%
	603-4-4511-260	COGS - GOLF MERCHAN	\$ 20,561	\$ 25,474	\$ 25,169	\$ 30,000	\$ 23,479	\$ 25,000	\$ (5,000)	-17%
	603-4-4511-261	COGS - CLOTHING	\$ 12,790	\$ 16,052	\$ 10,541	\$ 14,290	\$ 18,038	\$ 15,000	\$ 710	5%
	603-4-4511-262	COGS - SPECIAL ORDER	\$ 2,910	\$ 7,792	\$ 9,237	\$ 8,000	\$ 9,055	\$ 8,000	\$ -	0%
	603-4-4511-264	SUPPLIES - OFFICE	\$ 1,522	\$ 1,854	\$ 2,409	\$ 2,200	\$ 2,160	\$ 2,400	\$ 200	9%
	603-4-4511-265	DRIVING RANGE	\$ 2,924	\$ 4,062	\$ 1,756	\$ 7,000	\$ 7,387	\$ 5,000	\$ (2,000)	-29%
	603-4-4511-301	AUDIT	\$ 4,755	\$ 5,164	\$ 4,983	\$ 5,210	\$ 5,170	\$ 5,250	\$ 40	1%
	603-4-4511-305	CIVIL LEGAL FEES	\$ -	\$ 697	\$ 106	\$ 750	\$ 89	\$ 750	\$ -	0%
	603-4-4511-310	PROFESSIONAL SERVICES	\$ 1,756	\$ 1,701	\$ -	\$ 2,000	\$ 122	\$ -	\$ (2,000)	-100%
	603-4-4511-318	HANDICAP SERVICES	\$ 4,125	\$ 4,932	\$ 5,350	\$ 5,000	\$ 5,970	\$ 6,000	\$ 1,000	20%
	603-4-4511-319	PROF. FEES - CONSULTIN	\$ -	\$ -	\$ -	\$ -	\$ 114	\$ -	\$ -	0%
	603-4-4511-321	TELEPHONE / CABLE	\$ 6,295	\$ 6,346	\$ 7,539	\$ 5,750	\$ 6,321	\$ 7,600	\$ 1,850	32%
	603-4-4511-322	COMPUTER COMM/MAIL	\$ 2,221	\$ 2,334	\$ 4,020	\$ 2,137	\$ 3,486	\$ 4,000	\$ 1,863	87%
	603-4-4511-323	POSTAGE	\$ 704	\$ 721	\$ 840	\$ 750	\$ 887	\$ 900	\$ 150	20%
	603-4-4511-340	ADVERTISING & PUBLICA	\$ 901	\$ 1,446	\$ 1,635	\$ 1,500	\$ 564	\$ 1,500	\$ -	0%
	603-4-4511-341	PROMOTION	\$ 3,406	\$ 2,876	\$ 2,201	\$ 5,000	\$ 4,150	\$ 4,500	\$ (500)	-10%
	603-4-4511-369	INSURANCES	\$ 15,509	\$ 12,040	\$ 11,834	\$ 12,000	\$ 14,393	\$ 12,662	\$ 662	6%
	603-4-4511-381	ELECTRIC	\$ 20,475	\$ 25,428	\$ 21,359	\$ 20,000	\$ 20,800	\$ 21,000	\$ 1,000	5%
	603-4-4511-382	WATER/SEWER	\$ 4,415	\$ 4,976	\$ 4,567	\$ 5,000	\$ 4,938	\$ 5,000	\$ -	0%
	603-4-4511-383	STORM SEWER UTILITIES	\$ 6,247	\$ 5,882	\$ 5,882	\$ 6,000	\$ 5,489	\$ 6,000	\$ -	0%
	603-4-4511-384	REFUSE	\$ 3,261	\$ 3,676	\$ 4,571	\$ 3,750	\$ 3,824	\$ 4,000	\$ 250	7%
	603-4-4511-385	NATURAL GAS	\$ 4,633	\$ 5,169	\$ 8,613	\$ 7,000	\$ 7,495	\$ 9,500	\$ 2,500	36%
	603-4-4511-401	CONTRACTED SERVICES	\$ 73,419	\$ 85,096	\$ 90,096	\$ 94,500	\$ 86,726	\$ 100,170	\$ 5,670	6%
	603-4-4511-404	REPAIRS & MAINTENANC	\$ 5,286	\$ 20,132	\$ 12,459	\$ 13,000	\$ 13,576	\$ 13,000	\$ -	0%
	603-4-4511-411	EQUIPMENT RENTAL	\$ 5,027	\$ 6,281	\$ 7,189	\$ 5,000	\$ 5,965	\$ 5,200	\$ 200	4%
	603-4-4511-412	TOURNAMENT FLEET REI	\$ 22,140	\$ 7,477	\$ 10,651	\$ 10,000	\$ 10,630	\$ 6,000	\$ (4,000)	-40%
	603-4-4511-417	UNIFORMS	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ (500)	-100%
	603-4-4511-418	PORTABLE TOILETS	\$ 539	\$ 1,869	\$ 985	\$ 1,100	\$ 2,221	\$ 1,800	\$ 700	64%
	603-4-4511-420	DEPRECIATION	\$ 118,236	\$ 110,071	\$ 94,797	\$ 85,848	\$ 72,285	\$ 84,000	\$ (1,848)	-2%
	603-4-4511-430	MISCELLANEOUS EXPENS	\$ 244	\$ 707	\$ 97	\$ 250	\$ -	\$ 250	\$ -	0%
	603-4-4511-431	CASH (OVER) SHORT	\$ (175)	\$ (544)	\$ 4,377	\$ -	\$ 4,288	\$ -	\$ -	166
	603-4-4511-433	DUES & SUBSCRIPTIONS	\$ 1,482	\$ 803	\$ 938	\$ 1,000	\$ 1,247	\$ 1,000	\$ -	0%

Department	Account	Acct. Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024 Requested Budget	Section 10, Item b.	
GOLF EXPENDITURES	603-4-4511-437	CREDIT CARD FEES	\$ 18,841	\$ 23,722	\$ 29,724	\$ 24,000	\$ 31,160	\$ 29,000	\$ 5,000	21%
	603-4-4511-438	BAD DEBT EXPENSE	\$ -	\$ -	\$ -	\$ 250	\$ -	\$ 250	\$ -	0%
	603-4-4511-450	TRAINING & SEMINARS	\$ -	\$ -	\$ 268	\$ -	\$ -	\$ -	\$ -	0%
	603-4-4511-460	LICENSE FEES/REGISTRAT	\$ 169	\$ 100	\$ 119	\$ 1,100	\$ 175	\$ 1,000	\$ (100)	-9%
	603-4-4511-500	CAPITAL OUTLAY	\$ 777	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	603-4-4511-611	DEBT SERVICE INTEREST	\$ 11,603	\$ 11,944	\$ 9,843	\$ 15,105	\$ 30,923	\$ 10,399	\$ (4,706)	-31%
	603-4-4511-620	BOND ISSUANCE FEES	\$ 5,047	\$ -	\$ 5,164	\$ -	\$ 3,160	\$ 6,000	\$ 6,000	0%
	603-4-4512-102	WAGES OVERTIME	\$ 3	\$ 763	\$ 1,570	\$ -	\$ 734	\$ -	\$ -	0%
	603-4-4512-103	WAGES PART-TIME	\$ 56,893	\$ 81,133	\$ 94,831	\$ 80,000	\$ 100,485	\$ 101,270	\$ 21,270	27%
	603-4-4512-104	GRATUITIES	\$ 1,533	\$ 6,189	\$ 10,596	\$ 7,800	\$ 11,235	\$ 11,000	\$ 3,200	41%
	603-4-4512-121	EMPLOYER CONT. P E R A	\$ 1,834	\$ 3,070	\$ 3,888	\$ 3,200	\$ 4,338	\$ 9,206	\$ 6,006	188%
	603-4-4512-122	EMPLOYER CONT. F I C A	\$ 4,564	\$ 6,616	\$ 8,093	\$ 6,500	\$ 8,716	\$ 9,431	\$ 2,931	45%
	603-4-4512-151	WORKER'S COMPENSATI	\$ 372	\$ 436	\$ 864	\$ 700	\$ 787	\$ 917	\$ 217	31%
	603-4-4512-210	SUPPLIES - GENERAL	\$ 10,063	\$ 15,178	\$ 20,252	\$ 15,000	\$ 20,260	\$ 18,000	\$ 3,000	20%
	603-4-4512-217	TOWELS/LINENS	\$ 3,763	\$ 8,430	\$ 7,337	\$ 6,000	\$ 4,930	\$ 7,500	\$ 1,500	25%
	603-4-4512-251	COGS - ALCOHOL	\$ 42,471	\$ 60,355	\$ 58,960	\$ 53,000	\$ 59,856	\$ 60,000	\$ 7,000	13%
	603-4-4512-254	COGS - BEV NON-ALCOH	\$ 16,086	\$ 20,045	\$ 17,809	\$ 20,110	\$ 16,865	\$ 22,000	\$ 1,890	9%
	603-4-4512-259	COGS - FOOD	\$ 37,380	\$ 64,205	\$ 77,731	\$ 66,000	\$ 80,339	\$ 80,000	\$ 14,000	21%
	603-4-4512-262	COGS - SUNDRIES	\$ 2,910	\$ 8,062	\$ 9,540	\$ 8,000	\$ 10,051	\$ 7,470	\$ (530)	-7%
	603-4-4512-263	EXPIRED GOODS	\$ 135	\$ 508	\$ 435	\$ 800	\$ 387	\$ 500	\$ (300)	-38%
	603-4-4512-404	REPAIRS & MAINTENANC	\$ 7,369	\$ 1,291	\$ 658	\$ 3,000	\$ 4,423	\$ 4,000	\$ 1,000	33%
	603-4-4512-415	EQUIPMENT RENTAL	\$ 3,367	\$ 3,083	\$ 2,451	\$ 3,000	\$ 2,531	\$ 2,500	\$ (500)	-17%
	603-4-4512-430	MISCELLANEOUS EXPENS	\$ 2	\$ -	\$ 39	\$ -	\$ 6,335	\$ 2,000	\$ 2,000	0%
	603-4-4512-460	LICENSE FEES/REGISTRAT	\$ 3,695	\$ 2,246	\$ 4,221	\$ 4,000	\$ 4,260	\$ 4,500	\$ 500	13%
	603-4-4512-500	CAPITAL OUTLAY	\$ 6,953	\$ -	\$ 3,661	\$ -	\$ -	\$ 10,000	\$ 10,000	0%
	603-4-4513-101	WAGES FULL-TIME	\$ 136,146	\$ 152,399	\$ 169,276	\$ 172,470	\$ 155,846	\$ 182,506	\$ 10,036	6%
	603-4-4513-102	WAGES OVERTIME	\$ 1,837	\$ 2,295	\$ 1,514	\$ 1,000	\$ 1,769	\$ 1,000	\$ -	0%
	603-4-4513-103	WAGES PART-TIME	\$ 63,985	\$ 66,419	\$ 68,900	\$ 72,000	\$ 96,279	\$ 80,000	\$ 8,000	11%
	603-4-4513-113	EMPLOYEE BENEFITS	\$ 544	\$ 550	\$ 590	\$ 760	\$ 760	\$ 760	\$ -	0%
	603-4-4513-114	UNEMPLOYMENT BENEF	\$ 3,467	\$ -	\$ 1,945	\$ 2,546	\$ -	\$ 2,546	\$ -	0%
	603-4-4513-115	VACATION ACCRUAL	\$ 1,987	\$ 2,461	\$ 550	\$ -	\$ -	\$ -	\$ -	0%
	603-4-4513-121	EMPLOYER CONT. P E R A	\$ 10,230	\$ 13,942	\$ 15,243	\$ 12,935	\$ 14,314	\$ 14,324	\$ 1,389	11%
	603-4-4513-122	EMPLOYER CONT. F I C A	\$ 14,799	\$ 17,098	\$ 17,521	\$ 18,836	\$ 19,197	\$ 20,276	\$ 1,440	8%
	603-4-4513-129	GERF CHANGE	\$ (7,893)	\$ (1,589)	\$ 31,614	\$ -	\$ -	\$ -	\$ -	0%
	603-4-4513-131	HEALTH INSURANCE	\$ 11,722	\$ 12,747	\$ 13,446	\$ 12,590	\$ 12,113	\$ 13,312	\$ 722	6%
	603-4-4513-132	DENTAL INSURANCE	\$ 432	\$ 472	\$ 472	\$ 1,799	\$ 2,385	\$ 1,796	\$ (3)	0%
	603-4-4513-133	LIFE & S-T DISABILITY	\$ 235	\$ 268	\$ 186	\$ 156	\$ 542	\$ 525	\$ 369	237%
	603-4-4513-135	OPEB EXPENSE	\$ (577)	\$ 475	\$ 161	\$ -	\$ -	\$ -	\$ -	0%
	603-4-4513-151	WORKER'S COMP INSUR	\$ 2,302	\$ 2,187	\$ 3,769	\$ 2,556	\$ 3,209	\$ 2,663	\$ 107	4%
	603-4-4513-210	SUPPLIES - GENERAL	\$ 2,153	\$ 2,579	\$ 8,363	\$ 6,000	\$ 6,327	\$ 6,000	\$ -	0%
	603-4-4513-212	MOTOR FUELS	\$ 13,190	\$ 15,750	\$ 26,783	\$ 25,000	\$ 22,524	\$ 25,000	\$ -	0%
	603-4-4513-216	FERTILIZER & CHEMICALS	\$ 34,213	\$ 25,347	\$ 29,500	\$ 40,000	\$ 29,959	\$ 40,000	\$ -	0%
	603-4-4513-221	R & M - MACHINERY PAR	\$ 22,577	\$ 31,096	\$ 27,463	\$ 29,000	\$ 22,989	\$ 30,000	\$ 1,000	3%
	603-4-4513-222	R & M - IRRIGATION	\$ 10,383	\$ 6,182	\$ 5,651	\$ 10,000	\$ 13,168	\$ 15,000	\$ 5,000	50%
	603-4-4513-231	SAFETY EQUIP & TRAININ	\$ 751	\$ 780	\$ 1,267	\$ 684	\$ 640	\$ 800	\$ 116	17%
	603-4-4513-247	R & M - COURSE GEN IMI	\$ 13,331	\$ 9,657	\$ 3,340	\$ 12,000	\$ 5,690	\$ 15,000	\$ 3,000	167
	603-4-4513-330	TRAVEL, CONF, MILEAGE	\$ 327	\$ -	\$ 413	\$ 500	\$ 115	\$ 500	\$ -	0%

Department	Account	Acct. Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024 Requested Budget	Section 10, Item b.	
GOLF EXPENDITURES	603-4-4513-381	ELECTRIC	\$ 990	\$ 1,366	\$ 1,222	\$ 1,400	\$ 1,827	\$ 1,400	\$ -	0%
	603-4-4513-382	WATER/SEWER	\$ 40,956	\$ 56,849	\$ 62,717	\$ 50,000	\$ 81,635	\$ 62,000	\$ 12,000	24%
	603-4-4513-404	REPAIRS & MAINTENANC	\$ 472	\$ 1,200	\$ 1,724	\$ 1,200	\$ 805	\$ 1,750	\$ 550	46%
	603-4-4513-405	R & M - PRIVATE CART RE	\$ 1,086	\$ 2,598	\$ 2,319	\$ 2,600	\$ 5,397	\$ 3,500	\$ 900	35%
	603-4-4513-430	MISCELLANEOUS EXPENS	\$ 17	\$ 228	\$ 719	\$ 300	\$ 4	\$ -	\$ (300)	-100%
	603-4-4513-441	SPECIAL PROJECTS	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ (10,000)	-100%
		TOTAL EXPENDITURES	\$ 1,047,269	\$ 1,203,308	\$ 1,317,398	\$ 1,257,881	\$ 1,342,679	\$ 1,408,833	\$ 150,952	12%

# *New Prague, Minnesota*

*A Tradition of Progress*

## **AMBULANCE ECONOMIC DEVELOPMENT AUTHORITY 2024 PROPOSED BUDGET REPORTS**

# TABLE OF CONTENTS

## Contents

2024 AMBULANCE FUND ..... 1

2024 ECONOMIC DEVELOPMENT AUTHORITY (EDA)..... 2

2024 EDA - INDUSTRIAL PARK ..... 3

**AMBULANCE FUND**

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

	2022	2023	2024	2023 TO 2024	2023 TO 2024
	ACTUAL	ADOPTED	PROPOSED	(\$)	(%)
<b>AMBULANCE REVENUE</b>	<b>FUND</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>DIFFERENCE</b>	<b>DIFFERENCE</b>
RENT	\$ (14,856)	\$ (15,000)	\$ (15,000)	\$ -	0.00%
MISCELLANEOUS REVENUE	\$ (5,992)	\$ (5,100)	\$ (5,100)	\$ -	0.00%
<b>TOTAL REVENUE</b>	<b>\$ (20,848)</b>	<b>\$ (20,100)</b>	<b>\$ (20,100)</b>	<b>\$ -</b>	<b>0.00%</b>
	2022	2023	2024	2023 TO 2024	2023 TO 2024
	ACTUAL	ADOPTED	PROPOSED	(\$)	(%)
<b>AMBULANCE EXPENSES</b>	<b>FUND</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>DIFFERENCE</b>	<b>DIFFERENCE</b>
OPERATING EXPENSES	\$ 14,188	\$ 10,697	\$ 12,366	\$ 1,669	15.60%
<b>TOTAL EXPENSES</b>	<b>\$ 14,188</b>	<b>\$ 10,697</b>	<b>\$ 12,366</b>	<b>\$ 1,669</b>	<b>15.60%</b>
<b>DIFFERENCE</b>	<b>\$ (6,661)</b>	<b>\$ (9,403)</b>	<b>\$ (7,734)</b>	<b>\$ 1,669</b>	

**ECONOMIC DEVELOPMENT AUTHORITY FUND**

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

	2022	2023	2024	2023 TO 2024	2023 TO 2024
	ACTUAL	ADOPTED	PROPOSED	(\$)	(%)
EDA REVENUE	FUND	BUDGET	BUDGET	DIFFERENCE	DIFFERENCE
PROPERTY TAXES	\$ (49,917)	\$ (75,000)	\$ (75,000)	\$ -	0.00%
LOCAL GRANT	\$ -	\$ -	\$ -	\$ -	0.00%
MISCELLANEOUS REVENUE	\$ (1,733)	\$ (250)	\$ (250)	\$ -	0.00%
<b>TOTAL REVENUE</b>	<b>\$ (51,650)</b>	<b>\$ (75,250)</b>	<b>\$ (75,250)</b>	<b>\$ -</b>	<b>0.00%</b>
	2022	2023	2024	2023 TO 2024	2023 TO 2024
	ACTUAL	ADOPTED	PROPOSED	(\$)	(%)
EDA EXPENSES	FUND	BUDGET	BUDGET	DIFFERENCE	DIFFERENCE
OPERATING EXPENSES	\$ 35,683	\$ 70,250	\$ 75,250	\$ 5,000	7.12%
TRANSFERS OUT	\$ 3,000	\$ 5,000	\$ -	\$ (5,000)	-100.00%
<b>TOTAL EXPENSES</b>	<b>\$ 38,683</b>	<b>\$ 75,250</b>	<b>\$ 75,250</b>	<b>\$ -</b>	<b>0.00%</b>
<b>DIFFERENCE</b>	<b>\$ (12,967)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

	2022	2023	2024	2023 TO 2024	2023 TO 2024
	ACTUAL	ADOPTED	PROPOSED	(\$)	(%)
EDA - INDUSTRIAL PARK REVENUE	FUND	BUDGET	BUDGET	DIFFERENCE	DIFFERENCE
TRANSFERS IN	\$ -	\$ -	\$ -	\$ -	0.00%
LOCAL GRANT	\$ -	\$ -	\$ -	\$ -	0.00%
MISCELLANEOUS INCOME	\$ (593)	\$ -	\$ -	\$ -	0.00%
RENTAL INCOME	\$ -	\$ -	\$ -	\$ -	0.00%
<b>TOTAL REVENUE</b>	<b>\$ (593)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
	2022	2023	2024	2023 TO 2024	2023 TO 2024
	ACTUAL	ADOPTED	PROPOSED	(\$)	(%)
EDA - INDUSTRIAL PARK EXPENSES	FUND	BUDGET	BUDGET	DIFFERENCE	DIFFERENCE
OPERATING EXPENSES	\$ 146	\$ 988,000	\$ -	\$ (988,000)	-100.00%
DEPRECIATION	\$ 1,773	\$ 1,773	\$ 1,773	\$ -	0.00%
SETTLEMENT CHARGES	\$ -	\$ -	\$ -	\$ -	0.00%
<b>TOTAL EXPENSES</b>	<b>\$ 1,919</b>	<b>\$ 989,773</b>	<b>\$ 1,773</b>	<b>\$ (988,000)</b>	<b>-99.82%</b>
<b>DIFFERENCE</b>	<b>\$ 1,326</b>	<b>\$ 989,773</b>	<b>\$ 1,773</b>	<b>\$ (988,000)</b>	



Department	Account	Acct. Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024 Requested Budget	Section 10, Item b. <sup>4</sup>	
AMBULANCE REVENUE	651-3-0000-36200	MISCELLANEOUS INCOM	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ 100	\$ -	0%
	651-3-0000-36210	INTEREST INCOME	\$ 526	\$ 120	\$ 662	\$ -	\$ 3,739	\$ -	\$ -	0%
	651-3-0000-36240	REIMBURSEMENTS	\$ 3,414	\$ 5,230	\$ 5,330	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0%
	651-3-4972-36231	RENT	\$ 13,939	\$ 14,856	\$ 14,856	\$ 15,000	\$ 14,856	\$ 15,000	\$ -	0%
		<b>TOTAL REVENUE</b>	<b>\$ 17,880</b>	<b>\$ 20,206</b>	<b>\$ 20,848</b>	<b>\$ 20,100</b>	<b>\$ 23,596</b>	<b>\$ 20,100</b>	<b>\$ -</b>	<b>0%</b>
AMBULANCE EXP.	651-4-4972-200	SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ 126	\$ -	\$ -	0%
	651-4-4972-220	REPAIRS & MAINT. SUPPI	\$ 93	\$ 626	\$ 146	\$ -	\$ 26	\$ -	\$ -	0%
	651-4-4972-301	AUDIT	\$ 190	\$ 204	\$ 102	\$ 104	\$ 103	\$ 104	\$ -	0%
	651-4-4972-305	CIVIL LEGAL FEES	\$ 81	\$ -	\$ 1,442	\$ -	\$ -	\$ -	\$ -	0%
	651-4-4972-310	PROFESSIONAL SERVICES	\$ 70	\$ 15	\$ 701	\$ 50	\$ 16	\$ 50	\$ -	0%
	651-4-4972-369	INSURANCES	\$ 1,114	\$ 1,160	\$ 2,347	\$ 1,293	\$ 2,736	\$ 2,962	\$ 1,669	129%
	651-4-4972-381	ELECTRIC	\$ 4,796	\$ 4,659	\$ 4,954	\$ 4,500	\$ 4,883	\$ 4,500	\$ -	0%
	651-4-4972-382	WATER/SEWER	\$ 1,118	\$ 1,144	\$ 1,136	\$ 1,500	\$ 1,092	\$ 1,500	\$ -	0%
	651-4-4972-384	REFUSE	\$ 236	\$ 276	\$ 237	\$ 250	\$ 233	\$ 250	\$ -	0%
	651-4-4972-385	NATURAL GAS	\$ 1,851	\$ 1,909	\$ 3,123	\$ 2,500	\$ 3,569	\$ 2,500	\$ -	0%
	651-4-4972-401	CONTRACTED SERVICES	\$ -	\$ -	\$ -	\$ -	\$ 120	\$ -	\$ -	0%
	651-4-4972-404	REPAIRS & MAINTENANC	\$ 99	\$ 1,448	\$ -	\$ 500	\$ -	\$ 500	\$ -	0%
		<b>TOTAL EXPENDITURES</b>	<b>\$ 9,648</b>	<b>\$ 11,441</b>	<b>\$ 14,188</b>	<b>\$ 10,697</b>	<b>\$ 12,904</b>	<b>\$ 12,366</b>	<b>\$ 1,669</b>	<b>16%</b>

Department	Account	Account Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024 Requested Budget	2024 Actuals	2024 %	Section 10, Item b.
EDA REVENUES	680-3-0000-31010	CURRENT PROPERTY TAXES	\$ 49,760	\$ 49,732	\$ 49,776	\$ 75,000	\$ 52,140	\$ 75,000	\$ -	0%	
	680-3-0000-31020	DELINQUENT PROPERTY TAXES	\$ 317	\$ 38	\$ 141	\$ -	\$ 4	\$ -	\$ -	0%	
	680-3-0000-33439	PERA PENSION OTHER REVENUE	\$ -	\$ -	\$ 84	\$ -	\$ -	\$ -	\$ -	0%	
	680-3-0000-36200	MISCELLANEOUS INCOME	\$ -	\$ -	\$ 3	\$ -	\$ -	\$ -	\$ -	0%	
	680-3-0000-36210	INTEREST INCOME	\$ 1,070	\$ 256	\$ 1,695	\$ 250	\$ 8,170	\$ 250	\$ -	0%	
	680-3-4650-33410	COVID-19 RELIEF FUNDS	\$ 214,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
	680-3-4650-36240	REIMBURSEMENTS	\$ 92	\$ 53	\$ 35	\$ -	\$ -	\$ -	\$ -	0%	
		TOTAL REVENUES	\$ 265,240	\$ 50,079	\$ 51,734	\$ 75,250	\$ 60,313	\$ 75,250	\$ -	0%	
EDA	680-4-4650-101	WAGES FULL-TIME	\$ -	\$ -	\$ 20,374	\$ 38,412	\$ 33,452	\$ 44,901	\$ 6,489	17%	
	680-4-4650-113	EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ 41	\$ -	\$ 24	\$ (17)	-41%	
	680-4-4650-121	EMPLOYER CONT. PERA	\$ -	\$ -	\$ 1,478	\$ 3,246	\$ 2,559	\$ 3,366	\$ 120	4%	
	680-4-4650-122	EMPLOYER CONT. F I C A	\$ -	\$ -	\$ 1,473	\$ 3,311	\$ 2,552	\$ 3,435	\$ 124	4%	
	680-4-4650-129	GERF CHANGE	\$ -	\$ -	\$ 13,734	\$ -	\$ -	\$ -	\$ -	0%	
	680-4-4650-131	HEALTH INSURANCE	\$ -	\$ -	\$ 1,958	\$ 9,377	\$ 3,124	\$ 5,890	\$ (3,487)	-37%	
	680-4-4650-132	DENTAL INSURANCE	\$ -	\$ -	\$ 138	\$ 965	\$ 268	\$ 618	\$ (347)	-36%	
	680-4-4650-133	LIFE & S-T DISABILITY INS.	\$ -	\$ -	\$ 26	\$ 49	\$ 118	\$ 124	\$ 75	153%	
	680-4-4650-135	OPEB EXPENSE	\$ -	\$ -	\$ 549	\$ -	\$ -	\$ -	\$ -	0%	
	680-4-4650-151	WORKER'S COMPENSATION INS.	\$ -	\$ -	\$ 173	\$ 207	\$ 266	\$ 242	\$ 35	17%	
	680-4-4650-200	SUPPLIES	\$ 2	\$ 12	\$ 3	\$ 500	\$ 23	\$ 500	\$ -	0%	
	680-4-4650-220	REPAIRS & MAINT. SUPPLIES	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ -	0%	
	680-4-4650-301	AUDIT	\$ 761	\$ 819	\$ 505	\$ 521	\$ 517	\$ 521	\$ -	0%	
	680-4-4650-303	ENGINEERING FEES	\$ -	\$ -	\$ 395	\$ -	\$ -	\$ -	\$ -	0%	
	680-4-4650-305	CIVIL LEGAL FEES	\$ 869	\$ 1,378	\$ 5,531	\$ 3,000	\$ 17,887	\$ 3,000	\$ -	0%	
	680-4-4650-310	PROFESSIONAL SERVICES	\$ 14,000	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ -	0%	
	680-4-4650-320	POSTAGE	\$ 330	\$ 179	\$ 134	\$ 200	\$ 141	\$ 200	\$ -	0%	
	680-4-4650-322	COMPUTER COMM/MAINT	\$ 6	\$ 6	\$ 31	\$ -	\$ 33	\$ -	\$ -	0%	
	680-4-4650-330	TRAVEL, CONF, MILEAGE ALLOW.	\$ -	\$ 120	\$ -	\$ 300	\$ 41	\$ 300	\$ -	0%	
	680-4-4650-340	ADVERTISING & PUBLICATIONS	\$ 2,559	\$ 7,308	\$ 670	\$ 1,200	\$ 368	\$ 1,200	\$ -	0%	
	680-4-4650-350	PRINTING & BINDING	\$ 847	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
	680-4-4650-369	INSURANCES	\$ -	\$ 202	\$ 251	\$ 225	\$ 2,481	\$ 2,685	\$ 2,460	1093%	
	680-4-4650-430	MISCELLANEOUS EXPENSE	\$ 92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
	680-4-4650-433	DUES & SUBSCRIPTIONS	\$ 295	\$ 305	\$ 545	\$ 305	\$ -	\$ 545	\$ 240	79%	
	680-4-4650-441	SPECIAL PROJECTS	\$ 200,604	\$ 6,715	\$ -	\$ 6,391	\$ -	\$ 5,699	\$ (692)	-11%	
	680-4-4650-490	DONATION OTHER CIVIC ORG.	\$ 500	\$ 500	\$ 500	\$ -	\$ 500	\$ -	\$ -	0%	
	680-4-4650-720	TRANSFER-OUT	\$ 11,000	\$ 11,000	\$ 3,000	\$ 5,000	\$ 2,917	\$ -	\$ (5,000)	-100%	
		TOTAL EXPENDITURES	\$ 231,864	\$ 28,544	\$ 52,966	\$ 75,250	\$ 67,246	\$ 75,250	\$ -	0%	
EDA INDUST. PARK REV	681-3-0000-36210	INTEREST INCOME	\$ 523	\$ 115	\$ 593	\$ -	\$ 3,607	\$ -	\$ -	0%	
	681-3-4650-39101	GAIN/LOSS ON LAND VALUE	\$ -	\$ -	\$ 161,508	\$ -	\$ -	\$ -	\$ -	0%	
		TOTAL REVENUES	\$ 523	\$ 115	\$ 162,101	\$ -	\$ 3,607	\$ -	\$ -	0%	
EDA INDUST. PARK	681-4-4650-303	ENGINEERING FEES	\$ -	\$ -	\$ 146	\$ -	\$ 158	\$ -	\$ -	0%	
	681-4-4650-305	CIVIL LEGAL FEES	\$ -	\$ 21	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
	681-4-4650-420	DEPRECIATION EXPENSE	\$ 1,773	\$ 1,773	\$ 1,773	\$ 1,773	\$ 1,478	\$ 1,773	\$ -	0%	
	681-4-4650-500	CAPITAL PROJECTS	\$ -	\$ -	\$ -	\$ 988,000	\$ -	\$ -	\$ (988,000)	174	
		TOTAL EXPENDITURES	\$ 1,773	\$ 1,794	\$ 1,919	\$ 989,773	\$ 1,636	\$ 1,773	\$ (988,000)	100%	

# *New Prague, Minnesota*

*A Tradition of Progress*

**NEW PRAGUE SPECIAL REVENUE FUNDS  
NEW PRAGUE DEBT SERVICE FUNDS  
NEW PRAGUE CAPITAL PROJECT FUNDS  
  
2024 PROPOSED BUDGET REPORTS**

# TABLE OF CONTENTS

## Contents

SPECIAL REVENUE FUNDS..... 1  
DEBT SERVICE FUNDS..... 3  
CAPITAL FUNDS..... 7

## SPECIAL REVENUE FUNDS

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

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

**Currently this fund has a balance of \$162,256.**

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

**Currently this fund has a balance of \$13,632.**

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

**Currently this fund has balance of \$226,229.**

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

**Currently this fund has a balance of \$189,421**

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

**Currently this fund has a balance of \$462,227.**

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

**Currently this fund has a balance of \$538,170.**

## SPECIAL REVENUE FUNDS

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

**(227) Rental Property** – This account has two (2) City owned rental properties. The first one is the rental house located @ 208 Central Ave N. (directly north of City Hall). Revenue comes from the rent and is used to pay expenses. 2023 property taxes on this rental are \$1,730/yr. Rent was \$200/monthly. As of April 1, 2023 this property will no longer be a rented out and the structure was demolished June 28<sup>th</sup>, 2023.

The second rental property is a rental building at 505 5<sup>th</sup> Ave NW (tin building Southwest of the Fire/Ambulance Building) that was entered into on Dec. 2012 and is \$600 for 2023. 2023 property taxes on this rental are \$1,496.

**Currently this fund has a balance of \$27,934.**

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

**Currently this fund has a balance of \$201,089.**

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

**Currently this fund has a balance of \$80,761.**

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

**Currently this fund has a balance of \$84,992.**

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

**Currently this fund has a balance of \$39,500.**

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

**Currently this fund has a balance of \$20,309.**

## DEBT SERVICE FUNDS

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

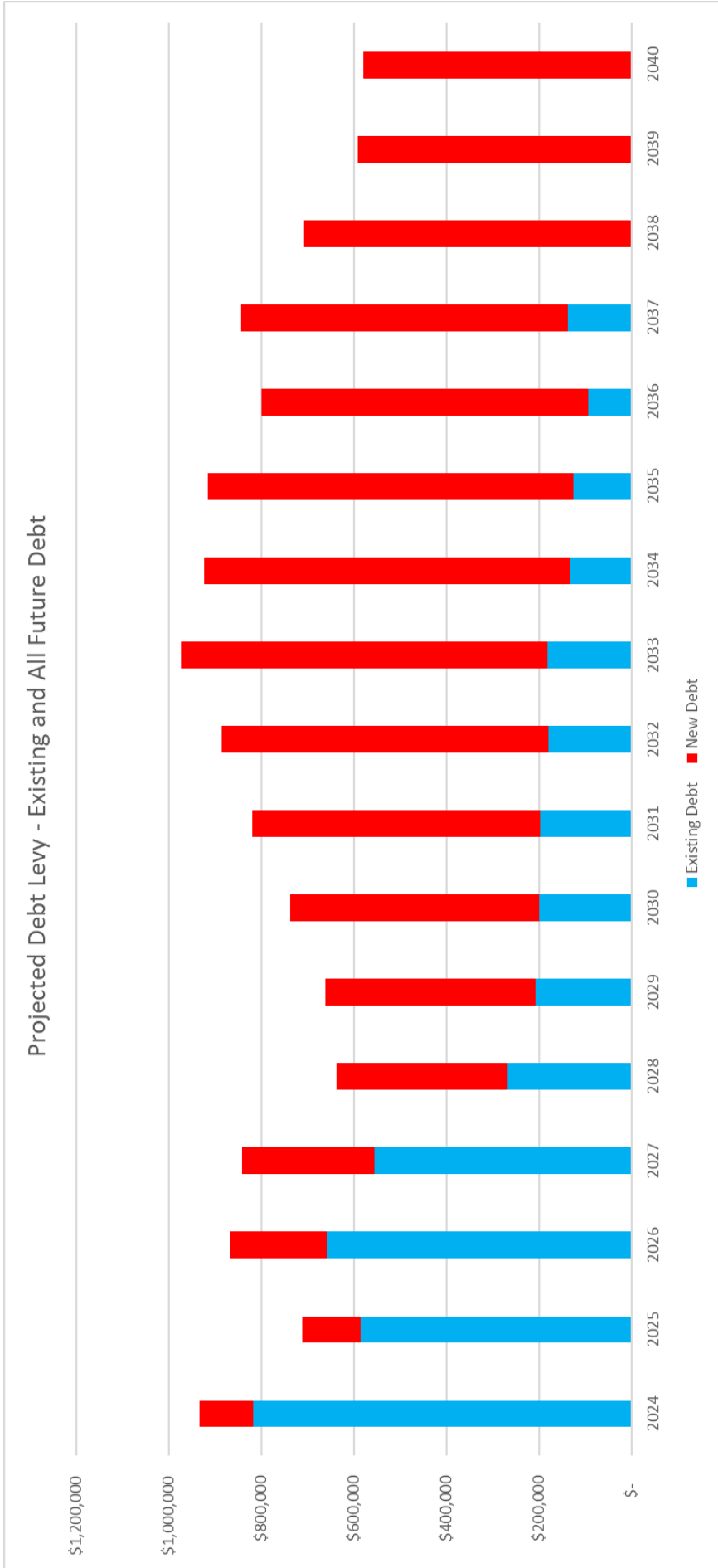
1. **(380) HRA** – Philipps Square Apartments – Refinanced in 2011 – Maturity 2035
2. **(395) CIP 2009** – 5<sup>th</sup> Street & Forest Green Circle – *Maturity 2/1/2025*
3. **(311) CIP 2011** – 5<sup>th</sup> St NW; 4<sup>th</sup> St NW; 1<sup>st</sup> Ave NW; Central Ave N - *Maturity 2/1/2027*
4. **(315) CIP 2013** – 2013B Refunding Bonds. Refunded 2005B, 2007BC, 2008A. *Maturity 2028*
5. **(316) CIP 2014** – 3<sup>rd</sup> St NW, 1<sup>st</sup> Ave NE, Church Ave & Alley by the Church-*Maturity 2030*
6. **(317) CIP 2015** – 1<sup>st</sup> St NW; 2<sup>nd</sup> St NW; 5<sup>th</sup> Ave NW; 1<sup>st</sup> St NW, 3<sup>rd</sup> St NW and 6<sup>th</sup> Ave NW-  
*Maturity 2/1/2031*
7. **(318) TIF District 8-1** – New Prague Senior Housing Living I, LLC Project: The Developer will be reimbursed development costs up to a total of \$1,724,492. The city will receive tax increment monies from the county twice a year (June – December) of which 5% will be maintained for the City’s expenses. A check will then be issued to the Developer for the remaining 95%.
8. **(319) CIP 2019** – Total reclaim and turnback of 10<sup>th</sup> Ave SE, 7<sup>th</sup> St NE/NW, (formally known as County Road 37) along with the mill and overlay of a few Residential Streets in the NE and SE sides of New Prague - *Maturity 02/2035*
9. **(320) REFUNDING 2020A** – Refunding of 2010A, 2012A, 2012B and 2013A
10. **(321) CIP 2021A** – Mainstreet project, began in 2020 with a completion date of November of 2022. Funding came for MNDOT, Federal and State Aid, Scott & LeSueur County and City bonding. City Bonding for the Project was \$5,465,000 (which included assessments, sanitary, storm sewer and water utility, water utility building and the Central Plaza) – *Maturity 2/1/2037*
11. **(322) CIP 2022A** –Project bonding \$1,095,000 (which included assessments, street improvements, sanitary, storm sewer, water utility and equipment certificates Golf Course)– *Maturity 2/1/2033*
12. **(323) CIP 2023A** – Project bonding \$3,690,397 (which included assessments, street improvements, sanitary, storm sewer and water utility) – *Maturity 2/1/2039*
13. **(399) New Prague Area Community Center Assoc., Inc. (NPACCA)** -This Fund represents and acknowledges the loan agreement between the NPACCA and the Round Bank for the Community Center expansion project that occurred in 2011. The loan has a separate security agreement between NPACCA and New Prague Area Schools which provides funding for making the monthly loan payments. The loan for the improvement project that was taken out by NPACCA essentially encumbers a city owned asset. Although NPACCA makes principal and interest payments on the loan, the city is listed as a Guarantor of the loan with Round Bank. For auditing purposes, the city is required to record principal and interest payments as they are being made.

# CAPITAL PROJECT FUNDS

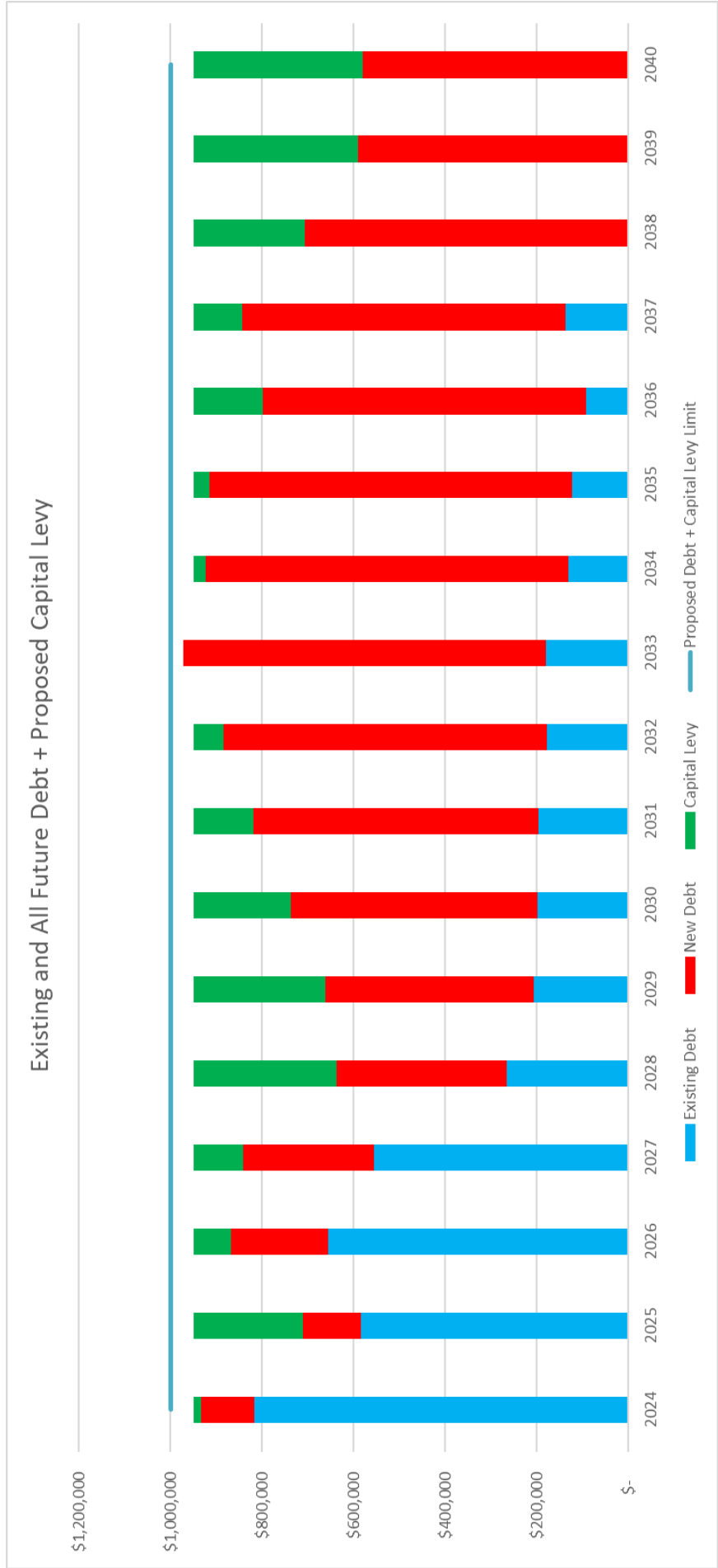




# CAPITAL PROJECT FUNDS



# CAPITAL PROJECT FUNDS



## CAPITAL PROJECT FUNDS

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

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

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

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

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

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

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

**(472) – TH19/11<sup>th</sup> Intersection Improvements** - This fund is being used to keep track of the assessments associated with these improvements. This fund will remain active during the collection period of the deferred assessments and will be closed out to Fund 499-General Improvements once all assessments have been collected. Currently there is an outstanding assessment balance of \$137,778 in this fund.

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

## CAPITAL PROJECT FUNDS

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

Department	Account	Account Code	Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024 Requested Budget	2023 \$ Diff	Section 10, Item b.	
SPECIAL REVENUE FUNDS	203-3-0000-36210		INTEREST INCOME	\$ 525	\$ 117	\$ 619	\$ 100	\$ 3,671	\$ 100	\$ -	-	0%
	204-3-0000-36210		INTEREST INCOME	\$ -	\$ -	\$ 51	\$ -	\$ 128	\$ -	\$ -	-	0%
	204-3-4650-36200		MISCELLANEOUS INCOM	\$ 75	\$ -	\$ -	\$ -	\$ 18,477	\$ -	\$ -	-	0%
	204-3-4650-36210		INTEREST INCOME	\$ 4	\$ 3	\$ -	\$ -	\$ -	\$ -	\$ -	-	0%
	204-3-4650-36240		REIMBURSEMENTS	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	0%
	206-3-0000-31011		CURRENT PROPERTY TA	\$ 5	\$ 31	\$ -	\$ -	\$ -	\$ -	\$ -	-	0%
	206-3-0000-36210		INTEREST INCOME	\$ 73	\$ 60	\$ 1,002	\$ -	\$ 2,296	\$ -	\$ -	-	0%
	207-3-0000-36210		INTEREST INCOME	\$ 55	\$ 36	\$ 687	\$ 100	\$ 1,403	\$ 100	\$ -	-	0%
	207-3-0000-36361		LOAN INTEREST	\$ 686	\$ 1,181	\$ 963	\$ 1,100	\$ 658	\$ 1,100	\$ -	-	0%
	208-3-0000-36210		INTEREST INCOME	\$ 2,282	\$ 457	\$ 1,638	\$ 450	\$ 13,935	\$ 450	\$ -	-	0%
	209-3-0000-36210		INTEREST INCOME	\$ -	\$ 119	\$ 3,861	\$ -	\$ 8,801	\$ -	\$ -	-	0%
	209-3-4100-33180		AMERICAN RESCUE AID	\$ -	\$ -	\$ 36,778	\$ -	\$ -	\$ -	\$ -	-	0%
	227-3-0000-36210		INTEREST INCOME	\$ 16	\$ 15	\$ 273	\$ -	\$ 638	\$ -	\$ -	-	0%
	227-3-0000-36240		REIMBURSEMENTS	\$ 37	\$ 144	\$ 57	\$ -	\$ -	\$ -	\$ -	-	0%
	227-3-4911-36200		MISCELLANEOUS INCOM	\$ -	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ -	-	0%
	227-3-4911-36220		RENTS	\$ 9,300	\$ 9,300	\$ 9,200	\$ 9,600	\$ 7,200	\$ 9,600	\$ -	-	0%
	228-3-0000-36210		INTEREST INCOME	\$ 291	\$ 84	\$ 853	\$ 100	\$ 3,079	\$ 100	\$ -	-	0%
	228-3-4522-36220		RENTS	\$ 8,336	\$ 8,336	\$ 8,336	\$ 9,111	\$ 9,111	\$ 9,111	\$ -	-	0%
	228-3-4522-36390		FEES: DEVELOPERS AGRI	\$ 4,702	\$ 25,000	\$ 1,382	\$ -	\$ -	\$ -	\$ -	-	0%
	230-3-0000-36210		INTEREST INCOME	\$ 25	\$ 21	\$ 375	\$ 100	\$ 830	\$ 100	\$ -	-	0%
	230-3-0000-36330		CONTRIBUTIONS AND D	\$ -	\$ -	\$ -	\$ -	\$ 6,663	\$ -	\$ -	-	0%
	230-3-4522-34781		PARK FEES-DESIGNATED	\$ 19,406	\$ 11,474	\$ 5,299	\$ 6,750	\$ 5,586	\$ 6,750	\$ -	-	0%
	233-3-0000-36210		INTEREST INCOME	\$ 871	\$ 607	\$ 258	\$ 50	\$ 583	\$ 300	\$ -	250	500%
	233-3-4210-34239		CRIME REVENUE	\$ 9,755	\$ 4,585	\$ 19,481	\$ 14,500	\$ 4,910	\$ 6,000	\$ -	(8,500)	-59%
	235-3-0000-36210		INTEREST INCOME	\$ 20	\$ 12	\$ 174	\$ -	\$ 447	\$ -	\$ -	-	0%
	235-3-4312-36390		FEES-DEVELOPER AGREE	\$ 100	\$ 750	\$ 200	\$ -	\$ -	\$ -	\$ -	-	0%
	236-3-0000-36210		INTEREST INCOME	\$ 37	\$ 10	\$ 84	\$ -	\$ 321	\$ -	\$ -	-	0%
	236-3-0000-36300		MISCELLANEOUS INCOM	\$ -	\$ -	\$ -	\$ -	\$ 5,194	\$ -	\$ -	-	0%
	236-3-4250-36390		FEES-DEVELOPER AGREE	\$ 921	\$ 750	\$ -	\$ 1,500	\$ 238	\$ 1,500	\$ -	-	0%
			TOTAL REVENUES	\$ 61,522	\$ 63,092	\$ 91,771	\$ 43,461	\$ 94,166	\$ 35,211	\$ -	(8,250)	-19%

Department	Account	Account Code	Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024 Requested Budget	2023 \$ Diff	Section 10, Item b.
SPECIAL REV. FUND EXPEND.	207-4-0000-315		ADMINISTRATIVE FEES	\$ 4,737	\$ 5,760	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	207-4-4650-438		BAD DEBT	\$ 11,596	\$ 19,200	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	209-4-4194-500		ARPA-CAPITAL OUTLAY	\$ -	\$ -	\$ 36,778	\$ -	\$ -	\$ -	\$ -	0%
	210-4-4311-303		ENGINEERING FEES	\$ -	\$ -	\$ 6,142	\$ -	\$ 10,535	\$ -	\$ -	0%
	227-4-4911-305		CIVIL LEGAL FEES	\$ 1,596	\$ 492	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	227-4-4911-369		INSURANCES	\$ 510	\$ 673	\$ 415	\$ 750	\$ 4	\$ 10	\$ (740)	-99%
	227-4-4911-404		REPAIRS & MAINTENAN	\$ -	\$ -	\$ 2,821	\$ 500	\$ 337	\$ 500	\$ -	0%
	227-4-4911-440		REAL ESTATE TAXES	\$ 1,482	\$ 1,698	\$ 1,632	\$ 1,700	\$ 1,767	\$ 1,700	\$ -	0%
	228-4-4522-500		CAPITAL OUTLAY	\$ -	\$ 6,221	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	230-4-4522-500		CAPITAL OUTLAY	\$ 91,882	\$ 400	\$ 1,444	\$ -	\$ -	\$ -	\$ -	0%
	233-4-4211-200		SUPPLIES	\$ 2,158	\$ 1,865	\$ 15,033	\$ 4,000	\$ 4,812	\$ 6,000	\$ 2,000	50%
	233-4-4211-340		ADVERTISING & PUBLIC	\$ -	\$ -	\$ -	\$ -	\$ 75	\$ -	\$ -	0%
	233-4-4211-404		REPAIRS & MAINTENAN	\$ 750	\$ 425	\$ (85)	\$ -	\$ -	\$ 750	\$ 750	0%
	233-4-4211-433		DUES & SUBSCRIPTIONS	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 800	\$ 300	60%
	233-4-4211-453		SEIZED PROPERTY DIST.	\$ -	\$ 1,080	\$ 2,142	\$ 1,700	\$ 150	\$ 2,000	\$ 300	18%
	233-4-4211-455		POLICE COMPLIANCE EX	\$ 58	\$ -	\$ -	\$ -	\$ -	\$ 750	\$ 750	0%
	233-4-4211-490		DONATION OTHER CIVIC	\$ 200	\$ 2,700	\$ 2,700	\$ 2,700	\$ 2,700	\$ 3,500	\$ 800	30%
	233-4-4211-500		CAPITAL OUTLAY	\$ -	\$ -	\$ 5,005	\$ -	\$ -	\$ -	\$ -	0%
			TOTAL EXPENDITURES	\$ 114,969	\$ 40,514	\$ 74,027	\$ 11,850	\$ 20,379	\$ 16,010	\$ 4,160	35%

Department	Account	Account Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024 Requested Budget	2023 Actuals	Section 10, Item b.
DEBT SERVICE REV.	311-3-0000-36100	SPECIAL ASSESSEMENTS-CO	\$ 10,170.17	\$ 9,801.55	\$ 9,243.80	\$ 9,473.00	\$ 6,451.62	\$ 9,473.00	\$ -	0%
	311-3-0000-36210	INTEREST INCOME	\$ 1,280.89	\$ 261.10	\$ 1,017.72	\$ -	\$ 7,869.24	\$ -	\$ -	0%
	315-3-0000-31010	CURRENT PROPERTY TAX	\$ 336,781.00	\$ 334,061.00	\$ 328,191.00	\$ 334,482.00	\$ 83,620.50	\$ 266,595.00	\$ (67,887.00)	-20%
	315-3-0000-36100	SPECIAL ASSESSEMENTS-CO	\$ 12,615.20	\$ 11,038.67	\$ 9,483.36	\$ 9,970.00	\$ 3,990.80	\$ -	\$ (9,970.00)	-100%
	315-3-0000-36210	INTEREST INCOME	\$ 5,130.42	\$ 1,064.63	\$ 2,566.97	\$ -	\$ 17,599.82	\$ 1,786.00	\$ 1,786.00	0%
	315-3-0000-36361	LOAN INTEREST-RURAL FIRE	\$ 21,560.00	\$ 19,493.34	\$ 17,393.34	\$ 15,293.00	\$ 15,293.34	\$ 13,126.67	\$ (2,166.33)	-14%
	316-3-0000-31010	CURRENT PROPERTY TAXES	\$ 59,857.00	\$ 59,566.00	\$ 64,526.00	\$ 63,684.00	\$ 15,921.00	\$ 68,092.00	\$ 4,408.00	7%
	316-3-0000-36100	SPECIAL ASSESSMENT-CO.	\$ 35,956.34	\$ 27,215.01	\$ 19,484.02	\$ 19,659.00	\$ 10,135.34	\$ 19,659.00	\$ -	0%
	316-3-0000-36210	INTEREST INCOME	\$ 565.76	\$ 145.26	\$ 1,067.55	\$ -	\$ 3,925.61	\$ -	\$ -	0%
	317-3-0000-31010	CURRENT PROPERTY TAXES	\$ 32,771.00	\$ 1,132.00	\$ 1,624.00	\$ 1,957.00	\$ 489.25	\$ 2,291.00	\$ 334.00	17%
	317-3-0000-36100	SPECIAL ASSESSEMENTS-CO	\$ 19,655.09	\$ 20,994.98	\$ 17,317.01	\$ 13,339.00	\$ 9,663.20	\$ 13,339.00	\$ -	0%
	317-3-0000-36102	SPECIAL ASSESSEMENTS- CO INT	\$ -	\$ -	\$ -	\$ -	\$ 110.40	\$ -	\$ -	0%
	317-3-0000-36210	INTEREST INCOME	\$ 554.25	\$ 126.73	\$ 713.14	\$ -	\$ 3,734.30	\$ -	\$ -	0%
	318-3-0000-31050	TAX INCREMENTS	\$ 137,145.20	\$ 130,134.16	\$ 128,422.33	\$ 133,825.00	\$ 109,138.96	\$ 133,826.00	\$ 1.00	0%
	318-3-0000-36210	INTEREST INCOME	\$ 22.37	\$ 15.57	\$ 288.09	\$ 16.00	\$ -	\$ 16.00	\$ -	0%
	319-3-0000-31010	CURRENT PROPERTY TAXES	\$ 97,034.00	\$ 185,828.00	\$ 183,434.00	\$ 186,027.00	\$ 46,506.75	\$ 188,095.00	\$ 2,068.00	1%
	319-3-0000-36100	SPECIAL ASSESSEMENTS-CO	\$ 119,459.80	\$ 97,174.92	\$ 91,519.97	\$ 71,081.00	\$ 46,453.88	\$ 71,081.00	\$ -	0%
	319-3-0000-36102	SPECIAL ASSESSEMENTS-CO INT	\$ 78.24	\$ 427.04	\$ 528.16	\$ -	\$ 366.03	\$ -	\$ -	0%
	319-3-0000-36210	INTEREST INCOME	\$ 161.75	\$ 160.85	\$ 2,757.89	\$ -	\$ 3,762.67	\$ -	\$ -	0%
	320-3-0000-31010	CURRENT PROPERTY TAXES	\$ -	\$ 128,271.00	\$ 239,719.00	\$ 122,975.00	\$ 30,743.75	\$ 113,159.00	\$ (9,816.00)	-8%
	320-3-0000-36100	SPECIAL ASSESSEMENTS	\$ -	\$ 10,162.17	\$ 110,507.20	\$ 56,265.00	\$ 38,061.76	\$ 56,265.00	\$ -	0%
	320-3-0000-36200	MISCELLANEOUS INCOME	\$ -	\$ -	\$ 405.95	\$ -	\$ 148.54	\$ -	\$ -	0%
	320-3-0000-36210	INTEREST INCOME	\$ -	\$ -	\$ 5,677.29	\$ -	\$ 36,595.99	\$ -	\$ -	0%
	320-3-0000-39200	TRANSFER IN	\$ -	\$ 1,066,509.56	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	321-3-0000-31010	CURRENT PROPERTY TAXES	\$ -	\$ -	\$ 3,318.50	\$ 24,991.00	\$ 6,247.75	\$ 27,110.00	\$ 2,119.00	8%
	321-3-0000-36100	SPECIAL ASSESSEMENTS	\$ -	\$ 354,220.81	\$ 86,039.03	\$ 101,156.00	\$ 70,875.01	\$ 101,156.00	\$ -	0%
	321-3-0000-36102	SPECIAL ASSESSEMENTS-CO INT	\$ -	\$ 2,331.01	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	321-3-0000-36210	INTEREST INCOME	\$ -	\$ 64.49	\$ 1,725.32	\$ -	\$ 3,826.43	\$ -	\$ -	0%
	322-3-0000-31010	CURRENT PROPERTY TAX	\$ -	\$ -	\$ -	\$ 30,212.00	\$ 7,553.00	\$ 28,246.00	\$ (1,966.00)	-7%
	322-3-0000-36100	SPECIAL ASSESSMENT-COUNTY	\$ -	\$ -	\$ 171,140.00	\$ 66,913.00	\$ 47,267.94	\$ 65,204.00	\$ (1,709.00)	-3%
	322-3-0000-36210	INTEREST INCOME	\$ -	\$ -	\$ 854.33	\$ -	\$ -	\$ -	\$ -	0%
	375-3-0000-31010	CURRENT PROPERTY TAXES	\$ 69,505.00	\$ 68,772.00	\$ 86,192.50	\$ -	\$ -	\$ -	\$ -	0%
	375-3-0000-36100	SPECIAL ASSESSEMENTS-CO	\$ 14,130.07	\$ 15,586.29	\$ 10,692.86	\$ -	\$ -	\$ -	\$ -	0%
	375-3-0000-36208	INTEREST INCOME-ADVANCE	\$ 2,584.67	\$ 1,685.78	\$ 739.82	\$ -	\$ -	\$ -	\$ -	0%
	375-3-0000-36210	INTEREST INCOME	\$ 193.91	\$ 73.10	\$ 385.55	\$ -	\$ 1,731.37	\$ -	\$ -	0%
	380-3-0000-31010	CURRENT PROPERTY TAXES	\$ 38,931.00	\$ 11,550.00	\$ 11,550.00	\$ 11,550.00	\$ 2,887.50	\$ 11,550.00	\$ -	0%
	380-3-0000-36210	INTEREST INCOME	\$ 3.52	\$ 2.59	\$ 45.28	\$ -	\$ 63.78	\$ -	\$ -	0%
	395-3-0000-31010	CURRENT PROPERTY TAXES	\$ 20,158.00	\$ 19,096.00	\$ 17,918.00	\$ 16,681.00	\$ 4,170.25	\$ 16,681.00	\$ -	0%
	395-3-0000-36100	SPECIAL ASSESSEMENTS-CO	\$ 11,614.31	\$ 18,693.26	\$ 10,414.79	\$ 10,862.00	\$ 5,374.65	\$ 10,862.00	\$ -	0%
	395-3-0000-36210	INTEREST INCOME	\$ 506.62	\$ 101.16	\$ 387.58	\$ -	\$ 1,666.24	\$ -	\$ -	0%
	399-3-0000-36361	LOAN INTEREST	\$ 6,780.24	\$ 2,116.67	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>TOTAL REVENUES</b>			\$ 1,055,206	\$ 2,597,877	\$ 1,637,291	\$ 1,300,411	\$ 642,247	\$ 1,217,613	\$ (82,798)	-6%

Department	Account	Account Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024 Requested Budget	2025 Requested Budget	Section 10, Item b.
DEBT SERVICE	311-4-4700-310	PROFESSIONAL SERVICES	\$ 1,833.24	\$ 3,690.13	\$ 435.63	\$ 500.00	\$ 200.00	\$ 525.00	\$ 25.00	5%
	311-4-4700-600	DEBT SERVICE-PRINCIPAL	\$ 13,099.00	\$ 7,251.00	\$ 6,378.00	\$ 5,485.00	\$ 5,485.00	\$ 4,566.00	\$ (919.00)	-17%
	311-4-4700-610	DEBT SERVICE INTEREST	\$ 6,247.13	\$ 5,476.62	\$ 4,751.45	\$ 4,011.00	\$ 4,011.17	\$ 3,226.00	\$ (785.00)	-20%
	311-4-4700-620	BOND ISSUANCE FEE	\$ 525.00	\$ 525.00	\$ 525.00	\$ 525.00	\$ 525.00	\$ -	\$ (525.00)	-100%
	315-4-4700-310	PROFESSIONAL SERVICES	\$ 408.80	\$ 590.13	\$ 435.63	\$ 500.00	\$ 200.00	\$ 500.00	\$ -	0%
	315-4-4700-600	DEBT SERVICE PRINCIPAL	\$ 385,000.00	\$ 390,000.00	\$ 390,000.00	\$ 405,000.00	\$ 405,000.00	\$ 330,000.00	\$ (75,000.00)	-19%
	315-4-4700-610	DEBT SERVICE-INTEREST	\$ 70,780.00	\$ 63,080.00	\$ 55,280.00	\$ 47,480.00	\$ 47,480.00	\$ 39,380.00	\$ (8,100.00)	-17%
	315-4-4700-620	BOND ISSUANCE FEES	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ -	\$ 750.00	\$ -	0%
	316-4-4700-310	PROFESSIONAL SERVICES	\$ 1,833.24	\$ 590.12	\$ 435.62	\$ 500.00	\$ 200.00	\$ 500.00	\$ -	0%
	316-4-4700-600	DEBT SERVICE PRINCIPAL	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 85,000.00	\$ 85,000.00	\$ 5,000.00	6%
	316-4-4700-610	DEBT SERVICE - INTEREST	\$ 23,850.00	\$ 22,250.00	\$ 20,650.00	\$ 20,650.00	\$ 18,787.50	\$ 16,663.00	\$ (3,987.00)	-19%
	316-4-4700-620	BOND ISSUANCE FEES	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ -	0%
	317-4-4700-310	PROFESSIONAL SERVICES	\$ 1,833.24	\$ 4,140.12	\$ 435.62	\$ 500.00	\$ 200.00	\$ 500.00	\$ -	0%
	317-4-4700-600	DEBT SERVICE PRINCIPAL	\$ 60,000.00	\$ 60,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ -	0%
	317-4-4700-610	DEBT SERVICE-INTEREST	\$ 9,870.00	\$ 8,850.00	\$ 7,950.00	\$ 7,275.00	\$ 7,275.00	\$ 6,525.00	\$ (750.00)	-10%
	317-4-4700-620	BOND ISSUANCE FEES	\$ 450.00	\$ -	\$ 500.00	\$ -	\$ 1,050.00	\$ -	\$ -	0%
	318-4-4700-305	CIVIL LEGAL FEES	\$ 119.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	318-4-4700-310	PROFESSIONAL SERVICES	\$ -	\$ 1,770.98	\$ 435.62	\$ 600.00	\$ -	\$ 600.00	\$ -	0%
	318-4-4700-431	SERVICE FEES	\$ 6,857.86	\$ 6,506.71	\$ 6,421.12	\$ 6,500.00	\$ 2,728.47	\$ 6,500.00	\$ -	0%
	318-4-4700-615	TRUSTEE BOND PAYMENTS	\$ 130,287.94	\$ 123,627.46	\$ 122,001.21	\$ 133,826.00	\$ 51,841.01	\$ 127,135.00	\$ (6,691.00)	-5%
	319-4-4700-310	PROFESSIONAL SERVICES	\$ 1,833.24	\$ 590.12	\$ 435.62	\$ 500.00	\$ 2,500.00	\$ 500.00	\$ -	0%
	319-4-4700-430	MISCELLANEOUS EXPENSE	\$ 555.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	319-4-4700-600	DEBT SERVICE-PRINCIPAL	\$ -	\$ 80,000.00	\$ 205,000.00	\$ 210,000.00	\$ 105,000.00	\$ 220,000.00	\$ 10,000.00	5%
	319-4-4700-610	DEBT SERVICE-INTEREST	\$ 93,996.67	\$ 95,800.00	\$ 88,675.00	\$ 78,750.00	\$ 66,800.00	\$ 67,550.00	\$ (11,200.00)	-14%
	319-4-4700-620	BOND ISSUANCE FEES	\$ 500.00	\$ 500.00	\$ 550.00	\$ -	\$ -	\$ -	\$ -	0%
	320-4-4700-310	PROFESSIONAL SERVICES	\$ 408.79	\$ 1,090.12	\$ 435.62	\$ 500.00	\$ 200.00	\$ 500.00	\$ -	0%
	320-4-4700-600	DEBT SERVICE - PRINCIPAL	\$ -	\$ -	\$ 130,420.50	\$ 145,358.00	\$ 145,357.87	\$ 148,057.00	\$ 2,699.00	2%
	320-4-4700-610	DEBT SERVICE-INTEREST	\$ -	\$ 34,874.94	\$ 47,569.35	\$ 40,405.00	\$ 40,674.89	\$ 33,340.00	\$ (7,065.00)	-17%
	320-4-4700-620	BOND ISSUANCE FEES	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ 750.00	\$ 500.00	\$ -	0%
	321-4-4700-310	PROFESSIONAL SERVICES	\$ -	\$ -	\$ 481.25	\$ 300.00	\$ 800.00	\$ 800.00	\$ 500.00	167%
	321-4-4700-600	DEBT SERVICE-PRINCIPAL	\$ -	\$ -	\$ -	\$ 100,000.00	\$ 100,000.00	\$ 120,000.00	\$ 20,000.00	20%
	321-4-4700-610	DEBT SERVICE - INTEREST	\$ -	\$ -	\$ 58,185.02	\$ 61,168.00	\$ 61,167.50	\$ 55,668.00	\$ (5,500.00)	-9%
	322-4-4700-310	PROFESSIONAL SERVICES	\$ -	\$ -	\$ 181.25	\$ -	\$ -	\$ 500.00	\$ 500.00	0%
	322-4-4700-600	DEBT SERVICE-PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00	\$ 30,000.00	0%
	322-4-4700-610	DEBT SERVICE INTEREST	\$ -	\$ -	\$ -	\$ -	\$ 12,800.00	\$ 11,250.00	\$ 11,250.00	0%
	322-4-4700-620	BOND ISSUANE FEE	\$ -	\$ -	\$ 2,925.00	\$ -	\$ 3,912.00	\$ -	\$ -	0%
	323-4-4700-610	DEBT SERVICE INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 104,152.00	\$ 104,152.00	0%
	323-4-4700-620	BOND ISSUANE FEE	\$ -	\$ -	\$ -	\$ -	\$ 30,539.95	\$ -	\$ -	0%
	375-4-4700-310	PROFESSIONAL SERVICES	\$ 1,833.24	\$ 390.13	\$ 254.38	\$ -	\$ 3,850.00	\$ -	\$ -	0%
	375-4-4700-430	MISCELLANEOUS EXPENSE	\$ (0.09)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	375-4-4700-600	DEBT SERVICE-PRINCIPAL	\$ 86,000.00	\$ 89,000.00	\$ 93,000.00	\$ -	\$ -	\$ -	\$ -	0%
	375-4-4700-610	DEBT SERVICE-INTEREST	\$ 11,524.00	\$ 7,826.00	\$ 3,999.00	\$ -	\$ -	\$ -	\$ -	0%
	375-4-4700-620	BOND ISSUANCE FEES	\$ 425.00	\$ 425.00	\$ 350.00	\$ -	\$ -	\$ -	\$ -	0%
	380-4-4700-310	PROFESSIONAL SERVICES	\$ 1,833.24	\$ 390.13	\$ 435.63	\$ 400.00	\$ -	\$ 400.00	\$ -	0%
	380-4-4700-600	DEBT SERVICE-PRINCIPAL	\$ 37,077.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ -	0%
	395-4-4700-310	PROFESSIONAL SERVICES	\$ 2,183.24	\$ 590.13	\$ 435.63	\$ 350.00	\$ 200.00	\$ 350.00	\$ -	0%



Department	Account	Account Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024 Requested Budget	2023	2024
	395-4-4700-600	DEBT SERVICE-PRINCIPAL	\$ 34,067.12	\$ 37,473.84	\$ 37,473.84	\$ 37,474.00	\$ 37,473.83	\$ 37,474.00	\$ -	0%
	395-4-4700-610	DEBT SERVICE-INTEREST	\$ 8,201.67	\$ 6,876.43	\$ 5,414.97	\$ 3,897.00	\$ 3,897.28	\$ 3,897.00	\$ -	0%
	395-4-4700-620	BOND ISSUANCE FEES	\$ -	\$ 350.00	\$ -	\$ 500.00	\$ 350.00	\$ 500.00	\$ -	0%
	399-4-4700-600	DEBT SERVICE-PRINCIPAL	\$ 63,440.52	\$ 60,457.56	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	399-4-4700-610	DEBT SERVICE-INTEREST	\$ 6,780.24	\$ 2,116.67	\$ -	\$ -	\$ -	\$ -	\$ -	0%
		TOTAL EXPENDITURES	\$ 1,145,154	\$ 1,209,599	\$ 1,415,857	\$ 1,435,954	\$ 1,288,006	\$ 1,499,558	\$ 63,604	4%

Section 10, Item b.

Department	Account	Account Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024 Requested Budget	2023	2024	Section 10, Item b.
CAPITAL PROJ. REV	417-3-0000-39200	OPERATING FUND TR	\$ -	\$ -	\$ 7,592.47	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	418-3-0000-33135	FEDERAL GRANT	\$ 2,522,528.45	\$ 4,663,650.54	\$ 31,926.83	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	418-3-0000-33435	STATE AID	\$ 479,803.70	\$ 1,522,873.19	\$ 544,929.58	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	418-3-0000-33436	LOCAL GRANT	\$ -	\$ 285,411.05	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	418-3-0000-36210	INTEREST INCOME	\$ -	\$ -	\$ 48.67	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	418-3-0000-36230	DONATIONS FROM PR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	418-3-0000-36240	REIMBURSEMENTS	\$ 8,442.58	\$ 183,831.90	\$ 63,641.28	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	418-3-0000-37415	CONTRIBUTED CAPITA	\$ (756,605.00)	\$ (180,495.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	418-3-0000-39310	BOND PROCEEDS	\$ -	\$ 2,005,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	418-3-0000-39500	BOND PREMIUM	\$ -	\$ 221,837.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	420-3-0000-33436	LOCAL GRANT MONEY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	420-3-0000-36210	INTEREST INCOME	\$ 62.34	\$ 39.29	\$ 652.87	\$ -	\$ 1,466.78	\$ -	\$ -	\$ -	0%
	420-3-0000-36240	REIMBURSEMENTS	\$ 148,185.00	\$ -	\$ -	\$ -	\$ 94,425.00	\$ -	\$ -	\$ -	0%
	421-3-0000-36210	INTEREST INCOME	\$ -	\$ -	\$ 1,146.83	\$ -	\$ 13,328.69	\$ -	\$ -	\$ -	0%
	421-3-0000-36240	REIMBURSEMENTS	\$ -	\$ -	\$ 1,592,830.00	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	421-3-0000-37415	CONTRIBUTED CAPITA	\$ -	\$ -	\$ (35,786.40)	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	421-3-0000-39310	BOND PROCEEDS	\$ -	\$ -	\$ 260,000.00	\$ -	\$ 2,135,000.00	\$ -	\$ -	\$ -	0%
	421-3-0000-39500	BOND PREMIUM	\$ -	\$ -	\$ 26,327.85	\$ -	\$ 152,471.95	\$ -	\$ -	\$ -	0%
	423-3-0000-33435	STATE AID	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 666,900.00	\$ 666,900.00	\$ 666,900.00	0%
	423-3-0000-39310	BOND PROCEEDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,253,500.00	\$ 2,253,500.00	\$ 2,253,500.00	0%
	455-3-0000-36210	INTEREST INCOME	\$ 8,444.94	\$ 1,754.08	\$ 7,133.25	\$ 1,800.00	\$ 57,079.70	\$ 1,800.00	\$ -	\$ -	0%
	455-3-4311-39204	TRANSFER IN FR SANI	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	455-3-4945-34305	TRUNK HOOKUP	\$ 76,126.76	\$ 33,037.28	\$ 17,517.79	\$ -	\$ 22,889.08	\$ -	\$ -	\$ -	0%
	455-3-4945-36300	MISCELLANEOUS INCC	\$ -	\$ 18,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	472-3-0000-36210	INTEREST INCOME	\$ 48.91	\$ 40.03	\$ 678.29	\$ -	\$ 1,530.58	\$ -	\$ -	\$ -	0%
	472-3-0000-36300	MISCELLANEOUS INCC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	498-3-0000-31010	CURRENT PROPERTY T	\$ -	\$ -	\$ -	\$ 200,217.00	\$ -	\$ 110,418.00	\$ (89,799.00)	\$ -	-45%
	498-3-0000-39200	OPERATING TRANSFER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	499-3-0000-31010	CURRENT PROPERTY T	\$ 40.65	\$ 141,724.00	\$ 20,810.00	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	499-3-0000-31020	DELINQUENT PROPER	\$ -	\$ 0.77	\$ 12.96	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	499-3-0000-36100	SPECIAL ASSESSMENT	\$ 18,668.60	\$ 2,019.81	\$ 2,216.99	\$ 1,500.00	\$ 524.47	\$ 1,500.00	\$ -	\$ -	0%
	499-3-0000-36200	MISCELLANEOUS REVI	\$ 0.01	\$ 20,495.69	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	499-3-0000-36210	INTEREST INCOME	\$ 2,985.92	\$ 596.47	\$ 1,665.42	\$ 500.00	\$ 10,453.83	\$ 500.00	\$ -	\$ -	0%
	499-3-4311-36231	RENTAL INCOME	\$ 20,032.26	\$ 15,000.00	\$ 15,000.00	\$ 7,500.00	\$ -	\$ 7,500.00	\$ -	\$ -	0%
		TOTAL REVENUES	\$ 2,528,765	\$ 8,934,817	\$ 2,558,345	\$ 211,517	\$ 2,489,170	\$ 3,042,118	\$ 2,830,601	\$ 1338%	

Department	Account	Account Code Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Current Budget	As of 11/30/2023	2024 Requested Budget	2023	2024	Section 10, Item b.
CAPITAL PROJECTS	418-4-4311-200	SUPPLIES	\$ -	\$ -	\$ 2,844	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	418-4-4311-301	AUDIT	\$ -	\$ -	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	418-4-4311-303	ENGINEERING	\$ 237,169	\$ 664,404	\$ 81,772	\$ -	\$ 2,825	\$ -	\$ -	\$ -	0%
	418-4-4311-305	CIVIL LEGAL FEES	\$ 126,900	\$ 29,947	\$ 15,078	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	418-4-4311-310	PROFESSIONAL SERVICE	\$ 6,970	\$ 23,344	\$ 1,478	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	418-4-4311-340	ADVERTISING & PUBLI	\$ 1,403	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	418-4-4311-430	MISCELLANEOUS EXPE	\$ 16	\$ 28,182	\$ -	\$ -	\$ 0	\$ -	\$ -	\$ -	0%
	418-4-4311-500	CAPITAL PROJECTS	\$ 2,537,961	\$ 7,426,158	\$ 551,109	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	418-4-4311-620	BOND ISSUANCE FEES	\$ -	\$ 33,865	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	420-4-4311-303	ENGINEERING	\$ 962	\$ 3,629	\$ 631	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	420-4-4311-305	CIVIL LEGAL FEES	\$ 20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	420-4-4311-310	PROFESSIONAL SERVICE	\$ 638	\$ -	\$ 54,999	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	420-4-4311-430	MISCELLANEOUS EXPE	\$ 555	\$ -	\$ -	\$ -	\$ 771	\$ -	\$ -	\$ -	0%
	420-4-4311-500	CAPITAL OUTLAY	\$ 252,113	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	421-4-4311-303	ENGINEERING	\$ -	\$ 54,682	\$ 167,574	\$ -	\$ 4,967	\$ -	\$ -	\$ -	0%
	421-4-4311-430	MISCELLANEOUS EXPE	\$ -	\$ 207	\$ 1,118	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	421-4-4311-500	CAPITAL	\$ -	\$ -	\$ 1,350,676	\$ -	\$ 181,528	\$ -	\$ -	\$ -	0%
	421-4-4311-620	BOND ISSUANCE FEES	\$ -	\$ -	\$ 3,970	\$ -	\$ 18,428	\$ -	\$ -	\$ -	0%
	423-4-4311-303	ENGINEERING	\$ -	\$ -	\$ 216	\$ -	\$ 59,248	\$ -	\$ -	\$ -	0%
	423-4-4311-500	CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,699,300	\$ 3,699,300	\$ 3,699,300	0%
	498-4-4311-720	TRANSFER OUT	\$ -	\$ -	\$ -	\$ 189,985	\$ -	\$ 120,650	\$ (69,335)	\$ -	-36%
	499-4-4132-500	CAPITAL OUTLAY	\$ 14,587	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	499-4-4311-303	ENGINEERING FEES	\$ 302	\$ 651	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	499-4-4311-440	REAL ESTATE TAXES	\$ 3,430	\$ 1,790	\$ 1,788	\$ 1,900	\$ 1,528	\$ 1,900	\$ -	\$ -	0%
	499-4-4311-500	CAPITAL OUTLAY	\$ 44,995	\$ 24,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
	499-4-4311-720	TRANSFERS OUT	\$ -	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	0%
		TOTAL EXPENDITURES	\$ 3,228,019	\$ 8,361,759	\$ 2,326,752	\$ 191,885	\$ 269,296	\$ 3,821,850	\$ 3,629,965	\$ 1892%	



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 J. TETZLAFF– CITY ADMINISTRATOR  
**FROM:** CITY DEPARTMENT HEADS  
**SUBJECT:** PROPOSED 2024 OFFICIAL CITY FEE SCHEDULE  
**DATE:** DECEMBER 14, 2023

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Attached to this memo is the proposed 2024 Official City Fee Schedule. All the fees are categorized by type/department. Any language or fees that are proposed to change from the 2023 amount are highlighted in yellow.

All City Departments have reviewed the fees throughout the year and have proposed appropriate changes based on increased costs from 2023, adding costs missing or deleting fees that no longer apply on the fee schedule. Department Heads will be available at the meeting to answer specific questions regarding the proposed 2024 City Fee Schedule.

The notable changes include:

- General increases for Public Works equipment and labor
- Dog license fee increase to offset dog park operation fees
- Refuse license fee clarification/increase
- Yard Waste Site Fee Added
- Adult/Youth Ball Team Fee increase of 25% (Memorial Park Baseball Stadium fees to come at a later date)
- Police Officer Rate Increase and clarification
- Delete Seal Coat fee and replace with Saw/Seal fee
- Sewer rate increase as proposed by staff
- Water rate increases as proposed by the Utilities Commission
- Electric rate increases as proposed by the Utilities Commission
- Miscellaneous utility fee increases such as for equipment, flow testing to name few

Staff Recommendation

Approval of the attached “Resolution Adopting An Official 2024 Fee Schedule”.

CITY OF NEW PRAGUE  
RESOLUTION #23-12-18-03

RESOLUTION ADOPTING AN OFFICIAL 2024 FEE SCHEDULE

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

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

**WHEREAS**, City Staff has reviewed and suggested changes to the existing 2023 Fee Schedule that would become effective with the proposed 2024 Fee Schedule; and,

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of New Prague, MN, that the attached 2024 Official City Fee Schedule is hereby **approved** and will become effective on 1/1/2024, until amended.

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

Adopted by the City Council of the City of New Prague on this 18th day of December, 2023.

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

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

<b>DRAFT 2024 OFFICIAL CITY FEE SCHEDULE</b>		
(Adopted 12/18/23 - Effective 1/1/24)		
	2023 Fee (In Dollars)	Proposed Fee Change for 2024
<b>ADMINISTRATIVE SERVICE CHARGES:</b>		
Assessment Search (per parcel)	\$25.00	
Nuisance/Code Violation Search (per parcel)	\$20.00	
Nuisance Abatement Service Administrative Charge (per lot, per incident)	75.00 or 15% of Service Charge - Whichever is Greater	
Nuisance Abatement Assessment Administrative Fee (only if assessed to taxes)	\$100.00 per property that is assessed	
Utility Charges Assessment Administrative Fee (only if assessed to taxes)	\$100.00 per property that is assessed	
NSF Charge	\$30.00	
Special Meeting Fee for Park Board, Planning Commission and City Council as requested (workshops not included)	\$500.00 + \$50.00 per diem per member	
Consent Assessment Administrative Fee	\$350.00	
Employee Mileage	(Standard Federal IRS Rate)	
Past Due and Delinquent Invoices (Non-Utility Bills)	1% Monthly Service Charge of Past Due Amount or \$1.00, whichever is greater	
Overnight Parking Permit	\$10.00	
Application for Deferral of Special Assessment	\$100.00	
Subordination of Small Cities Development Program Agreements	\$150.00	
Release of Deferred Assessment Certificate	\$100.00 (does not include recording fee)	
City Repayment / Lien Agreement Verification Fee	\$30.00	
<b>MAPS:</b>		
Small - Less than 11 x 17 (Color or Black and White)	\$1.20	
Medium - 11 x 17 to 17 x 22 (Color or Black and White)	\$6.00	
Large - Larger than 17 x 22 up to 34 x 44 (Color or Black and White)	\$24.00	
Copy charge per page (Black and White)	0.35	
Copy charge per page (Color)	0.65	
Fax service per page	1.10	
Notary (per document)	2.20	
Custom GIS Maps (per hour)	99.00	
<b>PUBLIC WORKS SERVICES:</b>		
<i>(Minimum 1 hour charge for all items below)</i>		
Mileage	(Standard Federal IRS Rate)	
Sweeper	\$85.00/hr	\$90.00/hr
Roller	\$55.00/hr	\$60.00/hr
Loader	\$100.00/hr	\$105.00/hr
Sewer Jetter	\$110.00/hr	\$115.00/hr
Five Ton Dump Truck	\$70.00/hr	\$115.00/hr
Tractor & Implements (mower, etc.)	\$70.00/hr	\$75.00/hr
Gravel	Actual Cost	
Blacktop	Actual Cost	
Labor (during regular hours of 7:30AM - 3:45 PM)	\$70.00/hr	\$72.50/hr
Labor (after hours)	\$87.50/hr	\$90.00/hr
Labor (Sundays and Holidays)	\$117.50/hr	\$120.00/hr
Skid Loader	\$60.00/hr	\$65.00/hr
Lawn Mower	\$40.00/hr	\$45.00/hr
Pickup & Plow	\$50.00/hr	\$85.00/hr
Pressure Washer	\$150.00/day (1/2 day min-)	(Remove)
Parks Utility Vehicle	\$45.00/hr	\$50.00/hr
Pick-up Truck	not previously listed	\$75.00/hr
Equipment rate to be charged at established rate plus actual labor costs		
Road Surface Deposit	\$500.00	
<b>MISCELLANEOUS LICENSES/PERMITS:</b>		
Bingo/Gambling License	\$20.00	
Commercial Lawn Spraying License	\$30.00	
Dance Permit	\$100.00	

<b>DRAFT 2024 OFFICIAL CITY FEE SCHEDULE</b>		
(Adopted 12/18/23 - Effective 1/1/24)		
	2023 Fee (In Dollars)	Proposed Fee Change for 2024
Tobacco / Cigarette License	\$200.00	
THC License Application / Investigation Fee	\$200.00	
THC License Annual Fee	\$350.00	
Dog License (includes dog park use)	\$10.00 per license year (no refunds or transfers)	\$15.00 per license year (no refunds or transfers)
Replacement Dog Tag	\$5.00	
Peddlers/Transient Merchant License	\$30.00	
Solicitor License / Permit (per person)	\$0.00	
Golf Cart Operator Permit (annual)	\$30.00	
Golf Cart Event Operation Permit (each event)	\$30.00	
Class 2 ATV / Utility Task Vehicle Operator Permit (annual)	\$40.00	
Adult Use License (annual)	\$3,000.00	
Commercial Refuse Hauler License (up to 3 year license)	\$100.00 for first vehicle, \$25 for each additional vehicle	\$150.00 per year
Residential Refuse Hauler License (up to 3 year license)	(Not listed in 2023)	\$150.00 per year
Fireworks Display Permit	\$50.00	
Pawn Broker / Secondhand Goods Dealer Application Fee	\$500.00	
Annual Pawn Broker License Fee	\$10,000.00 Annual	
Filming Permit - Documentary	\$250 plus actual costs	
Filming Permit - Low Impact Commercial	\$500 plus actual costs	
Filming Permit - High Impact Commercial	\$1,000 plus actual costs	
Large Assembly Permits		
Level A - New Event (single/mult. days, street closures, alcohol, fencing, live entertainme	\$150.00	
Level A - Repeat Event (single/mult. days street closures, alcohol, fencing, live entertainm	\$75.00	
Level B - New/Repeat Event (single/mult. days, sidewalk use, live entertainment)	\$50.00	
Level C - New/Repeat Event (single day, park area, no live entertainment)	\$30.00	
ROW Management		
Excavation Permit Fee	\$100.00	
Small Wireless Facility Permit Fee	\$250/application for first 5 facilities, \$100 each after 5 (up to 15 max)	
Obstruction Permit Fee	\$50.00	
Degradation Fee In Lieu of Restoration	Negotiated fee determined on a case by case basis.	
Small Wireless Facility Agreement Fees (Set by M.S. 237.163 as may be amended)		
Collocation Rental Fee on City Structure	\$150 per year	
Maintainace for Collocation Fee	\$25 per year	
Monthly Electrical Service		
Per Radio Node Less than or equal to 100 maximum watts	\$73.00	
Per Radio Node Over 100 maximum watts	\$182.00	
Actual costs of electricity (if actual costs exceed forgoing fees)	See Electric Fees in this fee schedule	
<b>LIQUOR LICENSES:</b>		
Off Sale Intoxicating	\$150.00	
Off Sale 3.2% Malt Liquor	\$100.00	
Small Brewer (Off Sale)	\$100.00	
On Sale Intoxicating	3,000.00	
On Sale 3.2% Malt Liquor	\$400.00	
Brewer Taproom (On Sale)	\$400.00	
Set-up License	\$300.00	
Sunday Liquor	\$200.00	
Temporary On Sale Non-intoxicating (1-4 days)	\$100.00	
Temporary On Sale Intoxicating (1-4 days)	\$100.00	
Wine License	\$500.00	
License Investigation Fee - On/Off Sale Intoxicating	\$200.00	
Application Fee	\$200.00	
Premises Extension Permit for Alcohol on Temporary Patio	\$100.00	
<b>PUBLICATIONS:</b>		
Audit Booklet	\$28.00	
City Code of Ordinances	\$110.00	

<b>DRAFT 2024 OFFICIAL CITY FEE SCHEDULE</b>		
(Adopted 12/18/23 - Effective 1/1/24)		
	2023 Fee (In Dollars)	Proposed Fee Change for 2024
Comprehensive Plan	\$55.00	
Comprehensive Utility Plans (each)	\$1.65	
Subdivision Ordinance	\$55.00	
Zoning Ordinance	\$55.00	
<b>ZONING/SUBDIVISION APPLICATION FEES:</b>		
Minor Subdivision Fee	\$400.00	
Comprehensive Plan Amendment	\$660.00	
Concept Review (Plats, CUP)	\$330.00	
Conditional Use / Planned Unit Development Fee	\$550.00	
Conditional Use Amendment	\$440.00	
Interim Use Permit	\$495.00	
Final Plat Application Fee	\$495.00	
Final Plat Major Modification	\$440.00	
RLS Review Fee	\$550.00	
Building Relocation Deposit/Escrow	\$5,000.00	
Preliminary Plat Application Fee	\$660.00	
Rezoning	\$550.00	
Sign Permit (permanent)	\$82.00	
Sign Permit (temporary - only need to pay one time per year)	\$33.00	
Vacation Fee (Easements and Right of Way)	\$495.00	
Zoning Code Amendment	\$550.00	
Right of Way Encroachment Permit	\$330.00	
Variance Fee	\$385.00	
Residential Rental Inspection Fee (Valid for 2 to 4 years - See City Code for Details)	\$100 per building plus \$25 for each additional unit	
Residential Rental Re-Inspection Fee (only for failing to keep a scheduled inspection or not fixing a violation found on a previous inspection)	\$50 per inspection	
Zoning Verification Letter	\$55.00	
2nd Kitchen Permit/Agreement	\$110.00	
Bed and Breakfast Home/Inn License	\$110.00	
Annexation Administration Fee - plus filing fees from state	\$605.00	
Natural Landscape Permit Fee	\$220.00	
Wetland Mitigation/Monitoring Escrow	\$1,760.00	
<b>PARK FACILITY RENTALS:</b>		
Shelter (except Memorial Park Shelter)		
Resident (of City of New Prague)	\$33.00 plus sales tax	
Non-resident	\$66.00 plus sales tax	
Picnic Table Rental	\$17 plus sales tax per table (For tables not normally located at a shelter)	
Damage Deposit (Shelter Rental)	\$100.00	
Daily Use of Softball/Baseball Fields (Includes a picnic shelter at park)(Does not include dragging of the fields - contact the City for requests to drag fields for actual costs)		
Resident - One Field (\$30 for shelter and \$20 for field)	\$50.00 plus sales tax	
Non-Resident - One Field (\$60 for shelter and \$40 for field)	\$100.00 plus sales tax	
Resident - Two Fields (\$30 for shelter and \$20 for each field)	\$70.00 plus sales tax	
Non-Resident - Two Fields (\$60 for shelter and \$40 for each field)	\$140.00 plus sales tax	
Daily Use of Memorial Stadium Baseball Field (single game)	\$80.00 plus sales tax	
Volleyball Court	\$10.00/day plus sales tax	
Tournament Fees		
Memorial Park Softball Fields (Includes Memorial Park Shelter and both fields)		
One Day Tournament - Resident (\$30 for shelter and \$20 for each field)	\$70.00 plus sales tax	
One Day Tournament - Non-Resident (\$60 for shelter and \$40 for each field)	\$140.00 plus sales tax	
Two Day Tournament - Resident (\$30 for shelter and \$40 for each field)	\$110.00 plus sales tax	
Two Day Tournament - Non-Resident (\$60 for shelter and \$80 for each field)	\$220.00 plus sales tax	
Damage Deposit for Memorial Park Shelter Concession Stand	\$100.00	
Temporary Liquor License for On-Sale 3.2 Malt Liquor (With Tournaments)	\$25.00	



<b>DRAFT 2024 OFFICIAL CITY FEE SCHEDULE</b>			
(Adopted 12/18/23 - Effective 1/1/24)			
		2023 Fee (In Dollars)	Proposed Fee Change for 2024
<b>Memorial Stadium Baseball Field (Concessions to be Coordinated with the Orioles)</b>			
One Day Tournament		\$160.00 plus sales tax	
Additional Days of Tournament (Each)		\$160.00 plus sales tax	
<b>Adult Softball/Baseball League Fees (Annual - Not Including Teams Using Memorial Park Baseball Stadium)</b>			
Teams Playing 2 Times a Week		\$287.00 plus sales tax	\$358.75 plus sales tax
Teams Playing 1 Time a Week		\$241.00 plus sales tax	\$301.25 plus sales tax
Fall League Teams (starting after Labor Day) 2 Times a Week		\$172.00 plus sales tax	\$215.00 plus sales tax
Fall League Teams (starting after Labor Day) 1 Time a Week		\$86.00 plus sales tax	\$107.50 plus sales tax
<b>Youth Ball Team Fees (Annual)</b>			
Teams Playing 2 Times a Week		\$144.00 plus sales tax	\$180.00 plus sales tax
Teams Playing 1 Time a Week		\$121.00 plus sales tax	\$151.25 plus sales tax
<b>POLICE SERVICE CHARGES:</b>			
Police Reports (incident print-out 1 to 100 pages)		\$0.25 per page	
Copies of Audio and Visual media (media storage device may be CD, DVD, USB Flash Drive)		\$20.00 per media storage device	
Computer Research, or copies over 100 pages		Charged on a case by case basis with actual costs determined for searching, retrieving, and making, certifying, compiling and electronically making copies of the data or the data itself.	
Police Accident Reports		\$0.25 per page	
Police Officer with Vehicle		\$105.00/hr	\$130.00/hr
Police Officer without Vehicle		\$90.00/hr	Remove
Police Reserve Officer with Vehicle		\$28.00/hr	Remove
Police Reserve Officer without Vehicle		\$18.00/hr	Remove
Fine for Public Use of Cannabis		\$100.00	
<b>BUILDING PERMITS:</b>			
*Valuation determined by Building Official based on square footage and information from area municipalities.			
Building Permit		Fee Schedule - MN Statute 326B.153 + 0.05% + State Surcharge	
Common Home Improvements		(Fixed valuation fees)	
Re-roofing		\$110.00 + State Surcharge	
Re-siding		\$110.00 + State Surcharge	
Windows (Total Replacement - Sash Replacement Only is Exempt)		\$110.00 + State Surcharge	
Front Door or Patio Door Replacement Only		\$44.00 + State Surcharge	
Lower level finish		\$170.00 + State Surcharge	
Swimming pool (above ground)		\$59.00 + State Surcharge+Planning Site Plan Review	
Swimming pool (below ground)		\$360.00 + State Surcharge+Planning Site Plan Review	
Deck		\$170.00 + State Surcharge+Planning Site Plan Review	
Re-Decking		\$85.00 + State Surcharge	
Pergola		\$60.00 + State Surcharge+Planning Site Plan Review	
Plan Review		65.05% Building Permit Fee	
Repetitive Plan Review		32.55% Building Permit Fee	
<b>Plumbing Permits</b>			
Industrial, commercial, multi-residential		1.55% of valuation (\$75.00 min. + State Surcharge)	
Residential - New construction (single/two family)		\$147.00 + State Surcharge	
Residential - Bathroom finish		\$65.00 + State Surcharge	
Residential - Lawn sprinkler		\$65.00 + State Surcharge	
Residential - Water softener		\$65.00 + State Surcharge	
Residential - Water Heater		\$65.00 + State Surcharge	
Repetitive Plan Review			
Residential - Miscellaneous		\$55.00 + State Surcharge	
<b>Mechanical Permits</b>			
Industrial, commercial, multi-residential		1.55% of valuation (\$75.00 min. + State Surcharge)	
Residential - HVAC system (single/two family)		\$147.00 + State Surcharge	

<b>DRAFT 2024 OFFICIAL CITY FEE SCHEDULE</b>		
(Adopted 12/18/23 - Effective 1/1/24)		
	2023 Fee (In Dollars)	Proposed Fee Change for 2024
Residential - Factory fireplace	\$65.00 + State Surcharge	
Residential - Furnace replacement	\$65.00 + State Surcharge	
Residential - Air conditioning	\$65.00 + State Surcharge	
Residential - Garage heater	\$65.00 + State Surcharge	
Residential - Air exchanger	\$65.00 + State Surcharge	
Residential - Miscellaneous	\$65.00 + State Surcharge	
Erosion Control, Turf Establishment and Tree Escrow (Residential)	\$1,650 (unused portion returned after warranty period)	
Erosion Control, Turf Establishment and Landscaping Escrow (Commercial)	\$3,300 per acre (unused portion returned after warranty period)	
Work without Permit	Double Permit Fee	
Temporary Structures (more than 30 but less than 180 days)	\$82.00 per season	
Demolition Permit	\$80.00 plus escrow on case by case basis as deemed needed	
Move-In house pre-inspection	\$250.00 plus mileage if outside City Limits	
Move-In accessory structure pre-inspection	\$100 plus mileage if outside City Limits	
Lead certification verification fee	\$5.00	
<b>Other Inspection Fees</b>		
A re-inspection fee may be assessed for each re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made. Re-inspection fees may be assessed when the inspection record card is not readily available, approved plans are not readily available, failure to provide access on the the date for which the inspection is requested, or for deviating from plans requiring approval from the Building Official		
a. Inspection outside of normal business hours ( minimum charge - 2 hrs)	\$82.00 per hour*	
b. Re-Inspection fees assessed	\$82.00 per hour*	
c. Inspection for which no fee is specifically indicated (minimum charge 1 hour)	\$82.00 per hour*	
(minimum charge 1 hour)	\$82.00 per hour*	
e. Use of outside consultants for plan checking and inspection, or both	Actual cost**	
* Or the total hourly cost to jurisdiction, whichever is greatest. The cost shall include supervision, overhead, hourly wages and fringe benefits of the employee involved.		
** Actual cost includes administrative and overhead costs		
Planning Survey/Site Plan Review for commercial structures (non-refundable)	\$100 per hour	
Planning Survey/Site Plan Review for New dwellings (non-refundable)	\$100.00	
Planning Survey/Site Plan Review for Decks, additions and similar projects	\$50.00	
Engineering Survey/Site Plan/Grading Plan Review by City Engineer	Actual Costs	
Refunds	No more than 80% of the permit fee will be refunded. Requests must be in writing within 180 days of date permit is applied for. No refunds for plan review fees.	
<b>FIRE INSPECTION FEES:</b>		
Fire protection equipment (Sprinkler Systems, etc.)	Fee Schedule - MN Statute 326B.153 + 0.05% + State Surcharge	
Flammable/Combustible Liquid Storage	\$115.00 for first tank and \$82.00 for each additional tank	
Flammable/Combustible Liquid Storage Install Plan Review	\$88.00 per tank	
Plan Review	65.05% of permit fee	
Daycare/Childcare License Inspection	\$60.00	
<b>CONNECTION PERMIT CHARGES:</b>		
Sewer Connection Charge (Total)	\$7,150 per REU	
Trunk Fund at 17%	\$1,215.50	
WWTF Fund at 83%	\$5,934.50	
Water Connection Charge		
Residential - single family - 1" line	\$1,800.00	
Residential - townhouse unit (75% of REU)	\$1,350.00	
Commercial / Industrial / Institutional	\$1,800.00 per REU	

<b>DRAFT 2024 OFFICIAL CITY FEE SCHEDULE</b>			
(Adopted 12/18/23 - Effective 1/1/24)			
		2023 Fee (In Dollars)	Proposed Fee Change for 2024
(Based on Met. Council Service Availability Charge Manual)			
<b>Water Meters</b>			
3/4" meter and equipment		\$315.00 and is subject to change per vendor pricing	
1" meter and equipment		\$425.00 and is subject to change per vendor pricing	
1-1/2" meter and equipment		\$1080.00 and is subject to change per vendor pricing	
2" meter and equipment		\$1120.00 and is subject to change per vendor pricing	
3" meter and equipment		To be quoted at time of purchase	
4" meter and equipment		To be quoted at time of purchase	
Pressure Reducer Valve		\$112.00 and is subject to change per vendor pricing	
<b>DEVELOPMENT FEES:</b>			
Park Dedication Fee			
Land Dedication Requirement			
Land Requirement		Commercial/Industrial Per Capita Share: 282 sq. ft. per employee Residential Per Capita Share: 815 sq. ft. per resident	
Building Permit Fee		.25% of value of residential dwelling unit*	
		*applicable only to residential lots platted prior to April 25, 2010	
Fee in Lieu of Land Based on Land Requirement		Fair Market Value of the Buildable Unplatted Land x Land Requirement	
Water Area Access Charge		\$2814.00/ac.	
Emergency Warning Siren Area Charge		\$165/ac	
Sidewalk Fee		\$55 per lot	
Street Seal Coating Fee Saw and Seal Fee (Developer Installed Roadways)		\$1.49 per square yard	\$3.50/lineal foot (Saw Joint Every 40' of new road)
<b>Municipal Electric Development Fees (costs subject to change per material pricing)</b>			
Development Electric Service Install and Material Cost		At cost plus 15%	
Street Lights (NPUC Standard Light)		\$1,850/light	
Street Lights Other than NPUC Standard (All Fixtures Require NPUC Approval)		At-Cost Plus 15%	
Street Light Wire and Conduit		\$2.25/ft	
Road Crossing Conduit Pricing - Based on 4" PVC		\$9.00/ft	
Road Crossing Conduit Pricing - Other than 4" PVC		At-Cost Plus 15%	
Winter Construction Frost Charges (November 1st through April 15th)		Additional \$5.00/ft	
Winter Construction Equipment Charges (November 1st through April 15th)		\$150.00/per piece of equipment	
<b>MISCELLANEOUS</b>			
Memorial plaques			
5" x 8" engraved tree plaque		\$83.00 or actual cost	
4" x 6" engraved metal bench plaque		\$.40 per letter or actual cost	
Wooden Post for Plaques		\$75.00 or actual cost	
Memorial trees		\$300.00 or actual cost	
Memorial benches			
6' metal coated		\$490.00 or actual cost	
<b>MUNICIPAL FINANCING APPLICATION FEES:</b>			
Tax Increment Financing Application Fee (plus city expenses)		\$1,200.00	
Tax Abatement (plus city expenses)		\$1,200.00	
Tax Exempt Financing		\$1,200.00	
*All costs incurred by the City for TIF, Abatement, and Tax Exempt Financing applications will be billed seperately. Such costs include, but are not limited to, costs for legal, fiscal, and staff time.			
<b>UTILITY BILLING RATES:</b>			
<b>WATER:</b>			
Water (Base) Rates			
5/8" or 3/4" meter		\$16.10/billing cycle	
1" meter		\$16.81/billing cycle	
1 1/2" meter		\$16.96/billing cycle	

DRAFT 2024 OFFICIAL CITY FEE SCHEDULE (Adopted 12/18/23 - Effective 1/1/24)			2023 Fee (In Dollars)	Proposed Fee Change for 2024
2" compound meter			\$37.17/billing cycle	
3" compound meter			\$42.46/billing cycle	
4" compound meter			\$62.83/billing cycle	
6" compound meter			\$93.66/billing cycle	
Multi-Dwelling Units (with one water meter)		(70% of base residential fee)	\$11.27/monthly per unit	
Water Rate			\$4.39/1,000 gallons	\$4.39/1,000 gallons Non Summer (Oct 1 - May 31) \$5.38/1000 gallons (June 1-Sept 30)
Water Rate for City Golf Course (All Months)			(Not previously listed)	\$4.52/ 1000 gallons
Bulk Water Charge			\$7.50/1,000 gallons	\$8.50/1000 gallons
Bulk Water Loading Charge			\$35.00/load	\$40.00/ load
Pool fill metered from Fire Hydrant		\$75.00 meter set up fee/water charge	\$7.50/1,000 gallons	\$75.00 meter set up fee & water charge \$8.50/ 1000 gallons
Water Conservation Violation Fines				
First Day			\$50/day	
Each Additional Day			\$100/day	
Minnesota Department of Health Water Service Connection Fee			\$.81/Month Subject to change per Minnesota Department of Health	
<b>REFUSE:</b>				
Yard Waste Site Fee			(Not previously listed)	\$0.40/month added to residential utility accounts
<b>SANITARY:</b>				
Sanitary Sewer Rate			\$10.73 base rate + \$15.86/1,000 gallons	\$11.11 base rate + \$16.42/1,000 gallons
<b>STORM:</b>				
Storm Sewer Rate				
Base Rate (Used in the formula for storm sewer charges: Base Rate x Acres x REF)			\$16.39	
<b>ELECTRIC:</b>				
Electric Rates				
Residential		\$15.82 customer charge & \$0.1306/kWh		\$15.82 Customer Charge & \$0.1337/kWh
Commercial		\$30.85 customer charge & \$0.1261/kWh		\$30.85 Customer Charge & \$0.1276/kWh
Small Industrial		\$66.04 customer charge; \$13.17/kW Demand & \$0.0721/kWh		\$66.04 Customer Charge & \$13.45/kw Demand & \$0.0736/kWh
Industrial		\$66.04 customer charge; \$13.50/kW Demand & \$0.0721/kWh		\$91.00 Customer Charge & \$13.82/kw Demand & \$0.0736/kWh
Large Industrial		\$66.04 customer charge; \$16.61/kW Demand & \$0.0721/kWh		\$100 Customer Charge \$16.91/kw Demand & \$0.0736/kWh
Interruptible		\$30.86 customer charge & \$0.0917/kWh		\$30.86 Customers Charge & \$0.0926/kWh
Street Light Rental - Residential LED Light Fixture on 23' Fiberglass Pole		\$21.72/month		\$25.00/month
Street Light Rental - Commercial LED Light Fixture on 35' Fiberglass Pole		\$30.23/month		\$35.00/month
Security Lights - Rental		\$12.11/month		\$12.35/month
City Street Light (LED less than 100 watt)		\$12.11/month		\$12.35/month
City Street Light (LED 100 watt or more)		\$15.62/month		\$15.93/month
Metered Street Lights (Current non LED Fixtures)		\$11.07 customer charge & \$0.1440/kWh		\$11.29 Customer Charge & \$0.1469/kWh
Metered Street Lights (LED Fixtures)		(Not previously listed)		\$11.29 Customer Charge & \$0.2000/kWh
Peak Alert Rate (Customer Owned Generation)				
Customer Charge			\$136.60/month	
Demand Charge			\$3.18/kW	\$3.81/kW
Energy Charge			\$0.0779/kWh	
Off Peak				
Summer Energy Charge (June through September)			\$0.0807/kW	\$0.0823/kWh
Winter Energy Charge (October through May)			\$0.0682/kW	\$0.0696/kWh
Off Peak Load Control Credit			\$5.00/monthly (non-metered)	
Residential Solar Reimbursement Under 40kW			\$0.1306/kWh	\$0.1337/kWh
Car Charging (Time of Use)				
10pm - 10am			\$0.0806/kWh	
10am - 10pm			\$0.2274/kWh	\$0.2388/kWh
Whole House Time of Use Rate				
Customer Charge				\$15.82/month
8am - 10pm				\$0.1650/kWh
10pm - 8am				\$0.1650/kWh

DRAFT 2024 OFFICIAL CITY FEE SCHEDULE (Adopted 12/18/23 - Effective 1/1/24)		2023 Fee (In Dollars)	Proposed Fee Change for 2024
Solar Grid Access Charge	(Not previously listed)		First 3kW Free, then billed \$4.50/kW/Month based on rated AC output of solar array
Energy Cost Adjustment (ECA)	Based on additional charge or credit of wholesale energy / KWh		
Residential Electric Service Install Fees (costs subject to change per material pricing)			
200 Amp Residential Underground Service - Up to 100' In Length		1,600.00 (includes 200A Disconnect)	
Additional Charge for 200 Amp Service Installs Over 100'		\$6.00/ft	
Winter Frost Charges will be applied November 1st through April 15th		Additional \$5.00/ft	
Service Conduit (If Needed)		\$7.00/ft	
Residential Service - Over 200 Amp		At-Cost Plus 15%	
Other Utility Service Drops (Materials Provided by Service Provider)		\$150.00/service duct	
Other Utility Service Drops Winter Installation (November 1st through April 1st)		\$200.00/service duct	
Electric Service Connection Charges			
Commercial Electric Service Connection Charge		Billed Per Policy of the New Prague Utilities Commission	
<b>UTILITY EQUIPMENT:</b>			
Bucket / Digger Truck		\$125.00/hr	\$135.00/hr
Service Truck		\$65.00/hr	\$75.00/hr
Skid Loader		\$55.00/hr	\$60.00/hr
Tractor Backhoe		\$95.00/hr	\$100.00/hr
Trencher		Quoted Per Foot	
Directional Bore		Quoted Per Foot	
<b>DEPOSITS:</b>			
Residential Electric		\$150.00	
Residential Water		\$50.00	
Residential Sanitary Sewer		\$100.00	
Small Industrial, Industrial and Large Industrial Electric	2 months estimated consumption based on load & demand w/\$300.00 min		
Commercial Electric	2 months estimated consumption based on load & demand w/\$150.00 min		
Commercial Water	2 months estimated consumption with a \$100.00 minimum		
Commercial Sanitary Sewer	2 months estimated consumption with a \$100.00 minimum		
<b>DISCONNECTION/RECONNECTION OF UTILITIES:</b>			
During Work Hours (8:00AM to 4:30PM)		\$35.00 plus sales tax	
After Work Hours		\$150.00 plus sales tax	
<b>MISCELLANEOUS:</b>			
Fire Hydrant Maintenance (Annual per private hydrant)		\$52.00	\$57.00/hr
Water System Flow Testing		\$155.00	\$160.00/hr
Irrigation Meter Connection/Disconnection Fee		\$67.00	\$70.00/hr
Temporary Service Connection Fee - Residential		200.00	
Temporary Service Connection Fee - Commercial		Cost based on type & size of service	
Utility Line Worker Labor Rate	\$80.00/hr during normal business hours, \$130.00/hr all other hours		\$85.00/hr during normal business hours, \$135.00/hr all other hours
Utility Line Worker Labor Rate for Mutual Aid with other Utilities	\$130/hr all hours		\$135.00/hr all hours (Rate will be added before meeting)Rate based on MN Statute 325E.02(B)
Interest Rate for customer deposits (water and electric)	4.65% and changes based on MN Statute 325E.02 (b)		

**CITY OF NEW PRAGUE, MINNESOTA**

**RESOLUTION NO. 23-12-18-04**

**A RESOLUTION AUTHORIZING PUBLICATION BY TITLE AND SUMMARY OF ORDINANCE 346 RELATED TO REFUSE COLLECTION**

WHEREAS, the City of New Prague (the “City”) is a municipal corporation organized and operating under a home rule charter and the laws of Minnesota; and

WHEREAS, the City Council of the City of New Prague adopted “Ordinance 346 – An Ordinance Amending Chapter 53 of the New Prague City Code Regarding Refuse Collection”; and

WHEREAS, Section 3.14 of the City Charter authorizes summary publication of lengthy ordinances where the City Council determines, upon an affirmative 4/5 vote of its members, that the title and summary of such ordinance shall clearly inform the public of the intent and effect of the ordinance; and

WHEREAS, the verbatim text of the ordinance is four pages in length, is cumbersome, and the expense of publication of the complete text is not justified; and

WHEREAS, the following summary clearly informs the public of the intent and effect of the ordinance.

NOW THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of New Prague, Minnesota, that the following summary is hereby approved for official publication:

**SUMMARY PUBLICATION  
ORDINANCE NO. 346**

**AN ORDINANCE AMENDING CHAPTER 53 OF THE NEW PRAGUE  
CITY CODE REGARDING REFUSE COLLECTION**

On December 18, 2023, the New Prague City Council adopted an ordinance designated as Ordinance No. 346, the title of which is stated above. The purpose of the ordinance is to amend certain regulations within chapter 53 of the New Prague City Code related to commercial and residential refuse disposal and collection. The ordinance includes updated provisions related to the city’s licensing of haulers and supplements the existing code language to include additional licensing requirements. The ordinance also clarifies the city’s longstanding limitation on the number of residential hauling licenses available and establishes licensing fees and other requirements for all licensed haulers. A full copy of the ordinance is available for public inspection in the office of the City Administrator during normal business hours.

BE IT FURTHER RESOLVED, by the City Council of the City of New Prague, Minnesota

that the City Administrator is directed to keep a copy of the ordinance in the Administrator’s office at City Hall for public inspection and to post a full copy of this resolution and the ordinance in a public place in the City for a period of two weeks.

BE IT FURTHER RESOLVED, by the City Council of the City of New Prague, Minnesota that only the title and summary of the ordinance be published; and

BE IT FURTHER RESOLVED, by the City Council of the City of New Prague, Minnesota that the text of the summary is hereby approved.

BE IT FINALLY RESOLVED, by the City Council of the City of New Prague, Minnesota that the Mayor, City staff and City attorney are hereby authorized and directed to take any and all additional steps and actions necessary or convenient in order to accomplish the intent of this Resolution.

ADOPTED at a regular meeting of the New Prague City Council this 18<sup>th</sup> day of December, 2023.

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

ATTEST:

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



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

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**MEMORANDUM**

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** TAX LEVY UPDATE  
**DATE:** DECEMBER 15, 2023

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On Monday, December 11, the City Council asked the Mayor to send a letter to the Commissioner of the Department of Revenue (MnDOR) requesting relief and the ability to certify a levy of \$5,114,295 as was intended by the Preliminary Levy approved the by the City Council in September. On Tuesday (12/12), I emailed the letter to Commissioner Paul Marquart. Commissioner Marquart replied quickly that the MnDOR was aware of the situation, and he would like to meet with Mayor Jirik and myself to discuss the situation.

On Thursday (12/14), Mayor Jirik, City Attorney Scott Riggs, Assistant City Attorney Joseph Sathe, and myself met with a group from the MnDOR, including Commissioner Marquart, and explained the situation. The discussion lasted about 45 minutes as the MnDOR asked lots of questions and left the meeting stating they would continue to gather information, including reaching out to Scott County.

I will share additional information at the City Council meeting as it becomes available.





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

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**MEMORANDUM**

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** GOLF MANAGER CONTRACT  
**DATE:** DECEMBER 14, 2023

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Attached is the proposed Golf Manager’s contract for 2024. At its October meeting, the Golf Board recommended approval of the Golf Manager’s contract along with its 2024 budget.

Major changes to this year’s contract include:

- Updating dates
- Increasing compensation for the contract from \$94,500 to \$100,170, which is a 6% increase

I would recommend proceeding with the contract for golf management services for 2023.

**Recommendation**

Staff recommends approval of 2024 Golf Manager’s contract.

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

THIS AGREEMENT is entered into this 1st day of January, 2024, by and between the CITY OF NEW PRAGUE, a Minnesota municipal corporation, (“the City”) and GOLF PROFESSIONAL ENTERPRISES, LLC, a professional golf management limited liability corporation (“Contractor”).

**RECITALS**

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

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

**WHEREAS**, the City intends to enter into a management agreement with the Contractor in connection with the operation of the New Prague Golf Club for the 2024 golf season with contract renewal for the 2025 golf season based on performance review.

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

**1. TERM**

The term of this Agreement shall be for a period of 12 months, commencing on January 1, 2024 and terminating December 31, 2024, unless terminated at a sooner date as provided for in this Agreement. The Agreement may be terminated on 30 days written notice without cause or on 24 hours written notice with cause by either party, and payment of compensation hereinafter provided, shall be prorated to the last day this Agreement remains in force. For purposes of this Agreement, cause shall be defined as either (1) a material failure to comply with the provisions of this Agreement; (2) negligent or willful misconduct; (3) dissolution, substantial contraction, or bankruptcy of the non-terminating party; (4) execution of long term management agreement with Contractor or other management company.

**2. SCOPE OF SERVICES**

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

**3. COMPENSATION**

The City shall pay compensation for services to Contractor without deduction for social security, federal or state taxes. Contractor shall be compensated at the rate of \$100,170.00 or 12 equal payments of \$8,347.50 per month beginning on January 1, 2024 and continuing monthly through December 2024. The City shall furnish Contractor with a copy of required IRS 1099 form(s) setting forth Contractor’s annual compensation no later than the end of January of the year following any year during which services are rendered. Contractor shall provide the City with an invoice for fees for each month in which services are rendered. The City agrees to pay such invoice within ten (10) days of receipt of an invoice from Contractor, subject to the City’s normal approval process involving the New Prague Golf Board, the New Prague City Council and the City Administrator.

**4. EXPENDITURES/EXPENSES**

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

**5. SERVICE PROVIDER(S); ASSIGNMENT**

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

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

**6. RELATIONSHIP OF PARTIES**

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

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

**7. AMENDMENTS**

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

**8. INDEPENDENT CONTRACTOR**

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

**9. INDEMNIFICATION**

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

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

**10. DATA PRACTICES/WORK PRODUCT**

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

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

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

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

**11. AUDITS**

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

**12. APPLICABLE LAW**

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

**13. NOTICES**

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

To Contractor:

Golf Professional Enterprises, LLC  
C/O Kurt Ruehling  
423 Flag Boulevard NE  
New Prague, MN 56071

To the City:

City of New Prague  
C/O City Administrator  
118 Central Avenue North  
New Prague, MN 56071

**14. INSURANCE**

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

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

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

**15. PERFORMANCE BOND**

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

**16. CONFLICT OF INTEREST**

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

**17. COMPLIANCE WITH LAWS AND REGULATIONS**

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

**18. COMPLETE AGREEMENT**

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

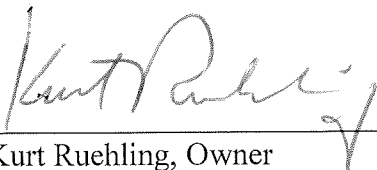
**19. SEVERABILITY**

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

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

Golf Professional Enterprises, LLC

City of New Prague

By:   
Kurt Ruehling, Owner

By: \_\_\_\_\_  
Mayor

By \_\_\_\_\_  
City Administrator

## EXHIBIT A

### SCOPE OF SERVICES

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

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



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

- Manages food and beverage services, plans menus and maintains inventory; serves as food safety manager.
- Operate machines (computer, cash registers, fax, phone, charge card machine, building equipment/machines/systems) and other equipment.
- Prepare and submit daily reports following each day. Prepare daily cash deposit and deliver to the bank in a timely manner.
- Prepare and submit month end reports on the 1<sup>st</sup> business day of the following month.
- Prepare maintenance schedules for the operation and maintenance of all capital equipment and systems operated within the golf clubhouse and identify the responsible personnel to conduct the appropriate maintenance on a daily, weekly, monthly, etc. basis.



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

**MEMORANDUM**

**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** GOLF CARTS AND UTILITY VEHICLES  
**DATE:** DECEMBER 14, 2023

On November 20<sup>th</sup>, when the Enterprise Funds discussed their budgets with the Council, the Golf Club presented that it was interested in pursuing purchasing Golf Carts in 2024 to replace the 2017 fleet. The Golf Club collected bids from three different companies for four different products.

- Club Car: \$184,400 (\$359,400 price with \$175,000 trade-in)
- E-Z Go: \$212,000 (\$387,000 price with \$175,000 trade-in)
- Yamaha EFI-Q: \$275,040 (\$402,540 price with \$127,500 trade-in)
- Yamaha EFI: \$247,020 (\$374,520 price with \$127,500 trade-in)

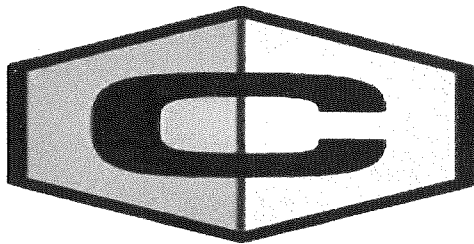
Speaking with Kurt Ruehling, he recommends going with Club Car both for the price and for staff’s experience with the vehicles.

The Golf Club is also asking for authorization to purchase two Utility Vehicles in 2024 for a total of \$28,500. These vehicles are used in a variety of tasks around the Golf Course. Attached is a quote from Cushman for the two vehicles.

For both of these purchases, the Golf Club is looking to use an equipment certificate, payable over five years. Under their current debt schedule, the Golf Club owes \$74,399 in 2024, \$66,902 in 2025, \$48,375 in 2026, and \$46,125 in 2027. A 2024 Golf Certificate would likely not see payments until at least 2025 and I estimate the payments would be between \$45,000 and \$50,000 for five years. I believe the Golf Club has the current fund balance to fund these purchases, but allowing them to bond does limit the spending in any single year should they need the cash due to a down year.

**Recommendation**

Staff recommends allowing the Golf Club to proceed with the golf cart and utility cart purchases in 2024, and issuing an equipment certificate along with the City’s 2024 GO bond to cover the cost.



# CUSHMAN

Date: November 9, 2023

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

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

***Versatile Vehicles, Inc.***

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

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

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

"Your Exclusive E-Z-GO Distributor"

FAX:  
Cell: **952-367-7316**  
eMail: [jpint@ci.new-prague.mn.us](mailto:jpint@ci.new-prague.mn.us)

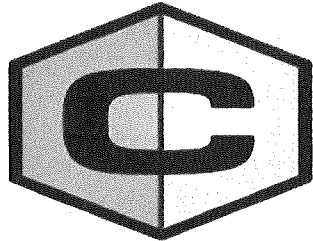


*Vehicle Information:*

- 1 New 2023 Cushman Hauler Pro Elite**  
4.2 Lithium Ion Battery  
Headlights, Brush Guard, Poly Cargo Bed  
Top , Windshield
- 1 New 2023 Cushman Hauler 1200 Gas**  
13.5 Kawasaki EFI Engine  
Headlights, Brush Guard, Poly Cargo Bed  
Top

*+ 1K  
for  
2024  
units*

Standard Accessories:



# CUSHMAN

**Versatile Vehicles, Inc.**

17136 Adelamnn Street SE

Prior Lake, MN 55372

800-678-1123

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

"Your Exclusive E-Z-GO Distributor"

<b>Purchase Option:</b>	<b>Purchase (1) New 2023 Cushman Hauler 1200 Utility</b>	<b>\$ 12,000.00</b>
		<i>Plus Tax</i>

	<b>Purchase (1) New 2023 Cushman Hauler Pro Elite Utility</b>	<b>\$ 14,500.00</b>
		<b>Plus Tax</b>

Notes:

Above pricing does not include tax

*Warranty:* - 2 Year Factory Limited warranty on all parts and components

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

**Proposed By:** Gaby Accad

**Title:** President / Owner  
Versatile Vehicles, Inc.

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

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

Jeff Pint

**Title:** Superintendent  
New Prague Golf Club

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



OUTRIGHT PURCHASE:  
**GOLF CARS**



NEW PRAGUE GOLF CLUB  
400 LEXINGTON AVENUE SOUTH  
NEW PRAGUE, MN 56071

WE HEREBY SUBMIT OUR PROPOSAL TO THE CITY OF NEW PRAGUE FOR NEW 2024 GOLF CARS IN ACCORDANCE WITH THE ATTACHED MINIMUM SPECIFICATIONS:

PLEASE PROVIDE BIDS REFLECTING THE DOLLARS PER CAR AND THE TOTAL DOLLARS FOR (60) CARS

**A) GOLF CAR PROPOSED** MAKE: Club Car MODEL: Tempo  
MODEL YEAR: 2024

TOTAL BID PRICE INCLUDING TAX (FOB) NEW PRAGUE GOLF CLUB, 400 LEXINGTON AVENUE S, NEW PRAGUE, MN 56071 FOR OUTRIGHT PURCHASE. TERMS: NET 30 DAYS

**B)** PRICE PER NEW CAR: \$ 5,990.00

**TOTAL PURCHASE PRICE FOR (60) NEW CARS:** \$ 359,400.00

THE NEW PRAGUE GOLF CLUB ALSO HAS (50) USED GOLF CARS AVAILABLE FOR TRADE-IN. (50) 2017 E-Z-GO TXT GAS. PLEASE PROVIDE TRADE-IN VALUE FOR THE CARS DEPENDING ON TRADE-IN PRICE SUBMITTED, THE CITY RESERVES THE RIGHT TO NOT TRADE IN ANY OF THE CARS.

**C)** PRICE PER 2017 E-Z-GO TXT TRADE-IN CAR: \$ 3,500.00

**TOTAL TRADE-IN PRICE FOR ALL (50) CARS:** \$ 175,000.00

**D) NET PURCHASE PRICE:** \$ 184,400.00  
(TOTAL PURCHASE PRICE FOR (60) NEW CARS LESS TOTAL TRADE-IN PRICE FOR ALL (50) USED CARS)



**MINIMUM SPECIFICATIONS:  
GOLF CARS**



PLEASE INDICATE WHETHER YOUR BID MEETS OR DEVIATES FROM SPECIFICATIONS...

	<u>MEETS</u>	<u>DEVIATES</u>
<b>MODEL YEAR:</b> 2024	✓	
<b>ENGINE:</b> FUEL INJECTED GASOLINE, SINGLE-CYLINDER	✓	
<b>BODY:</b> INJECTION MOLDED RESIN	✓	
<b>FUEL TANK:</b> MINIMUM OF 4.5 GALLON CAPACITY	✓	
<b>CHASIS:</b> LIGHTWEIGHT STEEL OR ALUMINUM	✓	
<b>BUMPERS:</b> FRONT AND REAR	✓	
<b>E) ACCESSORIES:</b> STONE-BEIGE / ALMOND BODY COLOR	✓	
STONE / TAN SEATS	✓	
STONE / TAN / WHITE SUNTOP	✓	
(1) MESSAGE HOLDER	✓	
(2) SAND-SEED BOTTLES AND HOLDERS	✓	
(1) REMOVABLE COOLER WITH BRACKET	✓	
CUSTOM LOGO	✓	
USB PORT	✓	
(3) SETS OF NUMBER DECALS	✓	
WHEEL COVERS / HUB CAPS	✓	
(1) TOW BAR	✓	
<b>WARRANTY:</b> PROVIDE COPY OF FACTORY WARRANTY		
MINIMUM 4-YEAR WARRANTY ON THE FOLLOWING:	✓	
ENGINE AND POWER TRAIN	✓	
SUN TOP	✓	
PEDALS	✓	
SEATS	✓	
<b>OTHER:</b> PLEASE SPECIFY		
See attached warranty information		
<b>DELIVERY OF NEW CARS COMPLETE:</b> MARCH 1ST, 2024		

**\*\*IF EQUIPMENT DEVIATES FROM MINIMUM SPECIFICATIONS LISTED ABOVE, PLEASE NOTE AND DESCRIBE IN DETAIL**

**DEVIATIONS FROM SPECIFICATIONS:** Delivery will occur as close to March 1 as possible for orders credit approved and authorized for shipment. Trade-in value provided separate from Club Car dealer, MOR Golf and Utility, and payment will be provided to City of New Prague by MOR Golf and Utility upon transfer of the trades after the new fleet delivers. Tournament fleet rentals provided by dealer, MOR Golf and Utility, Lakeville, MN.

\*ATTACH ADDITIONAL SHEETS IF NEEDED



ADDITIONAL INFORMATION:

**GOLF CARS**



PLEASE PROVIDE AN ALTERNATIVE BID TO THE ABOVE PROPOSALS, IF YOU HAVE VEHICLES THAT MIGHT BE OF INTEREST TO THE CITY OF NEW PRAGUE. BE SPECIFIC REGARDING MAKE, MODEL, MODEL YEAR, AND ALL WARRANTIES ASSOCIATED WITH THE ALTERNATIVE BID.

ALTERNATIVE BID:           N/A          

**F)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



ADDITIONAL PRICING QUOTE:

**TOURNAMENT FLEET RENTALS**



PRICE PER CAR (CUSTOMER) \$ 48.00

**G)**

PRICE PER CAR (NON-CUSTOMER) \$ 48.00

DELIVERY CHARGES \$ 96.00  
(\$2.00 per mile roundtrip per truckload)

PRICES VALID FOR THE 2024 SEASON...APRIL 1ST - OCTOBER 31ST





INFORMATION:

# VENDOR AND BID INFORMATION



IN SUBMITTING THIS PROPOSAL, THE BIDDER UNDERSTANDS THAT THE CITY OF NEW PRAGUE RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS. THE CITY ALSO RESERVES THE RIGHT TO WAIVE ANY TECHNICALITIES AND OR IRREGULARITIES AND MAKE THE AWARD THAT IS IN THE BEST INTEREST OF THE CITY OF NEW PRAGUE.

**NAME OF COMPANY:** Club Car


---

**ADDRESS:** 816 Mill Street W

---

**ADDRESS:** Cannon Falls, MN 55009

---

**SIGNATURE:** 

---

**PLEASE PRINT NAME:** Andrew Hochmuth **TITLE:** Golf Territory Manager

---

**PHONE:** 952-913-7414

---

**EMAIL:** andrew.hochmuth@clubcar.com

---

**DATE:** October 13, 2023

---

**PROPOSALS SHALL BE SENT TO:**

NEW PRAGUE GOLF CLUB  
C/O GENERAL MANAGER  
400 LEXINGTON AVENUE SOUTH  
NEW PRAGUE, MN 56071

OR EMAIL TO: [KRUEHLING@CI.NEW-PRAGUE.MN.US](mailto:KRUEHLING@CI.NEW-PRAGUE.MN.US)

SEALED BID PROPOSALS MUST BE RECEIVED AT THE CITY OF NEW PRAGUE:  
**NO LATER THAN 12:00PM ON OCTOBER 13TH, 2023**  
 TO BE CONSIDERED





IF YOU NEED ANY ADDITIONAL INFORMATION OR WOULD LIKE TO SET UP A MEETING TO INSPECT THE TRADE-IN VEHICLES, PLEASE CONTACT KURT RUEHLING, DIRECTOR OF GOLF OPERATIONS AT 952-758-5326 OR [KRUEHLING@CI.NEW-PRAGUE.MN.US](mailto:KRUEHLING@CI.NEW-PRAGUE.MN.US)

# Advance the ride

Designed with automotive styling, the Tempo is backed by proven engineering and a reputation for reliability. Plus, available connected technology supports course management and golfer entertainment.










Standard Colors (Molded-in)

-   
 White
-   
 Cashmere
-   
 Platinum
-   
 Green

Premium Colors (Molded-in)

-   
 Black
-   
 Sangria
-   
 Sapphire

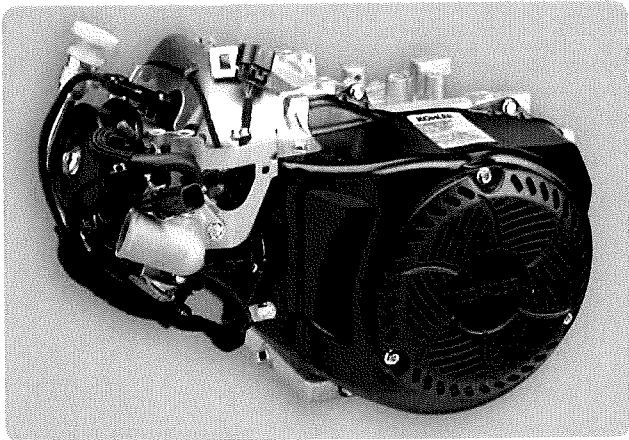
Premium Painted Metallic Colors

-   
 Candy Apple Red
-   
 Midnight Silver
-   
 Blue Onyx
-   
 Black
-   
 Glacier
-   
 Green
-   
 Ice Blue

# SAVE 50% IN ELECTRICITY COSTS

With the Club Car Tempo™ Lithium Ion

Section 11, Item c.



## THE 14 HP COMMAND PRO® EFI ENGINE FROM KOHLER & CLUB CAR MAKES YOUR JOB EASIER IN MANY WAYS.

- **Automotive-Grade, Closed-Loop EFI** continuously adjusts engine performance based off an internal oxygen sensor for excellent fuel economy and more reliable starting and performance in any environment.
- **Onboard Diagnostics, Accessible on your Laptop or Smart Device** quickly identify engine issues to keep your vehicle running and decrease maintenance time.
- **Reduced Oil Changes** maximize uptime and your bottom line, thanks to an industry-leading oil change interval recommendation (every 200 hours\*).
- **Quieted Metal Components** Specialized material used for the engine's blower housing and valve cover effectively suppresses undesirable engine noise for an enhanced acoustic experience.

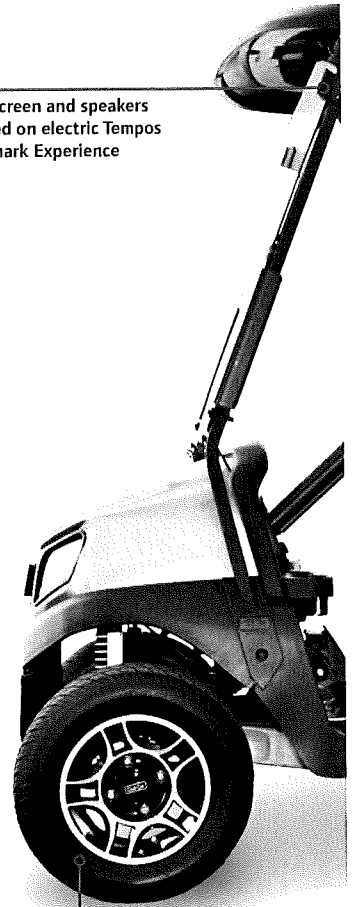
\*After first oil change at 100 hrs

## Club Car Custom Solutions

Since 1995, Club Car's Custom Solutions Department has provided vehicles for golf courses, hotels, resorts, commercial and private organizations world-wide. We specialize in transportation development ranging from simple solutions to complex designs. Learn more at [clubcar.com](http://clubcar.com).

Touchscreen and speakers included on electric Tempos with Shark Experience

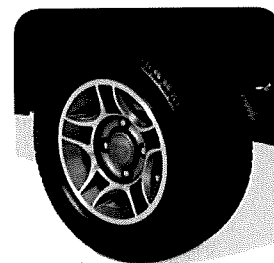
Distinctive, modern automotive styling



Sleek alloy wheels

## OPTIONS & ACCESSORIES

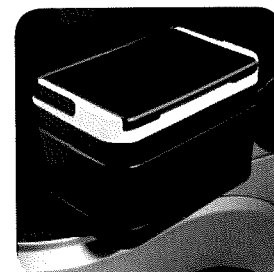
More accessories available, ask your Club Car sales representative for details.



Alloy Wheels



Tinted Windshield



Caddy Master Cooler



Sand Trap

TEMPO

TEMPO LI-ION

Section 11, Item c.



GASOLINE

ELECTRIC

ELECTRIC

<b>ENGINE</b>	OHC, 429 cc, single cylinder, air-cooled, splash-lubricated, 19.91 ft-lb (27.0 N-m) rated torque @ 2,400 rpm	N/A	N/A
<b>TURNING CIRCLE</b>	17' 4" (5.28m)	17' 4" (5.28m)	17' 4" (5.28 m)
<b>HORSEPOWER</b>	14.0 hp (10.3 kW) rated @ 3,600 rpm	3.3 hp	4.7 Hp AC Drive
<b>GOVERNOR GUARD</b>	Yes	N/A	N/A
<b>BATTERIES</b>	12-volt	(6) 8-volt, single point watering system	3.6 kWh Stored Energy
<b>CHARGER</b>	N/A	48 VDC 13.5 amp DC high frequency solid state charger	650 Watt Charger (Standard) 900 Watt Charger (optional)
<b>STEERING</b>	Self-compensating double reduction helical rack & pinion	Self-compensating double reduction helical rack & pinion	Self-compensating double reduction helical rack & pinion
<b>FRONT SUSPENSION</b>	Independent leaf spring w/dual hydraulic shocks	Independent leaf spring w/dual hydraulic shocks	Independent leaf spring w/dual hydraulic shocks
<b>BRAKES</b>	Self-adjusting, rear wheel mechanical drum	Self-adjusting, rear wheel mechanical drum	Self-adjusting, rear wheel mechanical drum
<b>PARK BRAKE</b>	Foot operated, multi-lock	Foot operated, multi-lock	Foot operated, multi-lock
<b>BODY AND FINISH</b>	Molded-in color, Metallic or Premium Available	Molded-in color, Metallic or Premium Available	Molded-in colors, (Standard) or Painted Metallic Colors (Optional)
<b>TIRES</b>	18 x 8.50-8	18 x 8.50-8	18 x 8.50 - 8
<b>L x W x H</b>	91.5 x 47.25 x 68.5 in (232 x 120 x 174 cm)	91.5 x 47.25 x 68.5 in (232 x 120 x 174 cm)	91.5 x 47.25 x 68.5 in (232 x 120 x 174 cm)
<b>WHEELBASE</b>	65.5 in (166.4 cm)	65.5 in (166.4 cm)	65.5 in. (166.4 cm)
<b>GROUND CLEARANCE</b>	4.5 in (11.4 cm)	4.5 in (11.4 cm)	4.5 in. (11.4 cm)
<b>FUEL TANK CAPACITY</b>	6.0 gal (22.7 L)	N/A	N/A
<b>TREAD-FRONT &amp; REAR</b>	34.5 / 38.5 in (87.6 / 97.8 cm)	34.5 / 38.5 in (87.6 / 97.8 cm)	34.5 / 38.5 in (87.6 / 97.8 cm)
<b>CURB WEIGHT</b>	688 lb (312 kg)	909 lb (412.5 kg)	718 lb (325.7 kg)
<b>FLOOR HEIGHT</b>	12 in (30.5 cm)	12 in (30.5 cm)	12 in (30.5 cm)
<b>FRAME TYPE</b>	Ladder-style aluminum box beam	Ladder-style aluminum box beam	Ladder-style aluminum box beam
<b>KICKPLATE</b>	Yes	Yes	Yes
<b>SPEED RANGE</b>	12-15 mph (19.3-24.1 kph)	7 speed settings: 5-15 mph (8-24.14 kph) 2 acceleration settings: Aggressive or traditional 3 pedal-up braking settings: None, mild and aggressive Speed fine adjustment in 0.1 mph (0.16 kph) increments	5 speed settings: 5-15 mph (8-24.14 kph) 2 acceleration settings: Aggressive or traditional 3 pedal-up braking settings: None, Mild and aggressive Speed fine adjustment in 0.1 mph (0.16 kph) increments
<b>LIMITED WARRANTY*</b>	5-year: Gas engine and transaxle 4-year: Canopy, electronics, pedal group, standard seats, suspension 3-year: Body panels, electric powertrain, premium seats 2-year: All remaining components Limited lifetime: Frame	4-year: Batteries (25,000 amp hours/4 years with authorized deionizer and filter system; otherwise, 20,000 amp hours/4 years), canopy, electronics, pedal group, standard seats, suspension 3-year: Body panels, electric powertrain, premium seats 2-year: All remaining components Limited lifetime: Frame	5-year: Lithium-Ion Battery (unlimited, one time transferable)** and Vehicle Control Module 4-year: DBR 3-year: Body panels, electric powertrain, premium seats 2-year: All remaining components Limited Lifetime: Frame

The weight stated is approximate only and should not be used for official documentation.

\*There are no warranties, express or implied, contained herein. See Limited Warranty found in the owner's manual or write to Club Car, LLC. Vehicle specifications are accurate for each model at the time of publication. The company reserves the right to make design changes without obligation to make these changes on units previously sold. These vehicles are designed and manufactured for off-road use only. They do not conform to Federal Motor Vehicle Safety Standards for automobiles or to FMVSS 500 for low-speed vehicles and are not equipped for operation on public streets, roads or highways.

\*\*Additional Restrictions Apply



PAGE 1  
OUTRIGHT PURCHASE:  
**GOLF CARS**



NEW PRAGUE GOLF CLUB  
400 LEXINGTON AVENUE SOUTH  
NEW PRAGUE, MN 56071

WE HEREBY SUBMIT OUR PROPOSAL TO THE CITY OF NEW PRAGUE FOR NEW 2024 GOLF CARS IN ACCORDANCE WITH THE ATTACHED MINIMUM SPECIFICATIONS:

PLEASE PROVIDE BIDS REFLECTING THE DOLLARS PER CAR AND THE TOTAL DOLLARS FOR (60) CARS

A) GOLF CAR PROPOSED MAKE: E-Z-GO MODEL: RXV EX1  
MODEL YEAR: 2024

TOTAL BID PRICE INCLUDING TAX (FOB) NEW PRAGUE GOLF CLUB, 400 LEXINGTON AVENUE S, NEW PRAGUE, MN 56071 FOR OUTRIGHT PURCHASE. TERMS: NET 30 DAYS

B) PRICE PER NEW CAR: \$ 6,450<sup>00</sup>

TOTAL PURCHASE PRICE FOR (60) NEW CARS: \$387,000

THE NEW PRAGUE GOLF CLUB ALSO HAS (50) USED GOLF CARS AVAILABLE FOR TRADE-IN. (50) 2017 E-Z-GO TXT GAS. PLEASE PROVIDE TRADE-IN VALUE FOR THE CARS DEPENDING ON TRADE-IN PRICE SUBMITTED, THE CITY RESERVES THE RIGHT TO NOT TRADE IN ANY OF THE CARS.

C) PRICE PER 2017 E-Z-GO TXT TRADE-IN CAR: \$ 3,500

TOTAL TRADE-IN PRICE FOR ALL (50) CARS: \$175,000

D) NET PURCHASE PRICE: \$212,000  
(TOTAL PURCHASE PRICE FOR (60) NEW CARS LESS TOTAL TRADE-IN PRICE FOR ALL (50) USED CARS)



# MINIMUM SPECIFICATIONS: GOLF CARS



PLEASE INDICATE WHETHER YOUR BID MEETS OR DEVIATES FROM SPECIFICATIONS...

MEETS

DEVIATES

**MODEL YEAR:** 2024

✓

\_\_\_\_\_

**ENGINE:** FUEL INJECTED GASOLINE, SINGLE-CYLINDER

✓

\_\_\_\_\_

**BODY:** INJECTION MOLDED RESIN

✓

\_\_\_\_\_ *MAKES*

**FUEL TANK:** MINIMUM OF 4.5 GALLON CAPACITY

✓

\_\_\_\_\_

**CHASIS:** LIGHTWEIGHT STEEL OR ALUMINUM

✓

\_\_\_\_\_

**BUMPERS:** FRONT AND REAR

✓

\_\_\_\_\_

**E)**

**ACCESSORIES:** STONE-BEIGE / ALMOND BODY COLOR

✓

\_\_\_\_\_

STONE / TAN SEATS

✓

\_\_\_\_\_

STONE / TAN / WHITE SUNTOP

✓

\_\_\_\_\_

(1) MESSAGE HOLDER

✓

\_\_\_\_\_

(2) SAND-SEED BOTTLES AND HOLDERS

✓

\_\_\_\_\_

(1) REMOVABLE COOLER WITH BRACKET

✓

\_\_\_\_\_

CUSTOM LOGO

✓

\_\_\_\_\_

USB PORT

✓

\_\_\_\_\_

(3) SETS OF NUMBER DECALS

✓

\_\_\_\_\_

WHEEL COVERS / HUB CAPS

✓

\_\_\_\_\_

(1) TOW BAR

✓

\_\_\_\_\_

**WARRANTY:** PROVIDE COPY OF FACTORY WARRANTY

✓

\_\_\_\_\_

MINIMUM 4-YEAR WARRANTY ON THE FOLLOWING:

ENGINE AND POWER TRAIN

✓

\_\_\_\_\_

SUN TOP

✓

\_\_\_\_\_

PEDALS

✓

\_\_\_\_\_

SEATS

\_\_\_\_\_

✓ 3yrs

OTHER: PLEASE SPECIFY

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

✓

**DELIVERY OF NEW CARS COMPLETE:** MARCH 1ST, 2024

**\*\*IF EQUIPMENT DEVIATES FROM MINIMUM SPECIFICATIONS LISTED ABOVE, PLEASE NOTE AND DESCRIBE IN DETAIL**

**DEVIATIONS FROM SPECIFICATIONS:**

*E-2-60 production IS MAY 2024*

\*ATTACH ADDITIONAL SHEETS IF NEEDED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



ADDITIONAL INFORMATION:

**GOLF CARS**



PLEASE PROVIDE AN ALTERNATIVE BID TO THE ABOVE PROPOSALS, IF YOU HAVE VEHICLES THAT MIGHT BE OF INTEREST TO THE CITY OF NEW PRAGUE. BE SPECIFIC REGARDING MAKE, MODEL, MODEL YEAR, AND ALL WARRANTIES ASSOCIATED WITH THE ALTERNATIVE BID.

ALTERNATIVE BID:

\_\_\_\_\_

\_\_\_\_\_ NONE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

F)



ADDITIONAL PRICING QUOTE:

**TOURNAMENT FLEET RENTALS**



PRICE PER CAR (CUSTOMER) \$ 60<sup>00</sup>

G)

PRICE PER CAR (NON-CUSTOMER) \$ 65<sup>00</sup>

DELIVERY CHARGES \$ 160<sup>00</sup>

PRICES VALID FOR THE 2024 SEASON... APRIL 1ST - OCTOBER 31ST



INFORMATION:



# VENDOR AND BID INFORMATION

IN SUBMITTING THIS PROPOSAL, THE BIDDER UNDERSTANDS THAT THE CITY OF NEW PRAGUE RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS. THE CITY ALSO RESERVES THE RIGHT TO WAIVE ANY TECHNICALITIES AND OR IRREGULARITIES AND MAKE THE AWARD THAT IS IN THE BEST INTEREST OF THE CITY OF NEW PRAGUE.

NAME OF COMPANY: VERSATILE VEHICLES

ADDRESS: 17136 ADELMANN STREET S.E.

ADDRESS: PRIOR LAKE, MN 55372

SIGNATURE: *Gaby Accad*

PLEASE PRINT NAME: Gaby Accad TITLE: President/owner

PHONE: 952-894-1123

EMAIL: gaby@versatilevehicles.com

DATE: 10-10-23

**PROPOSALS SHALL BE SENT TO:**  
 NEW PRAGUE GOLF CLUB  
 C/O GENERAL MANAGER  
 400 LEXINGTON AVENUE SOUTH  
 NEW PRAGUE, MN 56071

OR EMAIL TO: KRUEHLING@CI.NEW-PRAGUE.MN.US

SEALED BID PROPOSALS MUST BE RECEIVED AT THE CITY OF NEW PRAGUE:  
**NO LATER THAN 12:00PM ON OCTOBER 13TH, 2023**  
 TO BE CONSIDERED

IF YOU NEED ANY ADDITIONAL INFORMATION OR WOULD LIKE TO SET UP A MEETING TO INSPECT THE TRADE-IN VEHICLES, PLEASE CONTACT KURT RUEHLING, DIRECTOR OF GOLF OPERATIONS AT 952-758-5326 OR KRUEHLING@CI.NEW-PRAGUE.MN.US



## Limited Warranty Terms and Conditions – RXV Fleet Vehicles

The Textron Specialized Vehicles (TSV) Division of Textron Inc. ("Company") provides that any new Model Year 2024 E-Z-GO RXV Fleet gasoline or lead-acid electric vehicle (the "Vehicles") and/or battery charger purchased from the Company, a Company affiliate, or an authorized Company dealer or distributor, or leased from a leasing company approved by the Company, shall be free from defects in material or workmanship under normal use and service (the "Limited Warranty"). This Limited Warranty with respect only to parts and labor is extended to the Original Retail Purchaser or the Original Retail Lessee ("Purchaser") for defects reported to the Company no later than the following warranty periods for the Vehicle parts and components set forth below (the "Warranty Period"):

Part or Component	Warranty Period
FRAME - WORKMANSHIP	LIFETIME
MAJOR SUSPENSION COMPONENTS - Steering Gearbox, steering column, shocks, struts and leaf springs	4 years
MAJOR ELECTRONICS – Electric motor, solid state speed controller and battery charger	4 years
LEAD ACID DEEP CYCLE BATTERY – RXV ELECTRIC MODELS:	Earlier of 4 years or 25,000 amp hours*
GAS CAR BATTERY (Gas cars with added electrical loads must be equipped with heavy duty battery)	2 years
PEDAL GROUP - Pedal assemblies, brake assemblies, brake cables and motor brake	4 years
CANOPY SYSTEM - Canopy and canopy struts	4 years
SEATS - Seat bottom, seat back and hip restraints	3 years
POWERTRAIN – Gasoline engine, gasoline axle, clutches, engine air intake and exhaust system	4 years
POWERTRAIN – Electric axle	3 years
BODY GROUP – Front and rear cowls, side panels and instrument panel	3 years
OTHER ELECTRICAL COMPONENTS – Solenoid, limit switches, starter generator, voltage regulator, F&R switch, charger cord and charger receptacle	3 years
ALL OPTIONS AND ACCESSORIES - All options and accessories supplied by Company at time of purchase	2 years
ALL OTHER COMPONENTS - All other components supplied by Company at time of purchase	2 years
INITIAL ADJUSTMENTS – Initial alignment, adjustments, fastener retightening	90 Days
ALL PACE SCREENS supplied by Company at time of purchase	5 Years
ALL OTHER PACE COMPONENTS supplied by Company at time of purchase	3 Years
* Added electrical components not part of original Vehicle drive system equipment that consume equal to or more than .4 amps shall reduce the amp hour battery warranty by fifteen percent (15%). Added electrical components not part of original Vehicle drive system equipment that consume less than .4 amps shall reduce the amp hour battery warranty by ten percent (10%). See reverse for other battery warranty limitations, conditions and exceptions.	

The Warranty Period for all parts and components of the Vehicle other than Lead Acid Deep Cycle Batteries shall commence on the date of delivery to the Purchaser's location or the date on which the Vehicle is placed in Purchaser-requested storage.

The Warranty Period for Lead Acid Deep Cycle Batteries shall commence on the earliest of the date of:

- Vehicle delivery to the Purchaser's location,
- on which the Vehicle is placed in Purchaser- requested storage or
- that is one (1) year from the date of manufacture of the Vehicle.

Parts repaired or replaced under this Limited Warranty are warranted for the remainder of the length of the Warranty Period. This Limited Warranty applies only to the Purchaser and not to any subsequent purchaser or lessee without the prior written approval of the TSV Customer Care / Warranty Department.

**EXCLUSIONS:** Specifically **EXCLUDED** from this Limited Warranty are:

- routine maintenance items, normal wear and tear, cosmetic deterioration or electrical components damaged as a result of fluctuations in electric current;
- damage to or deterioration of a Vehicle, part or battery charger resulting from inadequate or improper maintenance, neglect, abuse, improper usage, accident or collision;
- damage resulting from installation or use of parts or accessories not approved by Company, including but not limited to subsequent failures of the Vehicle, other parts or the battery charger due to the installation and/or use of parts and accessories not approved by Company;
- warranty repairs made by other than a Company branch or an authorized and qualified Dealer designee. Warranty repairs by other than a Company branch or an authorized and qualified Dealer or designee shall void the Limited Warranty;
- damage or loss resulting from acts of nature, vandalism, theft, war or other events over which Company has no control;
- any and all expenses incurred in transporting the Vehicle to and from the Company or an authorized and qualified Dealer, distributor or designee for warranty service or in performing field warranty service; and
- any and all expenses, fees or duties incurred relative to inbound freight, Importation, or customs.

**THIS LIMITED WARRANTY MAY BE VOIDED OR LIMITED AT THE SOLE DISCRETION OF COMPANY IF THE VEHICLE AND/OR BATTERY CHARGER:**

- shows indications that routine maintenance was not performed per the Owner's Manual, including but not limited to rotation of fleet, proper tire inflation, lack of charging, inadequate battery watering, use of contaminated water, loose battery hold downs, routine scheduled oil and filter changes, corroded battery cables and loose battery terminals;
- lacks an adequate number of operating battery chargers, uses unapproved battery chargers for the vehicle or uses extension cords with battery chargers;
- shows indications that the charger has been modified to charge vehicles not approved for the charger;
- gasoline vehicles fueled with unleaded gasoline containing more than 10% ethanol, E85 ethanol fuel or other non-recommended fuels, contaminated gasoline or other non-recommended lubricants;
- shows indications that the speed governor was adjusted or modified to permit the Vehicle to operate beyond Company specifications;
- shows indications it has been altered or modified in any way from Company specifications, including but not limited to alterations to the speed braking system, electrical system, passenger capacity or seating;
- has been altered to be used in an application other than a fleet golf vehicle such as a Personal Transportation Vehicle (PTV), utility vehicle, or other non-fleet golf vehicle
- has non-Company approved electrical accessories or electrical energy consuming devices installed on a gasoline powered Vehicle without installation of a heavy duty 12V battery; or
- is equipped with non-standard tires not approved by Company for the application.

**USE OF NON-APPROVED COMPANY PARTS AND ACCESSORIES:** THIS LIMITED WARRANTY IS VOID WITH RESPECT TO ANY PROPERTY DAMAGE OR ADDITIONAL ENERGY CONSUMPTION ARISING FROM OR RELATED TO PARTS OR ACCESSORIES NOT MANUFACTURED OR AUTHORIZED BY THE COMPANY, OR WHICH WERE NOT INSTALLED BY THE COMPANY, ITS DEALERS OR DISTRIBUTORS, INCLUDING BUT NOT LIMITED TO NON-APPROVED GPS SYSTEMS, COOLING AND HEATING SYSTEMS, COMMUNICATION SYSTEMS, INFORMATION SYSTEMS, OR OTHER FORMS OF ENERGY CONSUMING DEVICES WIRED DIRECTLY OR INDIRECTLY TO THE VEHICLE BATTERIES.

**REMEDY:** Purchaser's sole and exclusive remedy under this Limited Warranty in the event of a defect in material or workmanship in the Vehicle, any part or component, or battery charger during the applicable Warranty Period is that E-Z-GO will, at its sole option, repair or replace any defective parts. If the Company elects to repair or replace a defective part, the Company may at its discretion provide a factory reconditioned part or new component from an alternate supplier. All replaced parts become the sole property of the Company. This exclusive remedy will not be deemed to have failed of its essential purpose so long as the Company has made reasonable efforts to repair or replace the defective parts.

**DISCLAIMER:** THIS LIMITED WARRANTY IS THE SOLE AND EXCLUSIVE WARRANTY PROVIDED FOR THE VEHICLES AND BATTERY CHARGER AND IS MADE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ALL SUCH OTHER WARRANTIES BEING EXPLICITLY DISCLAIMED.

**LIABILITY LIMITATIONS:** IN NO CASE SHALL THE COMPANY BE LIABLE FOR INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO DEATH, PERSONAL INJURY OR PROPERTY DAMAGE ARISING FROM OR RELATED TO ANY ALLEGED FAILURE IN A VEHICLE OR BATTERY CHARGER, OR ANY DAMAGE OR LOSS TO THE PURCHASER OR ANY THIRD PARTY FOR LOST TIME, INCONVENIENCE OR ANY ECONOMIC LOSS, WHETHER OR NOT THE COMPANY WAS APPRISED OF THE FORSEEABILITY OF SUCH DAMAGES OR LOSSES. THE RIGHT OF PURCHASER TO RECOVER DAMAGES WITHIN THE LIMITATIONS SET FORTH IN THIS SECTION IS PURCHASER'S EXCLUSIVE ALTERNATIVE REMEDY IF THE LIMITED REMEDY OF REPAIR OR REPLACEMENT OF THE VEHICLE FAILS OF ITS ESSENTIAL PURPOSE. THE PARTIES AGREE THAT THIS ALTERNATIVE REMEDY WILL BE ENFORCEABLE EVEN IF THE LIMITED REMEDY OF REPAIR OR REPLACEMENT FAILS OF ITS ESSENTIAL PURPOSE. ANY LEGAL CLAIM OR ACTION ARISING THAT ALLEGES BREACH OF WARRANTY MUST BE BROUGHT WITHIN THREE (3) MONTHS FROM THE DATE THE WARRANTY CLAIM ARISES. THIS LIMITED WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS AND YOU MAY HAVE OTHER RIGHTS WHICH VARY FROM STATE TO STATE. SOME STATES DO NOT ALLOW THE EXCLUSION OF INCIDENTAL DAMAGES OR LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY MAY LAST, SO THE ABOVE EXCLUSIONS AND LIMITATIONS MAY NOT APPLY TO YOU.

**WARNING:** ANY MODIFICATION OR CHANGE TO THE VEHICLE OR BATTERY CHARGER WHICH ALTERS THE WEIGHT DISTRIBUTION OR STABILITY OF THE VEHICLE, INCREASES THE VEHICLE'S SPEED, OR ALTERS THE OUTPUT OF THE BATTERY CHARGER BEYOND FACTORY SPECIFICATIONS, CAN RESULT IN PROPERTY DAMAGE, PERSONAL INJURY OR DEATH. DO NOT MAKE ANY SUCH MODIFICATIONS OR CHANGES. SUCH MODIFICATIONS OR CHANGES WILL VOID THE LIMITED WARRANTY. THE COMPANY DISCLAIMS RESPONSIBILITY FOR ANY SUCH MODIFICATIONS, CHANGES OR ALTERATIONS WHICH WOULD ADVERSELY IMPACT THE SAFE OPERATION OF THE VEHICLE OR BATTERY CHARGER.

**LEAD ACID DEEP CYCLE BATTERY WARRANTY LIMITATIONS, CONDITIONS AND EXCEPTIONS:**

- The amp hour Warranty Period for electric Vehicle batteries is as recorded by the Vehicle's controller.
- Claims for battery warranty replacement require specific testing, as specified by the TSV Customer Care / Warranty Department. The Company, or an authorized Company dealer or distributor, should be contacted to obtain a copy of the required tests, which must be performed and corrected for temperature, based upon BCI (Battery Council International) recommendations.
- **NON-FACTORY INSTALLED PARTS OR ACCESSORIES INSTALLED DIRECTLY TO LESS THAN THE COMPLETE VEHICLE BATTERY PACK WILL VOID THE WARRANTY FOR THE ENTIRE BATTERY PACK.**
- **ALL NON-FACTORY INSTALLED ACCESSORIES REQUIRE THE INSTALLATION AND USE OF A COMPANY APPROVED DC TO DC CONVERTER THAT USES ENERGY FROM ALL BATTERIES.**
- Electric Vehicle storage facilities must provide the following:
  - ample electrical power to charge all Vehicles and allow the charger to shut off automatically;
  - battery chargers must each have an independent dedicated 15 amp circuit;
  - each battery charger must be connected to its circuit with at minimum a NEMA 15-5R three-pin receptacle;
  - five (5) air exchanges per hour in the charging facility;
  - if the facility utilizes an electrical energy management system, the timer must be set to have available fourteen (14) hours of electricity; and
  - one (1) functional charger for each Vehicle in the fleet with a proper electrical supply as specified above.

**OTHER COMPANY RIGHTS:**

- Company may perform vehicle inspections (directly or through assigned E-Z-GO representatives) through the term of the warranty period.
- Company may improve, modify or change the design of any Company vehicle, part or battery charger without being responsible to modify previously manufactured vehicles, parts or battery chargers.
- Company may audit and inspect the Purchaser's facility, maintenance records and its Vehicles by a Company representatives prior to approving a warranty claim and may contract with a third party to evaluate the Purchaser's storage facilities, fuel storage tanks and/or batteries.
- **THE WARRANTY FOR ALL VEHICLES IN A FLEET SHALL BE VOIDED IF DATA SUBMITTED FOR AN INDIVIDUAL VEHICLE WARRANTY CLAIM CONTAINS AUTHORITY:** No Company employee, dealer, distributor or representative, or any other person, has any authority to bind the Company beyond the terms of this Limited Warranty without the express written approval of the TSV Customer Care / Warranty Department.

**EMISSIONS CONTROL WARRANTY:** The Vehicle may also be subject to an emissions control warranty, as required by the U.S. Environmental Protection Agency and California Air Resources Board, which is provided in a separate Statement with the Vehicle.

# The NEW RXV<sup>®</sup>



## Exceptional Go. Inside & Out.

There's a reason the E-Z-GO<sup>®</sup> RXV is chosen on so many golf courses worldwide. With industry-leading ELiTE Lithium powered by Samsung SDI, ever-innovating Pace Technology, and a new design that is more golfer-friendly than ever before, you can trust the RXV will always be good to go.

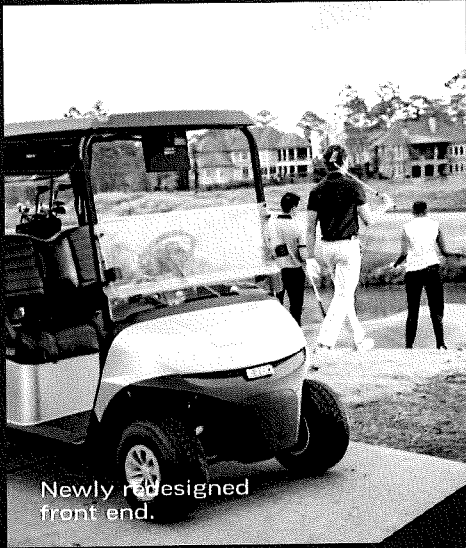
ELITE LITHIUM POWERTRAIN  
OR EX1 GAS ENGINE WITH  
CLOSED LOOP EFI

AUTOMOTIVE STYLE  
HANGING PEDALS

NEW GOLFER-CENTRIC  
DESIGN



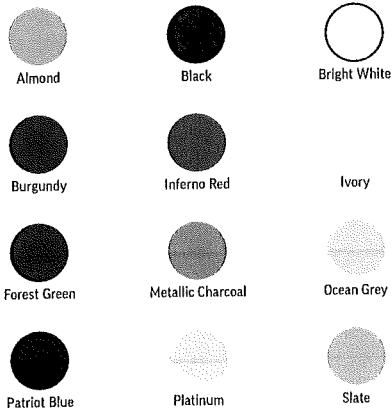
# The NEW RXV™



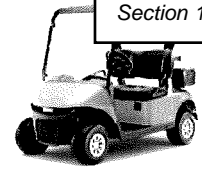
## Key Features

- New Golf Centric, Best-In-Class Dash
- Spacious Leg Room
- New Led Headlights with Optional Upgrades (Freedom Model Only)
- Impact-Resistant Bumpers
- Oversized Bag Well
- Superior Performance
- Perfectly Tuned Power
- Refined Handling
- Industry's Lowest Operational Costs
- Optional Fold-Down Windshield
- IntelliBrake™ (ELITE)
- Industry's Most Efficient Gas Engine (EX1)
- Closed-Loop EFI System (EX1)
- Rear-facing Seat Available in Rxv 2+2 (Freedom Model)
- New Optional Golf Accessories

## Color Options



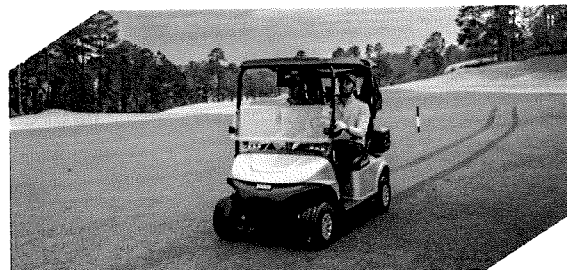
ELITE



Section 11, Item c.

EX1

DIMENSIONS	
OVERALL LENGTH	92.5 in (235 cm)
OVERALL WIDTH	45 in (114 cm)
OVERALL HEIGHT (W/O ROOF)	47.5 (121 cm)
OVERALL HEIGHT (W/ ROOF)	67 in (170 cm)
WHEEL BASE	65.7 (167 cm)
FRONT WHEEL TRACK	35.5 (90 cm)
REAR WHEEL TRACK	38 (97 cm)
GROUND CLEARANCE @ DIFFERENTIAL	4.5 in (11 cm)   4 in (10 cm)
POWER	
POWER SOURCE	56.7-VDC
HORSEPOWER (KW)	4.4 hp (3.3 Kw) Continuous
ELECTRICAL SYSTEM	48 Volt AC
BATTERIES (QTY/TYPER)	ELITE 2.2, 56.7V Lithium
KEY OR PEDAL START	Pedal
BATTERY CHARGER	Lithium World Charger 56VDC 10 ft. DC Cord
SPEED CONTROLLER	235-amp Solid-State AC Controller
DRIVETRAIN	Motor Shaft Direct Drive
TRANSAXLE	Limited Slip Differential
GEAR SELECTION	Dash Mounted Forward-Neutral-Reverse
REAR AXLE RATIO	16.99:1
Single Cylinder OHC, 4 Cycle, 9.15 cu in (150 cc)	
11.5 hp (8.6 kW) J1995 Standard	
Brushless DC Internal Starter Generator	
One, 12 Volt Maintenance Free	
N/A	
N/A	
Continuously Variable Transmission (CVT)	
Differential with Helical Gears	
Forward-Reverse	
11.47:1 (Forward) 14.35:1 (Reverse)	
PERFORMANCE	
SEATING CAPACITY	2 Passenger
DRY WEIGHT (W/ CANOPY)	633 lb (287 kg)   710 lb (322 kg)
CURB WEIGHT (W/ CANOPY)	680 lb (308 kg)   726 lb (329 kg)
VEHICLE LOAD CAPACITY	500 lb (227 kg) (2 Passenger) or 800 lb (360kg) (4 Passenger)
OUTSIDE CLEARANCE CIRCLE	19.2 ft (5.9 m)   19.0 ft (5.8 m)
SPEED (LEVEL GROUND)	12 mph ± 0.5 mph (19.3 kph ± 0.8 kph) 19 mph ± 0.5 mph (31 kph ± 0.8 kph) (Freedom Model)
TOWING CAPACITY	Three E-Z-GO Golf Cars with Approved Permanent Tow Bar
STEERING & SUSPENSION	
STEERING	Double Ended Rack & Pinion
SUSPENSION	Independent A-Arm Coil Over Shock (Front) - Mono-Leaf Springs with Hydraulic Shocks (Rear)
SERVICE BRAKE	Induction Motor   Rear Wheel Mechanical Self-Adjusting Drum
PARKING BRAKE	Automatic Electro-Magnetic   Self-Compensating, Single Point Engagement
TIRES	18 x 8.50-8 (4-ply rated)
BODY & CHASSIS	
FRAME	Welded Steel with Powder-Coat Protection
BODY & FINISH	Injection Molded TPD
AVAILABLE BODY COLORS	Almond, Black, Bright White, Burgundy, Forest Green, Inferno Red, Ivory, Metallic Charcoal, Ocean Grey, Patriot Blue, Platinum, Slate
STANDARD SEAT COLORS	Black, Grey, Oyster, Stone Beige
PREMIUM SEAT COLORS	Black, Mushroom, Grey (custom colors available)
PINSTRIPES COLORS	Silver, Black, Gold



**EZGO**  
IT'S GOOD TO GO  
EZGO.com

BUILT RIGHT.  
RIGHT HERE.



PAGE 1  
OUTRIGHT PURCHASE:  
**GOLF CARS**

Section 11, Item c.



NEW PRAGUE GOLF CLUB  
400 LEXINGTON AVENUE SOUTH  
NEW PRAGUE, MN 56071

WE HEREBY SUBMIT OUR PROPOSAL TO THE CITY OF NEW PRAGUE FOR NEW 2024 GOLF CARS IN ACCORDANCE WITH THE ATTACHED MINIMUM SPECIFICATIONS:

PLEASE PROVIDE BIDS REFLECTING THE DOLLARS PER CAR AND THE TOTAL DOLLARS FOR (60) CARS

A) GOLF CAR PROPOSED MAKE: YAMAHA MODEL: EFI QUIETECH  
MODEL YEAR: 2024

TOTAL BID PRICE INCLUDING TAX (FOB) NEW PRAGUE GOLF CLUB, 400 LEXINGTON AVENUE S, NEW PRAGUE, MN 56071 FOR OUTRIGHT PURCHASE. TERMS: NET 30 DAYS

B) PRICE PER NEW CAR: \$ 6,709

TOTAL PURCHASE PRICE FOR (60) NEW CARS: \$ 402,540

THE NEW PRAGUE GOLF CLUB ALSO HAS (50) USED GOLF CARS AVAILABLE FOR TRADE-IN. (50) 2017 E-Z-GO TXT GAS. PLEASE PROVIDE TRADE-IN VALUE FOR THE CARS DEPENDING ON TRADE-IN PRICE SUBMITTED, THE CITY RESERVES THE RIGHT TO NOT TRADE IN ANY OF THE CARS.

C) PRICE PER 2017 E-Z-GO TXT TRADE-IN CAR: \$ 2,550

TOTAL TRADE-IN PRICE FOR ALL (50) CARS: \$ 127,500

D) **NET PURCHASE PRICE:** \$ 275,040  
(TOTAL PURCHASE PRICE FOR (60) NEW CARS LESS TOTAL TRADE-IN PRICE FOR ALL (50) USED CARS)



# MINIMUM SPECIFICATIONS: GOLF CARS



PLEASE INDICATE WHETHER YOUR BID MEETS OR DEVIATES FROM SPECIFICATIONS...

	<u>MEETS</u>	<u>DEVIATES</u>
<b>MODEL YEAR:</b> 2024	X	
<b>ENGINE:</b> FUEL INJECTED GASOLINE, SINGLE-CYLINDER	X	
<b>BODY:</b> INJECTION MOLDED RESIN	X	
<b>FUEL TANK:</b> MINIMUM OF 4.5 GALLON CAPACITY	X	
<b>CHASIS:</b> LIGHTWEIGHT STEEL OR ALUMINUM	X	
<b>E) BUMPERS:</b> FRONT AND REAR	X	
<b>ACCESSORIES:</b> STONE-BEIGE / ALMOND BODY COLOR	X	
STONE / TAN SEATS	X	
STONE / TAN / WHITE SUNTOP	X	
(1) MESSAGE HOLDER	X	
(2) SAND-SEED BOTTLES AND HOLDERS	X	
(1) REMOVABLE COOLER WITH BRACKET	X	
CUSTOM LOGO	X	
USB PORT	X	
(3) SETS OF NUMBER DECALS	X	
WHEEL COVERS / HUB CAPS	X	
(1) TOW BAR	X	
<b>WARRANTY:</b> PROVIDE COPY OF FACTORY WARRANTY	X	
MINIMUM 4-YEAR WARRANTY ON THE FOLLOWING:	X	
ENGINE AND POWER TRAIN	X	
SUN TOP	X	
PEDALS		X
SEATS		X
<b>OTHER:</b> PLEASE SPECIFY _____		
_____		
<b>DELIVERY OF NEW CARS COMPLETE:</b> MARCH 1ST, 2024	X	

**\*\*IF EQUIPMENT DEVIATES FROM MINIMUM SPECIFICATIONS LISTED ABOVE, PLEASE NOTE AND DESCRIBE IN DETAIL**

**DEVIATIONS FROM SPECIFICATIONS:**

PEDALS	3 YEAR	WARRANTY
SEATS	2 YEAR	WARRANTY

\*ATTACH ADDITIONAL SHEETS IF NEEDED



ADDITIONAL INFORMATION:  
**GOLF CARS**



PLEASE PROVIDE AN ALTERNATIVE BID TO THE ABOVE PROPOSALS, IF YOU HAVE VEHICLES THAT MIGHT BE OF INTEREST TO THE CITY OF NEW PRAGUE. BE SPECIFIC REGARDING MAKE, MODEL, MODEL YEAR, AND ALL WARRANTIES ASSOCIATED WITH THE ALTERNATIVE BID.

ALTERNATIVE BID:

F)

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ADDITIONAL PRICING QUOTE:  
**TOURNAMENT FLEET RENTALS**



PRICE PER CAR (CUSTOMER)

\$ 50

G)

PRICE PER CAR (NON-CUSTOMER)

\$ 65

DELIVERY CHARGES

\$ FREE CUSTOMER  
200 NON CUSTOMER

PRICES VALID FOR THE 2024 SEASON...APRIL 1ST - OCTOBER 31ST



## INFORMATION:

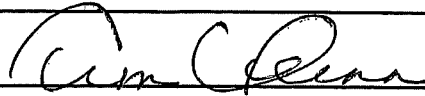
**VENDOR AND BID INFORMATION**

IN SUBMITTING THIS PROPOSAL, THE BIDDER UNDERSTANDS THAT THE CITY OF NEW PRAGUE RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS. THE CITY ALSO RESERVES THE RIGHT TO WAIVE ANY TECHNICALITIES AND OR IRREGULARITIES AND MAKE THE AWARD THAT IS IN THE BEST INTEREST OF THE CITY OF NEW PRAGUE.

NAME OF COMPANY: YAMAHA GOLF & UTILITY

ADDRESS: 3350 WEST HIGHWAY 13

ADDRESS: BURNSVILLE MN 55337

SIGNATURE: 

PLEASE PRINT NAME: TIM VERNON TITLE: OWNER

PHONE: 612 206 6499

EMAIL: TVERNON @ YAMAHAGOLF.COM

DATE: 9-27-23

**PROPOSALS SHALL BE SENT TO:**

NEW PRAGUE GOLF CLUB  
C/O GENERAL MANAGER  
400 LEXINGTON AVENUE SOUTH  
NEW PRAGUE, MN 56071

OR EMAIL TO: [KRUEHLING@CI.NEW-PRAGUE.MN.US](mailto:KRUEHLING@CI.NEW-PRAGUE.MN.US)

SEALED BID PROPOSALS MUST BE RECEIVED AT THE CITY OF NEW PRAGUE:  
**NO LATER THAN 12:00PM ON OCTOBER 13TH, 2023**  
TO BE CONSIDERED

IF YOU NEED ANY ADDITIONAL INFORMATION OR WOULD LIKE TO SET UP A MEETING TO INSPECT THE TRADE-IN VEHICLES, PLEASE CONTACT KURT RUEHLING, DIRECTOR OF GOLF OPERATIONS AT 952-758-5326 OR [KRUEHLING@CI.NEW-PRAGUE.MN.US](mailto:KRUEHLING@CI.NEW-PRAGUE.MN.US)





# OUTRIGHT PURCHASE: GOLF CARS



NEW PRAGUE GOLF CLUB  
400 LEXINGTON AVENUE SOUTH  
NEW PRAGUE, MN 56071

WE HEREBY SUBMIT OUR PROPOSAL TO THE CITY OF NEW PRAGUE FOR NEW 2024 GOLF CARS IN ACCORDANCE WITH THE ATTACHED MINIMUM SPECIFICATIONS:

PLEASE PROVIDE BIDS REFLECTING THE DOLLARS PER CAR AND THE TOTAL DOLLARS FOR (60) CARS

A) GOLF CAR PROPOSED

MAKE: YAMAHA

MODEL: EFI

MODEL YEAR: 2024

TOTAL BID PRICE INCLUDING TAX (FOB) NEW PRAGUE GOLF CLUB, 400 LEXINGTON AVENUE S, NEW PRAGUE, MN 56071 FOR OUTRIGHT PURCHASE. TERMS: NET 30 DAYS

B)

PRICE PER NEW CAR: \$ 6,242

TOTAL PURCHASE PRICE FOR (60) NEW CARS: \$ 374,520

THE NEW PRAGUE GOLF CLUB ALSO HAS (50) USED GOLF CARS AVAILABLE FOR TRADE-IN. (50) 2017 E-Z-GO TXT GAS. PLEASE PROVIDE TRADE-IN VALUE FOR THE CARS DEPENDING ON TRADE-IN PRICE SUBMITTED, THE CITY RESERVES THE RIGHT TO NOT TRADE IN ANY OF THE CARS.

C)

PRICE PER 2017 E-Z-GO TXT TRADE-IN CAR: \$ 2,550

TOTAL TRADE-IN PRICE FOR ALL (50) CARS: \$ 127,500

D)

NET PURCHASE PRICE: \$ 247,020

(TOTAL PURCHASE PRICE FOR (60) NEW CARS LESS TOTAL TRADE-IN PRICE FOR ALL (50) USED CARS)



# MINIMUM SPECIFICATIONS: GOLF CARS



PLEASE INDICATE WHETHER YOUR BID MEETS OR DEVIATES FROM SPECIFICATIONS...

	<u>MEETS</u>	<u>DEVIATES</u>
<b>MODEL YEAR:</b> 2024	X	
<b>ENGINE:</b> FUEL INJECTED GASOLINE, SINGLE-CYLINDER	X	
<b>BODY:</b> INJECTION MOLDED RESIN	X	
<b>FUEL TANK:</b> MINIMUM OF 4.5 GALLON CAPACITY	X	
<b>CHASIS:</b> LIGHTWEIGHT STEEL OR ALUMINUM	X	
<b>E) BUMPERS:</b> FRONT AND REAR	X	
<b>ACCESSORIES:</b> STONE-BEIGE / ALMOND BODY COLOR	X	
STONE / TAN SEATS	X	
STONE / TAN / WHITE SUNTOP	X	
(1) MESSAGE HOLDER	X	
(2) SAND-SEED BOTTLES AND HOLDERS	X	
(1) REMOVABLE COOLER WITH BRACKET	X	
CUSTOM LOGO	X	
USB PORT	X	
(3) SETS OF NUMBER DECALS	X	
WHEEL COVERS / HUB CAPS	X	
(1) TOW BAR	X	
<b>WARRANTY:</b> PROVIDE COPY OF FACTORY WARRANTY	X	
MINIMUM 4-YEAR WARRANTY ON THE FOLLOWING:	X	
ENGINE AND POWER TRAIN	X	
SUN TOP	X	
PEDALS		X
SEATS		X
<b>OTHER:</b> PLEASE SPECIFY _____		
_____		
_____		
<b>DELIVERY OF NEW CARS COMPLETE:</b> MARCH 1ST, 2024	X	

**\*\*IF EQUIPMENT DEVIATES FROM MINIMUM SPECIFICATIONS LISTED ABOVE, PLEASE NOTE AND DESCRIBE IN DETAIL DEVIATIONS FROM SPECIFICATIONS:**

PEDALS	3	YEAR	WARRANTY
SEATS	2	YEAR	WARRANTY

\*ATTACH ADDITIONAL SHEETS IF NEEDED



ADDITIONAL INFORMATION:  
**GOLF CARS**



PLEASE PROVIDE AN ALTERNATIVE BID TO THE ABOVE PROPOSALS, IF YOU HAVE VEHICLES THAT MIGHT BE OF INTEREST TO THE CITY OF NEW PRAGUE. BE SPECIFIC REGARDING MAKE, MODEL, MODEL YEAR, AND ALL WARRANTIES ASSOCIATED WITH THE ALTERNATIVE BID.

ALTERNATIVE BID:

F)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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ADDITIONAL PRICING QUOTE:  
**TOURNAMENT FLEET RENTALS**



PRICE PER CAR (CUSTOMER)

\$ 50

G)

PRICE PER CAR (NON-CUSTOMER)

\$ 65

DELIVERY CHARGES

\$ FREE CUSTOMER  
200 NON CUSTOMER

PRICES VALID FOR THE 2024 SEASON... APRIL 1ST - OCTOBER 31ST



INFORMATION:

**VENDOR AND BID INFORMATION**

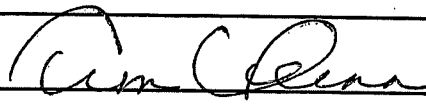


IN SUBMITTING THIS PROPOSAL, THE BIDDER UNDERSTANDS THAT THE CITY OF NEW PRAGUE RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS. THE CITY ALSO RESERVES THE RIGHT TO WAIVE ANY TECHNICALITIES AND OR IRREGULARITIES AND MAKE THE AWARD THAT IS IN THE BEST INTEREST OF THE CITY OF NEW PRAGUE.

NAME OF COMPANY: YAMAHA GOLF & UTILITY

ADDRESS: 3350 WEST HIGHWAY 13

ADDRESS: BURNSVILLE MN 55337

SIGNATURE: 

PLEASE PRINT NAME: TIM VERNON TITLE: OWNER

PHONE: 612 206 6499

EMAIL: TVERNON @ YAMAHAGOLF.COM

DATE: 9-27-23

**PROPOSALS SHALL BE SENT TO:**  
NEW PRAGUE GOLF CLUB  
C/O GENERAL MANAGER  
400 LEXINGTON AVENUE SOUTH  
NEW PRAGUE, MN 56071

OR EMAIL TO: KRUEHLING@CI.NEW-PRAGUE.MN.US

**SEALED BID PROPOSALS MUST BE RECEIVED AT THE CITY OF NEW PRAGUE:  
NO LATER THAN 12:00PM ON OCTOBER 13TH, 2023  
TO BE CONSIDERED**

IF YOU NEED ANY ADDITIONAL INFORMATION OR WOULD LIKE TO SET UP A MEETING TO INSPECT THE TRADE-IN VEHICLES, PLEASE CONTACT KURT RUEHLING, DIRECTOR OF GOLF OPERATIONS AT 952-758-5326 OR KRUEHLING@CI.NEW-PRAGUE.MN.US



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

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**MEMORANDUM**

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** APPROVAL OF 2024 COMPENSATION PAY PLAN  
**DATE:** DECEMBER 15, 2023

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Enclosed for your review is a copy of the proposed employee Compensation Pay Plan for 2024.

Throughout our budget conversations, discussions have taken place with a 4% adjustment for all non-union positions in 2024. This adjustment is to adjust both for inflation pressures as well as to keep the compensation of employees competitive with other public agencies.

The proposed compensation pay plan has been adjusted by 4% from 2023 to match the budget conversations. This amount has been included in the 2024 budget.

**Recommendation**

Staff recommends approval of the 2024 Compensation Pay Plan.

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

\$ 13.82  
 4.00%  
 3.65%  
 9.00%  
 2.75%  
 31.19%

CITY OF NEW PRAGUE  
 PAY MATRIX 1/1/2024

HOURLY

	Points	Grade	Standard Steps										
			1	2	3	4	5	6	7	8	9	10	11
	0 50	1	\$ 13.82	\$ 14.20	\$ 14.59	\$ 14.99	\$ 15.40	\$ 15.82	\$ 16.26	\$ 16.71	\$ 17.17	\$ 17.64	\$ 18.13
	51 57	2	15.06	15.47	15.90	16.34	16.79	17.25	17.72	18.21	18.71	19.22	19.75
	58 64	3	16.42	16.87	17.33	17.81	18.30	18.80	19.32	19.85	20.40	20.96	21.54
	65 71	4	17.90	18.39	18.90	19.42	19.95	20.50	21.06	21.64	22.24	22.85	23.48
	72 80	5	19.51	20.05	20.60	21.17	21.75	22.35	22.96	23.59	24.24	24.91	25.60
Custodian	81 93	6	21.27	21.85	22.45	23.07	23.70	24.35	25.02	25.71	26.42	27.15	27.90
	94 108	7	23.18	23.82	24.48	25.15	25.84	26.55	27.28	28.03	28.80	29.59	30.40
Maintenance Worker-Parks, Clerk/Receptionist, Customer Service/Accounting Clerk, Police Clerk-Typist	109 136	8	25.27	25.96	26.67	27.40	28.15	28.92	29.72	30.54	31.38	32.24	33.13
Accounting Technician, Planning Technician, Police Records Technician, Utility Billing Clerk, Purchasing/Inventory Clerk, Maintenance Worker-Street	137 170	9	27.54	28.30	29.08	29.88	30.70	31.54	32.41	33.30	34.22	35.16	36.13
Administrative Coordinator, Maintenance Worker/Water Operator, Golf Mechanic, Wastewater Operator I, Water Operator	171 197	10	30.02	30.85	31.70	32.57	33.47	34.39	35.34	36.31	37.31	38.34	39.39
Generation Operator, Wastewater Operator II	198 215	11	32.72	33.62	34.54	35.49	36.47	37.47	38.50	39.56	40.65	41.77	42.92
Public Works Supervisor-Street, Building Inspector, Parks Maintenance Supervisor, Generation Supervisor, Police Officers, Planner	216 260	12	35.66	36.64	37.65	38.69	39.75	40.84	41.96	43.11	44.30	45.52	46.77
Assistant Superintendent-Wastewater, Water Supervisor, Golf Superintendent, Detective	261 313	13	38.87	39.94	41.04	42.17	43.33	44.52	45.74	47.00	48.29	49.62	50.98
Superintendent-Wastewater, Distribution Supervisor, Building Official/Fire Marshall, Sergeant	314 383	14	42.37	43.54	44.74	45.97	47.23	48.53	49.86	51.23	52.64	54.09	55.58
Electric Operations Supervisor	384 434	15	46.18	47.45	48.75	50.09	51.47	52.89	54.34	55.83	57.37	58.95	60.57
Planning/Community Development Director, Public Works Director	435 478	16	50.34	51.72	53.14	54.60	56.10	57.64	59.23	60.86	62.53	64.25	66.02
General Manager, Chief of Police/Emergency Management Director, Finance Director	479 575	17	54.87	56.38	57.93	59.52	61.16	62.84	64.57	66.35	68.17	70.04	71.97
	576 691	18	59.81	61.45	63.14	64.88	66.66	68.49	70.37	72.31	74.30	76.34	78.44
City Administrator	692 831	19	65.19	66.98	68.82	70.71	72.65	74.65	76.70	78.81	80.98	83.21	85.50
Lineworker		LW	38.87	40.29	41.76	43.28	44.86	46.50	48.20	49.96	51.78	53.67	55.63



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

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**MEMORANDUM**

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** 2024 VISIONING DOCUMENT  
**DATE:** DECEMBER 15, 2023

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Over the course of the 2024 budget preparation cycle, there has also been discussion about the 2024 Visioning document. This document has included updates to the projects going forward, as well as adding information for projects completed in 2023. I have attached the most recent version of the document for your review.

Some highlights looking forward to 2024 include:

- Finish the update of the City’s Comprehensive Plan
- Completing the City’s Long-Term Financial Plan
- Completing a Sanitary Sewer Feasibility Study
- Work with the Townships to update our Orderly Annexation Agreements
- Upgrade/Update the City Website

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

**Recommendation**

Staff recommends approval of the 2024 Visioning document.

# 2024 Visioning List

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

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

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

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

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

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



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



# Contents

- Short-term Goals..... 3
  - 2024 ..... 3
  - 2025 ..... 10
  - 2026 ..... 13
- Medium-term Goals..... 16
  - 2027 ..... 16
  - 2028 ..... 17
  - 2029 ..... 18
- Long-term Goals..... 19
  - 2030 ..... 19
  - 2031 ..... 20
  - 2032 ..... 20
  - 2033 ..... 21
- Future, Uncommitted Goals ..... 22
- Completed Projects..... 25
  - 2022 ..... 25
  - 2023 ..... 27
  - 2024 ..... 29

### Short-term Goals

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

#### 2024

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

Equipment Fund/General Obligation Debt Reduction	
Timeframe	Ongoing
Resp. Depart.	Administration
Details	As yearly debt payments are reduced, the levy amount previously used to pay debt will be instead allocated to an Equipment Replacement fund. This will reduce the need to borrow for the purchasing of equipment on a yearly basis as well as allow the City to maintain a more consistent levy increase. It will also create a cushion should debt need to be again used in the future to reduce overall levy impacts.  For the 2024, \$138,275 is being levied towards the Equipment Fund.

Comprehensive Plan Update			
Target Year	2024	Year Added	2022
Original Target Year	2022-2023	Change in Target Year?	Process took longer than expected
Resp. Depart.	Community Development		
Details	<p>Staff will oversee a full update on the City’s Comprehensive Plan. The City Council and Planning Commission will be consulted throughout the process.</p> <ul style="list-style-type: none"> <li>• 12/2022 Update: November 2022, the City Council entered into an agreement with MSA to provide a complete comprehensive plan service for the City. This process is expected to begin January 2023 and be wrapped up by December 2023.</li> <li>• 3/2023 Update: The steering committee has met and the plan update is underway. The consultants are planning on meeting with the City Council/Planning Commission to receive feedback and provide guidance.</li> <li>• 6/2023 Update: Met with all board and commissions except for Utilities. Steering committee meeting again in July. Will be compiling public input and starting drafts soon.</li> <li>• 9/2023 Update: Steering committee set to meet in September.</li> <li>• 12/2023 Update: The formal public comment portion was wrapped up in Q4 2023. Looking forward, following additional Council/Board/Committee discussions, we’ll move into the final drafting stage. Tentative finish is in Q1 2024.</li> </ul>		

Bylaw Updating			
Target Year	2024	Year Added	2022
Original Target Year	2023	Change in Target Year?	Started in 2023 but did not fully complete.
Resp. Depart.	Administration		
Details	<p>Staff, in conjunction with Fire Department, will complete a review of the Fire Department policies to ensure they are easy to read and meeting the needs of the organization.</p> <ul style="list-style-type: none"> <li>• 3/2023 Update: Staff has begun communications with the City Attorney to discuss the process moving forward.</li> <li>• 6/2023 Update: An initial draft has been completed.</li> </ul>		

Long-Term Financial Plan			
Target Year	2024	Year Added	2023
Original Target Year	2023	Change in Target Year?	
Resp. Depart.	Administration		
Details	Working through the long-term financial plan in 2023, it was quickly discovered that doing so with the budget created a large amount of work having to change both with any small change to the budget. Because of this, staff recommends completely the plan, and then subsequent updates, in the spring, which will help guide staff along with the Visioning Document when it puts together the budget for the upcoming year.		

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

City Hall Hours			
Target Year	2024	Year Added	2022
Original Target Year	2023	Change in Target Year?	Was not completed on time
Resp. Depart.	Administration		
Details	<p>Research City Hall hours and employee schedules to determine if the current work schedules are appropriate.</p> <ul style="list-style-type: none"> <li>• 12/2023 Update: This initiative was not completed in 2023.</li> </ul>		

East/West Sanitary Sewer Trunk Mains Feasibility Study			
Target Year	2024	Year Added	2022
Original Target Year	2023	Change in Target Year?	Started in 2023. Finished in 2024
Resp. Depart.	Publics Works		
Details	<p>A feasibility study to be conducted to determine future locations, costs, etc. to expand the sanitary sewer system to the east and west. Funding for these studies has been allocated from existing ARPA funds.</p> <ul style="list-style-type: none"> <li>• 3/2023 Update: Staff is working to put together the RFP language and plans to have it to the City Council by June 2023.</li> <li>• 6/2023 Update: Staff has been working with the City Engineer to put an RFP together. The plan is to have it before the Council soon to start the process.</li> <li>• 9/2023 Update: The RFP is being advertised and has a submission deadline of September 19<sup>th</sup>.</li> <li>• 12/2023 Update: The Council selected Bolton &amp; Menk to work on the Study. Bolton &amp; Menk has been gathering information as it puts its models together.</li> </ul>		

Orderly Annexation Agreements			
Target Year	2024	Year Added	2022
Original Target Year	2023	Change in Target Year?	Waited until Comp Plan updated
Resp. Depart.	Community Development		
Details	<p>Staff will work to negotiate and enter into Annexation Agreements with Helena and Lanesburgh townships for continued planned expansion of New Prague.</p> <ul style="list-style-type: none"> <li>• 3/2023 Update: This item is set to be moved to 2024. The Townships would like us to complete our Comprehensive Plan before coming to the table.</li> </ul>		

Organize Revolving Loan Fund Program for Downtown Businesses			
Target Year	2024	Year Added	2022
Original Target Year	2023	Change in Target Year?	Waited until Comp Plan updated
Resp. Depart.	Community Development		
Details	<p>The City has funding available to start a revolving loan fund program. Staff will organize and work with the EDA on potentially starting up a program for downtown businesses.</p> <ul style="list-style-type: none"> <li>• 3/2023 Update: This is currently being considered by the EDA as a future project/goal. The EDA would like to wait on the Comprehensive Plan update before finalizing any goals.</li> </ul>		

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

Green Step Cities			
Target Year	2024	Year Added	2022
Original Target Year	2023	Change in Target Year?	Not fully completed in 2023
Resp. Depart.	Administration/Planning Commission		
Details	<p>Staff will work with the Planning Commission to develop a plan to implement 1 – 2 possible best practices in 2023.</p> <ul style="list-style-type: none"> <li>• 3/2023 Update: Meeting with the Planning Commission 1/2023, it was determined the Planning Commission would like staff to work on pursuing the following two Best Practices: <ul style="list-style-type: none"> <li>○ 15.1: Adopt a sustainable purchasing policy</li> <li>○ 25.2: Create or participate in a marketing program to connect businesses with assistance providers, including utilities, who provide energy audits and assistance.</li> <li>○ 25.7: Conduct or participate in a buy local campaign for community members and local businesses.</li> </ul> </li> </ul> <p>Staff expects to begin work on these April 2023.</p> <ul style="list-style-type: none"> <li>• With a new Administrative Coordinator in place, staff expects to begin work on these three items in July.</li> <li>• 9/2023 Update: Staff will be taking the sustainability and sustainable purchasing policies to the Planning Commission in September.</li> </ul>		

Community Recreational Facility Study			
Target Year	2024	Year Added	2022
Original Target Year	2023	Change in Target Year?	Process took longer than expected
Resp. Depart.	Administration		
Details	<p>Staff, in conjunction with the NPAS district, will have a Recreational Facilities assessment completed to give a better idea of the needs of the community. The process will start in the fall of 2022 so that come early 2023, it is moving forward.</p> <ul style="list-style-type: none"> <li>• 12/2022 Update: The School district, through their connections with Wold Architects, began the process of putting this study together. Staff has met with Wold Architects to formulate a plan moving forward. At this time, staff has been reaching out to area organizations, from youth to seniors, to get a feel for needs of their organizations.</li> <li>• 3/2023 Update: After meeting with Wold in 1/2023, it was discovered that this study has the ability to be very expensive. To keep costs down, City staff will be assisting in some of the information gathering.</li> <li>• 6/2023 Update: Staff has been working with Wold Architects to gather data it needs and give access to facilities. Wold Architects plans to speak to the Council at the end of June.</li> <li>• 9/2023 Update: Wold will be meeting with the Council during the next workshop to discuss current findings and the path forward.</li> </ul>		

Reduce Golf Course Subsidy			
Target Year	2024-2032	Year Added	2022
Original Target Year	2023-2032	Change in Target Year?	Target year reduced as reduction has taken place
Resp. Depart.	Administration/Golf		
Details	<p>In 2024, the planned subsidy to the Golf Course was \$97,016. This was down 20% from \$121,270. Due to budget revenue limitations, the entire subsidy was suspended for a single year. In 2025, the plan is to reduce the subsidy \$12,127 from the planned 2024 amount to \$84,889.</p>		

Upgrade City Website			
Target Year	2024	Year Added	2022
Original Target Year	2024	Change in Target Year?	
Resp. Depart.	Administration		
Details	<p>Starting in 2023, the City's website host offered to upgrade the City's website. The new website will allow residents, businesses, and developers to more easily access the information they need.</p>		

Online System for Licenses			
Target Year	2024	Year Added	2022
Original Target Year	2023	Change in Target Year?	
Resp. Depart.	Community Development		
Details	Staff will review and implement upgrades to City software and the City website that allows for permit, project, and license applications to be submitted online.		

Historic District			
Target Year	2024	Year Added	2022
Original Target Year	2024	Change in Target Year?	
Resp. Depart.	Community Development		
Details	Staff will explore establishing downtown New Prague as a historic district by the State of Minnesota.		

Increase Security Cameras			
Target Year	2024-2027	Year Added	2022
Original Target Year	2023-2026	Change in Target Year?	Staff applying for grants for partial funding
Resp. Depart.	Police		
Details	<p>Staff budgeted \$25,000 in 2023 for the installation of cameras across the City in strategic locations to assist in cases (i.e. parks, intersections, etc.). This will likely be a multi-year project as our network is built out to support the security of our facilities.</p> <ul style="list-style-type: none"> <li>• 3/2023 Update: Staff has preliminary work from the budget process. Staff will begin diving into this further with CTS.</li> <li>• 6/2023 Update: Grants have been applied for that would allow more work than originally planned for year one to take place. Staff has not yet heard on whether it will be awarded any grant funding.</li> <li>• 9/2023 Update: Staff continues to wait on word of the grants.</li> <li>• 12/2023 Update: Staff has still not received word on whether we received the grants. At this point, we are assuming we did not, and will be applying again in 2024.</li> </ul>		



<b>Zoning Ordinance Update</b>			
Target Year	2024 – 2025	Year Added	2022
Original Target Year	2024	Change in Target Year?	
Resp. Depart.	Community Development		
Details	Following the completion of the City’s Comprehensive plan, the next step is updating the Zoning Ordinance. This has not been done comprehensively since the 1970s, when the ordinance was originally written. Since that time, additions, subtractions, or changes have been piecemeal in nature. A full re-write will allow the ordinance to better match the vision of the community as documented in the updated Comprehensive Plan as well as make the ordinance more accessible to citizens, developers, and staff. Due to the size of the work, and potential cost, the City is budgeting for half of the cost in 2024 and half of the cost in 2025, with work expected to be completed in 2025.		

<b>Park Board Bylaw Updating</b>			
Target Year	2024	Year Added	2022
Original Target Year	2024	Change in Target Year?	
Resp. Depart.	Administration/Community Development		
Details	Staff, working with the City Council and Park Board, will review the bylaws of the Park Board to ensure they are up-to-date and working appropriately.		

<b>Emergency Operations Plan</b>			
Target Year	2024	Year Added	2022
Original Target Year	2024	Change in Target Year?	
Resp. Depart.	Administration/Police Department		
Details	Staff will review and update the Emergency Operations Plan.		

<b>2024 Infrastructure Improvement Project</b>			
Target Year	2024	Year Added	2022
Original Target Year	2024	Change in Target Year?	
Resp. Depart.	Public Works		
Details	Staff will oversee the 2024 Infrastructure Improvement Project.		

2025

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

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

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

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

Replace Sidearms			
Target Year	2025	Year Added	2022
Original Target Year	2024	Change in Target Year?	
Resp. Depart.	Police		
Details	As recommended by manufacturers to maintain a level of safety and service, the City will replace the sidearms of City officers.		

Sidewalk Expansion/Maintenance			
Target Year	2025 (Odd Years)	Year Added	2022
Original Target Year	2025	Change in Target Year?	
Resp. Depart.	Community Development		
Details	A continuing effort will be made to expand the City’s sidewalk system to make the City more accessible for all modes of transportation. This includes ADA updates when necessary.		

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

Zoning Ordinance Update			
Target Year	2024 – 2025	Year Added	2022
Original Target Year	2024	Change in Target Year?	Cost
Resp. Depart.	Community Development		
Details	Following the completion of the City’s Comprehensive plan, the next step is updating the Zoning Ordinance. This has not been done comprehensively since the 1970s, when the ordinance was originally written. Since that time, additions, subtractions, or changes have been piecemeal in nature. A full re-write will allow the ordinance to better match the vision of the community as documented in the updated Comprehensive Plan as well as make the ordinance more accessible to citizens, developers, and staff. Due to the size of the work, and potential cost, the City is budgeting for half of the cost in 2024 and half of the cost in 2025, with work expected to be completed in 2025.		

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

Additional Wastewater Operator			
Target Year	2025	Year Added	2022
Original Target Year	2025	Change in Target Year?	
Resp. Depart.	Public Works		
Details	As the wastewater plant ages, an additional operator will be needed to keep up with maintenance of the plant.		

Increase Security Cameras			
Target Year	2024-2027	Year Added	2022
Original Target Year	2023-2026	Change in Target Year?	Staff applying for grants for partial funding
Resp. Depart.	Police		
Details	<p>Staff budgeted \$25,000 in 2023 for the installation of cameras across the City in strategic locations to assist in cases (i.e. parks, intersections, etc.). This will likely be a multi-year project as our network is built out to support the security of our facilities.</p> <ul style="list-style-type: none"> <li>• 3/2023 Update: Staff has preliminary work from the budget process. Staff will begin diving into this further with CTS.</li> <li>• 6/2023 Update: Grants have been applied for that would allow more work than originally planned for year one to take place. Staff has not yet heard on whether it will be awarded any grant funding.</li> <li>• 9/2023 Update: Staff continues to wait on word of the grants.</li> </ul>		

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

2026

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

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

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

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

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

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

Increase Security Cameras			
Target Year	2024-2027	Year Added	2022
Original Target Year	2023-2026	Change in Target Year?	Staff applying for grants for partial funding
Resp. Depart.	Police		
Details	<p>Staff budgeted \$25,000 in 2023 for the installation of cameras across the City in strategic locations to assist in cases (i.e. parks, intersections, etc.). This will likely be a multi-year project as our network is built out to support the security of our facilities.</p> <ul style="list-style-type: none"> <li>• 3/2023 Update: Staff has preliminary work from the budget process. Staff will begin diving into this further with CTS.</li> <li>• 6/2023 Update: Grants have been applied for that would allow more work than originally planned for year one to take place. Staff has not yet heard on whether it will be awarded any grant funding.</li> <li>• 9/2023 Update: Staff continues to wait on word of the grants.</li> </ul>		

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

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

### Medium-term Goals

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

#### 2027

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

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

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

Increase Security Cameras			
Target Year	2024-2027	Year Added	2022
Original Target Year	2023-2026	Change in Target Year?	Staff applying for grants for partial funding
Resp. Depart.	Police		
Details	<p>Staff budgeted \$25,000 in 2023 for the installation of cameras across the City in strategic locations to assist in cases (i.e. parks, intersections, etc.). This will likely be a multi-year project as our network is built out to support the security of our facilities.</p> <ul style="list-style-type: none"> <li>• 3/2023 Update: Staff has preliminary work from the budget process. Staff will begin diving into this further with CTS.</li> <li>• 6/2023 Update: Grants have been applied for that would allow more work than originally planned for year one to take place. Staff has not yet heard on whether it will be awarded any grant funding.</li> <li>• 9/2023 Update: Staff continues to wait on word of the grants.</li> </ul>		

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

2028

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

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



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

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

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

2029

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

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

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

### Long-term Goals

The following projects are considered long-term in nature and are meant to be completed in the next 7-10 years, or between the years 2029 and 2032. The list has been categorized by year that it is intended to be completed.

#### 2030

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

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

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

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

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

2031

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

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

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

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

2032

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

Trail Expansion/Maintenance			
Target Year	2032 (Even Years)	Year Added	2023
Original Target Year	2032	Change in Target Year?	
Resp. Depart.	Community Development		
Details	Each year, the Parks Board acknowledges trail expansion projects but puts them off due to lack of funding. Expanding the trail network would be a continued effort to begin completing some of those projects.		

2032 Infrastructure Improvement Project			
Target Year	2032	Year Added	2023
Original Target Year	2032	Change in Target Year?	
Resp. Depart.	Public Works		
Details	2032 CIP		

2033

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

Sidewalk Expansion/Maintenance			
Target Year	2033 (Odd Years)	Year Added	2022
Original Target Year	2033	Change in Target Year?	
Resp. Depart.	Community Development		
Details	A continuing effort will be made to expand the City's sidewalk system to make the City more accessible for all modes of transportation. This includes ADA updates when necessary.		

2033 Infrastructure Improvement Project			
Target Year	2032	Year Added	2023
Original Target Year	2032	Change in Target Year?	
Resp. Depart.	Public Works		
Details	2032 CIP		

### Future, Uncommitted Goals

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

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

Splash Pad Feasibility Study			
Target Year	???	Year Added	2022
Original Target Year	2022	Change in Target Year?	Citizen Group Not Ready to Proceed
Resp. Depart.	Community Development		
Details	Staff will lead a feasibility study for the construction of a splash pad to better understand the reality of completing the project. This study will be done in conjunction with the Park Board. ** This item is dependent on a group unaffiliated with the City completing their application to form a non-profit. As of December 2022, the group has not completed this step.		

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

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

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

Dog Park			
Target Year		Year Added	2022
Original Target Year		Change in Target Year?	
Resp. Depart.	Community Development		
Details	Is a dog park something the City wants to explore? Do the advantages for the City outweigh the negative impacts?		

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

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

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

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

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

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

## Completed Projects

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

### 2022

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

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

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



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

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

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

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

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

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

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

2023

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

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

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

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

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

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

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

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

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

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

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

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

2024



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

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**MEMORANDUM**

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** 2023-2034 CAPITAL IMPROVEMENT PLAN  
**DATE:** DECEMBER 15, 2023

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As reviewed by the City Council during the 2024 budget workshops, I have attached the proposed 2024-2033 Capital Improvement Plan (CIP). This plan reflects estimated spending in 2024 and forward, split into the departments who would make the proposed spending.

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

**Recommendation**

Staff recommends approval 2024-2033 Capital Improvement Plan.

# Projects By Department/Division

	Previous Years	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Later Years	Project Total
<b>Building Inspections</b>													
Furniture	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
Inspection Vehicle Replacement	\$0	\$0	\$0	\$0	\$11,000	\$0	\$0	\$0	\$0	\$15,000	\$0	\$0	\$26,000
Inspection Vehicle Replacement	\$0	\$0	\$0	\$0	\$0	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000
<b>Subtotal - Building Inspections</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,000</b>	<b>\$35,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$71,000</b>
<b>Capital Projects</b>													
CIP 2019	\$1,452,625	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,452,625
CIP 2020	\$7,132,550	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,132,550
CIP 2021	\$2,821,546	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,821,546
CIP 2022	\$3,249,327	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,249,327
CIP 2023	\$4,627,309	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,627,309
CIP 2024	\$0	\$5,589,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,589,000
CIP 2025	\$0	\$0	\$5,879,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,879,250
<b>Subtotal - Capital Projects</b>	<b>\$19,283,357</b>	<b>\$5,589,000</b>	<b>\$5,879,250</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,751,607</b>
<b>Crime Prevention</b>													
Taser / Body Camera 2024-2028	\$61,750	\$28,125	\$28,125	\$28,125	\$28,125	\$28,125	\$33,750	\$33,750	\$33,750	\$33,750	\$33,750	\$0	\$371,125
<b>Subtotal - Crime Prevention</b>	<b>\$61,750</b>	<b>\$28,125</b>	<b>\$28,125</b>	<b>\$28,125</b>	<b>\$28,125</b>	<b>\$28,125</b>	<b>\$33,750</b>	<b>\$33,750</b>	<b>\$33,750</b>	<b>\$33,750</b>	<b>\$33,750</b>	<b>\$0</b>	<b>\$371,125</b>
<b>Elections</b>													
Tabulator	\$8,950	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,950
<b>Subtotal - Elections</b>	<b>\$8,950</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,950</b>

	Previous Years	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Later Years	Total
<b>Electric</b>													
Digger Truck Replacement (org. 2021)	\$280,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$280,000
Directional Drill	\$235,000	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$385,000
Distribution Systems Upgrades	\$1,280,000	\$400,000	\$450,000	\$463,000	\$477,000	\$491,000	\$506,000	\$522,000	\$537,000	\$553,000	\$569,590	\$0	\$6,248,590
Miscellaneous Equipment	\$40,000	\$25,000	\$27,000	\$29,000	\$31,000	\$33,000	\$35,000	\$37,000	\$39,000	\$41,000	\$43,000	\$0	\$380,000
SCADA / Switch Gear	\$50,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$0	\$350,000
Service Truck Replacement	\$108,000	\$0	\$0	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$168,000
Tractor Backhoe	\$55,000	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$105,000
Vac Machine Replacement	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$65,000
West Substation Upgrade-Control/Gear	\$175,000	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$325,000
#5 Generator Replacement	\$0	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600,000
Dump Truck	\$0	\$90,000	\$0	\$0	\$0	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	\$155,000
Locate Truck Replacement	\$0	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000
Bucket Truck #1	\$0	\$0	\$350,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$350,000
Mini Excavator Backhoe	\$0	\$0	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000
Trencher/Plow	\$0	\$0	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$120,000
<b>Subtotal - Electric</b>	<b>\$2,288,000</b>	<b>\$890,000</b>	<b>\$1,462,000</b>	<b>\$582,000</b>	<b>\$538,000</b>	<b>\$819,000</b>	<b>\$571,000</b>	<b>\$589,000</b>	<b>\$606,000</b>	<b>\$624,000</b>	<b>\$642,590</b>	<b>\$0</b>	<b>\$9,611,590</b>
<b>Fire</b>													
Chiefs Vehicle	\$7,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500
Radio's	\$0	\$25,000	\$25,000	\$26,250	\$27,563	\$28,941	\$30,387	\$0	\$0	\$0	\$0	\$0	\$163,141
City Fire Pumper (1993)	\$0	\$0	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000
<b>Subtotal - Fire</b>	<b>\$7,500</b>	<b>\$25,000</b>	<b>\$425,000</b>	<b>\$26,250</b>	<b>\$27,563</b>	<b>\$28,941</b>	<b>\$30,387</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$570,641</b>

	Previous Years	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Later Years	Total
<b>Golf</b>													
Fairway Mower	\$54,500	\$0	\$0	\$0	\$56,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$110,500
Rough Mower	\$80,000	\$0	\$68,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$148,000
Sprayer	\$55,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$55,000
Trap Machine	\$26,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$26,000
Triplex Green / Tee Mower #1	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000
Triplex Green / Tee Mower #2	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000
Utility Mower	\$32,000	\$0	\$0	\$0	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$67,000
Utility Vehicle	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000
Work Cart #2	\$21,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,000
Work Cart1 #1	\$21,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,000
Golf Cars	\$0	\$186,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$186,000
Leaf Blower #1	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
Leaf Blower #2	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
Pressure Washer	\$0	\$6,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,500
Stump Grinder (1/3 of Cost)	\$0	\$12,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,000
Fireway/ Deep Tine Aerifier	\$0	\$0	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000
Greensmower	\$0	\$0	\$0	\$76,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$76,000
<b>Subtotal - Golf</b>	<b>\$394,500</b>	<b>\$224,500</b>	<b>\$68,000</b>	<b>\$106,000</b>	<b>\$91,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$884,000</b>



	<i>Previous Years</i>	<i>2024</i>	<i>2025</i>	<i>2026</i>	<i>2027</i>	<i>2028</i>	<i>2029</i>	<i>2030</i>	<i>2031</i>	<i>2032</i>	<i>2033</i>	<i>Later Years</i>	<i>Total</i>
<b>Park Board</b>													
Aluminum Picnic Tables	\$10,000	\$10,000	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000
Dog Park Contribution	\$0	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000
Heritage Park - Lighting	\$0	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000
Northside Park Landscape	\$0	\$2,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000
Settlers Park Native Prairie	\$0	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000
Trails / Sidewalks	\$0	\$130,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$130,000
Sledding Hill Picnic Shelter	\$0	\$0	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$80,000
<b>Subtotal - Park Board</b>	<b>\$10,000</b>	<b>\$215,000</b>	<b>\$90,000</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$325,000</b>

	Previous Years	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Later Years	Total
<b>Parks</b>													
3 Ton Trailer (2009)	\$5,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,500
72" Zero Turn Lawn Mower (2023)	\$23,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0	\$0	\$0	\$53,000
MV5 Utility Tractor (2021)	\$211,035	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$211,000	\$0	\$422,035
New Parks Garage	\$1,115,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,115,000
Mini Front End Loader (2013)	\$0	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$70,000
Stump Grinder (1/3 of Cost)	\$0	\$12,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,000
1/2 Ton Pickup (2014)	\$0	\$0	\$31,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$31,000
1/2 Ton Pickup (2015)	\$0	\$0	\$32,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$32,000
Ball Diamond Drag (2015)	\$0	\$0	\$5,890	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,890
Utility Vehicle-Workman (2014)	\$0	\$0	\$75,521	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,521
1/2 Ton Pickup (2013)	\$0	\$0	\$0	\$34,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$34,000
60" Zero Turn Lawn Mower (2016)	\$0	\$0	\$0	\$24,150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,150
Fairway Roller (2017)	\$0	\$0	\$0	\$0	\$15,145	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,145
1 Ton 4x4 Pickup with Plow (2018)	\$0	\$0	\$0	\$0	\$0	\$44,200	\$0	\$0	\$0	\$0	\$0	\$0	\$44,200
Brush Chipper 30% (2013)	\$0	\$0	\$0	\$0	\$0	\$10,800	\$0	\$0	\$0	\$0	\$0	\$0	\$10,800
16ft Lawn Mower (2019)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$146,518	\$0	\$0	\$0	\$0	\$146,518
Dakota 310 Top Dresser (2017)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,950	\$0	\$0	\$15,950
Rotary Aerator 83" (2018)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,222	\$0	\$25,222
Dakota 440 Top Dresser (2017)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$49,600	\$49,600
Future Athletic Complex	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Mini-Sized Bike Skills Course	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Subtotal - Parks</b>	<b>\$1,354,535</b>	<b>\$82,000</b>	<b>\$144,411</b>	<b>\$58,150</b>	<b>\$15,145</b>	<b>\$55,000</b>	<b>\$0</b>	<b>\$146,518</b>	<b>\$30,000</b>	<b>\$15,950</b>	<b>\$236,222</b>	<b>\$49,600</b>	<b>\$2,187,531</b>
<b>Planning</b>													
Vehicle Replacement	\$0	\$0	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000
<b>Subtotal - Planning</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,000</b>

	<i>Previous Years</i>	<i>2024</i>	<i>2025</i>	<i>2026</i>	<i>2027</i>	<i>2028</i>	<i>2029</i>	<i>2030</i>	<i>2031</i>	<i>2032</i>	<i>2033</i>	<i>Later Years</i>	<i>Total</i>
<b><i>Police</i></b>													
Long Rifles	\$12,375	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,375
Squad Car Install and Equipment	\$135,100	\$17,000	\$17,000	\$20,000	\$17,000	\$20,000	\$19,000	\$22,000	\$19,000	\$22,000	\$19,000	\$0	\$327,100
Squad Car Replacement	\$248,400	\$42,000	\$42,000	\$43,000	\$43,000	\$44,000	\$44,000	\$45,000	\$45,000	\$46,000	\$46,000	\$0	\$688,400
Taser	\$12,375	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,375
Hand Guns	\$0	\$0	\$18,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,200
Squad Car Cameras	\$0	\$0	\$0	\$103,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$103,000
Portable Radios	\$0	\$0	\$0	\$0	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000
<b><i>Subtotal - Police</i></b>	<b>\$408,250</b>	<b>\$59,000</b>	<b>\$77,200</b>	<b>\$166,000</b>	<b>\$90,000</b>	<b>\$94,000</b>	<b>\$63,000</b>	<b>\$67,000</b>	<b>\$64,000</b>	<b>\$68,000</b>	<b>\$65,000</b>	<b>\$0</b>	<b>\$1,221,450</b>
<b><i>Rural Fire - Non City Funded</i></b>													
Ladder Truck (2013)	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000
Radio's	\$0	\$20,000	\$25,000	\$26,250	\$27,563	\$28,941	\$30,387	\$0	\$0	\$0	\$0	\$0	\$158,141
City Pumper (1993)	\$0	\$0	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000
<b><i>Subtotal - Rural Fire - Non City Funded</i></b>	<b>\$500,000</b>	<b>\$20,000</b>	<b>\$425,000</b>	<b>\$26,250</b>	<b>\$27,563</b>	<b>\$28,941</b>	<b>\$30,387</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,058,141</b>

	Previous Years	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Later Years	Total
<b>Storm Water</b>													
CSAH 15 Columbus Ave N	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000
2024 CIP	\$0	\$222,952	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$222,952
2025 CIP	\$0	\$0	\$208,764	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$208,764
Mini Excavator Backhoe	\$0	\$0	\$4,846	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,846
2026 CIP	\$0	\$0	\$0	\$601,001	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$601,001
Front Mounted Jack Hammer for Skid	\$0	\$0	\$0	\$4,031	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,031
2027 CIP	\$0	\$0	\$0	\$0	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$65,000
2028 CIP	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000
2029 CIP	\$0	\$0	\$0	\$0	\$0	\$0	\$325,000	\$0	\$0	\$0	\$0	\$0	\$325,000
2030 CIP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$325,000	\$0	\$0	\$0	\$0	\$325,000
2031 CIP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$350,000	\$0	\$0	\$0	\$350,000
Utility Vehicle 50%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500	\$0	\$0	\$0	\$7,500
<b>Subtotal - Storm Water</b>	<b>\$100,000</b>	<b>\$222,952</b>	<b>\$213,610</b>	<b>\$605,032</b>	<b>\$65,000</b>	<b>\$300,000</b>	<b>\$325,000</b>	<b>\$325,000</b>	<b>\$357,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,514,094</b>

	Previous Years	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Later Years	Total
<b>Streets</b>													
1/2 Ton Regular Cab 2 Wheel Drive	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000
2 Ton Dump Truck W/ Plow & Sander	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$70,000
5 Ton Dump w/Plow& Sanding Equip	\$220,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$220,000	\$440,000
Grapple Bucket (2019)	\$4,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,500
Pay Loader (2019)	\$160,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$160,000
Snow Blower (2020)	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000
Stump Grinder(1/3 of Cost)	\$0	\$12,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,000
1/2 Ton Crew Cab Pickup (2014)	\$0	\$0	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000
5 Ton Dump Truck W/ Plow &	\$0	\$0	\$223,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$223,900
Mini Excavator Backhoe (2015)	\$0	\$0	\$7,269	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,269
1 Ton Pickup w/ Plow (2016)	\$0	\$0	\$0	\$44,248	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$44,248
2 Ton Dump Truck W/ Plow (2017)	\$0	\$0	\$0	\$68,297	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$68,297
Cold Planer (2016)	\$0	\$0	\$0	\$25,534	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,534
Service Truck (2016)	\$0	\$0	\$0	\$18,814	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,814
Pay Loader (2012)	\$0	\$0	\$0	\$0	\$174,811	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$174,811
Skidloader (2017)	\$0	\$0	\$0	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000
Street Sweeper (2015)	\$0	\$0	\$0	\$0	\$292,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$292,000
20 Ton-Trailer (2023)	\$0	\$0	\$0	\$0	\$0	\$10,730	\$0	\$0	\$0	\$0	\$0	\$0	\$10,730
Brush Chipper 20% (2013)	\$0	\$0	\$0	\$0	\$0	\$7,200	\$0	\$0	\$0	\$0	\$0	\$0	\$7,200
12-TonTrailer (2014)	\$0	\$0	\$0	\$0	\$0	\$0	\$8,355	\$0	\$0	\$0	\$0	\$0	\$8,355
5 Ton Dump Truck W/ Plow &	\$0	\$0	\$0	\$0	\$0	\$0	\$260,405	\$0	\$0	\$0	\$0	\$0	\$260,405
5-Ton Asphalt Roller (2014)	\$0	\$0	\$0	\$0	\$0	\$0	\$43,303	\$0	\$0	\$0	\$0	\$0	\$43,303

	<i>Previous Years</i>	<i>2024</i>	<i>2025</i>	<i>2026</i>	<i>2027</i>	<i>2028</i>	<i>2029</i>	<i>2030</i>	<i>2031</i>	<i>2032</i>	<i>2033</i>	<i>Later Years</i>	<i>Total</i>
<b><i>Streets</i></b>													
Utility Vehicle 50% (2021)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500	\$0	\$0	\$0	\$7,500
12' Snow Plow (2017)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,500	\$0	\$0	\$11,500
Tractor (2018)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$270,260	\$0	\$270,260
<b><i>Subtotal - Streets</i></b>	<b>\$514,500</b>	<b>\$12,000</b>	<b>\$291,169</b>	<b>\$156,893</b>	<b>\$496,811</b>	<b>\$17,930</b>	<b>\$312,063</b>	<b>\$0</b>	<b>\$7,500</b>	<b>\$11,500</b>	<b>\$270,260</b>	<b>\$220,000</b>	<b>\$2,310,626</b>

	Previous Years	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Later Years	Total
<b>Wastewater</b>													
(2) Bypass Lift Station Pumps	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$120,000
Chemical Tank Level Sensors &	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000
Grit Pump, Classifier, Vortex	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000
Lift Station Rehab & Pump	\$203,979	\$29,069	\$29,941	\$30,839	\$31,764	\$32,717	\$33,698	\$34,709	\$35,751	\$36,823	\$37,928	\$207,406	\$744,624
Lower Electric Room West Air	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000
Membrane Cartridge Replacement	\$809,800	\$180,000	\$180,000	\$180,000	\$180,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$0	\$2,729,800
Misc Equipment for Treatment Facility	\$221,285	\$34,207	\$35,917	\$37,713	\$39,599	\$41,579	\$43,658	\$45,841	\$48,133	\$50,539	\$53,066	\$307,888	\$959,425
Plant Blowers	\$40,000	\$0	\$0	\$0	\$25,000	\$25,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$105,000
Pretreatment Damaged Conduit	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000
Rotary Press Control / PLC Upgrade	\$40,000	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$90,000
UV Controls into Wonderware	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000
1 Ton Pickup w/Utility Box and Crane	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000
2024 CIP	\$0	\$391,939	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$391,939
1/2 Ton Pickup	\$0	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000
2025 CIP	\$0	\$0	\$358,225	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$358,225
Bypass Lift Station Control Cabinet	\$0	\$0	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$80,000
Rebuild Sludge Tank Blower	\$0	\$0	\$30,000	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$65,000
SCADA Hardware Software/PLC	\$0	\$0	\$600,000	\$0	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0	\$800,000
2026 CIP	\$0	\$0	\$0	\$48,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$48,000
Chemical Tank & PVC Replacement	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000

	Previous Years	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Later Years	Total
<b>Wastewater</b>													
Pond Lift Station & Piping	\$0	\$0	\$0	\$600,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600,000
2027 CIP	\$0	\$0	\$0	\$0	\$52,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$52,000
Clarifier Scraper System Replacement	\$0	\$0	\$0	\$0	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$120,000
2028 CIP	\$0	\$0	\$0	\$0	\$0	\$300,001	\$0	\$0	\$0	\$0	\$0	\$0	\$300,001
Air Compressors Replacement	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000
Rehab Pretreatment UPS	\$0	\$0	\$0	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
Water Softener Upgrade	\$0	\$0	\$0	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
2029 CIP	\$0	\$0	\$0	\$0	\$0	\$0	\$325,000	\$0	\$0	\$0	\$0	\$0	\$325,000
Chalupsky Lift Station	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000
HVAC Controls Update	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
Truck with Vactor	\$0	\$0	\$0	\$0	\$0	\$0	\$600,000	\$0	\$0	\$0	\$0	\$0	\$600,000
UV System - Replaced	\$0	\$0	\$0	\$0	\$0	\$0	\$350,000	\$0	\$0	\$0	\$0	\$0	\$350,000
2030 CIP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$325,000	\$0	\$0	\$0	\$0	\$325,000
Valves & Actuators in BAF-Replace	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0	\$500,000
2031 CIP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$350,000	\$0	\$0	\$0	\$350,000
Rehab (2) Barscreens and Replace (2)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$300,000
Valves & Actuators in Membrane -	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000	\$0	\$0	\$0	\$500,000
37 Lift Station Rehab	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$0	\$0	\$200,000
Valves & Actuators in Biosolids -	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000
Air Heater Skid-Replace	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	\$0	\$250,000
All Polymer Injection System-Replace	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000	\$0	\$75,000
Roof Repair 1/3	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$240,000	\$480,000	\$720,000
All Odor Scrubber Pumps & Controls	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000



	Previous Years	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Later Years	Total
<b>Wastewater</b>													
Chemical Feed Pumps Replace	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$300,000
Main Lift Control Cabinet - Replace	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$125,000	\$125,000
SCADA Hardware & Software Updates	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000
<b>Subtotal - Wastewater</b>	<b>\$1,673,064</b>	<b>\$835,215</b>	<b>\$1,354,083</b>	<b>\$1,031,552</b>	<b>\$448,363</b>	<b>\$739,297</b>	<b>\$2,017,356</b>	<b>\$1,305,550</b>	<b>\$1,433,884</b>	<b>\$587,362</b>	<b>\$855,994</b>	<b>\$1,820,294</b>	<b>\$14,102,014</b>
<b>Water</b>													
10th Ave Water Main	\$430,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$430,000
Fiber Lines - Tower & 10th Ave	\$115,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$125,000
Future CIP	\$2,575,000	\$750,000	\$830,000	\$400,000	\$420,000	\$441,000	\$463,050	\$486,200	\$510,500	\$536,000	\$0	\$0	\$7,411,750
Misc Equipment	\$20,000	\$10,000	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000
SCADA Upgrade	\$120,000	\$10,000	\$10,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$0	\$0	\$245,000
Service Truck	\$52,000	\$45,000	\$0	\$45,000	\$23,000	\$0	\$40,000	\$0	\$48,000	\$0	\$0	\$0	\$253,000
Well #2 Replacement	\$30,000	\$0	\$0	\$0	\$42,380	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$72,380
Well #4 Replacement Pipe / Pump	\$45,000	\$0	\$33,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$78,000
Well #5 Replacement	\$40,000	\$0	\$0	\$0	\$0	\$38,640	\$0	\$0	\$0	\$0	\$0	\$0	\$78,640
Roof Replacement - Filter Plant #1	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
Well #1 Replacement	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000
Mini Excavator Backhoe (1/3 of Cost)	\$0	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000
Well #3 Replacement	\$0	\$0	\$18,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,000
Service Truck (1/2 Cost)	\$0	\$0	\$0	\$21,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,000
<b>Subtotal - Water</b>	<b>\$3,427,000</b>	<b>\$885,000</b>	<b>\$916,000</b>	<b>\$491,000</b>	<b>\$500,380</b>	<b>\$494,640</b>	<b>\$518,050</b>	<b>\$501,200</b>	<b>\$573,500</b>	<b>\$551,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,857,770</b>
<b>Grand Total:</b>	<b>\$30,031,406</b>	<b>\$9,097,792</b>	<b>\$11,408,848</b>	<b>\$3,287,252</b>	<b>\$2,338,950</b>	<b>\$2,640,874</b>	<b>\$3,900,993</b>	<b>\$2,968,018</b>	<b>\$3,106,134</b>	<b>\$1,906,562</b>	<b>\$2,103,816</b>	<b>\$2,089,894</b>	<b>\$74,880,539</b>



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

**MEMORANDUM**

**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** ROBIN PIKAL, FINANCE DIRECTOR  
**CC:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** PERSONNEL POLICY HANDBOOK UPDATES  
**DATE:** DECEMBER 18<sup>TH</sup>, 2023

Enclosed are the proposed updates to the Personnel Policy Handbook. The proposed changes are for ESST – Emergency Sick and Safe Time effective January 1, 2024, see information below from the department of Labor. As discussed with the Council this fall, vacation accrual is also updated.

The proposed ESST updates primarily originate from an example Abdo shared as part of a small group workshop and Abdo has provided their professional review of our proposed changes. Although notice of this change has been available since the summertime, clarifying questions on enforcing the new law were not released until December. Part of the law requires notices due to employees by January 1, we are seeking council consideration at the December 18<sup>th</sup> regular meeting.

From Department of Labor and Industry:

Effective Jan. 1, 2024, Minnesota’s ESST law requires employers to provide paid leave to employees who work in the state.

Sick and safe time is paid leave that can be used for certain reasons, including when an employee is sick, to care for a sick family member or to seek assistance if an employee or their family member has experienced domestic abuse, sexual assault or stalking.

Employers must provide employees with one hour of sick and safe time for every 30 hours worked, up to at least 48 hours each year, unless the employer agrees to a higher amount.

Employers have other responsibilities under the ESST law, including providing the total number of ESST hours available for use and the total number of ESST hours used on employees’ earnings statements or paystubs at the end of each pay period.

Also, employers must provide employees with a notice by Jan. 1, 2024, or at the start of employment, whichever is later. The notice must be provided in English and in an employee’s primary language if that is not English.

**Recommendation:**

Staff recommends approval of the proposed changes to the Personnel Policy Handbook.

**VACATION**

Full-time employees, unless otherwise negotiated or agreed upon, will ~~accrue vacation each year according to the following schedule:~~ be credited vacation time each January 1, according to the following schedule:

Length of Service – Based on Anniversary Date	Accrual Rate (per payroll)	Total Annual Vacation Available
Hire Date	3.077 hours	80.00 hours
1 Year	3.385 hours	88.00 hours
2 Years	3.692 hours	96.00 hours
3 Years	4.308 hours	112.00 hours
4 Years	5.000 hours	130.00 hours
5 – 9 Years	5.308 hours	138.00 hours
10 – 14 Years	7.000 hours	182.00 hours
15 or more years	7.692 hours	200.00 hours

\*New Hire Employees vacation time will be credited by prorated amount based on hire date.

In accordance with Minnesota state law, this paid Vacation time may be used for the same purposes and under the same conditions as earned sick and safe time (see Earned Sick and Safe Time policy). Employees may not use more than 80 hours of ESST in a calendar year. -Given that, it is the employee's responsibility to manage their Vacation wisely. This involves, when possible, advanced planning for vacations, doctor's appointments, and personal affairs. It's also suggested that employees allocate some Vacation as a "reserve" for unexpected situations or emergencies.

All employees, exempt and non-exempt, at the end of the calendar year are allowed to carryover up to 80 hours of earned but unused Vacation into each new calendar year. Any Vacation balance exceeding 80 hours at the end of the calendar year will be forfeited.

Vacation may be used in thirty (30) minute increments.

It is preferred that Vacation is requested with as much advance notice as possible to the employee's manager. Except where not required by State law, employees are expected to follow standard Vacation request processes and procedures and all requests for Vacation must be approved by the employee's manager.

In determining Vacation schedules, the employee's manager will consider the wishes of employees in regard to the requested vacation date(s).

Vacation time accrued, but not used at the end of employment will be paid to the employee at the employee's regular rate of pay.

If employment is terminated, the employee shall be paid for unused vacation leave prorated by the actual time worked in the fiscal year of termination. At the time of employment termination if more vacation time was used than earned, the employee's final paycheck will be adjusted accordingly.

Regular 3/4-Time employees will receive 75% Vacation time accrual as outlined in the above schedule.

Part-time, temporary and seasonal employees are not eligible for Vacation. The City has a separate Earned Sick and Safe Time (ESST) policy for all part-time, temporary and seasonal employees.

**Earned Safe and Sick Time (ESST) – Part-Time/Seasonal/Temporary Employees Only**

Pursuant to Minnesota's earned sick and safe time law, part-time, seasonal, and temporary employees who perform work for at least 80 hours in a year, are entitled to earn sick and safe time (ESST) at the rate of one (1) hour for every thirty (30) hours worked, up to a maximum of forty-eight (48) hours accrued per year. Accrual begins at hire date and may be used as it is accrued for employees who work at least 80 hours in the year. Sick and safe time ESST will be paid at the same hourly rate an employee earns when they are working and at least minimum wage. Paid sick and safe leave ESST hours will not count as hours worked for the purposes of any overtime calculation.

**PART-TIME, SEASONAL & TEMPORARY ANNUAL VACATION**

Per 30 Hours Worked	Annual Accrual Max	Max Carry Over and Balance
1 hour	48 hours	80 hours

All employees, exempt and non-exempt, at the end of the calendar year are allowed to carryover up to 80 hours of earned but unused Vacation into each new calendar year. Any Vacation balance exceeding 80 hours at the end of the calendar year will be forfeited.

Vacation and earned sick and safe time will may be used in thirty (30) minute increments only. Employees are not allowed to use Vacation until it has been earned.

It is preferred that vVacation should be requested with as much advance notice as possible; minimally five (5) working days advance notice to the employee's manager, with the exception of an emergency in the family, is

~~expected. Employees are expected to follow standard Vacation request processes and procedures and requests for vacation must be approved by the employee's manager.~~

~~In determining vacation schedules, the employee's manager will consider the wishes of employees in regard to the requested vacation date(s). In case of conflicting requests for vacation dates, approval will be granted on a first come, first choice basis.~~

~~Vacation time accrued, but not used at the end of employment will be paid to the employee at the employee's regular rate of pay.~~

All employees can use their ~~Vacation and earned sick and safe time~~ ESST for reasons including:

- ~~the employee's mental or physical illness, treatment or preventive care;~~
- ~~a family member's mental or physical illness, treatment or preventive care;~~
- ~~absence due to domestic abuse, sexual assault or stalking of the employee or a family member;~~
- ~~closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency; and~~
- ~~when determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease.~~

All employees may use their ~~Vacation and earned sick and safe time~~ ESST for the following family members:

1. ~~their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent);~~
2. ~~their spouse or registered domestic partner;~~
3. ~~their sibling, stepsibling or foster sibling;~~
4. ~~their biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child;~~
5. ~~their grandchild, foster grandchild or step-grandchild;~~
6. ~~their grandparent or step-grandparent;~~
7. ~~a child of a sibling of the employee;~~
8. ~~a sibling of the parents of the employee;~~
9. ~~a child-in-law or sibling-in-law;~~
10. ~~any of the family members listed in 1 through 9 above of an employee's spouse or registered domestic partner;~~
11. ~~any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and~~
12. ~~up to one individual annually designated by the employee.~~

~~Accrued and unused hours carry over into future years, up to a maximum of eighty (80) hours accrued overall. When the 80-hour overall limit is reached, accrual immediately stops until usage occurs, at which time accrual restarts.~~

The City may require notice of the need for use of ~~earned sick and safe time~~ ESST as provided below:

- ~~if the need for use is foreseeable, the City may require advance notice of the intention to use earned sick and safe time but will not require more than seven five (5) days' advance notice in writing to Human Resources.~~
- ~~If the need is unforeseeable, a City may require an employee to give notice of the need for earned sick and safe time as soon as practicable in writing to Human Resources.~~

~~The City may require reasonable documentation that the employee is using or used earned sick and safe time ESST for a qualifying purpose when an employee uses earned sick and safe time ESST for more than three consecutive days.~~



# UTILITIES COMMISSION MEETING MINUTES

## City of New Prague

Monday, November 27, 2023 at 9:00 AM

Power Plant - 300 East Main St

**1. CALL TO ORDER**

The meeting was called to order by Commission President Dan Bishop on Monday, November 27, 2023, at 9:05 a.m.

Commissioners present: Dan Bishop, Dick Jordan, Paul Busch, Tom Ewert, and Bruce Wolf  
Staff present: GM Bruce Reimers and EOS Ken Zweber

**2. APPROVAL OF AGENDA**

Motion made by Commissioner Ewert and seconded by Commissioner Wolf to approve the agenda. Motion carried (5-0).

**3. APPROVAL OF MINUTES**

- a. October 30, 2023, Utilities Meeting Minutes  
Motion made by Commissioner Jordan, seconded by Commissioner Ewert, to approve the October minutes. Motion carried (5-0).

**4. UTILITY AND SMMPA BILLS**

- a. Approval of accounts payable in the amount of **\$126,436.69** and the SMMPA billing of **\$428,039.47**.  
Motion made by Commissioner Busch, seconded by Commissioner Wolf, to approve the SMMPA and utility bills. Motion carried (5-0).

**5. FINANCIAL REPORTS**

- a. Investment Report
- b. Financial Report
- c. Water and Kilowatt Hours Sales  
A motion was made by Commissioner Jordan and seconded by Commissioner Bishop to approve the financial reports as presented. Motion carried (5-0).

**6. PFAS LITIGATION RETAINER AGREEMENT**

- a. Lockridge Grindal Nauen P.L.L.P.  
GM Reimers discussed a memo, advising the commission follow the recommendation of City Attorney Scott Riggs, City Council, and City Administrator Josh Tetzlaff to retain the Law Firms of Lockridge Grindal Nauen P.L.L.P. and Napoli Shkolnik regarding PFAS environmental concerns and potential settlements. A motion was made by Commissioner Ewert and seconded by Commissioner Bishop to sign the retainer agreement. Motion carried (5-0).

**7. APPROVE THE SALE OF SURPLUS PROPERTY**

- a. 2000 Ford F-250 Truck  
Motion made by Commissioner Jordan, seconded by Commissioner Wolf, approving the sale of surplus property. Motion carried (5-0).

**8. SMMPA BOARD OF DIRECTORS MEETING**

- a. October 13, 2023  
GM Reimers informed the commission on the following:
  - GM Reimers sat in on the finalist interviews for the COO position.
  - SMMPA staff is working with Grid North Partners in developing new transmission projects that SMMPA will be able to make investments in. It is estimated that the SMMPA investment will be around \$35 million.

**9. GENERAL MANAGER'S REPORT**

- GM Reimers informed the commission on the following:
- The electric department has been working with Jeff Belzer’s and MVE Biological installing larger services to serve new loads.
  - Staff have begun interviews for the open Generation Operator position but have not received many qualified applicants.
  - The water department has been working with our SCADA contractors installing the new control equipment. Overall, staff is happy with the switchover and hope to have everything completed by the end of the year.

**10. OTHER BUSINESS**

None.

**11. ADJOURNMENT**

A motion was made by Commissioner Jordan, seconded by Commissioner Ewert, to adjourn the November 27, 2023, meeting at 9:52 a.m. Motion carried (5-0).

**NEXT COMMISSION MEETING – Wednesday, December 27, 2023**

Respectfully Submitted,

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Bruce Reimers  
General Manager



# MEETING MINUTES

## New Prague Golf Board

On site, New Prague Golf Club  
Monday, November 27th, 2023

The meeting was called to order at 6:31pm by Board President Den Gardner. The following Board Members were present for the meeting: Bob Cunniff (late arrival 6:40p), Adam Gill, Rich Carlson, Adam Brister, and Jen Berglund. Councilmember Shawn Ryan was unable to attend. Also present: GPE Owner/Manager Kurt Ruehling and Grounds Superintendent Jeff Pint.

- **Approval of October 24<sup>th</sup>, 2023 Meeting Minutes:**
  - A motion to approve October 24<sup>th</sup>, 2023 Meeting Minutes was made by Berglund, seconded by Carlson. Motion carried (5-0)
- **Approval of Claims for Payments (\$56,629.93):**
  - Brister asked for clarification on new process for approving Claims for Payment. Question was asked if Golf Board still needs to approve if Council ultimately approves/pays. Golf Board will continue to approve at board level
  - A motion to approve the Claims for Payment was made by Carlson, seconded by Gill. Motion carried (5-0)
- **Review Monthly Income Statement and Balance Sheet (October 2023):**
  - A motion to approve the Claims for Payment was made by Berglund, seconded by Carlson. Motion carried (6-0) with Cunniff now present
- **Capital Equipment Report**
  - Ruehling discussed cart fleet and grounds equipment at the Enterprise Fund Meeting, November 20<sup>th</sup>, 2023...with City Council. Council will approve once Mayor Duane Jirik and Councilmember Shawn Ryan can review
- **Grounds Operation Update...Jeff Pint, Superintendent:**
  - Pint and staff have been “winterizing” golf course. Irrigation has been blown out and spraying has been completed.
  - Pint is waiting on delivery of tin for new pump house behind #18 green...will be completed in 2023
  - Board continued discussions about the ash tree removal and possible grants. Pint will work closely with City on this situation and report back to Board with any updates
- **Food & Beverage Update...Holly Werner, Food & Beverage Coordinator:**
  - The inventory control has been a priority...levels are in good shape
  - F & B operation is preparing to host the New Prague Fire Department Christmas Party and the Parkview Clinic Christmas Dinner/Party
- **Golf Operation Update...Kurt Ruehling, GM/PGA Professional:**
  - Ruehling indicated that the course closed following play on Sunday, November 19<sup>th</sup>...a 221 day season
  - Ruehling also reported that we have been over 30,000 rounds of golf for 3 straight years!

- **Marketing Update...Kurt Ruehling, GM/PGA Professional:**
  - We had a great Open House last weekend, generated over \$20,000.00 in sales and 13 pre-paid memberships
- **Budget Process Update...Kurt Ruehling, GM/PGA Professional:**
  - Budget was presented at the Enterprise Funds Presentation on November 20<sup>th</sup>. Council liked the numbers and applauded the Golf Operation for its yearly progress
- **Golf Scholarship Event Summary...Den Gardner:**
  - Gardner announced the 2024 Scholarship Fund Raiser date...August 18<sup>th</sup>. Berglund and Carlson will, once again, assist on the event committee
- **Miscellaneous:**
  - Berglund brought up the possible building of a new Fire Station and if it would affect any Golf Club funding? Short discussion followed
  - Golf simulator discussion continued...information and prices are still being gathered. 2<sup>nd</sup> Swing will be contacted for insight and possible advertising
- **Adjournment:**
  - A motion to adjourn the meeting at 7:17pm was made by Berglund, seconded by Carlson. Motion carried (6-0)

## **Next Golf Board Meeting –Tuesday, December 19<sup>th</sup>, 2023, 6:30pm**

Respectfully submitted by,

*Kurt Ruehling, GME*  
*PGA General Manager*



**Meeting Minutes  
New Prague Park Board  
Tuesday, December 12, 2023  
6:00 PM**

**1. Call Meeting to Order**

The regular meeting was called to order at City Hall at 6:03 PM by Chair Joe Barten. Members present were Joe Barten, Maggie Bass, Christine Wolf, Matt Becka, and Jessica Dohm. Absent was Al Hansen. Staff present were Ken Ondich – Planning / Community Development Director, and Kyra Chapman – Planner.

**2. Approve Previous Meeting Minutes  
November 14, 2023 Regular Meeting**

A motion was made by Dohm, seconded by Wolf, to approve the November 14, 2023, regular meeting minutes. Motion carried (5-0).

**3. Review Financial Reports**

Planning Director Ondich presented the November financial report. In November, an additional \$809.35 was added to the Park Equipment Fund from 11 new residential home permits. Through the plating of Pond Third Addition, \$6,513.48 will be added to the Park Equipment Fund. By the end of the year, staff expects that approximately \$8,000 will be added to the Park Equipment Fund for the plating of land that was annexed to the City for Brick’s Boatwork’s development earlier this year. So far, \$10,000 has been spent on the picnic tables and \$45,778.09 of the \$60,000 have been spent on the Northside Park Lighting and Court.

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

**4. Foundry Hill Baseball Field Dugout Bench Donations – New Prague Baseball Booster Club**

Planning Director Ondich introduced the Foundry Hill baseball field dugout bench donations. The New Prague Booster Club would like to purchase one or two benches contingent on whether they would be able to get an engraved plaque on the back rest stating the bench was donated. The cost of a thermo-coated 15ft bench with shipping is about \$1,500 each. They would like to hear from the Park Board before purchasing the benches. Under the City’s Public Park and Facility Naming Policy, there is a section regarding Plaques, Markers, Memorials that states “small plaques acknowledging a donation may be affixed to the donated item, proportionate to the physical size of the donated item or fiscal amount of the contribution”. Staff do not have any issues with the dugout benches being donated with small plaques as long as all costs are paid for by the organization.

A motion was made by Barten seconded by Dohm, to accept the donation of two benches at the Foundry Hill Park baseball field dugouts with affixed plaque acknowledging the donation, contingent upon final review and approval of city staff. Motion carried (5-0).

## 5. Ball Team Fees Discussion

Planning Director Ondich presented the ball team fees discussion. Staff are in the process of setting up meetings with the Orioles, School District, Legion, and T & C to start discussions and determine appropriate user fees to off-set operation costs of the Memorial Park Baseball stadium. Staff will meet with Orioles on 12/13/2023 to begin discussions. Although the meeting has not happened yet, staff have had discussions on collecting a 10% fee from Orioles for the use of the concession stand to cover city expenses. In 2023, the City spent \$53,082.10 for 47 games (not including tournaments and practices). To break even, the City would need to charge \$1,129.41 per game. The City does not intend to break even, but would like to off-set the maintenance and operation expenses.

Dohm asked if some clubs have lost money if the city will reduce its operation or maintenance costs.

Planning Director Ondich replied that the City will continue to provide the same level of maintenance.

Barten inquired if the teams could maintain the fields to reduce the operation fees.

Planning Director Ondich stated that that has been something staff have discussed in the past. If each club maintained the field, staff believes there wouldn't be the same level of commitment it receives today.

Barten asked what will happen if the clubs don't share their finances with staff.

Becka suggested that during these fee negotiation meetings, the City should explain their costs and the work that needs to be done to maintain field. Perhaps the clubs may have some suggestions on how to cut costs.

## 6. Miscellaneous

- a. **POPS Update** – Planning Director Ondich explained that on 11/20/2023, the City Council heard a presentation from POPS and Bolton & Menk regarding the POPS feasibility study. City staff explained that the Park Board recommended that City Council should consider the City Center/Central Park location as the recommended site but further study will be needed. The City has asked for proposals to complete a small area plan from MSA and SEH to investigate the space needed for the stormwater pond and what additional buildings could be added to the site. Internally staff have considered purchasing the property near the railroad.

Barten asked if the City had reached out to Bolton & Menk to do the study.

Planning Director Ondich stated the city did not and that Bolton & Menk wanted to dive deeper into the project rather than take a high-level approach.

- b. Disc Golf Course Update** – Planner Chapman stated that on 11/30/2023, staff internally discussed the disc golf project, specifically on the layout and signage of the course. A day before the meeting, a resident called, sharing concerns of baskets/tees #3, #4, and #6, which are located on the western side of the park, are often flooded during the spring and summer months. Flooding is caused by the adjacent floodplain, which makes part of the course mucky and unusable. At the meeting, staff considered rearranging the baskets to avoid the floodplain, incorporating the existing practice basket with the rest of the course, and considering locations for the two new baskets.

Becka explained that he liked the western section of the disc golf course and would be sad to see it go.

Barten stated that since the adjacent drainage ditch is owned by the County, it's the responsibility of Le Sueur County to clean it every few years. That could potentially prevent excessive flooding.

Planning Director Ondich explained that the County has been cleaning drainage ditches leading up to the park. The ditch cleaning of Southside Park drainage may happen soon.

Barten stated that the Park Board could consider some minimal additions or allocate funding to the disc golf course project.

Planning Director mentioned that a cash match of \$5,275 for the disc golf course project is shown on the financials.

Becka suggested moving the baskets away from the baseball field so the clubs can get better use of the area.

Planning Director Ondich explained that Southside Park's baseball field has had more usage since the installation of a raingarden to prevent flooding. The baseball clubs have still been hesitant to use the fields due to past concerns of flooding.

- c. Dog Park T-Mobile Grant Update** – Planner Chapman stated that staff met with the dog park group on 12/4/2023 to discuss the layout of the dog park and the first steps in applying for the T-Mobile Hometown Grant. The grant allows projects to request a maximum of \$50,000. The first phase of the project, which would include costs related to fencing, gravel parking lot, signage, trash/recycling cans, and bags dispenser would cost approximately \$33,000. We could ask for

amenities listed in the 2<sup>nd</sup> phase of the project to maximize our request. Of the amenities listed in the second phase of the project, the dog park group would like to prioritize water, lighting, and shelter.

Wolf added that the dog park group was comfortable having a 60' x 200' small dog area. The small dog area is much larger than you think. Bruce Meyer, one of the dog park group members, visited the area, and his dog had squeezed under the existing fence that was bent. Staff stated that they would block the gap in the fence.

- d. **2024 Budget Update** – Planning Director Ondich stated that the Park Board budget request for 2024 is still fully intact.
- e. **Comprehensive Plan Update** – Planning Director Ondich explained that at least 11 people came to the Comprehensive Plan Open House meeting on December 7<sup>th</sup>. Visitors provided feedback related to preserving the old downtown, providing diversified housing options (affordable housing), and creating a business flex category.

## 7. Adjournment

The meeting was adjourned at 6:41 PM by order of Chair Barten.

Respectfully Submitted,



Kyra J. Chapman  
Planner



# ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

## City of New Prague

Wednesday, December 13, 2023 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, Nick Slavik, Troy Pint, Eric Krogman, Austin Reville, and Bruce Wolf.

Absent: Duane Jirik

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

Others present: Jo Foust, Business and Community Development Director, Scott County CDA

**2. CONSENT AGENDA**

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

- a. EDA Meeting Minutes: October 11, 2023, and November 8, 2023
- b. Claims for Payment: **\$9.30**

**3. FUTURE EDA ENDEAVORS**

- a. December 13, 2023  
Informational only.

**4. MINNESOTA HOUSING FINANCE AGENCY (MHFA) 2024 MINNESOTA CITY PARTICIPATION PROGRAM (MCPP)**

- a. Application and Agreement  
Ondich introduced the topic. Motion was made by Reville, seconded by Quast, to approve staff to apply to the 2024 Minnesota City Participation Program. All voted in favor. Motion carried (6-0).

**5. BUSINESS RETENTION AND EXPANSION (BR&E) PROGRAM**

Staff indicated they would follow up on the status of visits and continue to work through the list.

**6. BUSINESS UPDATES**

- a. December 2023  
Ondich presented the monthly updates and Pint indicated he had an update for the list in that Tech Support of Minnesota would be moving into a portion of the building at 1405 1<sup>st</sup> Street NE. Ondich also indicated that an open house for the Comprehensive Plan was held last Thursday, December 7<sup>th</sup> and that staff hopes to have the plan completed in the first quarter of 2024.

**7. EXECUTIVE DIRECTORS REPORT**

**8. MISCELLANEOUS**

**9. ADJOURNMENT**

The meeting was adjourned by the order of President Quast at 7:39 a.m.

Respectfully Submitted,

Joshua M. Tetzlaff  
City Administrator / EDA Executive Director



November 15th, 2023

New Prague City Administrator  
Joshua Tetzlaff  
118 Central Avenue South  
New Prague, MN 56071

Dear Joshua,

Enclosed is a summary of work completed by the Metropolitan Mosquito Control District (MMCD) in the New Prague area during the 2023 mosquito control season.

For the third consecutive year the Twin Cities area experienced drought conditions throughout most of the summer which contributed to lower levels of annoyance mosquitoes. Near record snowfall during the winter of 2022-23 brought standing water in the spring, which ushered in a surge of mosquitoes exceeding the 10-year average in late May and early June. Lack of rainfall in the subsequent months led to a decrease in the mosquito population and it remained low through the rest of the summer. (See back for numbers from 2023.)

West Nile virus was active in the District and elsewhere in Minnesota in 2023. Testing of mosquitoes this year for WNV returned the highest rate of infection in the history of the District's WNV surveillance. One hundred twenty-nine of 818 mosquito samples tested were positive for WNV. While most human illnesses have been reported, some are still being evaluated. As of November 14, 20 WNV illnesses had been confirmed in Minnesota with nine of those cases in residents of the District (Anoka Co. 1, Dakota Co. 1, Hennepin Co. 5, Washington Co. 1). As of November 14, illnesses caused by two other mosquito-borne viruses had been reported in Minnesota. Two Jamestown Canyon illnesses were confirmed in residents of Anoka County and Ramsey County. One case of La Crosse encephalitis was confirmed in a resident of Scott County. For more information about vector-borne disease in 2023 look for the MMCD Technical Advisory Board report coming in the spring of 2023.

MMCD employees controlled immature black flies (biting gnats) in small streams and large rivers throughout the metropolitan area. In 2023, 121 black fly larvicide treatments were made to the rivers and streams in the District. Spring flooding caused a slight delay in sampling efforts. After the extremely high-water levels in May, the continuing drought in the area caused rivers to go well below average through September resulting in few treatments after June. Adult black flies remained at tolerable levels for most of season with the number of black fly annoyance calls in 2023 (46), higher than 2022 (11) but less than 2021 (151).

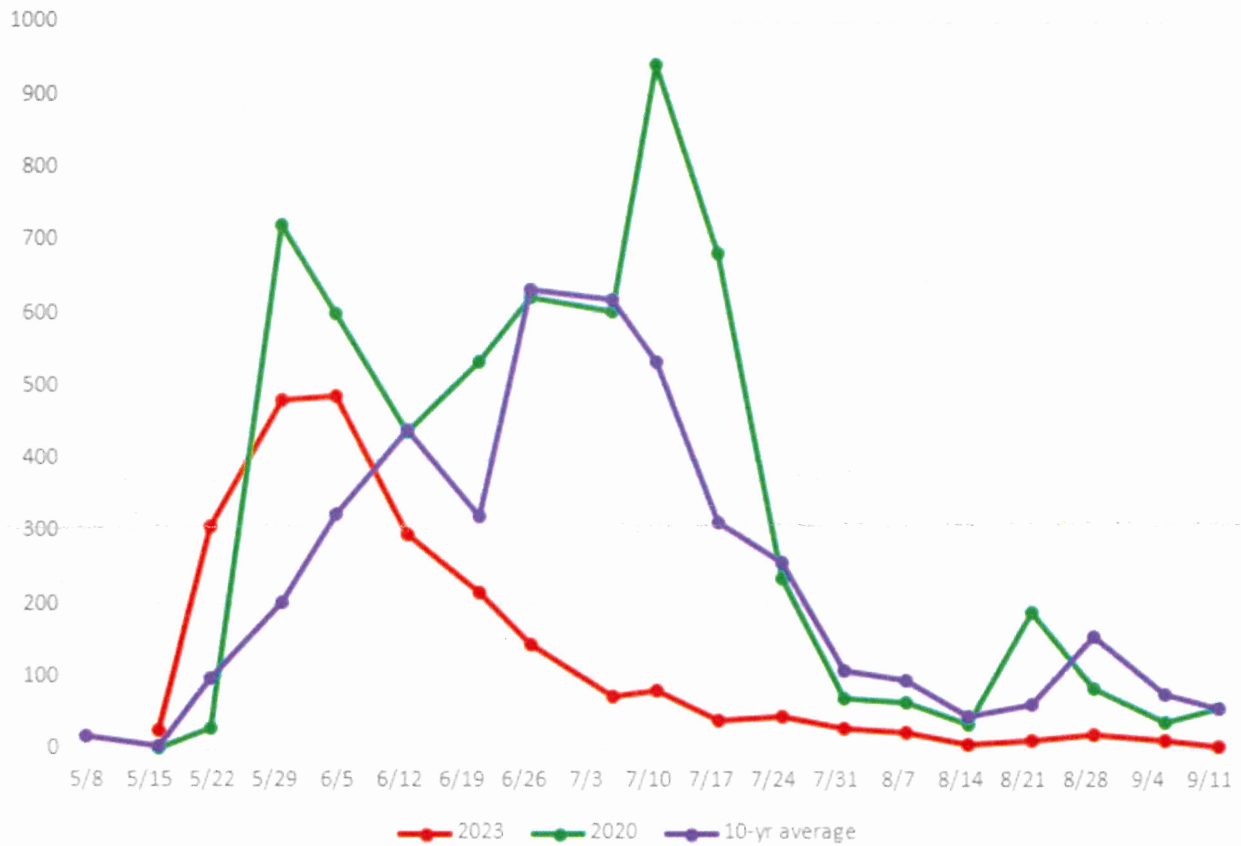
District staff have been present at schools and community events throughout the year to provide information on mosquito biology and habitat, disease concerns, and preventative measures. If you would like MMCD to speak to your group or attend an event, please let us know!

If you have any questions or would like to meet to discuss our agency's activities, please contact me.

Sincerely,

Alex Carlson, Public Affairs Manager  
Phone: (651) 643-8342 // Email: [acarlson@mmcd.org](mailto:acarlson@mmcd.org)

Weekly Averages of Human-biting Mosquitoes in CO2 Traps, 2023



Graph created by Dr. Scott Larson, MMCD Assistant Entomologist

**District-Wide Numbers from 2023:**

<b>57,526</b> Larval mosquito inspections	<b>171,894.75</b> Acres of larval mosquito treatments	<b>10,921</b> Tires recycled
<b>316,899</b> Catch basin treatments	<b>1,959.02</b> Acres of adult mosquito treatments	<b>3,098</b> Customer calls

**City and Community Presentations Available**

MMCD staff are available to provide an update on mosquito activity, give city specific information, or share resources about mosquito, tick, and black fly reduction measures to cities. Presentations or live questions and answers are great for **City Council Meetings, Township Board Meetings, Sustainability Commissions**, or events for residents. If you would like to schedule a presentation, please contact Alex Carlson:

**Alex Carlson, Public Affairs Manager**

[acarlson@mmcd.org](mailto:acarlson@mmcd.org)

Direct: (651) 643-8342



# 2023 Activity Summary for New Prague and Helena

Section 12, Item b.

## LARVAL CONTROL

Most of the control done by MMCD targets mosquitoes during their larval stage. Mosquito larvae usually develop in standing water and are most common after a rainfall. Larval control materials are applied via helicopter, backpack, drone, or by hand.

**Larval Control in New Prague and Helena in 2023:**  
**Sites Inspected: 111 | Acres Treated: 1290.70**



## ADULT CONTROL

MMCD supplements our larval control program with limited adult mosquito control. Adult control materials are applied via backpack during the day or truck-mounted cold fogger in the evening.

**Adult Mosquito Control in New Prague and Helena in 2023:**  
**Sites Inspected: 51 | Acres Treated: 7.39**



## DISEASE PREVENTION

Controlling the mosquito species that are most likely to spread disease is a top priority for MMCD. Removing containers that could hold stagnant water is critical to reducing the spread.

**Disease Prevention Activity in New Prague and Helena:**  
**Tires Removed: 616 | Catch Basins Treated: 283**  
**Disease Prevention Property Inspections: 15**



## CUSTOMER CALLS

We encourage residents of the district to call MMCD to report mosquito annoyance, employee or helicopter concerns, request waste tire removal, or for anything else.

**Customer Calls from New Prague and Helena in 2023: 13**

For questions about your city's data,  
please contact Alex Carlson –  
[acarlson@mmcd.org](mailto:acarlson@mmcd.org)

