



CITY COUNCIL MEETING AGENDA

City of New Prague

Tuesday, January 21, 2025 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

OPTIONAL ONLINE CONNECTION. MEETINGS ARE IN PERSON.

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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. January 7, 2025 City Council Meeting Minutes
- b. Claims for Payment: **\$1,800,937.42**
- c. Financial Summary Report
- d. 1319 Woodfire Tavern THC License Application
- e. Purchase of Equipment for Public Works Department - Plow Truck
- f. Lease for Concessions with Orioles at Memorial Park Baseball Stadium
- g. LG220 Lawful Gambling Application for Exempt Permit - New Prague Clay Target Club
- h. LG220 Lawful Gambling Application for Exempt Permit - Ducks Unlimited New Prague Chapter 263
- i. LG220 Lawful Gambling Application for Exempt Permit - Angels Among Us
- j. Resolution #25-01-21-01 - Approving MN Lawful Gambling Premises Permit Application LG214 for New Prague Hockey Association at The Park Ballroom, 300 Lexington Avenue South
- k. Appointment of Allen Hennen for Streets Position

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

Speakers limited to 5 minutes

5. PUBLIC HEARING(S) – 6:00 PM

- a. None

6. CITY ENGINEER PROJECTS UPDATE

- a. January 21, 2025

7. 2025 STREET AND UTILITY IMPROVEMENT PROJECT

- a. Resolution #25-01-21-02 - Approving Plans and Specifications and Ordering Ad for Bids

8. ORDINANCE(S) FOR INTRODUCTION

9. ORDINANCE(S) FOR ADOPTION

10. RESOLUTIONS

11. GENERAL BUSINESS

12. MISCELLANEOUS

- a.** Meeting Minutes
 - i. November 12, 2024, Park Board Meeting Minutes
 - ii. December 11, 2024, EDA Board Meeting Minutes
 - iii. December 10, 2024, Park Board Meeting Minutes
- b.** Discussion of Items not on the Agenda

13. ADJOURNMENT

UPCOMING MEETINGS AND NOTICES:

January 22	6:30 p.m. Planning Commission
January 27	3:30 p.m. Utility Commission
January 28	6:30 p.m. Golf Board
February 3	6:00 p.m. City Council
February 11	6:00 p.m. Park Board
February 12	7:30 a.m. EDA Board

CITY COUNCIL MEETING MINUTES

City of New Prague

Tuesday, January 07, 2025 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N



1. CALL TO ORDER

Mayor 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 Joshua Tetzlaff, Planning/Community Development Director Ken Ondich, Police Chief Tim Applen, Public Works Director Matt Rynda and Fire Chief Steve Rynda

a. Pledge of Allegiance

*Not on Agenda- Swearing in of Mayor Jirik and Councilmembers Ryan & Wolf.

2. APPROVAL OF REGULAR AGENDA

Motion to approve the regular agenda.

Motion made by Councilmember Seiler, Seconded by Councilmember Wolf.

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

Motion carried (5-0)

3. CONSENT AGENDA

Motion to approve the consent agenda.

Motion made by Councilmember Bass, Seconded by Councilmember Ryan.

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

Motion carried (5-0)

a. Meeting Minutes

i. December 16, 2024, City Council Meeting Minutes

b. Claims for Payment: **\$338,885.11**

c. 2024 Write-Offs

d. Professional Services Agreement between New Prague Police Department and Peterson Counseling and Consulting, LLC

4. CITY ENGINEER PROJECTS UPDATE

City Engineer, Chris Knutson, spoke about the Street Reconstruction projects.

a. January 7, 2025

5. PUBLIC INVITED TO BE HEARD ON MATTERS NOT ON THE AGENDA

Speakers limited to 5 minutes
Dennis Tietz, Le Sueur County Commissioner spoke.
Brian Paulson (206 4th St. SW) spoke.
Lori Grainbush (2390 10th Ave SE) spoke.

6. PUBLIC HEARING(S) – 6:00 PM

a. None

7. ORDINANCE(S) FOR INTRODUCTION

8. ORDINANCE(S) FOR ADOPTION

9. RESOLUTIONS

a. #25-01-07-01 - Appointing Official City Depositories
Motion to approve Resolution #25-01-07-01 Appointing Official Depositories
Motion made by Councilmember Ryan, Seconded by Councilmember Seiler.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler,
Councilmember Wolf
Motion carried (5-0)

10. GENERAL BUSINESS

- a. 2025 Appointments
 - i. Mayoral Appointments to Boards & Commissions
Motion to Approve the Mayoral Appointments to Boards & Commissions.
Motion made by Councilmember Bass, Seconded by Councilmember Ryan.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler,
Councilmember Wolf
Motion carried (5-0)
 - ii. City Council Vice President
Motion made to nominate Bruce Wolf as City Council Vice President.
Motion made by Councilmember Seiler, Seconded by Councilmember Ryan.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler,
Councilmember Wolf
Motion carried (5-0)
 - iii. 2025 Legal Representation - City Attorney
Motion to Approve the 2025 Legal Representation – City Attorney
Motion made by Councilmember Seiler, Seconded by Councilmember Wolf.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler,
Councilmember Wolf
Motion carried (5-0)
 - iv. Consulting Professionals - City Engineer and City Financial Advisor
Motion to Approve the Consulting Professionals - City Engineer and City Financial Advisor.
Motion made by Councilmember Wolf, Seconded by Councilmember Bass.
Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler,
Councilmember Wolf
Motion carried (5-0)

- v. New Prague Volunteer Fire Department Chief and Officers
 - Motion to approve the Fire Department Officers
 - Motion made by Councilmember Ryan, Seconded by Councilmember Bass.
 - Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
 - Motion carried (5-0)
- vi. Designate Official Newspaper
 - Motion to approve designating the New Prague Times as the Official Newspaper.
 - Motion made by Mayor Jirik, Seconded by Councilmember Ryan.
 - Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
 - Motion carried (5-0)
- b. Board & Commission Attendances - 2024
 - City Administrator, Joshua Tetzlaff, presented the Board & Commission Attendance spreadsheet.
- c. Municipal State Aid Street (MSAS) Engineering Services Proposal for 2025 - SEH
 - City Engineer, Chris Knutson, spoke on the Municipal State Aid Street Proposal for 2025.
 - Motion to approve the Municipal State Aid Street Engineering Services Proposal for 2025.
 - Motion made by Councilmember Seiler, Seconded by Councilmember Bass.
 - Voting Yea: Mayor Jirik, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
 - Motion carried (5-0)

11. MISCELLANEOUS

- a. Meeting Minutes
 - i. November 20, 2024, Planning Commission Meeting Minutes
 - ii. November 25, 2024, Utility Commission Meeting Minutes
 - iii. November 26, 2024, Golf Board Meeting Minutes
- b. Metropolitan Mosquito Control District - Overview
- c. Joint Powers Membership & Financial Update
- d. Discussion of Items not on the Agenda

12. ADJOURNMENT

Motion to adjourn the meeting at 6:43 p.m.
 Motion made by Councilmember Seiler, Seconded by Councilmember Ryan.
 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
 01/21/2025

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
FUND 101 - GENERAL FUND			
<u>RURAL FIRE - TO BE REIMBURSED</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$25.96	
BEVCOMM	TELEPHONE	\$90.36	
CENTERPOINT ENERGY	NATURAL GAS	\$483.23	
DEHMER / CENTRAL FIRE PROTECTION INC	RECHARGE FIRE EXTINGUISHER	\$51.50	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$16.60	
US BANK CREDIT CARD	GARAGE DOOR WEATHER STRIPING	\$57.93	
US BANK CREDIT CARD	INK	\$54.89	
VERIZON WIRELESS	TABLETS	\$40.08	
VERIZON WIRELESS	TELEPHONE	\$20.70	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$353.79	
TOTAL:			\$1,195.04
<u>OTHER - TO BE REIMBURSED</u>			
KENNEDY & GRAVEN CHARTERED	TRACKER ADDITION	\$186.00	
NORTH MEMORIAL HEALTH CARE	EMERGENCY AMBULANCE FUNDS	\$155,967.05	
TOTAL:			\$156,153.05
<u>PREPAID EXPENSES</u>			
US BANK CREDIT CARD	IACP MEMBERSHIP	\$220.00	
TOTAL:			\$220.00
<u>COUNCIL</u>			
LEAGUE OF MINNESOTA CITIES	ANNUAL MEMBERSHIP	\$30.00	
MINNESOTA MUNICIPAL UTILITIES ASSOC	LEGISLATIVE CONFERENCE - JIRIK	\$415.00	
QUILL CORPORATION	COUNCIL PAPER	\$75.98	
SUEL PRINTING	COMP & ELECTION, CANNABIS	\$2,160.00	
SUEL PRINTING	COUNCIL MINUTES	\$1,280.00	
US BANK CREDIT CARD	CANVA - NEWSLETTER/BINDER CLIPS	\$137.69	
VERIZON WIRELESS	TELEPHONE	\$82.78	
TOTAL:			\$4,181.45
<u>ADMINISTRATION</u>			
ABDO	2024 AUDIT	\$6,303.69	
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	\$37.58	
BEVCOMM	TELEPHONE	\$102.26	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$40.73	
LEAGUE OF MINNESOTA CITIES	MEMBERSHIP DUES	\$9,819.00	
MINNESOTA MUNICIPAL UTILITIES ASSOC	LEGISLATIVE CONFERENCE - JOSH	\$365.00	
MN CITY/COUNTY MGMT ASSOCIATION	ANNUAL MEMBERSHIP	\$186.60	
US BANK CREDIT CARD	SCALE	\$13.92	
US BANK CREDIT CARD	TAX SUPPLIES	\$68.19	
VERIZON WIRELESS	TELEPHONE	\$70.06	
VETERAN SHREDDING	CONTRACTED SERVICES	\$8.50	
TOTAL:			\$17,015.53
<u>TECH NETWORK</u>			
CATALIS PWE	WEBSITE MANAGEMENT	\$3,174.00	
CIVIC SYSTEMS LLC	SEMI-ANNUAL SUPPORT FEES	\$2,617.04	
TOTAL:			\$5,791.04
<u>ELECTIONS</u>			
NEW PRAGUE AREA SCHOOLS	GENERAL ELECTION GYM USE	\$131.30	
TOTAL:			\$131.30
<u>ATTORNEY</u>			
KENNEDY & GRAVEN CHARTERED	GENERAL MATTERS	\$4,194.39	
SCOTT COUNTY ATTORNEY'S OFFICE	DECEMBER COURT FINES	\$982.10	
TOTAL:			\$5,176.49

CITY OF NEW PRAGUE
 ACCOUNTS PAYABLE
 01/21/2025

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>PLANNING</u>			
BEVCOMM	TELEPHONE	\$46.25	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$1.57	
METRO SALES INC	COPIER LEASE	\$49.50	
SUEL PRINTING	COMP PLAN	\$112.00	
US BANK CREDIT CARD	GOTOMY	\$20.60	
VERIZON WIRELESS	TELEPHONE	\$82.78	
TOTAL:			\$312.70
<u>GOVERNMENT BUILDING</u>			
AMAZON CAPITAL SERVICES	WALL CLOCK	\$11.25	
CENTERPOINT ENERGY	NATURAL GAS	\$1,267.67	
SEH	CITY CENTER GRADING	\$1,264.00	
US BANK CREDIT CARD	WIRE	\$34.60	
TOTAL:			\$2,577.52
<u>POLICE</u>			
AT&T MOBILITY	WIRELESS CELLS	\$568.80	
AXON ENTERPRISES INC.	FLEET 2 UNLIMITED	\$6,192.00	
BEVCOMM	TELEPHONE	\$108.46	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$12.01	
JEFF BELZER NEW PRAGUE FORD	LUBE, OIL, FILTER SERVICE	\$136.69	
NORTH CENTRAL DBA RW&B	SQUAD GUN RACKS	\$601.04	
STREICHER'S	VEST - TROUT	\$1,524.90	
TRANSUNION RISK AND ALTERNATIVE	TLO CHARGES	\$75.00	
US BANK CREDIT CARD	BUSINESS CARDS/ TESTING KITS	\$146.52	
US BANK CREDIT CARD	ICAC TRAINING/ MSCIC CONFERENCE	\$610.00	
VERIZON WIRELESS	SQUAD BROADBAND	\$280.25	
VETERAN SHREDDING	CONTRACTED SERVICES	\$42.50	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$1,412.62	
TOTAL:			\$11,710.79
<u>FIRE</u>			
BEVCOMM	TELEPHONE	\$90.36	
CENTERPOINT ENERGY	NATURAL GAS	\$483.23	
CUSTOMIZED FIRE RESCUE TRAINING INC	TRAINING	\$3,670.00	
DEHMER / CENTRAL FIRE PROTECTION INC	RECHARGE FIRE EXTINGUISHER	\$51.50	
US BANK CREDIT CARD	GARAGE DOOR WEATHER STRIPING	\$57.92	
US BANK CREDIT CARD	INK	\$54.89	
VERIZON WIRELESS	TABLETS	\$40.08	
VERIZON WIRELESS	TELEPHONE	\$20.70	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$256.50	
TOTAL:			\$4,725.18
<u>BUILDING INSPECTOR</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$13.99	
AMAZON CAPITAL SERVICES	WET/DRY VAC	\$49.99	
BEVCOMM	TELEPHONE	\$46.25	
METRO SALES INC	COPIER LEASE	\$49.50	
US BANK CREDIT CARD	BULIDING CODES	\$1,475.95	
US BANK CREDIT CARD	TRAINING SCOTT & BRIAN	\$700.00	
VERIZON WIRELESS	TELEPHONE	\$92.78	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$82.36	
TOTAL:			\$2,510.82
<u>PUBLIC WORKS</u>			
US BANK CREDIT CARD	COMPOST BAS	\$65.95	
TOTAL:			\$65.95

CITY OF NEW PRAGUE
 ACCOUNTS PAYABLE
 01/21/2025

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>STREET</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$416.15	
AMAZON CAPITAL SERVICES	PICK TOOL	\$119.16	
BEVCOMM	TELEPHONE	\$76.64	
CENTERPOINT ENERGY	NATURAL GAS	\$882.71	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$0.26	
HELENA TOWNSHIP	ALTON AVE MAINTENANCE AGREEMNT	\$2,000.00	
JERRY VOEHL	SNOW REMOVAL 12/20/24	\$585.00	
METRO SALES INC	COPIER LEASE	\$49.50	
POMP'S TIRE SERVICE INC.	TIRES	\$1,234.00	
US BANK CREDIT CARD	FLAG	\$140.81	
US BANK CREDIT CARD	GARAGE DOOR PARTS/ BOILER PART	\$395.09	
US BANK CREDIT CARD	MOTOR	\$205.91	
VERIZON WIRELESS	TELEPHONE	\$109.19	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$527.40	
ZIEGLER INC.	CAT LOADER - PARTS	\$204.51	
TOTAL:			\$6,946.33
<u>PARKS</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$151.52	
AMAZON CAPITAL SERVICES	RECEPTACLE SPACERS	\$23.97	
BEVCOMM	TELEPHONE	\$34.10	
CENTERPOINT ENERGY	NATURAL GAS	\$558.78	
CTM SERVICES INC	BEARINGS	\$127.46	
MTI DISTRIBUTING INC	MOWER PARTS	\$297.95	
RENT N SAVE PORTABLE SERVICES	PORTABLE RESTROOMS	\$95.00	
SUEL PRINTING	PARKS MAINTENANCE ADS	\$962.50	
TODDS AUTO PARTS INC	FILTERS	\$320.46	
TREES CUT RIGHT	EAB GRANT - TREE REMOVAL	\$1,000.00	
US BANK CREDIT CARD	TIRES / SAFETY SWITCH	\$2,766.61	
US BANK CREDIT CARD	TOTES	\$199.98	
VERIZON WIRELESS	IPADS	\$10.02	
VERIZON WIRELESS	TELEPHONE	\$72.19	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$605.21	
TOTAL:			\$7,225.75
<u>LIBRARY</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$8.99	
CENTERPOINT ENERGY	NATURAL GAS	\$459.27	
US BANK CREDIT CARD	THERMOSTAT	\$16.52	
TOTAL:			\$484.78
<u>UNALLOCATED</u>			
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$327.00	
TOTAL:			\$327.00
GENERAL FUND TOTAL:			\$226,750.72
FUND 230 - SPECIAL REVENUE - PARK EQUIPMENT			
US BANK CREDIT CARD	DISC GOLF - STEPPING STONES	\$270.28	
TOTAL:			\$270.28
FUND 233 - SPECIAL REVENUE - CRIME PREVENTION			
COAST TO COAST SOLUTIONS	KEY TAGS	\$476.24	
JOHNSON TOWING INC	TOWING	\$360.00	
TOTAL:			\$836.24
FUND 311 - DEBT SERVICE - CIP 2011			
COMPUTERSHARE TRUST COMPANY	2011 BOND PAYMENT	\$5,033.81	
TOTAL:			\$5,033.81

CITY OF NEW PRAGUE
 ACCOUNTS PAYABLE
 01/21/2025

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
FUND 316 - DEBT SERVICE - CIP 2014			
COMPUTERSHARE TRUST COMPANY	2014 BOND PAYMENT	\$97,800.00	
TOTAL:			<u>\$97,800.00</u>
FUND 317 - DEBT SERVICE - CIP 2015			
US BANK	2015 BOND PAYMENT	\$33,075.00	
TOTAL:			<u>\$33,075.00</u>
FUND 319 - DEBT SERVICE - CIP 2019			
US BANK	2019 BOND PAYMENT	\$261,025.00	
TOTAL:			<u>\$261,025.00</u>
FUND 320 - DEBT SERVICE - 2020A REFUNDING			
US BANK	2020 BOND PAYMENT	\$154,186.89	
TOTAL:			<u>\$154,186.89</u>
FUND 321 - DEBT SERVICE - CIP 2020-2021			
ZIONS BANK	2021A BOND PAYMENT	\$151,333.75	
TOTAL:			<u>\$151,333.75</u>
FUND 322 - DEBT SERVICE - CIP 2022			
ZIONS BANK	2022A BOND PAYMENT	\$35,250.00	
TOTAL:			<u>\$35,250.00</u>
FUND 323 - DEBT SERVICE - CIP 2023			
ZIONS BANK	2023A BOND PAYMENT	\$167,825.00	
TOTAL:			<u>\$167,825.00</u>
FUND 324 - DEBT SERVICE - CIP 2024			
ZIONS BANK	2024A BOND PAYMENT	\$65,636.79	
TOTAL:			<u>\$65,636.79</u>
FUND 395 - DEBT SERVICE - CIP 2009			
COMPUTERSHARE TRUST COMPANY	2009 BOND PAYMENT	\$38,260.79	
TOTAL:			<u>\$38,260.79</u>
FUND 423 - CAPITAL PROJECTS - CIP 2024			
SEH	CIP 2024	\$8,476.10	
TOTAL:			<u>\$8,476.10</u>
FUND 424 - CAPITAL PROJECTS - CIP 2025			
SEH	CIP 2025	\$48,775.00	
TOTAL:			<u>\$48,775.00</u>
FUND 602 - ENTERPRISE - SANITARY SEWER			
ABDO	2024 AUDIT	\$3,056.94	
ACE HARDWARE & PAINT	SUPPLIES	\$241.93	
AMAZON CAPITAL SERVICES	LAUNDRY DETERGENT	\$55.96	
BEVCOMM	TELEPHONE	\$209.09	
CENTERPOINT ENERGY	NATURAL GAS	\$13,170.23	
CIVIC SYSTEMS LLC	CIVIC DIRECT SUPPORT	\$877.50	
CIVIC SYSTEMS LLC	SEMI-ANNUAL SUPPORT FEES	\$1,574.37	
COMPUTERSHARE TRUST COMPANY	2009 BOND PAYMENT	\$7,621.82	
COMPUTERSHARE TRUST COMPANY	2011 BOND PAYMENT	\$12,015.05	
COMPUTERSHARE TRUST COMPANY	2014 BOND PAYMENT	\$11,275.00	
CRANE ENGINEERING	AIR CYLINDER REPAIR KIT	\$1,370.29	
MACQUEEN EQUIPMENT	GASKET & CLAMPS	\$102.63	
MN POLLUTION CONTROL AGENCY	SMITH - TYPE IV REFRESHER	\$390.00	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$210.60	
SALTCO	MONTHLY SALT RENTAL	\$70.00	
TEMPLE INC	MAU #4 MOTOR & SHEEVE	\$1,288.00	

CITY OF NEW PRAGUE
 ACCOUNTS PAYABLE
 01/21/2025

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
US BANK	2015 BOND PAYMENT	\$11,325.00	
US BANK	2019 BOND PAYMENT	\$18,375.00	
US BANK	2020 BOND PAYMENT	\$51,740.74	
UTILITY CONSULTANTS INC.	SAMPLES	\$1,271.83	
VERIZON WIRELESS	IPADS	\$7.52	
VERIZON WIRELESS	TELEPHONE	\$233.92	
VETERAN SHREDDING	CONTRACTED SERVICES	\$8.50	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$102.93	
ZIONS BANK	2021A BOND PAYMENT	\$93,006.25	
ZIONS BANK	2022A BOND PAYMENT	\$18,350.00	
ZIONS BANK	2023A BOND PAYMENT	\$21,800.00	
ZIONS BANK	2024A BOND PAYMENT	\$22,161.81	
TOTAL:			<u>\$291,912.91</u>
FUND 606 - ENTERPRISE - STORM UTILITY			
ABDO	2024 AUDIT	\$241.98	
ACE HARDWARE & PAINT	SUPPLIES	\$2.10	
CIVIC SYSTEMS LLC	CIVIC DIRECT SUPPORT	\$219.38	
CIVIC SYSTEMS LLC	SEMI-ANNUAL SUPPORT FEES	\$156.75	
COMPUTERSHARE TRUST COMPANY	2009 BOND PAYMENT	\$10,272.40	
COMPUTERSHARE TRUST COMPANY	2011 BOND PAYMENT	\$10,542.84	
COMPUTERSHARE TRUST COMPANY	2014 BOND PAYMENT	\$10,900.00	
MACQUEEN EQUIPMENT	GASKET & CLAMPS	\$43.99	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$3.60	
US BANK	2015 BOND PAYMENT	\$5,512.50	
US BANK	2019 BOND PAYMENT	\$24,400.00	
US BANK	2020 BOND PAYMENT	\$43,772.21	
VERIZON WIRELESS	IPADS	\$7.52	
VERIZON WIRELESS	TELEPHONE	\$8.92	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$3.64	
ZIONS BANK	2021A BOND PAYMENT	\$11,661.25	
ZIONS BANK	2022A BOND PAYMENT	\$18,350.00	
ZIONS BANK	2023A BOND PAYMENT	\$37,125.00	
ZIONS BANK	2024A BOND PAYMENT	\$13,153.47	
TOTAL:			<u>\$186,377.55</u>
FUND 651 - ENTERPRISE - AMBULANCE			
ABDO	2024 AUDIT	\$26.64	
CENTERPOINT ENERGY	NATURAL GAS	\$483.23	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$10.20	
TOTAL:			<u>\$520.07</u>
TOTAL ACCOUNTS PAYABLE FOR COUNCIL APPROVAL:			\$1,773,345.90

Vendor Name	Net Invoice Amount
ACE HARDWARE & PAINT	
CONSTRUCTION SCREWS	\$57.43
HOLIDAY DECORATIONS	\$87.64
HOLIDAY DEDCORATIONS	\$13.00
HOLIDAY LIGHTS	\$25.29
MASKS	\$40.09
ACUSHNET COMPANY	
CLOTHING	\$377.47
BEVCOMM	
TELEPHONE/COMMUNICATIONS	\$427.10
CENTERPOINT ENERGY	
NATURAL GAS	\$1,271.67
CENTRAL MCGOWAN INC	
CO2 RENTAL	\$77.31
CINTAS	
LINENS / TOWELS	\$519.82
COLLEGE CITY BEVERAGE	
ALCOHOL	\$212.70
BEER	\$160.00
ECOLAB INC	
DISHWASHER RENTAL	\$233.49
ECOLAB PEST ELIMINATION	
PEST & AIR CONTROL	\$224.51
PEST CONTROL / AIR QUALITY	\$343.05
FISHTALE GRILL	
CATEREE - NFPD	\$1,643.01
G AND H READY MIX LLC	
CEMENT FOR WASH PAD	\$4,347.61
GOLF PROFESSIONAL ENTERPRISES LLC	
DECEMBER MANAGEMENT FEE	\$8,347.50
GRAINGER	
FIRST AID SUPPLIES	\$207.25
HERMEL WHOLESALE	
CLEANING SUPPLIES	\$65.70
FOOD	\$1,933.28
SUNDRIES	\$61.20
SUPPLIES	\$123.95
JILL KES	
FOOD	\$13.49
JOHN DEERE FINANCIAL	
COMPLETE EJECTOR ASSY	\$542.53
LAU'S BAKERY	
BUNS	\$141.41
MGCSA	
MGCSA RENEWEL	\$180.00
MN DEPT OF AGRICULTURE	
PESTICIDE RENEWAL	\$15.00
MTI DISTRIBUTING INC	
BELTS	\$75.63
SEALS	\$27.38
NEW PRAGUE CHAMBER OF COMMERCE	
QUARTERLY DUES	\$82.50
NEW PRAGUE UTILITIES	
UTILITIES	\$2,808.03
PRECISION SMALL ENGINE CO.	
RIVETS, BATTERY HOLD DOWNS	\$220.85

Vendor Name	Net Invoice Amount
QUILL CORPORATION	
OFFICE SUPPLIES	\$306.25
SHELVING	\$261.72
RIVER COUNTRY COOP	
FUEL	\$797.02
SAILER'S GREENHOUSE	
FLOWERS	\$553.35
ST. ANDREWS PRODUCTS CO.	
MERCHANDISE BAGS	\$148.52
STAR GROUP LLC.	
BRAKELEEN, ANTI FREEZE	\$68.14
US BANK EQUIPMENT FINANCE	
COPIER LEASE	\$185.33
VERSATILE VEHICLES INC.	
SEALS, CABLE	\$140.28
SHOCK, TIE ROD ENDS BRAKES	\$224.02
Grand s	<u>\$27,591.52</u>

Unaudited Income Statement
Through November 30, 2024
Percent of year complete: 92%

Section 3, Item c.

	Prior Year 2023 Thru 11/30/2023	Actual Thru 11/30/2024	2023/2024 Variance YTD	Current Month 11/30/2024	2024 Adopted Budget	2024 Budget Balance	% Actual compared to Budget
General Fund							
REVENUES							
Property Taxes	\$ 3,104,845.93	\$ 2,757,894.55	\$ (346,951.38)	\$ 753,347.39	\$ 3,749,628	\$ 991,733	73.55%
Local Government Aid	\$ 492,904.00	\$ 591,763.50	\$ 98,859.50	\$ -	\$ 1,183,527	\$ 591,764	50.00%
Licenses and permits	\$ 314,154.78	\$ 355,210.06	\$ 41,055.28	\$ 27,800.65	\$ 250,255	\$ (104,955)	141.94%
Intergovernmental	\$ 363,615.52	\$ 420,787.46	\$ 57,171.94	\$ 128,877.74	\$ 383,672	\$ (37,115)	109.67%
Charges for services	\$ 52,465.03	\$ 95,609.05	\$ 43,144.02	\$ 6,971.78	\$ 81,164	\$ (14,445)	117.80%
Fines	\$ 25,456.75	\$ 16,333.10	\$ (9,123.65)	\$ 1,462.82	\$ 20,000	\$ 3,667	81.67%
Interest Income	\$ 401,468.95	\$ 443,680.90	\$ 42,211.95	\$ 46,603.40	\$ 125,000	\$ (318,681)	354.94%
Miscellaneous revenue	\$ 88,611.91	\$ 436,169.27	\$ 347,557.36	\$ 1,279.77	\$ 200,500	\$ (235,669)	217.54%
Transfers In	\$ 39,583.32	\$ 36,666.63	\$ (2,916.69)	\$ 3,333.33	\$ 425,894	\$ 389,227	8.61%
TOTAL REVENUES	\$ 4,883,106.19	\$ 5,154,114.52	\$ 271,008.33	\$ 969,676.88	\$ 6,419,640.00	\$ 1,265,525.48	80.29%
EXPENSES							
Council	\$ 62,621.49	\$ 62,160.95	\$ (460.54)	\$ 3,972.56	\$ 76,142	\$ 13,981	81.64%
Administration	\$ 441,111.95	\$ 448,693.30	\$ 7,581.35	\$ 32,415.00	\$ 461,644	\$ 12,951	97.19%
Tech Network	\$ 182,439.92	\$ 125,144.10	\$ (57,295.82)	\$ 7,187.18	\$ 207,383	\$ 82,239	60.34%
Elections	\$ 1,214.00	\$ 18,887.45	\$ 17,673.45	\$ 7,514.37	\$ 15,900	\$ (2,987)	118.79%
Assessor	\$ 44,400.00	\$ 45,700.00	\$ 1,300.00	\$ -	\$ 45,700	\$ -	100.00%
Attorney	\$ 57,318.99	\$ 79,069.85	\$ 21,750.86	\$ 1,462.82	\$ 70,000	\$ (9,070)	112.96%
Engineer	\$ 7,335.40	\$ 113.00	\$ (7,222.40)	\$ -	\$ 20,000	\$ 19,887	0.57%
Planning	\$ 285,495.02	\$ 276,602.48	\$ (8,892.54)	\$ 33,921.41	\$ 405,723	\$ 129,121	68.18%
Government Building	\$ 68,241.29	\$ 441,568.07	\$ 373,326.78	\$ 33,230.93	\$ 174,138	\$ (267,430)	253.57%
Police	\$ 1,848,033.90	\$ 1,860,513.36	\$ 12,479.46	\$ 131,172.51	\$ 2,196,296	\$ 335,783	84.71%
Fire	\$ 171,073.57	\$ 305,114.80	\$ 134,041.23	\$ 78,678.43	\$ 252,332	\$ (52,783)	120.92%
Building Inspector	\$ 274,732.85	\$ 289,036.92	\$ 14,304.07	\$ 22,143.39	\$ 341,054	\$ 52,017	84.75%
Emergency Management	\$ 1,738.85	\$ 3,395.81	\$ 1,656.96	\$ -	\$ 2,637	\$ (759)	128.78%
Animal Control	\$ 11,700.00	\$ 15,600.00	\$ 3,900.00	\$ -	\$ 15,750	\$ 150	99.05%
Public Works	\$ 101,880.73	\$ 105,849.94	\$ 3,969.21	\$ 7,966.16	\$ 116,637	\$ 10,787	90.75%
Streets	\$ 1,042,149.85	\$ 735,780.23	\$ (306,369.62)	\$ 47,687.75	\$ 892,825	\$ 157,045	82.41%
Street Lights	\$ 58,751.45	\$ 48,729.56	\$ (10,021.89)	\$ 3,202.45	\$ 72,333	\$ 23,603	67.37%
Outdoor Swimming Pool	\$ -	\$ 9.89	\$ 9.89	\$ -	\$ -	\$ (10)	0.00%
Aquatic Center	\$ 140,224.14	\$ 154,012.34	\$ 13,788.20	\$ -	\$ 116,251	\$ (37,761)	132.48%
Municipal Band	\$ 4,473.97	\$ 4,481.65	\$ 7.68	\$ -	\$ 4,484	\$ 2	99.95%
Parks	\$ 1,897,650.99	\$ 732,433.72	\$ (1,165,217.27)	\$ 30,519.24	\$ 621,815	\$ (110,619)	117.79%
Park Board	\$ 55,778.09	\$ 43,634.56	\$ (12,143.53)	\$ -	\$ 180,000	\$ 136,365	24.24%
Library	\$ 44,169.49	\$ 27,540.74	\$ (16,628.75)	\$ 1,923.08	\$ 33,265	\$ 5,724	82.79%
Unallocated	\$ 110,344.70	\$ 419,841.42	\$ 309,496.72	\$ 3,127.00	\$ 97,331	\$ (322,510)	431.35%
TOTAL EXPENSES	\$ 6,912,880.64	\$ 6,243,914.14	\$ (668,966.50)	\$ 446,124.28	\$ 6,419,640.00	\$ 175,725.86	97.26%
EXCESS REVENUES OVER EXPENSES	\$ (2,029,774.45)	\$ (1,089,799.62)	\$ 939,974.83	\$ 523,552.60	\$ -	\$ 1,089,799.62	

Unaudited Income Statement
Through November 30, 2024
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	Prior Year 2023 Thru 11/30/2023	Actual Thru 11/30/2024	2023/2024 Variance YTD	Current Month 11/30/2024	2024 Adopted Budget	2024 Budget Balance	% Actual compared to Budget
Ambulance							
TOTAL REVENUES	\$ 23,595.50	\$ 24,899.64	\$ 1,304.14	\$ 2,473.41	\$ 20,100	\$ (4,800)	123.88%
TOTAL EXPENSES	\$ 12,924.76	\$ 13,327.92	\$ 403.16	\$ 1,162.53	\$ 12,366	\$ (962)	107.78%
EXCESS REVENUES OVER EXPENSES	<u>\$ 10,670.74</u>	<u>\$ 11,571.72</u>	<u>\$ 900.98</u>	<u>\$ 1,310.88</u>	<u>\$ 7,734.00</u>	<u>\$ (3,837.72)</u>	
EDA							
TOTAL REVENUES	\$ 60,313.20	\$ 63,581.56	\$ 3,268.36	\$ 16,889.28	\$ 75,250.00	\$ 11,668	84.49%
TOTAL EXPENSES	\$ 67,250.25	\$ 49,959.29	\$ (17,290.96)	\$ 3,930.33	\$ 75,250.00	\$ 25,291	66.39%
EXCESS REVENUES OVER EXPENSES	<u>\$ (6,937.05)</u>	<u>\$ 13,622.27</u>	<u>\$ 20,559.32</u>	<u>\$ 12,958.95</u>	<u>\$ -</u>	<u>\$ (13,622.27)</u>	
EDA-INDUSTRIAL							
TOTAL REVENUES	\$ 3,606.74	\$ 4,542.55	\$ 935.81	\$ 749.96	\$ -	\$ (4,543)	0.00%
TOTAL EXPENSES	\$ 1,783.69	\$ 1,805.56	\$ 21.87	\$ (1,783.69)	\$ 1,773	\$ (33)	101.84%
EXCESS REVENUES OVER EXPENSES	<u>\$ 1,823.05</u>	<u>\$ 2,736.99</u>	<u>\$ 913.94</u>	<u>\$ 2,533.65</u>	<u>\$ (1,773.00)</u>	<u>\$ (4,509.99)</u>	
WATER FUND							
TOTAL REVENUES	\$ 1,816,846.25	\$ 1,739,221.50	\$ (77,624.75)	\$ 138,929.53	\$ 1,877,961.00	\$ 138,739.50	92.61%
TOTAL EXPENSES	\$ 1,394,295.41	\$ 1,452,271.41	\$ 58,023.93	\$ 99,299.22	\$ 1,589,904.00	\$ 137,650.78	91.34%
EXCESS REVENUES OVER EXPENSES	<u>\$ 422,550.84</u>	<u>\$ 286,950.09</u>	<u>\$ (135,648.68)</u>	<u>\$ 39,630.31</u>	<u>\$ 288,057.00</u>	<u>\$ 1,088.72</u>	
ELECTRIC FUND							
TOTAL REVENUES	\$ 9,538,463.66	\$ 10,114,228.44	\$ 575,764.78	\$ 882,708.62	\$ 10,474,072.00	\$ 359,843.56	96.56%
TOTAL EXPENSES	\$ 8,482,734.91	\$ 8,882,126.20	\$ 399,391.29	\$ 782,300.93	\$ 10,076,660.00	\$ 1,194,533.80	88.15%
EXCESS REVENUES OVER EXPENSES	<u>\$ 1,055,728.75</u>	<u>\$ 1,232,102.24</u>	<u>\$ 176,373.49</u>	<u>\$ 100,407.69</u>	<u>\$ 397,412.00</u>	<u>\$ (834,690.24)</u>	

Unaudited Income Statement
Through November 30, 2024
Percent of year complete: 92%

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	Prior Year 2023 Thru 11/30/2023	Actual Thru 11/30/2024	2023/2024 Variance YTD	Current Month 11/30/2024	2024 Adopted Budget	2024 Budget Balance	% Actual compared to Budget
SANITARY SEWER							
TOTAL REVENUES	\$ 3,505,044.23	\$ 3,651,413.06	\$ 146,368.83	\$ 341,924.12	\$ 3,677,947.00	\$ 26,533.94	99.28%
TOTAL EXPENSES	\$ 3,720,703.61	\$ 3,849,094.98	\$ 128,391.37	\$ 247,234.67	\$ 4,057,592.00	\$ 208,497.02	94.86%
EXCESS REVENUES OVER EXPENSES	<u>\$ (215,659.38)</u>	<u>\$ (197,681.92)</u>	<u>\$ 17,977.46</u>	<u>\$ 94,689.45</u>	<u>\$ (379,645.00)</u>	<u>\$ (181,963.08)</u>	
GOLF							
TOTAL REVENUES	\$ 1,456,007.62	\$ 1,463,699.02	\$ 7,691.40	\$ 23,416.49	\$ 1,392,982.00	\$ (70,717.02)	105.08%
TOTAL EXPENSES	\$ 1,338,610.61	\$ 1,382,663.82	\$ 44,053.21	\$ 86,049.74	\$ 1,408,833.11	\$ 26,169.29	98.14%
EXCESS REVENUES OVER EXPENSES	<u>\$ 117,397.01</u>	<u>\$ 81,035.20</u>	<u>\$ (36,361.81)</u>	<u>\$ (62,633.25)</u>	<u>\$ (15,851.11)</u>	<u>\$ (96,886.31)</u>	
STORM SEWER							
TOTAL REVENUES	\$ 393,042.16	\$ 415,259.64	\$ 22,217.48	\$ 40,419.31	\$ 401,040.00	\$ (14,219.64)	103.55%
TOTAL EXPENSES	\$ 376,357.30	\$ 427,464.96	\$ 51,107.66	\$ 29,358.57	\$ 403,445.00	\$ (24,019.96)	105.95%
EXCESS REVENUES OVER EXPENSES	<u>\$ 16,684.86</u>	<u>\$ (12,205.32)</u>	<u>\$ (28,890.18)</u>	<u>\$ 11,060.74</u>	<u>\$ (2,405.00)</u>	<u>\$ 9,800.32</u>	

Unaudited Income Statement
Through November 30, 2024
Percent of year complete: 92%

Section 3, Item c.

Prior Year 2023 Thru 11/30/2023	Actual Thru 11/30/2024	2023/2024 Variance YTD	Current Month 11/30/2024	2024 Adopted Budget	2024 Budget Balance	% Actual compared to Budget
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CITY OF NEW PRAGUE
BALANCE SHEET
NOVEMBER 30, 2024

GENERAL FUND

<u>ASSETS</u>		
101-10101	CLAIM ON CASH	(14,153.58)
101-10120	MONEY MARKET-FIRST BK & TRUST	390,171.12
101-10121	MONEY MARKET-WELLS FARGO	24,998.09
101-10122	MONEY MARKET-ROUNDBANK	33,653.69
101-10123	WELLS FARGO MARKET VALUE	32,591.67
101-10124	WELLS FARGO MONEY FUNDS	1,412.34
101-10125	MONEY MARKET-4M	4,608,598.57
101-10129	MONEY MARKET.STATE BANK - FUTU	133,752.00
101-10160	MONEY MARKET-ROUNDBANK - 350	1,302.26
101-10200	PETTY CASH	198.91
101-10201	PETTY CASH POLICE DEPT	100.00
101-10406	WELLS SELECT INVESTMENT	108,000.00
101-10450	INT. RECEIVABLE - INVESTMENTS	94,946.58
101-10700	TAXES RECEIVABLE-DELINQUENT	28,049.12
101-11500	ACCOUNTS RECEIVABLE	72,314.61
101-11501	ACCOUNTS RECEIVABLE - FLEX	1,127.70
101-11521	BUSINESS LICENSE AR	3,037.50
101-11531	BANK CLEARING ACCT	(505,438.32)
101-11536	CLEARING ACCOUNT-GENERAL	20,289.56
101-11537	MISC PROPERTY MAINT	708.77
101-12100	SPECIAL ASSESS. REC.-CURRENT	1,517.41
101-12200	SPECIAL ASSESS. REC.-DELINQUEN	1,982.15
101-15501	PREPAID OTHER	3,268.95
		<hr/>
	TOTAL ASSETS	5,042,429.10
		<hr/> <hr/>

<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
101-20204	AP OTHER	45.00
101-20210	ACCOUNTS PAYABLE	504,856.33
101-20800	DUE TO OTHER GOVERNMENTS	204.00
101-20801	STATE SALES TAX	(4.54)
101-20803	LS TRANSIT TAX	(.33)
101-21600	ACCRUED WAGES	8,111.46
101-21714	ACCRUED POLICE DUES	100.00
101-21800	ESCROW - BLDG PERMITS	84,179.92
101-22000	DEPOSITS	15,000.00
101-22022	HOLDING FUNDS-DEVELOPERS/OTHER	2,673.00
101-22200	DEFERRED REVENUE	10.00
101-22202	DEFERRED REVENUE - ASSMNTS	4,505.91
101-22206	DEFERRED REVENUE - AR	(45.00)
101-22207	DEFERRED REVENUE - BP	29,232.65
101-22210	DEFERRED REVENUE - TAXES	28,049.12
		<hr/>
	TOTAL LIABILITIES	676,917.52

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

CITY OF NEW PRAGUE
BALANCE SHEET
NOVEMBER 30, 2024

GENERAL FUND

	UNAPPROPRIATED FUND BALANCE:		
101-25300	UNDESIGNATED: FUND BALANCE	3,547,394.50	
	REVENUE OVER EXPENDITURES - YTD	(1,089,930.92)	
		<hr/>	
	BALANCE - CURRENT DATE		2,457,463.58
			<hr/>
	TOTAL FUND EQUITY		4,365,511.58
			<hr/>
	TOTAL LIABILITIES AND EQUITY		5,042,429.10
			<hr/> <hr/>

CITY OF NEW PRAGUE
BALANCE SHEET
NOVEMBER 30, 2024

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<u>ASSETS</u>		
602-10101	CLAIM ON CASH	1,229,869.92
602-10106	DESIGNATED FOR MEMB REPLACEMEN	210,000.00
602-10120	MONEY MARKET-FIRST BK & TRUST	577,205.51
602-10121	MONEY MARKET-WELLS FARGO	44,609.15
602-10122	MONEY MARKET-ROUNDBANK	44,932.37
602-10125	MONEY MARKET-4M	6,095,996.13
602-10126	MONEY MARKET-4M 2024 BOND	816,079.37
602-11500	ACCOUNTS RECEIVABLE	13,387.68
602-11710	CUSTOMER ACCOUNTS RECEIVABLE	286,235.47
602-12300	SPECIAL ASSESS. REC.-DEFERRED	258,519.56
602-15696	DEFERRED OUTFLOW - OPEB	3,889.00
602-15699	GERF DEFERRED OUTFLOWS	101,203.00
602-16100	LAND	56,980.00
602-16200	BUILDINGS	27,964,821.77
602-16210	ACCUM. DEPRECIATION-BUILDINGS	(12,341,197.20)
602-16300	INFRASTRUCTURE	7,897,920.09
602-16310	ACCUMULATED DEPRECIATION - INF	(2,985,739.51)
602-16400	EQUIPMENT	13,895,963.26
602-16410	ACCUMULATED DEPRECIATION - EQU	(8,783,179.96)
602-16420	OFFICE EQUIPMENT	40,455.10
602-16504	SCADA UPGRADE	2,211.93
		35,430,162.64
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
602-20210	ACCOUNTS PAYABLE	37,685.61
602-21500	ACCRUED INTEREST	337,860.71
602-21650	ACCRUED WAGES-VAC & COMP	29,965.66
602-21717	OPEB LIABILITY	19,506.00
602-22000	DEPOSITS	66,359.23
602-22296	OPEB DEFERRED INFLOW	7,361.00
602-22299	GERF DEFERRED INFLOWS	103,397.00
602-22500	BOND PAYABLE - CUR PORT	(.55)
602-23100	BONDS PAYABLE	3,126,651.27
602-23101	PFA BOND PAYABLE	22,202,000.00
602-23400	BOND PREMIUM	310,005.80
602-23999	GERF PENSION LIABILITY	323,468.00
		26,564,259.73
<u>FUND EQUITY</u>		
602-25999	PRIOR PERIOD ADJUSTMENT	(651,969.00)
602-27200	FUND BALANCE-UNDESIGNATED	5,565,947.85
UNAPPROPRIATED FUND BALANCE:		
602-25300	FUND BALANCE-UNDESIGNATED	4,153,068.40
	REVENUE OVER EXPENDITURES - YTD	(201,144.34)
		3,951,924.06
BALANCE - CURRENT DATE		3,951,924.06
TOTAL FUND EQUITY		8,865,902.91

CITY OF NEW PRAGUE
BALANCE SHEET
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TOTAL LIABILITIES AND EQUITY

35,430,162.64

CITY OF NEW PRAGUE
BALANCE SHEET
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GOLF COURSE

<u>ASSETS</u>		
603-10101	CLAIM ON CASH	24,803.11
603-10125	MONEY MARKET-4M	162,865.52
603-10126	MONEY MARKET-4M 2024 BOND	190,318.08
603-10200	PETTY CASH	2,000.00
603-11500	ACCOUNTS RECEIVABLE - GOLF A/R	6,529.38
603-14100	MATERIAL INVENTORY	87,361.92
603-15696	DEFERRED OUTFLOW - OPEB	872.00
603-15699	GERF DEFERRED OUTFLOWS	71,391.00
603-16150	OTHER IMPROVEMENTS (LAND)	910,289.85
603-16160	ACCUMULATED DEPR - OTHER IMPRO	(904,903.02)
603-16200	BUILDINGS	1,094,511.44
603-16210	ACCUM. DEPRECIATION-BUILDINGS	(672,104.18)
603-16400	EQUIPMENT	1,923,404.79
603-16410	ACCUMULATED DEPRECIATION - EQU	(1,286,778.41)
	TOTAL ASSETS	1,610,561.48
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
603-20210	ACCOUNTS PAYABLE	45,781.19
603-21500	ACCRUED INTEREST	3,152.00
603-21650	ACCRUED WAGES-VAC & COMP	11,206.35
603-21717	OPEB LIABILITY	4,375.00
603-22000	DEPOSITS	44,500.43
603-22001	DESIGNATED - JR GOLF FUND	20,263.52
603-22004	DESIGNATED- GOLF MAINT. FUND	648.12
603-22201	DEFERRED REVENUE-MEMBERSHIP DU	14,595.87
603-22203	DEFERRED REVENUE-RENTALS	85.00
603-22207	DEFERRED REVENUE-PRIVATE CART	2,005.00
603-22208	DEFERRED REVENUE-DRIVING RANGE	320.00
603-22211	DEFERRED REVENUE-GIFT CERTIFIC	13,271.81
603-22213	DEFERRED REVENUE-MEMBER CREDIT	21,543.33
603-22296	OPEB DEFERRED INFLOW	1,651.00
603-22299	DEFERRED (GERF) INFLOW	60,854.00
603-23106	BOND PAYABLE-2015 EQUIPMENT	10,000.00
603-23107	BOND PAYABLE-2016 EQUIPMENT	18,000.00
603-23110	BOND PAYABLE-2022 EQUIPMENT	170,000.00
603-23111	BOND PAYABLE-2024 EQUIPMENT	175,000.00
603-23400	BOND PREMIUM	35,516.08
603-23999	GERF PENSION LIABILITY	218,084.00
	TOTAL LIABILITIES	870,852.70
<u>FUND EQUITY</u>		
603-25999	PRIOR PERIOD ADJUSTMENT	(117,578.00)
UNAPPROPRIATED FUND BALANCE:		
603-25300	FUND BALANCE-UNDESIGNATED	595,952.14
	REVENUE OVER EXPENDITURES - YTD	261,334.64
	BALANCE - CURRENT DATE	857,286.78

CITY OF NEW PRAGUE
BALANCE SHEET
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GOLF COURSE

TOTAL FUND EQUITY	<hr/>	739,708.78
TOTAL LIABILITIES AND EQUITY		<hr/> <hr/>

CITY OF NEW PRAGUE
BALANCE SHEET
NOVEMBER 30, 2024

WATER

<u>ASSETS</u>	
604-10101 CLAIM ON CASH	1,657,418.84
604-10125 MONEY MARKET-4M	413,702.62
604-10126 MONEY MARKET-4M 2024 BOND	904,035.25
604-10406 F.I.S.T. INVESTMENTS	881,850.46
604-10407 INVEST ALLOW-UNREALIZED LOS	(44,321.78)
604-11500 ACCOUNTS RECEIVABLE	1,406.21
604-11502 ACCOUNTS RECEIVABLE - NSF	660.06
604-11525 ACCRUED REVENUE	101,171.28
604-11530 CLEARING ACCOUNT	17,985.00
604-11600 ALLOWANCE DOUBTFUL ACC'T	(4,000.00)
604-11710 CUSTOMER ACCOUNTS RECEIVABL	150,427.89
604-12100 SPECIAL ASSESS. REC.-CURRENT	80.96
604-12300 SPECIAL ASSESS. REC.-DEFFERED	478,878.00
604-14100 MATERIAL INVENTORY	75,970.15
604-15696 DEFERRED OUTFLOW - OPEB	3,872.00
604-15699 GERF DEFERRED OUTFLOWS	75,379.00
604-16100 LAND	79,519.50
604-16200 BUILDINGS	2,454,932.92
604-16201 WELLS, PUMPS & PUMP HOUSE	2,197,186.11
604-16202 WATER TREATMENT	68,116.88
604-16203 WATER TREATMENT EQUIPMENT	1,253,269.45
604-16211 ACCUM DEPR-PRODUCTION PLANT	(4,385,418.94)
604-16301 ELEVATED TOWER	1,988,569.68
604-16303 RESERVOIR	732,530.15
604-16304 DISTRIBUTION TO SYSTEM	7,212,617.25
604-16305 PRU VALVES	902.95
604-16306 MAIN STREET TREATMENT UPGRADE	215,848.13
604-16308 WATER METERS	1,129,223.86
604-16311 ACCUM DEPR.-TRANS-DISTRIBUTI	(4,642,916.98)
604-16312 ACCUM. DEPR-GENERAL PLANT	(294,010.36)
604-16314 SCADA	218,511.67
604-16401 BLDG IMPROVEMENT OFFICE	5,533.95
604-16402 DEFERRED MAINTENANCE CHARGE	24,794.02
604-16403 OFFICE FUNITURE & FIXTURES	29,980.37
604-16404 TRANSPORTATION/EQUIPMENT	317,010.20
604-16405 MISCELLANEOUS EQUIPMENT	39,308.45
604-16406 SHOP EQUIPMENT	1,417.62
604-16507 SCADA UPGRADE	133,434.07
604-16508 10TH AVE WATER MAIN	81,956.30
604-16511 CIP 2024	150.00
TOTAL ASSETS	<u>13,576,983.19</u>
<u>LIABILITIES AND EQUITY</u>	

CITY OF NEW PRAGUE
BALANCE SHEET
NOVEMBER 30, 2024

WATER

<u>LIABILITIES</u>			
604-20210	ACCOUNTS PAYABLE	21,337.54	
604-21503	ACCRUED INTEREST	45,129.04	
604-21650	ACCRUED WAGES-VAC & COMP	53,414.10	
604-21712	DUE WATER TESTING PROGRAM	4,829.40	
604-21717	OPEB LIABILITY	19,420.00	
604-22000	DEPOSITS	34,553.85	
604-22296	OPEB DEFERRED INFLOW	7,329.00	
604-22299	DEFERRED (GERF) INFLOW	95,644.00	
604-22500	BOND PAYABLE - CUR PORT	34,999.97	
604-23400	BOND PREMIUM	421,725.55	
604-23511	2011 CIP	44,455.00	
604-23516	2013B-REFUNDING 2005-2007	80,000.00	
604-23517	CIP 2014	60,000.00	
604-23518	2020A - REFUNDING	319,923.58	
604-23519	CIP 2020-2021	1,360,000.00	
604-23520	2021 UTILITY BUILDING	415,000.00	
604-23521	CIP 2022	275,000.00	
604-23522	CIP 2023	460,000.00	
604-23523	CIP 2024	820,000.00	
604-23999	GERF PENSION LIABILITY	293,737.00	
	TOTAL LIABILITIES		4,866,498.03
<u>FUND EQUITY</u>			
604-25999	PRIOR PERIOD ADJUSTMENT	(274,691.48)	
604-26730	RESERVED FOR INVESTMENT AL	(.40)	
604-27200	FUND BALANCE-UNDESIGNATED	7,413,719.83	
604-28000	INVESTED IN UTILITY PLANT	1,287,688.93	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	283,768.28	
	BALANCE - CURRENT DATE	283,768.28	
	TOTAL FUND EQUITY		8,710,485.16
	TOTAL LIABILITIES AND EQUITY		13,576,983.19

CITY OF NEW PRAGUE
BALANCE SHEET
NOVEMBER 30, 2024

ELECTRIC

<u>ASSETS</u>		
605-10101	CLAIM ON CASH	3,049,193.99
605-10125	MONEY MARKET-4M	1,520,949.38
605-10200	PETTY CASH	300.00
605-10405	MONEY MARKET-FIRST BK & TRUST	151,618.59
605-10406	F.I.S.T. INVESTMENT	2,509,882.07
605-10407	INVEST ALLOW-UNREALIZED LOS	(126,146.61)
605-11500	ACCOUNTS RECEIVABLE	8,449.35
605-11502	ACCOUNTS RECEIVABLE - NSF	5,478.06
605-11510	ACOUNTS RECEIVABLE - SMMPA	244,248.70
605-11525	ACCRUED REVENUE	615,552.77
605-11530	CLEARING ACCOUNT	22,312.31
605-11531	BANK CLEARING ACCT	(71.14)
605-11600	ALLOWANCE DOUBTFUL ACC'T	(10,000.05)
605-11710	CUSTOMER ACCOUNTS RECEIVABL	740,143.16
605-11720	BUDGET A/R	223.58
605-12100	SPECIAL ASSESS. REC.-CURRENT	210.95
605-14100	MATERIAL INVENTORY	1,262,332.07
605-15501	PREPAID OTHER	1,692.74
605-15696	DEFERRED OUTFLOW - OPEB	5,538.00
605-15699	GERF DEFERRED OUTFLOWS	185,794.00
605-16100	LAND	41,647.88
605-16205	STRUCTURE & IMPROV. BLDGS	3,792,791.38
605-16206	GENERATORS	5,527,533.57
605-16211	ACCUM DEPR-PRODUCTION PLANT	(6,807,338.29)
605-16301	TRANSMISSION STATION EQUIPMENT	601,832.72
605-16302	TRANSMISSION POLES & CONDUCTOR	87,734.24
605-16303	DISTRIBUTION STATION EQUIPMENT	832,233.96
605-16304	POLES-TOWERS-FIXTURES	204,140.34
605-16305	OVERHEAD CONDUCTORS-DEVICES	678,998.06
605-16306	UNDERGROUND CONDUCTORS-DEVICE	6,038,780.12
605-16307	LINE TRANSFORMERS	2,057,276.01
605-16308	SERVICES	379,201.70
605-16309	ELECTRIC METERS	1,076,589.21
605-16310	FIBER OPTIC	89,759.87
605-16311	ACCUM DEPR.-TRANS-DISTRIBUTI	(8,055,810.62)
605-16312	ACCUM DEPR - GEN PLANT	(1,663,313.79)
605-16313	LOAD MANAGEMENT	97,714.51
605-16314	SCADA	123,864.82
605-16315	STREET LIGHTS	1,717,237.14
605-16316	STRUCTURE & IMPROVEMENTS E	224,058.67
605-16403	TOOLS & WORK EQUIPMENT	237,583.03
605-16404	TRANSPORTATION/EQUIPMENT	1,865,624.02
605-16405	MISCELLANEOUS EQUIPMENT	97,109.01
605-16406	SHOP EQUIPMENT	56,994.23
605-16420	OFFICE EQUIPMENT	89,730.18
605-16500	JOB #1 (POLE) LOAD CONTROL	22.84
605-16504	JOB #1 (SERV) LOAD CONTROL	158.10
605-16505	JOB #1 (METER) LOAD CONTROL	909.32
605-16510	JOB #2 (URD) GIS MAPPING	16,092.28
605-16511	JOB #2 (TRAN) GIS MAPPING	106.23
605-16512	JOB #2 (SERV) GIS MAPPING	2,762.08
605-16517	JOB #3 (OH) NE STREET RECONS	99.92
605-16518	JOB #3 (URD) NE STREET RECONS	983.49
605-16519	JOB #3 (TRANS) NE STREET RECON	268.32
605-16522	JOB #3 (S.L.) NE STREET RECONS	2,169.84
605-16525	JOB #4 (OH) FEEDER #1	11,221.35
605-16526	JOB #4 (URD) FEEDER #1	245,804.96
605-16527	JOB #4 (TRANS) FEEDER #1	32,869.76

CITY OF NEW PRAGUE
BALANCE SHEET
NOVEMBER 30, 2024

ELECTRIC

605-16528	JOB #4 (SERV) FEEDER #1	107,350.31
605-16529	JOB #4 (METER) FEEDER #1	408.14
605-16530	JOB #4 (S.L.) FEEDER #1	19,262.82
605-16531	JOB #4 (FIBER) FEEDER #1	571.96
605-16534	JOB #5 (URD) BISHOP BLDG	524.91
605-16537	JOB #5 (MTR) BISHOP BLDG	589.33
605-16542	JOB #6 (URD) FEEDER #4 & #6	370.64
605-16550	JOB #7 (URD) FEEDER #8	3,759.33
605-16568	JOB #9 (SERV) FUTURE GENERATIO	77,535.30
605-16578	JOB #10 (S.L.) CHART	173.12
605-16582	JOB #11 (URD) SCOTT EQUIP	4,562.30
605-16583	JOB #11 (TRANS) SCOTT EQUIP	1,879.11
605-16584	JOB #11 (SERV) SCOTT EQUIP	535.89
605-16585	JOB #11 (METER) SCOTT EQUIP	321.85
605-16586	JOB #11 (S.L.) SCOTT EQUIP	372.00
605-16590	JOB #12 (URD) DOG PARK	10,192.20
605-16592	JOB #12 (SERV) DOG PARK	9.92
605-16594	JOB #12 (S.L.) DOG PARK	2,175.50
605-16595	JOB #12 (FIBER) DOG PARK	352.68
605-16598	JOB #13 (URD) PARKS BUILDING	629.55
605-16600	JOB #13 (SERV) PARKS BUILDING	126.48
605-16601	JOB #13 (METER) PARKS BUILDING	1,350.25
605-16603	JOB #13 (FIBER) PARKS BUILDING	4,102.43
605-16605	JOB #14 (OH) SCOOTERS COFFEE	653.87
605-16606	JOB #14 (URD) SCOOTERS COFFEE	16,830.53
605-16607	JOB #14 (TRANS) SCOOTERS COFFE	1,773.25
605-16608	JOB #14 (SERV) SCOOTERS COFFEE	458.30
605-16609	JOB #14 (METER) SCOOTERS COFFE	321.85
605-16616	JOB #15 (SERV)	1,509.00
605-16638	JOB #18 (URD) BELZER EV CHARGE	30,953.90
605-16646	JOB #19 (URD) WEST SUB PLC	10,139.21
605-16648	JOB #19 (SERV) WEST SUB PLC	48,960.80

TOTAL ASSETS 20,241,899.11

LIABILITIES AND EQUITY

LIABILITIES

605-20200	ACCOUNTS PAYABLE-SMMPA	524,731.77
605-20202	AP REFUSE	6.48
605-20204	AP OTHER	342,712.76
605-20210	ACCOUNTS PAYABLE	25,288.67
605-21650	ACCRUED WAGES-VAC & COMP	122,384.98
605-21717	OPEB LIABILITY	27,780.00
605-22000	DEPOSITS	140,831.85
605-22001	ENERGY ASSISTANCE CONTRACTS	4,249.33
605-22022	HOLDING FUNDS-DEPOSITS	950.00
605-22296	OPEB DEFERRED INFLOW	10,484.00
605-22299	DEFERRED (GERF) INFLOW	235,737.00
605-23999	GERF PENSION LIABILITY	723,987.00

TOTAL LIABILITIES 2,159,143.84

FUND EQUITY

CITY OF NEW PRAGUE
BALANCE SHEET
NOVEMBER 30, 2024

ELECTRIC

605-25999	PRIOR PERIOD ADJUSTMENT	(890,763.35)	
605-26300	CONTRIBUTED CAPITAL	(.19)	
605-26720	RESERVED FOR BONDS		321,700.00	
605-27200	FUND BALANCE-UNDESIGNATED		12,995,882.31	
605-28000	INVESTED IN UTILITY PLANT		4,423,834.26	
	UNAPPROPRIATED FUND BALANCE:			
	REVENUE OVER EXPENDITURES - YTD		<u>1,232,102.24</u>	
	BALANCE - CURRENT DATE		<u>1,232,102.24</u>	
	TOTAL FUND EQUITY			<u>18,082,755.27</u>
	TOTAL LIABILITIES AND EQUITY			<u><u>20,241,899.11</u></u>

CITY OF NEW PRAGUE
BALANCE SHEET
NOVEMBER 30, 2024

STORM WATER UTILITY

<u>ASSETS</u>		
606-10101	CLAIM ON CASH	482,516.39
606-10120	MONEY MARKET-FIRST BK & TRUST	63,383.50
606-10122	MONEY MARKET.COMM SEC BK	4,508.00
606-10125	MONEY MARKET-4M	642,939.42
606-10126	MONEY MARKET-4M 2024 BOND	484,870.78
606-11710	CUSTOMER ACCOUNTS RECEIVABLE	34,043.54
606-15696	DEFERRED OUTFLOW - OPEB	625.00
606-15699	GERF DEFERRED OUTFLOWS	14,498.00
606-16300	INFRASTRUCTURE	8,282,527.19
606-16310	ACCUMULATED DEPRECIATION - INF	(4,250,583.14)
606-16400	EQUIPMENT	29,295.57
606-16410	ACC. DEP. - EQUIPMENT	(23,965.39)
	TOTAL ASSETS	<u>5,764,658.86</u>
 <u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
606-20210	ACCOUNTS PAYABLE	648.70
606-21500	ACCRUED INTEREST	21,870.23
606-21717	OPEB LIABILITY	3,134.00
606-22296	OPEB DEFERRED INFLOW	1,183.00
606-22299	GERF DEFERRED INFLOWS	14,813.00
606-23100	BONDS PAYABLE	1,758,220.66
606-23400	BOND PREMIUM	178,698.76
606-23999	GERF PENSION LIABILITY	46,339.00
	TOTAL LIABILITIES	<u>2,024,907.35</u>
 <u>FUND EQUITY</u>		
606-25999	PRIOR PERIOD ADJUSTMENT	(36,253.00)
UNAPPROPRIATED FUND BALANCE:		
606-25300	FUND BALANCE-UNDESIGNATED	3,785,009.83
	REVENUE OVER EXPENDITURES - YTD	(9,005.32)
	BALANCE - CURRENT DATE	<u>3,776,004.51</u>
	TOTAL FUND EQUITY	<u>3,739,751.51</u>
	TOTAL LIABILITIES AND EQUITY	<u>5,764,658.86</u>

CITY OF NEW PRAGUE
BALANCE SHEET
NOVEMBER 30, 2024

AMBULANCE

<u>ASSETS</u>			
651-10101	CLAIM ON CASH	62,714.94	
651-10120	MONEY MARKET-FIRST BK & TRUST	12,959.20	
651-10121	MONEY MARKET-WELLS FARGO	416.28	
651-10125	MONEY MARKET-4M	116,697.64	
651-10127	MONEY MARKET.STATE BANK - 1206	5,645.45	
		<hr/>	
	TOTAL ASSETS		198,433.51
			<hr/> <hr/>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
651-20210	ACCOUNTS PAYABLE	467.38	
		<hr/>	
	TOTAL LIABILITIES		467.38
<u>FUND EQUITY</u>			
651-27200	FUND BALANCE-UNDESIGNATED	162,640.15	
	UNAPPROPRIATED FUND BALANCE:		
651-25300	FUND BALANCE-UNDESIGNATED	23,754.26	
	REVENUE OVER EXPENDITURES - YTD	11,571.72	
		<hr/>	
	BALANCE - CURRENT DATE	35,325.98	
		<hr/>	
	TOTAL FUND EQUITY		197,966.13
			<hr/> <hr/>
	TOTAL LIABILITIES AND EQUITY		198,433.51
			<hr/> <hr/>

CITY OF NEW PRAGUE
BALANCE SHEET
NOVEMBER 30, 2024

EDA

<u>ASSETS</u>			
680-10101	CLAIM ON CASH	176,973.37	
680-10120	MONEY MARKET-FIRST BK & TRUST	25,718.54	
680-10125	MONEY MARKET-4M	254,686.74	
	TOTAL ASSETS		<u>457,378.65</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
680-20210	ACCOUNTS PAYABLE	857.30	
	TOTAL LIABILITIES		857.30
<u>FUND EQUITY</u>			
680-27200	FUND BALANCE-UNDESIGNATED	602,744.97	
	UNAPPROPRIATED FUND BALANCE:		
680-25300	FUND BALANCE-UNDESIGNATED	(159,845.89)	
	REVENUE OVER EXPENDITURES - YTD	13,622.27	
	BALANCE - CURRENT DATE	(146,223.62)	
	TOTAL FUND EQUITY		<u>456,521.35</u>
	TOTAL LIABILITIES AND EQUITY		<u>457,378.65</u>

CITY OF NEW PRAGUE
BALANCE SHEET
NOVEMBER 30, 2024

EDA-INDUSTRIAL PARK

<u>ASSETS</u>			
681-10101	CLAIM ON CASH	76,624.03	
681-10120	MONEY MARKET-FIRST BK & TRUST	12,860.15	
681-10125	MONEY MARKET-4M	112,389.26	
681-16100	LAND	453,940.38	
681-16300	INFRASTRUCTURE	(.32)	
681-16310	ACCUM. DEPRECIATION-INFRASTR	(591.17)	
	TOTAL ASSETS		<u>655,222.33</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
681-20610	CIP RETAINAGE PERCENTAGE	<u>6,286.00</u>	
	TOTAL LIABILITIES		6,286.00
<u>FUND EQUITY</u>			
	UNAPPROPRIATED FUND BALANCE:		
681-25300	FUND BALANCE	646,199.34	
	REVENUE OVER EXPENDITURES - YTD	<u>2,736.99</u>	
	BALANCE - CURRENT DATE	<u>648,936.33</u>	
	TOTAL FUND EQUITY		<u>648,936.33</u>
	TOTAL LIABILITIES AND EQUITY		<u>655,222.33</u>



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

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: Tuesday January 7, 2025

Subject: THC Establishment License Schultzy's Restaurant Group LLC

The New Prague Police Department conducted a background check pursuant to City Ordinance 121.03 on the licensee(s), Owen Mitchell Schultz, Adam Marshall Schultz, and Jonathan Albert Schultz issued to Schultzy's Restaurant Group LLC, dba – 1319 Woodfire Tavern.

Minnesota Criminal History: None

Minnesota Driver's License Check: No Record

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 Owen Mitchell Schultz, Adam Marshall Schultz, and Jonathan Albert Schultz issued to Schultzy's Restaurant Group LLC. DbA – 1319 Woodfire Grill.

Recommendation: Approve THC Establishment License application to Schultzy's Restaurant Group LLC. DbA – 1319 Woodfire Grill.



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): Schultzzy's Restaurant Group LLC

Trade Name or **(DBA)** (ex. Company ABC): 1319 WoodFire Tavern

Business Location Address: 125 Main St. E, New Prague, MN 56071

Applicant: ^{Primary} Licensee's Legal Name (First, Middle and Last): Owen M Schultz

Business Phone #: 952-758-3333 Cell Phone #: _____

Email Address: 1319tavern@gmail.com Date of Birth: _____

Mailing Address (if different than business address): _____

Name of Manager(s) of Business: Owen Schultz - GM/owner Adam Schulte - Dir Ops/owner

Days of Operation: 7 Day/wk Hours of Operation: M-F 11AM - 1AM

Sat-Sun 9AM - 1AM Sat
8PM Sun

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. yes

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

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 #: _____ Federal Tax ID#: _____

OR

Applicant's Social Security or Individual Taxpayer Identification Number: _____



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: MATTHEW RYNDA, PUBLIC WORKS DIRECTOR
SUBJECT: PURCHASE OF PLOW TRUCK
DATE: JANUARY 13, 2025

This plow truck will be used to plow streets, haul snow, haul black top and haul gravel. This Truck would replace a 2010 Freightliner truck.

Cost Comparison:

Below is a list of dealers and brands available through state contract pricing.

<u>Cab and Chassis</u>	<u>Brand</u>	<u>Total Cost</u>
Truck Center	2025 Freightliner	\$109,000.00
North Central	2025 International	\$116,171.00
Nuss Truck & Equipment	2025 Mack	\$145,164.00
<u>Box and Plow Equipment</u>	<u>Brand</u>	<u>Total Cost</u>
Crysteel Tuck Equipment	Monroe	\$173,899.00
Towmaster	Falls	\$172,030.00
<u>Trade In</u>		
Crysteel		\$29,000
Truck Center		\$30,000
Nuss Truck & Equipment		\$35,000

Summary of staff review:

Currently the Public works budgeted \$265,000.00 in the 2025 budget for the purchase of a new plow truck and with plow equipment. Staff looked at many companies that would fit what we are looking for. We

currently use Aspen and Crysteel equipment. We currently only have Freightliner cab/chassis and have had good luck with them.

Recommendation

It is the recommendation of staff that the City Council authorize the purchase of the Freightliner Truck from Truck Center, Box and plow equipment from Crysteel Truck Equipment and trade in from Truck Center. Total cost of \$252,899.00 this includes trade in.



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 TETZLAFF – CITY ADMINISTRATOR
FROM: KEN ONDICH – PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
MATT RYNDA – PUBLIC WORKS DIRECTOR
SUBJECT: MEMORIAL PARK BASEBALL STADIUM CONCESSIONS USE AGREEMENT FOR 2025
DATE: JANUARY 13, 2025

Starting in 2024, the City and New Prague Orioles, Inc. entered into a “Concessions Use Agreement” for the Orioles to operate the concessions stand for all games at the Memorial Park baseball stadium. The first agreement was put in place for a one-year time period so that the matter could be reviewed annually.

As with the 2024 agreement, staff proposes another one-year term with a payment to the City of \$500 which is equal to roughly 10% of their annual concessions sales. The agreement indemnifies the City from any claims, including related to alcohol sales.

Nick Schoenecker with the Orioles reviewed the drafted agreement and noted that he is in agreement with it for the 2025 season.

Staff Recommendation

Approval of the attached “Memorial Park Baseball Stadium Concessions Use Agreement” between the City and New Prague Orioles, Inc for 2025.

**MEMORIAL PARK BASEBALL STADIUM
CONCESSIONS USE AGREEMENT**

THIS CONCESSIONS USE AGREEMENT (the “Agreement”) is entered into on this ___ day of _____, 2025 by and between the City of New Prague, a Minnesota municipal corporation (the “City”), and New Prague Orioles, Inc., a Minnesota nonprofit corporation (“NPO”). The City and NPO may hereinafter be referred to individually as a “Party” or, together, the “Parties.”

RECITALS

WHEREAS, the City owns and operates the Memorial Park Baseball Stadium, a ballpark located at 400 Lexington Avenue South, New Prague, Minnesota 56701 (the “Ballpark”); and

WHEREAS, the Ballpark is intended to serve the residents of the City and its surrounding communities, and is suitable for adult amateur baseball games; and

WHEREAS, NPO is an amateur baseball organization located within the City and hosts adult amateur baseball games throughout the warm-weather season; and

WHEREAS, NPO desires to use, and the City agrees to allow NPO to use, the concessions and its appurtenances for all baseball games held at the stadium including those not hosted or played by NPO; and

WHEREAS, the Parties wish to memorialize their use agreement in accordance with the terms and conditions set forth herein.

NOW, THEREFORE, the Parties, in consideration of the representations, covenants and agreements set forth herein, represent, covenant and agree as follows:

AGREEMENT

1. **Recitals.** The above recitals are hereby incorporated into and made a part of this Agreement as if fully set forth herein.
2. **Use of Concessions.** The City hereby agrees to permit NPO the exclusive use of the concessions building for all of 2025.
3. **Compensation.** The lease payment from NPO to the City shall be \$500 for the 2025 year.
4. **Parking.** NPO and its members and patrons may use the parking lots located at the Ballpark during all NPO events; provided, however, that the City retains the right to restrict parking in certain parking areas in order to accommodate other events, programming, or activities at the Ballpark or at other nearby City facilities.

5. **Term.** The term of this Agreement shall be for the 2024 season and shall end on 12/31/2025.
6. **Hours.** NPO's use of the concessions shall occur only during prescheduled ballgames.
7. **Concessions; Food and Alcohol.** During prescheduled games, NPO may operate the food and beverage stand at the Ballpark. This authorization shall include the ability to sell wine and strong beer, but only during adult amateur baseball games, provided, however, that NPO first secures a valid wine/strong beer liquor license from the City for the premises and adheres to the insurance requirements provided in Section 9 of this Agreement. NPO agrees to comply with all state and local laws related to food and alcohol sales, and all other rules and regulations imposed at the Ballpark by the City. No consumption of alcohol is allowed at the Ballpark except by sale pursuant to licenses issued by the City. No alcohol shall be sold for off-site consumption, and the NPO are responsible for ensuring that alcohol is only consumed in the area specified in its wine/strong beer liquor license.
8. **Indemnification; Release of Claims.** NPO agrees to release, indemnify, and hold harmless the City from any and all claims, demands, suits, actions, or liabilities resulting from injuries or death to any person, or damage or loss of any property, arising from or alleged to arise from NPO's use of the concessions building pursuant to this Agreement. Each Party agrees to accept full responsibility for its own negligence and actions. Nothing contained in this Agreement shall be construed as a limitation on or waiver of any immunities or limitations on liability otherwise available to the City under law.

NPO and NPO's contractors, attorneys, agents, employees, former employees, insurers, heirs, administrators, representatives, successors and assigns, hereby releases and forever discharges the City, and its attorneys, agents, representatives, employees, former employees, insurers, heirs, executors and assigns of and from any and all past, present or future claims, demands, obligations, actions or causes of action, at law or in equity, whether arising by statute, common law or otherwise, and for all claims for damages, of whatever kind or nature, and for all claims for attorneys' fees, and costs and expenses, including but not limited to all claims of any kind arising out of the negotiation, execution and performance of this Agreement between the Parties. Nothing contained in this paragraph is intended to prevent the exercise of any rights available pursuant to this Agreement.

9. **Insurance.** Prior to using the Ballpark and throughout the entire term of this Agreement, NPO, at its sole cost and expense, shall maintain in full force and effect general liability insurance in the minimum amounts of \$1,000,000 personal injury, \$1,000,000 per occurrence, \$300,000 fire damage, \$5,000 medical expense, and a general aggregate of at least \$2,000,000, and liquor liability insurance of \$1,000,000 per occurrence and \$2,000,000 general aggregate. A certificate of insurance evidencing compliance with this Agreement shall be provided to the City by NPO and the City shall be named as an additional insured on the insurance policies described herein. Such policies shall contain a stipulation that NPO's insurer(s) will provide sixty (60) days' prior written notice of cancellation of such insurance to the City. The insurance shall be carried by solvent and responsible insurance companies licensed to do business in the State of Minnesota.

10. **Compensation for Damages.** NPO agrees to reimburse the City for any and all damages to the Ballpark concessions area resulting from NPO’s use of the Ballpark concessions area. If it is established that any portion of the concessions area, or the Ballpark’s surrounding landscapes or parking lots, are damaged by the act or failure to act of NPO, its members, agents, or invitees during the term of this Agreement, the City shall charge NPO, and NPO agrees to pay the City, the sum necessary to restore the premises back to its pre-damaged condition.

11. **Notices.** Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail and addressed to:

If to the City: City of New Prague
118 Central Avenue N
New Prague, MN 56071
Attn: City Administrator

If to NPO: New Prague Orioles, Inc.
108 Lincoln Ave. N.
New Prague, MN 56071
Attn: Nick Shoenecker

Or such other address as either Party may provide to the other by notice given in accordance with this provision.

12. **Governing Law.** This Agreement shall be interpreted in accordance with and be governed by the laws of the State of Minnesota.

13. **Compliance with Other Laws.** NPO agrees to conform to and comply with all of the laws, rules, and regulations of the United States, the State of Minnesota, and the City.

14. **Data Practices.** Data provided, produced, or obtained under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. NPO will immediately report to the City any requests from third parties for information relating to this Agreement. NPO agrees to promptly respond to inquiries from the City concerning data requests. NPO agrees to defend and indemnify the City from any claim, liability, damage or loss asserted against the City as a result of NPO’s failure to comply with the requirements of this paragraph; provided that NPO shall have no duty to defend or indemnify where NPO has acted in conformance with the City’s written directions.

15. **Audits.** NPO must allow the City, or its duly authorized agents, and the state auditor or legislative auditor reasonable access to NPO’s books, records, documents, and accounting procedures and practices that are pertinent to all payments made under this Agreement for a minimum of six years from the termination of this Agreement.

16. **Severability.** The provisions of this Agreement are severable. If any portion of this Agreement is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision will not affect the remaining provisions of the Agreement.

17. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.
18. **Entire Agreement.** This Agreement shall constitute the entire agreement between the City and NPO and supersedes any other written or oral agreements between the City and NPO. This Agreement can only be modified in writing signed by both Parties.
19. **Waivers.** By entering into this Agreement, the City does not waive its entitlement to any immunities under statute or common law. Any waiver by either Party of a breach of any provision of this Agreement will not affect, in any respect, the validity of the remainder of this Agreement.
20. **Non-Assignability.** Neither Party shall assign an interest in this Agreement, nor shall either Party transfer any interest in the same, without the other Party's written consent.
21. **Modification.** No modifications or amendments may be made to this Agreement unless in writing and signed by both Parties hereto.
22. **Headings.** The headings contained in this Agreement have been inserted for convenience of reference only and shall in no way define, limit, or affect the scope and intent of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be duly executed in their behalf by their authorized representatives on or as of the date first above written.

CITY OF NEW PRAGUE, MINNESOTA

By: _____
Duane J. Jirik
Its: Mayor

By: _____
Joshua M. Tetzlaff
Its: City Administrator

NEW PRAGUE ORIOLES, INC.

By: _____
Its: _____



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: NEW PRAGUE CLAY TARGET CLUB. - MINNESOTA LAWFUL GAMBLING
LG220 APPLICATION FOR EXEMPT PERMIT
DATE: JANUARY 13, 2025

Attached is a Minnesota Lawful Gambling LG220 Application for Exempt Permit for New Prague Clay Target Club to conduct a raffle at an event on May 29, 2025, at The Park Ballroom, 300 Lexington Avenue South, New Prague.

Recommendation

Staff recommends approval of the Lawful Gambling Permit for New Prague Clay Target Club 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: New Prague Clay Target Club Previous Gambling Permit Number: X-92866-23-014
Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 45-1504438
Mailing Address: 7551 240th St. E
City: Lakeville State: MN Zip: 55044 County: SCOTT
Name of Chief Executive Officer (CEO): Nathan Kahnke
CEO Daytime Phone: 952-412-6640 CEO Email: the_kahnkes@hotmail.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
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): American Legion Post 45 / Park Ballroom
Physical Address (do not use P.O. box): 300 Lexington Ave. S.
Check one:
 City: New Prague Zip: 56071 County: LeSueur
 Township: _____ Zip: _____ County: _____
Date(s) of activity (for raffles, indicate the date of the drawing): 5-29-2025
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 and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

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: _____

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: _____ Date: _____
(Signature must be CEO's signature; designee may not sign)

Print Name: Nathan Kahnke

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.



Form ST3, Certificate of Exemption

Purchaser: Complete this certificate and give it to the seller.

Seller: If this certificate is not completed, you must charge sales tax. Keep this certificate as part of your records.

This is a blanket certificate, unless one of the boxes below is checked. This certificate remains in force as long as the purchaser continues making purchases or until otherwise cancelled by the purchaser.

Check if this certificate is for a single purchase and enter the related invoice/purchase order # _____.

If you are a contractor and have a purchasing agent agreement with an exempt organization, check the box to make purchases for a specific job. Enter the exempt entity name and specific project:

Exempt entity name _____ Project description _____

Name of Purchaser
New Prague Area Schools/Scott Rice Le Sueur Cos ISD 721

Business Address
410 Central Avenue North City New Prague State MN ZIP code 56071

Purchaser's Tax ID Number
8014418 State of Issue Minnesota

If no tax ID number, Enter one of the following: FEIN Driver's license number/State issued ID number State of Issue Number

Name of seller from whom you are purchasing, leasing, or renting

Seller's Address City State ZIP code

Type of Business

- 01 Accommodation and food services
- 02 Agricultural, forestry, fishing, hunting
- 03 Construction
- 04 Finance and insurance
- 05 Information, publishing and communications
- 06 Manufacturing
- 07 Mining
- 08 Real estate
- 09 Rental and leasing
- 10 Retail trade
- 11 Transportation and warehousing
- 12 Utilities
- 13 Wholesale trade
- 14 Business services
- 15 Professional services
- 16 Education and health-care services
- 17 Nonprofit organization
- 18 Government
- 19 Not a business (explain) _____
- 20 Other (explain) _____

Reason for Exemption (See Instructions)

- A Federal government (department) _____
- B Specific government exemption _____
- C Tribal government (name) _____
- D Foreign diplomat # _____
- E Charitable organization # _____
- F Educational organization # ISD721
- G Religious organization # _____
- H Resale
- I Qualifying capital equipment (see instructions when equipment claimed is part of a construction project)
- J Agricultural production
- K Industrial production/manufacturing
- L Direct pay authorization
- M Multiple points of use (services, digital goods, or computer software delivered electronically)
- N Direct mail
- O Other (enter number from instructions) _____
- P Percentage exemption
 - Advertising (enter percentage) _____ %
 - Utilities (enter percentage) _____ %
 - Electricity (enter percentage) _____ %

I declare that the information on this certificate is correct and complete to the best of my knowledge and belief. (PENALTY: If you try to evade paying sales tax by using an exemption certificate for items or services that will be used for purposes other than those being claimed, you may be fined \$100 under Minnesota law for each transaction for which the certificate is used.)

Signature of Authorized Purchaser: *Sandra Linn* Print Name Here: Sandra Linn Title: Finance Dir Date: 1/17/2024



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: DUCKS UNLIMITED NEW PRAGUE CHAPTER 263 - MINNESOTA LAWFUL GAMBLING
LG220 APPLICATION FOR EXEMPT PERMIT
DATE: JANUARY 17, 2025

Attached is a Minnesota Lawful Gambling LG220 Application for Exempt Permit for Ducks Unlimited New Prague Chapter 263 to conduct a raffle at an event on March 7, 2025, at The Park Ballroom, 300 Lexington Avenue South, New Prague.

Recommendation

Staff recommends approval of the Lawful Gambling Permit for Ducks Unlimited New Prague Chapter 263 and recommends requesting a waiver of the waiting period.

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: Ducks Unlimited New Prague Chapter 263 Previous Gambling Permit Number: X- 32334-24-022
 Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 27-2774985
 Mailing Address: 20676 340th St
 City: Le Center State: MN Zip: 56057 County: Le Sueur
 Name of Chief Executive Officer (CEO): Ruth Hoefs
 CEO Daytime Phone: 612-756-1500 CEO Email: rashoefs@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
 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): American Legion Post 45/New Prague 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): Friday, March 7, 2025

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 and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

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: 1-21-25

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: Ruth Hoef Date: 1/16/2025
(Signature must be CEO's signature; designee may not sign)

Print Name: Ruth Hoefs

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.

DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
KANSAS CITY MO 64999

DATE OF THIS NOTICE: 04-10-96
NUMBER OF THIS NOTICE: CP 575 E
EMPLOYER IDENTIFICATION NUMBER: 36-4073499
FORM: SS-4
0916526320 0

Section 3, Item h.

DUCKS UNLIMITED INC
NEW PRAGUE CHAPTER MN 263
ONE WATERFOWL WAY
MEMPHIS TN 38120

APR 12 1996

FOR ASSISTANCE CALL US AT:
1-800-829-1040

OR WRITE TO THE ADDRESS
SHOWN AT THE TOP LEFT.

IF YOU WRITE, ATTACH THE
STUB OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER (EIN)

Thank you for your Form SS-4, Application for Employer Identification Number (EIN). We assigned you EIN 36-4073499. This EIN will identify your business account, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

Use your complete name and EIN shown above on all federal tax forms, payments, and related correspondence. If you use any variation in your name or EIN, it may cause a delay in processing, incorrect information in your account, or cause you to be assigned more than one EIN.

If you want to receive a ruling or a determination letter recognizing your organization as tax exempt, you should file Form 1023/1024, Application for Recognition of Exemption, with your IRS Key District office. Publication 557, Tax Exempt Status for Your Organization, is available at most IRS offices and has details on how you can apply.

Thank you for your cooperation.

Keep this part for your records.

CP 575 E (Rev. 1-95)

Return this part with any correspondence
so we may identify your account. Please
correct any errors in your name or address.

CP 575 E

0916526320

Your Telephone Number Best Time to Call
() -

DATE OF THIS NOTICE: 04-10-96
EMPLOYER IDENTIFICATION NUMBER: 36-4073499
FORM: SS-4

INTERNAL REVENUE SERVICE
KANSAS CITY MO 64999

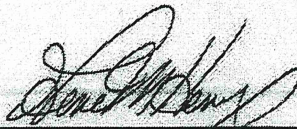
DUCKS UNLIMITED INC
NEW PRAGUE CHAPTER MN 263
ONE WATERFOWL WAY
MEMPHIS TN 38120

DUCKS UNLIMITED, INC. CHAPTER CHARTER

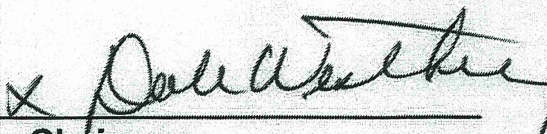
Ducks Unlimited, Inc., a District of Columbia not-for-profit corporation, does hereby officially recognize and charter the "New Prague" Chapter of New Prague (City), Minnesota (State) as an official Chapter of Ducks Unlimited, Inc. This Charter shall remain in force and effect for so long as the aforementioned Chapter shall abide by and comply with the then current and existing Articles of Incorporation, Code of Regulations, Operational Policies as set forth in the Operating Manual and Chapter Guidelines and Regulations of Ducks Unlimited, Inc.

IN WITNESS WHEREOF, I, GENE M. HENRY, President of Ducks Unlimited, Inc., have caused to be executed this Local Committee Charter on this 28th day of February, 1996.

DUCKS UNLIMITED, INC.

By: 
Gene M. Henry, President

Accepted by the "New Prague" Chapter # 263
of New Prague (City), MN (State),
this 4th day of March, 1996.

By: 
Chairman

AUTHORIZATION


The undersigned, Chairman of the "New Prague"
Chapter, of Ducks Unlimited, Inc., hereby authorizes Ducks Unlimited, Inc.
to include said Chapter in an application for group income tax exemption
under Section 501. (c) (3) of the Internal Revenue Code, thereby relieving
said Chapter from the burden of obtaining a separate exemption
determination.

"New Prague"
Chapter of Ducks Unlimited, Inc.

263
Chapter #

New Prague, Minnesota
City State

4 MARCH 1996
Date


Chairman

Application for Employer Identification Number

(For use by employers and others. Please read the attached instructions before completing this form.)

EIN **MAR 18** Section 3, Item h.

OMB No. 1545-0003
 Expires 4-30-94

1 Name of applicant (True legal name) (See instructions.)
"New Prague" Chapter - MN 263 DUCKS UNLIMITED, INC.

2 Trade name of business, if different from name in line 1

3 Executor, trustee, "care of" name

4a Mailing address (street address) (room, apt., or suite no.)
ONE WATERFOWL WAY, MEMPHIS, TN

5a Address of business (See instructions.)
ONE WATERFOWL WAY

4b City, state, and ZIP code
New Prague, Minnesota 38120

5b City, state, and ZIP code
MEMPHIS, TN 38120

6 County and state where principal business is located
Le Sueur, Minnesota

7 Name of principal officer, grantor, or general partner (See instructions.) ▶ MATTHEW B. CONNOLLY, JR.

8a Type of entity (Check only one box.) (See instructions.)

Individual SSN _____

REMIC

State/local government

Other nonprofit organization (specify) _____ If nonprofit organization enter GEN (if applicable) _____

Other (specify) ▶ _____

Estate

Plan administrator SSN _____

Federal government/military

Trust

Partnership

Farmers' cooperative

Church or church controlled organization

8b If a corporation, give name of foreign country (if applicable) or state in the U.S. where incorporated ▶ Foreign country _____ State WASHINGTON, DC

9 Reason for applying (Check only one box.)

Started new business

Hired employees

Created a pension plan (specify type) ▶ _____

Banking purpose (specify) ▶ _____

Changed type of organization (specify) ▶ _____

Purchased going business

Created a trust (specify) ▶ _____

Other (specify) ▶ _____

10 Date business started or acquired (Mo., day, year) (See instructions.)
MARCH, 1995

11 Enter closing month of accounting year. (See instructions.)
FEBRUARY, 1996

12 First date wages or annuities were paid or will be paid (Mo., day, year). Note: If applicant is a withholding agent, enter date income will first be paid to nonresident alien. (Mo., day, year) ▶

13 Enter highest number of employees expected in the next 12 months. Note: If the applicant does not expect to have any employees during the period, enter "0." ▶

Nonagricultural	Agricultural	Household
0	0	0

14 Principal activity (See instructions.) ▶ CHARITABLE/SCIENTIFIC/EDUCATION'L/WILDLIFE CONSERV

15 Is the principal business activity manufacturing? Yes No
 If "Yes," principal product and raw material used ▶

16 To whom are most of the products or services sold? Please check the appropriate box. Business (wholesale) N/A
 Public (retail) Other (specify) ▶

17a Has the applicant ever applied for an identification number for this or any other business? Yes No
 Note: If "Yes," please complete lines 17b and 17c.

17b If you checked the "Yes" box in line 17a, give applicant's true name and trade name, if different than name shown on prior application.

True name ▶ _____ Trade name ▶ _____

17c Enter approximate date, city, and state where the application was filed and the previous employer identification number if known.

Approximate date when filed (Mo., day, year)	City and state where filed	Previous EIN

Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.

Name and title (Please type or print clearly.) ▶ DALE WESTBERG

Signature ▶ Dale Westberg Date ▶ MARCH 4 1996

Note: Do not write below this line. For official use only.

Please leave blank ▶	Geo.	Ind.	Class	Size	Reason for applying



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: ANGELS AMONG US - MINNESOTA LAWFUL GAMBLING
LG220 APPLICATION FOR EXEMPT PERMIT
DATE: JANUARY 17, 2025

Attached is a Minnesota Lawful Gambling LG220 Application for Exempt Permit for Angels Among Us to conduct a raffle at an event on April 12, 2025, at St. Wenc Gym /PAC Center, 215 E Main Street, New Prague.

Recommendation

Staff recommends approval of the Lawful Gambling Permit for Angels Among Us 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: Angels Among Us Previous Gambling Permit Number: X- _____

Minnesota Tax ID Number, if any: EW 45-5041922 Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 14301 Parkside Ct NW

City: Prior Lake State: MN Zip: 55372 County: Scott

Name of Chief Executive Officer (CEO): Deneen Stutzka

CEO Daytime Phone: 612-232-0899 CEO Email: deneen.stutzka@ocadr.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
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): St Wenc Gym / PAC Center

Physical Address (do not use P.O. box): 215 E main Street

Check one:
 City: New Prague MN Zip: 56071 County: _____
 Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): April 12, 2025

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 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: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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: _____ Date: _____
(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 Depart-

ment 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.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: APR 24 2012

MELISSA ANN FRIEDGES MEMORIAL
C/O PATRICK M BIREN
225 SOUTH SIXTH STREET STE 4800
MINNEAPOLIS, MN 55402

Employer Identification Number:
45-5041922
DLN:
17053159332022
Contact Person:
REGINA M PARKER ID# 31274
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990 Required:
Yes
Effective Date of Exemption:
April 16, 2012
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

MELISSA ANN FRIEDGES MEMORIAL

Sincerely,



Holly O. Paz
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Publication 4221-PC



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: NEW PRAGUE HOCKEY ASSOCIATION – LG214 PREMISES PERMIT
APPLICATION & LG215 LEASE FOR LAWFUL GAMBLING ACTIVITY
DATE: JANUARY 16, 2025

Attached is an application request from New Prague Hockey Association for a Premises Permit and Lease for Lawful Gambling Activity to conduct paper pull-tabs, paper pull-tabs with dispensing device, bar bingo, tipboards, electronic pull-tabs, and electronic linked bingo at The Park Ballroom, 300 Lexington Avenue South, New Prague, beginning January 22, 2025, or as soon thereafter once approved.

Recommendation

Staff recommends approval of the Premises Permit Application and Lease for Lawful Gambling Activity for New Prague Hockey Association.

MINNESOTA LAWFUL GAMBLING

LG214 Premises Permit Application

Annual Fee \$150 (NON-REFUNDABLE)

REQUIRED ATTACHMENTS TO LG214

1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
2. \$150 annual premises permit fee, for each permit (non-refundable). Make check payable to **"State of Minnesota."**

Mail the application and required attachments to:
 Minnesota Gambling Control Board
 1711 West County Road B, Suite 300 South
 Roseville, MN 55113

Questions? Call 651-539-1900 and ask for Licensing.

ORGANIZATION INFORMATION

Organization Name: New Prague Hockey Association License Number: 02111
 Chief Executive Officer (CEO) Miguel Anthony Robles Daytime Phone: 952-250-3764
 Gambling Manager: Nate Borwege Daytime Phone: 612-386-3941

GAMBLING PREMISES INFORMATION

Current name of site where gambling will be conducted: Legion Pavalion CO INC (DBA Park Ballroom)

List any previous names for this location:

Street address where premises is located: 300 Lexington Ave S
(Do not use a P.O. box number or mailing address.)

City: OR Township:	County:	Zip Code:
New Prague	Le Sueur	56071

Does your organization own the building where the gambling will be conducted?
 Yes No **If no, attach LG215 Lease for Lawful Gambling Activity.**

A lease is not required if only a raffle will be conducted.
 Is any other organization conducting gambling at this site? Yes No Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site? Yes No Don't know

GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA

Bank Name: Wells Fargo Bank Account Number: 0000104101
 Bank Street Address: 217 Main St W City: New Prague State: MN Zip Code: 56071

ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES

Address (Do not use a P.O. box number):	City:	State:	Zip Code:
<u>1776 3rd Ave SW</u>	<u>New Prague</u>	<u>MN</u>	<u>56071</u>
<u>204 9th St SE</u>	<u>New Prague</u>	<u>MN</u>	<u>56071</u>
<u>600 6th St NW</u>	<u>New Prague</u>	<u>MN</u>	<u>56071</u>

ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City Name: _____	County Name: _____
Date Approved by City Council: _____	Date Approved by County Board: _____
Resolution Number: _____ (If none, attach meeting minutes.)	Resolution Number: _____ (If none, attach meeting minutes.)
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date Signed: _____	Title: _____ Date Signed: _____
<p>Local unit of government must sign.</p>	<p>TOWNSHIP NAME: _____</p> <p>Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date Signed: _____</p>

ACKNOWLEDGMENT AND OATH

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises. 2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law. 3. I have read this application and all information submitted to the Board is true, accurate, and complete. 4. All required information has been fully disclosed. 5. I am the chief executive officer of the organization. | <ol style="list-style-type: none"> 6. I assume full responsibility for the fair and lawful operation of all activities to be conducted. 7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them. 8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect. 9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license. 10. I understand the fee is non-refundable regardless of license approval/denial. |
|--|---|

_____ Signature of Chief Executive Officer (designee may not sign)	_____ Date
--	----------------------

<p>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 your organization's application. Your organization's name and address will be public</p>	<p>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;</p>	<p>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.</p>
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MINNESOTA LAWFUL GAMBLING
LG215 Lease for Lawful Gambling Activity

LEASE INFORMATION

Organization: <u>NEW PRAGUE HOCKEY ASSN</u>	License/Site Number: <u>02111</u>	Daytime Phone: <u>612-386-3911</u>
Address: <u>PO BOX 131</u>	City: <u>NEW PRAGUE</u>	State: Zip: <u>MN 56071</u>
Name of Leased Premises: <u>LEGION PAVILION CO, INC (PARK BALLROOM) DBA</u>	Street Address: <u>300 LEXINGTON AVE S.</u>	
City: <u>NEW PRAGUE MN</u>	State: Zip: <u>MN 56071</u>	Daytime Phone: <u>952-758-4623</u>
Name of Legal Owner: <u>CHARLES BORAK AMERICAN LEGION POST #45</u>	Business/Street Address: <u>PO BOX 113</u>	
City: <u>NEW PRAGUE</u>	State: Zip: <u>MN 56071</u>	Daytime Phone: <u>952-758-4623</u>
Name of Lessor (if same as legal owner, write "SAME"):	Address:	
City:	State: Zip:	Daytime Phone:

Check applicable item:

New or amended lease. Effective date: WHEN PERMIT ISSUED FROM GCB. Submit changes at least ten days **before** the effective date of the change.

New owner. Effective date: _____. Submit new lease **within** ten days after new lessor assumes ownership.

CHECK ALL ACTIVITY THAT WILL BE CONDUCTED (no lease required for raffles)

<input checked="" type="checkbox"/> Pull-Tabs (paper)	<input checked="" type="checkbox"/> Electronic Pull-Tabs
<input checked="" type="checkbox"/> Pull-Tabs (paper) with dispensing device	<input checked="" type="checkbox"/> Electronic Linked Bingo
<input checked="" type="checkbox"/> Bar Bingo <input type="checkbox"/> Bingo	Electronic games may only be conducted:
<input checked="" type="checkbox"/> Tipboards	1. at a premises licensed for the on-sale of intoxicating liquor or the on-sale of 3.2% malt beverages; or
<input type="checkbox"/> Paddlewheel <input type="checkbox"/> Paddlewheel with table	2. at a premises where bingo is conducted as the primary business and has a seating capacity of at least 100.

PULL-TAB, TIPBOARD, AND PADDLEWHEEL RENT (separate rent for booth and bar ops)

BOOTH OPERATION: Some or all sales of gambling equipment are conducted by an employee/volunteer of a licensed organization at the leased premises.

ALL GAMES, including electronic games: Monthly rent to be paid: ____%, not to exceed **10%** of gross profits for that month.
 • Total rent paid from all organizations for only booth operations at the leased premises **may not exceed \$1,750.**
 • The rent cap does not include **BAR OPERATION** rent for electronic games conducted by the lessor.

BAR OPERATION: All sales of gambling equipment conducted by the lessor or lessor's employee.

ELECTRONIC GAMES: Monthly rent to be paid: 15%, not to exceed **15%** of the gross profits for that month from electronic pull-tab games and electronic linked bingo games.

ALL OTHER GAMES: Monthly rent to be paid: 20%, not to exceed **20%** of gross profits from all other forms of lawful gambling.
 • If any booth sales conducted by a licensed organization at the premises, rent may not exceed **10%** of gross profits for that month and is subject to booth operation **\$1,750** cap.

BINGO RENT (for leased premises where bingo is the primary business conducted, such as bingo hall)

Bingo rent is limited to one of the following:

- Rent to be paid: _____%, not to exceed **10%** of the monthly gross profit from all lawful gambling activities held during bingo occasions, excluding bar bingo.
- OR -
- Rate to be paid: \$ _____ per square foot, not to exceed **110%** of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor.
 - ⇒ **Rent may not be paid for bar bingo.**
 - ⇒ Bar bingo does not include bingo games linked to other permitted premises.

LEASE TERMINATION CLAUSE (must be completed)

The lease may be terminated by either party with a written 45 day notice. Other terms:

LG215 Lease for Lawful Gambling Activity

Lease Term: The term of this agreement will be concurrent with the premises permit issued by the Gambling Control Board (Board).

Management: The owner of the premises or the lessor will not manage the conduct of lawful gambling at the premises. The organization may not conduct any activity on behalf of the lessor on the leased premises.

Participation as Players Prohibited: The lessor will not participate directly or indirectly as a player in any lawful gambling conducted on the premises. The lessor's immediate family and any agents or gambling employees of the lessor will not participate as players in the conduct of lawful gambling on the premises, except as authorized by Minnesota Statutes, Section 349.181.

Illegal Gambling: The lessor is aware of the prohibition against illegal gambling in Minnesota Statutes 609.75, and the penalties for illegal gambling violations in Minnesota Rules 7865.0220, Subpart 3. In addition, the Board may authorize the organization to withhold rent for a period of up to 90 days if the Board determines that illegal gambling occurred on the premises or that the lessor or its employees participated in the illegal gambling or knew of the gambling and did not take prompt action to stop the gambling. Continued tenancy of the organization is authorized without payment of rent during the time period determined by the Board for violations of this provision, as authorized by Minnesota Statutes, Section 349.18, Subd. 1(a).

To the best of the lessor's knowledge, the lessor affirms that any and all games or devices located on the premises are not being used, and are not capable of being used, in a manner that violates the prohibitions against illegal gambling in Minnesota Statutes, Section 609.75.

Notwithstanding Minnesota Rules 7865.0220, Subpart 3, an organization must continue making rent payments under the terms of this lease, if the organization or its agents are found to be solely responsible for any illegal gambling, conducted at this site, that is prohibited by Minnesota Rules 7861.0260, Subpart 1, item H, or Minnesota Statutes, Section 609.75, unless the organization's agents responsible for the illegal gambling activity are also agents or employees of the lessor.

The lessor must not modify or terminate the lease in whole or in part because the organization reported, to a state or local law enforcement authority or to the Board, the conduct of illegal gambling activity at this site in which the organization did not participate.

Other Prohibitions: The lessor will not impose restrictions on the organization with respect to providers (distributor or linked bingo game provider) of gambling-related equipment and services or in the use of net profits for lawful purposes.

The lessor, the lessor's immediate family, any person residing in the same residence as the lessor, and any agents or employees of the lessor will not require the organization to perform any action that would violate statute or rule. The lessor must not modify or terminate this lease in whole or in part due to the lessor's violation of this provision. If there is a dispute as to whether a violation occurred, the lease will remain in effect pending a final determination by the Compliance Review Group (CRG) of the Board. The lessor agrees to arbitration when a violation of this provision is alleged. The arbitrator shall be the CRG.

Access to Permitted Premises: Consent is given to the Board and its agents, the commissioners of revenue and public safety and their agents, and law enforcement personnel to enter and inspect the permitted premises at any reasonable time during the business hours of the lessor. The organization has access to the premises during any time reasonable and when necessary for the conduct of lawful gambling.

Lessor Records: The lessor must maintain a record of all money received from the organization, and make the record available to the Board and its agents, and the commissioners of revenue and public safety and their agents upon demand. The record must be maintained for 3-1/2 years.

Rent All-Inclusive: Amounts paid as rent by the organization to the lessor are all-inclusive. No other services or expenses provided or contracted by the lessor may be paid by the organization, including but not limited to:

- trash removal
- electricity, heat
- snow removal
- storage
- janitorial and cleaning services
- other utilities or services
- lawn services
- security, security monitoring
- cost of any communication network or service required to conduct electronic pull-tabs games or electronic bingo
- in the case of bar operations, cash shortages.

Any other expenditures made by an organization that is related to a leased premises must be approved by the director of the Board. Rent payments may not be made to an individual.

ACKNOWLEDGMENT OF LEASE TERMS

I affirm that this lease is the total and only agreement between the lessor and the organization, and that all obligations and agreements are contained in or attached to this lease and are subject to the approval of the director of the Gambling Control Board.

Other terms of the lease:

Blank space for other terms of the lease.

Signature of Lessor: 	Date: 1-15-2025	Signature of Organization Official (Lessee): 	Date:
--	--------------------	--	-------

Print Name and Title of Lessor: JOHN METZDORFF COMMANDER	Print Name and Title of Lessee: NATE BORWEGE GAMBLING MANAGER
---	--

Questions? Contact the Licensing Section, Gambling Control Board, at 651-539-1900. This publication will be made available in alternative format (i.e. large print, braille) upon request. **Data privacy notice:** The information requested on this form and any attachments will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

Mail or fax lease to:
Minnesota Gambling Control Board
1711 W. County Road B, Suite 300 South
Roseville, MN 55113
Fax: 651-639-4032

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

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**CITY OF NEW PRAGUE
RESOLUTION #25-01-21-01
RESOLUTION APPROVING LAWFUL GAMBLING PREMISES PERMIT APPLICATION
FOR NEW PRAGUE HOCKEY ASSOCIATION**

WHEREAS, New Prague Hockey Association has applied to the Gambling Control Board of the State of Minnesota for a PREMISES PERMIT to conduct lawful gambling as described therein at The Park Ballroom, 300 Lexington Avenue South, New Prague, Minnesota 56071.

WHEREAS, the provisions of Minn. Stat. 349.213, subd. 2 require that the City Council of the City of New Prague notify the Gambling Control Board of the State of Minnesota of its approval of said application before a PREMISES PERMIT is APPROVED.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of New Prague, that the City Council APPROVES of the application previously described herein, and directs that the City Administrator notify the Gambling Control Board of the State of Minnesota of its approval by submitting a copy of this resolution of approval thereto.

Adopted by the City Council of the City of New Prague on this 21st day of January, 2025.

Duane J. Jirik, Mayor

ATTEST:

Joshua M. Tetzlaff,
City Administrator



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M TETZLAFF, CITY ADMINISTRATOR
FROM: MATT RYNDA, PUBLIC WORKS DIRECTOR
SUBJECT: HIRE ALLEN HENNEN FOR STREETS POSITION
DATE: JANUARY 15, 2025

On November 29, 2024, we advertised on the city website and the League of Minnesota. We received 5 applications and after reviewing all applications we interviewed 2 candidates.

Based on the application and interviews review process, staff is recommending that Allen Hennen be hired for the streets position with an effective start date of Wednesday, January 22, 2025, and that his wage be placed at Pay Grade 9 Step 4 on the City’s Compensation Plan at \$30.73/hr.

Recommendation

Mayor and Council approval of the hiring of Allen Hennen to the streets department per the recommendations listed above.



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: January 16, 2025

RE: Project Updates

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

2023 STREET AND UTILITY IMPROVEMENTS PROJECT

The contractor has been gathering close out documents with final payment expected soon. Some warranty items, including trail patching, are expected in 2025.

2024 STREET AND UTILITY IMPROVEMENTS PROJECT

The contractor is complete with work for the year. Conversations with the contractor, including those pertaining to project closeout and liquidated damages are ongoing and expected to continue next month.

2025 STREET AND UTILITY IMPROVEMENTS PROJECT

Plans and specifications are complete and included with the council packet for approval to bid.

CITY CENTER GRADING PLAN – PHASE 1

Completion of bidding documents is expected by the end of the month.

cdk

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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: January 16, 2025

RE: 2025 Street and Utility Improvements
Resolution Approving Plans and Specifications and Ordering Advertisement for Bids
SEH No. NEWPR 179117

APPROVING PLANS AND ORDERING ADVERTISEMENT FOR BIDS

Plans and Specifications for the 2025 Street and Utility Improvements Project are significantly complete with the next step in the public improvement process to Approve Plans and Specifications and Ordering the Advertisement for Bids.

The project is scheduled to begin advertising in the New Prague Times on January 30, 2025, as well as on the SEH and QuestCDN websites that same week. The Bid Opening is proposed to be an electronic online bid opening scheduled for **10:00 a.m. on Friday, February 21, 2025**, with consideration of award by the City Council at the March 3rd meeting.

A “Plan Review Open House” was held on January 8th to give residents another opportunity to see what is planned and to meet with city and engineering staff.

STAFF/ENGINEER RECOMMENDATION

It is recommended that the City Council approve the attached Resolution Approving Plans and Specifications and Ordering Advertisement for Bids for the 2025 STREET AND UTILITY IMPROVEMENT PROJECT.

cdk

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ADVERTISEMENT FOR BIDS

**2025 Street and Utility Improvement Project
New Prague, Minnesota
SEH No. NEWPR 179117
SAP Nos. 237-110-001 and 237-590-001**

Notice is hereby given that Online Bids will be received by the New Prague City Administrator until 10:00 a.m., Friday, February 21, 2025, via [QuestCDN](#) for the furnishing of all labor and material for the construction of the 2025 Street and Utility Improvement Project.

The bid opening will be conducted via Microsoft Teams, at which time they will be publicly opened and read aloud:

2025 Street and Utility Improvement Project, New Prague, Minnesota, Bid Opening
Friday, February 21, 2025, 10:00 a.m. (CDT)

Please join my meeting from your computer, tablet or smartphone: <https://bit.ly/3C9Hdyf>

Or call in (audio only)

+1 872-242-7640,, 656145261# United States, Chicago
Phone Conference ID: 656 145 261#

Any person monitoring the meeting remotely may be responsible for any documented costs. Message and data rates may apply.

Major quantities for the Work include:

Quantity	Item
9,700 LIN FT	REMOVE CURB AND GUTTER
21,900 SQ YD	REMOVE BITUMINOUS PAVEMENT (P)
2,700 SQ YD	REMOVE DRIVEWAY OR WALK
20,100 CU YD	EXCAVATION-COMMON (EV) (P)
14,500 CU YD	SELECT GRANULAR EMBANKMENT (CV) (P)
22,700 SQ YD	GEOTEXTILE FABRIC, TYPE 4 (P)
5,300 CU YD	AGGREGATE BASE (CV) CLASS 5 (P)
4,50 TONS	TYPE SP 9.5 AND 12.5 BITUMINOUS MIXTURES
9,050 LIN FT	6" PERF HDPE PIPE DRAIN
36,700 SQ FT	4" AND 6" CONCRETE WALK
10,500 LIN FT	CONCRETE CURB & GUTTER, DESIGN B418 and B618
2,300 SQ YD	7" CONCRETE DRIVEWAY PAVEMENT
400 SQ FT	TRUNCATED DOMES
1 LUMP SUM	TRAFFIC CONTROL
1,100 CU YD	BOULEVARD TOPSOIL BORROW (CV)
16,000 SQ YD	TURF ESTABLISHMENT, TEMPORARY AND PERMANENT
35 EACH	REMOVE MANHOLE (STORM)
2,050 LIN FT	REMOVE PIPE SEWER (STORM)
1,080 LIN FT	ABANDON STORM SEWER
101 EACH	YARD DRAIN (LAWN SUMP CATCH BASIN TOTAL UNIT)
3,700 LIN FT	8" TO 24" STORM SEWER
49 EACH	CASTING ASSEMBLY
235 LIN FT	CONSTRUCT STORM DRAINAGE STRUCTURE
112 EACH	SANITARY SEWER SERVICES
3,700 LIN FT	4" PVC SANITARY SEWER SERVICE PIPE
4,220 LIN FT	8" SDR-35 PVC SANITARY SEWER (REGARDLESS OF DEPTH)

<u>Quantity</u>	<u>Item</u>
87 LIN FT	CONSTRUCT SANITARY MANHOLE DESIGN 4007
4,000 LIN FT	REMOVE WATER MAIN
1,160 LIN FT	ABANDON SANITARY FORCE MAIN
1 LUMP SUM	TEMPORARY WATER SERVICE
10 EACH	HYDRANT SYSTEM
21 EACH	6" AND 8" GATE VALVE & BOX
101 EACH	1" WATER SERVICES
4,450 LIN FT	6" OR 8" C900 PVC WATER MAIN W/TRACER WIRE
1,550 POUNDS	WATER MAIN FITTINGS

The Bidding Documents may be seen at the Issuing Office of SEH located at 11 Civic Center Plaza, Suite 200, Mankato, MN 56001-7710, 507.388.1989, Chris Knutson, 507.237.8383, cknutson@sehinc.com.

The Bidding Documents may be viewed for no cost at <http://www.sehinc.com> by selecting the Project Bid Information link at the bottom of the page and the View Plans option from the menu at the top of the selected project page.

Digital image copies of the Bidding Documents are available at <http://www.sehinc.com> for a fee of \$30. These documents may be downloaded by selecting this project from the "Project Bid Information" link and by entering eBidDoc™ Number 9487215 on the SEARCH PROJECTS page. For assistance and free membership registration, contact QuestCDN at 952.233.1632 or info@questcdn.com.

For this project, bids will **ONLY** be received electronically. Contractors submitting an electronic bid **will** be charged an additional \$42 at the time of bid submission via the online electronic bid service QuestCDN.com. To access the electronic Bid Worksheet, download the project document and click the online bidding button at the top of the advertisement. Prospective bidders must be on the plan holders list through QuestCDN for bids to be accepted. Bids shall be completed according to the Bidding Requirements prepared by SEH dated January 21, 2025.

In addition to digital plans, paper copies of the Bidding Documents may be obtained from Docunet Corp. located at 2435 Xenium Lane North, Plymouth, MN 55441 (763.475.9600) for a fee of \$150.

Bid security in the amount of 5 percent of the Bid must accompany each Bid in accordance with the Instructions to Bidders.

A Contractor responding to these Bidding Documents must submit to the Owner a signed statement under oath by an owner or officer verifying compliance with each of the minimum criteria in Minnesota Statutes, section 16C.285, subdivision 3.

This Work shall be subject to minimum wages and labor standards in accordance with the Minnesota Department of Labor and Industry.

The City of New Prague reserves the right to reject any and all Bids, to waive irregularities and informalities therein and to award the Contract in the best interests of the City of New Prague.

Joshua Tetzlaff
City Administrator
New Prague, Minnesota



**CITY OF NEW PRAGUE
RESOLUTION #25-01-21-02**

**2025 STREET AND UTILITY IMPROVEMENT PROJECT
APPROVING PLANS AND SPECIFICATIONS AND
ORDERING ADVERTISEMENT FOR BIDS**

WHEREAS, pursuant to a resolution passed by the council on September 3, 2024, the consulting city engineer retained for the purpose has prepared plans and specifications for the construction of the 2025 Street and Utility Improvement Project, and has presented such plans and specifications to the council for approval;

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published as required by law, shall specify the work to be done, and shall state that online bids will be received by the City Administrator until 10:00 a.m. on Friday, February 21, 2025, at which time they will be publicly opened and read aloud via Microsoft Teams by the City Administrator and City Engineer, will then be tabulated, and will be considered by the council at 6:00 p.m. on Monday, March 3, 2025, in the council chambers of the New Prague City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a cashier's check, bid bond, or certified check payable to the clerk for 5 percent of the amount of such bid.

Adopted by the council this 21st day of January, 2025.

Duane J. Jirik
Mayor

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

ATTEST:

Joshua M. Tetzlaff
City Administrator

**Meeting Minutes
New Prague Park Board
Tuesday, November 12th, 2024
6:00 PM**

1. Call Meeting to Order

The regular meeting was called to order at City Hall at 6:01 PM by Chair Joe Barten. Members present were Joe Barten, Christine Wolf, Jessica Dohm, Debra Tharaldson, Maggie Bass, Shannon Sticha, Matt Becka, and Youth Representative Jacob Bisek. Staff present was Ken Ondich – Planning / Community Development Director.

2. Public Forum

Keith Deutsch, 26115 Helena Boulevard, introduced an idea he had for a mountain bike park on his property which is located just north of City Limits along TH21. He stated that his dad owned Ron’s Cycle Shop and that he started the company back up and had provided input on the City’s Comprehensive Plan that he’d like to consider park land on his property in the future along with a trail connection from the City to his property. He stated that he spoke with Joe Sand, an adjacent property owner, as well as Scott County Soil and Water Conservation District and they believe a pallet trail through marshy areas would be possible from city limits to his property and the approximately 8 acre area he would have the mountain bike park. He stated that he believes he can acquire a military surplus bulldozer to assist with the work, but that he also believed he needed to start a non-profit for the park. He said he would hope the city could lease the mountain bike park because he cannot afford the liability insurance. The Park Board thanked Mr. Deutsch for his time.

**3. Approve Previous Meeting Minutes
October 8, 2024 Regular Meeting**

A motion was made by Dohm, seconded by Becka, to approve October 8, 2024, regular meeting minutes. Motion carried (7-0).

4. Review Financial Reports

Planning / Community Development Director Ondich presented the October financial report. Two new residential home permits were issued in October for a total of nine this year. The city has not received final bills for the Heritage Park lighting/electrical improvements.

A motion was made by Barten, seconded by Sticha, to approve the financial reports. Motion carried (7-0).

5. 2025 Creek Clean up Event

The Park Board had general discussion regarding a clean up event for the spring of 2025. It was consensus to have staff tentatively plan an event for April 26th for the area of Philipps Creek north of 7th Street NE (near Chart and the Living Lab) as well as the Greenway by the Brana and as far north as can be reached during the event. It was noted that the National Honor Society at the High School needs hours, but that their owners would already be due the 25th of April.

6. Miscellaneous

- a. Soleris Sunshades at Central Plaza** – Consensus of the Park Board was to obtain a final quote and order after the first of the year for 5 of the green colored sunshades without slats in the top.

- b. Portable Pickleball Nets** – Consensus of the Park board was to have staff re-stripe the pickleball lines at the Heritage Park court and to also look into putting pickleball court lines at the basketball court at Foundry Hill Park. Additionally, the Park Board consensus was to have at least 6 wheeled nets at the Middle School and to purchase an additional two nets for Heritage / Foundry Hill Park but that the nets for those parks may not need to be on wheels. Staff will determine which nets to purchase for each location for 2025.

- c. Settlers Park Update** – Planning / Community Development Director Ondich stated that the City Council had approved a termination agreement with Rock Leaf Water Environmental and entered into a new agreement with RES to complete the work at Settlers Park as paid for by the DNR grant. Letters will go out to adjoining property owners by the end of the month with an update.

- d. Comprehensive Plan Update / Unified Development Code**–Planning / Community Development Director Ondich stated that the Comprehensive Plan was approved by the City Council on October 21st and that the City Council also had approved hiring Bolton & Menk to assist staff with the re-writing of the zoning and subdivision ordinances. He noted that the subdivision ordinance was most applicable to the Park Board as the park dedication requirements were contained in that ordinance.

- e. POPS Update** – Planning / Community Development Director Ondich stated that the Forward New Prague Foundation received a grant from SMIF for \$9,685 for landscaping improvements at the POPS facility. Chair Barten asked that Japanese Barberry not be used. It was additionally noted that a donation agreement was still pending until the City Engineer and the POPS engineer and architect could get details worked out on the grading details for the site.

8. Adjournment

Chair Barten adjourned the meeting at 7:07pm.

Respectfully Submitted,



Kyra J. Chapman
Planner



ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

City of New Prague

Wednesday, December 11, 2024 at 7:30 AM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

The meeting was called to order at 7:30 a.m. by EDA Board member Troy Pint with the following members present: Troy Pint, Eric Krogman, Austin Reville and Bruce Wolf.

Absent: Brent Quast, Nick Slavik and Duane Jirik

Staff Present: City Administrator Joshua Tetzlaff and Planning/Community Director Ken Ondich

2. CONSENT AGENDA

Motion to approve the Consent Agenda was made by Reville, seconded by Pint.

Motion carried (4-0)

- a. November 13, 2024, EDA Meeting Minutes
November 13, 2024, EDA Meeting Minutes - Closed
- b. Claims for Payment: **\$326.60**

3. FUTURE EDA ENDEAVORS

City Administrator Joshua Tetzlaff provided information regarding Ehlers, the City's Financial Advisor, and their product offerings which include future planning for EDAs.

- a. December 11, 2024

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

Recent Business Visits: Advanced Concept Skincare and 2ifbySeaTactical

Possible record for number of business visits in 2024

5. BUSINESS UPDATES

Planning/Community Development Director Ken Ondich presented the business updates, including recent permits that were authorized and updates that were made to businesses around town.

- a. December 2024

6. MINNESOTA CITY PARTICIPATION PROGRAM

Ken Ondich presented the Minnesota City Participation Program report.

- a. 2024 Final Usage Report

7. UTILIZING SMALL CITIES DEVELOPMENT PROGRAM (SCPD) INCOME

Joshua Tetzlaff and Ken Ondich presented the SCPD fact sheet and answered any questions.

Motion to talk to Bolton & Menk to utilize SCPD funds was made by Krogman, seconded by Reville.

Motion carried (4-0)

- a. Program Income Fact Sheet

8. CDA UPDATE

Joshua Tetzlaff provided information regarding SCALE meetings.

9. SCHOOL DISTRICT UPDATE

No update.

10. EXECUTIVE DIRECTORS REPORT

No update.

11. MISCELLANEOUS

Ken spoke on the sale lots closing by end of year or beginning of 2025.

12. ADJOURNMENT

Motion to adjourn the meeting at 8:17 a.m. was made by Pint, seconded by Reville.

Motion carried (4-0)

Respectfully Submitted,



Joshua M. Tetzlaff
City Administrator / EDA Executive Director

**Meeting Minutes
New Prague Park Board
Tuesday, December 10th, 2024
6:00 PM**

This meeting was cancelled due to the lack of agenda items.

Respectfully Submitted,



Kyra J. Chapman
Planner