



CITY COUNCIL MEETING AGENDA

City of New Prague

Monday, October 20, 2025 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

OPTIONAL ONLINE CONNECTION. MEETINGS ARE IN PERSON.

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

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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. October 6, 2025 City Council Meeting Minutes
- ii. October 6, 2025 Special City Council Meeting Minutes

- [b.](#) Claims for Payment: **\$1,040,436.04**

- [c.](#) Financial Summary Report

- [d.](#) Large Assembly Permit for New Prague Arts Foundation at Memorial Park

- [e.](#) LG220 MN Lawful Gambling Application for Exempt Permit for St. Patrick Athletic Association on January 30, 2026, involving pull-tabs and a raffle at Knights of Columbus Hall, 411 4th Avenue SW, New Prague

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

Speakers limited to 5 minutes

5. SOUTHERN VALLEY ALLIANCE - DOMESTIC VIOLENCE AWARENESS MONTH

- [a.](#) Purple Patch Program

- [b.](#) Proclamation - Domestic Violence Awareness Month

6. PUBLIC HEARING(S) – 6:00 PM

- [a.](#) Adopting Assessment for the 2025 Street and Utility Improvement Project

7. 2025 STREET AND UTILITY IMPROVEMENT PROJECT

- [a.](#) [Resolution #25-10-20-01](#) - Adopting Final Assessment

8. CITY ENGINEER PROJECTS UPDATE

- [a.](#) October 20, 2025

9. ORDINANCE(S) FOR INTRODUCTION

- [a.](#) #357 - Dogs on Patios

10. ORDINANCE(S) FOR ADOPTION

- [a.](#) None

11. RESOLUTIONS

- [a.](#) #25-10-20-02 - Ordering Abatement of a Hazardous Property Located at 703 7th St. NE

12. GENERAL BUSINESS

- [a.](#) Personnel Policy Handbook Update
[b.](#) 2025C Bond Sale Update
[c.](#) 2025 Compensation Study

13. MISCELLANEOUS

- [a.](#) Meeting Minutes
i. September 9, 2025 Park Board Meeting Minutes
ii. September 10, 2025 EDA Board Meeting Minutes
[b.](#) Discussion of Items not on the Agenda

14. ADJOURNMENT

UPCOMING MEETINGS AND NOTICES:

October 22	6:30 p.m. Planning Commission
October 27	3:30 p.m. Utility Commission
October 28	6:30 p.m. Golf Board
November 3	6:00 p.m. City Council
November 11	Holiday – City Offices Closed
November 12	7:30 a.m. EDA Board
November 17	6:00 p.m. City Council



CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, October 06, 2025 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

Mayor 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, Finance Director Robin Pikal, Planning/Community Development Director Ken Ondich, Utilities Manager Bruce Reimers, Police Chief Tim Applen and Public Works Director Matt Rynda.

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

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.

Motion to approve the consent agenda.

Motion made by Mayor Nickolay, Seconded by Councilmember Bass.

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

Motion carried (5-0)

a. Meeting Minutes

i. September 15, 2025 City Council Meeting Minutes

ii. September 15, 2025 Joint City Council/EDA Meeting Minutes

iii. September 29, 2025 Special City Council Meeting Minutes

b. Claims for Payment: **\$941,115.06**

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

Speakers limited to 5 minutes

Brian Paulson (206 4th St. SW) spoke.

5. TOBACCO LICENSE APPEAL HEARING

City Administrator Joshua Tetzlaff presented the tobacco license appeal hearing.

Steve Binstock (applicant) explained his appeal request.

Motion to deny the appeal.

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)

- a. Appeal Memo
- b. Denial Letter
- c. OCM Order
- d. City Code

6. UPDATE FROM THE SCOTT COUNTY ATTORNEY

Ron Hocevar (Scott County Attorney) provided an update on the office and answered any questions the Council may have.

7. PUBLIC HEARING(S) – 6:00 PM

- a. None

8. CITY ENGINEER PROJECTS UPDATE

Chris Knutson (SEH, City Engineer) provided a brief update and answered any questions.

- a. October 6, 2025

9. 2026 STREET IMPROVEMENT PROJECT

Chris Knutson (SEH, City Engineer) presented the proposal for professional services on the 2026 Street Improvement Project.

Motion to approve the proposal for professional services.

Motion made by Councilmember Seiler, Seconded by Councilmember Bass.

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

Motion carried (5-0)

- a. Proposal for Professional Services

10. ORDINANCE(S) FOR INTRODUCTION

- a. None

11. ORDINANCE(S) FOR ADOPTION

- a. None

12. RESOLUTIONS

- a. #25-10-06-01 - Approving Certification of Mowing and Property Maintenance Charges to Property Tax Roll

Planning/Community Development Director Ken Ondich presented Resolution #25-10-06-01.

Motion to approve Resolution #25-10-06-01 - Approving Certification of Mowing and Property Maintenance Charges to Property Tax Roll

Motion made by Councilmember Wolf, Seconded by Mayor Nickolay.

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

Motion carried (5-0)

- b. #25-10-06-02 - Approving Certification of Unpaid Service Charges Municipal Utility Billing Charges to Property Tax Roll
 Planning/Community Development Director Ken Ondich presented Resolution #25-10-06-02.
 Motion to approve Resolution #25-10-06-02 - Approving Certification of Unpaid Service Charges Municipal Utility Billing Charges to Property Tax Roll
 Motion made by Mayor Nickolay, Seconded by Councilmember Bass.
 Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
 Motion carried (5-0)
- c. #25-10-06-03 - Adopting an Amended Official 2025 Fee Schedule
 Planning/Community Development Director Ken Ondich presented Resolution #25-10-06-03.
 Motion to approve Resolution #25-10-06-03 - Adopting an Amended Official 2025 Fee Schedule
 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)
- d. #25-10-06-04 - Approving the Issuance of Lease Revenue Bonds, Series 2025C, by the New Prague EDA and Authorizing the Execution and Delivery of Lease Documents
 City Administrator Joshua Tetzlaff presented Resolution #25-10-06-04 and the associated agreements. Rebecca Kurts (Ehlers) helped answer any questions about the EDA Lease Revenue Bonds.
 Motion to approve Resolution #25-10-06-04 - Approving the Issuance of Lease Revenue Bonds, Series 2025C, by the New Prague EDA and Authorizing the Execution and Delivery of Lease Document
 Motion made by Councilmember Wolf, Seconded by Councilmember Bass.
 Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
 Motion carried (5-0)

13. GENERAL BUSINESS

- a. None

14. MISCELLANEOUS

- a. Meeting Minutes
 i. August 25, 2025 Utility Commission Meeting Minutes
 ii. August 26, 2025 Golf Board Meeting Minutes
 b. Discussion of Items not on the Agenda

15. ADJOURNMENT

Motion to adjourn the meeting at 7:25 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 L. Nickolay
 Mayor

 Joshua M. Tetzlaff
 City Administrator



SPECIAL CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, October 06, 2025 at 6:05 PM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

Mayor Nickolay called the meeting to order at 7:35 p.m.

PRESENT

Mayor Charles Nickolay

Councilmember Shawn Ryan

Councilmember Rik Seiler

Councilmember Bruce Wolf

ABSENT

Councilmember Maggie Bass

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

2. APPROVAL OF REGULAR AGENDA

Motion to approve the agenda with a correction of a typo under General Business to "2026 Budget Discussion #3"

Motion made by Councilmember Seiler, Seconded by Mayor Nickolay.

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

Motion carried (4-0)

3. GENERAL BUSINESS

Discussion was had regarding the 2026 Budget.

Motion to approve renewing the 2025 Health Insurance for 2026.

Motion made by Councilmember Seiler, Seconded by Councilmember Wolf.

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

Motion carried (4-0)

a. 2025 Budget Discussion #3

4. MISCELLANEOUS

a. Discussion of Items not on the Agenda

5. ADJOURNMENT

Motion to adjourn the meeting at 9:02 p.m.

Motion made by Councilmember Seiler, Seconded by Councilmember Ryan.

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

Motion carried (4-0)

ATTEST:

Charles L. Nickolay
Mayor

Joshua M. Tetzlaff
City Administrator

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
10/20/2025

Section 3, Item b.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>TOTAL</u>
FUND 101 - GENERAL FUND			
<u>RURAL FIRE - TO BE REIMBURSED</u>			
BEVCOMM	TELEPHONE	\$89.65	
CENTERPOINT ENERGY	NATURAL GAS	\$26.53	
INTERSTATE BATTERIES	BATTERIES - FLOOR SCRUBBER	\$428.65	
STAR GROUP LLC.	WINDOW WASH	\$10.17	
US BANK CREDIT CARD	SHIPPING	\$6.81	
VERIZON WIRELESS	TABLETS	\$81.79	
TOTAL:			\$643.60
<u>OTHER - TO BE REIMBURSED</u>			
DEPUTY REGISTRAR	1FTFW1P86SKE80773	\$13.50	
SEH	DEUTSCH - 1ST ST SE EXTENSION	\$6,449.40	
TOTAL:			\$6,462.90
<u>COUNCIL</u>			
SUEL PRINTING	COUNCIL MINUTES	\$1,204.50	
US BANK CREDIT CARD	COUNCIL SUPPLIES	\$4.79	
VERIZON WIRELESS	TELEPHONE	\$115.23	
TOTAL:			\$1,324.52
<u>ADMINISTRATION</u>			
AMAZON CAPITAL SERVICES	AMAZON PRIME MEMBERSHIP	\$12.90	
BEVCOMM	TELEPHONE	\$70.64	
GRAINGER	BATTERIES	\$11.90	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$25.81	
US BANK CREDIT CARD	BUSINESS CARDS	\$20.61	
US BANK CREDIT CARD	POSTAGE	\$6.37	
US BANK CREDIT CARD	TOBACCO LICENSE	\$6.08	
US BANK CREDIT CARD	WEB SERVICE BILLING	\$0.61	
US BANK CREDIT CARD	WEB SERVICE BILLING	\$0.61	
VERIZON WIRELESS	TELEPHONE	\$49.93	
VETERAN SHREDDING	CONTRACTED SERVICES	\$8.50	
TOTAL:			\$213.96
<u>TECH NETWORK</u>			
AMAZON CAPITAL SERVICES	TECH ROOM - VENT	\$33.83	
COMPUTER TECHNOLOGY SOLUTIONS	COMPUTER SUPPORT	\$5,579.89	
COMPUTER TECHNOLOGY SOLUTIONS	OFFICE 365 / FIREWALL	\$1,876.46	
DUAL AIR INC.	TECH ROOM - A/C	\$3,016.57	
US BANK CREDIT CARD	DOMAIN	\$22.19	
TOTAL:			\$10,528.94
<u>ATTORNEY</u>			
KENNEDY & GRAVEN CHARTERED	GENERAL - CHARTER COMMISSION	\$312.00	
KENNEDY & GRAVEN CHARTERED	GENERAL - CITY CENTER	\$1,463.70	
KENNEDY & GRAVEN CHARTERED	GENERAL - CODE ENFORCEMENT 703 7TH S	\$672.00	
KENNEDY & GRAVEN CHARTERED	GENERAL DEVELOPMENT MATTERS	\$888.00	
KENNEDY & GRAVEN CHARTERED	GENERAL EMPLOYMENT MATTERS	\$96.00	
KENNEDY & GRAVEN CHARTERED	GENERAL MATTERS	\$899.40	
KENNEDY & GRAVEN CHARTERED	GENERAL POLICE DEPARTMENT MATTERS	\$192.00	
SCOTT COUNTY ATTORNEY'S OFFICE	APRIL COURT FINES	\$1,757.12	
SCOTT COUNTY ATTORNEY'S OFFICE	AUGUST COURT FINES	\$1,431.53	
SCOTT COUNTY ATTORNEY'S OFFICE	JULY COURT FINES	\$888.59	
SCOTT COUNTY ATTORNEY'S OFFICE	JUNE COURT FINES	\$483.94	
SCOTT COUNTY ATTORNEY'S OFFICE	MAY COURT FINES	\$1,592.50	
SCOTT COUNTY ATTORNEY'S OFFICE	SEPTEMBER COURT FINES	\$1,161.74	
TOTAL:			\$11,838.52

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
10/20/2025

Section 3, Item b.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>TOTAL</u>
<u>PLANNING</u>			
AMAZON CAPITAL SERVICES	AMAZON PRIME MEMBERSHIP	\$12.90	
BEVCOMM	TELEPHONE	\$43.01	
BOLTON & MENK INC.	UNIFIED DEVELOPMENT CODE	\$5,753.50	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$2.21	
KENNEDY & GRAVEN CHARTERED	GENERAL ANNEXATION MATTERS	\$28.70	
METRO SALES INC	COPIER LEASE	\$49.50	
US BANK CREDIT CARD	APA MEMBERSHIP / GO TO MEETING	\$679.60	
US BANK CREDIT CARD	APA PLANNING CONFERENCE	\$940.38	
US BANK CREDIT CARD	APA PLANNING CONVENTION	\$572.12	
US BANK CREDIT CARD	BUSINESS CARDS	\$14.21	
US BANK CREDIT CARD	GO TO MEETING	\$20.60	
VERIZON WIRELESS	TELEPHONE	\$76.82	
TOTAL:			\$8,193.55
<u>GOVERNMENT BUILDING</u>			
AMAZON CAPITAL SERVICES	OSHA GRANT - CITY HALL DOORS	\$311.68	
CENTERPOINT ENERGY	NATURAL GAS	\$59.76	
JANI-KING OF MINNESOTA INC	CLEANING SERVICES	\$1,286.63	
MEI TOTAL ELEVATOR SOLUTIONS	ELEVATOR MAINTENANCE	\$73.10	
SUNDE LAND SURVEYING LLC	POLICE STATION ADDITION	\$738.50	
US BANK CREDIT CARD	KNOX BOX	\$3,323.88	
TOTAL:			\$5,793.55
<u>POLICE</u>			
AMAZON CAPITAL SERVICES	AMAZON PRIME MEMBERSHIP	\$12.90	
AMAZON CAPITAL SERVICES	BATTERIES	\$13.96	
AT&T MOBILITY	WIRELESS CELLS	\$568.92	
BEVCOMM	TELEPHONE	\$117.84	
BUREAU OF CRIMINAL APPREHENSION	CJDN ACCESS FEE	\$480.00	
GRAINGER	BATTERIES	\$17.26	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$4.18	
LEAGUE OF MN CITIES INSURANCE	WORKERS COMP DEDUCT - AMBROZ	\$436.64	
LEAGUE OF MN CITIES INSURANCE	WORKERS COMP DEDUCT - TROUT	\$479.67	
SCOTT COUNTY TREASURER	DOZINKY ASSISTANCE	\$1,760.00	
TRANSUNION RISK AND ALTERNATIVE	MONTHLY CHARGES	\$75.00	
US BANK CREDIT CARD	DOZINKY SUPPLIES	\$904.15	
US BANK CREDIT CARD	EVIDENCE SUPPLIES	\$103.49	
US BANK CREDIT CARD	FLUM - BCA TRAINING	\$75.00	
US BANK CREDIT CARD	MUTUAL AID	\$216.87	
US BANK CREDIT CARD	SUPPLIES	\$4.79	
US BANK CREDIT CARD	TRAINING	\$305.43	
VERIZON WIRELESS	SQUAD BROADBAND	\$280.11	
VETERAN SHREDDING	CONTRACTED SERVICES	\$42.50	
TOTAL:			\$5,898.71
<u>FIRE</u>			
BEVCOMM	TELEPHONE	\$89.65	
CENTERPOINT ENERGY	NATURAL GAS	\$26.53	
DEPUTY REGISTRAR	1FTFW1P86SKE80773	\$13.50	
INTERSTATE BATTERIES	BATTERIES - FLOOR SCRUBBER	\$428.65	
NEW PRAGUE FIRE RELIEF ASSOCIATION	FIRE STATE AID	\$131,022.65	
NEW PRAGUE FIRE RELIEF ASSOCIATION	FIRE STATE AID - SUPPLEMENTAL	\$17,526.00	
STAR GROUP LLC.	WINDOW WASH	\$10.17	
US BANK CREDIT CARD	SHIPPING	\$6.80	
VERIZON WIRELESS	TABLETS	\$81.78	
TOTAL:			\$149,205.73

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
10/20/2025

Section 3, Item b.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>TOTAL</u>
<u>BUILDING INSPECTOR</u>			
AMAZON CAPITAL SERVICES	AMAZON PRIME MEMBERSHIP	\$12.90	
BEVCOMM	TELEPHONE	\$43.01	
GREATAMERICA FINANCIAL SERVICES	POSTAGE MACHINE LEASE	\$0.74	
METRO SALES INC	COPIER LEASE	\$49.50	
STEVE RYNDA CONSTRUCTION	LAWN MOWING - RAILROAD	\$360.00	
US BANK CREDIT CARD	BUSINESS CARDS	\$23.56	
US BANK CREDIT CARD	MBPTA FALL EDUCATION	\$108.55	
VERIZON WIRELESS	TELEPHONE	\$76.82	
TOTAL:			\$675.08
<u>STREET</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$100.26	
AMAZON CAPITAL SERVICES	AMAZON PRIME MEMBERSHIP	\$12.90	
AMAZON CAPITAL SERVICES	GREASE	\$108.00	
AMAZON CAPITAL SERVICES	TOOLS	\$52.45	
AMAZON CAPITAL SERVICES	VEHICLE CLEANER	\$40.98	
BEVCOMM	TELEPHONE	\$105.63	
CENTERPOINT ENERGY	NATURAL GAS	\$65.00	
LEAGUE OF MN CITIES INSURANCE	WORKERS COMP CLAIM-ALLEN HENNEN	\$497.01	
METRO SALES INC	COPIER LEASE	\$49.50	
RIVER COUNTRY COOP	DIESEL	\$2,927.55	
STAR GROUP LLC.	ADAPTER	\$4.46	
STAR GROUP LLC.	SKID LOADER - FUEL CLEANER	\$11.85	
TRUCK CENTER COMPANIES	2026 FREIGHTLINER 108SD	\$78,447.09	
US BANK CREDIT CARD	APWA FALL WORKSHOP	\$263.40	
US BANK CREDIT CARD	BUSINESS CARDS	\$25.69	
US BANK CREDIT CARD	TREE INSPECTOR TRAINING	\$100.00	
VERIZON WIRELESS	TELEPHONE	\$79.39	
ZIEGLER INC.	CAT SKID LOADER - REPAIR	\$1,330.52	
TOTAL:			\$84,221.68
<u>PARKS</u>			
ACE HARDWARE & PAINT	ANTIFREEZE	\$315.94	
AMAZON CAPITAL SERVICES	AMAZON PRIME MEMBERSHIP	\$12.90	
AMAZON CAPITAL SERVICES	BATTERY BOOSTER	\$159.96	
BEVCOMM	TELEPHONE	\$35.33	
CENTERPOINT ENERGY	NATURAL GAS	\$36.23	
MTI DISTRIBUTING INC	TORO 7500- WHEELS	\$120.32	
PLAYPOWER LT FARMINGTON	FENCE PARTS - SETTLERS	\$246.46	
RENT N SAVE PORTABLE SERVICES	PORTABLE RESTROOM	\$580.00	
STAR GROUP LLC.	BUFFING PADS	\$12.67	
VERIZON WIRELESS	IPADS	\$10.02	
VERIZON WIRELESS	TELEPHONE	\$84.50	
WASHA TRUCKING SERVICES INC	HAULING AG LIME	\$250.00	
TOTAL:			\$1,864.33
<u>LIBRARY</u>			
CENTERPOINT ENERGY	NATURAL GAS	\$33.43	
JANI-KING OF MINNESOTA INC	CLEANING SERVICE	\$743.27	
LAKERS NEW PRAGUE SANITARY	TRASH - LIBRARY	\$232.54	
TOTAL:			\$1,009.24
GENERAL FUND TOTAL:			\$287,874.31

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
10/20/2025

Section 3, Item b.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>TOTAL</u>
<u>FUND 233 - SPECIAL REVENUE - CRIME PREVENTION</u>			
ITL PATCH	HATS	\$587.50	
TOTAL:			\$587.50
<u>FUND 423 - CAPITAL PROJECTS - CIP 2024</u>			
BCM CONSTRUCTION INC.	CIP 2024 PAY AP #10	\$145,413.37	
TOTAL:			\$145,413.37
<u>FUND 424 - CAPITAL PROJECTS - CIP 2025</u>			
SEH	CIP 2025	\$27,803.40	
TOTAL:			\$27,803.40
<u>FUND 425 - CAPITAL PROJECTS - POLICE STATION</u>			
KENNEDY & GRAVEN CHARTERED	NEW POLICE STATION	\$397.50	
MET-CON CONSTRUCTION, INC	POLICE STATION	\$441,910.55	
WOLD ARCHITECTS AND ENGINEERS	POLICE ADDITION	\$4,650.80	
TOTAL:			\$446,958.85
<u>FUND 602 - ENTERPRISE - SANITARY SEWER</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$155.54	
AMAZON CAPITAL SERVICES	AMAZON PRIME MEMBERSHIP	\$12.90	
AMAZON CAPITAL SERVICES	TECH ROOM - VENT	\$2.75	
BEVCOMM	TELEPHONE	\$90.63	
BEVCOMM	TELEPHONE/COMMUNICATIONS	\$119.90	
CENTERPOINT ENERGY	NATURAL GAS	\$800.32	
CENTERPOINT ENERGY	NATURAL GAS	\$3,774.25	
COMPUTER TECHNOLOGY SOLUTIONS	COMPUTER SUPPORT	\$1,363.65	
COMPUTER TECHNOLOGY SOLUTIONS	OFFICE 365 / FIREWALL	\$300.27	
DUAL AIR INC.	TECH ROOM - A/C	\$245.25	
GOPHER STATE ONE CALL	LINE LOCATES	\$33.07	
GRAINGER	CLEANING SUPPLIES	\$27.63	
MACQUEEN EQUIPMENT	PRESSURE SWITCH - VACTOR	\$72.34	
MWOA	JOE - MWOA MEMBERSHIP	\$25.00	
NEON LINK	ONLINE PAYMENT FEES	\$203.87	
SALTCO	MONTHLY SALT	\$1,350.92	
US BANK CREDIT CARD	BIOSOLIDS HMI	\$987.49	
US BANK CREDIT CARD	BULBS /FUSES/ELECTRODE ROD	\$719.32	
US BANK CREDIT CARD	BUSINESS CARDS	\$5.68	
US BANK CREDIT CARD	DATA LOGGER SUPPORT	\$379.00	
US BANK CREDIT CARD	INTERFACE PANEL	\$1,661.19	
US BANK CREDIT CARD	RELAYS / SHELVES	\$484.12	
US BANK CREDIT CARD	TYPE 4 BIOSOLIDS - TOM	\$15.32	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$112.50	
UTILITY CONSULTANTS INC.	SAMPLES	\$3,127.46	
VERIZON WIRELESS	IPADS	\$7.52	
VERIZON WIRELESS	TELEPHONE	\$207.41	
VETERAN SHREDDING	CONTRACTED SERVICES	\$8.50	
ZORO TOOLS INC.	DAWN DETERGENT	\$108.99	
AMAZON CAPITAL SERVICES	SCADA UPGRADE	\$399.95	
AMAZON CAPITAL SERVICES	SCADA UPGRADE	\$119.89	
EGAN	SCADA UPGRADE- EQUIP & LICENSE	\$83,350.00	
TOTAL:			\$100,272.63

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
10/20/2025

Section 3, Item b.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>TOTAL</u>
<u>FUND 606 - ENTERPRISE - STORM UTILITY</u>			
GOPHER STATE ONE CALL	LINE LOCATES	\$33.08	
MACQUEEN EQUIPMENT	PRESSURE SWITCH - VACTOR	\$72.33	
NEON LINK	ONLINE PAYMENT FEES	\$24.63	
US BANK CREDIT CARD	BUSINESS CARDS	\$2.13	
VERIZON WIRELESS	IPADS	\$7.52	
VERIZON WIRELESS	TELEPHONE	\$5.76	
TOTAL:			\$145.45
<u>FUND 651 - ENTERPRISE - AMBULANCE</u>			
CENTERPOINT ENERGY	NATURAL GAS	\$26.53	
TOTAL:			\$26.53
TOTAL ACCOUNTS PAYABLE FOR COUNCIL APPROVAL:			\$1,009,082.04

Vendor Name	Net Invoice Amount
ACE HARDWARE & PAINT	
SUPPLIES	\$62.98
AMAZON CAPITAL SERVICES	
AMAZON PRIME MEMBERSHIP	\$12.90
TECH ROOM - VENT	\$6.31
BEVCOMM	
TELEPHONE / CABLE / INTERNET	\$385.83
TELEPHONE	\$47.61
CENTRAL COMMUNICATIONS	
INFRARED REMOTE REPAIR	\$145.22
CENTRAL MCGOWAN INC	
C02/NITROGEN TANK RENTAL	\$164.77
C02/NITROGEN TANK RENTAL	\$80.53
CINTAS	
TOWELS / LINENS	\$303.35
CIT GROUP	
SPECIAL ORDER - RYDER CUP	\$2,267.35
CLESENS	
PRIMER, GLUE, COUPLINGS, NIPPLES	\$509.95
2" GATE VALVES	\$1,755.53
COLLEGE CITY BEVERAGE	
LIQUOR	\$664.76
LIQUOR/SELTZERS	\$382.74
BEER CASE(S)	\$427.15
LIQUOR	\$697.89
BEER	\$512.75
BEVERAGES-NON ALCOHOLIC	\$43.98
LIQUOR/SELTZERS	\$291.33
BEER	\$621.75
BEVERAGES-NON ALCOHOLIC	\$38.00
KEG - CREDIT	\$60.00-
LIQUOR	\$46.30-
COMPUTER TECHNOLOGY SOLUTIONS	
COMPUTER SUPPORT	\$1,043.40
OFFICE 365 / FIREWALL	\$211.23
DR. FRESH TAP	
TAP LINE CLEANING	\$75.00
TAP LINE CLEANING	\$75.00
TAP LINE CLEANING	\$75.00
TAP LINE CLEANING	\$75.00
DUAL AIR INC.	
TECH ROOM - A/C	\$564.08
G AND H READY MIX LLC	
CEMENT FOR SAND BUNKER	\$1,296.00
GREATAMERICA FINANCIAL SERVICES	
POSTAGE MACHINE LEASE	\$7.13
HERMEL WHOLESALE	
FOOD	\$657.50
LAU'S BAKERY	
KAISER BUNS	\$42.90
BUNS	\$42.90
BUNS	\$23.34
LEAGUE OF MN CITIES INSURANCE	
WORKERS COMP CLAIM-PAT MICKUS	\$1,097.86
MEI ELEVATOR SOLUTIONS	
ELEVATOR MAINTENANCE	\$73.11

Vendor Name	Net Invoice Amount
MOR GOLF AND UTILITY	
FLEET CART REPAIR	\$337.59
FLEET CART REPAIR	\$417.87
FLEET CART REPAIR	\$341.38
MTI DISTRIBUTING INC	
MOTOR MOUNTS	\$186.57
FITTING,SEAL,BEARING	\$107.76
STUD,NUT,SPRING,SHOE	\$263.54
FILTER,MAGNETO	\$67.82
NEW PRAGUE AREA EDUCATION FOUNDATION	
SCHOLARSHIP DONATION	\$3,823.26
RIVER COUNTRY COOP	
FUEL	\$2,801.21
STAR GROUP LLC.	
BATTERY	\$139.51
CARB CLEANER	\$136.37
FUEL,OIL FILTER	\$51.13
US BANK CREDIT CARD	
INVENTORY	\$1,046.05
INVENTORY	\$400.23
BUSINESS CARDS	\$2.13
POSTAGE	\$15.60
SAMS CLUB MEMEBERSHIP	\$110.00
COGS	\$1,347.28
COGS	\$2,021.35
BLOWER	\$289.90
VERIZON WIRELESS	
TELEPHONE	\$78.74
VERSATILE VEHICLES INC.	
CUSHMAN REAR END	\$2,684.38
VETERAN SHREDDING	
CONTRACTED SERVICES	\$8.50
Grand Totals	\$31,354.00

Unaudited Income Statement
Through August 31, 2025
Percent of year complete: 66.67%

Section 3, Item c.

	Prior Year 2024 Thru 8/31/2024	Actual Thru 8/31/2025	2024/2025 Variance YTD	Current Month 8/31/2025	2025 Adopted Budget	2025 Budget Balance	% Actual compared to Budget
General Fund							
REVENUES							
Property Taxes	\$ 2,004,547.16	\$ 2,223,588.21	\$ 219,041.05	\$ -	\$ 4,238,585	\$ 2,014,997	52.46%
Local Government Aid	\$ 591,763.50	\$ 592,684.50	\$ 921.00	\$ -	\$ 1,185,369	\$ 592,685	50.00%
Licenses and permits	\$ 277,201.54	\$ 376,635.29	\$ 99,433.75	\$ 46,929.61	\$ 255,680	\$ (120,955)	147.31%
Intergovernmental	\$ 163,594.89	\$ 222,557.63	\$ 58,962.74	\$ 27,620.14	\$ 430,596	\$ 208,038	51.69%
Charges for services	\$ 87,275.27	\$ 110,407.09	\$ 23,131.82	\$ 109,784.16	\$ 118,367	\$ 7,960	93.28%
Fines	\$ 11,718.35	\$ 10,430.50	\$ (1,287.85)	\$ 888.59	\$ 25,000	\$ 14,570	41.72%
Interest Income	\$ 295,477.40	\$ 277,460.16	\$ (18,017.24)	\$ 49,282.02	\$ 89,145	\$ (188,315)	311.25%
Miscellaneous revenue	\$ 428,952.08	\$ 153,060.46	\$ (275,891.62)	\$ 6,849.02	\$ 585,808	\$ 432,748	26.13%
Transfers In	\$ 26,666.64	\$ 26,666.68	\$ 0.04	\$ 3,333.33	\$ 80,304	\$ 53,637	33.21%
TOTAL REVENUES	\$ 3,887,196.83	\$ 3,993,490.52	\$ 106,293.69	\$ 244,686.87	\$ 7,008,854.00	\$ 3,015,363.48	56.98%
EXPENSES							
Council	\$ 49,754.54	\$ 42,742.71	\$ (7,011.83)	\$ 3,648.40	\$ 70,925	\$ 28,182	60.26%
Administration	\$ 344,357.48	\$ 366,253.66	\$ 21,896.18	\$ 55,134.59	\$ 508,668	\$ 142,414	72.00%
Tech Network	\$ 103,292.75	\$ 116,321.86	\$ 13,029.11	\$ 7,435.81	\$ 207,421	\$ 91,099	56.08%
Elections	\$ 10,800.63	\$ 1,206.99	\$ (9,593.64)	\$ -	\$ 1,365	\$ 158	88.42%
Assessor	\$ 45,700.00	\$ 630.00	\$ (45,070.00)	\$ -	\$ 48,000	\$ 47,370	1.31%
Attorney	\$ 64,267.55	\$ 36,399.16	\$ (27,868.39)	\$ 9,044.80	\$ 80,000	\$ 43,601	45.50%
Engineer	\$ 113.00	\$ 3,905.00	\$ 3,792.00	\$ -	\$ 15,000	\$ 11,095	26.03%
Planning	\$ 197,210.55	\$ 272,601.96	\$ 75,391.41	\$ 36,207.16	\$ 498,457	\$ 225,855	54.69%
Government Building	\$ 263,190.28	\$ 131,048.58	\$ (132,141.70)	\$ 21,765.51	\$ 82,091	\$ (48,958)	159.64%
Police	\$ 1,442,941.82	\$ 1,664,448.06	\$ 221,506.24	\$ 243,927.82	\$ 2,363,118	\$ 698,670	70.43%
Fire	\$ 213,670.64	\$ 96,346.18	\$ (117,324.46)	\$ 5,590.57	\$ 308,622	\$ 212,276	31.22%
Building Inspector	\$ 217,526.44	\$ 254,735.78	\$ 37,209.34	\$ 37,251.13	\$ 397,744	\$ 143,008	64.05%
Emergency Management	\$ 2,730.51	\$ 3,681.38	\$ 950.87	\$ 1,415.60	\$ 3,341	\$ (340)	110.19%
Animal Control	\$ 11,700.00	\$ 7,800.00	\$ (3,900.00)	\$ -	\$ 15,700	\$ 7,900	49.68%
Public Works	\$ 80,513.78	\$ 84,949.16	\$ 4,435.38	\$ 14,048.59	\$ 125,507	\$ 40,558	67.68%
Streets	\$ 581,543.71	\$ 515,395.43	\$ (66,148.28)	\$ 76,286.50	\$ 1,164,673	\$ 649,278	44.25%
Street Lights	\$ 37,339.20	\$ 34,572.50	\$ (2,766.70)	\$ 3,688.50	\$ 78,366	\$ 43,794	44.12%
Outdoor Swimming Pool	\$ 9.89	\$ -	\$ (9.89)	\$ -	\$ -	\$ -	0.00%
Aquatic Center	\$ 154,012.34	\$ 13,197.14	\$ (140,815.20)	\$ -	\$ 140,329	\$ 127,132	9.40%
Municipal Band	\$ 4,481.65	\$ 4,481.65	\$ -	\$ -	\$ 4,575	\$ 93	97.96%
Parks	\$ 612,635.10	\$ 487,350.97	\$ (125,284.13)	\$ 108,869.30	\$ 693,980	\$ 206,629	70.23%
Park Board	\$ 42,588.26	\$ 29,210.82	\$ (13,377.44)	\$ -	\$ 78,126	\$ 48,915	37.39%
Library	\$ 22,028.84	\$ 19,454.37	\$ (2,574.47)	\$ 2,312.10	\$ 36,027	\$ 16,573	54.00%
Unallocated	\$ 129,660.42	\$ 31,833.78	\$ (97,826.64)	\$ 327.00	\$ 86,819	\$ 54,985	36.67%
TOTAL EXPENSES	\$ 4,632,069.38	\$ 4,218,567.14	\$ (413,502.24)	\$ 626,953.38	\$ 7,008,854.00	\$ 2,790,286.86	60.19%
EXCESS REVENUES OVER EXPENSES	\$ (744,872.55)	\$ (225,076.62)	\$ 519,795.93	\$ (382,266.51)	\$ -	\$ 225,076.62	

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Through August 31, 2025
Percent of year complete: 66.67%

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	Prior Year 2024 Thru 8/31/2024	Actual Thru 8/31/2025	2024/2025 Variance YTD	Current Month 8/31/2025	2025 Adopted Budget	2025 Budget Balance	% Actual compared to Budget
Ambulance							
TOTAL REVENUES	\$ 17,752.04	\$ 16,291.75	\$ (1,460.29)	\$ 7,129.60	\$ 20,000	\$ 3,708	81.46%
TOTAL EXPENSES	\$ 10,840.32	\$ 9,453.32	\$ (1,387.00)	\$ 510.43	\$ 16,658	\$ 7,205	56.75%
EXCESS REVENUES OVER EXPENSES	<u>\$ 6,911.72</u>	<u>\$ 6,838.43</u>	<u>\$ (73.29)</u>	<u>\$ 6,619.17</u>	<u>\$ 3,342.00</u>	<u>\$ (3,496.43)</u>	
EDA							
TOTAL REVENUES	\$ 43,889.53	\$ 46,408.52	\$ 2,518.99	\$ 1,605.17	\$ 75,250.00	\$ 28,841	61.67%
TOTAL EXPENSES	\$ 36,595.87	\$ 35,311.65	\$ (1,284.22)	\$ 7,288.55	\$ 75,250.00	\$ 39,938	46.93%
EXCESS REVENUES OVER EXPENSES	<u>\$ 7,293.66</u>	<u>\$ 11,096.87</u>	<u>\$ 3,803.21</u>	<u>\$ (5,683.38)</u>	<u>\$ -</u>	<u>\$ (11,096.87)</u>	
EDA-INDUSTRIAL							
TOTAL REVENUES	\$ 2,555.87	\$ 3,322.59	\$ 766.72	\$ 713.82	\$ -	\$ (3,323)	0.00%
TOTAL EXPENSES	\$ 1,805.56	\$ -	\$ (1,805.56)	\$ (1,805.56)	\$ 1,773	\$ 1,773	0.00%
EXCESS REVENUES OVER EXPENSES	<u>\$ 750.31</u>	<u>\$ 3,322.59</u>	<u>\$ 2,572.28</u>	<u>\$ 2,519.38</u>	<u>\$ (1,773.00)</u>	<u>\$ (5,095.59)</u>	
WATER FUND							
TOTAL REVENUES	\$ 1,183,001.04	\$ 1,432,058.04	\$ 249,057.00	\$ 197,857.67	\$ 2,056,961.00	\$ 624,902.96	69.62%
TOTAL EXPENSES	\$ 1,110,473.62	\$ 1,119,813.53	\$ 9,406.03	\$ 90,122.09	\$ 1,715,099.00	\$ 595,285.47	65.29%
EXCESS REVENUES OVER EXPENSES	<u>\$ 72,527.42</u>	<u>\$ 312,244.51</u>	<u>\$ 239,650.97</u>	<u>\$ 107,735.58</u>	<u>\$ 341,862.00</u>	<u>\$ 29,617.49</u>	
ELECTRIC FUND							
TOTAL REVENUES	\$ 7,353,918.24	\$ 7,126,399.76	\$ (227,518.48)	\$ 1,018,814.59	\$ 10,405,068.00	\$ 3,278,668.24	68.49%
TOTAL EXPENSES	\$ 6,544,393.23	\$ 6,034,022.92	\$ (510,370.31)	\$ 263,480.43	\$ 10,024,284.00	\$ 3,990,261.08	60.19%
EXCESS REVENUES OVER EXPENSES	<u>\$ 809,525.01</u>	<u>\$ 1,092,376.84</u>	<u>\$ 282,851.83</u>	<u>\$ 755,334.16</u>	<u>\$ 380,784.00</u>	<u>\$ (711,592.84)</u>	

Unaudited Income Statement
Through August 31, 2025
Percent of year complete: 66.67%

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	Prior Year 2024 Thru 8/31/2024	Actual Thru 8/31/2025	2024/2025 Variance YTD	Current Month 8/31/2025	2025 Adopted Budget	2025 Budget Balance	% Actual compared to Budget
SANITARY SEWER							
TOTAL REVENUES	\$ 2,593,508.49	\$ 3,031,240.83	\$ 437,732.34	\$ 353,988.21	\$ 3,807,276.00	\$ 776,035.17	79.62%
TOTAL EXPENSES	\$ 3,121,020.08	\$ 3,042,950.76	\$ (78,069.32)	\$ 662,751.88	\$ 4,309,102.00	\$ 1,266,151.24	70.62%
EXCESS REVENUES OVER EXPENSES	<u>\$ (527,511.59)</u>	<u>\$ (11,709.93)</u>	<u>\$ 515,801.66</u>	<u>\$ (308,763.67)</u>	<u>\$ (501,826.00)</u>	<u>\$ (490,116.07)</u>	
GOLF							
TOTAL REVENUES	\$ 1,165,845.41	\$ 1,285,086.21	\$ 119,240.80	\$ 178,585.80	\$ 1,454,102.00	\$ 169,015.79	88.38%
TOTAL EXPENSES	\$ 1,013,815.62	\$ 1,068,568.91	\$ 54,753.29	\$ 201,751.98	\$ 1,829,472.56	\$ 760,903.65	58.41%
EXCESS REVENUES OVER EXPENSES	<u>\$ 152,029.79</u>	<u>\$ 216,517.30</u>	<u>\$ 64,487.51</u>	<u>\$ (23,166.18)</u>	<u>\$ (375,370.56)</u>	<u>\$ (591,887.86)</u>	
STORM SEWER							
TOTAL REVENUES	\$ 295,130.79	\$ 321,662.47	\$ 26,531.68	\$ 43,397.34	\$ 429,680.00	\$ 108,017.53	74.86%
TOTAL EXPENSES	\$ 324,402.62	\$ 338,122.03	\$ 13,719.41	\$ 35,553.96	\$ 480,833.00	\$ 142,710.97	70.32%
EXCESS REVENUES OVER EXPENSES	<u>\$ (29,271.83)</u>	<u>\$ (16,459.56)</u>	<u>\$ 12,812.27</u>	<u>\$ 7,843.38</u>	<u>\$ (51,153.00)</u>	<u>\$ (34,693.44)</u>	

CITY OF NEW PRAGUE
BALANCE SHEET
AUGUST 31, 2025

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GENERAL FUND

ASSETS

101-10101	CLAIM ON CASH	2,223,524.78	
101-10120	MONEY MARKET-FIRST BK & TRUST	391,480.19	
101-10121	MONEY MARKET-WELLS FARGO	25,007.67	
101-10125	MONEY MARKET-4M	2,961,308.29	
101-10129	MONEY MARKET.STATE BANK - FUTU	133,752.00	
101-10201	PETTY CASH POLICE DEPT	100.00	
101-10450	INT. RECEIVABLE - INVESTMENTS	278,712.04	
101-10700	TAXES RECEIVABLE-DELINQUENT	24,363.51	
101-11500	ACCOUNTS RECEIVABLE	10,493.75	
101-11501	ACCOUNTS RECEIVABLE - FLEX	5,124.89	
101-11521	BUSINESS LICENSE AR	(3,400.00)	
101-11531	BANK CLEARING ACCT	264,211.11	
101-11535	CLEARING ACCOUNT - RURAL FIRE	1,245.11	
101-11536	CLEARING ACCOUNT-GENERAL	(9,205.39)	
101-12100	SPECIAL ASSESS. REC.-CURRENT	768.44	
101-12200	SPECIAL ASSESS. REC.-DELINQUEN	3,165.34	
101-13109	DUE FROM RETIREE/COBRA	(937.38)	
101-15501	PREPAID OTHER	(894.10)	
	TOTAL ASSETS		6,308,820.25

LIABILITIES AND EQUITY

LIABILITIES

101-20210	ACCOUNTS PAYABLE	(186,863.66)	
101-20800	DUE TO OTHER GOVERNMENTS	3,500.86	
101-20801	STATE SALES TAX	31.52	
101-20802	SC TRANSIT TAX	(7.35)	
101-20803	LS TRANSIT TAX	1.94	
101-21600	ACCRUED WAGES	155,999.64	
101-21701	ACCRUED FED-FICA/MED TAX	112,290.26	
101-21702	ACCRUED STATE W/H TAX	22,081.99	
101-21704	PERA W/H PAYABLE	85,282.10	
101-21706	INSURANCE PAYABLE	79,530.26	
101-21709	CHILD SUPPORT	31.01	
101-21711	ACCRUED PAYROLL INS DEDUCT	3.76	
101-21713	MN DEFERRED COMPENSATION	10,344.55	
101-21714	ACCRUED POLICE DUES	786.50	
101-21716	HSA EMPLOYEE AMOUNTS	22,633.34	
101-21800	ESCROW - BLDG PERMITS	75,018.00	
101-22000	DEPOSITS	16,100.00	
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		457,583.49

FUND EQUITY

CITY OF NEW PRAGUE
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GENERAL FUND

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
UNAPPROPRIATED FUND BALANCE:			
101-25300	UNDESIGNATED: FUND BALANCE	3,665,927.38	
	REVENUE OVER EXPENDITURES - YTD	(225,076.62)	
	BALANCE - CURRENT DATE		3,440,850.76
	TOTAL FUND EQUITY		5,851,236.76
	TOTAL LIABILITIES AND EQUITY		6,308,820.25

CITY OF NEW PRAGUE
BALANCE SHEET
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WWTP

ASSETS

602-10101	CLAIM ON CASH	(	708,118.60)	
602-10106	DESIGNATED FOR MEMB REPLACEMEN		1,050,000.00	
602-10120	MONEY MARKET-FIRST BK & TRUST		579,172.32	
602-10121	MONEY MARKET-WELLS FARGO		44,609.15	
602-10125	MONEY MARKET-4M		7,036,027.58	
602-10126	MONEY MARKET-4M 2024 BOND		96,831.12	
602-11500	ACCOUNTS RECEIVABLE	(	33,890.25)	
602-11710	CUSTOMER ACCOUNTS RECEIVABLE		272,419.09	
602-12300	SPECIAL ASSESS. REC.-DEFFERED		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		27,968,735.61	
602-16210	ACCUM. DEPRECIATION-BUILDINGS	(	12,836,410.14)	
602-16300	INFRASTRUCTURE		8,571,631.52	
602-16310	ACCUMULATED DEPRECIATION - INF	(	3,175,295.46)	
602-16400	EQUIPMENT		13,898,599.63	
602-16410	ACCUMULATED DEPRECIATION - EQU	(	9,318,212.82)	
602-16420	OFFICE EQUIPMENT		44,423.70	
602-16500	CONSTRUCTION-IN-PROGRESS		57,229.86	
602-16505	LIFT STATION REHAB/PUMP REPLAC		64,595.00	
602-16507	CIP 2025		39,102.00	
TOTAL ASSETS				34,160,534.90

LIABILITIES AND EQUITY

LIABILITIES

602-20210	ACCOUNTS PAYABLE	(	40,485.49)	
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		47,674.21	
602-22296	OPEB DEFERRED INFLOW		5,796.00	
602-22299	GERF DEFERRED INFLOWS		147,060.00	
602-22500	BOND PAYABLE - CUR PORT	(	.55)	
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				24,917,300.94

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	(	11,709.93)	

BALANCE - CURRENT DATE				4,329,255.11
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CITY OF NEW PRAGUE
BALANCE SHEET
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	WWTP	
TOTAL FUND EQUITY		9,243,233.96
TOTAL LIABILITIES AND EQUITY		34,160,534.90

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

GOLF COURSE

ASSETS

603-10101	CLAIM ON CASH	(	10,660.69)	
603-10125	MONEY MARKET-4M		341,713.38	
603-10126	MONEY MARKET-4M 2024 BOND		22,540.72	
603-10200	PETTY CASH		2,000.00	
603-11500	ACCOUNTS RECEIVABLE - GOLF A/R		1,501.11	
603-11530	CLEARING ACCOUNT		1,150.35	
603-14100	MATERIAL INVENTORY		132,074.41	
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	(	906,075.45)	
603-16200	BUILDINGS		1,094,511.44	
603-16210	ACCUM. DEPRECIATION-BUILDINGS	(	692,913.08)	
603-16400	EQUIPMENT		1,844,138.03	
603-16410	ACCUMULATED DEPRECIATION - EQU	(	1,212,451.89)	
	TOTAL ASSETS			1,561,608.18

LIABILITIES AND EQUITY

LIABILITIES

603-20200	ACCOUNTS PAYABLE	(	500.00)	
603-20210	ACCOUNTS PAYABLE	(	34,755.65)	
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		88,692.14	
603-22001	DESIGNATED - JR GOLF FUND		20,263.52	
603-22004	DESIGNATED- GOLF MAINT. FUND		648.12	
603-22201	DEFERRED REVENUE-MEMBERSHIP DU	(	200.00)	
603-22211	DEFERRED REVENUE-GIFT CERTIFIC		16,372.68	
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			705,411.89

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		216,517.30	
	BALANCE - CURRENT DATE		973,774.29	
	TOTAL FUND EQUITY			856,196.29

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GOLF COURSE

TOTAL LIABILITIES AND EQUITY

1,561,608.18

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WATER

ASSETS

604-10101	CLAIM ON CASH	1,103,184.25
604-10125	MONEY MARKET-4M	1,251,627.39
604-10126	MONEY MARKET-4M 2024 BOND	107,185.07
604-10406	F.I.S.T. INVESTMENTS	902,829.11
604-10407	INVEST ALLOW-UNREALIZED LOS	(41,666.69)
604-11500	ACCOUNTS RECEIVABLE	2,011.18
604-11502	ACCOUNTS RECEIVABLE - NSF	660.06
604-11525	ACCRUED REVENUE	121,772.52
604-11600	ALLOWANCE DOUBTFUL ACC'T	(4,000.00)
604-11710	CUSTOMER ACCOUNTS RECEIVABL	186,461.14
604-12100	SPECIAL ASSESS. REC.-CURRENT	111.05
604-12300	SPECIAL ASSESS. REC.-DEFFERED	673,456.40
604-14100	MATERIAL INVENTORY	99,675.49
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	(4,495,359.33)
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	1,126,122.88
604-16311	ACCUM DEPR.-TRANS-DISTRIBUTI	(4,881,750.88)
604-16312	ACCUM. DEPR-GENERAL PLANT	(295,766.42)
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	51,782.00
604-16705	LEAD SERVICE LINE REPLACEMENT	7,987.30

TOTAL ASSETS

13,765,263.23

LIABILITIES AND EQUITY

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WATER

LIABILITIES

604-20210	ACCOUNTS PAYABLE	(	152,976.25)	
604-21503	ACCRUED INTEREST		56,455.63	
604-21650	ACCRUED WAGES-VAC & COMP		71,103.53	
604-21712	DUE WATER TESTING PROGRAM		4,865.51	
604-21717	OPEB LIABILITY		18,078.00	
604-22000	DEPOSITS		25,378.96	
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				4,247,568.77

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			317,076.48	
BALANCE - CURRENT DATE			317,076.48	
TOTAL FUND EQUITY				9,517,694.46
TOTAL LIABILITIES AND EQUITY				13,765,263.23

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ELECTRIC

ASSETS

605-10101	CLAIM ON CASH	3,556,687.01
605-10125	MONEY MARKET-4M	1,569,759.80
605-10200	PETTY CASH	300.00
605-10405	MONEY MARKET-FIRST BK & TRUST	151,997.22
605-10406	F.I.S.T. INVESTMENT	2,569,590.53
605-10407	INVEST ALLOW-UNREALIZED LOS	(118,589.82)
605-11500	ACCOUNTS RECEIVABLE	19,293.00
605-11502	ACCOUNTS RECEIVABLE - NSF	5,478.06
605-11510	ACCOUNTS RECEIVABLE - SMMPA	102,444.62
605-11525	ACCRUED REVENUE	390,033.74
605-11530	CLEARING ACCOUNT	774.00
605-11600	ALLOWANCE DOUBTFUL ACC'T	(10,000.05)
605-11710	CUSTOMER ACCOUNTS RECEIVABL	978,389.89
605-12100	SPECIAL ASSESS. REC.-CURRENT	1,124.28
605-14100	MATERIAL INVENTORY	1,114,471.03
605-15501	PREPAID OTHER	1,511.48
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	(6,870,897.81)
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	1,075,377.78
605-16310	FIBER OPTIC	98,856.02
605-16311	ACCUM DEPR.-TRANS-DISTRIBUTI	(8,386,615.88)
605-16312	ACCUM DEPR - GEN PLANT	(1,748,725.00)
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	1,988,248.19
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	24,015.21
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	13,021.65
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	11,139.50
605-16525	JOB #4 (OH) FEEDER #1	696.08
605-16526	JOB #4 (URD) FEEDER #1	292,328.61
605-16527	JOB #4 (TRANS) FEEDER #1	62,435.25
605-16528	JOB #4 (SERV) FEEDER #1	114,398.93
605-16529	JOB #4 (METER) FEEDER #1	20,655.65
605-16530	JOB #4 (S.L.) FEEDER #1	53,756.95

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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	14,390.16	
605-16558	JOB #8 (URD) INDUSTRIAL PARK	436.90	
605-16566	JOB #9 (URD) FUTURE GENERATION	27,820.66	
605-16568	JOB #9 (SERV) FUTURE GENERATIO	305,838.49	
605-16570	JOB #9 (S.L.) FUTURE GENERATIO	191.36	
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	
605-16581	JOB #11 (OH) MAYO ADDITION	110.44	
605-16582	JOB #11 (URD) MAYO ADDITION	25,385.44	
605-16583	JOB #11 (TRANS) MAYO ADDITION	33,811.57	
605-16584	JOB #11 (SERV) MAYO ADDITION	108.00	
605-16586	JOB #11 (S.L.) MAYO ADDITION	51.40	
605-16590	JOB #12 (URD) HEARTLAND CREDIT	1,746.54	
605-16599	JOB #13 (TRANS) BEVCOMM	190.94	
605-16605	JOB #14 (OH) POLICE STATION	171.08	
605-16606	JOB #14 (URD) POLICE STATION	5,212.79	
605-16607	JOB #14 (TRANS) POLICE STATION	3,859.69	
605-16614	JOB #15 (URD)	110.12	
605-16615	JOB #15 (TRANS)	114.48	
TOTAL ASSETS			20,764,748.65
LIABILITIES AND EQUITY			
LIABILITIES			
605-20204	AP OTHER	204,481.48	
605-20210	ACCOUNTS PAYABLE	(40,433.19)	
605-21650	ACCRUED WAGES-VAC & COMP	155,477.59	
605-21717	OPEB LIABILITY	38,143.00	
605-22000	DEPOSITS	102,422.61	
605-22001	ENERGY ASSISTANCE CONTRACTS	74.18	
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			1,328,869.67
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		1,154,507.17	
BALANCE - CURRENT DATE		1,154,507.17	
TOTAL FUND EQUITY			19,435,878.98

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20,764,748.65

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STORM WATER UTILITY

ASSETS

606-10101	CLAIM ON CASH	40,309.61	
606-10120	MONEY MARKET-FIRST BK & TRUST	63,541.84	
606-10125	MONEY MARKET-4M	1,106,023.08	
606-10126	MONEY MARKET-4M 2024 BOND	57,343.73	
606-11710	CUSTOMER ACCOUNTS RECEIVABLE	34,965.55	
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	(4,463,133.66)	
606-16400	EQUIPMENT	29,295.57	
606-16410	ACC. DEP. - EQUIPMENT	(25,485.42)	
606-16423	CIP 2025	23,875.00	
TOTAL ASSETS			5,652,222.74

LIABILITIES AND EQUITY

LIABILITIES

606-20210	ACCOUNTS PAYABLE	(55,623.04)	
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	
TOTAL LIABILITIES			1,807,495.69

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	(16,459.56)	
BALANCE - CURRENT DATE		3,880,980.05	
TOTAL FUND EQUITY			3,844,727.05
TOTAL LIABILITIES AND EQUITY			5,652,222.74

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AMBULANCE

ASSETS

651-10101	CLAIM ON CASH	66,833.94	
651-10120	MONEY MARKET-FIRST BK & TRUST	12,991.50	
651-10121	MONEY MARKET-WELLS FARGO	416.28	
651-10125	MONEY MARKET-4M	120,423.86	
651-10127	MONEY MARKET.STATE BANK - 1206	5,651.59	
TOTAL ASSETS			206,317.17

LIABILITIES AND EQUITY

LIABILITIES

651-20210	ACCOUNTS PAYABLE	(11.01)	
TOTAL LIABILITIES			(11.01)

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	6,838.43	
BALANCE - CURRENT DATE		43,688.03	
TOTAL FUND EQUITY			206,328.18
TOTAL LIABILITIES AND EQUITY			206,317.17

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EDA

ASSETS

680-10101	CLAIM ON CASH	199,134.33	
680-10120	MONEY MARKET-FIRST BK & TRUST	25,782.62	
680-10125	MONEY MARKET-4M	262,865.11	
	TOTAL ASSETS		487,782.06

LIABILITIES AND EQUITY

LIABILITIES

680-20210	ACCOUNTS PAYABLE	1,123.49	
	TOTAL LIABILITIES		1,123.49

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	11,096.87	
	BALANCE - CURRENT DATE	(116,086.40)	
	TOTAL FUND EQUITY		486,658.57
	TOTAL LIABILITIES AND EQUITY		487,782.06

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EDA-INDUSTRIAL PARK

ASSETS			
681-10101	CLAIM ON CASH	72,544.75	
681-10120	MONEY MARKET-FIRST BK & TRUST	12,892.45	
681-10125	MONEY MARKET-4M	116,005.72	
681-16100	LAND	453,940.38	
TOTAL ASSETS			655,383.30
LIABILITIES AND EQUITY			
FUND EQUITY			
UNAPPROPRIATED FUND BALANCE:			
681-25300	FUND BALANCE	652,060.71	
	REVENUE OVER EXPENDITURES - YTD	3,322.59	
BALANCE - CURRENT DATE		655,383.30	
TOTAL FUND EQUITY			655,383.30
TOTAL LIABILITIES AND EQUITY			655,383.30



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: EVAN GARIEPY, PLANNER
SUBJECT: LARGE ASSEMBLY PERMIT: 2026 NEW PRAGUE ARTS FOUNDATION -
SUMMER CONCERT SERIES
DATE: OCTOBER 15 2025

Staff received an application from Den Gardner with the New Prague Arts Foundation to host their Summer Concert Series at Memorial Park for the 2026 season, as they do not believe POPS will be constructed in time for the Concert Series. They intend to hold the concerts at Memorial Park on June 17th, June 24th, July 1st, July 8th, July 15th, July 22nd, July 29th, and August 5th. The events would take place from 4pm-8:30pm, with live music from 6:00pm-8:00pm. Visitors would utilize the restrooms, parking, and garbage on site. They anticipate there will be 200-400 people. This was brought before the Park Board at their October 14th meeting.

The Park Board made a motion of (6-0) to recommend approval of the event to the City Council, with the following conditions:

1. The City of New Prague shall be named as additional insured for the event since it is taking place in Memorial Park and shall also be provided a copy of the Certificate of Insurance. The City shall be held harmless for any injuries or damages occurring during the event.
2. All of Memorial Park shall be reserved for the event from 4:00pm to 8:30pm on June 17th, June 24th, July 1st, July 8th, July 15th, July 22nd, July 29th, and August 5th.
3. The New Prague Arts Foundation shall provide notification of the event and associated activities to residential properties adjacent to Memorial Park at least one week prior to the event.
4. New Prague Arts Foundation shall provide for their own set up of the stage, crowd control, and parking attendance.
5. Live or recorded music must cease at 10pm or earlier.

Staff Recommendation

Staff recommends approval of the Large Assembly Permit for the New Prague Arts Foundation's summer concert series for Wednesdays June 17th, June 24th, July 1st, July 8th, July 15th, July 22nd, July 29th, and August 5th at Memorial Park with the conditions listed.



APPLICATION

LICENSE TO PERMIT LARGE ASSEMBLY

City of New Prague, 118 Central Ave. N., New Prague, MN 56071

952-758-4401

APPLICANT MUST SUBMIT COMPLETED APPLICATION A MINIMUM OF 60 DAYS PRIOR TO EVENT.

Circle which large assembly permit (over 250 people) you are applying for:

Level A – New Event - \$150 (single/mult. days, street closures, alcohol, fencing, live entertainment)

Level A – Repeat Event - \$75 (street closures, alcohol sales, fencing, live entertainment, repeat event)

Level B – New/Repeat Event - \$50 (single/multiple days, sidewalk use, live entertainment with PA)

Level C – New/Repeat Event - \$30 (single day, park area, no live entertainment)

Name of Organization _____ New Prague Arts Foundation _____

Contact Person(1) __Den Gardner_____

Phone __612 325 3981_____

Contact Person(2) _Sarah Kallal_____

Phone _651-398-4737_____

Contact Person _____

Phone _____

Applicant's Address 305 Columbus Ave S, New Prague, MN 56071

Street City State Zip

Email dengardner@gandgcomm.com

Name and Address of Person(s) Responsible for Payment of Bills:

Den Gardner, 305 Columbus Ave S, New Prague, MN 56071

Name Street Address City State Zip

I, Den Gardner, hereby make application on behalf of New Prague Arts Foundation ☐ Corporation
☐ Partnership ☒ **Society, Group or Association** ☐ Other _____

to the City of New Prague for a license to permit the lawful assembly of over 250 persons on the following described property:

Building Shelter by Softball/Little League Fields in Memorial Park

The nature and purpose of the assembly will be as follows:

Music at Memorial Summer Concert Series

☐ I am also applying for permission for road closure and agree to notify all affected property and business owners.

☐ If the event is held in the downtown area, I agree to notify all liquor establishments to prohibit the use of glass containers. (Only plastic or aluminum containers will be allowed.)

The assembly will be held on:

June 17, June 24,

July 1, July 8, July 15, July 22, July 29,

August 5

between the hours of 4:30pm and 8:30pm

The maximum number of persons I will permit to attend are 300+ persons. The maximum number of event tickets to be sold, if applicable N/A.

OUTDOOR MUSIC. Will there be outdoor music? XX_ Yes __No

If yes, please describe: _Various genres of bands will perform for two hours at Memorial Park._____

Outdoor music: Start Time _6 pm_ END TIME __8 pm_

Applicant is required to answer all questions.

1. List all activities planned for this event.
- Music during the two hours.
2. Submit layout of activities, parking, sanitation, and music.
- Musicians will perform under the shelter or on the concrete next to the shelter.

• Attendees expected to park in the golf course/Park Ballroom lot or the streets nearby.
3. Certificate of liability insurance coverage provided by the contractor/vendor/supplier of certain activities is required, with the City of New Prague named as “Additional Insured” with respect to general liability for the event.

(Example: circus, carnivals, entertainment, races, contests, etc). List name of Vendor/Insured party.

4. General liability insurance coverage required for the event. List your agent and contact information.
- Tupy Insurance is our agent. They can be reached at 952-758-2433. Liability Policy is through Auto-Owners Insurance.

5. Explain the location and placement of fencing and/or barricades.

_____N/A_____

6. Explain plans for providing toilet and lavatory, or portable sanitation. Include site location and quantity including ADA accessible units.

_____Plan to use the toilet facilities at Memorial Park._____

7. Explain plans for refuse collection and disposal of waste material: (Number of dumpsters/waste receptacles and location.

_____Plan to use the garbage containers on site._____

8. Public Safety – Police Officers. Arrangements for police officers at the event must be made prior to the event by contacting the New Prague Police Chief at 952-758-4401. List agreed upon arrangements (number of officers and hours of service.)

_____Will inform local police about the concerts, as done previously._____

9. For outdoor music, sound systems, describe location, equipment, hours of music, etc. (Note: Music is not allowed past 10PM).

_____Hours noted previously. Performers are required to bring their own sound systems. Concerts are completed by 8pm._____

10. Sales of food/beverages and products. Explain vending of food and/or product sales. (Applicant must inform concessionaires who will be allowed to operate on the grounds to obtain a transient merchant permit from the City of New Prague at least 10 days prior to the event and any temporary liquor licenses must also be obtained as necessary. All necessary food handling permits must also be obtained.)

_____N/A_____

11. Contact Information. List cell phone numbers of the event organizers in case of an emergency, and whether they will be on-site during the event.

_____A member of the NP Arts Foundation will be at each event. Den Gardner will be at most, if not all. His cell is: 612-325-3981

12. Animals - Will there be animals associated with your event? Yes No.

If Yes, give details, such as type and number of animals, time frame, plan for waste disposal.

13. Notification Requirements: Applicant is required to notify the following of the event.

a. Contact North Memorial Ambulance. .

b. Contact New Prague Fire Chief.

c. All vendors at the event must obtain an approved peddlers permit from the City at least seven (7) days before the event.

d. If event is held in the downtown area, notify the liquor establishments of the requirement to prohibit the use of glass bottles or beverage containers.

X By checking this box, applicant agrees to comply with the required notification.

14. Explain plans for supplying potable water, including the source, amount available, and location of outlets.

_____ N/A _____

15. Explain plans to provide for medical facilities, including the location and the construction of a medical structure, the names and addresses and hours of availability of physicians and nurses, and provisions for emergency ambulance services.

_____ N/A _____

16. Explain plans for fire protection (ie – contacted the Fire Chief, etc.).

_____ N/A _____

17. Explain plans or camping facilities, if any, including facilities available and their location:

_____ N/A _____

18. Explain plans for parking vehicles, including size and location of lots, points of highway access and interior roads including routes between highway assess and parking lots. A layout may be required.

_____ The band each week will usually drive their vehicles/trailers up to the performing location, unload, then park away from the staging area until the concert is finished. _____

19. Explain plans, if any, to illuminate the location of the assembly, including the source and amount of power and the location of lights.

_____ N/A _____

20. Explain plans for area traffic control for egress from and exit onto public roads and highways.

_____ N/A _____

21. If your organization has obtained a Large Assembly Permit last year, will there be any changes for your event this year? **No changes.** Yes. If Yes, please describe the changes and new activities.

22. Will there be any additional special requests or activities for this event that have not been addressed in this permit application? No Yes. If yes, please provide details.

Mandatory requirements:

1. Certificate of liability insurance for general liability required.
2. Certificate of liability insurance by the contractor/vendor required for activities with the City of New Prague listed as the “Additional Insured.”
3. All food vendors must obtain Peddler’s Permit from the City of New Prague.
4. Applicant must pay the City for Police Officers as determined by City and/or Police Chief.
5. Applicant must provide portable restrooms. Minimum quantity 1, with more as determined by city staff.
6. Applicant must provide refuse hauling services for the event.
7. Applicant must install barricades and remove barricades.
8. Applicant is responsible for picking up litter from the streets and sidewalks immediately after the event.
9. If the event is held in the downtown area, applicant must notify all liquor establishments to prohibit the use of glass containers during the event. (Only plastic or aluminum containers allowed.)
10. If applicant seeks a city road closure in conjunction with event, applicant must obtain a Road Closure Permit from the City and pay applicable fees.
11. The hours of outdoor music are limited to 7am to 10pm.

Additional requirements:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

I, Den Gardner, being duly sworn upon oath, hereby make application for a license to permit a large assembly in the City of New Prague, Minnesota.

Applicant knows the contents of this application and supporting affidavits and that the statements herein are true of his/her own knowledge, save as to such as are herein stated information and belief, and as to those, he/she believes them to be true.

APPLICANT:

Den Gardner	Oct. 4, 2025	Nov. 9, 1951
_____	_____	_____
Signature	Date	Date of Birth

OWNER OF RECORD of the above-described property, if different than applicant, must grant permission to hold an assembly of 250 or more persons by signing this form.

PROPERTY OWNER: (If different than applicant).

_____	_____	_____
Signature	Date	Date of Birth

FOR OFFICE USE ONLY

APPROVAL OF THE LARGE ASSEMBLY PERMIT

Approved by the New Prague City Council on _____ day of _____, 20____.

City Administrator

Reviewed by Public Works Director

Reviewed by Police Chief

Copy mailed to applicant on _____.



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: ST. PATRICK ATHLETIC ASSOCIATION - MINNESOTA LAWFUL GAMBLING LG220
APPLICATION FOR EXEMPT PERMIT
DATE: OCTOBER 14, 2025

Attached is a Minnesota Lawful Gambling LG220 Application for St. Patrick Athletic Association to conduct pull-tabs and a raffle at an event on January 30, 2026, at Knights of Columbus Hall, 411 4th Avenue SW, New Prague.

Recommendation

Staff recommends approval of the Lawful Gambling Permit for St. Patrick Athletic Association and recommends requesting a waiver of the waiting period.

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: St. Patrick Athletic Association Previous Gambling Permit Number: X- 70045
 Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 41-1588756
 Mailing Address: 1306 History Court NW
 City: NEW PRAGUE State: MN Zip: 56071 County: Scott
 Name of Chief Executive Officer (CEO): Michael B. Sticha
 CEO Daytime Phone: 612-298-3682 CEO Email: mbsticha@gmail.com
 (permit will be emailed to this email address unless otherwise indicated below)
 Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Knights of Columbus Hall
 Physical Address (do not use P.O. box): 411 4th Ave SW
 Check one: ☒ City: NEW PRAGUE Zip: 56071 County: Le Sueur
☐ Township: _____ Zip: _____ County: _____
 Date(s) of activity (for raffles, indicate the date of the drawing): 1/30/2026

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

Section 3, Item e.

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: NEW PRAGUE

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: [Signature] Date: 10/8/25
(Signature must be CEO's signature; designee may not sign)

Print Name: Michael B. Steha

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)).

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.

MAIL APPLICATION AND ATTACHMENTS

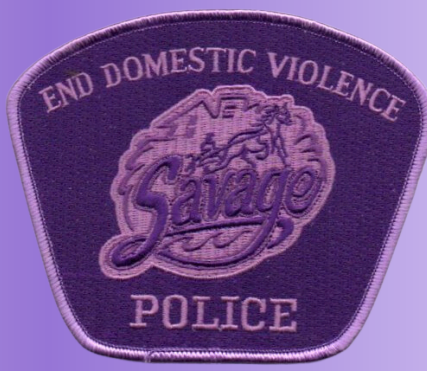
Mail application with:

- _____ 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.



PURPLE PATCH PROGRAM



Buy a patch to support Southern Valley Alliance!

Scott and Carver county law enforcement agencies have partnered with SVA to sell Domestic Violence Awareness Month patches with proceeds supporting domestic abuse services in our community.

\$15 Each | Set of all 10 for \$135

Domestic shipping is included

Purchase at SVAMN.ORG

or use the QR code:





**Office of the Mayor
New Prague, Minnesota**

Domestic Violence Awareness Month

In the City of New Prague in recognition of the critical work being done by domestic violence advocates in service of the survivors and victims they serve, I encourage all citizens to actively engage in the work and events sponsored by Southern Valley Alliance and other organizations working toward the elimination of domestic violence.

Whereas, 1 in 3 women and 1 in 4 men in the US have been the victim of severe physical violence by an intimate partner in their lifetime;

Whereas, more than 23,000 calls are placed to domestic violence hotlines nationwide every day;

Whereas, calls to our local domestic abuse crisis line, Southern Valley Alliance, have significantly increased in the last year;

Whereas, the impact of domestic violence is felt not only by individuals and families, but communities and the nation as a whole;

Whereas, the City of New Prague joins with others across the state of Minnesota, and nationwide, in supporting domestic violence victims and survivors, the advocates and organizations who serve them, and holding offenders accountable in New Prague.

Now Therefore, I, Charles L. Nickolay, Mayor of the City of New Prague, Minnesota do hereby proclaim **Monday, October 20, 2025** to be:

Domestic Violence Awareness Month!

Dated this 20th day of October, 2025

Charles L. Nickolay, Mayor
City of New Prague, Minnesota

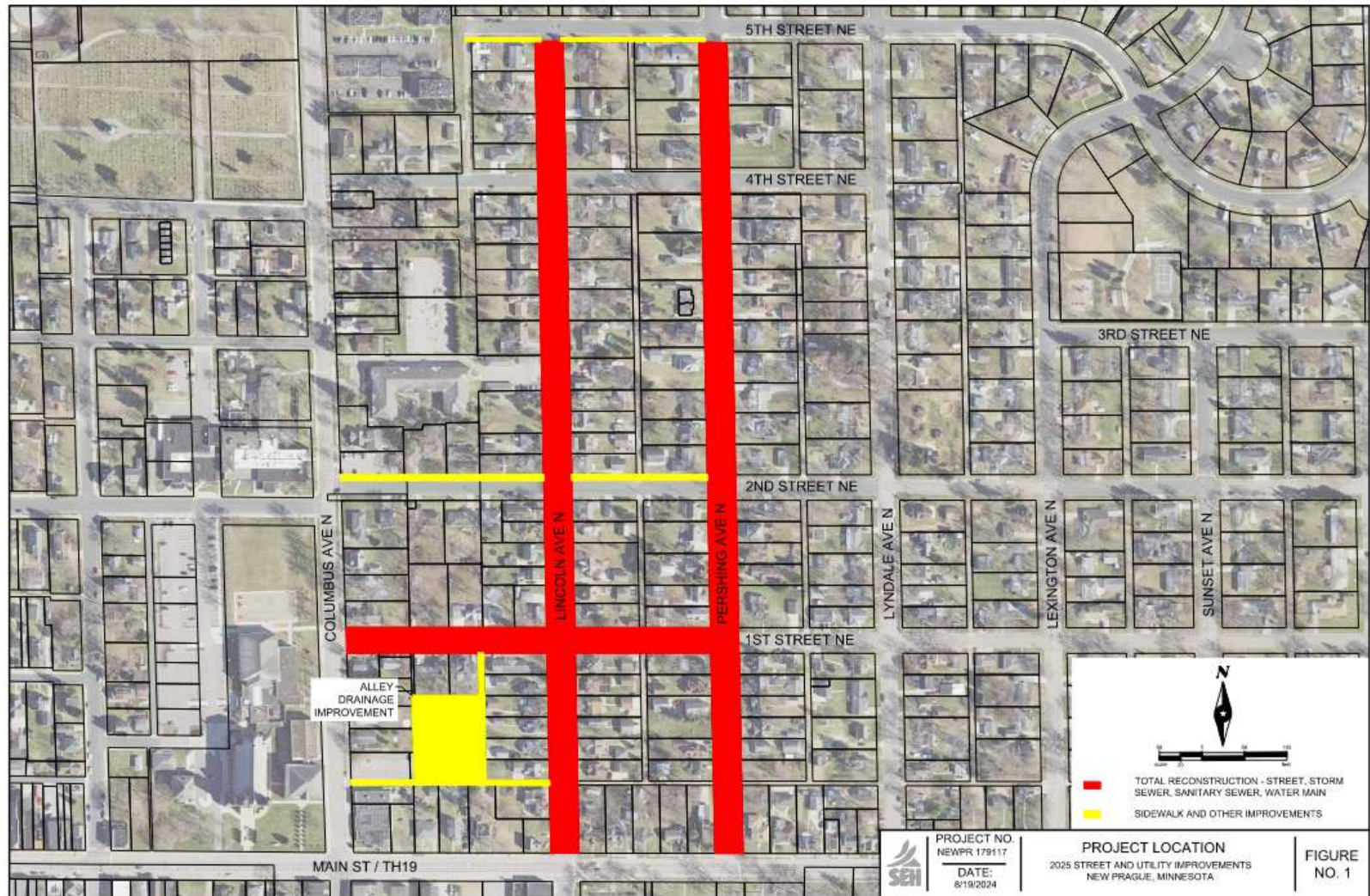


2025 Street and Utility Improvement Project

Assessment Public Hearing, 6:00 P.M. Monday, October 20, 2025



Building a Better World for All of Us®



Completed Improvements

Lincoln Ave N, Pershing Ave N, 1st Street NE

Reconstructed streets

- New sidewalk construction
- Reconstructed water main and services
- Reconstructed sanitary sewer main and services
- Storm sewer improvements

2nd Street NE, 5th Street NE, 12th Avenue SE

- Sidewalk construction only with restoration

Alley Improvements

- Drain tile and pavement surface reconstruction



Assessment Hearing Notice

NOTICE OF HEARING ON PROPOSED ASSESSMENT

Notice is hereby given that the New Prague City Council will meet at 6:00 p.m. on Monday, October 20, 2025, at New Prague City Hall, 118 Central Avenue North, to consider, and possibly adopt, the proposed assessment for the **2025 Street and Utility Improvement Project**, which includes improvements on the following streets:

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

by construction of pavement replacement, complete street reconstruction; sanitary sewer, water main, storm sewer, concrete curb and gutter, aggregate base, bituminous street surfacing, concrete walk, curb restoration, and miscellaneous items required to complete the improvements. Adoption by the council of the proposed assessment may occur at the hearing. The area proposed to be assessed for such improvements includes properties abutting such improvements.

The amount to be specially assessed against your particular lot, piece, or parcel of land, described as:

has been calculated as follows:

Residential Water Service	1.0 Unit @	\$3,350.00	=	\$3,350.00
Sanitary Sewer Service	1.0 Unit @	\$2,490.00	=	\$2,490.00
SF Residential Reconstructed Street	0.5 Unit @	\$9,190.00	=	\$4,595.00
Commercial-Institutional Reconstructed Street	0.0 L.F. @	\$159.30	=	\$0.00
Alley Improvements	0.0 L.F. @	\$31.00	=	\$0.00
TOTAL ASSESSMENT				\$10,435.00

Such assessment is proposed to be payable in equal annual installments extending over a period of 15 years, the first of the installments to be payable on or before the first Monday in January 2026, and will bear interest at a rate of 5.2704 percent per annum from the date of the adoption of the assessment resolution. To the first installment shall be added interest on the entire assessment from the date of the assessment resolution until December 31, 2026. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

You may at any time prior to certification of the assessment to the county auditor, pay the entire assessment on such property to the office of the city administrator. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of this assessment. You may at any time thereafter, pay to the county auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year. If you decide not to prepay the assessment before the date given above the rate of interest that will apply is 5.2704 percent per year. The right to partially prepay the assessment has not been authorized by ordinance.

The proposed assessment roll is on file for public inspection at the city administrator's office. The total cost of the project is \$5,055,366.04. The total amount of the proposed assessment is \$1,503,489.69. Written or oral objections will be considered at the meeting. No appeal may be taken as to the amount of an assessment unless

a written objection signed by the affected property owner is filed with the city administrator prior to the assessment hearing or presented to the presiding officer at the hearing. The council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

The city has adopted Resolution 12-10-22-02 pursuant to Minnesota Statutes Sections 435.193 to 435.195, wherein the council may, in its discretion, defer the payment of this special assessment for any homestead property owned by a person 65 years of age or older, one retired by virtue of a permanent and total disability, or a member of the National Guard or other reserves ordered to active military service for whom it would be a hardship to make the payments. As to a deferment based upon age or disability, the applicant must apply for the deferment not later than 14 days after the assessment is adopted by the City Council.

If an assessment is contested or there is an adjourned hearing, the following procedure may be followed:

1. The city will present its case first by calling witnesses who may testify by narrative or by examination, and by the introduction of exhibits. After each witness has testified, the contesting party will be allowed to ask questions. This procedure will be repeated with each witness until neither side has further questions.
2. After the city has presented all its evidence, the objector may call witnesses or present such testimony as the objector desires. The same procedure for questioning of the city's witnesses will be followed with the objector's witnesses.
3. The objector may be represented by counsel.
4. Minnesota rules of evidence will not be strictly applied; however, they may be considered and argued to the council as to the weight of items of evidence or testimony presented to the council.
5. At the close of presentation of evidence, the objector may make a final presentation to the council based on the evidence and the law. No new evidence may be presented at this point.
6. The council may adopt the proposed assessment at the hearing.

An owner may appeal an assessment to district court pursuant to Minnesota Statutes Section 429.081 by serving notice of the appeal upon the mayor and city administrator of the city within 30 days after the adoption of the assessment and filing such notice with the district court within ten days after service upon the mayor or administrator.

Joshua M. Tetzlaff
City Administrator



Estimated Final Project Costs

Cost	Est. Cost	Notes
Street Construction Costs	\$2,504,385	Total Construction = \$4,268,296
Storm Sewer Construction Costs	\$497,918	
Sanitary Sewer Construction Costs	\$545,587	
Water Main Construction Costs	\$720,406	
Project Related Costs	\$787,070	18.4% of Construction
Total Cost	\$5,055,366	



Project Funding

- General Levy - (Property Taxes)
- User Fees – (sewer utility fund, water utility fund, stormwater utility fund)
- Assessments to benefitting properties
- MnDOT Municipal State Aid on Pershing Avenue N
- MnDOT Active Transportation Grant on 12th Avenue SE



Estimated Project Funding

Estimated Funding	Est. Funding	% of Project
Neighborhood Contribution	\$1,503,490	29.7%
City-Wide Contribution	\$3,551,876	70.3%
Total	\$5,055,366	100.0%

Public Improvement Process, MN Statutes 429

- Most effective financing tool for municipalities to finance local improvements
- Minnesota State Statutes, Chapter 429, grants cities the authority to use special assessments as a mechanism to finance public improvements. The special assessment exist to assign as much cost as reasonable to these properties receiving a direct benefit from a public improvement project, thereby reducing the reliance on the general tax levy.
- Assessing the property owner for the benefit(s) received from the public improvement prevents or minimizes the possibility that a property owner will reap a financial profit from the improvement at the expense of taxpayers.
- 20% Rule for Bonding.



Assessment Policy Methodology

- **Method of Assessment**

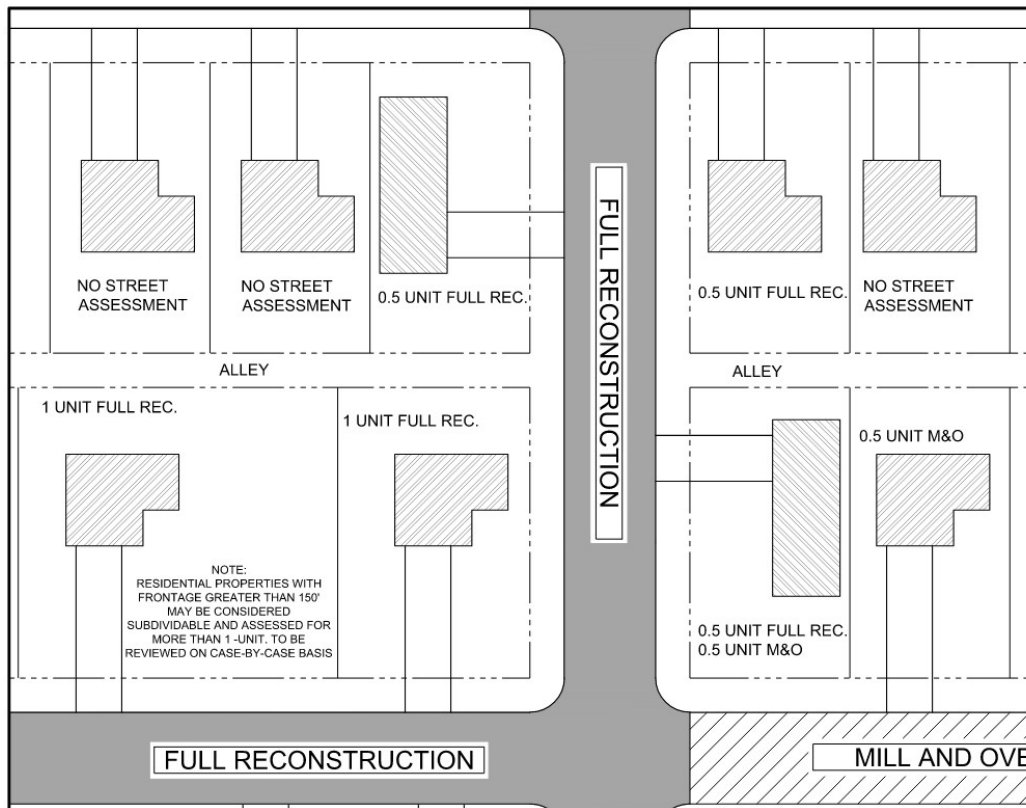
- “Consistent, uniform, fair and equitable treatment”.
- Treat all Single-Family residential the same (Everyone is part of a street system).
- Independent of specific improvements including sidewalk, driveway, street width, etc.
- Residential “UNIT” Method – BASE RATE.
- Separate rate for Multi-Family, Institutional, Commercial and Industrial properties based on actual front footage.

- **“FIXED” Base Rate method vs. project-to-project actual cost**

- Rate is known before project takes place.
- Rate is consistent year-to-year / neighborhood-to-neighborhood / project-to-project.
- Fluctuation in project costs are borne by the City as a whole.



Assessment Policy Methodology (Streets)



SINGLE FAMILY RESIDENTIAL
RATE ESTABLISHED FOR A PER UNIT BASIS
WITH CORNER CREDITS OF 0.5 UNITS
WHERE APPLICABLE

INSTITUTIONAL, COMMERCIAL,
INSTITUTIONAL
RATE ESTABLISHED FOR A PER FOOT
BASIS WITH CORNER CREDITS OF 37.5'
WHERE APPLICABLE

RATE IS DETERMINED BY MULTIPLYING BY
1.3 AND DIVIDING BY 75.

Proposed Assessment Rates

IMPROVEMENTS	ASSESSMENT RATES
1" WATER SERVICE	\$3,350 / Each
SANITARY SEWER SERVICE	\$2,490 / Each
FULL RECONSTRUCTION (RESIDENTIAL)	\$9,190 / Unit
TYPICAL RESIDENTIAL ASSESSMENT	\$15,030
RESIDENTIAL ALLEY	\$0 / Lin Ft
COMMERCIAL ALLEY	\$31 / Lin Ft



RATES MATCH THE 2022-2024 PROJECTS AND ARE LESS THAN PROPOSED IN THE FEASIBILITY REPORT

Building a Better World for All of Us®

Assessment Process

- 30 Day Assessment Interest Free Payment Period after adoption by Council
- After 30 days, unpaid balance will be levied to Scott County, payable beginning in 2026 with property taxes over a period of 15 years.
- Interest rate 5.2704%.
- Options for deferred assessments on residential properties.

Questions?





**CITY OF NEW PRAGUE
RESOLUTION #25-10-20-01**

**2025 STREET AND UTILITY IMPROVEMENT PROJECT
ADOPTING ASSESSMENT**

WHEREAS, pursuant to proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment for the **2025 Street and Utility Improvement Project**, which includes improvements on the following streets:

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

by construction of pavement replacement, complete street reconstruction; sanitary sewer, water main, storm sewer, concrete curb and gutter, aggregate base, bituminous street surfacing, concrete walk, turf restoration, and miscellaneous items required to complete the improvements, **and has amended such proposed assessment as it deems just.**

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

1. Such proposed assessment, **as amended**, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments, including principal and interest, extending over a period of 15 years, the first of the installments to be payable on or before the first Monday in January 2026, and will bear interest at a rate of 5.2704 percent per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2026. To each subsequent installment when due shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property with interest accrued to the date of payment, to the office of the city administrator, except that no interest shall be charged if the entire assessment is



paid within 30 days from the adoption of the assessment. The property owner may at any time thereafter, pay to the county auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year. As partial payment, the City will accept no more than 1 payment of at least \$500.00, before the City's certification deadline for the assessment. The remaining assessment balance shall be paid with interest over the term as established by the City Council.

4. The City Administrator shall forthwith transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessment shall be collected and paid over in the same manner as other municipal taxes.
5. The city has adopted Resolution 12-10-22-01 pursuant to Minnesota Statutes Sections 435.193 to 435.195, wherein the council may, in its discretion, defer the payment of this special assessment for any homestead property owned by a person 65 years of age or older, one retired by virtue of a permanent and total disability, or a member of the National Guard or other reserves ordered to active military service for whom it would be a hardship to make the payments. As to a deferment based upon age or disability, the applicant must apply for the deferment not later than 14 days after the assessment is adopted by the City Council.

Adopted by the City Council of the City of New Prague on this 20th day of October, 2025.

Charles Nickolay
Mayor

ATTEST:

Joshua M. Tetzlaff
City Administrator

MEMORANDUM

TO: Mayor and City Council
Joshua Tetzlaff, City Administrator

FROM: Chris Knutson, PE (Lic. MN)

DATE: October 14, 2025

RE: Project Updates

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

2024 STREET AND UTILITY IMPROVEMENTS PROJECT

A meeting was held with the contractor last week to discuss closeout. They are returning this week to complete remaining punchlist items and repairs.

2025 STREET AND UTILITY IMPROVEMENTS PROJECT

The project is complete for the year with some punchlist items expected to be completed this fall. The assessment hearing is scheduled for tonight.

CITY CENTER STORM POND

An updated site plan has been shared with the Park Board. It will be reviewed at the meeting the night of October 14th.

LEAD SERVICE LINE REPLACEMENTS

Contract documents are complete, a schedule is to be provided by the Contractor. Most work is expected in in Spring 2026.

2026 STREET IMPROVEMENT PROJECT

Some preliminary work has started on Feasibility Report for the project.

cdk

x:\ko\newpr\common\council meetings\102025 cc project updates.docx



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: EVAN C. GARIEPY, PLANNER
KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: INTRODUCTION OF ORDINANCE #357 ADDING SECTION 90.14 (DOGS IN OUTDOOR AREAS OF FOOD AND BEVERAGE SERVICE ESTABLISHMENTS) OF CHAPTER 90 TITLED ANIMAL REGULATIONS.
DATE: OCTOBER 14TH, 2025

Staff recently received an inquiry from Giesenbrau Bier Co. about allowing a dog-friendly outdoor patio area. The City Code currently does not accommodate a dog-friendly area for any food or beverage service establishments. Per Minnesota State Statute § 157.175, statutory or home rule charter cities may adopt an ordinance to permit this. It also requires that establishments obtain a permit from the City before allowing dogs.

State Statute requires minimum safety and cleanliness requirements. Employees may not touch dogs, may not allow them to touch any food service-related objects, and they must be leashed and non-dangerous. Establishments are also not required to provide a dog-friendly patio, as it's entirely opt-in.

For an establishment that also serves liquor, patrons may not enter the patio directly, as provided for in the zoning ordinance. Upon consulting with Attorney McKaia Dykema with Kennedy & Graven, many establishments have the dog and owner enter through a separate side door or point of entrance to the patio and are then assisted by restaurant staff. Due to the zoning ordinance provision restriction on entering patios with alcohol, the proposed § 90.14(D)(1) permits for dogs to be "in an approved interior corridor solely for the purpose of being transported" directly to the outdoor dog area. Attorney Dykema also reviewed the final proposed Section 90.14.

Staff recommends that City Code Chapter 90 be amended to include a new Section 90.14 allowing food and beverage service establishments to opt-in to allow dogs in designated outdoor areas. Establishments will be required to obtain a permit and put up signage before allowing dogs. The first reading of the code amendment would occur at tonight's meeting. Minnesota Statute 415.19 requires 10 days' notice to public before the City Council can take a final vote on the amending ordinance. This notice simply needs to be posted at City Hall and on the City's website and would be posted on October 21st should the first reading occur at tonight's meeting.

Staff Recommendation

Staff recommends that the City Council introduce the attached City Code amendment for its first reading tonight. A second reading before adoption and publication of the ordinance amendment would also be required in the future.

**ORDINANCE NO. 357
CITY OF NEW PRAGUE**

**AN ORDINANCE AMENDING SECTIONS OF CHAPTER 90, TITLE IX OF THE NEW
PRAGUE CITY CODE OF ORDINANCES RELATING TO ANIMAL REGULATIONS BY
ADOPTING A NEW SECTION 90.14 RELATING TO DOGS IN OUTDOOR AREAS OF FOOD
AND BEVERAGE SERVICE ESTABLISHMENTS**

The City of New Prague Ordains:

SECTION 1. Chapter 90 of the City Code of the city of New Prague is hereby amended by adding new section 90.14 language as follows:

§ 90.14 DOGS IN OUTDOOR AREAS OF FOOD AND BEVERAGE SERVICE ESTABLISHMENTS.

(A) *Purpose.* The City of New Prague, a home rule charter city, has the authority to permit food and beverage service establishments to allow dogs to accompany persons patronizing designated outdoor areas of these establishments, in accordance with M.S. § 157.175, as amended from time to time.

(B) *Definitions.* When used in this section, the following terms will have the following meanings:

(1) *Designated Outdoor Area* means a specifically identified and defined outdoor area, such as a patio, located on the premises of a licensed food and beverage establishment.

(2) *Dangerous Dog and Potentially Dangerous Dog* have the meaning specified in M.S. § 347.50, as amended from time to time.

(C) *Permitting.* A food and beverage establishment may allow dogs to accompany persons patronizing designated outdoor areas upon first obtaining a permit from the City pursuant to this section.

(1) The permit will automatically renew upon food establishment license renewal and be printed on the license unless the food establishment licensee informs the City to end the permit.

(2) A permit may not be transferred to a subsequent owner upon the sale of a food and beverage establishment but must expire automatically upon the sale of the establishment. The subsequent owner must reapply for a permit if the subsequent owner wishes to continue to accommodate patron's dogs.

(3) The permit application must include, at minimum:

i. The name, location, and mailing address of the establishment;

- ii. The name, mailing address, and telephone contact information of the permit applicant;
- iii. A description of the designated outdoor areas in which the permit applicant intends to allow dogs; and
- iv. Proof of compliance with all zoning and City Code requirements for outdoor dining and service of alcoholic beverages, if applicable; and
- v. A description of the days of the week and hours of operation that patrons' dogs will be permitted in the designated outdoor areas.

(D) Conditions, Restrictions, and Regulations

- (1) The designated outdoor dog area is limited to approved designated outdoor areas; however, a dog may be present in an approved interior corridor solely for the purpose of being transported directly between the entry of the establishment and a designated outdoor dog area if direct access to the designated outdoor dog area is not capable of being provided either due to physical limitations or due to zoning ordinance requirements.
- (2) Dangerous dogs and potentially dangerous dogs are prohibited from accompanying patrons into the establishment.
- (3) Nothing in this ordinance shall be construed to require food and beverage service establishments to allow dogs to accompany patrons in designated outdoor areas. A person accompanied by a dog who remains at an establishment knowing that the operator of the establishment or its agent has posted a sign banning dogs or otherwise informed the person that dogs are not permitted in the establishment may be ordered to leave the premises.
- (4) *Posting Requirements.* Permit holders must comply with the following, which must be clearly printed on a sign or signs posted on premises in a manner and place that are conspicuous to employees and patrons:
 - i. Employees are prohibited from touching, petting, or otherwise handling dogs;
 - ii. Employees and patrons may not allow dogs to come into contact with serving dishes, utensils, tableware, linens, paper products, or any other items involved in food service operations;
 - iii. Patrons must keep their dogs on a leash at all times and must keep their dogs under reasonable control;
 - iv. Dogs must not be allowed on chairs, tables, or other furnishings;
 - v. Dog waste must be cleaned immediately and the area sanitized.

- (E) *Exceptions.* Nothing in this ordinance shall be construed to limit the right of a person with disabilities to access places of public accommodation while accompanied by a service animal in M.S. §§ 256C.02 and 363A.19 or the lawful use of a service animal by a licensed peace officer.
- (F) *Penalty.* The City may suspend or revoke a permit issued under this section upon the permit holder’s failure to comply with the conditions, restrictions and regulations of this section.

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

Introduced to the City Council of the City of New Prague, Minnesota, this 20th day of October, 2025.

The required 10 days posted notice was completed on the City Website and City Hall Bulletin Board on October 21st, 2025.

Passed by the City Council of the City of New Prague, Minnesota, the 3rd day of November, 2025, and to be published on the 13th day of November, 2025.

Charles L. Nickolay, Mayor

State of Minnesota)
)ss. (CORPORATE ACKNOWLEDGMENT)
County of Scott & Le Sueur)

Subscribed and sworn before me, a Notary Public this _____ day of _____, 2025.

Notary Public

ATTEST: _____
Joshua M. Tetzlaff, City Administrator

State of Minnesota)
)ss. (CORPORATE ACKNOWLEDGMENT)
County of Scott & Le Sueur)

Subscribed and sworn before me, a Notary Public this _____ day of _____, 2025.

Notary Public

THIS INSTRUMENT DRAFTED BY:

Evan C. Gariepy
City of New Prague
118 Central Ave. N.
New Prague, MN 56071
(952) 758-4401



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: RESOLUTION ORDERING THE ABATEMENT OF A HAZARDOUS PROPERTY LOCATED AT 703 7TH STREET NE
DATE: OCTOBER 15, 2025

City staff has been actively working to correct a nuisance/hazardous property located at 703 7th Street NE (Lot 1, Block 1, Pond Third Addition) since April of 2024 where a large hole was excavated for a possible new home (of which no permit was applied for) which violated city ordinances related to signage of wetland buffers and violation of wetland buffers and setbacks. City staff proceeded with a nuisance violation letter (see attached) which ultimately led to criminal citations being issued to the property owner, Michael Weinandt. The criminal process wrapped up on August 25, 2025 with Mr. Weinandt being convicted of a misdemeanor for one of the four violations that he was cited for (see the attached Plea Agreement) and received a fine and probation. Despite the conviction, the zoning ordinance violation remained on the property.

Staff spoke with the County Attorney’s Office and an option was to cite the property owner once again for the same violations, but it was noted that the citations would not lead to a correction of the violations. In light of this, staff instead spoke with the City Attorney’s Office to seek a civil remedy through the hazardous property statute (463.15). The City has proceeded through this process two previous times in recent years for hazardous building corrections.

Due to the remaining hazardous conditions of the property, the City Attorney’s Office drafted the attached “Resolution Ordering the Abatement of a Hazardous Property Located at 703 7th Street NE”. This resolution documents the City Council deeming the property hazardous and authorizes staff to move forward with serving a lawsuit (the abatement order) in order to reach a resolution of the property concerns by either correction of the items outlined in the order by the property owner or by the owner entering into an agreement to allow the City and its contractors to correct the items and to assess the costs against the property.

Staff Recommendation

Staff recommends approval of the attached resolution “...Ordering the Abatement of a Hazardous Property Located at 703 7th Street NE”.



CITY OF NEW PRAGUE
COMMUNITY DEVELOPMENT
118 CENTRAL AVE N
NEW PRAGUE, MN 56071
952-758-4401
WEBSITE: www.ci.new-prague.mn.us

Case Number:	CODE-0009-2024
VIOLATION NOTICE	Case Type: Code Enforcement Date Case Established: 04/30/2024

VIOLATOR: Michael Weinandt

Mailing Address

28695 Ruth Ann Lane New Prague, MN 56071

Notice of Violation:

The parcel of property located at:

Location Address	Parcel No.
703 7th Street NE	24.132.0010

We have found that you are in violation of the following section(s) of the City of New Prague, MN, Code of Ordinances:

Violation(s)	Compliance Deadline
Miscellaneous Violation See notes below for specific violation(s).	05/10/2024

The specific violation that has occurred is excavation within a Conservation Easement. Please fill in the excavation in the conservation easement area as noted on the map and seed with an approved native seed mix as approved by the City.

Please be aware that you are in violation of the City Code. You are required to comply with the compliance date (s) of this notice to remove the violations from the property. You may also within the compliance date of the notice request a hearing before the City Council to dispute alleged violations.

If the violation is not abated by the compliance date of the notice and no hearing has been requested the city will abate the nuisance for you and will continue to do so until we are contacted with details on your plans to maintain the property. You will be billed for all abatement costs, including an administrative service fee. If the bill remains unpaid it will be certified to the county for collection with your property taxes.

Your attention in this matter is greatly appreciated. Please call 952-758-4401 if you should have any questions or comments.

No further notices will be issued.

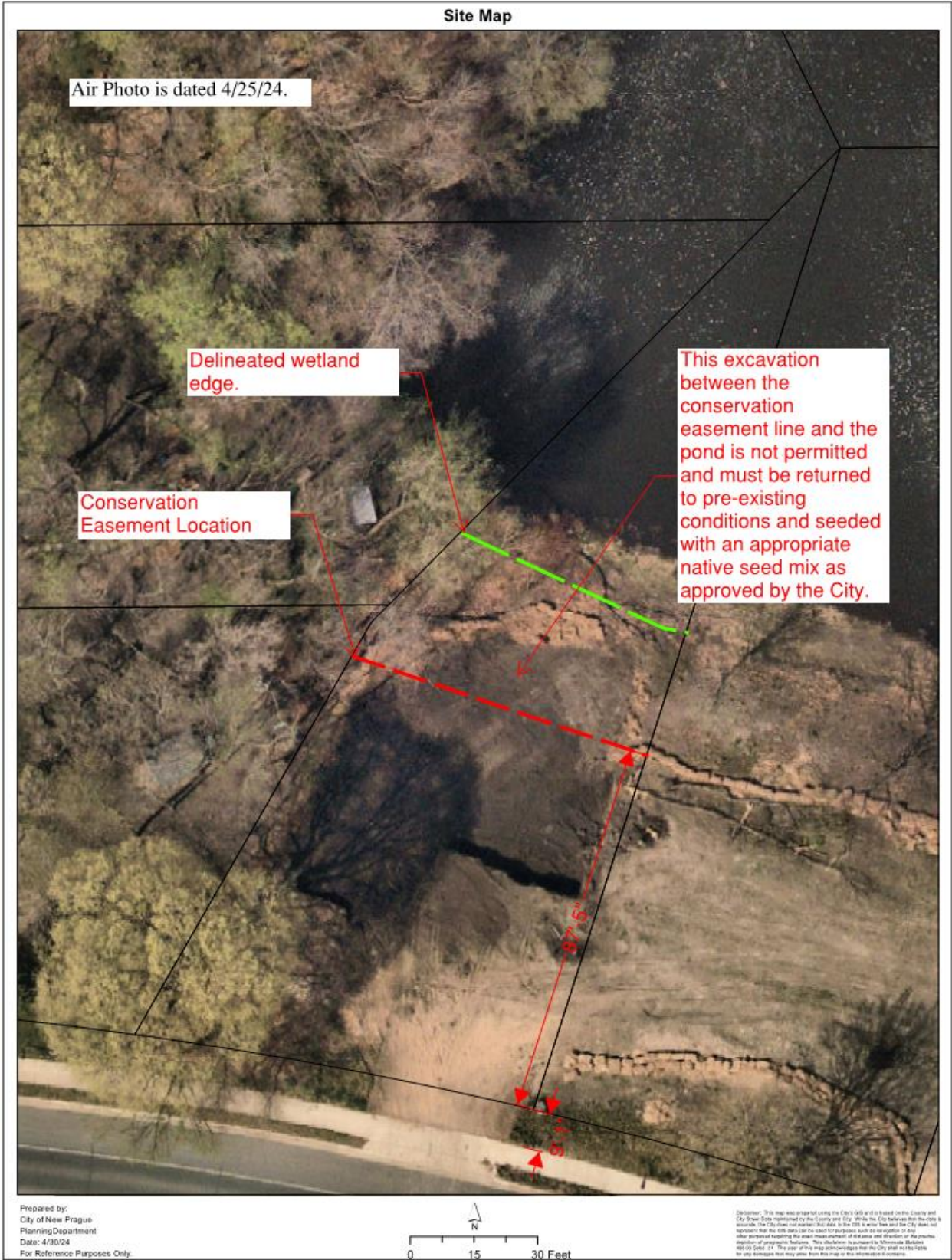
Sincerely,

City of New Prague
Ken Ondich

Conservation Easement of the nature and character and to the extent hereinafter set forth, in, upon, and over the Easement Area, for the purposes set forth herein.

THE TERMS, CONDITIONS, AND RESTRICTIONS OF THIS CONSERVATION EASEMENT ARE AS HEREINAFTER SET FORTH:

1. The Easement Area shall serve as a buffer to the adjacent wetland in accordance with the requirements of the Ordinance. Grantor shall have the right to access and utilize the Easement Area except as otherwise provided in Paragraph 2 hereof.
2. No alterations including building, storage, paving, mowing, plowing, introduction of noxious vegetation, cutting, dredging, filling, mining, dumping, grazing livestock, agricultural production, yard waste disposal or fertilizer application shall be permitted by Grantor within the Easement Area. Notwithstanding anything contained herein to the contrary, noxious vegetation, such as European buckthorn, purple loosestrife and reed canary grass, may be removed in the Easement Area. Permitted alterations to the Easement Area would not include plantings that enhance the natural vegetation or selective clearing or pruning of trees or vegetation that are dead, diseased or pose similar hazards, unless otherwise agreed to by Grantee.
3. The following activities shall be permitted within the Easement Area and shall not constitute a prohibited alteration as set forth in Paragraph 2 herein:



Line #69

Plea Agreement

For Misdemeanor and Petty Misdemeanor Offenses

Case Name: State of Minnesota vs MICHAEL LEO WEINANDT

Court File Number: 70-CR-24-9674

Filed in District Court
State of Minnesota

AUG 25 2025

Citation Number: 70032024000812

Charges

			Stay of adjudication	Conviction	CFD - 1 year	Dismissed
1	734.4(E)(12)	Wetland Preservation - Buffer Boundaries Shall be Signed - New Prague				X
2	734.4(E)(9)	Wetland Preservation - Buffer Permit Requirements - New Prague				X
3	734.4(E)(5)	Wetland Preservation - Minimum Setback of 50 Feet - New Prague				X
4	734.4(E)(6)	Wetland Preservation - Wetland Buffer First 25 Feet - New Prague	X			

Conditions

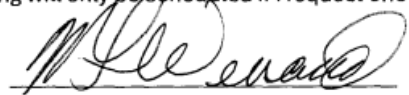
Fine \$ 200
 Surcharge/Law Library \$ 88
 Diversion Surcharge \$ _____
 Prosecution Cost \$ _____
 Court Costs \$ _____
 Restitution \$ _____
Total Amount Due: \$ _____

- ☒ I waive (give up) my right to a speedy trial.
☒ No same or similar offenses
☒ Remain Law Abiding
☐ No moving violations
☐ Other terms and Conditions 1 year unsupervised
☐ Not Guilty Plea _____ @ _____ AM / PM
☐ Next Hearing: _____ @ _____ AM / PM

*The court may refer this case for collection if you fail to make a payment, and collection costs will be added. You have the right to contest a referral for collection based on inability to pay by requesting a hearing no later than the due date. M.S. §§ 480.15, subd.10c; 609.104

Prosecutor Signature: 

I understand if I fail to meet any of the conditions of my stay of adjudication including payment of any fines and/or fees, my guilty plea will result in a conviction for the offense. A hearing will only be scheduled if I request one by my payment due date.

Date: 8/25/25Defendant Signature: Scott County Court Administration
70-HRB-6

Plea Agreement

Rev: 6/2025
Page 1 of 2

Pictures from 9/23/25 Showing Excavation and Violations Still Exist





CITY OF NEW PRAGUE, MINNESOTA

RESOLUTION NO. 25-10-20-02

RESOLUTION ORDERING THE ABATEMENT OF A HAZARDOUS PROPERTY
AND PUBLIC NUISANCES LOCATED AT 703 7TH STREET NE

WHEREAS, the real property located at 703 7th Street NE, New Prague, Minnesota 56071 and legally described on the Exhibit A attached to this Resolution (“Property”); and

WHEREAS, the Property currently contains an unimproved lot located in the City of New Prague (the “City”); and

WHEREAS, the Property is currently owned by Michael Leo Weinandt (“Owner”); and

WHEREAS, in April 2024, City staff began observing and documenting various nuisance and hazardous conditions on the Property; and

WHEREAS, on April 30, 2024, the City issued a Violation Notice stating that the Owner had violated Sections 734.4(E)(5), 734.4(E)(6), 734.4(E)(9), and 734.4(E)(12) of the New Prague Zoning Ordinance, including a minimum setback from the delineated edge of wetlands, a prohibition on disturbing the first 25 feet of the wetland buffer during project construction, compliance with permit conditions for the wetland buffer, and failure to clearly designate the boundaries of the wetland buffers with signage; and

WHEREAS, the Violation Notice specifically required the Owner to return the area within the wetland buffer to pre-existing conditions and seed with an appropriate native seed mix; and

WHEREAS, Minnesota Statutes, section 463.15, subdivision 3 defines a “hazardous building or hazardous property” as “any building or property, which because of inadequate maintenance, dilapidation, physical damage, unsanitary condition or abandonment, constitutes a fire hazard or a hazard to public safety or health;” and

WHEREAS, Minnesota Statutes, section 609.74, and Section 92.15(A) of the New Prague City Code, also deem it a public nuisance to maintain or permit a condition which unreasonably annoys, injures or endangers the safety, health, morals, comfort or repose of any considerable number of members of the public; and

WHEREAS, Section 92.37 of the New Prague City Code also deems it a public nuisance for any person to dispose of dirt or other landscaping debris into street, road, alley, catch basin, culvert, curb, gutter, inlet, ditch, natural watercourse, pond, wetland, flood control channel, canal or storm drain; and

WHEREAS, on August 25, 2025, the Owner was convicted of a misdemeanor violation of Section 734.4(E)(6) of the New Prague Zoning Ordinance for disturbing the first 25 feet of the wetland buffer during project construction; and

WHEREAS, Condition #16 of Resolution #23-11-06-04, which granted approval of the preliminary and final plat of the Property, requires that all homes are required to be setback at least six feet from the existing conservation easement (i.e., six feet from the wetland buffer); and

WHEREAS, as of the date of this Resolution, the hazardous and nuisance conditions described above remain on the Property create a hazard to public safety and health; and

WHEREAS, Minnesota Statutes, sections 463.16 and 463.17, in addition to Chapter 92 of the New Prague City Code, authorize the City Council to order the owner of any hazardous or nuisance property within the City to remove the hazardous and nuisance conditions; and

WHEREAS, Minnesota Statutes, section 463.17 states the order shall be served upon the owner of record, or the owner's agent if an agent is in charge of the property, and upon all lienholders of record, in the manner provided for service of a summons in a civil action; and

WHEREAS, Minnesota Statutes, section 463.161, authorizes a city to correct or remove a hazardous condition of any hazardous property if the owner of record fails to do so after a reasonable time and the district court enters a judgment sustaining the city's order; and

WHEREAS, the City Council of the City of New Prague finds that the condition of the Property, as summarized in this Resolution, is hazardous, unsafe, a danger to the health, safety, and general welfare of the citizens of the City, and a public nuisance, and therefore, said conditions must be abated in accordance with applicable state and local laws; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of New Prague as follows:

1. The City Council adopts, as factual findings, all of the above recitals.
2. Based on the aforementioned findings, the Property is hereby deemed hazardous, as that term is defined by Minnesota Statutes, section 463.15.
3. The condition of the Property also constitutes a public nuisance within the meaning of Minnesota Statutes, section 609.74 and Chapter 92 of the New Prague City Code.
4. The City Attorney shall prepare an Abatement Order substantially similar to that attached hereto as Exhibit B (the "Abatement Order") and is authorized to take all necessary legal steps to effectuate service of the Abatement Order.
5. The City Attorney and City staff are authorized to take all necessary steps to secure compliance with the requirements contained in the attached Abatement Order, to further effectuate the abatement of the hazardous and nuisance conditions by court order or contract, and facilitate assessment of the costs thereof against the Property.

Adopted this 20th day of October, 2025.

Charles Nickolay, Mayor

ATTEST:

Joshua Tetzlaff, City Administrator

EXHIBIT A

Legal Description of the Property

Lot 1, Block 1, Pond Third Addition

Parcel ID No.: 241320010

EXHIBIT B

ABATEMENT ORDER

STATE OF MINNESOTA

DISTRICT COURT

COUNTY OF SCOTT

FIRST JUDICIAL DISTRICT

Case Type: Other Civil

In the Matter of the Hazardous and Nuisance
Property Located at 703 7th Street NE,
New Prague, Minnesota 56071

**ORDER FOR ABATEMENT OF
HAZARDOUS AND NUISANCE
PROPERTY**

TO: All owners, occupants, and lienholders of record.

The City Council of the City of New Prague (the “City”) orders that within 20 days of service of this Abatement Order you abate the hazardous and nuisance conditions which currently exist on the property located at 703 7th Street NE, New Prague, Minnesota 56071, which is legally described on Exhibit B-1 attached to this Abatement Order (the “Property”).

The City, pursuant to Minnesota Statutes, chapters 463 and 609, the New Prague City Code, and New Prague Zoning Code, has determined that the following violations and hazardous conditions exist on the Property:

1. Section 734.4(E)(5) – minimum setback from the delineated edge of wetlands;
2. Section 734.4(E)(6) – prohibition on disturbing the first 25 feet of the wetland buffer during project construction;
3. Section 734.4(E)(9) – permit conditions for the wetland buffer; and
4. Section and 734.4(E)(12) – failure to clearly designate the boundaries of the wetland buffers with signage.

Accordingly, it is hereby ORDERED that you abate the aforementioned conditions by either: (1) within 20 days of the date of service of this Abatement Order, returning the Property to compliance with the New Prague Zoning Code, Resolution #23-11-06-04, and any other requirements, including returning the wetland buffer and conservation easement to pre-existing

conditions and seeding with an appropriate native seed mix as verified by a licensed surveyor; or
(2) within 20 days of service of this Abatement Order, executing an agreement acceptable to the City Attorney and City staff to allow the City and its contractors to remove the hazardous and nuisance conditions and assess the costs and expenses of the City against the Property.

Certain work listed above may require building permits and you must first apply for and obtain any such permits required for the work you intend to perform from the appropriate City offices and any other entity with jurisdiction. This Abatement Order is not a permit and you must comply with the Abatement Order regardless of whether you obtain a permit. Further, all such work completed is subject to inspection by City staff as may be required to ensure compliance with applicable laws, regulations, and this Abatement Order.

You are further advised that unless such corrective action is taken or an Answer is timely served on the City within 20 days of the date of service of this Abatement Order upon you, a motion for summary enforcement of this Abatement Order will be made to District Court.

Finally, you are further advised that if you do not comply with this Abatement Order and the City is compelled to take corrective action, as authorized under law, all necessary costs incurred by the City in enforcing this Abatement Order will be assessed against the Property pursuant to Minnesota Statutes, section 463.21 and the New Prague City Code. In connection to such assessment, the City further intends to recover all of its expenses incurred in carrying out this Abatement Order, including specifically but not exclusively, filing fees, service fees, publication fees, attorneys’ fees, appraisers’ fees, witness fees, including expert witness fees and traveling expenses incurred by the City from the time this Abatement Order was originally made pursuant to Minnesota Statutes, section 463.22 and the New Prague City Code.

Dated October 20, 2025

KENNEDY & GRAVEN, CHARTERED

By: /s/Sam Ketchum
Sam Ketchum (#0399294)
700 Fifth Street Towers
150 South Fifth Street
Minneapolis, MN 55402
(612) 337-9300
Attorney for City of New Prague

ACKNOWLEDGMENT

The undersigned acknowledges that costs, disbursements and reasonable attorney and witness fees may be awarded pursuant to Minn. Stat. § 549.211, subd. 2, to the party against whom the allegations in this pleading are asserted.

/s/Sam Ketchum
Sam Ketchum

EXHIBIT B-1

Legal Description of the Property

Lot 1, Block 1, Pond Third Addition

Parcel ID No.: 241320010



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 TETZALFF, CITY ADMINISTRATOR
FROM: ROBIN PIKAL, FINANCE DIRECTOR
SUBJECT: PROPOSED HANDBOOK UPDATE – FMLA LANGUAGE
DATE: OCTOBER 15, 2025

To align with the new MN Paid Leave program effective January 1, 2026, we are proposing a revision to the FMLA calendar within the current employee handbook. The proposed change will have the FMLA calendar be a rolling forward 12-month period. By aligning these calendars, it will allow for easier tracking and program administration for the City and its employees. Employees will be provided notice of this change by October 31, 2025 and the change will take effective January 1, 2026. Additional handbook updates and an MN Paid Leave policy will be brought for review and approval at the City Council meeting on November 3rd.

Recommendation

Staff recommends approval of the FMLA calendar update within the employee handbook, with the change effective January 1, 2026.

FAMILY AND MEDICAL LEAVE

Regular full-time employees and part-time employees with at least 12 months of employment and at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave are entitled to a total of 12 work weeks of unpaid family or medical leave. Effective January 1, 2026, the applicable 12-month period will be measured forward from the date an employee uses leave under the Family and Medical Leave Act (FMLA).

Leave may be taken for one or more of the following reasons:

- Because of the birth of the employee's son or daughter and in order to care for the child.
- Because of the placement of a son or daughter with the employee for adoption or foster care.
- In order to care for the employee's spouse, son, daughter, or parent who is incapacitated due to a "serious health condition."
- Because of a "serious health condition" that makes the employee unable to perform the functions of his or her position.
- Because of any qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.

The terms "serious health condition" and "qualifying exigency" shall have the meaning assigned by law.

Any FMLA eligible employee that is absent for 5 consecutively scheduled shifts is required to complete and submit the appropriate FMLA paperwork.

Additionally, an eligible employee is entitled to up to a combined total of 26 weeks of unpaid leave during any single 12-month period to care for a recovering service member who is the employee's spouse, son, daughter, parent or nearest blood relative. This leave includes, and is not in addition to, the 12 weeks of leave referenced above, so that the total leave available under this paragraph does not exceed 26 weeks.

Under this policy, the employee must follow the usual and customary requirements for requesting a leave of absence, including completing a leave of absence request form and giving at least 30 days written notice, where possible. The completed form must indicate why a leave of absence is needed and the anticipated duration of the leave of absence (including starting date and return date).

Leave taken by an employee due to the birth or adoption of a child must be taken within 12 months of the child's date of birth or the adoption placement and cannot be taken on an intermittent or a reduced schedule basis.

Other FMLA leave may be taken on an intermittent or reduced leave schedule, when it is medically necessary, as allowed by the Family Medical Leave Act.

If an employee takes a leave for the serious health condition of the employee, or the employee's spouse, child or parent, the employee will be required to submit a medical certification form (generally within 15 calendar days of the City's request). The City may require a second and third

opinion in certain cases. The employee may also be required to provide reasonable medical documentation or a statement of family relationship to support a request for family leave.

The employee may be required to make periodic reports regarding his or her status and intent to return to work. The City may also require the employee to submit to subsequent recertifications, and if recertifications are requested, the employee must usually provide the recertification within 15 calendar days after the request.

During an FMLA leave, the employee is required to pay the employee's share of premiums to maintain any health benefits under the City's group health plan during the leave. The employee must contact Human Resources to make arrangements to pay the premiums. Failure to pay the premiums as required may result in termination of the employee's, and any dependents', health benefits. If an employee fails to return to work after the expiration of the employee's FMLA leave, the employee may be required to reimburse the City for the portion of the health insurance premiums paid by the City during the employee's FMLA leave.

Although FMLA leave is generally unpaid, the City will require employees to utilize accumulated paid leave (such as vacation and/or sick/personal leave) for FMLA leave, pursuant to applicable law.

In the case of planned medical treatment, the employee must consult with Human Resources and make reasonable efforts to schedule the treatment so as not to disrupt unduly the City's operations. In the case of intermittent or reduced schedule leave for a serious health condition, the employee must advise the City upon request why such leave is medically necessary and of the schedule for treatment. The employee must attempt to work out a schedule which meets the City's needs without unduly disrupting City operations consistent with the advice of the employee's health care provider.

Employees who may qualify for FMLA leave must provide the City with reasonable notice of any changed circumstances which may affect the leave within two (2) business days of the changed circumstances.

Prior to returning from an FMLA leave for the employee's own serious health condition, the employee may be required to submit a release to return to work from an appropriate health care provider. Failure to provide the release may delay the employee's return to work.

Employees returning from an FMLA leave will generally be eligible for reinstatement to an "equivalent position" as defined by law. However, reinstatement may not be granted for "key employees."

An employee requesting a family or medical leave should notify and contact the Human Resources Department for the appropriate forms which need to be completed.

October 7, 2025

SALE DAY REPORT FOR:

New Prague Economic Development Authority, Minnesota

\$10,040,000 Lease Revenue Bonds (City of New Prague, Minnesota Police Facility Lease), Series 2025C



Prepared by:

Ehlers
3001 Broadway Street, Suite 320
Minneapolis, MN 55413

Rebecca Kurtz,
Senior Municipal Advisor

Keith Dahl,
Senior Municipal Advisor

Nick Anhut,
Senior Municipal Advisor

BUILDING COMMUNITIES. IT'S WHAT WE DO.

Competitive Sale Results

PURPOSE:	To finance the costs of a Police Facility in the City.
RATING:	S&P Global Ratings "AA-" / Stable
NUMBER OF BIDS:	1
LOW BIDDER:	Baird, Milwaukee, Wisconsin

COMPARISON FROM LOWEST TO HIGHEST BID: (TIC as bid)

LOW BID:*	4.4913%
HIGH BID:	4.4913%

Summary of Sale Results:	
Principal Amount*:	\$10,040,000
Underwriter's Discount:	\$188,385
Reoffering Premium:	\$167,113
True Interest Cost:	4.4856%
Costs of Issuance:	\$124,012
Yield:	2.67%-4.65%
Total Net P&I	\$18,305,247

NOTES: Bond Trust Services Corporation, Minneapolis, Minnesota will serve as Paying Agent on the Bonds.

The Bonds maturing February 1, 2036 and thereafter are callable February 1, 2035 or any date thereafter.

* Subsequent to bid opening, the issue size was decreased from \$10,130,000 to \$10,040,000 due to lower costs of issuance and a premium bid.

CLOSING DATE: October 30, 2025

BOARD OF COMMISSIONERS ACTION: Adopt a resolution awarding the sale of \$10,040,000 Lease Revenue Bonds (City of New Prague, Minnesota Police Facility Lease), Series 2025C.

SUPPLEMENTARY ATTACHMENTS

- Bid Tabulation
- Sources and Uses of Funds
- Updated Debt Service Schedules
- Tax Impact Schedule
- Rating Report
- Bond Resolution (Distributed in Board of Commissioners Packets)

BID TABULATION

\$10,130,000* Lease Revenue Bonds (City of New Prague, Minnesota Police Facility Lease), Series 2025C

New Prague Economic Development Authority, Minnesota

SALE: October 7, 2025

AWARD: BAIRD

Rating: S&P Global Ratings "AA-" / Stable

Tax Exempt - Non-Bank Qualified

NAME OF INSTITUTION	MATURITY (February 1)	COUPON RATE	REOFFERING YIELD	PRICE	TRUE INTEREST RATE
BAIRD				\$10,104,928.35	4.4913%
Milwaukee, Wisconsin	2027	5.000%	2.760%		
C.L. King & Associates	2028	5.000%	2.670%		
Colliers Securities LLC	2029	5.000%	2.670%		
Edward Jones	2030	5.000%	2.690%		
Davenport & Co. L.L.C.	2031	5.000%	2.750%		
Northland Securities, Inc.	2032	5.000%	2.900%		
Bernardi Securities, Inc.	2033	5.000%	3.040%		
Crews & Associates, Inc.	2034	5.000%	3.120%		
Carty, Harding & Hearn, Inc.	2035	5.000%	3.270%		
CADZ Securities Inc	2036	5.000%	3.430%		
Alliance Global Partners	2037	5.000%	3.580%		
Isaak Bond Investments, Inc	2038 ¹	4.000%	4.000%		
Celadon Financial Group, LLC	2039 ¹	4.000%	4.000%		
Oppenheimer & Co.	2040	4.000%	4.100%		
BOK Financial Securities, Inc.	2041	4.125%	4.200%		
Midland Securities	2042	4.250%	4.250%		
FMS Bonds Inc.	2043	4.250%	4.300%		
Multi Bank Securities Inc.	2044	4.250%	4.350%		
First Southern LLC	2045	4.375%	4.400%		
Dinosaur Financial Group	2046	4.375%	4.450%		
Mountainside Securities LLC	2047	4.500%	4.500%		
StoneX Financial Inc.	2048	4.500%	4.530%		
Valdes and Moreno	2049	4.500%	4.560%		
Blaylock Van, LLC	2050	4.500%	4.580%		
Caldwell Sutter Capital, Inc.	2051	4.500%	4.600%		
ZIONS BANK, division of ZB, N.A.	2052	4.500%	4.620%		
	2053	4.500%	4.630%		
	2054	4.500%	4.640%		
	2055	4.500%	4.650%		

* Subsequent to bid opening the issue size was decreased to \$10,040,000.

Adjusted Price: \$10,018,728.36 Adjusted Net Interest Cost: \$8,286,518.73 Adjusted TIC: 4.4856%

¹ \$600,000 Term Bond due 2039 with mandatory redemption in 2038.

New Prague EDA, Minnesota

\$10,040,000 Lease Revenue Bonds, Series 2025C
(City of New Prague, Minnesota Police Facility Lease)

Sources & Uses

Dated 10/30/2025 | Delivered 10/30/2025

Sources Of Funds

Par Amount of Bonds	\$10,040,000.00
Reoffering Premium	167,113.15
Planned Issuer Equity contribution	380,000.00

Total Sources	\$10,587,113.15
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Uses Of Funds

Total Underwriter's Discount (1.876%)	188,384.79
Costs of Issuance	124,012.00
Deposit to Project Construction Fund	10,274,716.36

Total Uses	\$10,587,113.15
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New Prague EDA, Minnesota

\$10,040,000 Lease Revenue Bonds, Series 2025C
(City of New Prague, Minnesota Police Facility Lease)

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
10/30/2025	-	-	-	-	-
08/01/2026	-	-	341,718.77	341,718.77	-
02/01/2027	60,000.00	5.000%	226,971.88	286,971.88	628,690.65
08/01/2027	-	-	225,471.88	225,471.88	-
02/01/2028	180,000.00	5.000%	225,471.88	405,471.88	630,943.76
08/01/2028	-	-	220,971.88	220,971.88	-
02/01/2029	190,000.00	5.000%	220,971.88	410,971.88	631,943.76
08/01/2029	-	-	216,221.88	216,221.88	-
02/01/2030	200,000.00	5.000%	216,221.88	416,221.88	632,443.76
08/01/2030	-	-	211,221.88	211,221.88	-
02/01/2031	210,000.00	5.000%	211,221.88	421,221.88	632,443.76
08/01/2031	-	-	205,971.88	205,971.88	-
02/01/2032	220,000.00	5.000%	205,971.88	425,971.88	631,943.76
08/01/2032	-	-	200,471.88	200,471.88	-
02/01/2033	230,000.00	5.000%	200,471.88	430,471.88	630,943.76
08/01/2033	-	-	194,721.88	194,721.88	-
02/01/2034	240,000.00	5.000%	194,721.88	434,721.88	629,443.76
08/01/2034	-	-	188,721.88	188,721.88	-
02/01/2035	255,000.00	5.000%	188,721.88	443,721.88	632,443.76
08/01/2035	-	-	182,346.88	182,346.88	-
02/01/2036	265,000.00	5.000%	182,346.88	447,346.88	629,693.76
08/01/2036	-	-	175,721.88	175,721.88	-
02/01/2037	280,000.00	5.000%	175,721.88	455,721.88	631,443.76
08/01/2037	-	-	168,721.88	168,721.88	-
02/01/2038	295,000.00	4.000%	168,721.88	463,721.88	632,443.76
08/01/2038	-	-	162,821.88	162,821.88	-
02/01/2039	305,000.00	4.000%	162,821.88	467,821.88	630,643.76
08/01/2039	-	-	156,721.88	156,721.88	-
02/01/2040	315,000.00	4.000%	156,721.88	471,721.88	628,443.76
08/01/2040	-	-	150,421.88	150,421.88	-
02/01/2041	330,000.00	4.125%	150,421.88	480,421.88	630,843.76
08/01/2041	-	-	143,615.63	143,615.63	-
02/01/2042	345,000.00	4.250%	143,615.63	488,615.63	632,231.26
08/01/2042	-	-	136,284.38	136,284.38	-
02/01/2043	360,000.00	4.250%	136,284.38	496,284.38	632,568.76
08/01/2043	-	-	128,634.38	128,634.38	-
02/01/2044	375,000.00	4.250%	128,634.38	503,634.38	632,268.76
08/01/2044	-	-	120,665.63	120,665.63	-
02/01/2045	390,000.00	4.375%	120,665.63	510,665.63	631,331.26
08/01/2045	-	-	112,134.38	112,134.38	-
02/01/2046	405,000.00	4.375%	112,134.38	517,134.38	629,268.76
08/01/2046	-	-	103,275.00	103,275.00	-
02/01/2047	425,000.00	4.500%	103,275.00	528,275.00	631,550.00
08/01/2047	-	-	93,712.50	93,712.50	-
02/01/2048	445,000.00	4.500%	93,712.50	538,712.50	632,425.00
08/01/2048	-	-	83,700.00	83,700.00	-
02/01/2049	465,000.00	4.500%	83,700.00	548,700.00	632,400.00
08/01/2049	-	-	73,237.50	73,237.50	-
02/01/2050	485,000.00	4.500%	73,237.50	558,237.50	631,475.00
08/01/2050	-	-	62,325.00	62,325.00	-
02/01/2051	505,000.00	4.500%	62,325.00	567,325.00	629,650.00
08/01/2051	-	-	50,962.50	50,962.50	-
02/01/2052	530,000.00	4.500%	50,962.50	580,962.50	631,925.00
08/01/2052	-	-	39,037.50	39,037.50	-
02/01/2053	555,000.00	4.500%	39,037.50	594,037.50	633,075.00
08/01/2053	-	-	26,550.00	26,550.00	-
02/01/2054	575,000.00	4.500%	26,550.00	601,550.00	628,100.00
08/01/2054	-	-	13,612.50	13,612.50	-
02/01/2055	605,000.00	4.500%	13,612.50	618,612.50	632,225.00
Total	\$10,040,000.00	-	\$8,265,247.09	\$18,305,247.09	-

Yield Statistics

Bond Year Dollars	\$185,102.89
Average Life	18.437 Years
Average Coupon	4.4652178%
Net Interest Cost (NIC)	4.4767096%
True Interest Cost (TIC)	4.4856524%
Bond Yield for Arbitrage Purposes	4.3257105%
All Inclusive Cost (AIC)	4.5914279%

IRS Form 8038

Net Interest Cost	4.3797455%
Weighted Average Maturity	18.115 Years

Series 2025C EDA Lease Re | SINGLE PURPOSE | 10/ 7/2025 | 12:07 PM

New Prague EDA, Minnesota

\$10,040,000 Lease Revenue Bonds, Series 2025C
(City of New Prague, Minnesota Police Facility Lease)

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
02/01/2026	-	-	-	-
02/01/2027	60,000.00	5.000%	568,690.65	628,690.65
02/01/2028	180,000.00	5.000%	450,943.76	630,943.76
02/01/2029	190,000.00	5.000%	441,943.76	631,943.76
02/01/2030	200,000.00	5.000%	432,443.76	632,443.76
02/01/2031	210,000.00	5.000%	422,443.76	632,443.76
02/01/2032	220,000.00	5.000%	411,943.76	631,943.76
02/01/2033	230,000.00	5.000%	400,943.76	630,943.76
02/01/2034	240,000.00	5.000%	389,443.76	629,443.76
02/01/2035	255,000.00	5.000%	377,443.76	632,443.76
02/01/2036	265,000.00	5.000%	364,693.76	629,693.76
02/01/2037	280,000.00	5.000%	351,443.76	631,443.76
02/01/2038	295,000.00	4.000%	337,443.76	632,443.76
02/01/2039	305,000.00	4.000%	325,643.76	630,643.76
02/01/2040	315,000.00	4.000%	313,443.76	628,443.76
02/01/2041	330,000.00	4.125%	300,843.76	630,843.76
02/01/2042	345,000.00	4.250%	287,231.26	632,231.26
02/01/2043	360,000.00	4.250%	272,568.76	632,568.76
02/01/2044	375,000.00	4.250%	257,268.76	632,268.76
02/01/2045	390,000.00	4.375%	241,331.26	631,331.26
02/01/2046	405,000.00	4.375%	224,268.76	629,268.76
02/01/2047	425,000.00	4.500%	206,550.00	631,550.00
02/01/2048	445,000.00	4.500%	187,425.00	632,425.00
02/01/2049	465,000.00	4.500%	167,400.00	632,400.00
02/01/2050	485,000.00	4.500%	146,475.00	631,475.00
02/01/2051	505,000.00	4.500%	124,650.00	629,650.00
02/01/2052	530,000.00	4.500%	101,925.00	631,925.00
02/01/2053	555,000.00	4.500%	78,075.00	633,075.00
02/01/2054	575,000.00	4.500%	53,100.00	628,100.00
02/01/2055	605,000.00	4.500%	27,225.00	632,225.00
Total	\$10,040,000.00	-	\$8,265,247.09	\$18,305,247.09

Yield Statistics

Bond Year Dollars	\$185,102.89
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IRS Form 8038

Net Interest Cost	4.3797455%
Weighted Average Maturity	18.115 Years

EDA of New Prague, Minnesota
Estimated Tax Impact
October 7, 2025
Lease Revenue Bonds

BOND ISSUANCE INFORMATION	
Bond Issue Amount	\$10,040,000
Number of Years	30
Average Interest Rate	4.47%
Estimated Bond Rating	S&P AA
PROPERTY TAX INFORMATION	
Proposed Net Tax Capacity - Payable 2026	\$12,520,065
Debt Levy @ 105% - Average	631,215
Estimated Tax Capacity Rate:	
Payable - 2026 Without Proposed Bonds	44.881%
Payable - 2026 With Proposed Bonds	49.923%
Estimated Tax Rate Increase	5.042%

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	\$ 113.92	\$ 1,128.00	\$113.92	\$9.49	\$0.31
	275,000	21,800	253,200	2,532	1,136.39	127.65	1,264.04	127.65	10.64	0.35
	300,000	19,550	280,450	2,805	1,258.69	141.39	1,400.08	141.39	11.78	0.39
	325,000	17,300	307,700	3,077	1,380.99	155.13	1,536.12	155.13	12.93	0.43
	350,000	15,050	334,950	3,350	1,503.29	168.87	1,672.16	168.87	14.07	0.46
	375,000	12,800	362,200	3,622	1,625.59	182.61	1,808.20	182.61	15.22	0.50
	400,000	10,550	389,450	3,895	1,747.89	196.35	1,944.24	196.35	16.36	0.54
	425,000	8,300	416,700	4,167	1,870.19	210.08	2,080.28	210.08	17.51	0.58
	450,000	6,050	443,950	4,440	1,992.49	223.82	2,216.32	223.82	18.65	0.61
Commercial/Industrial	\$ 475,000	\$ 3,800	\$ 471,200	\$ 4,712	\$ 2,114.79	\$ 237.56	\$ 2,352.35	237.56	19.80	0.65
	\$ 100,000	\$ -	\$ 100,000	\$ 1,500	\$ 673.22	\$ 75.62	\$ 748.84	\$75.62	\$6.30	\$0.21
	200,000	-	200,000	3,250	1,458.63	163.85	1,622.49	\$163.85	\$13.65	\$0.45
	300,000	-	300,000	5,250	2,356.25	264.69	2,620.94	\$264.69	\$22.06	\$0.73
	400,000	-	400,000	7,250	3,253.87	365.52	3,619.39	\$365.52	\$30.46	\$1.00
	500,000	-	500,000	9,250	4,151.49	466.35	4,617.84	466.35	38.86	1.28
	1,000,000	-	1,000,000	19,250	8,639.59	970.51	9,610.11	970.51	80.88	2.66
	\$ 200,000	\$ -	\$ 200,000	\$ 2,500	\$ 1,122.03	\$ 126.04	\$ 1,248.07	\$126.04	\$10.50	\$0.35
	300,000	-	300,000	3,750	1,683.04	189.06	1,872.10	189.06	15.76	0.52
Agricultural Homestead **	\$ 500,000	\$ -	\$ 500,000	\$ 6,250	\$ 2,805.06	\$ 315.10	\$ 3,120.16	315.10	26.26	0.86
	\$ 150,000	\$ 33,050	\$ 116,950	\$ 1,170	\$ 524.88	\$ 58.96	\$ 583.85	\$58.96	\$4.91	\$0.16
	400,000	33,050	366,950	2,420	1,085.90	121.98	1,207.88	121.98	10.17	0.33
	500,000	33,050	466,950	2,920	1,310.30	147.19	1,457.49	147.19	12.27	0.40
	600,000	33,050	566,950	3,420	1,534.71	172.40	1,707.10	172.40	14.37	0.47
	800,000	33,050	766,950	4,420	1,983.52	222.81	2,206.33	222.81	18.57	0.61
	1,000,000	33,050	966,950	5,420	2,432.33	273.23	2,705.56	273.23	22.77	0.75
	\$ 1,500	\$ -	\$ 1,500	\$ 15	\$ 6.73	\$ 0.76	\$ 7.49	\$0.76	\$0.06	\$0.00
	2,000	-	2,000	20	8.98	1.01	9.98	1.01	0.08	0.00
Seasonal/Recreation Residential	\$ 2,500	\$ -	\$ 2,500	\$ 25	\$ 11.22	\$ 1.26	\$ 12.48	1.26	0.11	0.00
	\$ 100,000	\$ -	\$ 100,000	\$ 1,000	\$ 448.81	\$ 50.42	\$ 499.23	\$50.42	\$4.20	\$0.14
	200,000	-	200,000	2,000	897.62	100.83	998.45	100.83	8.40	0.28
	300,000	-	300,000	3,000	1,346.43	151.25	1,497.68	151.25	12.60	0.41
	400,000	-	400,000	4,000	1,795.24	201.67	1,996.91	201.67	16.81	0.55

* 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.

Research Update:

New Prague, MN Series 2025C Lease Revenue Bonds Assigned 'AA-' Rating; Outlook Is Stable

October 2, 2025

Overview

- S&P Global Ratings assigned its 'AA-' long-term rating to [New Prague Economic Development Authority](#) (EDA), Minn.'s \$10.13 million series 2025C lease revenue bonds.
- At the same time, we affirmed our 'AA' rating on the City of New Prague's general obligation (GO) debt outstanding.
- The outlook is stable.

Rationale

Security

The series 2025C bonds represent an interest in lease rental payments by the city, as lessee, to the EDA, as lessor. The city intends to increase its property tax levy to make these payments, as well as potentially drawing on other sources. We rate the bonds one notch lower than the city GO rating to account for appropriation risk associated with the lease payments. Although the first debt service payment in each fiscal year occurs just one month after the fiscal year begins, in our view, late budget adoption risk is mitigated because this payment will be annually funded from the levy adopted in the prior year's budget, which is typically passed in early December, and therefore, the levy will be adopted more than a year in advance of the debt service payment date. In our view, the lease terms are standard. Officials will use the series 2025C proceeds to finance construction of a new police station, as well as to fund a debt service reserve to the lowest of maximum annual debt service (MADS), 10% of principal, or 125% of average annual debt service.

We had previously rated the city's series 2025A GO bonds, which were going to be issued to finance the new police station, but these bonds were ultimately not issued because of an administrative oversight that led to the issuance being placed in the wrong section of a public hearing agenda. Therefore, we withdrew our rating on those bonds.

The city's unlimited property tax GO pledge secures its GO debt outstanding. Certain issuances are payable from special assessments and net utility revenues, but we rate to the city's general

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creditworthiness because the revenue pledges lack sufficient information to rate under our criteria.

Credit highlights

The rating reflects the city's healthy, well-managed finances and growing local population, with economic metrics that are consistent with those of similarly rated peers. Limiting the rating are elevated, although manageable, net direct debt per capita and fixed costs, as well as lower market value and gross county product (GCP) per capita metrics relative to those of higher-rated cities.

The city's operating results are generally positive, benefiting from an operating revenue mix consisting mainly of property tax revenue (57% of fiscal 2024 operating revenue) and state aid (18%), which lends stability and predictability to financial performance. Management reports fiscal 2025 results are tracking in line with an approximately \$500,000 budgeted operating surplus, equal to 7% of budgeted revenue. Management expects the fiscal 2026 result will likely be balanced-to-positive. Aside from potentially drawing from reserves if the police station project costs exceed expectations, the city has no plans to draw down reserves. We expect the city's finances will remain stable.

The rating further reflects our view of the following factors:

- Population and market value growth are healthy (10% and 105% in the past 10 years, respectively), with ongoing residential development and some industrial development. The GCP per capita reflects that of Scott County, although about 40% of the city's tax base is in Le Sueur County, which has a lower GCP per capita equal to 50% of the U.S.
- Reserve levels are robust compared with operating revenues, supported by generally positive operating results.
- Management practices support financial stability, including monthly budget-to-actual reporting, annually updated and rolling long-term capital planning that identifies funding sources, and a 50% fund balance policy. The city is taking steps to mitigate cyber risks.
- With this issuance, governmental fund fixed costs could increase to more than 30% of total governmental fund revenue, a high level compared with that of peers but we expect it will be manageable for the city given the growing tax base and debt service that is supported by property taxes and special assessments. Accounting for almost \$26 million of the city's GO debt that is self-supported by utilities and the city's plans to issue about \$5 million in GO bonds to fund street and utility improvements in 2026, adjusted net direct debt per capita could land at just over \$3,500 in the near term. The city has one series of privately placed debt with no nonstandard events of default.
- We do not believe that pension liabilities represent a medium-term rating pressure given the low liability on a per capita basis.
- For more information on our institutional framework assessment for Minnesota municipalities, see "[Institutional Framework Assessment: Minnesota Local Governments](#)," Sept. 10, 2024.

Environmental, social, and governance

Environmental, social, and governance factors are credit neutral in our analysis.

Outlook

The stable outlook reflects our view that the city's reserves will remain robust, supported by sound management practices and healthy economic growth.

Downside scenario

We could take a negative rating action if the city's reserves materially weaken due to capital or operational pressures, or if debt materially increases beyond expectations.

Upside scenario

We could take a positive rating action if the city's economic metrics strengthen and debt metrics moderate relative to those of higher-rated peers.

New Prague, Minnesota--credit summary

Institutional framework (IF)	1
Individual credit profile (ICP)	2.45
Economy	3.0
Financial performance	2
Reserves and liquidity	1
Management	2.00
Debt and liabilities	4.25

New Prague, Minnesota--key credit metrics

	Most recent	2024	2023	2022
Economy				
Real GCP per capita % of U.S.	75	--	75	74
County PCPI % of U.S.	117	--	117	116
Market value (\$000s)	1,178,988	1,137,062	1,097,942	970,326
Market value per capita (\$)	139,773	134,803	130,863	109,123
Top 10 taxpayers % of taxable value	11.5	11.6	10.4	11.8
County unemployment rate (%)	2.8	2.2	2.4	2.0
Local median household EBI % of U.S.	124	124	127	127
Local per capita EBI % of U.S.	113	113	112	111
Local population	8,435	8,435	8,390	8,892
Financial performance				
Operating fund revenues (\$000s)	--	6,626	7,010	5,708
Operating fund expenditures (\$000s)	--	6,564	7,566	5,454
Net transfers and other adjustments (\$000s)	--	567	120	1
Operating result (\$000s)	--	629	(436)	255
Operating result % of revenues	--	9.5	(6.2)	4.5
Operating result three-year average %	--	2.6	(0.2)	4.1
Reserves and liquidity				
Available reserves % of operating revenues	--	78.8	62.6	90.7
Available reserves (\$000s)	--	5,222	4,388	5,180

New Prague, Minnesota--key credit metrics

	Most recent	2024	2023	2022
Debt and liabilities				
Debt service cost % of revenues	--	14.9	13.9	13.2
Net direct debt per capita (\$)	6,417	4,948	4,815	4,408
Net direct debt (\$000s)	54,125	41,735	40,401	39,198
Direct debt 10-year amortization (%)	57	71	--	--
Pension and OPEB cost % of revenues	--	7.0	6.0	6.0
NPLs per capita (\$)	--	327	491	780
Combined NPLs (\$000s)	--	2,761	4,115	6,940

Financial data may reflect analytical adjustments and are sourced from issuer audit reports or other annual disclosures. Economic data is generally sourced from S&P Global Market Intelligence, the Bureau of Labor Statistics, Claritas, and issuer audits and other disclosures. Local population is sourced from Claritas. Claritas estimates are point in time and not meant to show year-over-year trends. GCP--Gross county product. PCPI--Per capita personal income. EBI--Effective buying income. OPEB--Other postemployment benefits. NPLs--Net pension liabilities.

Ratings List

New Issue Ratings

US\$10.13 mil lse rev bnds (New Prague) ser 2025C due 02/01/2055

Long Term Rating AA-/Stable

New Rating

Local Government

New Prague, MN Lease Appropriation AA-/Stable

Ratings Affirmed

Local Government

New Prague, MN Unlimited Tax General Obligation AA/Stable

New Prague, MN Unlimited Tax General Obligation and Special Assessments AA/Stable

New Prague, MN Unlimited Tax General Obligation, Sewer and Storm Water System, and Special Assessments AA/Stable

New Prague, MN Unlimited Tax General Obligation, Water System Revenue and Special Assessments AA/Stable

New Prague, MN Unlimited Tax General Obligation, Water, Sewer and Storm Water System, and Special Assessments AA/Stable

The ratings appearing below the new issues represent an aggregation of debt issues (ASID) associated with related maturities. The maturities similarly reflect our opinion about the creditworthiness of the U.S. Public Finance obligor's legal pledge for payment of the financial obligation. Nevertheless, these maturities may have different credit ratings than the rating presented next to the ASID depending on whether or not additional legal pledge(s) support the specific maturity's payment obligation, such as credit enhancement, as a result of defeasance, or other factors.

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MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: 2025 COMPENSATION STUDY
DATE: OCTOBER 15, 2025

At the September 29, 2025, special City Council meeting, AutoSolve’s Jeff Turner and Alex Turner presented their findings and recommendations from the Compensation Study that the City Council commissioned during the summer. At that meeting, AutoSolve shared a summary of their final report, which was being finalized. Since that meeting, AutoSolve has released their final report, which is attached to your packet for review. Nothing in this final report changes their summary report, other than clean up some language and a few clerical errors. The final report mainly shares more detail than the summary report did.

In summary, AutoSolve is recommending to keep the step structure similar to the current pay matrix (approved in 2021) with 2.74% between each step, while adding four steps to the overall matrix, for a total of fifteen (15) steps. AutoSolve is also recommending reducing the number of grades from nineteen to sixteen. For implementing this pay matrix, AutoSolve recommends increasing the wage of each employee by 3.3% and then putting the employees at the closest step, without reducing anyone’s wage. The total implementation cost for this would be \$207,952 over the 2025 wages. For the proposed General Fund budget in 2026, this would mean about \$5,000 additional in wage funding being needed beyond the original budget draft.

At the previous budget meeting, it was asked what this proposal would cost over the next couple years vs. an 11-step plan. Looking at the proposed plan from AutoSolve, the 15-step plan will cost about \$7,800 more to the General Fund than an 11-step version of the same plan (assuming the distance between steps remains 2.74%) in 2026. Into 2027, the 15-step plan will cost about \$21,000 more than the 11-step plan, assuming a 3% COLA is given. That would be similar amount for 2028 and 2029 as movement continues through the matrix. If Council proceeds with the AutoSolve recommendation, some employees begin to hit the top of the payscale in 2028 and 2029. These are employees who are already at the top of the existing payscale and depending on how their position is graded in the recommended plan will determine whether it would take three or four years to be at the top again.

Recommendation

Staff recommends approval of the 2025 Compensation Study, conducted by AutoSolve, along with the recommended implementation on January 1, 2026.



Final Report

Classification and Compensation Study for: City of New Prague, MN

October 2025

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Cover Letter

September 25, 2025

Joshua Tetzlaff, City Administrator
New Prague, MN
118 Central Avenue N, New Prague, MN 56071
Phone: (952) 758-4401 Email: jtetzlaff@ci.new-prague.mn.us

Re: Classification and Compensation Study

Dear Joshua,

We are pleased to have worked with the City of New Prague, MN on the Classification and Compensation Study, to share our passion for strategic workforce staff planning and custom pay plan development.

The project goal was to attract and retain qualified employees. The study focused on 86 employees and 33 classifications / job titles.

AutoSolve, Inc. (AutoSolve) is an experienced Management Consulting firm that has been providing consulting services to private and public agencies for more than 30 years. Our success has been contributed to our ability to continuously deliver value to our clients. The AutoSolve team listened collaborated and communicated effectively with the New Prague's Project team to develop a custom pay plan system that is both internally equitable and externally competitive.

All work has been completed.

Sincerely,



Jeff Turner, President
AutoSolve, Inc.
321-945-8762 | jeff@autosolveinc.com

Study Introduction

From June 2025, through October 2025, AutoSolve, Inc. conducted a comprehensive classification and compensation study for the New Prague, MN. The study focused on 86 employees and 33 classifications / job titles. The goal of this study was to create and improve the compensation system to aid the City in the following ways.

- Attract and retain qualified employees.
- Ensure positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills, and abilities are classified together.
- Provide salaries commensurate with assigned duties.
- Provide justifiable pay differential between individual classes.
- Maintain a competitive position with other comparable government and private entities within the same geographic areas.

Study Methodology

To achieve the study's goals, AutoSolve utilized both quantitative and qualitative tools to assess the City's current internal and external equity to provide the most appropriate recommendations.

Communication, Interaction, and the Kickoff Call

As illustrated in the **Study Methodology Diagram**, AutoSolve started off the study with a project kickoff call. The kickoff call allows the City management to learn more about the project, ask questions, and allows AutoSolve to request the appropriate data that we will need to complete the project effectively. AutoSolve emphasizes open communication throughout the project by holding weekly touchpoint meetings to discuss the project and review the workplan, providing weekly updates on the progress of the project, scheduling as need meetings with department heads, incorporating New Prague City's Project Team feedback throughout the project, and working alongside the City's project team during all phases of the project.

Current Pay Plan/Philosophy Evaluation

AutoSolve assessed the current pay plan structure at the beginning of the study. This analysis provides the starting point for any recommendations AutoSolve proposes. The Pay Plan analysis can be found in **Section One**.

Classification Evaluation Internal Equity

AutoSolve utilized two proprietary surveys to analyze the City's internal equity. The first Survey, Internal Anonymous Organizational Survey, allows AutoSolve to collect qualitative information about the organization, management, culture, and work environment. The Anonymous Organizational Survey findings can be found in **Section Two**.

The second survey, Internal Individual Employee Survey, allows AutoSolve to collect up to date classification/job duties and responsibilities. This data was utilized to update all the classification's job descriptions that were a part of the study.

Compensation Evaluation External Competition

AutoSolve performed an external market survey reaching out to a selected group of organizations that were deemed by both AutoSolve consultants and the City's project team to be direct competitors with the City. AutoSolve reached out to the selected peers to collect classification pay range data and benefit data. The external market survey results can be found in **Section Three**. The results from the market survey were utilized in the development of the recommended compensations system.

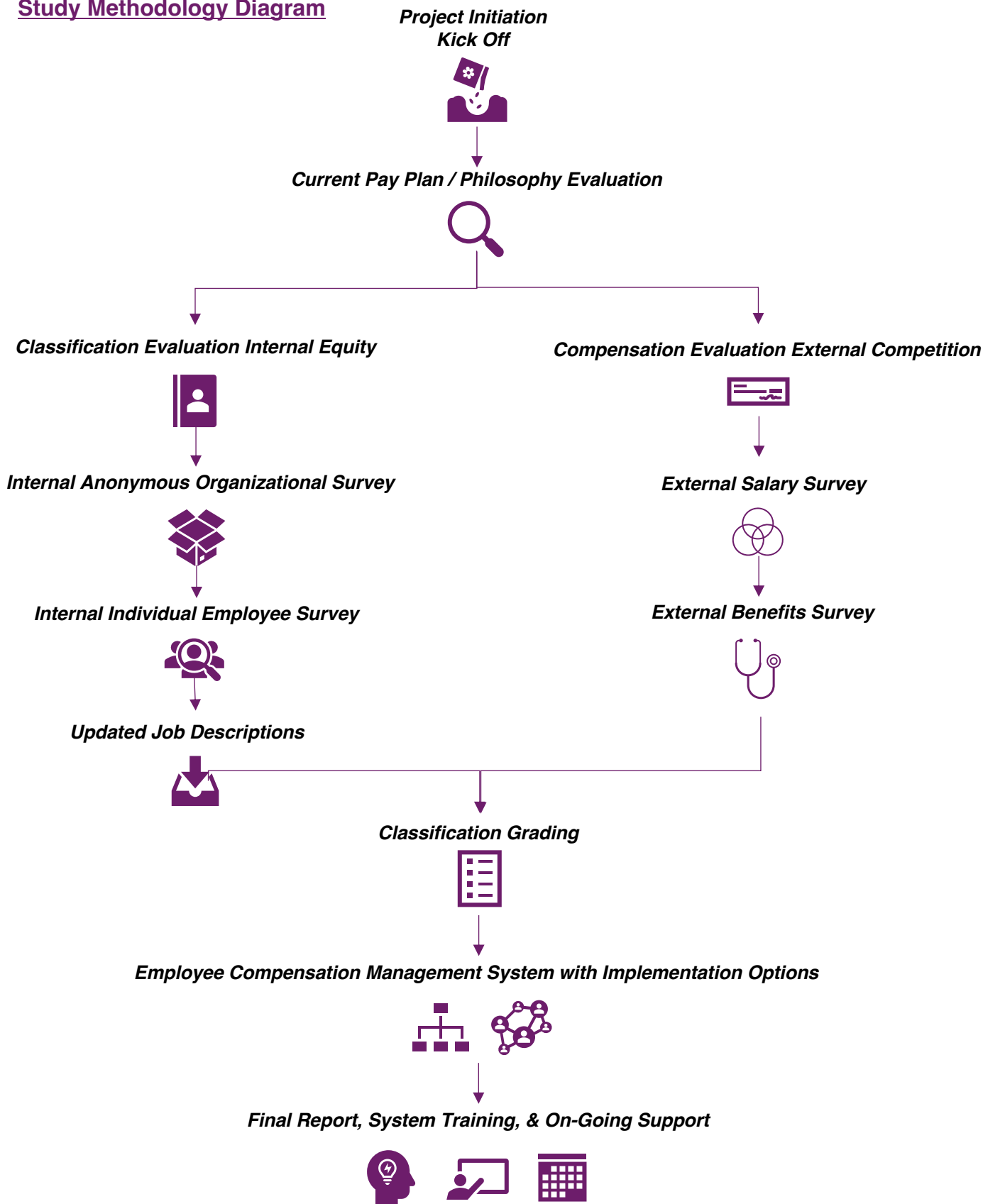
Classification Grading

Utilizing data from the Internal Individual Employee Survey and AutoSolve's own proprietary grading system, AutoSolve consultants provided a "rank" to each of the classifications that were a part of the study. The rank is based off the classification's duties, responsibilities, and impact within the City. The ranks assist in AutoSolve's assigning new classification grades. The proposed classification grades can be found in **Section Four**.

Employee Compensation Management System with Implementation Options

The concluding recommendations and proposed compensation system were provided based on the synthesis findings of the overall study and the City's compensation philosophy. The recommendations were accompanied with multiple different ways to implement the proposed compensation system along with the estimated cost for each. **Section Four** breaks down the proposed compensation system, the recommended implementation option, and the estimated cost. AutoSolve also provided the City's project leadership team with an *Employee Compensation Management System*. The system is an excel spreadsheet used for implementing and maintaining the proposed compensations system.

Study Methodology Diagram



Section One: Review of Current Pay Plan System

Section One provides a breakdown and overall assessment of the current compensation structure of the City of New Prague, MN. The data included in this review reflects the current compensation makeup of the organization at the time of the study. This assessment will function as the foundation for the ongoing assessment, review, and recommendations for improving the client's overall compensation system in conjunction with Sections Two and Three.

Section Breakdown

- S1.1 Current Pay Plan Breakdown**
- S1.2 Department and Classifications**
- S1.3 Quartile Analysis**
- S1.4 Minimum and Maximum Range Placement**
- S1.5 Above and Below Midpoint**
- S1.6 Compression**
- S1.7 Findings and Conclusion**

Below, sections of this review may begin with a “terminology” breakdown, followed by “best practices” that lists agreed upon industry expectations and standards, and conclude with the “findings” of the review process.

S1.1 Current Pay Plan Breakdown

Terminology:

- **Pay plan:** *A pay plan is a structured framework outlining the compensation structure and policies within an organization, detailing how employees are rewarded for their work. It typically includes components such as base salary, bonuses, incentives, and benefits, designed to attract, retain, and motivate employees.*
- **Salary Structure:** *This is the formulation for an organization's pay plan, establishing the salary ranges and bands for different job classifications or positions, specifying the minimum, midpoint, and maximum salary levels.*
- **Range spread:** *A range spread refers to the percentage difference between the minimum and maximum values within a particular pay grade or salary range. It is a key parameter used to define the breadth of a salary range for a specific job classification or position.*

Best Practices:

- Classification should be assigned one distinct grade.
- Jobs within the same area of work (location/department) should be organized into their own distinct pay plan.

Findings:

For this compensation study, AutoSolve will review and create a paygrade assignment for 86 employees, 42 part time and 44 full time. Of the 86 employees, all 42 part-time employees currently do not have salary pay ranges assigned and will not be included in most of this section’s analysis. AutoSolve will analyze the 44 full time employees that have a salary range assignment.

As of June 2025, City of New Prague administers one General pay plan that has 19 grades and serves 39 full time employees. The City has a separate pay range outside of its general plan specifically for its 5 Line Workers.

The General plan utilizes a nearly uniform range spread across its grades. The grades’ range spreads vary from 31.09% to 31.20%. Progressions from one grade to the next are also nearly uniform. The grade progressions range from 8.97% to 9.02%.

FIGURE S1.1 breaks down the one General pay plan and the separated Line Worker pay range utilized in the City by the pay grades minimum, midpoint, maximum, range spread, and the number of employees assigned to said grade.

**Figure S1.1 A
General Pay Plan**

Pay plan	Grade	Min	Mid	Max	Range Spread	Min Progression	Employees
General Plan	1	\$14.21	\$16.43	\$18.64	31.18%	-	0
General Plan	2	\$15.49	\$17.91	\$20.32	31.18%	9.01%	0
General Plan	3	\$16.88	\$19.51	\$22.14	31.16%	8.97%	0
General Plan	4	\$18.40	\$21.27	\$24.14	31.20%	9.00%	0
General Plan	5	\$20.06	\$23.19	\$26.31	31.16%	9.02%	0
General Plan	6	\$21.87	\$25.28	\$28.69	31.18%	9.02%	0
General Plan	7	\$23.84	\$27.55	\$31.26	31.12%	9.01%	0
General Plan	8	\$25.99	\$30.03	\$34.07	31.09%	9.02%	4
General Plan	9	\$28.33	\$32.75	\$37.16	31.17%	9.00%	9
General Plan	10	\$30.88	\$35.70	\$40.51	31.19%	9.00%	4
General Plan	11	\$33.66	\$38.91	\$44.15	31.16%	9.00%	6
General Plan	12	\$36.69	\$42.41	\$48.13	31.18%	9.00%	5
General Plan	13	\$39.99	\$46.22	\$52.45	31.16%	8.99%	2
General Plan	14	\$43.59	\$50.39	\$57.18	31.18%	9.00%	2
General Plan	15	\$47.51	\$54.92	\$62.33	31.19%	8.99%	1
General Plan	16	\$51.79	\$59.86	\$67.92	31.15%	9.01%	2
General Plan	17	\$56.45	\$65.25	\$74.05	31.18%	9.00%	3
General Plan	18	\$61.53	\$71.13	\$80.72	31.19%	9.00%	0
General Plan	19	\$67.07	\$77.52	\$87.97	31.16%	9.00%	1
Total					31.17%	-	39

**Figure S1.1 B
Social Service Pay Plan**

Pay plan	Grade	Min	Mid	Max	Range Spread	Min Progression	Employees
Line Worker	LW	\$39.99	\$48.62	\$57.24	43.14%	-	5
					43.14%	-	5

S1.2 Department and Classifications

Terminology:

- **Classification:** A classification refers to the categorization and systematic arrangement of various job positions based on factors such as responsibilities, skills, and experience.

Findings:

The following analysis is intended to illustrate how the classifications and employees are distributed across the City’s departments. As of June 2025, the City has 86 full time and part time employees across 15 departments.

FIGURE S1.2 presents the number of classifications and employees in each of the organization’s departments. The largest department is the Parks department with 17 employees, representing around 19.77% of the organization’s total workforce. Only three of the 17 employees found in the Parks department are full-time employees.

Figure S1.2
Employees by Department

Department	Classification #	Employee #	% of Organization
Administration	4	4	4.65%
Community Development	5	5	5.81%
Electric	2	6	6.98%
Food & Beverage	1	12	13.95%
Generation	2	4	4.65%
Golf	2	2	2.33%
Golf Operations	1	7	8.14%
Maintenance	1	8	9.30%
Parks	2	17	19.77%
Police	2	3	3.49%
Public Works	1	1	1.16%
Streets	2	6	6.98%
Utilities	3	3	3.49%
Wastewater	3	4	4.65%
Water	2	4	4.65%
Total	33	86	100.0%

FIGURE S1.3 illustrates the 33 classifications currently utilized by the City.

Figure S1.3A
Classifications

Classification	Classification
Accounting Technician	Maintenance Worker
Administrative Assistant	Mechanic
Administrative Coordinator	Parks Maintenance Worker
Building Inspector	Parks Supervisor/Maint.
Building Official	Permit Specialist
City Administrator	Planner
Customer Service/Acct'G	Planning Director
Elect Operations Supervisor	Police Chief
Finance Director	Police Records Technician
Food And Beverage Worker	Public Works Director
General Manager	Public Works Supervisor
Generation	Seasonal Worker
Generation Supervisor	Wastewater Operator li
Golf Attendent	Water Operator
Golf Maintenance Worker	Wwtp Operator li
Golf Superintendent	Wwtp Superintendent
Lineman	

S1.3 Quartile Analysis

Terminology:

- **Quartile analysis** is a statistical method that involves dividing a dataset into four equal parts, or quartiles, to gain insights into its distribution and variability. Each quartile represents 25% of the data points.
- **Quartile (Q1):** The 25th percentile, representing the point below which 25% of the data falls.
- **Quartile (Q2):** The 50th percentile or the median, representing the midpoint of the dataset where 50% of the data falls below and 50% falls above.
- **Quartile (Q3):** The 75th percentile, indicating the point below which 75% of the data falls.
- **Quartile (Q4):** The 100th percentile, representing the highest data point in the dataset.
- **Tenure:** Tenure, in a professional context, signifies the duration of time an individual has held a specific position or employment within an organization.

Best Practices

- A higher average tenure should be correlated with a higher quartile. For example, the lowest average tenure should be found within quartile 1 and the highest average tenure should be found in quartile 4.

We broke down the 44 employees with an assigned pay range by placing them into their respective quartiles. The employee placement is based on where their current yearly salary lands within their pay grades salary range. The analysis also highlights the average tenure of the employees within each quartile.

The ideal quartile analysis will illustrate a strong correlation between tenure and quartile, where higher tenure would be experienced in higher quartiles. The goal of this evaluation is to identify compression and pay inequities.

Findings:

FIGURE S1.4 shows the number of employee salaries that are in each quartile of each pay range. As displayed, 4 employees have salaries in the first quartile of their respective range; 8 employees have salaries in the second quartile; 7 employees have salaries in the third quartile; and 21 have salaries in the fourth quartile.

The analysis reflects that the average tenure in the 1st quartile is 2.12 years; the 2nd quartile is 8.48 years; the 3rd quartile is 7.37 years; and the 4th quartile is 16.40 years. Best practice states, as an employee moves through the quartiles, average tenure increases, however the average tenure is less as you move from the 2nd to the 3rd quartile. This can indicate improper movement of employees through their salary ranges.

Figure S1.4
Quartile and Average Tenure

Grade	Total Employees	1st Quartile		2nd Quartile		3rd Quartile		4th Quartile	
		# of Employees	Average Tenure	# of Employees	Average Tenure	# of Employees	Average Tenure	# of Employees	Average Tenure
1	0	0	-	0	-	0	-	0	-
2	0	0	-	0	-	0	-	0	-
3	0	0	-	0	-	0	-	0	-
4	0	0	-	0	-	0	-	0	-
5	0	0	-	0	-	0	-	0	-
6	0	0	-	0	-	0	-	0	-
7	0	0	-	0	-	0	-	0	-
8	4	1	0.28	0	-	1	3.12	2	5.93
9	9	1	0.39	2	0.51	4	3.07	2	17.93
10	4	0	-	0	-	1	8.08	3	13.42
11	6	0	-	2	29.06	0	-	4	13.08
12	5	1	0.00	0	-	1	3.18	3	12.50
13	2	1	7.80	0	-	0	-	1	33.35
14	2	0	-	2	4.40	0	-	0	-
15	1	0	-	0	-	0	-	1	31.18
16	2	0	-	0	-	1	24.50	1	20.68
17	3	0	-	0	-	1	19.04	2	20.27
18	0	0	-	0	-	0	-	0	-
19	1	0	-	1	3.83	0	-	0	-
LW	5	0	-	2	2.25	1	3.48	2	20.45
Total	44	4	2.12	9	8.48	10	7.37	21	16.40

S1.4 Minimum and Maximum Range Placement

Terminology:

- **Salary Pay Ranges:** *Defined minimum and maximum salary levels for different job positions or grades within the organization, providing a range within which employees' salaries may fall.*
- **Minimum:** *Denotes the lowest salary or compensation level set within a predetermined scale for a particular job or position within an organization.*
- **Maximum:** *Denotes the highest salary or compensation level set within a predetermined scale for a particular job or position within an organization.*

Best Practices:

The placement of an employee's salary within a classification's pay range is often indicative of their experience and tenure within the organization. When situated at the minimum of the pay range, it typically suggests recent entry to the position or a recent promotion, indicating a need for more experience to advance further. Conversely, an employee with a salary at or near the maximum of the pay range generally demonstrates longer tenure, significant experience, and potentially high performance, showcasing their progression towards the upper limits of the pay range over time.

When evaluating the effectiveness of a compensation plan and its associated policies, it is beneficial to assess where employee salaries fall relative to their classification's pay range. Identifying clusters of salaries can bring attention to potential concerns regarding pay progression within the plan. It's important to note that the progression of employee salaries is intertwined with the organization's compensation philosophy, specifically concerning salary advancement methods and resource availability. Therefore, understanding the context of the organization's approach is essential when interpreting the placement of employee salaries.

Findings:

FIGURE S1.5 displays the percentage of employees whose salaries are at or below their respective pay range minimum.

FIGURE S1.6 displays the percentage of employees whose salaries at or above the pay range maximum of their respective pay range maximum. The percentages presented are based on the total number of employees in that grade.

As shown, 0 employees (0.00%) have salaries below their respective pay range minimum, 3 (6.82%) have salaries at the minimum, 11 (25.00%) have salaries at the maximum, and 0 (0.00%) have salaries above the maximum.

Figure S1.5
Below or at Minimum

Grade	# of Employees	Below The Minimum		At the Minimum	
		# of Employees	% of the Grade	# of Employees	% of the Grade
1	0	0	-	0	-
2	0	0	-	0	-
3	0	0	-	0	-
4	0	0	-	0	-
5	0	0	-	0	-
6	0	0	-	0	-
7	0	0	-	0	-
8	4	0	0.00%	1	25.00%
9	9	0	0.00%	1	11.11%
10	4	0	0.00%	0	0.00%
11	6	0	0.00%	0	0.00%
12	5	0	0.00%	1	20.00%
13	2	0	0.00%	0	0.00%
14	2	0	0.00%	0	0.00%
15	1	0	0.00%	0	0.00%
16	2	0	0.00%	0	0.00%
17	3	0	0.00%	0	0.00%
18	0	0	-	0	-
19	1	0	0.00%	0	0.00%
LW	5	0	0.00%	0	0.00%
Total	44	0	0.00%	3	6.82%

Figure S1.6
At or Above Maximum

Grade	Total Employees	At the Maximum		Above the Maximum	
		# of Employees	% of the Grade	# of Employees	% of the Grade
1	0	0	-	0	-
2	0	0	-	0	-
3	0	0	-	0	-
4	0	0	-	0	-
5	0	0	-	0	-
6	0	0	-	0	-
7	0	0	-	0	-
8	4	1	25.00%	0	0.00%
9	9	1	11.11%	0	0.00%
10	4	2	50.00%	0	0.00%
11	6	1	16.67%	0	0.00%
12	5	2	40.00%	0	0.00%
13	2	0	0.00%	0	0.00%
14	2	0	0.00%	0	0.00%
15	1	1	100.00%	0	0.00%
16	2	1	50.00%	0	0.00%
17	3	1	33.33%	0	0.00%
18	0	0	-	0	-
19	1	0	0.00%	0	0.00%
LW	5	1	20.00%	0	0.00%
Total	44	11	25.00%	0	0.00%

S1.5 Above and Below Midpoint

Terminology:

- **Midpoint:** *This is the central point or average within a pay range, often considered the benchmark for compensation that individuals could reasonably expect for comparable work in the market.*

Best Practice:

In addition to examining the number of employee salaries at the minimum and maximum levels, a thorough analysis was conducted to ascertain the count of employees earning below or above the midpoint of the pay range. Employees with salaries close to the midpoint are typically presumed to be fully proficient in their classification, requiring minimal supervision for satisfactory job performance. Within this framework, the pay range midpoint represents the salary that an individual could reasonably expect for similar work in the market. Consequently, it is essential to scrutinize both the percentage and quantity of employees with salaries surpassing or falling below the calculated midpoint.

Findings:

FIGURE S1.7 displays the percentage of employees whose salaries are below or above their respective pay range midpoint. The percentages presented are based on the total number of employees in that classification. As can be seen, 7 (15.91%) employees are compensated below the midpoint and 31 (70.45%) are compensated above.

Figure S1.7
Above and Below Midpoint

Grade	Total Employees	Below The Midpoint		Above the Midpoint	
		# of Employees	% of the Grade	# of Employees	% of the Grade
1	0	0	-	0	-
2	0	0	-	0	-
3	0	0	-	0	-
4	0	0	-	0	-
5	0	0	-	0	-
6	0	0	-	0	-
7	0	0	-	0	-
8	4	1	25.00%	3	75.00%
9	9	2	22.22%	6	66.67%
10	4	0	0.00%	4	100.00%
11	6	0	0.00%	4	66.67%
12	5	1	20.00%	4	80.00%
13	2	1	50.00%	1	50.00%
14	2	1	50.00%	0	0.00%
15	1	0	0.00%	1	100.00%
16	2	0	0.00%	2	100.00%
17	3	0	0.00%	3	100.00%
18	0	0	-	0	-
19	1	1	100.00%	0	0.00%
LW	5	0	0.00%	3	60.00%
Totals	44	7	15.91%	31	70.45%

S1.6 Compression

Terminology:

- **Compression:** *When the pay of one or more employees is very close to the pay of more-experienced employees in the same job, or even those in higher-level jobs, including managerial positions.*

Best Practices:

Ideally, a compensation and classification system will have little to no compression. All employees will make less than their supervisors and all employees are at full pay equality, meaning their pay is aligned with their responsibility, experience, and tenure level.

There are two common forms of compressions that AutoSolve tests for, supervisor and actual vs expected pay.

Supervisor Compression: When a supervisor and their subordinate salaries are very similar, or the subordinate's salary is greater than their manager's. For example, if a Financial Analyst is making \$75,000 a year and their manager is making \$72,000 a year.

Actual Vs Expected Pay Compression: The second type of compression is seen when employees do not move properly through their salary ranges as they gain more years of experience within the organization. The analysis illustrates how far each employee has penetrated their pay range. The analysis is determined by assuming a 30-year employment lifetime, with the minimum of their salary range representing year 0 and the maximum representing year 30. For example, if an employee has 15 years of experience with the organization, their expected placement should be the midpoint of their salary range. Some of this compression is expected, however we want to highlight employees whose current salary is 10% below their expected salary.

Findings:

Figure S1.8 illustrates our analysis in determining the extent that Supervisor Compression is observed in the organization. Note, this compression analysis only reflects 41 of the 44 full time employees, since AutoSolve only received a supervisor assignment and salary for 41 full time employees.

We found that 18 employee's salaries are below 75% of their supervisor salary; 11 employees are between 75% and 85%; 9 employees are between 85% and 95%; 3 employees are between 95% and 100%; and 0 employees are above 100% of their supervisor's salaries.

The analysis concludes that there is minimal supervisor compression. With only 3 (7.38%) employees being compensated at or above 95% of their supervisor's salary.

Figure S1.8
Employee vs. Supervisor Compensation

Grade	Less than 75%	75% < X < 85%	85% < X < 95%	95% < X < 100%	Greater than 100%
1	0	0	0	0	0
2	0	0	0	0	0
3	0	0	0	0	0
4	0	0	0	0	0
5	0	0	0	0	0
6	0	0	0	0	0
7	0	0	0	0	0
8	4	0	0	0	0
9	6	3	0	0	0
10	1	0	1	1	0
11	0	2	4	0	0
12	4	1	0	0	0
13	1	0	0	0	0
14	2	0	0	0	0
15	0	1	0	0	0
16	0	1	1	0	0
17	0	0	1	2	0
18	0	0	0	0	0
19	0	0	0	0	0
LW	0	3	2	0	0
Total	18	11	9	3	0

Figure S1.9 illustrates our analysis in determining the extent that Actual Vs Expected Pay Compression is observed in the organization.

Findings:

- 1 employee has a salary that is -10% of their expected placement.
- 3 employees have a salary between -10% and -5% of their expected placement.
- 10 employees have salaries between -5% and 5% of their expected placement.
- 8 employees have salaries between 5% and 10% of their expected placement.
- 22 employees have salaries more than 10% of their expected placement.

Currently 40 (90.90%) employees have a designated salary range at or above the -5% of their expected hire year pay. This indicates that most employees have been properly moved through their salary range relative to their hire.

Figure S1.9
Actual vs. Expected Pay (Hire Year)

Grade	Less than -10%	-10 < X < -5%	-5% < X < 5%	5% < X < 10%	Greater than 10%
1	0	0	0	0	0
2	0	0	0	0	0
3	0	0	0	0	0
4	0	0	0	0	0
5	0	0	0	0	0
6	0	0	0	0	0
7	0	0	0	0	0
8	0	0	1	0	3
9	0	0	2	1	6
10	0	0	0	1	3
11	1	1	1	1	2
12	0	0	1	1	3
13	0	1	1	0	0
14	0	0	0	2	0
15	0	0	1	0	0
16	0	0	1	1	0
17	0	1	1	0	1
18	0	0	0	0	0
19	0	0	0	1	0
LW	0	0	1	0	4
Total	1	3	10	8	22

S1.7 Findings and Conclusion

Outlined in this document (Section One), is a review and evaluation of the current compensation system for the City of New Prague, MN

The following was found:

- The General plan includes uniform range spreads and grade progressions.
- Separate Pay range for the Line Worker classification.
- Improper employee movement through salary ranges. Average tenure being less in quartile three than in quartile two.
- 0 employees are found below their minimums or above their maximums.
- 3 employees are within 5% of their supervisor's pay.
- 40 employees fall -5% or more below their expected hire year salary.

This assessment will function as the foundation for the ongoing assessment, review, and recommendations for improving the client's overall compensation system in conjunction with Sections two and three. AutoSolve will utilize this assessment along with market research, peer comparison, internal organization survey, and client input to make recommendations that will guarantee the new compensation system follows current best practices and is competitive with its operating markets.

Section Two: Anonymous Survey Breakdown

Section Two breakdowns the data collected from AutoSolve's Anonymous Internal Organizational Survey.

The survey functions as a tool to collect qualitative information about the organization, management, culture, work environment, and individual job duties/responsibilities. The objective of the survey is to collect feedback directly from employees to share with the City of New Prague, MN's management team to improve working conditions and employee sentiment. Additionally, the AutoSolve team will rely on the survey findings to inform the next phases and sections of the study.

Section Breakdown

S2.1 The Anonymous Internal Organizational Survey

S2.2 Anonymous Survey Responses Breakdown

S2.3 Findings and Conclusion

S2.1 The Anonymous Internal Organizational Survey

The Anonymous Internal Organizational Survey performed for New Prague, MN between July 18, 2025, to August 4, 2025. A total of 39 employees responded, with full-time employees reflecting an 81.82% response rate.

The Anonymous Internal Organizational Survey consist of 12 questions formatted as multiple choice, Yes/No, and open response. This survey provides all employees the opportunity to anonymously participate in the Compensation and Classification study. The questions are designed to gauge how employees feel about the organization in terms of their personal experience working for the City of New Prague, their working relationships, and their opinions on the overall organization of their employment. The data collected is subjective in nature, particularly the feedback provided by participants for the open response questions.

The following section is a breakdown analysis of the survey responses.

S2.2 Anonymous Survey Responses Breakdown

Question One

Question: “Do you feel fulfilled in your role?”

Response type: yes/no

92.3% of employees answered “yes,” they do feel fulfilled in their current role. 7.69% of employees answered “no,” they do not feel fulfilled in their current role.

Question Two

Question: “Are you satisfied with your workplace culture? Provide Reasoning”

Response type: yes/no; open response

89.74% employees answered “yes,” they do feel satisfied with the workplace culture. 10.25% answered “no,” they do not feel satisfied with the workplace culture.

Majority of the respondents expressed that they enjoy going to work because of the positive work environment/culture. Employees emphasize teamwork, caring colleagues, and effective communication as elements of the workplace that they appreciate. Respondents also highlight their appreciation of the training and guidance they receive from leadership and shared commitment to positively serving the community. With an overwhelming number of respondents writing about teamwork, supportive collegial relationships, it is evident that New Prague fosters a positive work environment.

There are employees who are dissatisfied with leadership. Department affiliation is unclear, but the common thread is a dislike of micromanaging leadership style.

Question Three

Question: “Do you look forward to going to work?”

Response type: yes/no

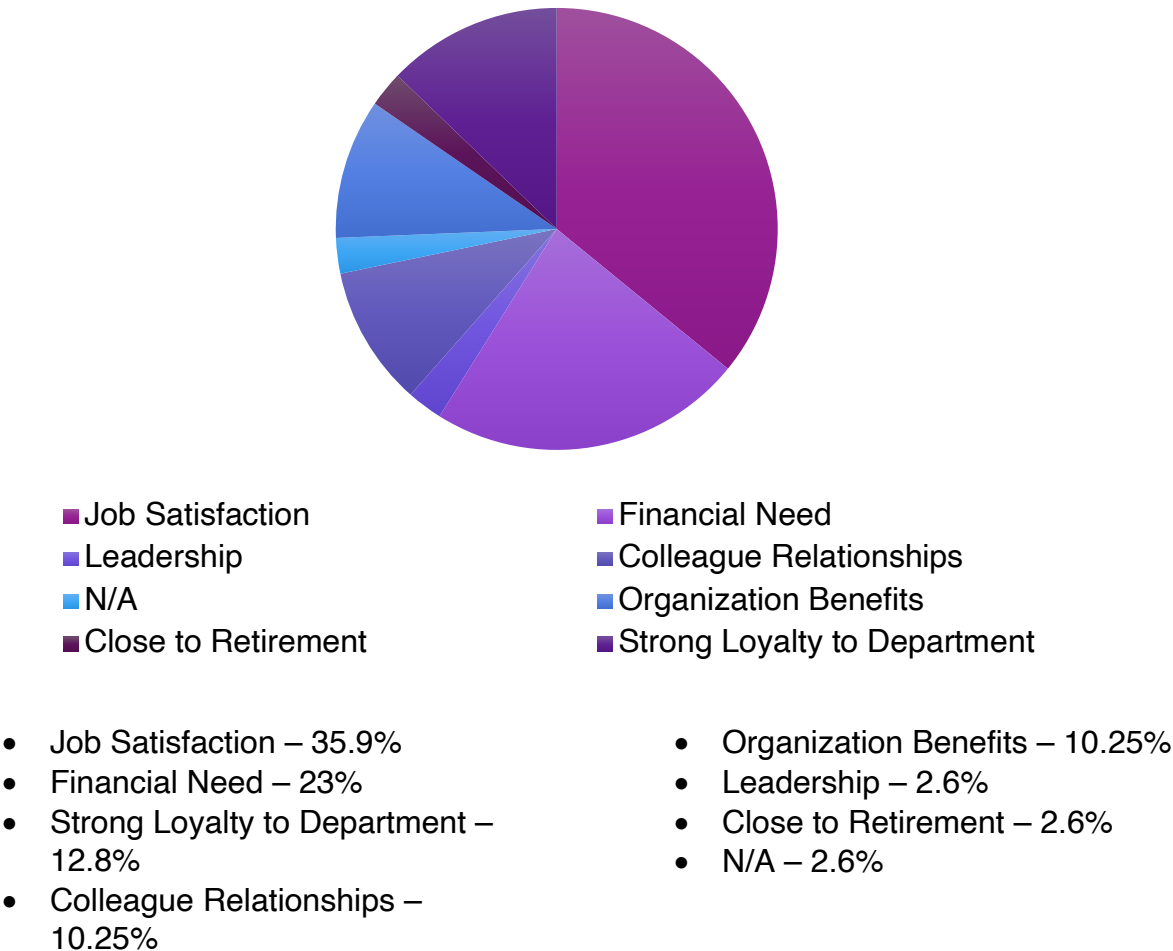
87.18% of employees responded “yes,” they do look forward to going to work 12.82% responded “no,” they do not look forward to work. Overall, most of New Prague’s employees do look forward to work.

Question Four

Question: “Why have you stayed with the organization? What motivates you to stay?”

Response type: Multiple choice

Participants were given 8 multiple choice options. “Job Satisfaction” and “Financial Need” are the top 2 significant motivating factors for continued employment. Below, is a breakdown of percentage for each response and a pie chart serving as a visual graphic of the results.



Question Five

Question: "At work, have your ideas been heard/implemented? Provide reasoning."

Response type: yes/no; open response

89.7% of employees responded "yes," they believe that their ideas are heard and implemented at work. 10.3% of employees responded with "no," their ideas are not heard or implemented at work.

Majority of respondents stated that when they voice concerns, ideas, or solutions their team and or leadership listen. There is a genuine sense of collaboration being valued by both employees and leadership across the city's departments.

Those who responded "no" typically acknowledged that their concerns about outdated and ineffective safety protocols are yet to be addressed. However, due to the nature of the anonymous survey, it is not clear which of New Prague's departments are struggling with safety concerns.

Question Six

Question: "In your current role, are there opportunities for continued professional development and opportunity for promotion?"

Response type: yes/no; open response

74.36% of participants responded with "yes," there are current opportunities for continued professional development and opportunity for promotion within their current role. 25.64% responded with "no."

Overall, the findings reveal that employees have access to and are encouraged to participate in ongoing professional training and education. Many employees take advantage of the offered training, reflecting a trend of obligation to participate in ongoing education. Opportunities for advancement are discussed with respondents stating that, dependent on job availability, they can progress into leadership positions.

Question Seven

Question: Is there someone at work who encourages your career development?

Response type: yes/no

84.6% responded "yes," there is someone at work who encourages their career development. 15.4% responded "no," they do not receive encouragement at work for further career development.

Overall, the findings reveal that most employees are encouraged to pursue career development, which aligns with previous data reflecting high value of the potential for career advancement and fostering a positive workplace culture.

Question Eight

Question: Is your working relationship with your supervisor satisfactory?

Response type: yes/no; open response

84.6% responded “yes,” they find their working with relationship with their supervisor satisfactory. 15.4% responded “no,” they do not find their working with relationship with their supervisor satisfactory.

The open response findings conclude that employees value open communication with leadership and feel comfortable seeking out their direct superiors for mentorship, questions, concerns, and ideas.

Question Nine

Question: “Are you provided adequate training and ongoing guidance to effectively perform your job?”

Response type: yes/no

92.3% of employees responded “yes,” they are provided adequate training and ongoing guidance to effectively perform their job. 7.7% responded “no,” they are not provided adequate training and ongoing guidance to effectively perform their job.

Question Ten

Question: “Do you have access to the materials and equipment needed to perform your job?”

Response type: yes/no

95% of employees responded “yes,” they do have access to the materials and equipment needed to perform their job. 5% responded “no,” they do not have access to the materials and equipment needed to perform their job.

Question Eleven

Question: “Please share what you believe is working well in your organization.”

Response type: Open response

A significant number of participants highlight positive relationships with colleagues and strong collaborative work culture as core elements of New Prague that are working well. Another trend of note is open communication with some respondents writing about weekly meetings.

Additional positive elements of the organization include but are not limited to

- Momentum on public building projects
- High morale
- Ongoing employee lunch gatherings
- Strong civic duty - shared dedication to serve the community

Question Twelve

Question: "What recommendations do you have that you feel can improve your organization?"

Response type: Open response

Due to the anonymous nature of the survey, it should be noted that department affiliations have been deduced from the self-disclosed information shared when answering the open response question.

Participants gave thoughtful responses to this question. Overall, recommendations made by employees to improve the organization revolve around:

1. **Competitive and transparent compensation** – Across New Prague's agencies, there is a desire for complete salary increases and pay structure transparency
2. **Improve communication** – regarding promotion growth structures, pay scales, and interdepartmental communication
3. **Update material infrastructure** – acquire up-to-date industry standard tools, increase number of tools, offer computer training

The following are recommendations regarding workplace culture and leadership:

- Implement morale boosting and employee appreciation events/incentives
- Improve communication between supervisors and upper management
- Aim to support employee retention

S2.3 Findings and Conclusion

Outlined in this document (Section Two), is a review and evaluation of the Anonymous Internal Organizational Survey performed for the City of New Prague, MN.

To better understand and improve work culture, recruitment practices, and retention, it is important to understand the experiences of individual employees. The findings from this survey are valuable because they reflect the perspectives and voices of city employees across departments and employment types. From participant responses, we have gained insight about the organization's current work culture, provided employees a space to be heard, and gathered additional justification for revising pay ranges and job descriptions.

Takeaways from the Survey Findings

The following are core takeaways from the survey findings that have been organized into 3 categories: "Workplace culture," "Relationships with leadership," and "Infrastructure."

Workplace culture

- 89.74% of all participants are satisfied with their workplace culture, enjoy going to work, and feel fulfilled in their current roles.
- Majority of the respondents expressed that they enjoy going to work because of the positive work environment, noting that they feel valued and supported by leadership and fellow colleagues.
- Workplace culture is discussed across the open response questions, with many describing their work environment as being team oriented.

Relationships with leadership

- 84.6% responded "yes," they do find their working relationship with their supervisor satisfactory.
- Majority of employees value open communication with leadership and feel comfortable seeking out their direct superiors for mentorship, questions, concerns, and ideas.
- Those in leadership are consistently discussed as fostering positive work culture, being a reliable resource for subordinates to turn to, and encouraging ongoing training.

Infrastructure

- 95% of employees responded "yes," they do have access to the materials and equipment needed to perform their job and 92.3% % of employees responded "yes," they are provided adequate training and ongoing guidance to effectively perform their job.

- However, the open response questions reveal that there is a department(s) in need of material infrastructure improvements (i.e. more tools).

Opportunities for Improvement

There are 3 points that have been highlighted as “Opportunities for Improvement,” that are material changes/goals that may have a positive impact on the organization culture and employee experiences.

1. Implement compensation increases
2. Allocate funding to support employee retention
3. Continue to support open communication and morale boosting endeavors

Moving Forward

The analysis of participant responses illustrates a need for pay adjustment, justifying the development and implementation of a new employee pay plan. It also reflects that New Prague, MN fosters a positive and supportive community amongst its employees.

In the next phase of this study, AutoSolve will analyze the market survey results and create a new employee compensation system that aligns with industry standards and address the valid compensation concerns raised by participants of the Anonymous Internal Organizational Survey.

Section Three: Compensation Evaluation – Market Survey

Section Three is a breakdown of the external equity analysis portion of the study. The analysis conducted serves as a snapshot in time, capturing the City's current compensation market position as of August 2025.

AutoSolve performed a comprehensive examination of the City's compensation structure, comparing the New Prague City's salary ranges to select peer organizations. This section also provides a breakdown of the selected peer organizations' benefit offerings.

This examination is informed by an analysis of the City's "Operating Market and/or Competitive Market." The "Operating Market and/or Competitive Market" is made up of the data collected from 20 select peer organizations. These peer organizations were solicited by AutoSolve. The conducted salary survey collected data on the average salary ranges of 31 classifications across the 20 peer organizations.

Section Breakdown

S3.1 Peer Selections

S3.2 Overall Market Results

S3.3 Market Minimums

S3.4 Market Midpoints

S3.5 Market Maximums

S3.6 Benefit Survey

S3.7 Findings and Conclusions

S3.1 Peer Selections

Terminology:

- **Consumer Price Index:** *The Consumer Price Index (CPI) is a statistical measure that tracks the average change over time in the prices paid by urban consumers for a basket of goods and services. It is one of the most widely used indicators for measuring inflation and assessing price changes in an economy. The CPI reflects the purchasing patterns of consumers and provides valuable insight about the cost of living and the rate of inflation.*

The calculation of CPI involves the following steps:

1. **Basket of Goods and Services:** A representative basket of goods and services that are typically purchased by urban consumers is selected. This basket is composed of various items such as food, housing, transportation, healthcare, and entertainment.
2. **Price Data Collection:** Prices for the items in the basket are collected regularly from a wide range of retail outlets, service providers, and other sources. The prices are usually collected monthly but can vary depending on the frequency of the index.
3. **Weighting:** Each item in the basket is assigned a weight based on its relative importance in the average consumer's spending. The weights reflect the proportion of total expenditure allocated to each item.
4. **Index Calculation:** The prices of the items in the basket are combined using the assigned weights to calculate a weighted average price. This average price is then compared to a base period (usually set to 100) to determine the percentage change in prices over time.

The CPI provides valuable information for various purposes, including:

- **Inflation Monitoring:** CPI is a key indicator used by policymakers, economists, and businesses to monitor inflationary trends and assess the effectiveness of monetary and fiscal policies.
- **Cost-of-Living Adjustments:** CPI is often used to adjust wages, pensions, and other payments for changes in the cost of living, ensuring that they maintain their purchasing power over time.
- **Economic Analysis:** CPI data is used in economic analysis to evaluate consumer spending patterns, assess market trends, and inform decision-making processes.

When selecting the City's peer market for comparison, the goal is to create an operating market that is made up of organizations with similar characteristics to the City. Example characteristics include location, size, and socioeconomic factors.

One important factor is location. By picking organizations that are close in proximity to the City, we ensure that AutoSolve is collecting sample data from organizations competing for the same top talent in the area.

Another important factor is population. To obtain a realistic picture of how a particular position should be compensated, it is important to gather data from peers who serve similar populations.

Of the 20 select peers AutoSolve contacted, we received full or partial market salary data for the matching classifications from 17 peers.

Once the peer operating market is created and the data is collected, AutoSolve then adjusts all data based on the organizations cost of living (COL). AutoSolve uses national cost of living indexes gathered from COLI.org. COLI utilized CPI as part of their COL calculations.

AutoSolve then applies a COL factor (COL Index for the City divided by the COL Index for the peer location). This step is important because adjusting each peers' data to the cost of living in the City allows for a more accurate comparison between the peers in terms of spending power relative to the City of New Prague.

FIGURE S3.1 provides a breakdown of the peers utilized in the study, which peers we received data from, and the COLI factor for each.

FIGURE S3.1
Market Peers

Peer Name	Cost of Living Index	COLI Factor
New Prague, MN	101.27	
City of Forest Lake, MN	108.07	0.937
City of Jordan, MN	105.39	0.961
City of Credit River, MN	105.39	0.961
City of Elk River, MN	100.30	1.010
City of Elko New Market, MN	105.39	0.961
Le Sueur County, MN	101.27	1.000
City of Lonsdale, MN	99.76	1.015
City of Montgomery, MN	101.27	1.000
City of Northfield, MN	99.76	1.015
City of Prior Lake, MN	105.39	0.961
Scott County, MN	105.39	0.961
City of Belle Plaine, MN	105.39	0.961
City of Buffalo, MN	100.65	1.006
City of Savage, MN	105.39	0.961
City of Farmington, MN	105.18	0.963
City of Le Center, MN	101.27	1.000
City of Shakopee, MN	105.39	0.961

S3.2 Overall Market Results

FIGURE S3.2 is the summary findings of the data gathered from the Market Survey. From the participating 17 peers, 240 data points were gathered for this comparative analysis.

FIGURE S3.2A
Market Survey Results

Classifications	Min	% Dif	Mid	% Dif	Max	% Dif	Range Spread	Number of Respondents
Accounting Technician	\$61,624.13	-4.48%	\$70,162.76	-3.87%	\$78,701.40	-1.81%	27.71%	13
Administrative Assistant	\$56,805.10	-4.95%	\$64,986.34	-4.90%	\$73,167.58	-3.20%	28.80%	12
Administrative Coordinator	\$71,786.16	-11.11%	\$81,371.17	-10.07%	\$90,956.18	-7.64%	26.70%	9
Building Inspector	\$78,637.36	-3.00%	\$88,994.68	-1.81%	\$99,352.00	0.76%	26.34%	9
Building Official	\$96,387.89	-6.12%	\$109,522.43	-5.31%	\$122,656.97	-3.08%	27.25%	7
City Administrator	\$141,394.58	-1.34%	\$161,662.36	-1.17%	\$181,930.13	0.57%	28.67%	16
Customer Service/Acct'G	\$52,244.40	3.41%	\$61,578.58	0.49%	\$70,912.77	-0.07%	35.73%	4
Electric Operations Supervisor	\$98,087.79	0.74%	\$113,417.28	-0.20%	\$128,746.77	0.70%	31.26%	1
Finance Director	\$114,898.07	2.17%	\$131,581.14	2.17%	\$148,264.21	3.81%	29.04%	15
Food and Beverage Worker	\$29,401.21	-	\$31,501.29	-	\$33,601.38	-	14.29%	1
General Manager - Electric and Water	-	-	-	-	-	-	-	0

FIGURE S3.2B
Market Survey Results

Classifications	Min	% Dif	Mid	% Dif	Max	% Dif	Range Spread	Number of Respondents
Generation Supervisor	\$66,298.61	14.05%	\$75,388.28	14.76%	\$84,477.95	16.94%	27.42%	1
Golf Attendant	-	-	-	-	-	-	-	0
Golf Maintenance Worker	-	-	-	-	-	-	-	0
Golf Superintendent	-	-	-	-	-	-	-	0
Lineman	\$85,008.02	-2.17%	\$98,286.60	1.23%	\$111,565.18	6.50%	31.24%	1
Maintenance Worker	\$59,160.83	-0.40%	\$68,418.74	-1.36%	\$77,676.65	-0.50%	31.30%	14
Mechanic	\$65,971.42	-2.67%	\$75,843.85	-3.04%	\$85,716.27	-1.71%	29.93%	11
Parks Maintenance Worker	\$58,629.53	-8.11%	\$66,285.98	-6.88%	\$73,942.43	-4.25%	26.12%	9
Parks Supervisor/Maint.	\$75,863.51	0.59%	\$85,929.01	1.70%	\$95,994.50	4.20%	26.54%	8
Permit Specialist	\$59,795.89	-1.46%	\$69,489.09	-2.91%	\$79,182.29	-2.42%	32.42%	9
Planner	\$77,127.00	-1.06%	\$88,809.13	-1.60%	\$100,491.26	-0.38%	30.29%	12
Planning Director	\$112,176.40	-4.05%	\$128,268.41	-3.91%	\$144,360.43	-2.16%	28.69%	10
Police Chief	\$122,831.99	-4.51%	\$139,765.19	-3.86%	\$156,698.40	-1.72%	27.57%	13
Police Records Technician	\$56,556.82	4.10%	\$65,555.30	2.92%	\$74,553.77	3.61%	31.82%	11
Public Works Director	\$121,132.05	-11.72%	\$138,106.29	-11.29%	\$155,080.52	-9.32%	28.03%	13
Public Works Supervisor	\$88,324.79	-14.59%	\$100,484.94	-13.93%	\$112,645.09	-11.78%	27.54%	10
Utility Billing	\$59,830.28	-1.52%	\$68,190.44	-1.02%	\$76,550.60	0.96%	27.95%	9
Wastewater Operator	\$65,025.55	-1.23%	\$74,575.54	-1.36%	\$84,125.53	0.16%	29.37%	8
Wastewater Operator II	\$73,812.52	-5.28%	\$84,488.32	-5.23%	\$95,164.13	-3.56%	28.93%	8
Wastewater Superintendent	\$92,269.41	-1.75%	\$105,133.89	-1.22%	\$117,998.36	0.79%	27.88%	6
With Outliers		-2.56%		-2.37%		-0.56%		
Without Outliers		-3.44%		-3.37%		-1.68%	28.48%	240

*Outliers: Outliers are defined as classifications that received less than three responses and had a differential above or below 40%.

S3.3 Market Minimums

Terminology:

- **Average Market Minimum:** *This metric serves as a benchmark to understand the prevailing wage rates for beginners or newcomers in the workforce within that context.*
- **Starting Wage:** *The starting wage refers to the average or median minimum wage level that is observed within a specific market, industry, or geographic region for entry-level positions or starting roles.*

This section breaks down the peer average market minimum data for each classification's range minimum in the City. Pay range minimums are generally considered a starting wage for employees who meet the minimum qualifications for the classification. Those employees with salaries at or near the range minimums are generally new to the role and have most likely not acquired the skills and experience necessary to be fully proficient in their classification.

Findings:

Utilizing the data gathered in the salary survey, the following conclusions can be reached:

- Based on the market findings, the City is currently **3.44% below** their average market minimum. **FIGURE S3.3 and S3.4** highlight the classifications that were found to be 10% or more below and 10% or more above the surveyed market minimum.
- As reflected in the following charts, there are 3 classifications that fall below 10% of the average minimum, and 1 classifications are above 10% of the average minimum.

FIGURE S3.3
Classifications 10% below
the Market Minimum.

Classifications	% Dif
Public Works Supervisor	-14.59%
Public Works Director	-11.72%
Administrative Coordinator	-11.11%

FIGURE S3.4
Classifications 10% Above
the Market Minimum.

Classifications	% Dif
Generation Supervisor	14.05%

S3.4 Market Midpoints

Terminology:

- **Average Market Midpoint:** *The term "Average Market Midpoint " refers to the average or median salary midpoint that is observed within a specific market, industry, or geographic region for entry-level positions or starting roles. The midpoint typically represents the central value or average between the minimum and maximum salary ranges for a particular job or position. The midpoint is also considered the best point of comparison when analyzing difference between and organization and their market peers.*

This section breaks down the peer average market midpoint data compared to each classification's range midpoint in the City. A pay range midpoint is general considered an adequate salary position for employees who are fully proficient in their job's duties and responsibilities.

Findings:

Utilizing the data gathered in the salary survey, the following conclusions can be reached:

- The City is currently **3.37% below** their average market midpoint. **FIGURE S3.5 and S3.6** highlight the classifications that were found to be 10% or more below and 10% or more above the surveyed market midpoint.
- There are 3 classifications that fall below 10% of the average midpoint, and 1 classifications that are above 10% of the average midpoint.

FIGURE S3.5
Classifications 10% below
the Market Midpoint.

Classifications	% Dif
Public Works Supervisor	-13.93%
Public Works Director	-11.29%
Administrative Coordinator	-10.07%

FIGURE S3.6
Classifications 10% Above
the Market Midpoint

Classifications	% Dif
Generation Supervisor	14.76%

S3.5 Market Maximums

Terminology:

- **Average Market Maximums:** *The term "Average Market Maximums" refers to the average or median highest value observed within a specific market, industry, or geographic region for a particular metric, such as wages, prices, or performance levels. In the context of compensation or pricing, the "Average Market Maximums" would represent the average highest salary, wage, or price that is typically offered or charged within a given market or industry.*

This section breaks down the peer average market maximum data for each classification's range maximum in the City. Pay range maximums are generally utilized to attract highly qualified employees and to retain highly experienced employees. It can also refer to the average highest salary levels observed for specific job roles or positions within a particular industry or region. This metric provides insights into the upper limits of compensation and helps stakeholders understand the competitive landscape for attracting and retaining talent.

Findings:

Utilizing the data gathered in the salary survey for the benchmarked positions with stated salary ranges, the following conclusions can be reached:

- The City is currently **1.68% below** the average market maximum. **FIGURE S3.7 and S3.8** highlight the classifications that were found to be 10% or more below and 10% or more above the surveyed market maximum.
- There are 1 classifications that fall below the 10% of the average maximum, and 1 classifications that are above 10% of the average maximum.

FIGURE S3.7
Classifications 10% below
the Market Maximum

Classifications	% Dif
Public Works Supervisor	-11.78%

FIGURE S3.8
Classifications 10% Above
the Market Maximum

Classifications	% Dif
Generation Supervisor	16.94%

S3.6 Benefits Survey

The following section provides a breakdown of the Market Peers' current benefit offerings. AutoSolve received full or partial benefit information from 11 of the 17 peers. The average number of health plans and retirement plans offered by the participating peers was **2.18** and **2** plans per peer respectively. The average number of holidays observed among the participating peers not including PTO, sick, or personal leave is **12.15** days year. (**HSA***: "Health Saving Account"; **OAP****: "Open Access Plan")

Figure S3.9
Peer Health Plans Breakdown

Health Plan Details	Average of HSA*	Average of OAP**	Average of Other Plans
DOLLAR AMOUNT monthly of employee premium paid by employer	702.64	916.97	760.95
DOLLAR AMOUNT monthly of employee premium paid by employee	\$12.36	\$62.72	\$68.99
DOLLAR AMOUNT monthly of employee plus child premium paid by employer	\$982.82	\$1,329.14	\$1,233.40
DOLLAR AMOUNT monthly of employee plus child premium paid by employee	\$116.19	\$425.19	\$190.17
DOLLAR AMOUNT monthly of employee plus spouse premium paid by employer	\$1,120.00	\$1,561.27	\$1,233.40
DOLLAR AMOUNT monthly of employee plus spouse premium paid by employee	\$403.06	\$502.57	\$190.17
DOLLAR AMOUNT monthly of employee plus family premium paid by employer	\$1,209.16	\$1,963.42	\$1,532.90
DOLLAR AMOUNT monthly of employee plus family premium paid by employee	\$606.99	\$768.88	\$421.94
Individual Maximum Deductible In Network	\$2,950.00	\$2,150.00	\$2,300.00
Individual Maximum Deductible Out of Network	\$7,211.11	\$6,033.33	\$4,187.50
Employee Plus Child Maximum Deductible In Network	\$5,950.00	\$4,300.00	\$4,400.00
Employee Plus Child Maximum Deductible Out of Network	\$14,257.14	\$12,066.67	\$8,800.00
Employee Plus Spouse Maximum Deductible In Network	\$7,775.00	\$4,300.00	\$4,400.00
Employee Plus Spouse Maximum Deductible Out of Network	\$14,257.14	\$12,066.67	\$8,800.00
Employee Plus Family Maximum Deductible In Network	\$7,360.00	\$4,300.00	\$4,787.50
Employee Plus Family Maximum Deductible Out of Network	\$15,533.33	\$12,066.67	\$8,375.00

Figure S3.10
Number of Health Plan Data Received

Number of Plan Data Received	
OAP	3
HSA	9
Other	12
Total	24

FIGURE S3.11
Dental and Vision

Supplemental Health Plan Details	Dental Insurance	Vision Insurance
Number of Peers Offering Each Plan	12.00	12.00
Average Number of Plans Offered	1.20	1.11
DOLLAR AMOUNT monthly of employee premium paid by employer	\$28.19	\$0.53
DOLLAR AMOUNT monthly of employee premium paid by employee	\$11.24	\$3.72
DOLLAR AMOUNT monthly of employee plus child premium paid by employer	\$46.29	\$1.06
DOLLAR AMOUNT monthly of employee plus child premium paid by employee	\$40.00	\$8.39
DOLLAR AMOUNT monthly of employee plus spouse premium paid by employer	\$45.12	\$1.51
DOLLAR AMOUNT monthly of employee plus spouse premium paid by employee	\$35.18	\$8.02
DOLLAR AMOUNT monthly of employee plus family premium paid by employer	\$64.65	\$1.97
DOLLAR AMOUNT monthly of employee plus family premium paid by employee	\$50.16	\$10.53

FIGURE S3.12
Disability Insurance

Short and Long Term Disability	Number of peers who offer employees the following types of insurance.	Average percentage of salary employees receive.
Employer Paid Short Term Disability	3	45.00%
Employee Paid Short Term Disability	5	60.00%
Employer Paid Long Term Disability	7	61.00%
Employee Paid Long Term Disability	4	30.00%

FIGURE S3.13
Life Insurance

Life Insurance	Response
Number of Peers Offering Employee paid life insurance.	10
Cost monthly to employer for individual coverage	\$5.68
Number of employer-paid life insurance offering a flat amount.	11
Average amount of death benefit.	\$41,000.00
Number of peers whose employer-paid life insurance based on earning.	2
Number of peers whose employer-paid life insurance based on age?	6
Number of Peers offering Optional dependent coverage.	8
Number of Peers that offer employees the ability to purchase (additional) life insurance if desired.	9
Number of peers offering accidental death insurance provided.	11

FIGURE S3.14
Number of Retirement Plan Data Received

Number of Pension Plan Data Received	
MSRS	4
PERA	8
457b	4
Other	6
Total	22

FIGURE S3.15
Peer Retirement Benefits Breakdown

Retirement Plans	Average
Years required to fully vest.	2.08
What percent of salary does the organization contribute to this retirement option.	4.83%
Percent of salary does the employee contribute to this retirement option.	6.59%

FIGURE S3.16
Retire Benefits

Retiree Benefits	Number of Peers offering the following retiree benefits.
Health Insurance	5
Dental Insurance	5
Life Insurance	5

FIGURE S3.17
Paid Time Off

Paid Time Off	Number of Peers Offering	Average Yearly Amount in Days	Average Minimum Accrual Rate in Hours (Monthly).	Average years of service does it require to begin to accrue the minimum rate.	Average Maximum Accrual Rate in Hours (Monthly)	Average number of years of service it require to begin to accrue the maximum rate.
Sick Leave	8	11.14	7.20	0.00	247.00	0.00
Annual/Vacation Leave	8	16.48	6.81	0.08	13.03	18.00
Personal Leave	5	6.00	9.00	0.00	9.00	0.00
Paid Time Off (single pool that can be used for sick, vacation, and personal leave)	4	20.83	13.03	0.00	22.55	20.67
Bereavement Leave	9	3.33	12.00	0.00	12.00	0.00
Parental Leave	6	37.00	-	-	-	-

FIGURE S3.18
Sick Leave

Sick and Vacation Leave Policies	Number of Peers Offering benefit.	Number of Peers capping hours at a certain amount	Average maximum number of hours that can be paid/used.
Unused sick leave paid out upon voluntary separation.	7	3	301.25
Unused sick leave paid out upon involuntary separation.	3	1	480.00
Unused sick leave count towards retirement.	1	0	-
Unused annual/vacation leave paid out upon voluntary separation.	10	1	480.00
Unused annual/vacation leave paid out upon involuntary separation.	5	0	-
Unused annual/vacation leave count towards retirement.	0	0	-

FIGURE S3.19
Longevity Pay

Longevity Pay	Response
How many organization offer Longevity Pay?	6
If yes, please describe the criteria in which an employee can receive longevity pay.	See Individual Responses*
How many organizations offer longevity pay to all employees?	2

*** Peers responses regarding criteria in which an employee can receive longevity pay**

City of Belle Plain, MN: Based on years of service.

City of Forest Lake, MN: LELS employee gets additional 3% at year 6, 5% at year 10, 7% at year 15 years plus.

Le Sueur County, MN: Per month: 10 years = \$40; 20 years = \$65; 30 years = \$80

City of Montgomery, MN: Receive an additional step after ten (10) consecutive years of full-time employment with the city. Part-time work prior to full-time appointment does not count towards the 10 years.

City of Prior Lake, MN: Added percentage on base salary depending on years of service

S3.7 Findings and Conclusions

After conducting the market survey and breaking down the results, here are the key findings:

- City of New Prague is **3.44%** below the market minimum.
- City of New Prague is **3.37%** below the market midpoint.
- City of New Prague is **1.68%** below the market maximum.

The City of New Prague current pay system is on average 3.44% below their operating market. AutoSolve will account for these findings when proposing the new employee compensation system, paying special attention to the classifications that were found to be below their market minimums, midpoints, and maximums.

Section Four: Project Summary - Proposed Compensation System

Section Four is the aggregate of the analysis and findings discovered in Section One: Review of the Current Pay Plan, Section Two: The Anonymous Survey, and Section Three: Compensation Evaluation – Market Survey. The recommendations proposed in this section take into consideration both Internal Factors (direction of the organization set by leadership, culture, current retention pit falls, and discretionary resources available) and External Factors (market competitiveness regarding compensation and current recruitment pitfalls) currently affecting the organization. Each factor was examined thoroughly in one of the previous three sections. The combined findings were utilized to create the following recommendations.

Section Breakdown

S4.1 Study Summary Findings

S4.2 Study Recommendations

S4.3 Compensation Management System and Periodic Maintenance

S4.1 Study Summary Findings

Client Specified Issues, Needs, and Compensation Philosophy

AutoSolve is recommending a market average proposed pay plan and to increase the step plan from 11 steps to 15. This recommendation keeps the City of New Prague's salary ranges at an appropriate level to keep them competitive in recruiting new talent and supports employee retention.

Section One: Review of the Current Pay Plan System:

The first step in the study was reviewing the internal equity of the organization. The AutoSolve team performed a deep dive into the current compensation structure utilized by City of New Prague. This detailed analysis provided the foundation for AutoSolve's recommendations. Listed below are the summary findings from Section One.

- The General plan includes uniform range spreads and grade progressions.
- Separate Pay range for the Line Worker classification.
- Improper employee movement through salary ranges. Average tenure being less in quartile three than in quartile two.
- 0 employees are found below their minimums or above their maximums.
- 3 employees are within 5% of their supervisor's pay.

Section Two: Anonymous Survey:

The Anonymous Survey collected qualitative information about the organization, management, culture, and work environment from current employees. The data was then used to assess the internal equity of the Town and determine Opportunities for Improvement. Listed below are the proposed improvements that AutoSolve gathered from Section Two.

- Implement morale boosting and employee appreciation events/incentives.
- Improve communication between supervisors and upper management.
- Aim to support employee retention.

Section Three: Compensation Evaluation – Market Survey:

The Market Survey is a comprehensive examination of City of New Prague's compensation and benefit structure. The organization's external equity was evaluated by comparing City of New Prague's salary ranges and benefits to selected peer organizations. Listed below are the summary findings gathered from Section Three.

- City of New Prague is **3.44%** below the market minimum.
- City of New Prague is **3.37%** below the market midpoint.
- City of New Prague is **1.68%** below the market maximum.

S4.2 Study Recommendations

Based on the combined findings found from each section of this study and the compensation philosophy for City of New Prague, AutoSolve recommends the following to addresses and resolves recruitment, retention, and compression issues:

- Recommended Implementation date of January 1st, 2026.
- Created Two pay plans: General Full Time Plan and a General Part Time Plan.
- Brought the General plans' proposed grade minimums to the market average.
- Brought all General Full Time grade range spreads to 46.00%.
- Increased the number of steps in the plan from 11 to 15.
- Propose Implementation Option: **Bring to New Minimum** for Part-Time Employees. This implementation option adjusts each employee's salary to at least the minimum of the new proposed pay grade. If the part time employee's wage is already at or above the new proposed minimum, then the employee will not receive a "Bring to New Minimum" adjustment.
- Proposed the Implementation Option: **Bring to New Minimum or a 3.30% increase** for Full-Time Employees. This implementation option adjusts each employee salary to the minimum of the new proposed pay grade. If the employee's current salary is already above the proposed minimum, then they will receive a salary increase of 3.30%. This option places all employees into their new proposed salary range and it guarantees a fair and equitable increase to all employees
- The 3.30% aligns with the average increase of per capita income over the past ten years within Le Sueur County, MN.

Recommended Proposed Pay Plans

The following charts found on **FIGURE S4.1** through **FIGURE S4.2** are the recommended proposed pay plans for City of New Prague's employees. The proposed pay plans were created to be at the market average relative to City of New Prague's market peers. (City of New Prague's market peers utilized for this study are found in **FIGURE S4.1** on page***).

The proposed pay plans characteristics are as follows:

General Plan (Full Time)

- **Number of Pay Grades:** 16
- **Average Range Spread:** 46.00%
- **Smallest Minimum:** \$55,650.00
- **Largest Maximum:** \$207,600.15
- **Number of Departments:** 12
- **Employees Assigned:** 45

General (Part Time)

- **Number of Pay Grades:** 1
- **Average Range Spread:** 70.00%
- **Smallest Minimum:** \$24,960.00 (\$12.00/Hr)
- **Largest Maximum:** \$42,432.00 (\$20.40/Hr)
- **Number of Departments:** 4
- **Employees Assigned:** 41

Figure S4.1A
Proposed General Plan (FT)

Grade	Proposed Min	Proposed Midpoint	Proposed Maximum	Range Spread	Min Grade Progression	Step Progression
G1	\$55,650.00	\$68,449.50	\$81,249.00	46.00%	-	2.74%
G2	\$59,545.50	\$73,240.97	\$86,936.43	46.00%	7.00%	2.74%
G3	\$62,522.78	\$76,903.01	\$91,283.25	46.00%	5.00%	2.74%
G4	\$65,648.91	\$80,748.16	\$95,847.41	46.00%	5.00%	2.74%
G5	\$68,931.36	\$84,785.57	\$100,639.78	46.00%	5.00%	2.74%
G6	\$72,377.93	\$89,024.85	\$105,671.77	46.00%	5.00%	2.74%
G7	\$75,996.82	\$93,476.09	\$110,955.36	46.00%	5.00%	2.74%
G8	\$79,796.66	\$98,149.90	\$116,503.13	46.00%	5.00%	2.74%
G9	\$87,776.33	\$107,964.89	\$128,153.44	46.00%	10.00%	2.74%
G10	\$92,165.15	\$113,363.13	\$134,561.12	46.00%	5.00%	2.74%
G11	\$96,773.41	\$119,031.29	\$141,289.17	46.00%	5.00%	2.74%
G12	\$104,515.28	\$128,553.79	\$152,592.31	46.00%	8.00%	2.74%
G13	\$112,876.50	\$138,838.10	\$164,799.69	46.00%	8.00%	2.74%
G14	\$121,906.62	\$149,945.14	\$177,983.67	46.00%	8.00%	2.74%
G15	\$131,659.15	\$161,940.75	\$192,222.36	46.00%	8.00%	2.74%
G16	\$142,191.88	\$174,896.01	\$207,600.15	46.00%	8.00%	2.74%

Figure S4.1B
Proposed General Plan (FT Steps)

Grade	1	2	3	4	5	6	7	8
G1	\$55,650.00	\$57,174.80	\$58,741.38	\$60,350.88	\$62,004.49	\$63,703.40	\$65,448.86	\$67,242.15
G2	\$59,545.50	\$61,177.04	\$62,853.28	\$64,575.45	\$66,344.80	\$68,162.64	\$70,030.28	\$71,949.10
G3	\$62,522.78	\$64,235.89	\$65,995.94	\$67,804.22	\$69,662.04	\$71,570.77	\$73,531.80	\$75,546.56
G4	\$65,648.91	\$67,447.68	\$69,295.74	\$71,194.43	\$73,145.14	\$75,149.31	\$77,208.39	\$79,323.88
G5	\$68,931.36	\$70,820.07	\$72,760.52	\$74,754.15	\$76,802.40	\$78,906.77	\$81,068.81	\$83,290.08
G6	\$72,377.93	\$74,361.07	\$76,398.55	\$78,491.86	\$80,642.52	\$82,852.11	\$85,122.25	\$87,454.58
G7	\$75,996.82	\$78,079.12	\$80,218.48	\$82,416.45	\$84,674.65	\$86,994.72	\$89,378.36	\$91,827.31
G8	\$79,796.66	\$81,983.08	\$84,229.40	\$86,537.27	\$88,908.38	\$91,344.46	\$93,847.28	\$96,418.68
G9	\$87,776.33	\$90,181.39	\$92,652.34	\$95,191.00	\$97,799.22	\$100,478.90	\$103,232.01	\$106,060.54
G10	\$92,165.15	\$94,690.46	\$97,284.96	\$99,950.55	\$102,689.18	\$105,502.85	\$108,393.61	\$111,363.57
G11	\$96,773.41	\$99,424.98	\$102,149.21	\$104,948.08	\$107,823.64	\$110,777.99	\$113,813.29	\$116,931.75
G12	\$104,515.28	\$107,378.98	\$110,321.14	\$113,343.93	\$116,449.53	\$119,640.23	\$122,918.35	\$126,286.29
G13	\$112,876.50	\$115,969.30	\$119,146.84	\$122,411.44	\$125,765.49	\$129,211.45	\$132,751.82	\$136,389.19
G14	\$121,906.62	\$125,246.84	\$128,678.58	\$132,204.35	\$135,826.73	\$139,548.36	\$143,371.96	\$147,300.33
G15	\$131,659.15	\$135,266.59	\$138,972.87	\$142,780.70	\$146,692.87	\$150,712.23	\$154,841.72	\$159,084.36
G16	\$142,191.88	\$146,087.92	\$150,090.70	\$154,203.16	\$158,428.30	\$162,769.21	\$167,229.06	\$171,811.10

Figure S4.1C
Proposed General Plan (FT Steps)

Grade	9	10	11	12	13	14	15
G1	\$69,084.57	\$70,977.48	\$72,922.25	\$74,920.31	\$76,973.11	\$79,082.16	\$81,249.00
G2	\$73,920.49	\$75,945.90	\$78,026.81	\$80,164.73	\$82,361.23	\$84,617.91	\$86,936.43
G3	\$77,616.52	\$79,743.20	\$81,928.15	\$84,172.97	\$86,479.29	\$88,848.81	\$91,283.25
G4	\$81,497.35	\$83,730.36	\$86,024.56	\$88,381.61	\$90,803.26	\$93,291.25	\$95,847.41
G5	\$85,572.21	\$87,916.88	\$90,325.78	\$92,800.70	\$95,343.42	\$97,955.81	\$100,639.78
G6	\$89,850.82	\$92,312.72	\$94,842.07	\$97,440.73	\$100,110.59	\$102,853.60	\$105,671.77
G7	\$94,343.36	\$96,928.36	\$99,584.18	\$102,312.77	\$105,116.12	\$107,996.28	\$110,955.36
G8	\$99,060.53	\$101,774.77	\$104,563.39	\$107,428.40	\$110,371.93	\$113,396.10	\$116,503.13
G9	\$108,966.59	\$111,952.25	\$115,019.72	\$118,171.25	\$121,409.12	\$124,735.71	\$128,153.44
G10	\$114,414.92	\$117,549.86	\$120,770.71	\$124,079.81	\$127,479.57	\$130,972.49	\$134,561.12
G11	\$120,135.66	\$123,427.36	\$126,809.25	\$130,283.80	\$133,853.55	\$137,521.12	\$141,289.17
G12	\$129,746.51	\$133,301.55	\$136,953.99	\$140,706.50	\$144,561.84	\$148,522.81	\$152,592.31
G13	\$140,126.23	\$143,965.67	\$147,910.30	\$151,963.02	\$156,126.78	\$160,404.63	\$164,799.69
G14	\$151,336.33	\$155,482.92	\$159,743.13	\$164,120.06	\$168,616.93	\$173,237.00	\$177,983.67
G15	\$163,443.24	\$167,921.56	\$172,522.58	\$177,249.67	\$182,106.28	\$187,095.96	\$192,222.36
G16	\$176,518.70	\$181,355.28	\$186,324.39	\$191,429.64	\$196,674.78	\$202,063.64	\$207,600.15

Figure S4.2A
Proposed General Plan (PT)

Grade	Proposed Min	Proposed Midpoint	Proposed Maximum	Range Spread	Min Grade Progression	Step Progression
PT1	\$24,960.00 (\$12/hr)	\$33,696.00 (\$16.20/hr)	\$42,432.00 (\$20.40)	70.00%	-	3.86%

Figure S4.2B
Proposed General Plan (PT Steps)

Class/Grade	1	2	3	4	5	6	7	8
PT1	\$12.00	\$12.46	\$12.95	\$13.45	\$13.96	\$14.50	\$15.06	\$15.65

Figure S4.2C
Proposed General Plan (PT Steps)

Class/Grade	9	10	11	12	13	14	15
PT1	\$16.25	\$16.88	\$17.53	\$18.21	\$18.91	\$19.64	\$20.40

Recommended Pay Grade Assignments

Utilizing both the external market survey and AutoSolve’s proprietary ranking analysis conducted on each classification. AutoSolve is proposing the following pay grade assignment for each classification. AutoSolve’s proposed pay grade assignments ensures each classification is compensated competitively and fairly, externally within City of New Prague’s operating market, and internally taking into consideration each classifications required duties, responsibilities, and experience relative to the other classification utilized by City of New Prague.

FIGURE S4.3 illustrate the proposed recommended pay grade for each classification within the proposed General Full and Part Time plans.

Figure S4.3A
Classification Grade Assignments

Classification	Grade
Administrative Assistant	G1
Public Works Maintenance Worker	G2
Permit Specialist	G2
Police Records Technician	G2
Accountant I	G3
Utility Billing Specialist	G3
Mechanic	G4
Water Operator I	G4
Wastewater Operator I	G4
Administrative Coordinator	G5
Accountant II	G5
Water Operator II	G6
Wastewater Operator II	G6
Building Inspector	G8
Generation Operator	G8
Parks Supervisor	G8

Figure S4.3B
General Pay Plan Grade Assignments

Classification	Grade
Planner	G8
Golf Superintendent	G9
Lineman	G9
Wastewater Superintendent	G11
Generation Supervisor	G10
Public Works Supervisor	G10
Water Operations Supervisor	G10
Building Official	G11
Electric Operations Supervisor	G12
Finance Director	G14
General Manager - Electric and Water	G14
Community Development Director	G14
Police Chief	G14
Public Works Director	G14
City Administrator	G16
Food and Beverage Worker	PT1
Golf Attendant	PT1
Golf Maintenance Worker	PT1
Parks Maintenance Worker - PT	PT1

Recommended Implementation Option

AutoSolve is recommending the implementation option: **Bring to New Minimum or a 3.30% Increase** for the Full-Time plan. This implementation option adjusts employee’s current salary to the minimum of their classification’s new proposed pay grade. This option will also apply an increase of 3.30% if an employee’s current salary is already at or above their new proposed grade minimum. The employee will also receive a 3.30% increase if their adjustment to “Bring to New Minimum” is less than a 3.30% increase. With this implementation option, all employees will receive at least a 3.30% increase.

For the General Part-Time plan, AutoSolve is recommending the implementation option **Bring to New Minimum**. This implementation option adjusts employee’s current salary to the minimum of their classification’s new proposed pay grade. Any employee that has a salary more than their classification’s new proposed pay grade will not receive any adjustment. This option ensures all part time employees will receive at least \$12.00 per hour.

AutoSolve is recommending the 3.30% increase based on the average per capita income increases in Le Sueur County, MN over the past ten years, (*Excluding Covid Outlier Years**), as shown in **FIGURE S4.7**. Per capita income is the measure of the average income earned in a specific geographic area divided by the area’s population. This number considers real wages earned year to year that have received cost of living adjustments.

The total recommended implementation costs for The City of New Prague is \$215,163.91. The implementation will affect all 86 employees. **FIGURE S4.4** through **FIGURE S4.5** illustrates a cost breakdown of the recommended implementation option. FIGURE S4.6 is the combined implementation cost for the pay plans.

Figure S4.4
General Pay Plan (FT)
Implementation Cost

Implementation Options	Cost	Number Of Employees Affected	Average Change Per Employee	Average Percent Increase
Bring to New Minimum or a 3.30%	\$207,952.51	45	\$4,621.17	4.95%

Figure S4.5
General Pay Plan (PT)
Implementation Cost

Implementation Options	Cost	Number Of Employees Affected	Average Change Per Employee	Average Percent Increase
Bring to New Minimum	\$7,211.40	41	\$175.89	2.19%

Figure S4.6
Combined Implementation Cost

Cost	Number Of Employees Affected	Average Change Per Employee	Average Percent Increase
\$215,163.91	86	\$2,501.91	3.57%

Figure S4.7
Historical Per Capita Income (Le Sueur, County, MN)

Year	Per Capita Income	Percentage Change
2013	\$40,721.00	-
2014	\$42,627.00	4.68%
2015	\$43,899.00	2.98%
2016	\$45,464.00	3.57%
2017	\$46,481.00	2.24%
2018	\$48,817.00	5.03%
2019	\$49,672.00	1.75%
2020	\$53,911.00	8.53%
2021	\$60,043.00	11.37%
2022	\$61,581.00	2.56%
2023	\$63,719.00	3.47%

Average:	4.62%
Average Without Outliers (2020, 2021):	3.28%

S4.3 Compensation Management System and Periodic Maintenance

Accompanying our recommendations, is an Employee Management System that will assist City of New Prague in the implementation and maintenance of the new compensation system. This management system will provide per employee implementation cost estimates. It will also aid in implementing and estimating cost for future pay plan increases.

The proposed system will need periodic maintenance over the next two to three years. Without maintenance, the competitiveness of the system will decrease, and the same retention/recruitment pitfalls will increase once again. AutoSolve strongly recommends City of New Prague to perform a complete compensation and classification study at least every three years.

Conclusion

This concludes the Comprehensive Compensation and Classification study for City of New Prague, MN by AutoSolve, Inc. AutoSolve proposed a new compensation system that addresses and resolves the retention, recruitment, and compression issues found within City of New Prague's current compensation system. The proposed compensation system was created to be competitive relative to City of New Prague's operating market, which will allow City of New Prague to recruit and retain the best talent possible.

Appendix: Compensation System Maintenance Policies

Compensation Maintenance

New Hire Salaries:

Traditionally, employees meeting the minimum educational and experiential requirements for a particular job classification are typically compensated at or near the entry-level pay grade for that classification. However, there are instances where New Prague may need to consider offering salaries that reflect prior relevant experience to attract well-suited candidates. It is advisable for The City of New Prague to maintain flexibility when determining salaries for new hires, while also ensuring the internal equity of existing employees' salaries within the same classification. As part of implementing a new salary plan and proposed adjustments, it is crucial to enhance current employees' salaries to a certain extent, thereby allowing for greater flexibility in offering competitive salaries to prospective hires.

Salary Progression:

There are a few typical ways to increase salaries, like cost-of-living adjustments (COLA) or across-the-board raises, and performance-based evaluations. This study suggests that the Division should regularly review performance-based methods for increasing employees' salaries and make changes when needed.

Promotions:

When an employee moves up to a new role, it's essential to have updated rules for deciding their new pay. This should acknowledge their added duties, match the salary level of the new role, and ensure fairness across the organization. New Prague should periodically review its promotion policies to stay competitive and up to date with best practices in human resources management.

Salaries Above Maximum:

In prevailing market practices, it is customary for an employee's salary to be restricted if it surpasses the upper limit of the salary range designated for their position. This entails withholding further base salary increments until the salary range is adjusted upwards to accommodate such increases. It is widely advocated that, in such scenarios, the employee should receive a lump-sum payment equivalent to the surplus beyond the maximum range. This approach ensures that the employee's base salary remains at the maximum level while compensating them for any excess. It is imperative for New Prague to reassess its existing protocols in this regard, effect necessary modifications, and consistently review all salary policies, procedures, and guidelines.

**Meeting Minutes
New Prague Park Board
Tuesday, September 9th, 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: Joe Barten, Maggie Bass, Christine Wolf, Brian Paulson, Jessica Dohm.

Members absent: Matt Becka, Shannon Sticha

Staff present: Ken Ondich – Planning / Community Development Director, Evan Gariepy – Planner, Matt Rynda – Director of Public Works.

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

No comments were given.

3. Approval of Regular Agenda

Dohm requested to add a discussion of Central Plaza to Miscellaneous.

A motion was made by Barten, seconded by Wolf, to approve the regular agenda with the addition of a discussion regarding Central Plaza in Miscellaneous. Motion carried (5-0).

4. Approve Previous Meeting Minutes
a. August 12th, 2025 Regular Meeting

Dohm stated that many of her comments in the August 12th, 2025, regular meeting minutes were attributed to Shannon Sticha. Planning / Community Development Director Ondich and Planner Gariepy stated that this will be fixed.

A motion was made by Paulson, seconded by Dohm, to approve the August 12th, 2025, regular meeting minutes after it is revised to fix Dohm’s comments. Bass and Wolf abstained. Motion carried (3-0-2)

5. Review Financial Reports

Planning / Community Development Director Ondich presented the financial reports as information.

A motion was made by Barten, seconded by Paulson, to approve the financial report. Motion carried (5-0).

6. 2026 Budget and 2026-2030 Project Plan

Planning / Community Development Director Ondich discussed the results of the City Council budget meeting. City Council directed the Park Board to reduce its 2026 Budget from \$110,000 to \$45,000. Ondich presented an updated 2026 Budget Plan if the Park Board wants to continue with the projects rather than move them back to another year. Ondich discussed how increased developments will provide more funding, but that it is not guaranteed.

Barten inquired why City Council wants the Park Budget decreased. Bass stated that the majority of the City Council wanted the reduction. Dohm asked if there can be an easier way of displaying funds and totals. Ondich stated that the grant funds will be separated going forwards.

Paulson suggested saving the Park Equipment Fund 230 and cutting the projects funded by that. Dohm agreed and stated that the splash pad project is not backed enough and supports pausing the splash pad feasibility study.

Ondich requested that Park Board members rank the items on the 2026 listing in order of priority. Dohm ranked concrete in hockey rink/pickleball 1, Memorial Park sign replacement 2, City Center 3, Splash pad feasibility study 4, and Memorial Park sprinkler system 5.

Bass asked Director of Public Works Rynda his opinions on the Budget Plan options. Rynda stated that the concrete at the hockey rink is his highest priority. He then stated that the sprinkler system at Memorial Park is also high priority to him, as it is costly to reseed them as it dies during dry spells. Rynda stated he supports pushing it back but wants it to occur eventually. Dohm inquired about low cost sprinklers, and discussed with Rynda how it will cost more in the long term.

Bass supported taking the splash pad feasibility study off the 2026 Plan.

Wolf ranked concrete in hockey rink/pickleball 1, City Center 2, Memorial Park sign replacement 3, Memorial Park sprinkler system 4, stating that the costs for both Memorial Park projects may be able to be reduced, and the Splash pad feasibility study 5.

Rynda stated that reseeding and overtime watering of the Memorial Park Field during a dry spell 3 years ago was \$3,000-4,000. Dohm inquired if the Memorial Park Fields generate income, and Ondich and Rynda stated that they make very little. Rynda brought up how the upcoming addition of dug-outs to the Memorial Park Fields will encourage more tournaments and thus generate more income.

Barten supported pushing back the Memorial Park Field Sprinkler System to a future year, but keeping it at a high priority. He inquired about the concrete hockey rink, and

asked if there will be lines painted for playing pickleball. Rynda stated that there will be some costs for putting in netting and painting it, but that that can likely be done in-house.

Barten supported the Memorial Park replacement sign, and still supports the Splash Pad feasibility study and believes it's a community priority. He supports pushing it back in support of the City Center, but does not want it removed completely. Paulson asked what is planned for 2027, as items pushed back from 2026 may delay 2027 projects. Ondich presented the 2027 Budget Plan and stated that none are high priority items. It was agreed that there will be future discussion of long term planning.

A motion was made by Paulson, seconded by Dohm, to remove the Memorial Park sprinkler system and Splash Pad feasibility study from the 2026 Plan and push them to the 2027 Plan, and leave the remaining items as shown. Motion carried (5-0).

7. Park Survey Results

Planner Garipey presented the park survey results as information. Ondich discussed that there will be more public input in developing the Park Plan, especially of underrepresented age groups (55+) and regarding winter sports. The Park Board requested to see all the responses to the survey. Garipey stated he will email out the Excel file of the responses to the Board.

8. Miscellaneous

- a. **Crossings to Southside Park** – Ondich discussed that a 1-week traffic study, as requested by Paulson, did not show significant speeding and had low vehicle traffic at the intersection of 1st Ave SW and 5th St SW by Southside Park. Police Chief Tim Applen was consulted by Staff, and he did not see a need for additional traffic control at the intersection. Ondich discussed a FHWA study that MnDOT typically references that shows there is not a decrease in crash rates at marked crossings, and indicated that there are other higher priority areas for road crossings. Paulson stated that the traffic counter should be marked as City owned to reduce confusion of residents who see it. There was discussion of the cost and benefits of a crosswalk with flashing pedestrian signs, and Rynda stated they are \$20,000. There was additional discussion of a small sign or painted stripe on the sidewalk on 1st Ave SW or restricted parking on that street for increased visibility. Rynda stated that, if he was to mark 1st Ave SW, he would have to mark every intersection he receives complaints for. Paulson stated that he is no longer concerned with the intersection following the traffic study results.
- b. **Dog Park Discussion Follow Up** – Ondich stated that dog license requirements are being advertised, including laminated posters at the dog park and in the monthly City newsletter. Ondich stated that using the online permitting system for dog licenses may cost \$3,000-4,000 annually and not worthwhile. Dohm stated that vets not pushing for dog licenses may greatly reduce how many people get licenses. She supports making it an online system with no physical tagging. Bass

stated that having a dog chipped makes her inclined to not get them tagged, and Wolf stated that the police rely on dog licenses to identify dogs. Ondich stated that a quote for doing online dog licensing can be obtained with the current permitting system. Paulson inquired why dog licensing is utilized, and Ondich stated it is for rabies tracking and emergency identification of dogs by the police. Paulson stated he is in support of a completely digital registration system just to use the dog park. The Board discussed having it be an automatically renewing cost to utilize the dog park. Barten stated that removing the dog license is a larger question, and Ondich stated staff will investigate this alongside online dog licensing systems. Dohm expressed not supporting the dog park costing money. Paulson stated hearing that the dog park is unusable due to being a “mud pit.”

- c. **City Center Site Update** – Ondich presented the latest iteration of the pond design for the City Center Site. He stated that the City is working with Bolton & Menk to get the pond paid for by utilizing former grant funds from the Minnesota Department of Employment and Economic Development (DEED,) alongside road connections and lighting. Ondich stated that he met with Den Gardener, the Director of Forward New Prague Foundation, and that there will be further discussion on the October agenda. Barten stated that he met with Gardener as well, and that POPS may not be available for use until 2027. Barten suggested that staff discuss event hosting with the School Districts, as well as potentially opening it up to multiple non-profits for events hosting and management. Ondich stated that POPS has not begun construction yet, and that they are exploring other methods of establishing a building foundation. Paulson proposed hiring a group for management of event hosting and is in support of less City management. Barten asked the process of establishing the current pond design, and Ondich stated that SEH Inc tried to maximize water filtration and water drainage, and it does not extend to the northern lot of the property. Barten expressed concern with the proposed size of POPS and the pond, particularly with the pond size limiting other uses of the City Center Site. He stated that the pond could be extended further south where the possible playground is currently slated and shrink the pond in the Northeast corner for increased recreation and park area. Barten stated he does not support the current design and thinks that the funding could be utilized better for connecting the City Center Site to Main Street. Ondich stated he will see if the City Engineer Chris Knutson of SEH Inc can attend the next Park Board meeting. Paulson stated he is also not in support of the current plan, and proposed the City utilizes more of the surrounding area.
- d. **Central Plaza** – Dohm inquired if rearranging the furniture and umbrellas at Central Plaza for better usability and aesthetics is possible. She stated that she visited a few months ago during the summer and the umbrellas did not provide shade. Rynda stated that the umbrellas were placed in May and covered half of the tables, and that he was against the umbrellas. Rynda stated the tables were placed where the committee asked, and that the umbrellas can be moved but it would be impractical and not beneficial due to the sun’s movement in the sky. Dohm stated that she feels the furniture is poorly placed and arranged and asked if

the placement can be reconsidered. Rynda stated that the committee was led by a landscape architect, and that it can be rearranged. Paulson stated that he hopes the planted young trees provide shade in the long-term, and Rynda said that they should provide planned shade in 5-10 years. Dohm and Barten discussed the material of the furniture, and Barten stated that maintenance free equipment has been prioritized over comfort. Barten stated that, for future parks, comfort and user experience should be more heavily considered. Dohm asked if repainting the furniture to cool it down is possible, and Bass stated she doesn't think that changing the space would be beneficial. Ondich stated that he will inquire with the landscape architect.

9. Adjournment

The meeting was adjourned at 7:49 pm by order of Chair Barten.

Respectfully Submitted,

Evan Gariepy
Planner



ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

City of New Prague

Wednesday, September 10, 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 President Brent Quast at 7:30 a.m. with the following members present: Brent Quast, Eric Krogman, Troy Pint, Austin Reville, Nick Slavik, Charles Nickolay and Bruce Wolf. Staff Present: City Administrator Joshua Tetzlaff, Planning/Community Development Director Ken Ondich and Finance Director Robin Pikal.

Others Present: Keith Dahl (Ehlers) and Jo Foust (Scott County CDA). Tony Buthe (School District) arrived at approximately 7:44 a.m.

2. CONSENT AGENDA

Motion to approve the consent agenda was made by Reville, seconded by Slavik.

Motion carried (7-0)

- a. August 13, 2025 Meeting Minutes
August 13, 2025 Closed Meeting Minutes
- b. Claims for Payment: **\$237.50**

3. EDA LEASE REVENUE BOND PRE-SALE

Keith Dahl with Ehlers presented the Lease Revenue Bond Pre-Sale Report and indicated there is a year 9 call/refinance option. The sale will occur on October 8th. Anticipated true interest cost to be just over 5% but hoping for a lower rate.

Motion to approve Resolution 25-09-10-01 was made by Slavik, seconded by Quast.

Motion carried (7-0)

- a. Pre-Sale Report
- b. Resolution #25-09-10-01

4. 2026 BUDGET

Tetzlaff presented the budget request. Bruce Wolf noted that he brought up with the City Council looking at changing the levy amount lower for the EDA. Slavik asked for time to get the strategic plan completed before making changes.

- a. EDA 2026 Budget

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

Jo Foust indicated that there is a BRE visit scheduled next week with Giesenbrau and that other visits are being scheduled.

6. BUSINESS UPDATES

Ondich presented the monthly business update.

- a. September 2025

7. CDA UPDATE

Jo Foust indicated that the Broker Event at Canterbury is occurring on September 18th to promote all Scott County Cities. She also indicated the Fast Track Challenge occurs in October with one finalist from New Prague and thanked Minnwest Bank and the NP Chamber for being sponsors.

8. SCHOOL DISTRICT UPDATE

Tony Buthe stated that the school year is off to a great start and that with 17 new teachers it's great to have some new housing options such as apartments available. He stated that the school district has kicked off the levy referendum process. He stated that in October the 2nd Career and Tech Fair is taking place and is being followed up by a college/tech fair in the afternoon of the same day.

9. EXECUTIVE DIRECTORS REPORT

Tetzlaff noted that the Lease Agreement between the EDA/City is being put together for the Police Station and relating to the lease revenue bond. He stated that the EDA has a workshop with the City Council on September 15th to discuss strategic planning.

10. MISCELLANEOUS

None

11. ADJOURNMENT

Motion to adjourn the meeting at 8:02 a.m. was made by Slavik, seconded by Quast.
Motion carried (7-0)

Respectfully Submitted,



Joshua M. Tetzlaff
City Administrator / EDA Executive Director