



CITY COUNCIL MEETING AGENDA

City of New Prague

Monday, July 21, 2025 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

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1. CALL TO ORDER

- a. Pledge of Allegiance

2. APPROVAL OF REGULAR AGENDA

3. CONSENT AGENDA

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

- [a.](#) Meeting Minutes
 - i. July 7, 2025 City Council Meeting Minutes
- [b.](#) Claims for Payment: **\$1,834,871.35**
- [c.](#) Financial Summary Report
- [d.](#) LG220 MN Lawful Gambling Application for Exempt Permit for Alpha Women's Center on October 17, 2025, involving a raffle at 2 If By Sea Tactical, 222 2nd Ave. SW
- [e.](#) 2026-2028 Animal Control Contract
- [f.](#) Surplus City Property

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.](#) Neisen's Corner Bar II at 100 Main Street West - Approval of the Issuance of an On-Sale Intoxicating, Sunday Liquor and Off-Sale Liquor License

6. CITY ENGINEER PROJECTS UPDATE

- [a.](#) July 21, 2025

7. POLICE STATION UPDATE

- [a.](#) Contaminated Soils
- [b.](#) Funding Options

8. ORDINANCE(S) FOR INTRODUCTION

- a. None

9. ORDINANCE(S) FOR ADOPTION

- a. None

10. RESOLUTIONS

- a. [#25-07-21-01](#) - Adopting a Minnesota Government Data Practices Act Policy

11. GENERAL BUSINESS

- a. POPS Permit Fee Waiver Request

12. MISCELLANEOUS

- a. 2024 Population Estimate
- b. Meeting Minutes
 - i. June 10, 2025, Park Board Meeting Minutes
 - ii. June 11, 2025, EDA Board Meeting Minutes
 - iii. June 11, 2025, EDA Board Closed Meeting Minutes
- c. Discussion of Items not on the Agenda

13. ADJOURNMENT

UPCOMING MEETINGS AND NOTICES:

July 22	6:30 p.m. Golf Board
July 28	3:30 p.m. Utility Commission
July 30	6:30 p.m. Planning Commission
August 4	6:00 p.m. City Council
August 12	6:00 p.m. Park Board
August 13	7:30 a.m. EDA Board
August 18	6:00 p.m. City Council



CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, July 07, 2025 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

Mayor Charles Nickolay called the meeting to order at 6:00 p.m.

PRESENT

Mayor Charles Nickolay

Councilmember Shawn Ryan

Councilmember Maggie Bass

Councilmember Rik Seiler

Councilmember Bruce Wolf

Staff present: City Administrator Joshua Tetzlaff, Planning/Community Development Director Ken Ondich, Finance Director Robin Pikal, Utilities General Manager Bruce Reimers, Police Chief Tim Applen and Public Works Director Matt Rynda

Others present: City Attorney Scott Riggs, Financial Advisor Rebecca Kurtz

a. Pledge of Allegiance

2. APPROVAL OF REGULAR AGENDA

Motion to approve the regular agenda.

Motion made by Councilmember Seiler, Seconded by Councilmember Wolf.

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

Motion carried (5-0)

3. CONSENT AGENDA

Motion to approve the consent agenda.

Motion made by Councilmember Bass, Seconded by Councilmember Seiler.

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

Motion carried (5-0)

a. Meeting Minutes

i. June 16, 2025 City Council Meeting Minutes

b. Claims for Payment: **\$318,330.21**

c. Appointment of Accounting Technician

d. Call for Public Hearing on the Issuance of an On-Sale Intoxicating, Sunday Liquor and Off-Sale Liquor License for Neisen's Corner Bar II

e. LG220 MN Lawful Gambling Application for Exempt Permit for Scott Le Sueur Waterfowlers, Inc. on November 20, 2025, involving a raffle at the Park Ballroom, 300 Lexington Avenue South

f. LG220 MN Lawful Gambling Application for Exempt Permit for Fore Children's Foundation on August 22, 2025, involving a raffle and pull-tabs at New Prague Golf Club, 400 Lexington Avenue South

g. Request to Purchase Sprayer for Parks Department

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

Speakers limited to 5 minutes

Dennis Tietz (Le Sueur County Commissioner), Brian Paulson (206 4th St SW), Austin Reville (222 2nd Ave SW), Sandra Tietz (1410 3rd St SE) and Mary Hagel (1437 10th St Cir SE) spoke.

5. PUBLIC HEARING(S) – 6:00 PM

- a. None

6. CITY ENGINEER PROJECTS UPDATE

Public Works Director Matt Rynda provided a project update.

- a. July 7, 2025

7. ORDINANCE(S) FOR INTRODUCTION

- a. None

8. ORDINANCE(S) FOR ADOPTION

- a. None

9. RESOLUTIONS

- a. #25-07-07-01 - Approving Variance #V5-2025 - Front Deck / Landing at 305 4th Street NW by Matthew Egan

Planning/Community Development Director Ken Ondich presented the resolution to approve Variance #V5-2025.

Motion to Approve Resolution 25-07-07-01 - Approving Variance #V5-2025 - Front Deck / Landing at 305 4th Street NW by Matthew Egan.

Motion made by Councilmember Wolf, Seconded by Councilmember Seiler.

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

Motion carried (5-0)

- b. #25-07-07-02 - Approving Variance #V6-2025 - Drive-Through in Front Yard at 100 Alton Ave. SE by LaMacchia Group

Planning/Community Development Director Ken Ondich presented the resolution to approve Variance #V6-2025.

Motion to Approve Resolution 25-07-07-02 - Approving Variance #V6-2025 - Drive-Through in Front Yard at 100 Alton Ave. SE by LaMacchia Group

Motion made by Councilmember Ryan, Seconded by Councilmember Bass.

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

Motion carried (5-0)

10. GENERAL BUSINESS

- a. Petition to Request Public Vote

City Administrator Joshua Tetzlaff presented the petition to request public vote.

City Attorney Scott Riggs explained the petition and how the Council could direct staff to pursue other financing options.

Rebecca Kurtz from Ehlers provided an explanation on other financing options to fund the Police Station Addition.

A motion was made to direct staff to pursue dual paths for funding and bring more information back to the next City Council meeting.

Motion made by Mayor Nickolay, Seconded by Councilmember Seiler.

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

Voting Nay: Councilmember Ryan

Motion carried (4-1)

b. Compensation Study Peer List Discussion

City Administrator Joshua Tetzlaff presented the Compensation Study Peer List.

Motion to approve using the first two lists on the provided memo for the Compensation Study, along with adding some cities that are similar in size to New Prague.

Motion made by Mayor Nickolay, Seconded by Councilmember Ryan.

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

Motion carried (5-0)

c. Long-Term Financial Plan

City Administrator Joshua Tetzlaff presented the Long-Term Financial Plan.

Motion to postpone the Long-Term Financial Plan to a later, to be determined, date.

Motion made by Councilmember Bass, Seconded by Councilmember Seiler.

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

Motion carried (5-0)

11. MISCELLANEOUS

a. North Memorial Ambulance Update

City Administrator Joshua Tetzlaff provided an update on the North Memorial Ambulance.

b. Meeting Minutes

i. May 27, 2025 Utility Commission Meeting Minutes

ii. May 27, 2025 Golf Board Meeting Minutes

iii. May 28, 2025 Planning Commission Meeting Minutes

c. Discussion of Items not on the Agenda

12. ADJOURNMENT

Motion to adjourn the meeting at 7:36 p.m.

Motion made by Mayor Nickolay, Seconded by Councilmember Seiler.

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

Motion carried (5-0)

ATTEST:

Charles Nickolay
Mayor

Joshua M. Tetzlaff
City Administrator

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
7/21/2025

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
FUND 101 - GENERAL FUND			
<u>RURAL FIRE - TO BE REIMBURSED</u>			
ALLIED PRODUCTS	FIRE FLAGS	\$102.13	
ALLIED PRODUCTS	US FLAGS	\$79.61	
BEVCOMM	TELEPHONE	\$90.75	
CENTERPOINT ENERGY	NATURAL GAS	\$43.85	
COMPUTER TECHNOLOGY SOLUTIONS	SWITCHVOX 4 YEAR SUPPORT	\$158.90	
LAKERS NEW PRAGUE SANITARY	TRASH - RURAL	\$21.66	
NEW PRAGUE RURAL FIRE ASSOCIATION	1/2 OF HONEYWELL SETTLEMENT	\$75,000.00	
VERIZON WIRELESS	TABLETS	\$60.77	
ZORO TOOLS INC.	TANKER 1 - STARTER	\$158.99	
TOTAL:			\$75,716.66
<u>OTHER - TO BE REIMBURSED</u>			
WM. MUELLER & SONS INC.	ASPHALT - 6TH ST NW	\$511.70	
TOTAL:			\$511.70
<u>COUNCIL</u>			
SUEL PRINTING	COUNCIL MINUTES	\$1,485.00	
VERIZON WIRELESS	TELEPHONE	\$76.76	
TOTAL:			\$1,561.76
<u>ADMINISTRATION</u>			
ABDO	OSA REPORTING FORM	\$469.90	
AMAZON CAPITAL SERVICES	APPAREL - CHANTEL	\$48.00	
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	\$9.51	
BEVCOMM	TELEPHONE	\$102.66	
COMPUTER TECHNOLOGY SOLUTIONS	SWITCHVOX 4 YEAR SUPPORT	\$317.80	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$23.79	
ROTARY CLUB OF NEW PRAGUE	QUARTERLY DUES	\$180.00	
SUEL PRINTING	INSURANCE BIDS	\$66.00	
VERIZON WIRELESS	TELEPHONE	\$49.74	
VETERAN SHREDDING	CONTRACTED SERVICES	\$8.50	
TOTAL:			\$1,275.90
<u>TECH NETWORK</u>			
CIVIC SYSTEMS LLC	CIVIC SYSTEM SUPPORT & MAINTENAN	\$2,617.04	
COMPUTER TECHNOLOGY SOLUTIONS	COMPUTER SUPPORT	\$5,579.87	
COMPUTER TECHNOLOGY SOLUTIONS	DOCKING STATION	\$258.00	
COMPUTER TECHNOLOGY SOLUTIONS	OFFICE 365 / FIREWALL	\$1,848.72	
TOTAL:			\$10,303.63
<u>ATTORNEY</u>			
KENNEDY & GRAVEN CHARTERED	GENERAL - CHARTER COMMISSION	\$216.00	
KENNEDY & GRAVEN CHARTERED	GENERAL - FIRE DEPT. MATTERS	\$20.40	
KENNEDY & GRAVEN CHARTERED	GENERAL - FIRE DEPT. SCBA	\$120.00	
KENNEDY & GRAVEN CHARTERED	GENERAL - ORDINANCES	\$102.00	
KENNEDY & GRAVEN CHARTERED	GENERAL - WAYNE NAGEL VS. CITY	\$312.00	
KENNEDY & GRAVEN CHARTERED	GENERAL DEVELOPMENT MATTERS	\$840.00	
KENNEDY & GRAVEN CHARTERED	GENERAL MATTERS	\$897.60	
KENNEDY & GRAVEN CHARTERED	GENERAL POLICE DEPARTMENT MATTE	\$168.00	
TOTAL:			\$2,676.00

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
7/21/2025

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>PLANNING</u>			
AMAZON CAPITAL SERVICES	NAME PLATE	\$24.67	
BEVCOMM	TELEPHONE	\$46.67	
BOLTON & MENK INC.	UNIFIED DEVELOPMENT CODE	\$5,765.00	
COMPUTER TECHNOLOGY SOLUTIONS	SWITCHVOX 4 YEAR SUPPORT	\$317.80	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$13.55	
LE SUEUR COUNTY RECORDER	RECORDING FEE	\$46.00	
METRO SALES INC	COPIER LEASE	\$49.50	
SCOTT COUNTY RECORDER	RECORDING FEE	\$46.00	
VERIZON WIRELESS	TELEPHONE	\$76.76	
TOTAL:			\$6,385.95
<u>GOVERNMENT BUILDING</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$8.99	
ALLIED PRODUCTS	NEW PRAGUE FLAG	\$106.13	
CENTERPOINT ENERGY	NATURAL GAS	\$179.73	
DEM-CON COMPANIES LLC	DISPOSAL	\$164.42	
JANI-KING OF MINNESOTA INC	CLEANING SERVICES	\$1,286.63	
LAKERS NEW PRAGUE SANITARY	TRASH - CITY HALL	\$87.80	
SEH	CITY CENTER POND	\$4,070.00	
TOTAL:			\$5,903.70
<u>POLICE</u>			
ADVANCED GRAPHIX INC.	VEHICLE GRAPHICS	\$600.00	
AMAZON CAPITAL SERVICES	DISINFECTING WIPES	\$14.97	
AT&T MOBILITY	WIRELESS CELLS	\$568.91	
BEVCOMM	TELEPHONE	\$102.58	
COMPUTER TECHNOLOGY SOLUTIONS	SWITCHVOX 4 YEAR SUPPORT	\$317.80	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$3.30	
HAS LLC	FIRE EXTINGUISHER RECHARGE	\$72.00	
JEFF BELZER NEW PRAGUE FORD	VEHICLE MAINTENANCE - 120	\$34.95	
MINNESOTA SECURITY CONSORTIUM	CJIS CONSULTING SERVICES	\$1,400.00	
STREICHER'S	VEST APPLN	\$1,587.90	
TRANSUNION RISK AND ALTERNATIVE	TLO CHARGES	\$75.00	
VERIZON WIRELESS	SQUAD BROADBAND	\$280.13	
VETERAN SHREDDING	CONTRACTED SERVICES	\$42.50	
TOTAL:			\$5,100.04
<u>FIRE</u>			
ALLIED PRODUCTS	FIRE FLAGS	\$102.13	
ALLIED PRODUCTS	US FLAGS	\$79.61	
BEVCOMM	TELEPHONE	\$90.75	
CENTERPOINT ENERGY	NATURAL GAS	\$43.85	
COMPUTER TECHNOLOGY SOLUTIONS	SWITCHVOX 4 YEAR SUPPORT	\$158.90	
LAKERS NEW PRAGUE SANITARY	TRASH - FIRE	\$21.67	
VERIZON WIRELESS	TABLETS	\$60.78	
TOTAL:			\$557.69

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
7/21/2025

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>BUILDING INSPECTOR</u>			
AMAZON CAPITAL SERVICES	PHONE CASE	\$29.95	
BEVCOMM	TELEPHONE	\$46.67	
COMPUTER TECHNOLOGY SOLUTIONS	SWITCHVOX 4 YEAR SUPPORT	\$317.79	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$1.65	
METRO SALES INC	COPIER LEASE	\$49.50	
VERIZON WIRELESS	TELEPHONE	\$75.42	
TOTAL:			<u><u>\$520.98</u></u>
<u>STREET</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$94.85	
ALLIED PRODUCTS	NEW PRAGUE FLAG	\$106.13	
AMAZON CAPITAL SERVICES	LATCH - CAT LOADER	\$53.78	
AMAZON CAPITAL SERVICES	PHONE CASE	\$14.39	
AMAZON CAPITAL SERVICES	PRESSURE WASHER HOSE	\$17.75	
BEVCOMM	TELEPHONE	\$77.05	
CENTERPOINT ENERGY	NATURAL GAS	\$109.78	
COMPUTER TECHNOLOGY SOLUTIONS	SWITCHVOX 4 YEAR SUPPORT	\$317.79	
LAKERS NEW PRAGUE SANITARY	TRASH - STREETS	\$90.43	
METRO SALES INC	COPIER LEASE	\$49.50	
SCOTT COUNTY TREASURER	1ST HALF SALT	\$9,280.00	
TODDS AUTO PARTS INC	SWIVEL	\$32.87	
VERIZON WIRELESS	TELEPHONE	\$87.23	
WM. MUELLER & SONS INC.	ASPHALT	\$315.23	
WM. MUELLER & SONS INC.	ASPHALT	\$181.05	
ZIEGLER INC.	CAT LOADER - FILTERS	\$207.26	
TOTAL:			<u><u>\$11,035.09</u></u>
<u>MUNICIPAL BAND</u>			
NEW PRAGUE AREA SCHOOLS	BAND DIRECTOR SALARY	\$4,481.65	
TOTAL:			<u><u>\$4,481.65</u></u>
<u>PARKS</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$862.46	
BEVCOMM	TELEPHONE	\$34.52	
CENTERPOINT ENERGY	NATURAL GAS	\$46.56	
COMPUTER TECHNOLOGY SOLUTIONS	SWITCHVOX 4 YEAR SUPPORT	\$317.79	
CORE & MAIN	PARKS SERVICE CLEANOUTS	\$410.00	
GLACIAL RIDGE GROWERS INC	FLOWERS	\$399.40	
GLACIAL RIDGE GROWERS INC	FLOWERS	\$639.00	
LAKERS NEW PRAGUE SANITARY	TRASH - BALLFIELD	\$141.29	
LAKERS NEW PRAGUE SANITARY	TRASH - PARKS	\$220.14	
PLAYPOWER LT FARMINGTON	ZIP LINE - PARTS	\$108.72	
STAR GROUP LLC.	COUPLER	\$9.78	
TIM'S SMALL ENGINE SERVICE	ELECTRIC MOWER	\$799.99	
VERIZON WIRELESS	IPADS	\$10.02	
VERIZON WIRELESS	TELEPHONE	\$84.44	
TOTAL:			<u><u>\$4,084.11</u></u>
<u>LIBRARY</u>			
CENTERPOINT ENERGY	NATURAL GAS	\$74.77	
JANI-KING OF MINNESOTA INC	CLEANING SERVICE	\$743.27	
TOTAL:			<u><u>\$818.04</u></u>
GENERAL FUND TOTAL:			<u><u>\$130,932.90</u></u>

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
7/21/2025

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>FUND 311 - DEBT SERVICE - CIP 2011</u>			
COMPUTERSHARE TRUST COMPANY	PAYING AGENT FEE	\$525.00	
ZIONS BANK	2021A BOND INTEREST	\$23,208.75	
ZIONS BANK	2022A BOND INTEREST	\$4,500.00	
ZIONS BANK	2023A BOND INTEREST	\$44,825.00	
ZIONS BANK	2024A BOND INTEREST	\$50,275.00	
TOTAL:			<u>\$123,333.75</u>
<u>FUND 423 - CAPITAL PROJECTS - CIP 2024</u>			
SEH	CIP 2024	\$3,127.10	
TOTAL:			<u>\$3,127.10</u>
<u>FUND 424 - CAPITAL PROJECTS - CIP 2025</u>			
CORE & MAIN	CIP 2025 - A1 COVERS	\$36.52	
HOLTMEIER CONSTRUCTION INC	2025 CIP PAY AP#3	\$1,264,633.94	
SEH	CIP 2025	\$63,149.20	
TOTAL:			<u>\$1,327,819.66</u>
<u>FUND 425 - CAPITAL PROJECTS - POLICE STATION</u>			
KENNEDY & GRAVEN CHARTERED	NEW POLICE STATION	\$480.00	
MET-CON CONSTRUCTION, INC	POLICE STATION	\$185,812.40	
TOTAL:			<u>\$186,292.40</u>
<u>FUND 602 - ENTERPRISE - SANITARY SEWER</u>			
ABDO	OSA REPORTING FORM	\$239.70	
ACE HARDWARE & PAINT	SUPPLIES	\$19.87	
ACE HARDWARE & PAINT	SUPPLIES	\$12.99	
BEVCOMM	TELEPHONE	\$89.54	
BEVCOMM	TELEPHONE/COMMUNICATIONS	\$119.90	
CENTERPOINT ENERGY	NATURAL GAS	\$1,761.90	
CENTERPOINT ENERGY	NATURAL GAS	\$2,613.12	
CIVIC SYSTEMS LLC	CIVIC SYSTEM SUPPORT & MAINTENAN	\$1,574.37	
COMPUTER TECHNOLOGY SOLUTIONS	COMPUTER SUPPORT	\$1,363.65	
COMPUTER TECHNOLOGY SOLUTIONS	OFFICE 365 / FIREWALL	\$296.80	
COMPUTER TECHNOLOGY SOLUTIONS	SWITCHVOX 4 YEAR SUPPORT	\$317.79	
EGAN	SERVICE CALL	\$376.00	
GOPHER STATE ONE CALL	LINE LOCATES	\$28.69	
LAKERS NEW PRAGUE SANITARY	TRASH - WWTP	\$250.18	
MINNESOTA UI	UNEMPLOYMENT BENEFITS - NOVOTNY	\$312.88	
MN POLLUTION CONTROL AGENCY	ANNUAL WATER PERMIT	\$5,900.00	
POLYDYNE INC	CLARIFLOC - CE2470	\$9,844.00	
RIVER COUNTRY COOP	LP GAS - FORKLIFT	\$35.75	
SALTCO	MONTHLY SALT	\$1,825.45	
SALTCO	MONTHLY SALT FEE	\$70.00	
STAR GROUP LLC.	RADIATOR CAP	\$5.69	
STASNEY ELECTRIC	REPAIR - LIFT STATION	\$23.40	
UTILITY CONSULTANTS INC.	SAMPLES	\$2,194.78	
VERIZON WIRELESS	IPADS	\$7.52	
VERIZON WIRELESS	TELEPHONE	\$235.51	
VETERAN SHREDDING	CONTRACTED SERVICES	\$8.50	
ZIONS BANK	2021A BOND INTEREST	\$16,131.25	
ZIONS BANK	2022A BOND INTEREST	\$2,975.00	
ZIONS BANK	2023A BOND INTEREST	\$6,425.00	
ZIONS BANK	2024A BOND INTEREST	\$16,975.00	
TOTAL:			<u>\$72,034.23</u>

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
7/21/2025

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>FUND 606 - ENTERPRISE - STORM UTILITY</u>			
ABDO	OSA REPORTING FORM	\$18.97	
CIVIC SYSTEMS LLC	CIVIC SYSTEM SUPPORT & MAINTENAN	\$156.75	
GOPHER STATE ONE CALL	LINE LOCATES	\$28.68	
MINNESOTA UI	UNEMPLOYMENT BENEFITS - NOVOTNY	\$78.22	
VERIZON WIRELESS	IPADS	\$7.52	
VERIZON WIRELESS	TELEPHONE	\$5.73	
ZIONS BANK	2021A BOND INTEREST	\$1,411.25	
ZIONS BANK	2022A BOND INTEREST	\$2,975.00	
ZIONS BANK	2023A BOND INTEREST	\$11,500.00	
ZIONS BANK	2024A BOND INTEREST	\$10,075.00	
TOTAL:			<u>\$26,257.12</u>
<u>FUND 651 - ENTERPRISE - AMBULANCE</u>			
ABDO	OSA REPORTING FORM	\$2.07	
CENTERPOINT ENERGY	NATURAL GAS	\$43.85	
LAKERS NEW PRAGUE SANITARY	TRASH - AMBULANCE	\$21.66	
TOTAL:			<u>\$67.58</u>
TOTAL ACCOUNTS PAYABLE FOR COUNCIL APPROVAL:			<u>\$1,738,931.84</u>

Vendor Name	Net Invoice Amount
ACUSHNET COMPANY	
GOLF BALLS	\$4,704.09
AMAZON CAPITAL SERVICES	
GE GAUGE	\$152.05
BELLE PLAINE BLOCK & TILE INC.	
PVC PIPE	\$867.00
BENNY'S PLUMBING	
COMMERCIAL DISPOSAL	\$3,124.00
BREAKTHRU BEVERAGE MINNESOTA	
BEER	\$249.00
BEER - NON ALCOHOLIC	\$33.85
BEER CASE(S)	\$222.60
KEG CREDIT	\$30.00-
CALLAWAY GOLF	
GOLF BALLS	\$39.16
CEDAR BROOK GARDEN CENTER	
FLOWERS	\$291.69
CENTERPOINT ENERGY	
NATURAL GAS	\$428.45
CENTRAL MCGOWAN INC	
EQUIPMENT RENTAL	\$155.59
LATE FEE	\$2.00
CINTAS	
TOWELS / LINEN	\$259.91
TOWELS / LINENS	\$259.91
CIT GROUP	
SPECIAL ORDER	\$65.15
CLESENS	
BLOCK ROTOR	\$626.23
PAR + FACEPLATE ASSY	\$766.72
SLIP TEE	\$24.22
SPRINKLER HEAD VALVES (900)	\$1,128.16
VALVE TOOL	\$152.13
WASH PAD HOSE	\$169.80
COLLEGE CITY BEVERAGE	
ALCOHOL	\$1,603.26
BEER	\$2,052.40
BEER CASE(S)	\$1,054.00
BEER KEG	\$749.00
BEER KEG(S)	\$680.00
BEVERAGES-NON ALCOHOLIC	\$122.97
BOTTLED WATER	\$38.00
KEG - CREDIT	\$210.00-
LIQUOR	\$1,674.20
LIQUOR/SELTZERS	\$485.94
NON ALCOHOLIC BEVERAGES	\$149.98
SELTZERS	\$361.25
ECOLAB PEST ELIMINATION	
PEST CONTROL / AIR QUALITY	\$762.14
FISHTALE GRILL	
CATERING	\$2,260.00
FOUR LEAF PROPERTY SERVICES	
WINDOW WASHING	\$350.00
GCSAA	
GCSAA MEMBERSHIP RENEWAL	\$150.00
GOLF ASSOCIATES SCORECARD	
SCORECARDS	\$199.61

Vendor Name	Net Invoice Amount
GOLF PROFESSIONAL ENTERPRISES LLC	
JUNE MANAGEMENT FEE	\$8,514.45
GRAINGER	
SPRAYER, PUMP	\$542.69
HERITAGE LANDSCAPE SUPPLY GROUP	
MYSTIC LAKE BLACK RANGER PRO SURE GUARD	\$1,587.40
SIGNATURE STRESSGUARD	\$4,518.84
HERMAN'S LANDSCAPE SUPPLIES	
ROCK	\$1,254.00
HERMEL WHOLESALE	
CLEANING SUPPLIES	\$1,267.59
FOOD	\$12,203.36
FOOD CREDIT	\$46.82-
PAPER PRODUCTS	\$951.87
SUNDRIES	\$1,710.82
SUPPLIES - CREDIT	\$49.62-
L2 BRANDS LLC	
CLOTHING	\$471.21
LAKERS NEW PRAGUE SANITARY	
TRASH - GOLF CLUB	\$1,268.22
LAU'S BAKERY	
BUNS	\$364.65
MICHELLE MULVIHILL	
INVENTORY FOOD	\$294.21
MOR GOLF AND UTILITY	
FLEET RENTAL	\$3,525.00
MTI DISTRIBUTING INC	
FILTERS	\$168.74
NUT,BOLT,MOUNT,LATCH GROMMET	\$452.72
ROLLER, FILTERS, BLADES	\$868.14
NEW PRAGUE AREA EDUCATION FOUNDATION	
SCHOLARSHIP DONATION	\$500.00
NEW PRAGUE CHAMBER OF COMMERCE	
QUARTERLY DUES	\$85.14
NEW PRAGUE UTILITIES	
UTILITIES	\$14,218.64
PEPSICO BEVERAGE SALES LLC	
BEVERAGE - NON ALCOHOLIC	\$955.48
BEVERAGE-NON ALCOHOL	\$1,471.03
QUALITY FLOW SYSTEMS INC.	
SERVICE CALL (SWITCH)	\$400.00
QUILL CORPORATION	
OFFICE SUPPLIES	\$282.55
RIVER COUNTRY COOP	
FUEL	\$3,266.16
RUEHLING, KURT	
BEER	\$666.00
KEG CREDIT	\$60.00-
REIMBURSEMENT	\$1,330.00
SAILER'S GREENHOUSE	
FLOWERS	\$911.34
STAR GROUP LLC.	
BATTERY 12 VOLT	\$160.02
STASNEY ELECTRIC	
REPAIRS/MAINTENANCE	\$135.00
THE WEATHER APPAREL COMPAN	
CLOTHING	\$3,054.50

Vendor Name	Net Invoice Amount
TOW DISTRIBUTING CORP	
BEER	\$1,272.00
BEER - CREDIT	\$394.09-
BEER CASE(S)	\$566.80
KEG CREDIT	\$120.00-
TURFWERKS	
CARB	\$150.28
US BANK EQUIPMENT FINANCE	
COPIER RENTAL	\$270.73
US SPECIALTY COATINGS	
TURF PAINT	\$776.00
Grand Total	\$95,939.51

Unaudited Income Statement
Through May 31st, 2025
Percent of year complete: 41.67%

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	Prior Year 2024 Thru 5/31/2024	Actual Thru 5/31/2025	2024/2025 Variance YTD	Current Month 5/31/2025	2025 Adopted Budget	2025 Budget Balance	% Actual compared to Budget
General Fund							
REVENUES							
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ 4,238,585	\$ 4,238,585	0.00%
Local Government Aid	\$ -	\$ 111,448.39	\$ 111,448.39	\$ -	\$ 1,185,369	\$ 1,073,921	9.40%
Licenses and permits	\$ 172,172.44	\$ 210,299.50	\$ 38,127.06	\$ 20,316.70	\$ 255,680	\$ 45,381	82.25%
Intergovernmental	\$ 71,654.30	\$ 127,661.49	\$ 56,007.19	\$ 1,162.90	\$ 430,596	\$ 302,935	29.65%
Charges for services	\$ 6,656.60	\$ (272.07)	\$ (6,928.67)	\$ 576.50	\$ 118,367	\$ 118,639	-0.23%
Fines	\$ 5,495.11	\$ 7,465.47	\$ 1,970.36	\$ 1,757.12	\$ 25,000	\$ 17,535	29.86%
Interest Income	\$ 128,301.84	\$ 172,730.14	\$ 44,428.30	\$ 38,340.31	\$ 89,145	\$ (83,585)	193.76%
Miscellaneous revenue	\$ 14,582.30	\$ 57,999.26	\$ 43,416.96	\$ 7,380.54	\$ 585,808	\$ 527,809	9.90%
Transfers In	\$ 13,333.32	\$ 16,666.69	\$ 3,333.37	\$ 3,333.33	\$ 80,304	\$ 63,637	20.75%
TOTAL REVENUES	\$ 412,195.91	\$ 703,998.87	\$ 291,802.96	\$ 72,867.40	\$ 7,008,854.00	\$ 6,304,855.13	10.04%
EXPENSES							
Council	\$ 30,757.58	\$ 37,943.19	\$ 7,185.61	\$ 7,227.27	\$ 70,925	\$ 32,982	53.50%
Administration	\$ 186,326.18	\$ 232,403.17	\$ 46,076.99	\$ 34,804.43	\$ 508,668	\$ 276,265	45.69%
Tech Network	\$ 51,744.33	\$ 111,503.51	\$ 59,759.18	\$ 20,362.51	\$ 207,421	\$ 95,917	53.76%
Elections	\$ 4,977.52	\$ 1,206.99	\$ (3,770.53)	\$ -	\$ 1,365	\$ 158	88.42%
Assessor	\$ 45,700.00	\$ 47,730.00	\$ 2,030.00	\$ 47,100.00	\$ 48,000	\$ 270	99.44%
Attorney	\$ 32,086.46	\$ 24,678.36	\$ (7,408.10)	\$ -	\$ 80,000	\$ 55,322	30.85%
Engineer	\$ 113.00	\$ 2,840.00	\$ 2,727.00	\$ -	\$ 15,000	\$ 12,160	18.93%
Planning	\$ 99,899.92	\$ 188,709.25	\$ 88,809.33	\$ 23,730.46	\$ 498,457	\$ 309,748	37.86%
Government Building	\$ 94,072.35	\$ 40,270.73	\$ (53,801.62)	\$ 6,329.80	\$ 82,091	\$ 41,820	49.06%
Police	\$ 762,742.58	\$ 1,051,227.06	\$ 288,484.48	\$ 155,222.75	\$ 2,363,118	\$ 1,311,891	44.48%
Fire	\$ 69,350.53	\$ 90,677.66	\$ 21,327.13	\$ 3,093.29	\$ 308,622	\$ 217,944	29.38%
Building Inspector	\$ 109,752.54	\$ 170,166.40	\$ 60,413.86	\$ 22,287.63	\$ 397,744	\$ 227,578	42.78%
Emergency Management	\$ 2,805.60	\$ 2,265.78	\$ (539.82)	\$ -	\$ 3,341	\$ 1,075	67.82%
Animal Control	\$ 7,800.00	\$ 7,800.00	\$ -	\$ -	\$ 15,700	\$ 7,900	49.68%
Public Works	\$ 41,900.14	\$ 52,214.61	\$ 10,314.47	\$ 8,713.09	\$ 125,507	\$ 73,292	41.60%
Streets	\$ 347,702.60	\$ 332,462.51	\$ (15,240.09)	\$ 43,223.62	\$ 1,164,673	\$ 832,210	28.55%
Street Lights	\$ 23,310.97	\$ 27,717.35	\$ 4,406.38	\$ 4,347.61	\$ 78,366	\$ 50,649	35.37%
Outdoor Swimming Pool	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Aquatic Center	\$ 13,186.14	\$ 13,197.14	\$ 11.00	\$ -	\$ 140,329	\$ 127,132	9.40%
Municipal Band	\$ -	\$ -	\$ -	\$ -	\$ 4,575	\$ 4,575	0.00%
Parks	\$ 364,766.97	\$ 250,551.59	\$ (114,215.38)	\$ 46,515.76	\$ 693,980	\$ 443,428	36.10%
Park Board	\$ 11,661.40	\$ 29,010.86	\$ 17,349.46	\$ -	\$ 78,126	\$ 49,115	37.13%
Library	\$ 13,460.58	\$ 14,596.96	\$ 1,136.38	\$ 1,702.44	\$ 36,027	\$ 21,430	40.52%
Unallocated	\$ 17,885.28	\$ 16,629.28	\$ (1,256.00)	\$ 686.00	\$ 86,819	\$ 70,190	19.15%
TOTAL EXPENSES	\$ 2,332,002.67	\$ 2,745,802.40	\$ 413,799.73	\$ 425,346.66	\$ 7,008,854.00	\$ 4,263,051.60	39.18%
EXCESS REVENUES OVER EXPENSES	<u>\$ (1,919,806.76)</u>	<u>\$ (2,041,803.53)</u>	<u>\$ (121,996.77)</u>	<u>\$ (352,479.26)</u>	<u>\$ -</u>	<u>\$ 2,041,803.53</u>	

Unaudited Income Statement
Through May 31st, 2025
Percent of year complete: 41.67%

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	Prior Year 2024 Thru 5/31/2024	Actual Thru 5/31/2025	2024/2025 Variance YTD	Current Month 5/31/2025	2025 Adopted Budget	2025 Budget Balance	% Actual compared to Budget
Ambulance							
TOTAL REVENUES	\$ 9,558.91	\$ 8,542.36	\$ (1,016.55)	\$ 689.29	\$ 20,000	\$ 11,458	42.71%
TOTAL EXPENSES	\$ 8,653.24	\$ 8,381.01	\$ (272.23)	\$ 460.67	\$ 16,658	\$ 8,277	50.31%
EXCESS REVENUES OVER EXPENSES	<u>\$ 905.67</u>	<u>\$ 161.35</u>	<u>\$ (744.32)</u>	<u>\$ 228.62</u>	<u>\$ 3,342.00</u>	<u>\$ 3,180.65</u>	
EDA							
TOTAL REVENUES	\$ 2,716.02	\$ 4,569.33	\$ 1,853.31	\$ 1,509.30	\$ 75,250.00	\$ 70,681	6.07%
TOTAL EXPENSES	\$ 18,502.78	\$ 25,518.69	\$ 7,015.91	\$ 4,742.41	\$ 75,250.00	\$ 49,731	33.91%
EXCESS REVENUES OVER EXPENSES	<u>\$ (15,786.76)</u>	<u>\$ (20,949.36)</u>	<u>\$ (5,162.60)</u>	<u>\$ (3,233.11)</u>	<u>\$ -</u>	<u>\$ 20,949.36</u>	
EDA-INDUSTRIAL							
TOTAL REVENUES	\$ 1,199.23	\$ 2,002.78	\$ 803.55	\$ 665.52	\$ -	\$ (2,003)	0.00%
TOTAL EXPENSES	\$ 1,805.56	\$ -	\$ (1,805.56)	\$ (1,805.56)	\$ 1,773	\$ 1,773	0.00%
EXCESS REVENUES OVER EXPENSES	<u>\$ (606.33)</u>	<u>\$ 2,002.78</u>	<u>\$ 2,609.11</u>	<u>\$ 2,471.08</u>	<u>\$ (1,773.00)</u>	<u>\$ (3,775.78)</u>	
WATER FUND							
TOTAL REVENUES	\$ 528,489.38	\$ 807,985.86	\$ 279,496.48	\$ 148,118.02	\$ 2,056,961.00	\$ 1,248,975.14	39.28%
TOTAL EXPENSES	\$ 572,985.99	\$ 732,230.52	\$ 159,310.65	\$ 101,066.86	\$ 1,715,099.00	\$ 982,868.48	42.69%
EXCESS REVENUES OVER EXPENSES	<u>\$ (44,496.61)</u>	<u>\$ 75,755.34</u>	<u>\$ 120,185.83</u>	<u>\$ 47,051.16</u>	<u>\$ 341,862.00</u>	<u>\$ 266,106.66</u>	
ELECTRIC FUND							
TOTAL REVENUES	\$ 3,413,882.42	\$ 4,213,030.36	\$ 799,147.94	\$ 740,484.85	\$ 10,405,068.00	\$ 6,192,037.64	40.49%
TOTAL EXPENSES	\$ 3,087,649.62	\$ 3,458,095.71	\$ 370,446.09	\$ 213,803.96	\$ 10,024,284.00	\$ 6,566,188.29	34.50%
EXCESS REVENUES OVER EXPENSES	<u>\$ 326,232.80</u>	<u>\$ 754,934.65</u>	<u>\$ 428,701.85</u>	<u>\$ 526,680.89</u>	<u>\$ 380,784.00</u>	<u>\$ (374,150.65)</u>	

Unaudited Income Statement
Through May 31st, 2025
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	Prior Year 2024 Thru 5/31/2024	Actual Thru 5/31/2025	2024/2025 Variance YTD	Current Month 5/31/2025	2025 Adopted Budget	2025 Budget Balance	% Actual compared to Budget
SANITARY SEWER							
TOTAL REVENUES	\$ 1,326,412.06	\$ 2,000,967.69	\$ 674,555.63	\$ 356,329.63	\$ 3,807,276.00	\$ 1,806,308.31	52.56%
TOTAL EXPENSES	\$ 1,567,095.13	\$ 1,842,788.12	\$ 275,692.99	\$ 244,442.29	\$ 4,309,102.00	\$ 2,466,313.88	42.77%
EXCESS REVENUES OVER EXPENSES	<u>\$ (240,683.07)</u>	<u>\$ 158,179.57</u>	<u>\$ 398,862.64</u>	<u>\$ 111,887.34</u>	<u>\$ (501,826.00)</u>	<u>\$ (660,005.57)</u>	
GOLF							
TOTAL REVENUES	\$ 454,504.66	\$ 677,355.81	\$ 222,851.15	\$ 186,719.98	\$ 1,454,102.00	\$ 776,746.19	46.58%
TOTAL EXPENSES	\$ 339,054.26	\$ 566,921.78	\$ 227,867.52	\$ 162,235.76	\$ 1,829,472.56	\$ 1,262,550.78	30.99%
EXCESS REVENUES OVER EXPENSES	<u>\$ 115,450.40</u>	<u>\$ 110,434.03</u>	<u>\$ (5,016.37)</u>	<u>\$ 24,484.22</u>	<u>\$ (375,370.56)</u>	<u>\$ (485,804.59)</u>	
STORM SEWER							
TOTAL REVENUES	\$ 143,943.85	\$ 199,145.91	\$ 55,202.06	\$ 41,017.60	\$ 429,680.00	\$ 230,534.09	46.35%
TOTAL EXPENSES	\$ 155,745.13	\$ 204,892.96	\$ 49,147.83	\$ 32,281.89	\$ 480,833.00	\$ 275,940.04	42.61%
EXCESS REVENUES OVER EXPENSES	<u>\$ (11,801.28)</u>	<u>\$ (5,747.05)</u>	<u>\$ 6,054.23</u>	<u>\$ 8,735.71</u>	<u>\$ (51,153.00)</u>	<u>\$ (45,405.95)</u>	

CITY OF NEW PRAGUE
BALANCE SHEET
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GENERAL FUND

ASSETS

101-10101	CLAIM ON CASH	(1,599,587.60)	
101-10120	MONEY MARKET-FIRST BK & TRUST	390,833.89	
101-10121	MONEY MARKET-WELLS FARGO	25,004.69	
101-10123	WELLS FARGO MARKET VALUE	29,903.28	
101-10124	WELLS FARGO MONEY FUNDS	926.15	
101-10125	MONEY MARKET-4M	4,906,898.98	
101-10129	MONEY MARKET.STATE BANK - FUTU	133,752.00	
101-10201	PETTY CASH POLICE DEPT	100.00	
101-10406	WELLS SELECT INVESTMENT	108,000.00	
101-10450	INT. RECEIVABLE - INVESTMENTS	278,712.04	
101-10700	TAXES RECEIVABLE-DELINQUENT	24,363.51	
101-11500	ACCOUNTS RECEIVABLE	21,611.17	
101-11501	ACCOUNTS RECEIVABLE - FLEX	7,684.65	
101-11521	BUSINESS LICENSE AR	(3,400.00)	
101-11531	BANK CLEARING ACCT	1,029.03	
101-11535	CLEARING ACCOUNT - RURAL FIRE	3,713.15	
101-11536	CLEARING ACCOUNT-GENERAL	1,037.35	
101-12100	SPECIAL ASSESS. REC.-CURRENT	1,383.77	
101-12200	SPECIAL ASSESS. REC.-DELINQUEN	3,165.34	
101-15501	PREPAID OTHER	1,220.38	
	TOTAL ASSETS		4,336,351.78

LIABILITIES AND EQUITY

LIABILITIES

101-20210	ACCOUNTS PAYABLE	151,451.00	
101-20800	DUE TO OTHER GOVERNMENTS	1,068.92	
101-20801	STATE SALES TAX	46.90	
101-20802	SC TRANSIT TAX	2.15	
101-20803	LS TRANSIT TAX	2.74	
101-21600	ACCRUED WAGES	1,221.16	
101-21706	INSURANCE PAYABLE	55.00	
101-21800	ESCROW - BLDG PERMITS	73,368.00	
101-22000	DEPOSITS	13,807.29	
101-22022	HOLDING FUNDS-DEVELOPERS/OTHER	2,673.00	
101-22202	DEFERRED REVENUE - ASSMNTS	4,549.11	
101-22207	DEFERRED REVENUE - BP	29,233.15	
101-22210	DEFERRED REVENUE - TAXES	24,363.51	
	TOTAL LIABILITIES		301,841.93

FUND EQUITY

101-25311	COMMITTED: ATHLETIC FIELD	143,987.00	
101-25312	ASSIGNED: RENOV/REPL PUB FAC	1,153,279.00	
101-25313	ASSIGNED: ACQ OF EQUIP & VEHIC	413,120.00	
101-25314	COMMITTED: PUB FAC INFRAS	500,000.00	
101-25315	DESIGNATED WORKING CAPITA	100,000.00	
101-25999	COMMITTED: EMERG/DIASTER	100,000.00	

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BALANCE SHEET
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GENERAL FUND

UNAPPROPRIATED FUND BALANCE:			
101-25300	UNDESIGNATED: FUND BALANCE	3,665,927.38	
	REVENUE OVER EXPENDITURES - YTD	(2,041,803.53)	
	BALANCE - CURRENT DATE	1,624,123.85	
	TOTAL FUND EQUITY		4,034,509.85
	TOTAL LIABILITIES AND EQUITY		4,336,351.78

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BALANCE SHEET
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ASSETS

602-10101	CLAIM ON CASH	420,790.71	
602-10106	DESIGNATED FOR MEMB REPLACEMEN	1,050,000.00	
602-10120	MONEY MARKET-FIRST BK & TRUST	578,201.29	
602-10121	MONEY MARKET-WELLS FARGO	44,609.15	
602-10125	MONEY MARKET-4M	6,957,686.91	
602-10126	MONEY MARKET-4M 2024 BOND	95,841.41	
602-11710	CUSTOMER ACCOUNTS RECEIVABLE	271,565.17	
602-12300	SPECIAL ASSESS. REC.-DEFERRED	398,213.59	
602-15696	DEFERRED OUTFLOW - OPEB	2,723.00	
602-15699	GERF DEFERRED OUTFLOWS	51,169.00	
602-16100	LAND	56,980.00	
602-16200	BUILDINGS	27,964,821.77	
602-16210	ACCUM. DEPRECIATION-BUILDINGS	(12,671,339.16)	
602-16300	INFRASTRUCTURE	8,571,631.52	
602-16310	ACCUMULATED DEPRECIATION - INF	(3,111,376.29)	
602-16400	EQUIPMENT	13,898,831.41	
602-16410	ACCUMULATED DEPRECIATION - EQU	(9,141,194.10)	
602-16420	OFFICE EQUIPMENT	44,423.70	
602-16500	CONSTRUCTION-IN-PROGRESS	57,229.86	
602-16507	CIP 2025	133,485.93	
TOTAL ASSETS			35,674,294.87

LIABILITIES AND EQUITY

LIABILITIES

602-20210	ACCOUNTS PAYABLE	48,344.75	
602-20610	CP RETAINAGE PERCENTAGE	4,719.20	
602-21500	ACCRUED INTEREST	332,725.23	
602-21650	ACCRUED WAGES-VAC & COMP	63,331.03	
602-21717	OPEB LIABILITY	21,328.00	
602-22000	DEPOSITS	46,974.61	
602-22296	OPEB DEFERRED INFLOW	5,796.00	
602-22299	GERF DEFERRED INFLOWS	147,060.00	
602-22500	BOND PAYABLE - CUR PORT	1,251,999.45	
602-23100	BONDS PAYABLE	2,903,876.24	
602-23101	PFA BOND PAYABLE	20,950,000.00	
602-23400	BOND PREMIUM	286,634.27	
602-23999	GERF PENSION LIABILITY	199,362.00	
TOTAL LIABILITIES			26,262,150.78

FUND EQUITY

602-25999	PRIOR PERIOD ADJUSTMENT	(651,969.00)	
602-27200	FUND BALANCE-UNDESIGNATED	5,565,947.85	
UNAPPROPRIATED FUND BALANCE:			
602-25300	FUND BALANCE-UNDESIGNATED	4,340,965.04	
	REVENUE OVER EXPENDITURES - YTD	157,200.20	
BALANCE - CURRENT DATE			4,498,165.24
TOTAL FUND EQUITY			9,412,144.09

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WWTP

TOTAL LIABILITIES AND EQUITY

35,674,294.87

CITY OF NEW PRAGUE
BALANCE SHEET
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GOLF COURSE

ASSETS

603-10101	CLAIM ON CASH	(28,640.49)	
603-10125	MONEY MARKET-4M		337,910.44	
603-10126	MONEY MARKET-4M 2024 BOND		22,310.53	
603-10200	PETTY CASH		2,000.00	
603-11500	ACCOUNTS RECEIVABLE - GOLF A/R		7,118.76	
603-14100	MATERIAL INVENTORY		150,464.95	
603-15696	DEFERRED OUTFLOW - OPEB		1,072.00	
603-15699	GERF DEFERRED OUTFLOWS		32,718.00	
603-16150	OTHER IMPROVEMENTS (LAND)		910,289.85	
603-16160	ACCUMULATED DEPR - OTHER IMPRO	(905,684.64)	
603-16200	BUILDINGS		1,094,511.44	
603-16210	ACCUM. DEPRECIATION-BUILDINGS	(685,976.78)	
603-16400	EQUIPMENT		1,844,138.03	
603-16410	ACCUMULATED DEPRECIATION - EQU	(1,188,623.09)	
TOTAL ASSETS				1,593,609.00

LIABILITIES AND EQUITY

LIABILITIES

603-20210	ACCOUNTS PAYABLE		109,954.47	
603-21500	ACCRUED INTEREST		7,054.53	
603-21650	ACCRUED WAGES-VAC & COMP		15,223.17	
603-21717	OPEB LIABILITY		8,398.00	
603-22000	DEPOSITS		73,045.25	
603-22001	DESIGNATED - JR GOLF FUND		20,263.52	
603-22004	DESIGNATED- GOLF MAINT. FUND		648.12	
603-22211	DEFERRED REVENUE-GIFT CERTIFIC		14,693.54	
603-22213	DEFERRED REVENUE-MEMBER CREDIT		21,543.33	
603-22296	OPEB DEFERRED INFLOW		2,282.00	
603-22299	DEFERRED (GERF) INFLOW		101,179.00	
603-23107	BOND PAYABLE-2016 EQUIPMENT		9,000.00	
603-23110	BOND PAYABLE-2022 EQUIPMENT		130,000.00	
603-23111	BOND PAYABLE-2024 EQUIPMENT		175,000.00	
603-23400	BOND PREMIUM		25,984.05	
603-23999	GERF PENSION LIABILITY		119,227.00	
TOTAL LIABILITIES				833,495.98

FUND EQUITY

603-25999	PRIOR PERIOD ADJUSTMENT	(117,578.00)	
UNAPPROPRIATED FUND BALANCE:				
603-25300	FUND BALANCE-UNDESIGNATED		757,256.99	
	REVENUE OVER EXPENDITURES - YTD		120,434.03	
BALANCE - CURRENT DATE			877,691.02	
TOTAL FUND EQUITY				760,113.02
TOTAL LIABILITIES AND EQUITY				1,593,609.00

CITY OF NEW PRAGUE
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WATER

ASSETS

604-10101	CLAIM ON CASH	880,589.73	
604-10125	MONEY MARKET-4M	1,237,692.32	
604-10126	MONEY MARKET-4M 2024 BOND	106,089.30	
604-10406	F.I.S.T. INVESTMENTS	902,829.11	
604-10407	INVEST ALLOW-UNREALIZED LOS	(41,666.69)	
604-11500	ACCOUNTS RECEIVABLE	1,732.38	
604-11502	ACCOUNTS RECEIVABLE - NSF	660.06	
604-11525	ACCRUED REVENUE	102,674.05	
604-11600	ALLOWANCE DOUBTFUL ACC'T	(4,000.00)	
604-11710	CUSTOMER ACCOUNTS RECEIVABL	134,748.99	
604-12100	SPECIAL ASSESS. REC.-CURRENT	111.05	
604-12300	SPECIAL ASSESS. REC.-DEFFERED	673,456.40	
604-14100	MATERIAL INVENTORY	96,267.22	
604-15696	DEFERRED OUTFLOW - OPEB	2,308.00	
604-15699	GERF DEFERRED OUTFLOWS	33,130.00	
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	(4,468,041.93)	
604-16301	ELEVATED TOWER	1,988,569.68	
604-16303	RESERVOIR	732,530.15	
604-16304	DISTRIBUTION TO SYSTEM	8,099,391.30	
604-16305	PRU VALVES	902.95	
604-16306	MAIN STREET TREATMENT UPGRADE	215,848.13	
604-16308	WATER METERS	1,130,737.09	
604-16311	ACCUM DEPR.-TRANS-DISTRIBUTI	(4,820,639.52)	
604-16312	ACCUM. DEPR-GENERAL PLANT	(292,716.50)	
604-16314	SCADA	351,945.74	
604-16401	BLDG IMPROVEMENT OFFICE	5,533.95	
604-16402	DEFERRED MAINTENANCE CHARGE	24,794.02	
604-16403	OFFICE FUNITURE & FIXTURES	35,536.41	
604-16404	TRANSPORTATION/EQUIPMENT	264,699.45	
604-16405	MISCELLANEOUS EQUIPMENT	39,308.45	
604-16406	SHOP EQUIPMENT	1,417.62	
604-16512	CIP 2025	201,792.15	
TOTAL ASSETS			13,691,255.92

LIABILITIES AND EQUITY

CITY OF NEW PRAGUE
BALANCE SHEET
MAY 31, 2025

Section 3, Item c.

WATER

LIABILITIES

604-20210	ACCOUNTS PAYABLE	17,161.14	
604-20610	CIP RETAINAGE	7,500.51	
604-21503	ACCRUED INTEREST	56,455.63	
604-21650	ACCRUED WAGES-VAC & COMP	71,103.53	
604-21712	DUE WATER TESTING PROGRAM	4,836.72	
604-21717	OPEB LIABILITY	18,078.00	
604-22000	DEPOSITS	24,929.16	
604-22296	OPEB DEFERRED INFLOW	4,913.00	
604-22299	DEFERRED (GERF) INFLOW	112,639.00	
604-22500	BOND PAYABLE - CUR PORT	39,999.97	
604-23400	BOND PREMIUM	387,300.91	
604-23511	2011 CIP	30,080.00	
604-23516	2013B-REFUNDING 2005-2007	40,000.00	
604-23517	CIP 2014	50,000.00	
604-23518	2020A - REFUNDING	215,746.51	
604-23519	CIP 2020-2021	1,275,000.00	
604-23520	2021 UTILITY BUILDING	390,000.00	
604-23521	CIP 2022	250,000.00	
604-23522	CIP 2023	440,000.00	
604-23523	CIP 2024	820,000.00	
604-23999	GERF PENSION LIABILITY	168,984.00	
TOTAL LIABILITIES			4,424,728.08

FUND EQUITY

604-25999	PRIOR PERIOD ADJUSTMENT	(274,691.48)	
604-26730	RESERVED FOR INVESTMENT AL	(.40)	
604-27200	FUND BALANCE-UNDESIGNATED	8,187,620.93	
604-28000	INVESTED IN UTILITY PLANT	1,287,688.93	
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		65,909.86	
BALANCE - CURRENT DATE		65,909.86	
TOTAL FUND EQUITY			9,266,527.84
TOTAL LIABILITIES AND EQUITY			13,691,255.92

CITY OF NEW PRAGUE
BALANCE SHEET
MAY 31, 2025

Section 3, Item c.

ELECTRIC

ASSETS

605-10101	CLAIM ON CASH	3,554,636.99
605-10125	MONEY MARKET-4M	1,552,293.42
605-10200	PETTY CASH	300.00
605-10405	MONEY MARKET-FIRST BK & TRUST	151,810.29
605-10406	F.I.S.T. INVESTMENT	2,569,590.53
605-10407	INVEST ALLOW-UNREALIZED LOS	(118,589.82)
605-11500	ACCOUNTS RECEIVABLE	2,125.66
605-11502	ACCOUNTS RECEIVABLE - NSF	5,478.06
605-11510	ACCOUNTS RECEIVABLE - SMMPA	50,852.56
605-11525	ACCRUED REVENUE	519,248.51
605-11530	CLEARING ACCOUNT	28.99
605-11600	ALLOWANCE DOUBTFUL ACC'T	(10,000.05)
605-11710	CUSTOMER ACCOUNTS RECEIVABL	619,142.96
605-12100	SPECIAL ASSESS. REC.-CURRENT	1,124.28
605-14100	MATERIAL INVENTORY	1,203,545.13
605-15501	PREPAID OTHER	755.99
605-15696	DEFERRED OUTFLOW - OPEB	4,870.00
605-15699	GERF DEFERRED OUTFLOWS	100,865.00
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	(6,854,991.03)
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	6,130,180.47
605-16307	LINE TRANSFORMERS	2,104,995.37
605-16308	SERVICES	432,135.18
605-16309	ELECTRIC METERS	1,074,972.45
605-16310	FIBER OPTIC	98,856.02
605-16311	ACCUM DEPR.-TRANS-DISTRIBUTI	(8,303,314.12)
605-16312	ACCUM DEPR - GEN PLANT	(1,723,506.43)
605-16313	LOAD MANAGEMENT	104,472.67
605-16314	SCADA	123,864.82
605-16315	STREET LIGHTS	1,719,957.76
605-16316	STRUCTURE & IMPROVEMENTS E	224,058.67
605-16403	TOOLS & WORK EQUIPMENT	237,583.03
605-16404	TRANSPORTATION/EQUIPMENT	1,975,055.19
605-16405	MISCELLANEOUS EQUIPMENT	97,109.01
605-16406	SHOP EQUIPMENT	56,994.23
605-16420	OFFICE EQUIPMENT	99,254.82
605-16510	JOB #2 (URD) GIS MAPPING	23,274.47
605-16512	JOB #2 (SERV) GIS MAPPING	799.20
605-16514	JOB #2 (S.L.) GIS MAPPING	586.08
605-16516	JOB #3 (POLE) NE STREET RECONS	759.92
605-16517	JOB #3 (OH) NE STREET RECONS	8,669.68
605-16518	JOB #3 (URD) NE STREET RECONS	11,594.35
605-16519	JOB #3 (TRANS) NE STREET RECON	866.56
605-16520	JOB #3 (SERV) NE STREET RECONS	46.16
605-16522	JOB #3 (S.L.) NE STREET RECONS	2,568.48
605-16525	JOB #4 (OH) FEEDER #1	696.08
605-16526	JOB #4 (URD) FEEDER #1	287,639.74
605-16527	JOB #4 (TRANS) FEEDER #1	37,700.33
605-16528	JOB #4 (SERV) FEEDER #1	113,560.28
605-16529	JOB #4 (METER) FEEDER #1	531.66
605-16530	JOB #4 (S.L.) FEEDER #1	53,756.95

CITY OF NEW PRAGUE
BALANCE SHEET
MAY 31, 2025

Section 3, Item c.

ELECTRIC

605-16531	JOB #4 (FIBER) FEEDER #1	571.96	
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	159,154.99	
605-16574	JOB #10 (URD) ONE IF BY LAND	15,932.07	
605-16575	JOB #10 (TRANS) ONE IF BY LAND	30,765.14	
605-16577	JOB #10 (METER) ONE IF BY LAND	622.08	
605-16584	JOB #11 (SERV) MAYO ADDITION	108.00	
TOTAL ASSETS			20,327,002.91
LIABILITIES AND EQUITY			
LIABILITIES			
605-20204	AP OTHER	101,301.49	
605-20210	ACCOUNTS PAYABLE	26,360.72	
605-21650	ACCRUED WAGES-VAC & COMP	155,477.59	
605-21717	OPEB LIABILITY	38,143.00	
605-22000	DEPOSITS	100,477.59	
605-22001	ENERGY ASSISTANCE CONTRACTS	232.06	
605-22022	HOLDING FUNDS-DEPOSITS	950.00	
605-22296	OPEB DEFERRED INFLOW	10,366.00	
605-22299	DEFERRED (GERF) INFLOW	342,924.00	
605-23999	GERF PENSION LIABILITY	514,464.00	
TOTAL LIABILITIES			1,290,696.45
FUND EQUITY			
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	14,426,601.09	
605-28000	INVESTED IN UTILITY PLANT	4,423,834.26	
UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD		754,934.65	
BALANCE - CURRENT DATE		754,934.65	
TOTAL FUND EQUITY			19,036,306.46
TOTAL LIABILITIES AND EQUITY			20,327,002.91

CITY OF NEW PRAGUE
BALANCE SHEET
MAY 31, 2025

Section 3, Item c.

STORM WATER UTILITY

ASSETS

606-10101	CLAIM ON CASH	(4,710.75)	
606-10120	MONEY MARKET-FIRST BK & TRUST		63,463.67	
606-10125	MONEY MARKET-4M		1,093,717.84	
606-10126	MONEY MARKET-4M 2024 BOND		56,757.32	
606-11710	CUSTOMER ACCOUNTS RECEIVABLE		32,969.08	
606-15696	DEFERRED OUTFLOW - OPEB		398.00	
606-15699	GERF DEFERRED OUTFLOWS		7,488.00	
606-16300	INFRASTRUCTURE		8,777,601.44	
606-16310	ACCUMULATED DEPRECIATION - INF	(4,391,730.21)	
606-16400	EQUIPMENT		29,295.57	
606-16410	ACC. DEP. - EQUIPMENT	(25,011.03)	
606-16423	CIP 2025		81,705.66	
				<hr/>
TOTAL ASSETS				5,721,944.59
				<hr/>

LIABILITIES AND EQUITY

LIABILITIES

606-20210	ACCOUNTS PAYABLE		739.61	
606-20610	CP RETAINAGE PERCENTAGE		2,891.53	
606-21500	ACCRUED INTEREST		30,270.66	
606-21717	OPEB LIABILITY		3,114.00	
606-22296	OPEB DEFERRED INFLOW		846.00	
606-22299	GERF DEFERRED INFLOWS		21,520.00	
606-23100	BONDS PAYABLE		1,613,014.44	
606-23400	BOND PREMIUM		165,178.63	
606-23999	GERF PENSION LIABILITY		29,175.00	
				<hr/>
TOTAL LIABILITIES				1,866,749.87

FUND EQUITY

606-25999	PRIOR PERIOD ADJUSTMENT	(36,253.00)	
UNAPPROPRIATED FUND BALANCE:				
606-25300	FUND BALANCE-UNDESIGNATED		3,897,439.61	
	REVENUE OVER EXPENDITURES - YTD	(5,991.89)	
				<hr/>
BALANCE - CURRENT DATE			3,891,447.72	
				<hr/>
TOTAL FUND EQUITY				3,855,194.72
				<hr/>
TOTAL LIABILITIES AND EQUITY				5,721,944.59
				<hr/>

CITY OF NEW PRAGUE
BALANCE SHEET
MAY 31, 2025

Section 3, Item c.

AMBULANCE

ASSETS

651-10101	CLAIM ON CASH	61,967.23	
651-10120	MONEY MARKET-FIRST BK & TRUST	12,975.56	
651-10121	MONEY MARKET-WELLS FARGO	416.28	
651-10125	MONEY MARKET-4M	119,092.83	
651-10127	MONEY MARKET.STATE BANK - 1206	5,649.67	
TOTAL ASSETS			200,101.57

LIABILITIES AND EQUITY

LIABILITIES

651-20210	ACCOUNTS PAYABLE	450.47	
TOTAL LIABILITIES			450.47

FUND EQUITY

651-27200	FUND BALANCE-UNDESIGNATED	162,640.15	
UNAPPROPRIATED FUND BALANCE:			
651-25300	FUND BALANCE-UNDESIGNATED	36,849.60	
	REVENUE OVER EXPENDITURES - YTD	161.35	
BALANCE - CURRENT DATE		37,010.95	
TOTAL FUND EQUITY			199,651.10
TOTAL LIABILITIES AND EQUITY			200,101.57

CITY OF NEW PRAGUE
BALANCE SHEET
MAY 31, 2025

Section 3, Item c.

EDA

ASSETS

680-10101	CLAIM ON CASH	168,940.87	
680-10120	MONEY MARKET-FIRST BK & TRUST	25,750.99	
680-10125	MONEY MARKET-4M	259,931.40	
TOTAL ASSETS			454,623.26

LIABILITIES AND EQUITY

LIABILITIES

680-20210	ACCOUNTS PAYABLE	10.92	
TOTAL LIABILITIES			10.92

FUND EQUITY

680-27200	FUND BALANCE-UNDESIGNATED	602,744.97	
UNAPPROPRIATED FUND BALANCE:			
680-25300	FUND BALANCE-UNDESIGNATED	(127,183.27)	
	REVENUE OVER EXPENDITURES - YTD	(20,949.36)	
BALANCE - CURRENT DATE		(148,132.63)	
TOTAL FUND EQUITY			454,612.34
TOTAL LIABILITIES AND EQUITY			454,623.26

CITY OF NEW PRAGUE
BALANCE SHEET
MAY 31, 2025

Section 3, Item c.

EDA-INDUSTRIAL PARK

ASSETS			
681-10101	CLAIM ON CASH	72,544.75	
681-10120	MONEY MARKET-FIRST BK & TRUST	12,876.51	
681-10125	MONEY MARKET-4M	114,701.85	
681-16100	LAND	453,940.38	
TOTAL ASSETS			654,063.49
LIABILITIES AND EQUITY			
FUND EQUITY			
UNAPPROPRIATED FUND BALANCE:			
681-25300	FUND BALANCE	652,060.71	
	REVENUE OVER EXPENDITURES - YTD	2,002.78	
BALANCE - CURRENT DATE		654,063.49	
TOTAL FUND EQUITY			654,063.49
TOTAL LIABILITIES AND EQUITY			654,063.49



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: ALPHA WOMEN'S CENTER - MINNESOTA LAWFUL GAMBLING
LG220 APPLICATION FOR EXEMPT PERMIT
DATE: JULY 9, 2025

Attached is a Minnesota Lawful Gambling LG220 Application for Exempt Permit for Alpha Women's Center to conduct a raffle at an event on October 17, 2025, at 2 If By Sea Tactical, 222 2nd Ave. SW, New Prague.

Recommendation

Staff recommends approval of the Lawful Gambling Permit for Alpha Women's Center and recommends requesting a waiver of the waiting period.

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit4/23
Page 1 of 3

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: Alpha Women's Center

Previous Gambling Permit Number: X-95640-24-001

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 41-1560473

Mailing Address: PO Box 435

City: Savage State: MN Zip: 55378 County: Scott

Name of Chief Executive Officer (CEO): Anne Fredrickson

CEO Daytime Phone: 651-894-2882 CEO Email: anne@alphawomenscentermn.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): 2 If By Sea Tactical

Physical Address (do not use P.O. box): 222 2nd Ave SW, New Prague, MN 56071

Check one:

☒ City: New Prague Zip: MN County: Le Sueur

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): October 17, 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: 7/9/25
(Signature must be CEO's signature; designee may not sign)

Print Name: Anne Fredrickson**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.

An equal opportunity employer

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
P O BOX A-3290 DPN 22-2
CHICAGO, IL 60690

DEPARTMENT OF THE TREASURY Section 3, Item d.

Date: **MAY 21 1991**

447 LOVE
C-D ALPHA WOMENS CENTER
6885 BOUDIN ST NE WATERS EDGE PLZ
PRIOR LAKE, MN 55372

Employer Identification Number:
41-1560473
Contact Person:
MS. A. MCKINLEY
Contact Telephone Number:
(312) 886-0301

Our Letter Dated:
Oct 22 1986
Addendum Applies:
NO

Dear Applicants:

This modifies our letter of the above date in which we stated that you would be treated as an organization which is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the code because you are an organization of the type described in section 509(a)(2).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(2) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(2) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



R. S. Wintrode, Jr.
District Director

Letter 1050 (DU/CE)



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

From: Tim Applen, Chief of Police/Emergency Manager

Date: Thursday, July 10, 2025

Subject: Renew Animal Control Contract dated January 2026 to December 2028

The animal control budget has remained constant over the last several years. The City has maintained a contract with Minnesota Critter Getters since 2007. The current contract was renewed in 2023 and expires on December 31, 2025. The monthly contracted price is \$1300.00 for the duration of the contract. This contract would increase the cost by \$100 per month to cover rising expenses for MN Critter Getter.

According to the contract, the retainer provides the following:

- 24-hour coverage
- Reasonable response times
- Record maintenance
- Compassion and quality care for all animals.
- Collection of fees for cities
- Animal impound facility
- Euthanasia/Disposal Cost—If an owner is not found and the animal has to be put down, the cost to the city (after verbal communication) is as follows:
 - Large dogs: (animals over 40 pounds) \$95.00 + \$30.00 charged to the city if the owner is not found;
 - Small dogs: (animals under 40 pounds) \$75.00 + 30.00 charged to the city if the owner is not found.
- Veterinary care, if needed (charged to city if owner is not found)
- Re-homing of unclaimed animals as capable
- DOA pick-up and disposal (dogs and cats)
- Nuisance animal control

There are additional stipulations in the contract regarding care and facility elements maintained by the provider.

Recommendation: Enter into this contract with Minnesota Critter Getters, with increase in the cost of contracted services from \$1300 to \$1400 monthly.

AGREEMENT FOR ANIMAL CONTROL SERVICES

THIS AGREEMENT is made on the 1st day of January, 2026, between the City of Belle Plaine, City of Elko New Market, City of Jordan, City of Le Sueur and the City of New Prague, Minnesota (hereinafter referred to as “Cities”), and David and Sandra Steinmetz, dba Minnesota Critter Getters (hereinafter referred to as “Animal Control Officer”) whose business address is 36415 State Hwy 19, Henderson, MN 56044.

PRELIMINARY STATEMENT

The purpose of this agreement is to set forth the terms and conditions under which the Animal Control Officer shall provide services to the Cities as outlined in this agreement, hereinafter referred to as the “Work”.

RECITALS

WHEREAS, the Cities require the services of an Animal Control Officer for public safety purposes; and,

WHEREAS, in February of 2007 the Cities issued a Request for Proposals (RFP) for animal control services: and,

WHEREAS, the Cities selected Minnesota Critter Getters and they were offered a contract as the Animal Control Officer pursuant to the RFP, and,

WHEREAS, the Cities have utilized 3 year agreements for the contracted services of Minnesota Critter Getters

WHEREAS, the Cities current contract agreement will expire with Minnesota Critter Getters on December 31, 2019.

WHEREAS, Minnesota Critter Getters has agreed to not raise the **Compensation for Services** costs for each of the City which is currently \$1400.00 per month.

WHEREAS, the Cities have agreed to renew this contract with Minnesota Critter Getters for the period beginning January 1, 2026 through December 31, 2028.

NOW THEREFORE BE IT RESOLVED, based upon mutual promises and consideration provided herein, the sufficiency of which is not disputed, the parties agree as follows:

1. **Recitals.** The Recitals set forth above are incorporated as if fully set forth herein.
2. **Scope of Work.** The Scope of Work is set-out in the contract proposal, along with services stated within this contract.

The attached contract and signed agreements from the Cities are fully set forth and together collectively constitute the “Contract Documents” and define the work that the Animal Control Officer will perform on behalf of the Cities. If there is a conflict between any of the provisions in the Contract Documents, the discrepancy shall be resolved by utilizing the provisions most favorable to the Cities.

3. **Time for Performance of Services.**
The Animal Control Officer shall perform the services described in the Contract Documents within the timeframe specified therein unless otherwise agreed upon in writing.

4. **Compensation for Services.**
Cities agree to pay the Animal Control Officer a monthly retainer fee beginning January 1, 2026 through December 31, 2028 in the amount of \$1,400 per month.

The monthly retainer includes the following:

- 24-hour coverage
- Reasonable response times
- Compassion and quality care for all animals.
- Collection of fees for cities
- Animal impound facility
- Veterinary care, if needed (charged to city if owner is not found)
- Re-homing of unclaimed animals as capable
- DOA pick-up and disposal (dogs and cats)
- Record maintenance
- Nuisance animal control
- Euthanasia/Disposal Cost—If an owner is not found and the animal has to be put down, the cost to the city (after verbal communication) is as follows:
 - Large dogs: (animals over 40 pounds) \$95.00 + \$30.00 charged to the city if the owner is not found;
 - Small dogs: (animals under 40 pounds) \$75.00 + 30.00 charged to the city if the owner is not found.

Other charges are pursuant to the Cost of Services schedule listed in the Contract Documents. Any changes in the Scope of Work, as described and defined in the Contract Documents, which may result in a change in the compensation due the Animal Control Officer, shall require prior written approval by an authorized representative of the Cities. The Cities will not pay additional compensation for services that do not have prior written authorization. Any additional service, including an emergency that is requested by a member city, shall be billed directly to the requesting city and only the requesting city shall be liable therefore.

5. Public Hours.

- The Facility must be open to the public and operational a minimum of six (6) days per week. Each day the facility will be open from 12 Noon until 5:00 p.m. for adoptions, redemptions and to receive animals from the public. All other days, the hours of operation will be by appointment for adoptions, redemptions and to receive animals from the public. With the exception of Wednesday, the shelter may be closed to the public from 12 Noon until 1:00 p.m. for lunch break. The Facility will (may) be closed to the public on Sundays and State recognized holidays.

6. Dog Kennels.

- A minimum of ten (10) separate kennels must be maintained.
 1. Animals will be separated by sex.
 2. Adoption kennels will be separate from the hold-stray cages.

7. Cat Cages.

- A minimum of twenty (20) separate cages must be maintained. Cages must be inside and separated from the dog kennels.
- Animals will be separated by sex.
- Adoption cages will be separate from the hold-stray cages.

8. Other Animals.

- The Facility shall have the ability to shelter other animals; other animals shall include but not be limited to livestock, birds, rodents, snakes and exotic animals.

9. Operations.

- All animals are to be fed, provided fresh water, water bowls cleaned, kennels cleaned and cat litter changed daily.
- Collect and properly dispose of animal refuse, manure or other animal waste.
- All animals will have Minnesota Board approved disposition/identification cards attached to the kennels or cages; cards will indicate the breed, color, sex, age, license tag information, date the animal was received and from whom (designated as; Owner, County, other government agency, member of public), from where the animal was received.
- Documentation will be kept for 2 years of every animal brought in by an owner, other government agency or a member of the public; detailed inventory will be maintained indicating the type of animal, breed, sex, license tag information (in available), date the animal was received, from whom the animal was received (designated as: Owner, County, other government agency, member of the public), owner's name (if available), date a notification letter was sent, the final disposition of the animal and the date of disposition.
- Document and monitor all animals under quarantine; when necessary, obtain a lab sample of the animal, prepare the necessary paperwork to accompany the sample and notify the city for delivery of the sample to the Minnesota Department of Health for testing.
- Inform owner of dog licenses and process all redemptions and adoptions of animals.
- Immediately report to the city the illegal release of any animal from the facility.
- All impounded and unredeemed animals shall be disposed of by adoption, rescue or euthanasia; euthanasia will be accomplished by lethal injection; the facility operator and staff are trained and certified to administer controlled euthanasia solutions; the animal control is responsible for obtaining euthanasia solution.
- Euthanize animals which are immediately suffering from injury or illness.
- In accordance with public health regulations, properly store all animal carcasses until such time the carcasses are removed from the facility; The city is financially responsible for proper removal and transport of animal carcasses.
- Provide humane treatment of all animals while in the care of the Animal Control Officer; provide basic first aid services including licensed veterinary care at the owner(s) expense unless an owner cannot be found; if not found, this cost will be at the city's expense; ensure that all veterinary services shall be provided by qualified personnel licensed by the Veterinary Medical Association.
- In accordance with state law, all dogs and cats are to be spayed/neutered prior to the adoption.
- Animal inventory and revenue reports will be done daily and will be submitted to the Cities at the close of each month accompanied by the total number of fees collected during the reporting period.
- Promote animal care and control in accordance with the laws of the State of Minnesota and the ordinances of the Cities; provide public assistance and referral related to animal control issues.
- Maintain adequate staffing levels to ensure all services outlined in the contract are provided in an efficient and professional manner; all staff members are to be uniformed and wear identification badges acceptable to the Cities.
- Purchase and maintain an adequate inventory of all consumable supplies and equipment necessary to conduct animal operations.

10. Related Services

- **Access to the Area**—Depending upon the nature of the work, the Animal Control Officer may, from time to time, require access to public and private lands or property. As may be necessary, the Cities shall obtain access to and make all provisions for the Animal Control Officer to enter upon public and private lands or property as required for the Animal Control Officer to perform such services necessary to complete the work.

- **Consideration of the Animal Control Officer's Work**—The Cities shall give thorough consideration to all reports and other documents presented by the Animal Control Officer, and shall inform the Animal Control Officer of all decisions required of the Cities within a reasonable time as to not delay the work of the Animal Control Officer; written reports will be provided on a monthly basis indicating the work activity of the Animal Control Officer pertaining to each city under this contract.
- **Standards**—The Cities are relying on the Animal Control Officer to provide and advise the Cities with information on any standards or criteria, including but not limited to, any and all applicable animal control services.
- **Cities' Representatives**—The Police Chief of each city or his/her designee shall interface with the Animal Control Officer with respect to the work to be performed under this contract; each city's representative shall have complete authority to transmit instructions, receive information, interpret and define the City's policy and decisions with respect to the services provided or materials, equipment, elements and systems pertinent to the work covered by this contract.

11. Method of Payment.

The Animal Control Officer shall submit to the Cities, on a monthly basis, itemized bills for animal control services performed under Section 4 of the Agreement. Payment will be made within 30 days.

12. Project Manager(s) and Staffing.

Dave and Sandra Steinmetz shall serve as the Animal Control Officer(s).

13. Standard of Care.

All work performed pursuant to this contract shall be in accordance with the standard of care in Scott or Le Sueur Counties and the State of Minnesota for the services of the like kind.

14. Audit Disclosure.

The Animal Control Officer shall allow the Cities, or their duly authorized agents, reasonable access to such of the Animal Control Officers books and records as are pertinent to all services provided by the Animal Control Officer. These books and records shall not be made available to any individual or organization without the Cities prior written approval. All finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Animal Control Officer shall become the property of the Cities upon termination of the Agreement, but the Animal Control Officer may retain copies of such documents as records of the services provided.

15. Term.

The term of this Agreement is from January 1, 2020 through December 31, 2022.

16. Termination.

This Agreement may be terminated by either party with 30 (thirty) days written notice. If the termination is not for cause, the Animal Control Officer shall be paid for services rendered until the effective date of termination. If, however, the Cities terminate the Agreement because the Animal Control Officer has failed to perform in accordance with this Agreement, no further payment shall be made to the Animal Control Officer.

17. Termination by Individual City.

Any individual member of the Cities may terminate its relationship with the Animal Control Officer by giving the Animal Control Officer and the remaining members of the Cities 60 (sixty) days written notice. The terminating city solely shall be responsible for the cost of any additional work requested by the terminating city through the date of termination. Should a city terminate its relationship with the Animal Control Officer pursuant to this paragraph, the remaining Cities shall each still owe the same monthly amount they each owed prior to the individual city's termination.

18. Not a Joint Powers Agreement.

The Parties agree that this Agreement does not constitute a Joint Powers Agreement pursuant to Minn. Stat. 471.59 and this Agreement does not bind the various cities to pay any sum owed by an individual city.

19. Subcontractor.

The Animal Control Officer shall not enter into subcontracts for services provided under this Agreement without the express written consent of the Cities.

20. Independent Contractor.

At all times and for all purposes herein, the Animal Control Officer is an independent contractor and not an employee of the Cities. No statement herein shall be construed so as to find the Animal Control Officer an employee of the Cities.

21. Non-Discrimination.

During the performance of this contract, the Animal Control Officer shall not discriminate against any employee or applicants for employment because of race, color, creed, religion, national origin, sex, and marital status, status with regard to public assistance, disability, or age. The Animal Control Officer shall post in places available to employees and applicants for employment, notices setting forth the provision of the non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Animal Control Officer shall incorporate the foregoing requirements of the paragraph in all of its subcontracts for program work, and will require all of its subcontractors for such work to incorporate such requirements in all subcontracts for work.

22. Assignment.

Neither party shall assign this contract, or any interest arising herein, without the written consent of the other party.

23. Services.

No claim for services furnished by the Animal Control Officer not specifically provided for herein shall be honored by the Cities.

24. Severability.

The provisions of this contract are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this contract.

25. Entire Contract.

The entire contract of the parties is contained herein. This contract supersedes all oral agreements and negotiations between parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions or waivers of the provisions of this contract shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein. Any additional services requested by the Cities or an individual city shall be in writing.

26. Compliance with Laws and Regulations.

In providing services hereunder, the Animal Control Officer shall abide by all statutes, ordinances, rules and regulations pertaining to the provisions of services to be provided. The Animal Control Officer and Cities, together with their respective agents and employees, agree to abide by the provisions of the Minnesota Data Practices Act, Minnesota Statutes Chapter 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13. Any violations of statutes, ordinances, rules and regulations pertaining to services

to be provided shall constitute a material breach of this contract and entitle the Cities to immediately terminate this contract.

27. Waiver.

Any waiver by either party of a breach of any provisions of this contract shall not affect, in any respect, the validity of the remainder of this contract.

28. Indemnification.

The Animal Control Officer agrees to defend, indemnify and hold the Cities, their officers and employees harmless from any liability, claims, damages, costs, judgments or expenses, including reasonable attorney's fees, resulting directly or indirectly from a negligent act or omission (including without limitation errors or omissions) of the Animal Control Officer, its agents, employees, or subcontractors in the performance of the services provided by this contract or additional written request by a city, and against all losses by reason of the failure of said Animal Control Officer fully to perform, in any respect, all obligations under this contract.

29. Insurance.

- **General Liability.** During the term of this contract, the Animal Control Officer shall maintain a general liability insurance policy with limits of at least \$1,000,000 for each person and each occurrence, for both personal injury and property damage; this policy shall name the Cities as additional insured for the services provided under this contract and shall provide that the Animal Control Officer's coverage shall be the primary coverage in the event of a loss; the policy shall also insure the indemnification obligation contained in paragraph 28; a certificate of insurance on the Cities approved form which verifies the existence of this insurance coverage must be provided to the Cities before work under this contract is begun.
- **Worker's Compensation.** The Animal Control Officer shall secure and maintain such insurance as will protect the Animal Control Officer from claims under the Worker's Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of the Animal Control Officer's service under this contract.

30. Records Access.

The Animal Control Officer shall provide the Cities with access to any books, documents, papers and records which are directly pertinent to the specific contract, for the purpose of making audit, examination, excerpts and transcriptions, for three years after final payments and all other pending matters related to this contract are closed.

31. Ownership of Documents.

All plans, diagrams, analyses, reports and information generated in connection with the performance of the contract ("Information") shall become the property of the Cities. The Cities may use the information for its purposes and the Animal Control Officer also may use the information for its purposes. Reuse of the information for the purposes of the work contemplated by the contract ("Work") does not relieve any liability on the part of the Animal Control Officer, but is without liability to the other, and the party reusing the information agrees to defend and indemnify the other from any claims or liability resulting there from.

32. Governing Law.

This contract shall be controlled by the laws of the State of Minnesota.

Minnesota Critter Getters

Sandra Steinmetz

David Steinmetz

NOW THEREFORE BE IT RESOLVED that the City of New Prague acknowledges the Agreement for Animal Control Services and wishes to adopt said contract.

This Resolution was declared duly passed and adopted and was signed by the _____ and attested to by the _____ this _____ day of _____, 2025.

ATTEST:

Charles L. Nickolay
Mayor

Joshua 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: SURPLUS CITY PROPERTY
DATE: JULY 9, 2025

The City has the following item that is no longer being used and would like the Council's approval to sell the 2011 Ford Crown Victoria. This Crown Victoria has been used by the police, planning and zoning, parks and now wastewater. Wastewater will be buying a 6-year-old police car from the New Prague police department to replace the Crown Victoria.



Recommendation:

Staff recommends that the City Council declare the 2011 Ford Crown Victoria as surplus property and authorize to sell this item.



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

From: Tim Applen, Chief of Police / Emergency Manager

Date: Wednesday, July 9, 2025

Subject: On-Sale Liquor License with Sunday Sales and Off-Sale Liquor License Application to Neisen's Corner Bar II Inc, dba – Neisen's Corner Bar II

The New Prague Police Department conducted a background check pursuant to City Ordinance 110.16(B) on the licensee(s), Ryan Neisen issued to Neisen's Corner Bar II Inc, dba – Neisen's Corner Bar II.

Minnesota Criminal History: None

Minnesota Driver's License Check: No Disqualifying Convictions

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

After reviewing Minnesota Administrative Rule 7515.0410 Eligibility Requirements, the background check did not reveal any disqualification.

- A. The applicants 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 alcoholic beverages, 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. No information to believe discrimination of service would occur.

There were no disqualifiers identified in the investigation of Ryan Neisen issued to Neisen's Corner Bar II Inc, dba – Neisen's Corner Bar II.

Recommendation: Approve On-Sale intoxicating Liquor License, Sunday Liquor and Off-Sale Liquor License application to Neisen's Corner Bar II Inc, dba – Neisen's Corner Bar II.



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

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

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

Name of City or County Issuing Liquor License New Prague MN License Period From: _____ To: _____ Date of Approval

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

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

Fee(s): On Sale License fee: \$ _____ Sunday License fee: \$ _____ 3.2% On Sale fee: \$ _____ 3.2% Off Sale fee: \$ _____

Licensee Name: Neisen's Corner Bar II Inc DOB 09/10/93 Social Security # _____
 (corporation, partnership, LLC, or Individual)

Business Trade Name 11 11 Business Address 100 Main St W City New Prague

Zip Code 56071 County Le Sueur Business Phone 952 594 9029 Home Phone 952 594 9029

Home Address 29687241st Ave City Bellevue MN 56011

Licensee's Federal Tax ID # 33-3263220 Licensee's MN Tax ID# 9971026
 (To apply call IRS 800-829-4933)

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

<u>Ryan Bert Neisen</u>	<u>9/10/93</u>		<u>29687241st Ave</u>
Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
<u>Daniel Charles Neisen</u>	<u>4/28/62</u>		<u>24341 Mariden Ave</u>
Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
_____ Partner/Officer Name (First Middle Last)	_____ DOB	_____ Social Security #	_____ Home Address

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

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

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

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

Workers Compensation Insurance Company Name: Midcountry Insurance Policy # 195384.201

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

City Clerk or County Auditor Signature _____ Date _____
 (title)

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

State of Minnesota License Applicant Information

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

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

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

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

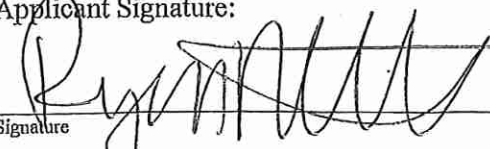
Please print or type

Name of license being applied for and license number (if renewal):		License Number #:
on-sale intoxicating, Sunday & off-sale		
Licensing Authority (name of city, county, or state agency issuing license):		
City of New Prague		
License Renewal Date: Date approved - March 31 st , 2026		

PERSONAL INFORMATION:		
Applicant's last name Reisen	Applicant's first name and middle initial Ryan B	Social Security Number
29687 241st Avenue	Belle Plaine	MN 56011
Applicant's address	City	State Zip Code

BUSINESS INFORMATION:		
Neyens Corner Bar & Inc		
Business name		
100 Main St W	New Prague	MN 56071
Business address	City	State Zip Code
33326 3220		
Minnesota tax identification number		Federal tax identification number
If a Minnesota tax identification is not required, please explain on the reverse side of this form.		

Applicant Signature:

 Signature	owner Title	6/2/25 Date
--	----------------	----------------



Minnesota Department of Public Safety
ALCOHOL AND GAMBLING ENFORCEMENT
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
OFFICE (651) 201-7510 FAX (651) 297-5259 TTY (651) 282-6555
DPS.MN.GOV

Section 5, Item a.

APPLICATION FOR OFF SALE INTOXICATING LIQUOR LICENSE
No license will be approved or released until the \$20 Retailer ID Card fee is received

PLEASE COMPLETE THIS APPLICATION IN ITS ENTIRETY.
INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT ACTION.

Licensee's MN Sales and Use Tax ID # 9971026 To apply for a MN sales and use tax ID #, call (651) 296-6181
Licensee's Federal Tax ID # 33-3243220 Licensees must register with the Federal Tax and Trade Bureau (TTB),
for information call (513) 684-2979 or 1-800-937-8864

Applicant:

Licensee Name (Business, Partnership, Corporation) <u>Neisen Corner Bar II Inc</u>	Business Name (DBA) <u>11</u>	Social Security #
Physical Business Address <u>100 Main St W</u>	License Period From To	DOB (Individual Applicant) <u>9-10-93</u>
City <u>New Prague</u>	County <u>Le Sueur</u>	State <u>MN</u>
E-mail Address <u>rneisen93@hotmail.com</u>	Business Phone Number <u>not yet</u>	Zip Code <u>56071</u>
Applicant's Home Phone # <u>952 594 9029</u>		

If a Corporation, LLC, or Partnership - state name, date of birth, Social Security # address, title, and Percent Owned by each officer.

Partner Officer (First, middle, last)	DOB	SS#	Title	Percent	Home Address
<u>Ryan Bert Neisen</u>	<u>9/10/1993</u>		<u>Owner President</u>	<u>50</u>	<u>29687 241st Ave Belle Plaine MN</u>
<u>Daniel Charles Neisen</u>	<u>4/28/1962</u>		<u>Owner Secretary</u>	<u>50</u>	<u>24341 Meridian Ave Belle Plaine</u>

- If a corporation, date of incorporation 3-1-25, state incorporated in Minnesota If a subsidiary of any other corporation, so state _____
If incorporated under the laws of another state, is corporation authorized to do business in the state of Minnesota?
Yes ☐ No ☒
- Describe premises to which license applies; such as (first floor, second floor, basement, etc.) or if entire building, so state. Main level
- Is establishment located near any state university, state hospital, training school, reformatory or prison?
☐ Yes ☒ No. If yes, state approximate distance. _____
- Name and address of building owner Neisen Investments LLC 101 east Main St - Belle Plaine MN 56011
Has owner of building any connection, directly or indirectly, with applicant? ☒ Yes ☐ No



CERTIFICATE OF LIABILITY INSURANCE

Section 5, Item a.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MidCountry Insurance 201 Main Street South Hutchinson MN 55350		CONTACT NAME: Shonda Vettel PHONE (A/C, No, Ext): (320) 587-2299 E-MAIL: info@MidCountryInsurance.com ADDRESS: info@MidCountryInsurance.com	
INSURED Neisen's Corner Bar II, Inc 100 Main Street West New Prague MN 56071		INSURER(S) AFFORDING COVERAGE INSURER A: Star Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 18023	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Liquor Liability			328888	07/17/2025	03/31/2026	Ea Common Cause 1,000,000 Aggregate 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

City of New Prague 118 Central Ave N New Prague MN 56071	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Shonda Vettel
--	--

MEMORANDUM

TO: Mayor and City Council
Joshua Tetzlaff, City Administrator

FROM: Chris Knutson, PE (Lic. MN)

DATE: July 17, 2025

RE: Project Updates

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

2024 STREET AND UTILITY IMPROVEMENTS PROJECT

All contract work is complete on the project. The contractor continues toward turf restoration improvements for most of this month.

2025 STREET AND UTILITY IMPROVEMENTS PROJECT

All utility improvements are complete on the project. Concrete improvement are complete on approximately $\frac{3}{4}$ of the project area with street section installation currently occurring on three blocks of Pershing Avenue N and one block of 1st Street NE. Paving for streets that received curb last week is expected either next or the following week. The contractor will likely complete the project 6-8 weeks ahead of the required completion date.

CITY CENTER STORM POND

Final design is underway with plan completion anticipated for the end of July

LEAD SERVICE LINE REPLACEMENTS

The 2025 lead service line replacement project is currently being advertised for bidding. Construction is expected later this year. The 2026 lead service line project is expected to start design in the fall.

cdk

x:\ko\newpr\common\council meetings\060225 cc project updates.docx

July 16, 2025

Joshua Tetzlaff
 City of New Prague
 118 Central Avenue North
 New Prague, Minnesota 56701



Re: City of New Prague
 New Prague Police Addition
 Commission No. 252079

Dear Josh:

We have concluded our review of various contract changes related to unforeseen conditions encountered during site demolition and soil corrections. The following pricing represents a fair value for the change in scope, and we recommend approval of these changes:

RFC 01	Demolition preparations for the city-owned metal building discovered trench drains and/or underground tanks containing oil and other fluids that needed removal.	Increase	\$ 5,029.00
RFC 02 Item 1	During excavations for the new building addition, a region of dark soil with a petroleum-like odor was discovered at the west end of the site. 491.68 tons of contaminated soil were exported and replaced with sand and rock.	Increase	\$46,335.27
RFC 02 Item 2	Due to the depth of contaminated soils requiring removal, waterlogged soils at the bottom of trench excavations required 84 tons of rock to achieve proper compaction to support the new building foundation.	Increase	\$ 6,186.98
RFC 02 Item 3	After the fluids were pumped out of the metal building trench drains, demolition of the remaining concrete pit needed to be added to the overall building demolition work scope.	Increase	\$ 1,208.78

These recommended changes total \$58,760.03. Attached is Change Order No. 1 for approval. Once approved by the City, we will forward it to the contractor for their signature. Please let me know if you have any questions.

Sincerely,

Wold Architects and Engineers

A handwritten signature in black ink, appearing to read "John McNamara".

John McNamara, AIA, LEED-AP
 Partner

Enclosure

cc: Michael Stephens, Wold
 Jake Wollensak, Wold

AM/GOV-MN-CITY-New Prague/252079/_Admin/Letters/2025.07.16 Letter to Joshua Tetzlaff

Wold Architects and Engineers
 50 South 6th Street, Suite 2250
 Minneapolis, MN 55402
 woldae.com | 612 772 9025

**PLANNERS
 ARCHITECTS
 ENGINEER**



AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
Police Addition (252079)
505 Fifth Avenue Northwest

CONTRACT INFORMATION:
Contract For: General Construction
Date: April 21, 2025

CHANGE ORDER INFORMATION:
Change Order Number: One (1)
Date: July 16, 2025

OWNER: *(Name and address)*
City of New Prague
118 Central Avenue North
New Prague, Minnesota 56071

ARCHITECT: *(Name and address)*
Wold Architects and Engineers
50 South Sixth Street, Suite 2250
Minneapolis, Minnesota 55402

CONTRACTOR: *(Name and address)*
Met-Con Companies
15760 Acorn Trail
Fairbault, Minnesota 55021

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

RFC 01 - Demolition preparations for the city-owned metal building discovered trench drains and/or underground tanks containing oil and other fluids that needed removal. Add \$5,029.00

RFC 02 Item 1 - During excavations for the new building addition, a region of dark soil with a petroleum-like odor was discovered at the west end of the site. 491.68 tons of contaminated soil were exported and replaced with sand and rock. Add \$46,335.27

RFC 02 Item 2 - Due to the depth of contaminated soils requiring removal, waterlogged soils at the bottom of trench excavations required 84 tons of rock to achieve proper compaction to support the new building foundation. Add \$6,186.98

RFC 02 Item 3 - After the fluids were pumped out of the metal building trench drains, demolition of the remaining concrete pit needed to be added to the overall building demolition work scope. Add \$1,208.78

TOTAL CHANGE ORDER NO. 1 ADD \$58,760.03

The original was	\$ 7,988,000.00
The net change by previously authorized Change Orders	\$ 0.00
The prior to this Change Order was	\$ 7,988,000.00
The will be increased by this Change Order in the amount of	\$ 58,760.03
The new including this Change Order will be	\$ 8,046,760.03


The Contract Time will be unchanged by Zero (0) days.

The new date of Substantial Completion will be May 01, 2026

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Wold Architects and Engineers


ARCHITECT *(Signature)*
John McNamara | AIA, LEED-AP
Partner
(Printed name, title, and license number if required)

CONTRACTOR *(Signature)*

(Printed name and title)

OWNER *(Signature)*

(Printed name and title)

July 16, 2025

Date

Date

Date

Met-Con Construction, Inc.

15760 Acorn Trail
Faribault, MN 55021
Ph : (507)332-2266

Section 7, Item a.

Change Request

To: Wold Architects & Engineers
332 Minnesota Street
Suite W2000
St. Paul, MN 55101
Ph: (651)227-7773 Fax: (651)223-5646

Date: 7/10/25
Job: 44260 New Prague Police Stn/Addition
Phone:

Description: RFC#002 - Contaminated Soils

We are pleased to offer the following specifications and pricing to make the following changes:

Costs associated with removal of 491.68 TN of contaminated soils.

Description	Labor	Material	Equipment	Subcontract	Other	Price
EarthworkContaminated Soils				\$43,303.99		\$43,303.99
Earthwork Additional Rock				\$5,782.22		\$5,782.22
Earthwork Pole Bldg Tank Demo				\$1,129.70		\$1,129.70
					Subtotal:	\$50,215.91
		Self Performed OH&P				\$0.00
		Subcontract OH&P		\$50,215.91	5.00%	\$2,510.80
		Bonds		\$50,215.91	2.00%	\$1,004.32
					Total:	\$53,731.03
The schedule is not affected by this change.						
If you have any questions, please contact me at 507-332-2266.						

Submitted by: Jim Roush

Approved by: _____

Date: _____



July 9, 2025

ATTN: Jim Roush
MetCon Construction

Project: New Prague Police Station
Re: Contaminated Soils

Jim,

Here is a cost breakdown for excavating, disposing of the contaminated soil and replacing with rock and sand per AET recommendation:

7/2/25

360 Excavator	4 HRS	\$278.00	\$1,112.00
Trucking	9 HRS	\$163.00	\$1,467.00
Superintendent	4 HRS	\$155.00	\$620.00
Disposal	69.41 TN	\$18.00	\$1,249.38

7/3/25

360 Excavator	7 HRS	\$278.00	\$1,946.00
Dozer	2 HRS	\$232.00	\$464.00
Trucking	28 HRS	\$163.00	\$4,564.00
Packer	2 HRS	\$185.00	\$370.00
Skid Steer	2 HRS	\$175.00	\$350.00
Superintendent	6 HRS	\$155.00	\$930.00
Disposal	275.76 TN	\$18.00	\$4,963.68
Sand	126.1 TN	\$4.75	\$598.98

7/7/25

360 Excavator	10 HRS	\$278.00	\$2,780.00
Skid Steer	1 HR	\$175.00	\$175.00
Dozer	8 HRS	\$232.00	\$1,856.00
Trucking	17 HRS	\$163.00	\$2,771.00
Sweeping	2 HRS	\$225.00	\$450.00
Superintendent	10 HRS	\$155.00	\$1,550.00
Sand	206 TN	\$4.75	\$978.50
3" Clear rock	32.9 TN	\$27.75	\$912.98

7/8/25			
360 Excavator	6 HRS	\$278.00	\$1,668.00
Trucking	16 HRS	\$163.00	\$2,608.00
Skid Steer	4 HRS	\$175.00	\$700.00
Packer	2 HRS	\$185.00	\$370.00
Supervisor	6 HRS	\$155.00	\$930.00
Disposal	146.51 TN	\$18.00	\$2,637.18
Sand	72.75 TN	\$4.75	<u>\$345.56</u>
		Subtotal	\$39,367.26
		10% O&P	<u>\$3,936.73</u>
		Total	\$43,303.99

Sincerely,
SiteWork Services, Inc.

Dan Rud
Dan Rud



July 9, 2025

ATTN: Jim Roush
MetCon Construction

Project: New Prague Police Station
Re: Rock for the footing line

Jim,

Here is a cost breakdown for the added rock to the footing line as requested by AET:

7/1/25

360 Excavator	4 HRS	\$278.00	\$1,112.00
Trucking	5 HRS	\$163.00	\$815.00
Skid Steer	2 HRS	\$175.00	\$350.00
Superintendent	2 HRS	\$155.00	\$310.00
1 ¾" Rock	34.51 TN	\$28.16	\$971.80

7/8/25

360 Excavator	2 HRS	\$278.00	\$556.00
Trucking	2 HRS	\$163.00	\$326.00
Skid Steer	1 HRS	\$175.00	\$175.00
Superintendent	1 HRS	\$155.00	\$155.00
1 ¾" Rock	17.25 TN	\$28.16	<u>\$485.76</u>
	Subtotal		\$5,256.56
	10% O&P		<u>\$525.66</u>
	Total		\$5,782.22

Sincerely,
SiteWork Services, Inc.

Dan Rud

Dan Rud



SITEWORK SERVICES

Section 7, Item a.

July 9, 2025

ATTN: Jim Roush
MetCon Construction

Project: New Prague Police Station
Re: Underground tank removal

Jim,

Here is a cost breakdown for the demolition, removal and disposal for the buried tank:

6/17/25

Superintendent	1 HRS	\$155.00	\$155.00
138 Excavator	2 HRS	\$238.00	\$476.00
Trucking	2HRS	\$163.00	\$326.00
Disposal	14 CY	\$5.00	<u>\$70.00</u>
		Subtotal	\$1,027.00
		10% O&P	<u>\$102.70</u>
		Total	\$1,129.70

Sincerely,
SiteWork Services, Inc.

Dan Rud
Dan Rud

Jim Roush

From: Dan Rud <danr@siteworkservices.net>
Sent: Thursday, July 10, 2025 2:17 PM
To: Jim Roush
Subject: Fwd: NP Police Contaminated soil

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thanks,

Dan Rud

Project Manager



612-816-2371 (Cell)

----- Forwarded message -----

From: Ben Wetzell <benwetzell@dem-con.com>
Date: Wed, Jul 9, 2025 at 4:03 PM
Subject: Re: NP Police Contaminated soil
To: Dan Rud <danr@siteworkservices.net>

491.68 tons total.

TICKET		CUSTOMER	VEHICLE	REFEREN	MATERIAL	DATEIN	TIM	Section 7, Item a.
2	1073666	Contractor - Cash - Jobs		STWRK NPP	CSOIL-TON	7/2/2025	13:18	14.68
2	1073673	Contractor - Cash - Jobs	SIT209	STWRK NPP	CSOIL-TON	7/2/2025	13:23	15.94
2	1073781	Contractor - Cash - Jobs	SIT202	STWRK NPP	CSOIL-TON	7/2/2025	15:05	18.70
2	1073786	Contractor - Cash - Jobs	SIT209	STWRK NPP	CSOIL-TON	7/2/2025	15:07	20.09
2	1073893	Contractor - Cash - Jobs	SIT209	STWRK NPP	CSOIL-TON	7/3/2025	07:31	17.77
2	1073896	Contractor - Cash - Jobs	TRI 74	STWRK NPP	CSOIL-TON	7/3/2025	07:34	17.67
2	1073905	Contractor - Cash - Jobs	GEYER9	STWRK NPP	CSOIL-TON	7/3/2025	07:43	20.58
2	1073910	Contractor - Cash - Jobs	SIT202	STWRK NPP	CSOIL-TON	7/3/2025	07:50	19.43
2	1073971	Contractor - Cash - Jobs	TRI 74	STWRK NPP	CSOIL-TON	7/3/2025	08:41	21.34
2	1073973	Contractor - Cash - Jobs	GEYER9	STWRK NPP	CSOIL-TON	7/3/2025	08:44	19.92
2	1073994	Contractor - Cash - Jobs	SIT209	STWRK NPP	CSOIL-TON	7/3/2025	08:56	22.67
2	1074043	Contractor - Cash - Jobs	TRI 74	STWRK NPP	CSOIL-TON	7/3/2025	09:39	20.57
2	1074048	Contractor - Cash - Jobs	GEYER9	STWRK NPP	CSOIL-TON	7/3/2025	09:46	22.25
2	1074069	Contractor - Cash - Jobs	SIT202	STWRK NPP	CSOIL-TON	7/3/2025	10:05	17.71
2	1074104	Contractor - Cash - Jobs	TRI 74	STWRK NPP	CSOIL-TON	7/3/2025	10:39	22.10
2	1074112	Contractor - Cash - Jobs	GEYER9	STWRK NPP	CSOIL-TON	7/3/2025	10:45	18.17
2	1074193	Contractor - Cash - Jobs	TRI 74	STWRK NPP	CSOIL-TON	7/3/2025	11:49	18.27
2	1074203	Contractor - Cash - Jobs	GEYER9	STWRK NPP	CSOIL-TON	7/3/2025	11:59	17.31
2	1075494	Contractor - Cash - Jobs	SIT202	STWRK NPP	CSOIL-TON	7/8/2025	12:16	18.09
2	1075522	Contractor - Cash - Jobs	SIT209	STWRK NPP	CSOIL-TON	7/8/2025	12:37	18.11
2	1075564	Contractor - Cash - Jobs	SIT202	STWRK NPP	CSOIL-TON	7/8/2025	13:16	19.43
2	1075602	Contractor - Cash - Jobs	SIT209	STWRK NPP	CSOIL-TON	7/8/2025	13:48	19.25
2	1075652	Contractor - Cash - Jobs	SIT202	STWRK NPP	CSOIL-TON	7/8/2025	14:29	17.38
2	1075703	Contractor - Cash - Jobs	SIT209	STWRK NPP	CSOIL-TON	7/8/2025	15:17	21.34
2	1075721	Contractor - Cash - Jobs	SIT202	STWRK NPP	CSOIL-TON	7/8/2025	15:30	14.64
2	1075753	Contractor - Cash - Jobs	SIT209	STWRK NPP	CSOIL-TON	7/8/2025	16:08	18.27



Ben Wetzell
Vice President of Sales

From: Dan Rud <danr@siteworkservices.net>
Sent: Wednesday, July 9, 2025 3:56 PM
To: Ben Wetzell <benwetzell@dem-con.com>
Subject: NP Police Contaminated soil

Good afternoon Ben,

We aer done with the hauling of the contaminated soil. Can you give me the total tonnage that you have on record. Just want to make sure I'm not missing any tickets.

Thanks,

Section 7, Item a.

Dan Rud
Project Manager



612-816-2371 (Cell)



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: POLICE STATION FUNDING OPTIONS
DATE: JULY 16, 2025

With a General Obligation Capital Improvement Bond (CIP Bond) petition submitted that meets the requirements set by the State, the City Council now must consider its options for funding the police station that is being built alongside the fire station. Initially, the City Council had chosen the option to use a CIP Bond, even with the possibility of a petition requiring a referendum vote, due to the fact it would allow the City to borrow at the lowest possible rate and thus, provide the smallest impact to taxpayers. Now, for the City Council to use this method of funding, it must ask the voters whether it would be allowed. This potential vote wouldn't happen for another four months, which means CIP Bond funding would likely not be available until the end of the year, even with a successful referendum. Because of this possibility, the City Council should also consider an EDA Lease Revenue Bond (EDA Bond) as a form of and the advantages and disadvantages of each form.

G.O. CIP Bond (following petition)

- *Lowest possible interest rate.* On July 14, 2025, the rate for a CIP Bond is about 4.614%. Of note, this is 0.2036% higher than the bid that was ultimately rejected in May 2025 when an error was found in the bonding process. That bid was 4.4104%.
 - o Total interest cost (based on July 14th rate) is estimated to be \$8,297,420.
- *Average annual payment is estimated at \$634,049.* This would equate to about \$192.60 per year (\$16.05 per month) for a home valued at \$375,000.
- *Requires voter approval.* Because a petition was submitted that meets the requirements of Minnesota Statute, voters would need to approve the use of the CIP Bond during a special election on November 4th, 2025 for the City to be able to use it to fund the police station. If voters do not approve the use of a CIP Bond, the City Council would then need to consider another form of funding.
- *Funding Availability.* Funding from this type of bond would be available as early as December 31, 2025.
- *Potential investment earnings.* Cities can invest portions of unused bond proceeds for a short period of time before they are needed, if those investments meet requirements set by the State. Using the amount of time the City would hold the bond proceeds, a current estimate of investment earnings for these proceeds would be about \$45,650. These earnings could be placed back into the bond payment fund to support repayment in lieu of tax levy.

EDA Lease Revenue Bond

- *Higher interest rate than CIP Bond.* On July 14, 2025, the rate for an EDA Bond is about 5.078%, which is about 0.464% higher than the CIP Bond rate. Of note, this spread does fluctuate, though EDA Bonds generally have a 0.2 – 0.5 higher rate.
 - o Total interest cost (based on July 14 rate) is estimated to be \$9,512,500.
- *Average annual payment is estimated at \$677,328.* This would equate to about \$195.95 per year (\$16.33 per month) for a home valued at \$375,000.
- *Does not require a public hearing or voter approval.* Procedurally, the City would need to update its EDA Enabling Resolution, which requires a City Council public hearing, and the City's EDA would need to establish an Economic Development District, which requires a public hearing. As has been discussed, both actions will likely take place even without the discussion of a potential EDA Bond so that the EDA is able to come out of its Strategic Planning process with goals of economic development growth.
- *Funding Availability.* Funding would be available as early as October 1, 2025. The shorter time frame is due to not needing to wait until November for a special election. The sale could happen as early as September following the updates of the EDA Enabling Resolution and the establishment of the Economic Development District.
- *Potential investment earnings.* Being able to have the funds as much as three months earlier than the CIP Bond process would allow the City to potentially earn a greater amount of investment earnings. Right now, those investment earnings in total would be about \$112,018.

Things to Consider

- *Election.*
 - o *Deadlines.* According to Scott County, the City has two primary deadlines it needs to meet to have a referendum question considered on November 4th. First, if the City wants to participate in the November 2025 election, the City must name an Absentee Location by July 29th. This step is not required of the City if it does not have any elections or referendum questions. Second, the City needs to submit notice to the County by August 12th that it will be holding a special election.
 - Of note, if the City decides to designate an Absentee Location, and then decides to not submit notice to the County of a special election, it will still need to staff the Absentee Location for the 45-days prior to the special election day. This is so that any voters in the New Prague precinct would be able to vote absentee for other off-election year elections/ballot questions (i.e. School District referendum). If the City does not name an Absentee Location because it does not have any elections or ballot questions, then no staffing is needed.
 - o *Cost.* In a normal election year, the City has costs related to staffing and supplies at the election site. Staff have been told by the County that in an off-year, such as this, all costs of the election would need to be born by the City. This includes ballot ordering, newspaper notices of sample ballots, ballot machine programming, and absentee supplies. While my initial estimate of holding a special election was about \$10,000, that number could be higher with these other costs involved. Our staff has no experience with administering a special election and using some of the estimates from the County for that, the costs of this election could exceed \$20,000.

- *Training.* In a normal election year, training is available for head election judges (City staff) and temporary judges to learn the process. The County then provides continuing support throughout the year. While there will be online training for head judges, the County does not offer extensive election training in off-years as there is generally no need for it. The lack of formalized training coupled with the staff turnover the City has realized in the last year means the amount of experience City staff has with elections is slim. Three City staff members who were part of our primary election expertise over the last couple election cycles have all moved on to other positions or retirement. With the small amount of training available, and then the need for head judges (City staff) to train the temporary judges due to lack of formalized training from the County, there is an unquantifiable burden that will be placed on City staff to administer a special election in an off-year. This will be in addition to the normal day-to-day roles.
- *Partnering with ISD 721.* Discussion was had at the last City Council meeting about potentially partnering with the School District during the election to share some of the burden. Assuming the School District is having a referendum, that is certainly a possibility for some aspects of the election. According to the County, the City is higher in the hierarchy of elections and so would need to host an Absentee Location for all residents who reside in City Limits. The School District would then either host the remaining Absentee voters in a separate location or, if space permitted, they could be hosted at the same location but would need to be separate from each other. This means that City Hall would be required to host a location and have the location staffed. If the City and the School District decided to host the remaining District voters, additional staffing would likely be needed. On election day itself, both the City and School District would be able to work together for the precinct in City limits.
- *Administering the Election.* Due to it being an off year, the County has stated that the City would have full responsibility for administering the election and everything that entails. In normal election years, the County administers the election, both regular and absentee, and provides materials, supplies, equipment, and support throughout. This is done by County staff who have election administration as part of their duties. For the City, election administration is done in addition to their regular duties.
- *Uncertainty at the Federal level.* The last six months have seen a flurry of activity at the Federal level. Regardless of political beliefs, the amount of activity and policy change has caused uncertainty in the bond markets. This has made predicting interest rates for bonds to be more difficult. Speaking with Ehlers, predicting where bond markets may be in five months when a CIP Bond would sell is doing so with an extreme uncertainty. Potential interest rates could go anywhere and with the high volume of policy changes, there is no reliable way to predict how the bond markets will react over that length of time. While anything could happen in the two months an EDA Bond would sell, the shorter time frame means more certainty, even if only marginally so.
- *Funds Available and Needs.* With the advent that additional funds now won't be available until October 2025 at the earliest, the current state of the City's fund balances and how they would support the project until outside funding is available need to be considered. Working with Wold, estimates are that by October 1st, the project will have cost about \$2.5m. By January 1st, that cost rises to about \$5.2m. Until funding is available, other City funds will need to support the Police Addition Construction Fund.

As of this memo being written on 7/16, the General Fund has a fund balance of about \$3.6m. The City is expecting about half of its LGA to be paid by the end of July, which would increase the fund balance to about \$4m. After that, the next large payments are not expected until December, totaling about \$2.5m between property taxes and LGA. If the General Fund is used as the primary source of funds for construction until outside funding is obtained, I would estimate that the General Fund by itself may be able to support the police station construction until around early October. Around that point, the

estimated cost of the police station will be around \$2.5m and the General Fund will need to have funds to support itself for the remainder of the year until December tax and LGA payments.

If the City wanted to continue using its own funds to support construction beyond October, it would need to look at utility funds. I believe the primary fund to consider would be the Sanitary Sewer Fund, which had about \$9.6m in its fund balance at the end of 2024. With a planned shortfall of about \$500k to spend down some of that fund balance, the projected fund balance at the end of 2025 for the Sanitary Fund is about \$9.1m. This funding is planned to be used for large projects to maintain the facility in coming years and if used without a replacement plan, would require sanitary sewer charge increases to offset that spending. As previously shared, there are projects that are planned to take place at the wastewater plant in 2026 to maintain the aging facility that will also dip into those reserves.

Recommendation

The City is building a police station that needs to be funded. Through discussions over the last three years, the City Council originally chose the CIP Bond route in an attempt to make this project have the lowest tax impact possible on residents. With a submitted petition now requiring the use of CIP Bonds to be approved by voters, there is little certainty that a CIP Bond sold in December (assuming it is approved by voters) will have a lower tax impact than an EDA Bond sold in October. There is not a guarantee that the City will have a bid opening that sees both a lower-than-expected interest rate and a discount on the bond that the City realized in May. There is a chance that this project now costs more than expected. How much more? That can't be known until the City is able to secure funding.

When I consider the uncertainty of future interest rates, the uncertainty of the costs of a special election that the City has to administer on its own, the City's available funds in the short-term to self-fund the project, and the annual tax impact differences between a CIP Bond right now and an EDA Bond, my recommendation is to move forward with the EDA Bond.

Yes, this project is going to cost more using an EDA Bond than it would for a CIP Bond. And yes, it's possible a special election goes off without a hitch, minimally hindering staff from their day-to-day work while also allowing residents easy access to voting. And yes, it's possible that bond rates go down by December. But I believe that the potential tax impact of an EDA Bond vs. a CIP Bond, even with the higher total interest costs, make the shift in funding source worth not having to wade into partially unknown, uncertain territory. This will allow the City Council to still accomplish what it set out to do three years ago when the conversation about addressing the problem of an undersized, outdated police station was first brought up twenty years ago.

MEMORANDUM

TO: Joshua Tetzlaff, City of New Prague
FROM: Rebecca Kurtz, Keith Dahl & Brian Johnson, Ehlers
DATE: July 15, 2025
SUBJECT: Police Facility Financing Options Comparison

Following the City Council's direction at its July 7, 2025, meeting, staff and consultants have prepared additional information comparing the issuance of a General Obligation Capital Improvement Plan Bonds versus EDA Lease Revenue Bonds for financing the construction of the new police facility. The comparison is based on the following assumptions:

- **Project Cost:** \$10,273,950
- **Financing Term:** 30 years
- **Cash Contribution:** \$380,000 to reduce the par amount of the Bonds
- **Interest Rates:** Based on current market conditions as of July 14, 2025. Rates are subject to fluctuations, particularly as the sale date moves further out and market conditions become more uncertain and reactive to external influences
- **Tax Impacts and Payment Estimates:** Reflect current tax rates and are based on taxes for new bonded debt only and do not include tax levies for other purposes
- **Timeline:** Based on the earliest possible issuance date; actual timing may shift depending upon procedural decisions and actions

Below is a comparison of some considerations for the issuance of a G.O. Bond versus an EDA Lease. Note that the interest rates are current rates for July 14, 2025, and are subject to change. As the sale date moves farther out, market conditions become more uncertain.

	G.O. CIP Bonds / Referendum	EDA Lease Revenue Bonds
Par Amount:	\$10,090,000	\$10,130,000
Cost of Issuance & Underwriter's Discount:	\$192,990	\$235,025
True Interest Cost:	4.614%	5.078%
Total Interest:	\$8,297,420	\$9,512,500
Average Annual Payment:	\$634,049	\$677,328
Annual Tax Impact for \$375.00 Home:	\$192.60	\$195.95
Soonest Funds May be Available:	December 31, 2025	October 1, 2025
Estimated Investment Earnings:	\$45,650	\$112,018

In addition to the considerations outlined, another factor for consideration is the investment earning potential on bond proceeds. Municipalities often invest bond proceeds temporarily before they are used to pay project costs. Municipalities may have an opportunity to earn a higher return on the investment of bond proceeds than the interest rate paid on the tax-exempt bonds themselves.



Due to the longer timeline associated with issuing G.O. Bonds and a larger portion of the bond proceeds reimbursing City funds, the amount and duration of bond proceeds available for investment is reduced and interest earnings are likely less. In contrast, the issuance of an EDA Lease Bond would allow for more bond proceeds to remain invested for a longer period of time and increasing the opportunity to earn interest on those funds. A summary of the estimated interest earnings is attached for reference.

Please reference the attached documents for more detailed information regarding the draft timeline for issuance of debt, estimated tax impacts, and estimated investment earnings.

Draft Timeline for Issuance of Debt

	Update EDA Documents / Strategic Planning	G.O. CIP Bonds / Referendum	EDA Lease Revenue Bonds
July 11, 2025	Deadline for submitting City public hearing notice for amendment of EDA Enabling Resolutions (published July 17 & 24)		
July 17, 2025	Publication of City public hearing notice for amendment of EDA Enabling Resolutions		
July 24, 2025	Publication of City public hearing notice for amendment of EDA Enabling Resolutions		
July 25, 2025	Deadline for submitting EDA public hearing notice for establishment of Development District		
July 31, 2025	Publication of EDA public hearing notice for establishment of Development District		
August 4, 2025	City Council holds public hearing to amend EDA Enabling Resolutions		City Council requests EDA to issue EDA Lease Revenue Bonds
Est. August 8, 2025		City files referendum with County (84 days prior to election)	
August 13, 2025	EDA holds public hearing to establish Development District and receives update on EDA Enabling Resolutions		EDA calls for the sale of EDA Lease Revenue Bonds (competitive sale)
Mid-September 2025			Sale of EDA Lease Bonds. EDA awards Bonds. Council reviews award / sale EDA and City enter into lease agreement
Est. October 1, 2025			Close on sale of EDA Lease Bonds. Funds on hand
November 4, 2025		City votes on issuance of G.O. CIP Bonds	
November 10, 2025		Council certifies referendum results If approval of referendum: Council calls for the sale of G.O. CIP Bonds	
November 12, 2025			If referendum is not approved: EDA could start process for issuance of EDA Lease Bonds
December 8, 2025		Sale of G.O. CIP Bonds. Council awards Bonds	
By Dec. 31, 2025		Close on sale of G.O. CIP Bonds. Funds on hand	

City of New Prague, Minnesota
Estimated Tax Impact
 July 14, 2025
GO CIP Bonds

BOND ISSUANCE INFORMATION	
Bond Issue Amount	\$10,090,000
Number of Years	30
Average Interest Rate	4.58%
Estimated Bond Rating	S&P AA
PROPERTY TAX INFORMATION	
Proposed Net Tax Capacity - Payable 2026	\$12,520,065
Debt Levy @ 105% - Average	665,751
Estimated Tax Capacity Rate:	
Payable - 2026 Without Proposed Bonds	44.881%
Payable - 2026 With Proposed Bonds	50.198%
Estimated Tax Rate Increase	5.317%

TAX IMPACT ANALYSIS								Tax Increase is for Debt Service Only*		
Type of Property	Estimated Market Value	Market Value Exclusion	Taxable Market Value	Net Tax Capacity	Current City Tax	Proposed Tax Increase*	Proposed City Tax	Annual	Monthly	Daily
Residential Homestead	\$ 250,000	\$ 24,050	\$ 225,950	\$ 2,260	\$ 1,014.09	\$ 120.15	\$ 1,134.23	\$120.15	\$10.01	\$0.33
	275,000	21,800	253,200	2,532	1,136.39	134.64	1,271.03	134.64	11.22	0.37
	300,000	19,550	280,450	2,805	1,258.69	149.13	1,407.82	149.13	12.43	0.41
	325,000	17,300	307,700	3,077	1,380.99	163.62	1,544.61	163.62	13.63	0.45
	350,000	15,050	334,950	3,350	1,503.29	178.11	1,681.40	178.11	14.84	0.49
	375,000	12,800	362,200	3,622	1,625.59	192.60	1,818.19	192.60	16.05	0.53
	400,000	10,550	389,450	3,895	1,747.89	207.09	1,954.98	207.09	17.26	0.57
	425,000	8,300	416,700	4,167	1,870.19	221.58	2,091.77	221.58	18.46	0.61
	450,000	6,050	443,950	4,440	1,992.49	236.07	2,228.56	236.07	19.67	0.65
	475,000	3,800	471,200	4,712	2,114.79	250.56	2,365.35	250.56	20.88	0.69
Commercial/Industrial	\$ 100,000	\$ -	\$ 100,000	\$ 1,500	\$ 673.22	\$ 79.76	\$ 752.98	\$79.76	\$6.65	\$0.22
	200,000	-	200,000	3,250	1,458.63	172.82	1,631.45	\$172.82	\$14.40	\$0.47
	300,000	-	300,000	5,250	2,356.25	279.17	2,635.42	\$279.17	\$23.26	\$0.76
	400,000	-	400,000	7,250	3,253.87	385.52	3,639.39	\$385.52	\$32.13	\$1.06
	500,000	-	500,000	9,250	4,151.49	491.87	4,643.36	491.87	40.99	1.35
	1,000,000	-	1,000,000	19,250	8,639.59	1,023.61	9,663.21	1,023.61	85.30	2.80
Apartments (4 or more units)	\$ 200,000	\$ -	\$ 200,000	\$ 2,500	\$ 1,122.03	\$ 132.94	\$ 1,254.96	\$132.94	\$11.08	\$0.36
	300,000	-	300,000	3,750	1,683.04	199.41	1,882.44	199.41	16.62	0.55
	500,000	-	500,000	6,250	2,805.06	332.34	3,137.40	332.34	27.70	0.91
Agricultural Homestead **	\$ 150,000	\$ 33,050	\$ 116,950	\$ 1,170	\$ 524.88	\$ 62.19	\$ 587.07	\$62.19	\$5.18	\$0.17
	400,000	33,050	366,950	2,420	1,085.90	128.66	1,214.55	128.66	10.72	0.35
	500,000	33,050	466,950	2,920	1,310.30	155.24	1,465.54	155.24	12.94	0.43
	600,000	33,050	566,950	3,420	1,534.71	181.83	1,716.54	181.83	15.15	0.50
	800,000	33,050	766,950	4,420	1,983.52	235.01	2,218.52	235.01	19.58	0.64
	1,000,000	33,050	966,950	5,420	2,432.33	288.18	2,720.51	288.18	24.02	0.79
Agricultural Non-Homestead (dollars per acre)	\$ 1,500	\$ -	\$ 1,500	\$ 15	\$ 6.73	\$ 0.80	\$ 7.53	\$0.80	\$0.07	\$0.00
	2,000	-	2,000	20	8.98	1.06	10.04	1.06	0.09	0.00
	2,500	-	2,500	25	11.22	1.33	12.55	1.33	0.11	0.00
Seasonal/Recreation Residential	\$ 100,000	\$ -	\$ 100,000	\$ 1,000	\$ 448.81	\$ 53.17	\$ 501.98	\$53.17	\$4.43	\$0.15
	200,000	-	200,000	2,000	897.62	106.35	1,003.97	106.35	8.86	0.29
	300,000	-	300,000	3,000	1,346.43	159.52	1,505.95	159.52	13.29	0.44
	400,000	-	400,000	4,000	1,795.24	212.70	2,007.94	212.70	17.72	0.58

* The figures in the table are based on taxes for new bonded debt only, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the state Property Tax Refund ("Circuit Breaker") program. Many owners of homestead property will qualify for a refund, based on their income and total property taxes. This will decrease the net tax effect of the bond issue for many property owners.

** For agricultural homestead property, a value of \$150,000 was assumed for the house, garage and one acre.

City of New Prague, Minnesota

\$10,090,000 General Obligation CIP (Police Facility) Bonds, Series 2025A
Assumes Current Market Non-BQ AA Rates

Sources & Uses

Dated 12/23/2025 | Delivered 12/23/2025

Sources Of Funds

Par Amount of Bonds	\$10,090,000.00
Planned Issuer Equity contribution	380,000.00
Total Sources	\$10,470,000.00

Uses Of Funds

Total Underwriter's Discount (1.100%)	110,990.00
Costs of Issuance	82,000.00
Deposit to Project Construction Fund	10,273,950.00
Rounding Amount	3,060.00
Total Uses	\$10,470,000.00

City of New Prague, Minnesota

\$10,090,000 General Obligation CIP (Police Facility) Bonds, Series 2025A
Assumes Current Market Non-BQ AA Rates

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
12/23/2025	-	-	-	-	-
08/01/2026	-	-	260,638.68	260,638.68	-
02/01/2027	160,000.00	2.750%	215,206.25	375,206.25	635,844.93
08/01/2027	-	-	213,006.25	213,006.25	-
02/01/2028	210,000.00	2.750%	213,006.25	423,006.25	636,012.50
08/01/2028	-	-	210,118.75	210,118.75	-
02/01/2029	215,000.00	2.800%	210,118.75	425,118.75	635,237.50
08/01/2029	-	-	207,108.75	207,108.75	-
02/01/2030	220,000.00	2.850%	207,108.75	427,108.75	634,217.50
08/01/2030	-	-	203,973.75	203,973.75	-
02/01/2031	225,000.00	2.950%	203,973.75	428,973.75	632,947.50
08/01/2031	-	-	200,655.00	200,655.00	-
02/01/2032	230,000.00	3.050%	200,655.00	430,655.00	631,310.00
08/01/2032	-	-	197,147.50	197,147.50	-
02/01/2033	240,000.00	3.150%	197,147.50	437,147.50	634,295.00
08/01/2033	-	-	193,367.50	193,367.50	-
02/01/2034	245,000.00	3.250%	193,367.50	438,367.50	631,735.00
08/01/2034	-	-	189,386.25	189,386.25	-
02/01/2035	255,000.00	3.450%	189,386.25	444,386.25	633,772.50
08/01/2035	-	-	184,987.50	184,987.50	-
02/01/2036	265,000.00	3.550%	184,987.50	449,987.50	634,975.00
08/01/2036	-	-	180,283.75	180,283.75	-
02/01/2037	275,000.00	3.650%	180,283.75	455,283.75	635,567.50
08/01/2037	-	-	175,265.00	175,265.00	-
02/01/2038	285,000.00	3.900%	175,265.00	460,265.00	635,530.00
08/01/2038	-	-	169,707.50	169,707.50	-
02/01/2039	295,000.00	4.000%	169,707.50	464,707.50	634,415.00
08/01/2039	-	-	163,807.50	163,807.50	-
02/01/2040	305,000.00	4.100%	163,807.50	468,807.50	632,615.00
08/01/2040	-	-	157,555.00	157,555.00	-
02/01/2041	320,000.00	4.250%	157,555.00	477,555.00	635,110.00
08/01/2041	-	-	150,755.00	150,755.00	-
02/01/2042	330,000.00	4.350%	150,755.00	480,755.00	631,510.00
08/01/2042	-	-	143,577.50	143,577.50	-
02/01/2043	345,000.00	4.500%	143,577.50	488,577.50	632,155.00
08/01/2043	-	-	135,815.00	135,815.00	-
02/01/2044	360,000.00	4.550%	135,815.00	495,815.00	631,630.00
08/01/2044	-	-	127,625.00	127,625.00	-
02/01/2045	380,000.00	4.600%	127,625.00	507,625.00	635,250.00
08/01/2045	-	-	118,885.00	118,885.00	-
02/01/2046	395,000.00	4.650%	118,885.00	513,885.00	632,770.00
08/01/2046	-	-	109,701.25	109,701.25	-
02/01/2047	415,000.00	4.700%	109,701.25	524,701.25	634,402.50
08/01/2047	-	-	99,948.75	99,948.75	-
02/01/2048	435,000.00	4.750%	99,948.75	534,948.75	634,897.50
08/01/2048	-	-	89,617.50	89,617.50	-
02/01/2049	455,000.00	4.750%	89,617.50	544,617.50	634,235.00
08/01/2049	-	-	78,811.25	78,811.25	-
02/01/2050	475,000.00	4.800%	78,811.25	553,811.25	632,622.50
08/01/2050	-	-	67,411.25	67,411.25	-
02/01/2051	500,000.00	4.800%	67,411.25	567,411.25	634,822.50
08/01/2051	-	-	55,411.25	55,411.25	-
02/01/2052	525,000.00	4.850%	55,411.25	580,411.25	635,822.50
08/01/2052	-	-	42,680.00	42,680.00	-
02/01/2053	550,000.00	4.900%	42,680.00	592,680.00	635,360.00
08/01/2053	-	-	29,205.00	29,205.00	-
02/01/2054	575,000.00	4.950%	29,205.00	604,205.00	633,410.00
08/01/2054	-	-	14,973.75	14,973.75	-
02/01/2055	605,000.00	4.950%	14,973.75	619,973.75	634,947.50
Total	\$10,090,000.00	-	\$8,297,419.93	\$18,387,419.93	-

Yield Statistics

Bond Year Dollars	\$181,150.06
Average Life	17.953 Years
Average Coupon	4.5804126%
Net Interest Cost (NIC)	4.6416822%
True Interest Cost (TIC)	4.6139117%
Bond Yield for Arbitrage Purposes	4.5186899%
All Inclusive Cost (AIC)	4.6852918%

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Net Interest Cost	4.5804126%
Weighted Average Maturity	17.953 Years

NewPragueSeries 2025A GO | SINGLE PURPOSE | 7/14/2025 | 12:45 PM



City of New Prague, Minnesota

\$10,090,000 General Obligation CIP (Police Facility) Bonds, Series 2025A

Assumes Current Market Non-BQ AA Rates

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	105% Overlevy
02/01/2026	-	-	-	-	-
02/01/2027	160,000.00	2.750%	475,844.93	635,844.93	667,637.18
02/01/2028	210,000.00	2.750%	426,012.50	636,012.50	667,813.13
02/01/2029	215,000.00	2.800%	420,237.50	635,237.50	666,999.38
02/01/2030	220,000.00	2.850%	414,217.50	634,217.50	665,928.38
02/01/2031	225,000.00	2.950%	407,947.50	632,947.50	664,594.88
02/01/2032	230,000.00	3.050%	401,310.00	631,310.00	662,875.50
02/01/2033	240,000.00	3.150%	394,295.00	634,295.00	666,009.75
02/01/2034	245,000.00	3.250%	386,735.00	631,735.00	663,321.75
02/01/2035	255,000.00	3.450%	378,772.50	633,772.50	665,461.13
02/01/2036	265,000.00	3.550%	369,975.00	634,975.00	666,723.75
02/01/2037	275,000.00	3.650%	360,567.50	635,567.50	667,345.88
02/01/2038	285,000.00	3.900%	350,530.00	635,530.00	667,306.50
02/01/2039	295,000.00	4.000%	339,415.00	634,415.00	666,135.75
02/01/2040	305,000.00	4.100%	327,615.00	632,615.00	664,245.75
02/01/2041	320,000.00	4.250%	315,110.00	635,110.00	666,865.50
02/01/2042	330,000.00	4.350%	301,510.00	631,510.00	663,085.50
02/01/2043	345,000.00	4.500%	287,155.00	632,155.00	663,762.75
02/01/2044	360,000.00	4.550%	271,630.00	631,630.00	663,211.50
02/01/2045	380,000.00	4.600%	255,250.00	635,250.00	667,012.50
02/01/2046	395,000.00	4.650%	237,770.00	632,770.00	664,408.50
02/01/2047	415,000.00	4.700%	219,402.50	634,402.50	666,122.63
02/01/2048	435,000.00	4.750%	199,897.50	634,897.50	666,642.38
02/01/2049	455,000.00	4.750%	179,235.00	634,235.00	665,946.75
02/01/2050	475,000.00	4.800%	157,622.50	632,622.50	664,253.63
02/01/2051	500,000.00	4.800%	134,822.50	634,822.50	666,563.63
02/01/2052	525,000.00	4.850%	110,822.50	635,822.50	667,613.63
02/01/2053	550,000.00	4.900%	85,360.00	635,360.00	667,128.00
02/01/2054	575,000.00	4.950%	58,410.00	633,410.00	665,080.50
02/01/2055	605,000.00	4.950%	29,947.50	634,947.50	666,694.88
Total	\$10,090,000.00	-	\$8,297,419.93	\$18,387,419.93	\$19,306,790.93

Significant Dates

Dated	12/23/2025
First Coupon Date	8/01/2026

Yield Statistics

Bond Year Dollars	\$181,150.06
Average Life	17.953 Years
Average Coupon	4.5804126%
Net Interest Cost (NIC)	4.6416822%
True Interest Cost (TIC)	4.6139117%
Bond Yield for Arbitrage Purposes	4.5186899%
All Inclusive Cost (AIC)	4.6852918%

IRS Form 8038

Net Interest Cost	4.5804126%
Weighted Average Maturity	17.953 Years

EDA of New Prague, Minnesota
Estimated Tax Impact
July 14, 2025
Lease Revenue Bonds

BOND ISSUANCE INFORMATION	
Bond Issue Amount	\$10,130,000
Number of Years	30
Average Interest Rate	5.04%
Estimated Bond Rating	S&P AA
PROPERTY TAX INFORMATION	
Proposed Net Tax Capacity - Payable 2026	\$12,520,065
Debt Levy @ 105% - Average	677,328
Estimated Tax Capacity Rate:	
Payable - 2026 Without Proposed Bonds	44.881%
Payable - 2026 With Proposed Bonds	50.291%
Estimated Tax Rate Increase	5.410%

TAX IMPACT ANALYSIS								Tax Increase is for Debt Service Only*		
Type of Property	Estimated Market Value	Market Value Exclusion	Taxable Market Value	Net Tax Capacity	Current EDA Tax	Proposed Tax Increase*	Proposed EDA Tax	Annual	Monthly	Daily
Residential Homestead	\$ 250,000	\$ 24,050	\$ 225,950	\$ 2,260	\$ 1,014.09	\$ 122.24	\$ 1,136.32	\$122.24	\$10.19	\$0.33
	275,000	21,800	253,200	2,532	1,136.39	136.98	1,273.37	136.98	11.41	0.38
	300,000	19,550	280,450	2,805	1,258.69	151.72	1,410.41	151.72	12.64	0.42
	325,000	17,300	307,700	3,077	1,380.99	166.46	1,547.45	166.46	13.87	0.46
	350,000	15,050	334,950	3,350	1,503.29	181.21	1,684.49	181.21	15.10	0.50
	375,000	12,800	362,200	3,622	1,625.59	195.95	1,821.54	195.95	16.33	0.54
	400,000	10,550	389,450	3,895	1,747.89	210.69	1,958.58	210.69	17.56	0.58
	425,000	8,300	416,700	4,167	1,870.19	225.43	2,095.62	225.43	18.79	0.62
	450,000	6,050	443,950	4,440	1,992.49	240.17	2,232.67	240.17	20.01	0.66
	475,000	3,800	471,200	4,712	2,114.79	254.92	2,369.71	254.92	21.24	0.70
Commercial/Industrial	\$ 100,000	\$ -	\$ 100,000	\$ 1,500	\$ 673.22	\$ 81.15	\$ 754.36	\$81.15	\$6.76	\$0.22
	200,000	-	200,000	3,250	1,458.63	175.82	1,634.46	\$175.82	\$14.65	\$0.48
	300,000	-	300,000	5,250	2,356.25	284.02	2,640.27	\$284.02	\$23.67	\$0.78
	400,000	-	400,000	7,250	3,253.87	392.22	3,646.09	\$392.22	\$32.69	\$1.07
	500,000	-	500,000	9,250	4,151.49	500.42	4,651.91	500.42	41.70	1.37
	1,000,000	-	1,000,000	19,250	8,639.59	1,041.41	9,681.01	1,041.41	86.78	2.85
Apartments (4 or more units)	\$ 200,000	\$ -	\$ 200,000	\$ 2,500	\$ 1,122.03	\$ 135.25	\$ 1,257.27	\$135.25	\$11.27	\$0.37
	300,000	-	300,000	3,750	1,683.04	202.87	1,885.91	202.87	16.91	0.56
	500,000	-	500,000	6,250	2,805.06	338.12	3,143.18	338.12	28.18	0.93
Agricultural Homestead **	\$ 150,000	\$ 33,050	\$ 116,950	\$ 1,170	\$ 524.88	\$ 63.27	\$ 588.15	\$63.27	\$5.27	\$0.17
	400,000	33,050	366,950	2,420	1,085.90	130.89	1,216.79	130.89	10.91	0.36
	500,000	33,050	466,950	2,920	1,310.30	157.94	1,468.24	157.94	13.16	0.43
	600,000	33,050	566,950	3,420	1,534.71	184.99	1,719.70	184.99	15.42	0.51
	800,000	33,050	766,950	4,420	1,983.52	239.09	2,222.61	239.09	19.92	0.66
	1,000,000	33,050	966,950	5,420	2,432.33	293.19	2,725.52	293.19	24.43	0.80
Agricultural Non-Homestead (dollars per acre)	\$ 1,500	\$ -	\$ 1,500	\$ 15	\$ 6.73	\$ 0.81	\$ 7.54	\$0.81	\$0.07	\$0.00
	2,000	-	2,000	20	8.98	1.08	10.06	1.08	0.09	0.00
	2,500	-	2,500	25	11.22	1.35	12.57	1.35	0.11	0.00
Seasonal/Recreation Residential	\$ 100,000	\$ -	\$ 100,000	\$ 1,000	\$ 448.81	\$ 54.10	\$ 502.91	\$54.10	\$4.51	\$0.15
	200,000	-	200,000	2,000	897.62	108.20	1,005.82	108.20	9.02	0.30
	300,000	-	300,000	3,000	1,346.43	162.30	1,508.73	162.30	13.52	0.44
	400,000	-	400,000	4,000	1,795.24	216.40	2,011.64	216.40	18.03	0.59

* The figures in the table are based on taxes for new bonded debt only, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the state Property Tax Refund ("Circuit Breaker") program. Many owners of homestead property will qualify for a refund, based on their income and total property taxes. This will decrease the net tax effect of the bond issue for many property owners.

** For agricultural homestead property, a value of \$150,000 was assumed for the house, garage and one acre.

City of New Prague, Minnesota

\$10,130,000 Lease Revenue (Police Facility) Bonds, Series 2025A
Assumes Current Market Non-BQ AA- Rates

Sources & Uses

Dated 10/07/2025 | Delivered 10/07/2025

Sources Of Funds

Par Amount of Bonds	\$10,130,000.00
Planned Issuer Equity contribution	380,000.00
Total Sources	\$10,510,000.00

Uses Of Funds

Total Underwriter's Discount (1.200%)	121,560.00
Costs of Issuance	113,465.00
Deposit to Project Construction Fund	10,273,950.00
Rounding Amount	1,025.00
Total Uses	\$10,510,000.00

City of New Prague, Minnesota

\$10,130,000 Lease Revenue (Police Facility) Bonds, Series 2025A
Assumes Current Market Non-BQ AA- Rates

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
10/07/2025	-	-	-	-	-
08/01/2026	-	-	393,476.13	393,476.13	-
02/01/2027	45,000.00	3.200%	240,903.75	285,903.75	679,379.88
08/01/2027	-	-	240,183.75	240,183.75	-
02/01/2028	195,000.00	3.200%	240,183.75	435,183.75	675,367.50
08/01/2028	-	-	237,063.75	237,063.75	-
02/01/2029	205,000.00	3.250%	237,063.75	442,063.75	679,127.50
08/01/2029	-	-	233,732.50	233,732.50	-
02/01/2030	210,000.00	3.300%	233,732.50	443,732.50	677,465.00
08/01/2030	-	-	230,267.50	230,267.50	-
02/01/2031	215,000.00	3.400%	230,267.50	445,267.50	675,535.00
08/01/2031	-	-	226,612.50	226,612.50	-
02/01/2032	225,000.00	3.500%	226,612.50	451,612.50	678,225.00
08/01/2032	-	-	222,675.00	222,675.00	-
02/01/2033	230,000.00	3.600%	222,675.00	452,675.00	675,350.00
08/01/2033	-	-	218,535.00	218,535.00	-
02/01/2034	240,000.00	3.700%	218,535.00	458,535.00	677,070.00
08/01/2034	-	-	214,095.00	214,095.00	-
02/01/2035	250,000.00	3.900%	214,095.00	464,095.00	678,190.00
08/01/2035	-	-	209,220.00	209,220.00	-
02/01/2036	260,000.00	4.000%	209,220.00	469,220.00	678,440.00
08/01/2036	-	-	204,020.00	204,020.00	-
02/01/2037	270,000.00	4.100%	204,020.00	474,020.00	678,040.00
08/01/2037	-	-	198,485.00	198,485.00	-
02/01/2038	280,000.00	4.350%	198,485.00	478,485.00	676,970.00
08/01/2038	-	-	192,395.00	192,395.00	-
02/01/2039	290,000.00	4.450%	192,395.00	482,395.00	674,790.00
08/01/2039	-	-	185,942.50	185,942.50	-
02/01/2040	305,000.00	4.550%	185,942.50	490,942.50	676,885.00
08/01/2040	-	-	179,003.75	179,003.75	-
02/01/2041	320,000.00	4.700%	179,003.75	499,003.75	678,007.50
08/01/2041	-	-	171,483.75	171,483.75	-
02/01/2042	335,000.00	4.800%	171,483.75	506,483.75	677,967.50
08/01/2042	-	-	163,443.75	163,443.75	-
02/01/2043	350,000.00	4.950%	163,443.75	513,443.75	676,887.50
08/01/2043	-	-	154,781.25	154,781.25	-
02/01/2044	370,000.00	5.000%	154,781.25	524,781.25	679,562.50
08/01/2044	-	-	145,531.25	145,531.25	-
02/01/2045	385,000.00	5.050%	145,531.25	530,531.25	676,062.50
08/01/2045	-	-	135,810.00	135,810.00	-
02/01/2046	405,000.00	5.100%	135,810.00	540,810.00	676,620.00
08/01/2046	-	-	125,482.50	125,482.50	-
02/01/2047	425,000.00	5.150%	125,482.50	550,482.50	675,965.00
08/01/2047	-	-	114,538.75	114,538.75	-
02/01/2048	450,000.00	5.200%	114,538.75	564,538.75	679,077.50
08/01/2048	-	-	102,838.75	102,838.75	-
02/01/2049	470,000.00	5.200%	102,838.75	572,838.75	675,677.50
08/01/2049	-	-	90,618.75	90,618.75	-
02/01/2050	495,000.00	5.250%	90,618.75	585,618.75	676,237.50
08/01/2050	-	-	77,625.00	77,625.00	-
02/01/2051	520,000.00	5.250%	77,625.00	597,625.00	675,250.00
08/01/2051	-	-	63,975.00	63,975.00	-
02/01/2052	550,000.00	5.300%	63,975.00	613,975.00	677,950.00
08/01/2052	-	-	49,400.00	49,400.00	-
02/01/2053	580,000.00	5.350%	49,400.00	629,400.00	678,800.00
08/01/2053	-	-	33,885.00	33,885.00	-
02/01/2054	610,000.00	5.400%	33,885.00	643,885.00	677,770.00
08/01/2054	-	-	17,415.00	17,415.00	-
02/01/2055	645,000.00	5.400%	17,415.00	662,415.00	679,830.00
Total	\$10,130,000.00	-	\$9,512,499.88	\$19,642,499.88	-

Yield Statistics

Bond Year Dollars	\$188,717.83
Average Life	18.630 Years
Average Coupon	5.0405941%
Net Interest Cost (NIC)	5.1050077%
True Interest Cost (TIC)	5.0782276%
Bond Yield for Arbitrage Purposes	4.9732461%
All Inclusive Cost (AIC)	5.1779650%

IRS Form 8038

Net Interest Cost	5.0405941%
Weighted Average Maturity	18.630 Years

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City of New Prague, Minnesota

\$10,130,000 Lease Revenue (Police Facility) Bonds, Series 2025A

Assumes Current Market Non-BQ AA- Rates

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
02/01/2026	-	-	-	-
02/01/2027	45,000.00	3.200%	634,379.88	679,379.88
02/01/2028	195,000.00	3.200%	480,367.50	675,367.50
02/01/2029	205,000.00	3.250%	474,127.50	679,127.50
02/01/2030	210,000.00	3.300%	467,465.00	677,465.00
02/01/2031	215,000.00	3.400%	460,535.00	675,535.00
02/01/2032	225,000.00	3.500%	453,225.00	678,225.00
02/01/2033	230,000.00	3.600%	445,350.00	675,350.00
02/01/2034	240,000.00	3.700%	437,070.00	677,070.00
02/01/2035	250,000.00	3.900%	428,190.00	678,190.00
02/01/2036	260,000.00	4.000%	418,440.00	678,440.00
02/01/2037	270,000.00	4.100%	408,040.00	678,040.00
02/01/2038	280,000.00	4.350%	396,970.00	676,970.00
02/01/2039	290,000.00	4.450%	384,790.00	674,790.00
02/01/2040	305,000.00	4.550%	371,885.00	676,885.00
02/01/2041	320,000.00	4.700%	358,007.50	678,007.50
02/01/2042	335,000.00	4.800%	342,967.50	677,967.50
02/01/2043	350,000.00	4.950%	326,887.50	676,887.50
02/01/2044	370,000.00	5.000%	309,562.50	679,562.50
02/01/2045	385,000.00	5.050%	291,062.50	676,062.50
02/01/2046	405,000.00	5.100%	271,620.00	676,620.00
02/01/2047	425,000.00	5.150%	250,965.00	675,965.00
02/01/2048	450,000.00	5.200%	229,077.50	679,077.50
02/01/2049	470,000.00	5.200%	205,677.50	675,677.50
02/01/2050	495,000.00	5.250%	181,237.50	676,237.50
02/01/2051	520,000.00	5.250%	155,250.00	675,250.00
02/01/2052	550,000.00	5.300%	127,950.00	677,950.00
02/01/2053	580,000.00	5.350%	98,800.00	678,800.00
02/01/2054	610,000.00	5.400%	67,770.00	677,770.00
02/01/2055	645,000.00	5.400%	34,830.00	679,830.00
Total	\$10,130,000.00	-	\$9,512,499.88	\$19,642,499.88

Yield Statistics

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IRS Form 8038

Net Interest Cost	5.0405941%
Weighted Average Maturity	18.630 Years

As of 07/14/2025

Portfolio Estimated Interest Report - Project Construction Fund

Investment Proceeds Detail				Yield and Fee Detail				Proceeds Detail				Arbitrage Detail			
\$48,332.62	Estimated Income			4.730%	Arbitrage Yield			\$5,173,287.00	Beginning Proceeds						
- 2,682.75	Estimated Fees	+		0.240%	Investment Fee			\$45,649.87	Ending Balance						
- 52,854.47	Allowable Income	+		0.000%	Yield Adjustment	-		0.00	Estimated Rebate						
= (\$7,204.60)	Estimated Rebate	=		4.970%	Allowable Yield	=		\$45,649.87	Available Proceeds						

Month	Projected Cash Flows - Draw Schedule as of 07/11/2025				Portfolio Yields and Fees		% Spent	% Spent	Month Count
	Balance	Spend	Income	%Spent	Yield	Fee			
02/01/2026	\$4,189,501.87	\$1,000,000.00	\$17,169.05	0.000%	4.326%	\$954.18			1
03/01/2026	3,100,918.90	1,100,000.00	12,087.99	70.224%	4.330%	670.95			2
04/01/2026	2,109,960.04	1,000,000.00	9,571.87	79.773%	4.334%	530.74			3
05/01/2026	991,871.83	1,123,287.00	5,504.22	90.496%	4.326%	305.43			4
06/01/2026	494,428.16	500,000.00	2,707.09	95.269%	4.297%	150.77			5
07/01/2026	95,409.70	400,000.00	1,038.87	99.087%	4.293%	57.33	15%	10%	6
08/01/2026	45,649.87	50,000.00	253.53	99.564%	4.240%	13.36			7

As of 07/14/2025

Portfolio Estimated Interest Report - Project Construction Fund

Investment Proceeds Detail				Yield and Fee Detail				Proceeds Detail				Arbitrage Detail			
\$118,703.31	Estimated Income			4.730%	Arbitrage Yield			\$7,873,287.00	Beginning Proceeds						
- 6,685.33	Estimated Fees	+		0.240%	Investment Fee			\$112,017.98	Ending Balance						
- 131,533.16	Allowable Income	+		0.000%	Yield Adjustment	-		0.00	Estimated Rebate						
= (\$19,515.19)	Estimated Rebate	=		4.970%	Allowable Yield	=		\$112,017.98	Available Proceeds			18-month Spending Exception	24-month Spending Exception		

Month	Projected Cash Flows - Draw Schedule as of 07/11/2025				Portfolio Yields and Fees		% Spent	% Spent	Month Count
	Balance	Spend	Income	%Spent	Yield	Fee			
11/01/2025	\$6,798,475.03	\$1,100,000.00	\$26,683.35	34.679%	4.291%	\$1,495.31			1
12/01/2025	6,019,755.83	800,000.00	22,545.06	42.275%	4.287%	1,264.26			2
01/01/2026	5,239,048.70	800,000.00	20,440.35	49.870%	4.283%	1,147.47			3
02/01/2026	4,255,276.36	1,000,000.00	17,195.30	59.359%	4.273%	967.64			4
03/01/2026	3,166,683.82	1,100,000.00	12,090.69	69.793%	4.254%	683.23			5
04/01/2026	2,175,736.00	1,000,000.00	9,596.66	79.278%	4.238%	544.49	15%	10%	6
05/01/2026	1,057,711.50	1,123,287.00	5,581.42	89.930%	4.208%	318.92			7
06/01/2026	560,406.37	500,000.00	2,859.79	94.671%	4.169%	164.92			8
07/01/2026	161,566.17	400,000.00	1,231.01	98.464%	4.156%	71.21			9
08/01/2026	112,017.98	50,000.00	479.69	98.938%	4.136%	27.88			10

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

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**CITY OF NEW PRAGUE
RESOLUTION #25-07-21-01**

**RESOLUTION ADOPTING A MINNESOTA GOVERNMENT
DATA PRACTICES ACT POLICY AND DESIGNATING A
RESPONSIBLE AUTHORITY AND COMPLIANCE OFFICER**

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

WHEREAS, the City needs to adopt its policy concerning its procedures and obligations pursuant to the Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13) (“MGDPA”); and

WHEREAS, the MGDPA, Minnesota Statutes Section 13.02, subdivision 16 and the MGDPA policy to be adopted by the City requires it to designate the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data (the “Responsible Authority”) for the City; and

WHEREAS, the City would like to officially designate its Responsible Authority and Compliance Official.

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

1. The document entitled “Minnesota Government Data Practices Act Guidelines and Procedures” is hereby adopted as the City’s official MGDPA policy.
2. The City Administrator or his or her designee is hereby designated as the Responsible Authority for the purposes of the MGDPA and the City’s MGDPA policy.
3. The City Administrator or his or her designee is also hereby designated as the Compliance Official for the purposes of the MGDPA and the City’s MGDPA policy.

Adopted by the City Council of the City of New Prague, Minnesota, this 21st day of July, 2025.

Charles L. Nickolay
Mayor

ATTEST:

Joshua M. Tetzlaff
City Administrator

City of New Prague
Minnesota Government Data Practices Act
Guidelines and Procedures

July 2025

City of New Prague
Data Practices Procedures
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**City of New Prague
Data Practices Procedures
List of Exhibits**

- Exhibit 1 LIST OF DESIGNEES
- Exhibit 2 PHOTOCOPYING CHARGES
- Exhibit 3 INFORMATION DISCLOSURE REQUEST
- Exhibit 4 GOVERNMENT DATA ACCESS & NONDISCLOSURE AGREEMENT
- Exhibit 5 NOTICE TO PERSONS UNDER THE AGE OF 18
- Exhibit 6 CONSENT TO RELEASE PRIVATE DATA
- Exhibit 7 CONSENT TO RELEASE COPYRIGHTED DATA
- Exhibit 8 DATA PRACTICES ADVISORY
- Exhibit 9 SAMPLE TENNESSEN WARNING FORM
- Exhibit 10 SAMPLE CONTRACT PROVISION
- Exhibit 11 BUILDING PERMIT/PLANS DATA PRACTICES ADVISORY

Appendix A Maintained Nonpublic, Private & Confidential Data

DATA PRACTICES PROCEDURES

1.0 Introduction. These procedures are adopted to comply with the requirements of the Minnesota Government Data Practices Act (the "Act"), specifically Minnesota Statutes Sections 13.03, subdivision 2 and 13.05, subdivision 5. It is the intent of the City of New Prague ("City") to remain in compliance with the Act. These procedures shall be supplemented by the requirements of the Act as needed and if any procedure contained herein is inconsistent with those requirements, as they may be amended, the specific provisions of the Act shall be controlling.

2.0 Responsible Authority. The City Administrator is the Responsible Authority and Compliance Official responsible for the collection, use and distribution of government data and is accountable for City compliance with the Minnesota Government Data Practices Act. The Responsible Authority has authorized certain other City employees to collect, maintain, disseminate and otherwise assist in complying with the Act ("Designees"). These Designees are listed on attached Exhibit 1. The Responsible Authority shall provide training to Designees and staff at such times and in such a manner as the designated Responsible Authority determines is appropriate to inform them of their obligations under the Act. The designated Responsible Authority shall also be authorized to amend or supplement the Exhibits attached to these procedures as needed to further the intent of these procedures and the City's compliance with the Act. For the purposes of carrying out these procedures, the term Responsible Authority shall include Designees unless the context in which it is used indicates a different intent.

3.0 Access to Public Data. All information maintained by the City is public unless there is a specific statutory designation which gives it a different classification. Categories of classification are as follows:

Classification:	Data on Individuals* (Minn. Stat. § 13.02, subd. 5)	Data on Decedents (Minn. Stat. § 13.10, subd. 1)	Data not on Individuals* (Minn. Stat. § 13.02, subd. 4)
Public	Certain data on individuals are accessible to anyone. Minn. Stat. § 13.02, subd. 15.	Certain data on decedents are accessible to anyone. Minn. Stat. § 13.02, subd. 15.	Certain data not on individuals are accessible to anyone. Minn. Stat. § 13.02, subd. 14.
Private	Certain data on individuals are accessible to the data subject, but not accessible to the public. Minn. Stat. § 13.02, subd. 12.	Certain data on decedents are accessible to the representative of the decedent, but not accessible to the public.** Minn. Stat. § 13.10, subd. 1 (b).	
Nonpublic			Certain data not on individuals are accessible to the data subject, but not accessible to the public. Minn. Stat. § 13.02, subd. 9.
Confidential	Certain data on individuals are not accessible to the data subject and not accessible to the public. Minn. Stat. § 13.02, subd. 3.	Certain data on decedents are not accessible to the representative of the decedent and not accessible to the public.** Minn. Stat. § 13.10, subd. 1 (a).	
Protected Nonpublic			Certain data not on individuals are not accessible to the data subject and not accessible to the public. Minn. Stat. § 13.02, subd. 13.

* "Individual" is defined by Minnesota Statutes Section 13.02, subdivision 8. "Individual" means a natural person (a living human being). It does not mean any type of entity created by law, such as a corporation.

** Private and confidential data on decedents become public data 10 years after the death of the data subject and 30 years after the creation of the data.

3.1 People Entitled to Access. Any person has the right to inspect or view public data or to have an explanation of the meaning of the data. The person does not need to state his or her name or give the reason for the request, unless a statute specifically authorizes the City to request such information. The Responsible Authority may ask a person to provide identifying or clarifying information for the sole purpose of facilitating access to the data. Examples of when identifying information may be requested include, but are not limited to, obtaining a mailing address when the person has requested that copies be mailed or requesting identification when copies have been paid for by check. Additionally, any person has the right to obtain a copy of public data except in the case of copyrighted materials in the possession of the City for which the City does not have express written permission to reproduce. (Exhibit 9)

3. 1A Copyrighted Documents. Copyrighted public documents may be shown to anyone but shall not be reproduced or photocopied without express written permission from the copyright holder.

3. 1A1 The Responsible Authority reserves the right to refuse to provide copies of copyrighted data in accordance with the copyright law of the United States (Title 17, United States Code) which governs the making of photocopies or other reproductions of copyrighted material.

3.1 A2 Public documents created by the City of New Prague or its officials or employees on behalf of the City do not qualify for copyright protection and shall be available for viewing and reproduction in accordance with the Act. In certain cases, the City may enforce a copyright or acquire a patent for a computer software program or components of a program created by the City. In such cases, the data shall be treated as trade secret information.

32 Form of Request. The request for public data may be verbal or written. The Responsible Authority or designee may require a verbal request to be made in writing whenever a written request will assist the Responsible Authority or designee in performing his or her duties. (Exhibit 3).

33 Identification of Requesting Party. The Responsible Authority **may not** require the requesting party to provide identification to view public documents unless contact information is required in order to clarify the request. The Responsible Authority must verify the identity of the requesting party as a person entitled to reproductions when

reproductions of copyrighted public data are requested. Identity can be established through personal knowledge, presentation of photo identification, comparison of the data subject's signature on a consent form with the person's signature in City records, or other reasonable means.

34 Form of Copies. Where public data is maintained in a computer storage medium, the Responsible Authority shall provide copies of the public data in electronic form upon request, provided a copy can reasonably be made in that form. The Responsible Authority is not required to provide the data in an electronic format or program that is different from the format or program in which the Responsible Authority maintains the data. The Responsible Authority may charge a fee for the actual cost of providing the copy.

35 Time Limits. Requests will be received and processed only at New Prague City Hall during normal business hours. If copies cannot be made at the time of the request, copies must be supplied as soon as reasonably possible. Whenever possible, the Responsible Authority will immediately allow the requesting person to inspect the public data. When providing an immediate response to the requester, it should not interfere with the City's efficient operations. The Responsible Authority may require that the requesting person make an appointment or return at a later time to inspect or to pick up copies of the requested data. When public data on individuals is requested by the individual data subject and an immediate response is not possible, the authorized City employee will provide the data within 10 days of the date of the request, excluding Saturdays, Sundays and legal holidays.

36 Fees. Anyone may inspect or view public data for any reason without charge. Fees may be charged only if the requesting person asks for a copy or electronic transmittal of the data. Fees will be charged according to the City's current fee schedule and may not include time necessary to separate public from non-public data. A summary of fees generally associated with data requests is contained in Exhibit 2.

4.0 Access to Private and Confidential Data on Individuals. Information about individual persons is classified by law as public, private, or confidential. A list of the private and confidential information maintained by the City is contained in Appendix A.

4.1 Persons Entitled to Access.

4.1A Public information about an individual may be shown or given to anyone for any reason.

4.1B Private information about an individual may be shown or given to:

4.1B1 The individual, but only once every six months, unless a dispute has arisen or additional data has been collected or created.

4.1 B2 A person who has been given access by the express written consent of the data subject.

4.1B3 Persons, or another responsible authority, which are authorized access by the federal, state, or local law or court order.

4.1B4 Persons within the City staff, the City Council, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.

4.1C Confidential information may not be given to the subject of the data, but may be given or shown to:

4. 1C1 Persons who are authorized access by federal, state, or local law or court order.

4.1 C2 Persons within the City staff, the City Council, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.

42 Form of Request. Any individual may request data verbally or in writing. Data will be released depending on whether or not the City has stored the data requested and whether the data is classified as public, private, or confidential. All requests to see private or confidential information must be made in writing in order to verify identity. The Responsible Authority will provide a form (Exhibit 3) to document the requesting party's identity, the information requested, and the City's response; however, any individual may request data verbally or in writing as long as the request is accompanied by documentation of the requesting party's identity and a detailed description of the information requested.

43 Identification of Requesting Party. The Responsible Authority must verify the identity of the requesting party as a person entitled to access when private or confidential data is requested. Identity can be established through personal knowledge, presentation of photo identification, comparison of the data subject's signature on a consent form with the person's signature in City records, or other reasonable means.

44 Time Limits. Requests will be received and processed at New Prague City Hall only during normal business hours. Access to the data will be provided as soon as is reasonably possible. Data requested by the individual data subject will be provided within 10 days of the date of the request, excluding Saturdays, Sundays and legal holidays if an immediate response is not possible.

45 Fees. Fees will be charged in the same manner as for public information and are summarized in Exhibit 2.

46 Summary Data. The term "summary data" refers to statistical records and reports derived from data on individuals but which does not identify an individual by name or reveal any other characteristic that could uniquely identify an individual. Summary data derived from private or confidential data is public. The Responsible Authority will prepare summary data upon request, if the request is in writing and the requesting party pays for the cost of preparation. The Responsible Authority must notify the requesting party about the estimated costs and collect these costs before preparing or supplying the summary data. This should be done within 10 days after receiving the request. If the summary data cannot be prepared within 10 days, the Responsible Authority must notify the requester of the anticipated time schedule and the reason for the delay.

Summary data may be prepared by "blacking out" personal identifiers, cutting out portions of the records that contain personal identifiers, creating a spreadsheet, programming computers to delete personal identifiers, or other reasonable means.

The Responsible Authority may ask an outside agency or person to prepare the summary data if: (1) the specific purpose is given in writing; (2) the agency or person agrees not to disclose the private or confidential data; and (3) the Responsible Authority determines that access by this outside agency or person will not compromise the privacy of the private or confidential data. (Exhibit 4)

47 Records of Minors and Incapacitated Persons. The following applies to private (not confidential) data about minors (persons under the age of 18) and about those persons who are incapacitated as defined by Minnesota Statutes Section 524.5-102, subdivision 6.

4.7A Parent/Guardian Access. In addition to minors and incapacitated persons as defined above who may have access to private data, a parent may have access to private information about a minor or an incapacitated person. For the purposes of these procedures, "parent" shall include guardians and individuals acting as parents or guardians in the absence of parents or guardians. A parent is presumed to have this right unless the minor has requested that the Responsible Authority withhold the data and withholding the data would be in the best interest of the minor, or it has been given evidence that there is a state law, court order, or other legally binding document, which prohibits this right.

4.7B Notice to Minors and Incapacitated Persons. Before requesting private data from minors and incapacitated persons, City personnel must notify the minors and incapacitated persons that they may request that the information not be given to their parent(s) or guardian(s). (Exhibit 5)

4.7C Denial of Parent or Guardian Access. The Responsible Authority may deny parent or guardian access to private data when the individual requests this denial and the Responsible Authority determines that withholding the data would

be in the best interest of the individual. The request from the individual must be in writing, stating the reasons for the request. In determining the best interest of the individual, the Responsible Authority will consider:

4.7C1 Whether the individual is of sufficient age and maturity to explain the reasons and understand the consequences;

4.7C2 Whether denying access may protect the individual from physical or emotional harm;

4.7C3 Whether there are reasonable grounds to support the individual's reasons; and

4.7C4 Whether the data concerns medical, dental, or other health services provided under Minnesota Statutes Sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent or guardian would seriously jeopardize the health of the individual.

The Responsible Authority may also deny parental/guardian access without a request from the juvenile or incapacitated person under any other state or federal statute that allows or requires denial of parental or guardian access and that provides standards for denying parental or guardian access

5.0 Access to Private and Confidential Data on Decedents. Private data on decedents means data which, prior to the death of the data subject, were classified by statute, federal law, or temporary classification as private data. Confidential data means data which, prior to the death of the data subject, were classified by statute, federal law, or temporary classification as confidential data. A list of the private and confidential information maintained by the City is contained in Appendix A. Information about individuals who are deceased will be treated the same as data that is about individuals who are living except:

5.0A Private and confidential data on decedents will become public data 10 years after the death of the data subject and 30 years after the creation of the data in accordance with Minnesota Statutes Section 13.10, subdivision 2. An individual is presumed dead if either 90 years have elapsed since the creation of the data or 90 years have elapsed since the individual's birth, whichever is earlier, except that an individual is not presumed to be dead if the Responsible Authority has information readily available to him or her indicating the individual is still living.

5.0B A representative of the decedent may exercise the rights that the decedent could have exercised as a living individual. A "representative of the decedent" means a personal representative of the estate of the decedent during the period of administration, or if no personal representative has been appointed or after

discharge, the surviving spouse, any child of the decedent, or, if there is no surviving spouse or children, the parents of the decedent.

6.0 Access to Data Not On Individuals. Information not about individuals is classified by law as public, nonpublic, and protected nonpublic. Information that is not about individuals will generally be treated the same as data about individuals. Nonpublic and protected nonpublic information, except for security information, becomes public either 10 years after it was created by the City or 10 years after the data was received or collected by the City unless the Responsible Authority reasonably determines that if the information was made public or made available to the data subject that the harm to the public or the data subject would outweigh the benefit to the public or the data subject.

6.1 People Entitled to Access.

6.1A Public information not about an individual may be shown to anyone. Copyrighted documents will not be reproduced or photocopied without express written permission from the copyright holder.

6.1B Nonpublic information not about an individual may be shown or given to:

6.1B1 An authorized representative of the subject entity of the data, but only once every six months, unless a dispute has arisen or additional data has been collected.

6.1B2 A person who has been given access by the express written consent of the authorized representative of the entity which is the subject of the data.

6.1B3 Persons who are authorized access by the federal, state, or local law or court order.

6.1B4 Persons within the City staff, the City Council, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.

6.1C Protected nonpublic information may not be given to the authorized representative of the entity, but may be given or shown to:

6.1C1 Persons who are authorized access by federal, state, or local law or court order.

6.1C2 Persons within the City staff, the City Council, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.

6.2 Form of Request. Any person may request data verbally or in writing. Data will be released depending on whether or not the City has stored the data requested and whether the data is classified as public, nonpublic, protected nonpublic or is copyrighted.

All requests to view or receive a reproduction of nonpublic or protected nonpublic information must be made in writing in order to verify identity. All requests to receive a reproduction of copyrighted public, nonpublic or protected nonpublic information must be made in writing in order to determine if the request for copyrighted material qualifies for release under copyright law of the United States (Title 17 of the United States Code). The Responsible Authority will provide a form (Exhibit 3) to document the requesting party's identity, the information requested, and the City's response; however, any person may request data verbally or in writing as long as the request includes documentation of the requesting party's identity and a detailed description of the information requested.

6.3 Identification of Requesting Party. The Responsible Authority must verify the identity of the requesting party as a person entitled to access when non-public or protected nonpublic data is requested. The Responsible Authority must also verify the identity of the requesting party as a person entitled to access when copies of copyrighted private, non-public, or protected nonpublic data is requested. Identity can be established through personal knowledge, presentation of photo identification, comparison of the data subject's signature on a consent form with the person's signature in City records, or other reasonable means.

6.4 Time Limits. Requests will be received and processed at New Prague City Hall only during normal business hours. The response must be immediate, if possible, or prompt and reasonable, if an immediate response is not possible.

6.5 Fees. Fees will be charged in the same manner as for public information and are summarized in Exhibit 2.

6.6 Accessibility of Records. Upon request by an individual, records must be made available within a reasonable time period to persons with disabilities in a manner consistent with state and federal laws prohibiting discrimination against persons with disabilities. Reasonable modifications must be made in any policies, practices and procedures that might otherwise deny equal access to records to individuals with disabilities. This requirement does not apply to (1) technology procured or developed prior to January 1, 2013, unless substantially modified or substantially enhanced after January 1, 2013 or (2) records that cannot be reasonably modified to be accessible without an undue burden as defined in Minnesota Statutes Section 16E.015, subdivision 4 to the public entity or (3) except as otherwise provided in Minnesota Statutes Chapter 16E.

7.0 Temporary Classification. If the Responsible Authority determines information not expressly classified by law should be protected, the Responsible Authority may apply to the Department of Administration Commissioner for permission to classify information as private,

confidential, nonpublic or protected nonpublic for its own use and for the use of other governmental entities on a temporary basis. The application and the classification of the information shall be in accordance with Minnesota Statutes Section 13.06.

8.0 Denial of Access. If the Responsible Authority determines that the requested data is not accessible to the requesting party, the Responsible Authority must inform the requesting party verbally at the time of the request or in writing as soon after that as possible. The Responsible Authority must give the specific legal authority, including statutory section, for withholding the data. The Responsible Authority must place a verbal denial in writing upon request. This must also include the specific legal authority for the denial.

9.0 Collection of Data on Individuals. The collection and storage of information about individuals will be limited to that necessary for the administration and management of the programs specifically authorized by the state legislature, City Council, or federal government.

9.1 Tennesen Warning. When an individual is asked to supply private or confidential information about the individual, the City employee requesting the information must give the individual a Tennesen warning.

9.1A This warning must contain the following:

- 9. 1A1** The purpose and intended use of the requested data;
- 9.1 A2** Whether the individual may refuse or is legally required to supply the requested data;
- 9.1A3** Any known consequences from supplying or refusing to supply the information, and
- 9.1A4** The identity of other persons or entities authorized by state or federal law to receive the data.

9.1B A Tennesen warning is not required when:

- 9. 1B1** An individual is requested to supply investigative data to a law enforcement officer;
- 9.1 B2** The data subject is not an individual (e.g., the data subject is a corporation or partnership);
- 9.1B3** The data subject offers information that has not been requested by the City;
- 9.1B4** The information requested from the individual is about someone else;

9.1B5 The City receives information about the subject from someone else; or

9.1 B6 The information requested from the subject is classified as public data.

9.1C A Tennessean warning may be on a separate form (Exhibit 9) or may be incorporated into the form which requests the private or confidential data.

9.1D Collection of Data on Individuals through the Use of the City's Computer. When an individual gains access to government information or services through the City's computer, the City may create, collect, or maintain electronic access data or use its computer to install a cookie on an individual's computer. The City must inform individuals gaining access to the City's computer of the creation, collection, or maintenance of electronic access data or the City's use of cookies before requiring the individual to provide any data about the individual to the City. As part of that notice, the City must inform the individual how the data will be used and disseminated. Notwithstanding an individuals' refusal to accept a cookie on its computer, the City must allow the individual to gain access to data or information, transfer data or information, or use government services by means of the City's computer.

92 Data Quality Procedures. The City is required to establish procedures that data on individuals are accurate, complete and current. The Responsible Authority shall work with employees that collect, use, or disseminate data on individuals to implement the following procedures:

9.2A At the time that data is collected from the individual data subject the individual should be advised of his or her right to review and contest the accuracy or completeness of public or private data concerning him/herself.

9.2B An individual data subject should be encouraged to review his/her file for accuracy, completeness and currency.

9.2C . Whenever possible and practical, collect data about an individual from the individual subject of the data rather than from third parties (e.g., birth date, address, etc.)(This directive does not prohibit employees from collecting data from third parties).

9.2D Design forms to collect objective types of data elements whenever possible, rather than data which calls for an opinion or conclusion or other subjective entry. Forms for the collection of data on individuals should request only necessary data.

9.2E Department heads should periodically review forms used to collect data on individuals. Data elements that are not necessary or that lend themselves to ambiguity or subjectivity should be removed and the forms redesigned.

9.2F Department heads should periodically conduct quality/validity checks on sample case files that contain data on individuals.

10.0 Challenge to Data Accuracy or Completeness. An individual who is the subject of public or private data may contest the accuracy or completeness of that data maintained by the City. The individual must notify the Responsible Authority in writing describing the nature of the disagreement. Within 30 days, the Responsible Authority must respond and either (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that he or she believes the data to be correct.

An individual who is dissatisfied with the Responsible Authority's action may appeal to the Commissioner of the Minnesota Department of Administration, using the contested case procedures under Minnesota Statutes Chapter 14. The Responsible Authority will correct any data if so ordered to do so by the Commissioner.

11.0 Data Protection.

11.1 Accuracy and Currency of Data.

11.1A All City employees will be requested, and given appropriate forms, to provide updated personal information to the appropriate supervisor, which is necessary for tax, insurance, emergency notification, and other personnel purposes. Other people who provide private or confidential information will also be encouraged to provide updated information when appropriate.

11.1B Department heads should, on a yearly basis, review forms used to collect data on individuals to delete items that are not necessary and to clarify items that may be ambiguous.

11.1C All records must be disposed of according to the State of Minnesota General Records Retention Schedule.

11.2 Data Safeguards.

11.2A Private and confidential information will be stored in files or databases which are not readily accessible to individuals who do not have authorized access and which will be secured during hours when the offices are closed.

11.2B Private and confidential data must be kept only in City offices, except when necessary for City business.

11.2C Only those employees whose job responsibilities require them to have access will be allowed access to files and records that contain private or confidential information. These employees will be instructed to:

11.2C1 Not discuss, disclose, or otherwise release private or confidential data to anyone who is not authorized to access the data including City employees or officials whose job responsibilities do not require access to the data;

11.2C2 Not leave private or confidential data where non-authorized individuals might see it; and

11.2C3 Shred private or confidential data before discarding.

11.2D When a contract with an outside party requires access to private or confidential information, the contracting party will be required to use and disseminate the information consistent with the Act. The City must include in a written contract the language contained in Exhibit 10 or substantially similar language.

EXHIBIT 1
LIST OF
DESIGNEES

The Minnesota Data Practices Act establishes a system for compilation and distribution of data gathered by government agencies. All data collected and maintained by the City of New Prague ("City") is presumed public and is accessible to the public for both inspection and copying, unless classified as Private, Confidential, Nonpublic or Protected Nonpublic in accordance with federal law, state statute or a temporary classification.

The City of New Prague has appointed the following position to administer this system.
Responsible Authority and Compliance Official:

City Administrator
City of New Prague
118 Central Avenue North, Suite 1
New Prague, MN 56071-5513
Phone: (952) 758-4401
Fax: (952) 758-1149

Positions appointed as designees in system administration are as follows:

Other persons responsible for the maintenance and dissemination of City records are as apparent or assigned.

EXHIBIT 2
PHOTOCOPYING CHARGES

Regular Photocopy Charge (if 100 or fewer pages of black and white letter or legal size paper copies are requested)	\$.35 per page \$.05 per page for additional copies of the same document
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Special Copy Charge (charged in all other circumstances, including requests to provide data electronically or by facsimile)	Actual Cost*
---	---------------------

* the "actual cost" means the cost of any materials (paper, copier ink, staples, CDs/DVDs, video/audio tapes, etc.), any special costs associated with making copies from computerized data, such as writing or modifying a computer program to format data, any mailing costs and any vehicle costs directly involved in transporting data to the appropriate facility when necessary to provide copies. In addition, "actual cost" also includes City staff time spent making, certifying and compiling the copies (when requested by the data subject). For requests by anyone other than the data subject, the "actual cost" also includes City staff time spent retrieving the data to be copied, sorting and labeling the documents (if this is necessary to identify what is to be copied), removing staples or paper clips, taking documents to the copier for copying as well as making, certifying and compiling the copies. Labor costs are never charged for separating public from not public data.

Document Charge (charged for certain frequently requested documents, such as zoning codes, maps, etc.)	Fee as established in the City fee schedule
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EXHIBIT 3

INFORMATION DISCLOSURE REQUEST

Minnesota Government Data Practices Act

A. To be Completed by Requestor

REQUESTOR NAME (Last, First, MI):	DATE OF REQUEST:
STREET ADDRESS:	PHONE NUMBER:
CITY, STATE, ZIP CODE:	SIGNATURE:
DESCRIPTION OF THE INFORMATION REQUESTED:	

B. To be Completed by the City

DEPARTMENT NAME:	HANDLED BY:
INFORMATION CLASSIFIED AS: <div><input type="checkbox"/> PUBLIC <input type="checkbox"/> NON-PUBLIC <input type="checkbox"/> PRIVATE <input type="checkbox"/> PROTECTED NON-PUBLIC <input type="checkbox"/> CONFIDENTIAL</div>	ACTION: <div><input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED IN PART (explain below) <input type="checkbox"/> DENIED (explain below)</div>
REMARKS OR BASIS FOR DENIAL INCLUDING STATUTE SECTION:	
PHOTOCOPYING CHARGES: <div><input type="checkbox"/> NONE <input type="checkbox"/> _____ Pages x _____ = <input type="checkbox"/> Special Rate: _____ (attach explanation)</div>	IDENTITY VERIFIED FOR PRIVATE INFORMATION: <div><input type="checkbox"/> IDENTIFICATION: DRIVER'S LICENSE, STATE I.D., etc. <input type="checkbox"/> COMPARISON WITH SIGNATURE ON FILE <input type="checkbox"/> PERSONAL KNOWLEDGE <input type="checkbox"/> OTHER:</div>
AUTHORIZED SIGNATURE: _____ DATE: _____	

EXHIBIT4
GOVERNMENT DATA ACCESS AND NONDISCLOSURE AGREEMENT

1. AUTHORIZATION. The City of New Prague (the "City") hereby authorizes _____ (the "Authorized Party") access to the following government data: _____

2. PURPOSE. Access to this government data is limited to the objective of creating summary data for the following purpose: _____

3. COST. (Check all that apply):

_____ The Authorized Party has been requested by the City to prepare summary data and will be paid in accordance with City policy. The estimated total is: \$_____.
_____ _____ is the person who requested the summary data and agrees to bear the City's costs associated with the preparation of the data which has been estimated to be \$_____

Signature of Requestor Date

4. SECURITY. The Authorized Party agrees that it and any employees or agents under its control must protect the privacy interests of individual data subjects in accordance with the terms of this Agreement.

The Authorized Party agrees to remove all unique personal identifiers which could be used to identify any individual from data classified by state or federal law as not public which is obtained from City records and incorporated into reports, summaries, compilations, articles, or any document or series of documents.

Data contained in files, records, microfilm, or other storage media maintained by the City are the City's property and are not to leave the City's custody. The Authorized Party agrees not to make reproductions of any data or remove any data from the site where it is provided, if the data can in any way identify an individual.

No data which is not public and which is irrelevant to the purpose stated above shall ever be disclosed or communicated to anyone by any means.

The Authorized Party warrants that the following named individual(s) will be the only person(s) to participate in the collection of the data described above:

Complete name (printed) Title (printed)

5. LIABILITY FOR DISCLOSURE. The Authorized Party is liable for any unlawful use or disclosure of government data collected, used and maintained in the exercise of this agreement and is classified as not public under state or federal law. The Authorized Party understands that it may be subject to civil or criminal penalties under those laws. The Authorized Party agrees to defend, indemnify, and hold the City, its officials, agents and employees harmless from any liability, claims, damages, costs, judgments, or expenses, omission of the Authorized Party's failure to fully perform in any respect all obligations under this Agreement.

6. INSURANCE. In order to protect itself as well as the City, the Authorized Party agrees at all times during the term of this Agreement to maintain insurance covering the Authorized Party's activities under this Agreement. The insurance will cover \$1,500,000 per claimant for personal injuries or damages and \$1,500,000 per occurrence. The policy must cover the indemnification obligation specified above.

7. ACCESS PERIOD. The Authorized Party may have access to the information described above from_____to_____

8. ACCESS RESULTS.

A copy of all reports, summaries, compilations, articles, publications or any document or series of documents that are created from the information provided under this Agreement must be provided to the City. The Authorized Party may retain one copy of the summary data created for its own records but may not disclose it without City permission, except in defense of claims brought against it.

AUTHORIZED PARTY:_____

By:_____Date:_____

Title (if applicable):_____

REQUESTOR OF SUMMARY DATA:_____

By:_____Date:_____

Title (if applicable): _____

CITY OF NEW PRAGUE:

By:_____Date:_____

Its:_____

EXHIBIT 5
NOTICE TO PERSONS UNDER AGE 18

Some of the information you are asked to provide is classified as private under State law. You have the right to request that some or all of the information not be given to one or both of your parents/legal guardians. Please complete the form below if you wish to have information withheld.

Your request does not automatically mean that the information will be withheld. State law requires the City to determine if honoring the request would be in your best interest. The City is required to consider:

- * Whether you are of sufficient age and maturity to explain the reasons and understand the consequences;
- * Whether denying access may protect you from physical or emotional harm;
- * Whether there are reasonable grounds to support your reasons; and
- * Whether the data concerns medical, dental, or other health service provided under Minnesota Statutes Sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent would seriously jeopardize your health.

NOTICE GIVEN TO: _____ DATE: _____

BY: _____
(Name) (Title)

REQUEST TO WITHHOLD INFORMATION

I request that the following information _____

Be withheld from: _____

For these reasons: _____

Date: _____ Print name: _____

Signature: _____

EXHIBIT 6
CONSENT TO RELEASE PRIVATE DATA

I, _____ authorize the City of New Prague ("City") to release the
(print name)
following private data about me:

to the following person(s) or entity(ies):

The person(s) or entity(ies) receiving the private data may use it only for the following purpose or purposes:

This authorization is dated _____ and expires on _____

I understand that my records are protected under state privacy regulations and cannot be disclosed without my written consent unless otherwise provided for by law. I also understand that I may cancel this consent at any time prior to the information being released and that in any event this consent expires automatically 90 days after signing. By signing this document, I give my full and voluntary consent to the City to release the above-listed data to the persons identified in this release, and I waive any and all claims against the City for the disclosure of private data about me in accordance with this document.

Signature

Signature of parent or guardian
(if data subject is under 18 years of age)

IDENTITY VERIFIED BY:

- ☐ **Witness:** x _____
- ☐ **Identification:** Driver's License, State ID, Passport, other: _____
- ☐ **Comparison with signature on file**
- ☐ **Other:** _____

Responsible Authority/Designee: _____

EXHIBIT 7
CONSENT TO RELEASE COPYRIGHTED DATA

I, _____, certify that I have the authority to authorize the City of New Prague to release the following copyrighted data of which I am the copyright holder:

To the following person or people: _____

The person or people receiving the copyrighted data may use it only for the following purpose or purposes:_____

This authorization is dated _____ and expires* on _____

**The expiration cannot exceed one year from the date of the authorization.*

I, the undersigned, agree to give up and waive all claims that I might have against the City, its agents and employees for releasing data pursuant to this request.

Title

Phone Number

Date _____

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

On this ____ day of _____, 20____, before me, a Notary Public within and for said County, personally appeared _____, known to me to be the person described in and who executed the foregoing instrument and acknowledged that he/she executed the same as his/her own free act and deed.

Notary Public

EXHIBIT 8
DATA PRACTICES ADVISORY
(Tennessen Warning)

Some or all of the information that you are asked to provide on the attached form is classified by state law as either private or confidential. Private data is information that generally cannot be given to the public but can be given to the subject of the data. Confidential data is information that generally cannot be given to either the public or the subject of the data.

The City's purpose and intended use of this information is: _____

You _ are/ _ are not legally required to provide this information.

If you refuse to supply the information, the following may happen: _____

Other persons or entities authorized by law to receive this information are:

EXHIBIT 9
CITY OF NEW PRAGUE
TENNESSEN WARNING FORM

It is the City of New Prague's responsibility to inform potential employees of their privacy rights. Please carefully read the TennesSEN Warning provided below. Sign and date the form and return it with your application. Your signature indicates that you have received information regarding your rights as they pertain to the Minnesota Government Data Practices Act.

In accordance with the Minnesota Government Data Practices Act, the City of New Prague is required to inform you of your rights as they relate to the private information collected from you. Private data is information that is available to you, but not to the public; the personal information we collect about you is private. Minnesota Statutes Sections 13.04 and 13.43 are two sections that govern what affects you as an applicant for employment at the City of New Prague. All data collected is considered private except for the following:

- 1. Your veteran's status;
- 2. Relevant test scores;
- 3. Your job history;
- 4. Your education and training; and
- 5. Your work availability.

Your name is considered to be private information; however, if you are selected to be interviewed as a finalist, your name becomes public information.

The data supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel policies, rules, and regulations of the City of New Prague. Furnishing social security numbers is voluntary for applicants to the City of New Prague, but refusal to supply other requested information would mean that your application for employment might not be considered.

Private data is available only to you, appropriate City employees, and others as provided by state and federal laws who have a bona fide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the application for employment that is not designated in this notices as private data.

The information you give about yourself is needed to identify you and to assist the City of New Prague in determining your suitability for the position for which you are applying.

I have read and understand the information given above regarding the Minnesota Data Practices Act.

Applicant Signature

Date

EXHIBIT 10
SAMPLE CONTRACT PROVISION

Data Practices Compliance. Contractor will have access to data collected or maintained by the City to the extent necessary to perform Contractor's obligation under this contract. Contractor agrees to maintain all data contained from the City in the same manner as the City is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (the "Act"). Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the City. Contractor agrees to defend and indemnify the City from any claim, liability, damage or requirements of the Act or this contract. Upon termination of this contract, Contractor agrees to return data to the City as requested by the City.

EXHIBIT 11
BUILDING PERMIT/PLANS
DATA PRACTICES ADVISORY

You may be required to submit building plans with your building permit application so that the City of New Prague can determine whether or not your building permit application should be approved. If you do not submit plans when they are required, your building permit will not be approved. The Minnesota Government Data Practices Act establishes a presumption that all government data are public and are accessible by the public for both inspection and copying unless there is a federal law, a state statute, or a temporary classification of data that provides that certain data are not public. Minnesota Statutes Section 13.02 defines government data as being all data collected, created, received, maintained, or disseminated by the City regardless of its physical form, storage media or conditions of use.

The Government Data Practices Act allows building plans to be classified as non-public ONLY if they contain the following information:

Security information defined by Minnesota Statutes Section 13.37, subdivision 1(a) as being "government data the disclosure of which would be likely to substantially jeopardize the security of information, possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury."

OR

Trade secret information defined by Minnesota Statutes Section 13.37, subdivision 1 (b) as being "government data, including a formula, pattern, compilation, program, device, method, technique or process (1) that was supplied by the affected individual or organization, (2) that is the subject of efforts by the individual or organization that are reasonable under the circumstances to maintain its secrecy, and (3) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use."

Building plans submitted to the City are generally public information and will be presumed to be available for copying and release to the public. If you hold a copyright to the plans and do not want them copied for the public, then you will need to indicate as such below. Also, if you believe that your building plans qualify for the classification of nonpublic data you must provide documentation verifying your claim. The Responsible Authority for the City of New Prague will determine whether or not the plans qualify for nonpublic data classification within 10 business days of the request.

Building plans and related documents submitted to the City are presumed to be public and by submitting them and signing this document you are expressly giving permission to the City to make copies for the City's use and to make available to the public upon request unless you indicate otherwise as follows:

_____ **The building plans I have submitted contain SECURITY INFORMATION as defined by Minnesota Statutes Section 13.37, subdivision 1(a) and are to be treated as protected nonpublic data.** I understand I must provide an explanation (below) to support my claim that the information I am providing constitutes security information under law.

_____ **The building plans I have submitted contain TRADE SECRET INFORMATION as defined by Minnesota Statutes Section 13.37, subdivision 1 (b) and are to be treated as protected nonpublic data.** I understand I must provide an explanation (below) to support my claim that the information I am providing constitutes trade secret information under law.

_____ **The building plans I have submitted are COPYRIGHTED under and protected by the Federal Copyright Act and I do not give permission for them to be copied for release to the public.** However, I understand the plans are considered public information under Minnesota law and may be viewed by the public.

Explanation:

Name of Applicant (Please Print)

Date

Signature of Applicant

Property Address

Contact Address

Contact Phone Number

E-mail address

APPENDIX A PRIVATE AND CONFIDENTIAL DATA MAINTAINED BY THE CITY OF NEW PRAGUE

The list of data types is divided into the following categories: General; Administration; Planning; Personnel; and Police. The categories are provided only for convenience in locating types of data. Inclusion in any particular category is not intended to indicate an exclusive location for that data type (e.g., data listed under Personnel may be physically located in more than one City department).

GENERAL

Applications for Election or Appointment

CLASSIFICATION(S): Public

GOVERNING STATUTE: Minn. Stat. § 13.601, subd. 3

DESCRIPTION OF DATA: The following data on all applicants for election or appointment are public: name, city of residence (except when the appointment has a residency that requires the entire address to be public), education and training, employment history, volunteer work, awards and honors, prior government service, veteran status, and any data required to be provided.

Business Data

CLASSIFICATION(S): Private/Nonpublic/Public

GOVERNING STATUTE: Minn. Stat. § 13.591

DESCRIPTION OF DATA: Data submitted to the City by a business requesting financial assistance or a benefit financed by public funds are private or nonpublic data. The data becomes public when public financial assistance is provided or the business receives a benefit from the City, except that business plans, income and expense projections not related to the financial assistance provided, customer lists, income tax returns, and design, market and feasibility studies not paid for with public funds remain private or nonpublic.

City Attorney Records

CLASSIFICATION(S): Confidential

GOVERNING STATUTE: Minn. Stat. § 13.393

DESCRIPTION OF DATA: The use, collection, storage, and dissemination of data by the City Attorney is governed by statutes, rules, and professional standards concerning discovery, production of documents, introduction of evidence, and professional responsibility. Data which is the subject of attorney-client privilege is confidential. Data which is the subject of the "work product" privilege is confidential.

Civil Investigative Data

CLASSIFICATION(S): Confidential/ Protected Nonpublic/ Not public/ Public

GOVERNING STATUTE: Minn. Stat. § 13.39

DESCRIPTION OF DATA: Data collected as part of an active investigation undertaken to commence or defend pending civil litigation, or which are retained in anticipation of pending civil litigation are classified as protected nonpublic data pursuant to Minnesota Statutes Section

13.02, subdivision 13, in the case of data not on individuals and confidential pursuant to Minnesota Statutes Section 13.02, subdivision 3, in the case of data on individuals. The City may make any data classified as confidential or protected nonpublic accessible to any person, agency or the public if the City determines that the access will aid the law enforcement process, promote public health or safety or dispel widespread rumor or unrest.

Community Dispute Resolution Center Data

CLASSIFICATION(S): Private/Public

GOVERNING STATUTE: Minn. Stat. § 13.88

DESCRIPTION OF DATA: Data relating to a case in a community dispute resolution program are classified as private data on individuals, with the exceptions set forth in Minnesota Statutes Section 13.88.

Elected Officials Correspondence

CLASSIFICATION(S): Private/ Public

GOVERNING STATUTE: Minn. Stat. § 13.601, subd. 2

DESCRIPTION OF DATA: Correspondence between individuals and elected officials is private data on individuals, but may be made public by either the sender or the recipient.

Emergency Services for Homeless Persons

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.587

DESCRIPTION OF DATA: Data that identifies any individual receiving emergency services for homeless persons from the City under a grant from a state agency are private data on individuals.

Financial Disclosure Statements

CLASSIFICATION(S): Public

GOVERNING STATUTE: Minn. Stat. § 13.601, subd. 1.

DESCRIPTION OF DATA: Financial disclosure statements of elected or appointed officials which, by requirement of the City, are filed with the City, are public data on individuals.

Identity of Employees Making Complaints

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 181.932, subd. 2; 13.7905, subd. 5(b)

DESCRIPTION OF DATA: The identity of an individual who reports to any governmental body or law enforcement official a violation or suspected violation by the individual's employer of any federal or state law or rule is private data on individuals if it meets the requirements of Minnesota Statutes Section 181.932, subdivision 2.

Internal Competitive Response

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. §§ 13.591, subd. 5, 13.37.

DESCRIPTION OF DATA: A bid or proposal to provide the City with goods or services that is prepared by City staff in competition with bids or proposals solicited by the City from the private sector or a different government entity from the private sector are classified as private or nonpublic until completion of the selection process or completion of the evaluation process at

which time the data are public with the exception of trade secret information as defined and classified in Minnesota Statutes Section 13.37.

Internal Auditing Data

CLASSIFICATION(S) : Confidential/Private/Protected Nonpublic/Public

GOVERNING STATUTE: Minn. Stat. § 13.392

DESCRIPTION OF DATA: Data, notes, and preliminary drafts of reports created, collected and maintained by the internal audit offices of the City or by person performing audits for the City and relating to an audit or investigation are confidential data on individuals or protected nonpublic data until the final report has been published or the audit or investigation is no longer being pursued actively. Data on an individual supplying information for an audit or investigation that could reasonably be used to determine the individuals' identity are private data on individuals if the information supplied was needed for an audit or investigation and would not have been provided to the internal audit office or person performing audits without an assurance to the individual that the individual's identity would remain private.

Pleadings

CLASSIFICATION(S) : Public

GOVERNING STATUTE: Minn. Stat. § 13.03, subd. 12

DESCRIPTION OF DATA: Pleadings in a lawsuit by or against the City are public data to the same extent that the data would be public if filed with the court.

Requests for Proposals

CLASSIFICATION(S) : Private/Nonpublic/Not public/Public

GOVERNING STATUTE: Minn. Stat. §§ 13.591, subd. 3(b) , 13.37

DESCRIPTION OF DATA: Data submitted by a business to the City in response to a request for proposals, as defined in Minnesota Statutes Section 16C.02, subdivision 12, are private or nonpublic until the time and date specified in the solicitation that proposals are due, at which time the name of the responder becomes public. All other data in a responder's response to a request for proposals are private or nonpublic data until completion of the evaluation process. After a government entity has completed the evaluation process, all remaining data submitted by all responders are public with the exception of trade secret data as defined and classified in Minnesota Statutes Section 13.37. A statement by a responder that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the response. If all responses to a request for proposals are rejected prior to completion of the evaluation process, all data, other than the names of the responders, remain private or nonpublic until a resolicitation of the requests for proposal results in completion of the evaluation process or a determination is made to abandon the purchase. If the rejection occurs after the completion of the evaluation process, the data remain public. If a resolicitation of proposals does not occur within one year of the proposal opening date, the remaining data become public.

Sealed Bids

CLASSIFICATION(S) : Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37

DESCRIPTION OF DATA: Sealed bids, including the number of bids received, prior to opening are classified as nonpublic data with regard to data not on individuals and as private data with regard to data on individuals.

Security Information

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37

DESCRIPTION OF DATA: Data which if disclosed would be likely to substantially jeopardize the security of information, possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury is classified as nonpublic data with regard to data not on individuals and as private data with regard to data on individuals. This includes crime prevention block maps and lists of volunteers who participate in community crime prevention programs and their home addresses and telephone numbers, but these may be disseminated to other volunteers participating in crime prevention programs.

Service Cooperative Claims Data

CLASSIFICATION(S): Nonpublic

GOVERNING STATUE: Minn. Stat. § 13.203

DESCRIPTION OF DATA: Claims experience and all related information received from carriers and claims administrators participating in a group health or dental plan, including any long-term disability plan, offered through Minnesota service cooperatives to Minnesota political subdivisions and survey information collected from employees and employers participating in these plans and programs are classified as nonpublic data on individuals. However, an executive director of a Minnesota service cooperative may make the determination that release of the data will not be detrimental to the plan or program.

Social Security Numbers

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.355

DESCRIPTION OF DATA: Social Security numbers of individuals are private data on individuals, except to the extent that access to the Social Security number is specifically authorized by law.

Trade Secret Information

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37

DESCRIPTION OF DATA: Data, including a formula, pattern, compilation, program, device, method, technique or process: (1) that was supplied by the affected individual or organization; (2) that is the subject of efforts by the individual or organization that are reasonable under the circumstances to maintain its secrecy; and (3) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use are nonpublic data with regard to data not on individuals and as private data with regard to data on individuals.

ADMINISTRATION

Absentee Ballots

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37. subd. 2(a)

DESCRIPTION OF DATA: Sealed absentee ballots before opening by an election judge are nonpublic data with regard to data not on individuals and private data with regard to data on individuals.

Assessor's Data

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.51

DESCRIPTION OF DATA: Data contained on sales sheets received from private multiple listing service organizations is private where the contract with the organizations requires the City to refrain from making the data available to the public. The following data collected by the City from individuals or business entities concerning income properties are private or nonpublic: (a) detailed income and expense figures; average vacancy factors; verified net rentable areas or net usable area, whichever is appropriate; anticipated income and expenses; projected vacancy factors; and lease information. Income information on individuals collected and maintained by the City to determine eligibility of property for class 4d under Minnesota Statutes Sections 273.128 and 273.13, is private data on individuals.

Computer Access Data

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.15

DESCRIPTION OF DATA: Data created, collected, or maintained about a person's access to the City's computer system for the purpose of: (1) gaining access to data or information; (2) transferring data or information; or (3) using government services are private data on individuals or nonpublic data. This data does not include a cookie temporarily installed by the City on a person's computer during a single session or visit to the City's web site if the cookie is installed only in a computer's memory and is deleted from the memory when the web site browser or web site application is closed.

Deferred Assessment Data

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.52

DESCRIPTION OF DATA: Data collected pursuant to Minnesota Statutes Section 435.193, which indicates the amount or location of cash or other valuables kept in the homes of applicants for deferred assessment are private data.

Federal Contracts Data

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.35

DESCRIPTION OF DATA: All data collected and maintained by the City when required to do so by a federal agency as part of its contract with the City are classified as either private or nonpublic depending on whether the data are data on individuals or data not on individuals.

Homestead Applications

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat§§ 13.4965, subd. 3,273.124, subd. 13

DESCRIPTION OF DATA: Social Security numbers, affidavits or other proofs of entitlement to homestead status that are submitted by property owners or their spouses are private data on individuals. The data may be disclosed to the Commissioner of Revenue or, under limited circumstances, the County Treasurer.

Library and Historical Data

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat§ 13.40

DESCRIPTION OF DATA: Data that links a library patron's name with materials requested or borrowed or with a specific subject about which the patron has requested information or materials; data in applications for borrower cards, other than the name of the borrower; data contributed to a historical records repository operated by the City, if the data was contributed by private persons under an agreement that restricts access or if access would significantly endanger the physical or organizational integrity of the data are private data on individuals.

Lodging Tax Data

CLASSIFICATION(S): Nonpublic

GOVERNING STATUTE: Minn. Stat § 13.495

DESCRIPTION OF DATA: Data, other than basic taxpayer identification data, collected from taxpayers under a lodging tax ordinance are nonpublic data.

Municipal Bonds Register Data

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat §§ 13.202, subd. 12,475.55, subd. 6

DESCRIPTION OF DATA: Data with respect to the ownership of municipal obligations are nonpublic data or private data on individuals.

Municipal Electric Utility Customer Data

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat § 13.685

DESCRIPTION OF DATA: Data on customers of municipal electric utilities are private data on individuals or nonpublic data.

Municipal Self-Insurer Claims

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat §§ 13.202, subd. 9(a) , 471.617, subd. 5

DESCRIPTION OF DATA: Data about individual claims or total claims made by an individual under a self-insured health benefit plan of a municipality are private.

Parking Space Leasing Data

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat § 13.37, subd. 1 (d) and subd. 2

DESCRIPTION OF DATA: The following data on an applicant for or lessee of a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, work telephone number and location of the parking space are classified as nonpublic data with regard to data not on individuals and as private data with regard to data on individuals.

Registered Voter Lists

CLASSIFICATION(S): Confidential/Public

GOVERNING STATUTE: Minn. Stat. §§ 13.607, subd. 6; 201.091

DESCRIPTION OF DATA: The information contained in the master list of registered voters may only be made available to public officials for purposes related to election administration, jury selection, and in response to a law enforcement inquiry concerning a violation of or a failure to comply with any criminal statute or state or local tax statute.

Security Service Data

CLASSIFICATION(S): Nonpublic/Private/Public

GOVERNING STATUTE: Minn. Stat. §§ 13.861, 13.37 and 13.82, subd. 2, 3 and 6.

DESCRIPTION OF DATA: Data collected, created, or maintained by a security service for the purpose of providing security services to the City that are similar to the data described as request for service data and response or incident data in Minnesota Statutes Section 13.82, subdivision 3 and 6 are public. If personnel of a security service make a citizen's arrest, then any security service data that are similar to the data described as arrest data in Minnesota Statutes Section 13.82, subdivision 2 are public. If a security service participates in but does not make an arrest, it shall, upon request, provide data that identify the arresting law enforcement agency. All other security service data are nonpublic.

Social Recreational Data

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.548

DESCRIPTION OF DATA: For individuals enrolling in recreational or other social programs: name, address, telephone number, any other data that identifies the individual, and any data which describes the health or medical condition of the individual, family relationships, living arrangements, and opinions as to the emotional makeup or behavior of an individual are classified as private.

Solid Waste Collector Customer Lists

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. §§ 13.7411, subd. 4 (d), 115A.93, subd. 5

DESCRIPTION OF DATA: Customer lists provided to the City by solid waste collectors are private data on individuals or nonpublic data with regard to data not on individuals.

Transportation Service Data

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.72, subd. 10

DESCRIPTION OF DATA: Personal, medical, financial, familial, or locational information data pertaining to applicants for or users of services providing transportation for the disabled or elderly are private.

PLANNING

Appraisal Data

CLASSIFICATION(S): Confidential/Protected Nonpublic/Public

GOVERNING STATUTE: Minn. Stat. § 13.44, subd. 3

DESCRIPTION OF DATA: Estimated or appraised values of property that are made by the City or by an independent appraiser acting for the City for the purpose of selling or acquiring land through purchase or condemnation are classified as confidential data on individuals or protected nonpublic data. However, this data becomes public at the discretion of the City Council, determined by majority vote of the City's governing body. Appraised values of property that are made by appraisers working for fee owners or contract purchasers who have received an offer to purchase their property from a government entity are classified as private data on individuals or nonpublic data. Appraisal data made confidential or nonpublic become public when the data are submitted to a court appointed condemnation commissioner, the data are presented in court in condemnation proceedings or the parties enter into an agreement for the purchase and sale of the property.

Award Data

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.48

DESCRIPTION OF DATA: Financial data on business entities submitted to the City for the purpose of presenting awards to business entities for achievements in business development or performance are private data on individuals or nonpublic data.

Benefit Data

CLASSIFICATION(S): Private/Public

GOVERNING STATUTE: Minn. Stat. § 13.462

DESCRIPTION OF DATA: Data on individuals collected or created when an individual seeks information about becoming, is or was an applicant for or a recipient of benefits or services provided under any housing, home ownership, rehabilitation and community action agency, Head Start, or food assistance programs administered by the City are private data on individuals with the exception of the names and addresses of applicants for and recipients of the benefits, which are classified as public data on individuals.

Convention Center Data

CLASSIFICATION(S): Private/Nonpublic/Public

GOVERNING STATUTE: Minn. Stat. § 13.55

DESCRIPTION OF DATA: Letters or documentation from any person who makes inquiry to or who is contacted by the convention center facility regarding availability of the facility for staging events; identity of firms and corporations that contact the facility; the type of event that the contacting person wants to stage in the facility; suggested terms of rentals and responses of staff to such inquiries are nonpublic or private data on individuals. However, that data becomes public

upon any of the following: (a) five years elapse from the date on which the lease or contract is entered into between the facility and the inquiring party or parties or the event which was the subject of inquiry occurs at the facility, whichever occurs earlier; (b) the event which was the subject of inquiry does not occur; or (c) the event which was the subject of inquiry occurs elsewhere. The names, addresses and contact persons for individual exhibitors at an exhibition may be withheld at the discretion of the City to protect the competitive position of the facility or its customers.

Housing Agency Data

CLASSIFICATION(S): Confidential/Private/Protected Nonpublic/Nonpublic/Public

GOVERNING STATUTE: Minn. Stat. § 13.585

DESCRIPTION OF DATA: Correspondence between the housing agency and agency's attorney containing data on individuals collected as part of an active investigation undertaken for the purpose of the commencement or defense of potential or actual litigation; initiation of lease terminations and eviction actions; admission denial hearings concerning prospective tenants; commencement of actions against independent contractors of the agency; and tenant grievance hearings are classified as confidential data. Correspondence between the housing agency and the agency's attorney containing data not on individuals collected as part of an active investigation undertaken for the purpose of the commencement or defense of potential or actual litigation are classified as protected nonpublic data. Income information on individuals collected and maintained to determine property tax classification eligibility is private data on individuals. Data pertaining to negotiations with property owners regarding the purchase of property are classified as nonpublic data.

Property Complaint Data

CLASSIFICATION(S): Confidential

GOVERNING STATUTE: Minn. Stat§ 13.44, subd. 1

DESCRIPTION OF DATA: Data that identifies individuals who register complaints concerning violations of state laws or local ordinances concerning the use of real property are classified as confidential data.

Redevelopment Data

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat § 13.59

DESCRIPTION OF DATA: Names and addresses of individuals and the legal descriptions of property owned by individuals, when collected in surveys of individuals conducted by the City or Housing and Redevelopment Authority for the purposes of planning, development, and redevelopment are classified as private data. Names and addresses of businesses and the legal descriptions of business propelties and the commercial use of the property to the extent the disclosure of the use would identify a particular business are nonpublic data.

PERSONNEL

Employee Drug and Alcohol Tests

CLASSIFICATION(S): Confidential/Private

GOVERNING STATUTE: Minn. Stat§§ 13.7905, subd. 5(c), 181.954, subd. 2 and 3

DESCRIPTION OF DATA: Test results and other information acquired in an employee drug and alcohol testing process are private data on individuals.

Employment and Training Data

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.47

DESCRIPTION OF DATA: Data on individuals collected, maintained, used, or disseminated because an individual applies for, is currently enrolled in, or has been enrolled in employment and training programs funded with federal, state or local resources are private data on individuals.

Examination Data

CLASSIFICATION(S): Private/Confidential

GOVERNING STATUTE: Minn. Stat. § 13.34

DESCRIPTION OF DATA: Data consisting solely of testing or examination materials or scoring keys used solely to determine individual qualifications for appointment or promotion, the disclosure of which would compromise the objectivity or fairness of the testing or examination process are classified as nonpublic, except pursuant to court order.

Human Rights Data

CLASSIFICATION(S): Confidential/Private/Protected Nonpublic/Public

GOVERNING STATUTE: Minn. Stat. §§ 13.552, 363A.28 and 363A.35

DESCRIPTION OF DATA: Data maintained by the human rights department of the City. Human rights investigative data contained in an open case file are confidential data on individuals or protected nonpublic data. The name and address of the charging party and respondent, factual basis of the allegations, and the statute under which the action is brought are private data on individuals or nonpublic data but are accessible to the charging party and the respondent. Human rights investigative data contained in a closed case file are private data on individuals or nonpublic data. The name and address of the charging party and respondent, factual basis of the allegations, the statute under which the action is brought, the party of the summary of the investigation that does not contain identifying data on a person other than the complainant or respondent and the commissioner's memorandum determining whether probable cause has been shown are public data.

Labor Relations Information

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37

DESCRIPTION OF DATA: Management positions on economic and noneconomic items that have not been presented during the collective bargaining process or interest arbitration, including information specifically collected or created to prepare the management position is classified as nonpublic data with regard to data not on individuals and as private data with regard to data on individuals.

Personnel and Employment Data

CLASSIFICATION(S): Private/Public

GOVERNING STATUTE: Minn. Stat. § 13.43.

DESCRIPTION OF DATA: Certain government data on individuals maintained because the individual is or was an employee of or an applicant for employment by, performs services on a voluntary basis for, or acts as an independent contractor with the City are public as set forth in Minnesota Statutes Section 13.43, subdivision 2. All other personnel data is private data on individuals but may be released pursuant to a court order. Data pertaining to an employee's dependents are private data on individuals.

Salary Benefit Survey Data

CLASSIFICATION(S): Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.435

DESCRIPTION OF DATA: Salary and personnel benefit survey data purchased from consulting firms, nonprofit corporations or associations or obtained from employers with the written understanding that the data shall not be made public are classified as nonpublic data.

PUBLIC SAFETY

911 Emergency Telephone Service

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.202, subd. 6, 403.07, subd. 4

DESCRIPTION OF DATA: Names, addresses and telephone numbers provided to a 911 system are private data subject only to public safety exceptions.

Ambulance Service Data

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.381, subd. 12, 144E.123

DESCRIPTION OF DATA: Ambulance reports/prehospital medical care data are private data on individuals.

Arson Investigation

CLASSIFICATION(S): Confidential/Public

GOVERNING STATUTE: Minn. Stat. §§ 13.6905, subd. 26, 299F.055 and 299F.056

DESCRIPTION OF DATA: Data received pursuant to the Arson Reporting Immunity Law, Minnesota Statutes Sections 299F.052 to 299F.057 by an authorized person or insurance company shall be confidential data until its release is required pursuant to a criminal or civil proceeding.

Child Abuse Report Records

CLASSIFICATION(S): Confidential/Private

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 6 (b), 13.82, subd. 8 and 9 and 626.556

DESCRIPTION OF DATA: Active or inactive investigative data that identify a victim of child abuse or neglect reported under Minnesota Statutes Section 626.556 are private data on individuals. Active or inactive investigative data that identify a reporter of child abuse or neglect under Minnesota Statutes Section 626.556 are confidential data on individuals, unless the subject of the report compels disclosure under Minnesota Statutes Section 626.556, subdivision 11. Investigative data that becomes inactive and that relate to the alleged abuse or neglect of a child

by a person responsible for the child's care, as defined in Minnesota Statutes Section 626.556, subdivision 2 are private data.

Corrections and Detention Data

CLASSIFICATION(S): Confidential/Private/Public

GOVERNING STATUTE: Minn. Stat. § 13.85

DESCRIPTION OF DATA: Data on individuals created, collected, used or maintained because of their lawful confinement or detainment in state reformatories, prisons and correctional facilities, municipal or county jails, lockups, work houses, work farms and all other correctional and detention facilities are classified as private to the extent that the release of the data would either: (a) disclose medical, psychological or financial information or personal information not related to their lawful confinement or detainment or (b) endanger an individual's life. Corrections and detention data are confidential to the extent that the data would (a) endanger an individual's life, (b) endanger the effectiveness of an investigation authorized by statute relating to the enforcement of rules or law, (c) identify a confidential informant, or (d) clearly endanger the security of any institution or its population.

Crime Victim Notice of Release

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 5 (a), 611A.06

DESCRIPTION OF DATA: All identifying information regarding a crime victim, including a victim's request for notice of release and a notice of release made pursuant to Minnesota Statutes Section 611A.06 is classified as private data on individuals.

Criminal Gang Investigative Data System

CLASSIFICATION(S): Confidential

GOVERNING STATUTE: Minn. Stat. §§ 13.6905, subd. 14, 299C.091

DESCRIPTION OF DATA: Data in the criminal gang investigative data system are confidential data on individuals as defined in Minnesota Statutes Section 13.02, subdivision 3, but are accessible to law enforcement agencies and may be released to the criminal justice agencies.

Criminal History Data

CLASSIFICATION(S): Private/Public

GOVERNING STATUTE: Minn. Stat. § 13.87

DESCRIPTION OF DATA: Data maintained in criminal history records compiled by the Bureau of Criminal Apprehension, including, but not limited to, fingerprints, photographs, identification data, arrest data, prosecution data, criminal court data, custody and supervision data that is maintained by the City is classified as private pursuant to Minnesota Statutes Section 13.02, subdivision 12. However, data created, collected or maintained by the Bureau of Criminal Apprehension that identify an individual who was convicted of a crime, the offense of which the individual was convicted, associated court disposition and sentence information, controlling agency and confinement information are public data for 15 years following the discharge of the sentence imposed for that offense.

Data on Videotape Consumers

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 3251.02, subd. 2, 13.487, subd. 3

DESCRIPTION OF DATA: Personally identifiable information concerning a videotape consumer that a law enforcement agency obtains in connection with an action commenced by the videotape seller or provider to collect fines for overdue or unreturned videotapes or collection for unpaid videotapes shall be maintained by the City as investigative data under Minnesota Statutes Section 13.82, except that when the investigation becomes inactive, the information is private data on individuals.

Diversion Program Data

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.6905, subd. 18, 299C.46, subd. 5

DESCRIPTION OF DATA: Names and identifying data concerning diversion program participants that are maintained in the criminal justice information system are private data.

Domestic Abuse Data

CLASSIFICATION(S): Confidential/Public

GOVERNING STATUTE: Minn. Stat. § 13.80

DESCRIPTION OF DATA: Data on individuals collected, created, received or maintained by the Police Department pursuant to the Domestic Abuse Act, Minnesota Statutes Section 518B.01 are classified as confidential data, pursuant to Minnesota Statutes Section 13.02, subdivision 3, until a temporary court order made pursuant to subdivisions 5 or 7 of Minnesota Statutes Section 518B.01 is executed or served upon the data subject who is the respondent to the action.

EMT or First Responder Misconduct Data

CLASSIFICATION(S): Confidential/Protected Nonpublic

GOVERNING STATUTE: Minn. Stat. §§ 13.383, subd. 2, 144E.305, subd. 3.

DESCRIPTION OF DATA: Reports of emergency medical technicians, emergency medical technicians-intermediate, emergency medical technicians-paramedic or first responders misconduct are considered to be confidential or protected nonpublic while an investigation is active. Except for the Emergency Medical Services Regulatory Board's final determination, all communications or information received by or disclosed to the Board relating to disciplinary matters of any person or entity subject to the Board's regulatory jurisdiction are confidential and privileged and any disciplinary hearing shall be closed to the public.

Firearms Data

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.87, subd. 2

DESCRIPTION OF DATA: Data about the purchase or transfer of firearms and applications for permits to carry firearms are classified as private.

Hazardous Substance Emergency

CLASSIFICATION(S): Nonpublic

GOVERNING STATUTE: Minn. Stat. §§ 13.6905, subd. 27, 299F.095 and 299F.096, subd. 1

DESCRIPTION OF DATA: Data contained in hazardous materials notification reports made pursuant to Minnesota Statutes Sections 299F.091 to 299F.099 are classified as nonpublic.

Health Data

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.3805, subd. 1 (a)(2) and (b)

DESCRIPTION OF DATA: Data on individuals created, collected, received or maintained by the City relating to the identification, description, prevention, and control of disease or as *part* of an epidemiologic investigation designated by the Commissioner of Health as necessary to analyze, describe or protect the public health are private data on individuals.

Investigative Detention Data

CLASSIFICATION(S): Confidential

GOVERNING STATUTE: Minn. Stat. § 13.86

DESCRIPTION OF DATA: Data created, collected, used or maintained by the City jail or detention facility that, if revealed, would identify an informant who provided information about suspected illegal activities and is likely to subject the informant to physical reprisals by others are confidential.

Law Enforcement Data

CLASSIFICATION(S): Private/ Confidential/ Public/Non Public

GOVERNING STATUTE: Minn. Stat. §§13.82, 259.10, subd. 2,243.166, 299C.54

DESCRIPTION OF DATA: Certain arrest data, request for service data, and response or incident data are public data.

An audio recording of a call placed to a 911 system for the purpose of requesting service for law enforcement, fire or medical emergency is private data on individuals, except that a written transcript of the audio recording is public, unless it reveals the identity of an individual otherwise protected under Minnesota Statutes Section 13.82, subdivision 17.

Criminal investigative data collected or created by a law enforcement agency in order to prepare a case against a person for the commission of a crime or other offense for which the agency has primary investigative responsibility is confidential or protected nonpublic while the investigation is still active. Inactive investigation data is public unless the release of the data would jeopardize another ongoing investigation or would reveal the identity of individuals protected under Minnesota Statutes Section 13.82, subdivision 17.

Images and recordings, including photographs, video, and audio records, which are *part* of inactive investigative files and which are clearly offensive to common sensibilities are classified as private or nonpublic data, provided that the existence of the images and recordings shall be disclosed to any person requesting access to the inactive investigative file.

Data on court records relating to name changes under Minnesota Statutes Section 259.10, subdivision 2 which is held by a law enforcement agency is confidential data on an individual while an investigation is still active and is private data on an individual when the investigation becomes inactive.

Data in arrest warrant indices are classified as confidential data until the defendant has been taken into custody, served with a warrant or appears before the court, except when the law enforcement agency determines that the public purpose is served by making that information public.

Data that uniquely describe stolen, lost, confiscated or recovered property are classified as either private data on individuals or nonpublic data depending on the content.

Financial records of a program that pays rewards to informants are protected nonpublic data in the case of data not on individuals or confidential data in the case of data on individuals.

Data on registered criminal offenders as described in Minnesota Statutes Section 243.166 are private data on individuals.

Data included in a missing children bulletin distributed pursuant to Minnesota Statutes Section 299C.54 are public data.

Data that reflect deliberative processes or investigative techniques of law enforcement agencies are confidential data on individuals or protected nonpublic data, provided that information, reports, or memoranda that have been adopted as the final opinion or justification for a decision of a law enforcement agency are public data.

Booking photographs are public data.

Data that would reveal the identity of persons who are customers of a licensed pawnbroker, secondhand goods dealer or a scrap metal dealer are private data on individuals. Data describing the property in a regulated transaction with a licensed pawnbroker, secondhand goods dealer or a scrap metal dealer are public.

Investigative data that become inactive that consist of a person's financial account number or transaction numbers are private or nonpublic data.

The existence of all technology maintained by a law enforcement agency that may be used to electronically capture an audio, video, photographic, or other record of the activities of the general public, or of an individual or group of individuals, for purposes of conducting an investigation, responding to an incident or request for service, monitoring or maintaining public order and safety, or engaging in any other law enforcement function authorized by law is public data.

Peace Officer Discipline Procedures

CLASSIFICATION(S): Confidential/Private/Public

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 6(0), 626.89, subd. 6 and 13.43

DESCRIPTION OF DATA: The complainant is entitled to copies of any witness statements in the possession of the other party and an officer is entitled to a copy of the investigating agency's investigative report, provided that any references in a witness statement or investigative report

that would reveal the identity of confidential informants need not be disclosed except upon order of the person presiding over the administrative hearing for good cause shown.

Peace Officer Records on Juveniles

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.875, subd. 2, 260B.171, subd. 5.

DESCRIPTION OF DATA: Peace officers' records of children who are or may be delinquent or who may be engaged in criminal acts are private data but shall be disseminated pursuant to Minnesota Statutes Section 260B.171, subdivision 5.

Reports of Gunshot Wounds

CLASSIFICATION(S): Confidential

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 6 (a), 626.53

DESCRIPTION OF DATA: A report made by a health professional concerning a wound or injury arising from or caused by discharge of a firearm or inflicted by the perpetrator of a crime using a dangerous weapon other than a firearm is confidential.

Sex Offender HIV Tests

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 5(b), 611A.19, subd. 2

DESCRIPTION OF DATA: Results of HIV tests of sex offenders are private data and must be handled in accordance with Minnesota Statutes Section 611A.19.

Sexual Assault Crime Victims

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 3(e), 609.3471

DESCRIPTION OF DATA: Data that specifically identifies a victim who is a minor, in records or reports relating to petitions, complaints or indictments made are private data, if related to any of the following offenses: solicitation/inducement/promotion of prostitution, sex trafficking, criminal sexual predatory conduct, and criminal sexual conduct in the first, second, third or fourth degrees.

Undercover Buy Fund

CLASSIFICATION(S): Confidential/Private/Public

GOVERNING STATUTE: Minn. Stat. §§ 13.6905, subd. 13, 299C.065, subd. 4

DESCRIPTION OF DATA: An application to the Commissioner of Public Safety for a grant pursuant to Minnesota Statutes Section 299C.065 is a confidential record. Information within investigative files that identifies or could reasonably be used to ascertain the identity of assisted witnesses, sources or undercover investigators is a confidential record. A report at the conclusion of an investigation is a public record, except that information in a report pertaining to the identity or location of an assisted witness is private data.

Use of Motor Vehicle to Patronize Prostitutes

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 3 (c) and 609.324, subd. 5

DESCRIPTION OF DATA: A notation in a driving record that the driver has used a motor vehicle to patronize prostitutes is classified as private data on individuals, but is accessible for law enforcement purposes. If the person has previously been convicted of a violation of Minnesota Statutes Section 609.322, the notation is public data.

Videotapes of Child Abuse Victims

CLASSIFICATION(S) : Private/Confidential
GOVERNING STATUTE: Minn. Stat. §§ 13.821, 611A.90

DESCRIPTION OF DATA: An individual subject of data may not obtain a copy of a videotape in which a child victim or alleged victim is alleging, explaining, denying, or describing an act of physical or sexual abuse without a court order under Minnesota Statutes Sections 13.03, subdivision 6 or 611A.90.

Vulnerable Adult Report Records

CLASSIFICATION(S) : Private/Confidential
GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 6 (1) , 626.557, subd. 12(b) .
DESCRIPTION OF DATA: Data contained in reports made pursuant to Minnesota Statutes Section 626.557 of possible incidents of maltreatment of vulnerable adults and identities of individuals making such reports are confidential data on individuals or protected nonpublic data.

Adopted by the City of New Prague on July 21, 2025.

Charles Nickolay

Mayor

Joshua Tetzlaff

City Administrator



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: POPS PERMIT FEES WAIVER REQUEST
DATE: JULY 16, 2025

On July 10th, I received an e-mailed request from the Forward New Prague Foundation requesting that the City Council waive the building permit fees related to the construction of the POPS facility located at 110 2nd Ave. NW. The permit fee waiver letter (see attached) outlines that the Forward New Prague Foundation is a non-profit organization that is absorbing significantly more underground costs than planned because of the soil issues on the site chosen by the city.

City Staff acknowledges the challenges at the site related to soils issues and that the City has committed up to \$100,000 in Park Board funds to mitigate those issues, in addition to previously providing the land, developing a small area plan (concept plan for the site layout, grading and seeding of the site and finally noting that the New Prague Utilities Commission is providing some in-kind donations relating to electric service to the facility, all of which have come at significant cost to the City. The City will also own and operate the facility perpetually into the future per the previously approved donation agreement which obviously comes at the cost to the city.

Staff notes that permit fees are not waived for the City’s own building projects (including the recent Police Department addition) so that the appropriate city departments are paid for the work they perform and to track said work for transparency purposes. Staff additionally notes that Habitat for Humanity has requested and received 50% fee waiver approval from the City Council for permit fees for 8 homes dating back to 2005 in effort to support affordable housing those projects provided.

The permit fees were calculated as follows for this current new home permit:

Building Permit / Tech Fee - \$6,536.65
Plan Review - \$3,956.32
State Surcharge - \$450 (this fee can never be waived as it’s a fee that is remitted to the State)
Total: \$10,942.97

Staff Recommendation

Council denial of the request to waive \$10,492.97 in building permit fees for the POPS facility to be constructed at 110 2nd Ave. NW.

From: dengardner@gandgcomm.com <dengardner@gandgcomm.com>
Sent: Thursday, July 10, 2025 1:17 PM
To: Ken Ondich <kondich@ci.new-prague.mn.us>

REQUEST TO WAIVE BUILDING PERMIT FEE

The Praha Outdoor Performance Stage (POPS) venue, a \$1 million privately-raised project for the community of New Prague, is nearly ready to begin construction. As you know, the building will be owned and maintained by the city when it is completed sometime in 2026.

The Forward New Prague Foundation, the 501c3 non-profit organization that is managing the funds and the construction for the POPS project, requests a waiver of the building permit fee from the New Prague City Council.

The Forward New Prague Foundation is absorbing significantly more underground costs than planned because of the underground soil issues (in excess of more than \$100,000 beyond the original \$100,000 already allocated/authorized through the Park Board). We believe this is a reasonable ask of the city by the foundation. Thank you.

Den Gardner, Bruce Wolf, Larry Pint, Elizabeth Neiderhiser – Forward New Prague Foundation Board.



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
SUBJECT: APRIL 1, 2024 POPULATION ESTIMATE
DATE: JULY 8, 2025

The City has received its April 1, 2024 population estimates from both the Minnesota State Demographer (for the LeSueur County side of the City) and from the Metropolitan Council (for the Scott County side of the City).

As of April 1, 2023, the 2022 population estimate was:

Population: 8,283
Households: 3,066

As of April 1, 2024 (over one year ago), the City's Population Estimate was:

Population: 8,244 (-39)
Households: 3,057 (-9)

The immediate reaction staff had to the estimates, similar to last years estimates, was that it did not make sense that the City's population and households went down from 2023 to 2024. Unlike last year, the estimate shows a persons per household reduction from 2.661 to 2.652. In the 2023 estimate, the reduction was due to an error in the state double counting homes constructed that year. In the 2024 estimate, the reduction is based on reduction in the persons per household which his used in their estimate equations. In reality, the City did add 11 new single family homes during this estimate time period, but the estimates do not include occupancy for all those units in the estimate. In summary, the estimates showing a decline in population are not alarming, staff believes our population is actually increasing based on local data, and ultimately the estimates are just estimates and the official Census that occurs every 10 years are the only official numbers.

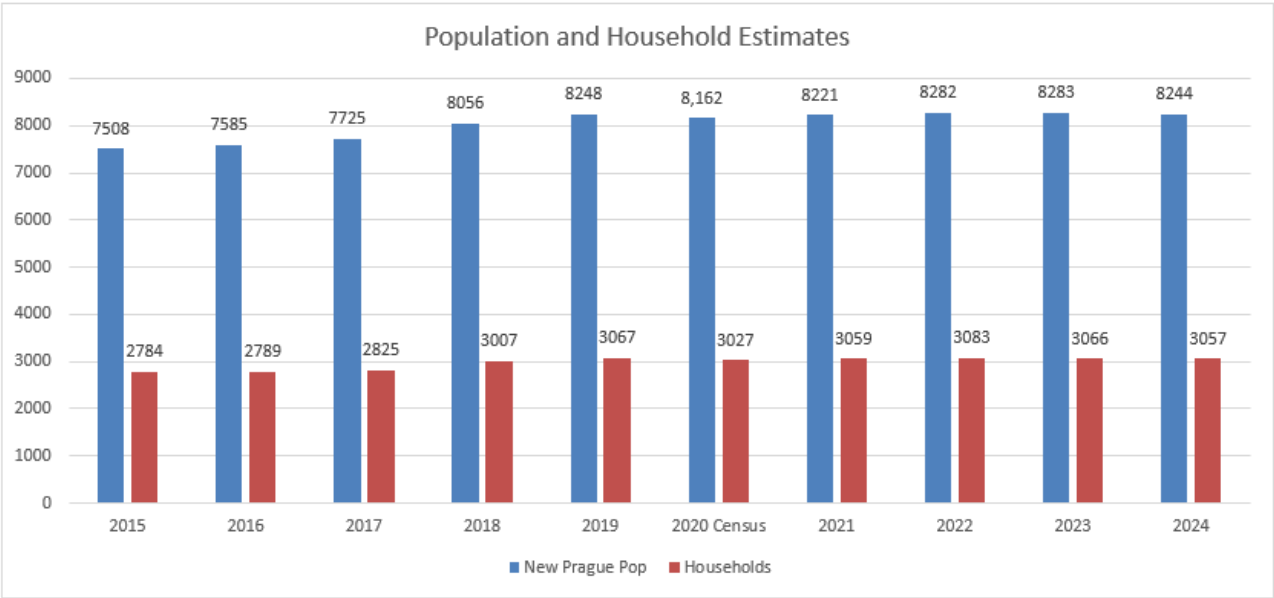
Staff Recommendation

No action is needed on this item. It was provided for informational purposes only.

Summary of New Prague's population (as of April 1, 2024)

The Metropolitan Council and the State Demographic Center estimate New Prague's population jointly. The Metropolitan Council produces estimates for the Scott County portion of New Prague, while the State Demographic Center does so for the Le Sueur County portion. Here is the population breakdown for the two portions of New Prague. A more detailed report covering the Scott County portion is also enclosed.

	New Prague, Scott County (Metropolitan Council)	New Prague, Le Sueur County (State Demographic Center)	Total
Total households	1,776	1,281	3,057
Total population	4,645	3,599	8,244
Population in households	4,580	3,528	8,108
Population in group quarters	65	71	136
Average household size	2.579	2.754	2.652



**Meeting Minutes
New Prague Park Board
Tuesday, June 10th, 2025
6:00 PM**

1. Call Meeting to Order

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

**2. Approve Previous Meeting Minutes
May 13, 2025 Regular Meeting**

A motion was made by Barten, seconded by Wolf, to approve the May 13th, 2025, regular meeting minutes. Motion carried (5-0-1, Paulson abstained).

3. Introduction of New Member: Brian Paulson

Brian Paulson and the Park Board were introduced to each other.

4. Elect Chair and Vice Chair for 2025/2026

Motion by Paulson, seconded by Dohm to table the election of a chair and vice chair for 2025/2026 until all members were present. Motion carried (6-0).

5. Review Financial Reports

The financial report was reviewed as information only.

A motion was made by Dohm, seconded by Sticha, to approve the financial reports. Motion carried (6-0).

6. Public Invited to Be Heard on Matters Not on the Agenda

No comments were given.

7. Donation of Basketball Hoop at Foundry Hill Park

Planning / Community Development Director Ondich stated that the New Prague Boys Basketball Association would like to donate one basketball hoop to the city. The hoop would be installed at Foundry Hill Park. City Staff would install the hoop. The value of the donated hoop is \$3,000 and the New Prague Boys Basketball Association would like

a sticker on the new hoops to acknowledge the donation. A similar donation was made by this group in 2022 and 2023 for Heritage Park and Northside Park.

A motion was made by Dohm, seconded by Wolf, to recommend that the City Council accept the donation of the basketball hoop at Foundry Hill Park from the New Prague Boys Basketball Association. Motion carried (6-0).

8. 2026 Budget and 2026-2030 Project Plan

Planning / Community Development Director Ondich stated that the Parks Survey was launched since the last Park Board Meeting and is soliciting public input until August 1st. Despite this, the Park Board needs to continue to work towards a budget request for 2026 utilizing information that has previously been collected and then pending the outcome of the survey could be possibly amended later this summer or into the fall. That said, the Project Plan is being developed for 2026 without the benefit of the survey results as best available information at this time. He noted that \$135,000 in general fund budget dollars was submitted as the preliminary request to the City Council pending further discussion with the Park Board. As a reminder, there is approximately \$230,000 available between the 228 and 230 Designated Park Funds at this time. Also as a reminder, the Park Board's Budget for 2025 was funded at \$78,126.

General discussion of the Park Board members included adding that a concrete project at the Ice Rink could include provisions for adding pickleball nets and therefore that wording should be added to the listing. Discussion about a replacement sign for Memorial Park was had with discussion about including or not including a digital message center. The Park Board noted for now to include a limit of a \$5,000 amount for the 2026 budget and to seek input from the Orioles, Golf Course and Park Ballroom about interest in contributing to a new digital sign. The Park Board also asked about obtaining examples of digital sign designs for review. Some park board members felt a digital message center could replace temporary event signs that get placed at the park and could be used for advertising other events throughout the city as well. They also discussed the merits of a sprinkler system at the Memorial Park softball fields, a sidewalk/trail plan study, a splash pad and adding \$30,000 to the project list for 2026 for a master plan for the City Center site that would include trails, plantings and potentially recreational equipment.

9. Miscellaneous

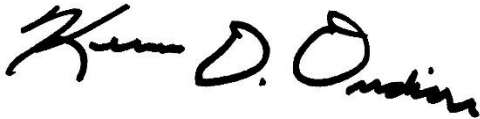
- a. Vandalism at City Parks** – Planning / Community Development Director Ondich stated that vandalism continues to be a problem at City Parks, particularly in bathrooms. The Park Board asked about closing up the bathrooms earlier in the evening. They also asked if the cameras that are being installed at the parks have audio and if Flock cameras ever become banned if there's a way to switch over to simple local network-based cameras.

- b. **POPS Update** – Planning / Community Development Director Ondich stated that the City Council would be considering amending the Donation Agreement to move the start date back to August 15th, but that completion was still expected in the spring of 2025.
- c. **Summary of “The Anxious Generation” book from Brian Paulson** – Brian Paulson provided a summary overview of the book and it’s relation to parks including natural play ground areas using natural elements such as rocks, sticks, etc., safe crosswalks, community scavenger hunts, phone free signs, partnerships with the school district to name a few.

10. Adjournment

The meeting was adjourned at 7:34 PM by order of Chair Barten.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Kenneth D. Ondich". The signature is fluid and cursive, with the last name "Ondich" being more prominent.

Kenneth D. Ondich
Planning / Community Development Director



ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

City of New Prague

Wednesday, June 11, 2025 at 7:30 AM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

The meeting was called to order by EDA Vice President Troy Pint with the following members present: Troy Pint, Eric Krogman, Austin Reville, Nick Slavik and Bruce Wolf. Brent Quast arrived at 7:40 a.m.
City Staff Present: City Administrator Joshua Tetzlaff and Planning/Community Development Director Ken Ondich.

2. CONSENT AGENDA

Motion to approve the consent agenda was made by Reville, seconded by Slavik.
Motion carried (5-0) (Quast had not yet arrived)
a. May 14, 2025 EDA Meeting Minutes
b. Claims for Payment: \$9.96

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

No updates.

4. BUSINESS UPDATES

Planning/Community Development Director Ken Ondich presented the monthly update.
a. June 2025

5. CDA UPDATE

City Administrator Joshua Tetzlaff noted that the Scott County CDA is planning a broker event on September 18th at Canterbury Park to promote the county's available commercial and industrial land.

6. SCHOOL DISTRICT UPDATE

No update.

7. EXECUTIVE DIRECTORS REPORT

Tetzlaff noted that Ehlers is continuing to work on strategic planning materials behind the scenes. One topic is in relation to Economic Development Districts and that a public hearing will be scheduled for the July EDA meeting to establish one if information can't be found documenting that one is already in place. He noted that also in relation to this, the Police Station project funding is a topic of discussion by the City Council and that an EDA Lease Revenue bond is an option at a slightly higher interest rate but an economic development district must be in place before that is an option. He stated that Police Station bond question or not, the city should have one in place if it is not already. He stated under an EDA lease revenue bond that the EDA would own and the City would lease and make payments to the EDA. He stated that fact sheets for the police station issue can be found online on the city's website. It was discussed that the EDA had done something similar with the Community Center years ago.

8. MISCELLANEOUS

Ondich stated that the City hired Bolton & Menk to develop a sewer area charge for new development similar to what is charged for water. Tetzlaff stated that with the City Council had appointed former Mayor Chuck Nickolay as the new Mayor and that he would be attending EDA meetings in the future.

9. ADJOURNMENT

Motion to adjourn the meeting at 8:05 a.m. was made by Krogman, seconded by Reville.

Motion carried (6-0)

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'J. Tetzlaff', written in a cursive style.

Joshua M. Tetzlaff
City Administrator / EDA Executive Director



ECONOMIC DEVELOPMENT AUTHORITY MEETING - CLOSED MINUTES

City of New Prague

Wednesday, June 11, 2025 at 7:35 AM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

President Brent Quast called the Closed Meeting to order at 8:07 a.m. with the following members present: Brent Quast, Erik Krogman, Troy Pint, Nick Slavik and Bruce Wolf.

Reville left the meeting due to a possible conflict of interest at 8:09 a.m.

Staff present: City Administrator Joshua Tetzlaff and Planning/Community Development Director Ken Ondich.

2. CLOSED SESSION:

Discussion was had on the properties identified as PID No. 24.124.0050 & 24.124.0060

3. GENERAL BUSINESS ON CLOSED SESSION, IF NEEDED

4. ADJOURNMENT

The closed meeting was adjourned at 8:53 a.m. by Quast.

Respectfully Submitted,

Joshua M. Tetzlaff
City Administrator / EDA Executive Director