



CITY COUNCIL MEETING AGENDA

City of New Prague

Monday, August 04, 2025 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

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1. CALL TO ORDER

- a. Pledge of Allegiance

2. APPROVAL OF REGULAR AGENDA

3. CONSENT AGENDA

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

- a. Meeting Minutes
 - i. July 21, 2025 City Council Meeting Minutes
- b. Claims for Payment: **\$221,280.13**
- c. Approve Golf Member True Up Policy
- d. Temporary (1-4 day) On-Sale Liquor License for the New Prague Hockey Association on September 6, 2025, 100 12th St. NW

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

Speakers limited to 5 minutes

5. PUBLIC HEARING(S) – 6:00 PM

- a. Amending and Restating the Enabling Resolution (#25-08-04-01) Establishing an Economic Development Authority for the City of New Prague

6. CITY ENGINEER PROJECTS UPDATE

- a. August 4, 2025

7. ORDINANCE(S) FOR INTRODUCTION

- a. #357 - Amending the City Code and Zoning Ordinance Relating to the Keeping of Backyard Chickens

8. ORDINANCE(S) FOR ADOPTION

- a. None

9. RESOLUTIONS

- a. #25-08-04-02 - Approving Variance #V7-2025 - Sign Variance at 102 Chalupsky Ave SE

10. GENERAL BUSINESS

- a.** Use of Small Cities Development Program Funds

11. MISCELLANEOUS

- a.** City Wide Clean Up Event Statistics
- b.** Unified Development Code - 2nd Draft Discussion
- c.** Administrative Citations
- d.** Meeting Minutes
 - i. June 24, 2025 Golf Board Meeting Minutes
 - ii. June 25, 2025 Planning Commission Meeting Minutes
 - iii. June 30, 2025 Utilities Commission Meeting Minutes
- e.** Discussion of Items not on the Agenda

12. ADJOURNMENT

UPCOMING MEETINGS AND NOTICES:

August 12	6:00 p.m. Park Board
August 13	7:30 a.m. EDA Board
August 18	6:00 p.m. City Council
August 25	3:30 p.m. Utility Commission
August 26	6:30 p.m. Golf Board
August 27	6:30 p.m. Planning Commission
September 2	6:00 p.m. City Council



CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, July 21, 2025 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

The meeting was called to order by Mayor Nickolay 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, Police Chief Tim Applen, and Public Works Director Matt Rynda

Others Present: City Attorney Scott Riggs and City Financial Advisor Rebecca Kurtz (Ehlers)

a. Pledge of Allegiance

2. APPROVAL OF REGULAR AGENDA

Motion to approve the regular agenda.

Motion made by Councilmember Seiler, Seconded by Councilmember Wolf.

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

Motion carried (5-0)

3. CONSENT AGENDA

Motion to approve the consent agenda, with the correction of dates to the Animal Control Contract.

Motion made by Councilmember Seiler, Seconded by Mayor Nickolay.

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

Motion carried (5-0)

a. Meeting Minutes

i. July 7, 2025 City Council Meeting Minutes

b. Claims for Payment: **\$1,834,871.35**

c. Financial Summary Report

d. LG220 MN Lawful Gambling Application for Exempt Permit for Alpha Women's Center on October 17, 2025, involving a raffle at 2 If By Sea Tactical, 222 2nd Ave. SW

e. 2026-2028 Animal Control Contract

f. Surplus City Property

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

Speakers limited to 5 minutes

Gary Whiteis (1406 9th St. SE) and Brian Paulson (206 4th St SW) spoke.

5. PUBLIC HEARING(S) – 6:00 PM

Mayor Nickolay opened the public hearing.

No speakers for the public hearing.

Motion to close the public hearing.

Motion made by Mayor Nickolay, Seconded by Councilmember Wolf.

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

Motion carried (5-0)

Motion to approve the issuance of an On-Sale Intoxicating, Sunday Liquor and Off-Sale Liquor License to Neisen's Corner Bar II Inc.

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)

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

6. CITY ENGINEER PROJECTS UPDATE

Public Works Director Matt Rynda provided an update.

- a. July 21, 2025

7. POLICE STATION UPDATE

- a. Contaminated Soils

John McNamara from Wold presented the change order request.

Motion to approve Change Order #1 on the Police Station Addition.

Motion made by Mayor Nickolay, Seconded by Councilmember Bass.

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

Voting Nay: Councilmember Ryan

Motion carried (4-1)

- b. Funding Options

City Administrator Joshua Tetzlaff presented the funding options for the Police Station Addition.

Motion to move forward with the EDA Lease Revenue Bonds route.

Motion made by Councilmember Bass, Seconded by Councilmember Seiler.

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

Voting Nay: Councilmember Ryan

Motion carried (4-1)

8. ORDINANCE(S) FOR INTRODUCTION

- a. None

9. ORDINANCE(S) FOR ADOPTION

- a. None

10. RESOLUTIONS

- a. #25-07-21-01 - Adopting a Minnesota Government Data Practices Act Policy

Motion to approve Resolution #25-07-21-01 - Adopting a Minnesota Government Data Practices Act Policy

Motion made by Councilmember Bass, Seconded by Mayor Nickolay.

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

Motion carried (5-0)

11. GENERAL BUSINESS

- a. POPS Permit Fee Waiver Request
City Administrator Joshua Tetzlaff presented the POPS Permit Fee Waiver Request.
Motion to deny the approval of the POPS Permit Fee Waiver Request.
Motion made by Councilmember Bass, Seconded by Councilmember Ryan.
Voting Yea: Mayor Nickolay, Councilmember Ryan, Councilmember Bass, Councilmember Seiler
Voting Abstaining: Councilmember Wolf
Motion carried (4-0-1)

12. MISCELLANEOUS

- a. 2024 Population Estimate
- b. Meeting Minutes
 - i. June 10, 2025, Park Board Meeting Minutes
 - ii. June 11, 2025, EDA Board Meeting Minutes
 - iii. June 11, 2025, EDA Board Closed Meeting Minutes
- c. Discussion of Items not on the Agenda
Councilmember Bass asked about the rules and regulations for e-bikes, e-scooters, etc. Police Chief Applen spoke about the training they have provided and sharing educational materials.
Councilmember Ryan asked about the EDA and the upcoming Development District public hearing. City Administrator Joshua Tetzlaff and City Attorney Scott Riggs explained the upcoming public hearing.

13. ADJOURNMENT

Motion to adjourn the meeting at 7:26 p.m.
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)

ATTEST:

Charles Nickolay
Mayor

Joshua M. Tetzlaff
City Administrator

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
8/4/2025

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
FUND 101 - GENERAL FUND			
<u>RURAL FIRE - TO BE REIMBURSED</u>			
IMPERIALDADE	TOILET PAPER	\$33.09	
NEW PRAGUE UTILITIES	RURAL FIRE - UTILITES	\$451.88	
PARKVIEW MEDICAL CLINIC	PRE-EMPLOYMENT PHYSICAL	\$55.00	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$16.60	
ST LOUIS MRO INC	PRE-EMPLOYMENT TESTING	\$20.00	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$498.29	
ZORO TOOLS INC.	BOLT CUTTER	\$27.81	
TOTAL:			<u><u>\$1,102.67</u></u>
<u>COUNCIL</u>			
TIKALSKY LASER ENGRAVING	NAME PLATES	\$24.00	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$274.98	
TOTAL:			<u><u>\$298.98</u></u>
<u>ADMINISTRATION</u>			
ABDO	OSA REPORTING FORM	\$850.00	
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	\$22.69	
LEAGUE OF MINNESOTA CITIES	CLERKS ACADEMY	\$200.00	
US BANK CREDIT CARD	LE SUEUR ADMIN MEETING	\$19.97	
US BANK CREDIT CARD	WEB SERVICE BILLING	\$0.61	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$291.97	
TOTAL:			<u><u>\$1,385.24</u></u>
<u>PLANNING</u>			
METRO SALES INC	COPIER LEASE	\$84.74	
US BANK CREDIT CARD	GOTO MEETING	\$20.60	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$27.18	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$21.05	
TOTAL:			<u><u>\$153.57</u></u>
<u>GOVERNMENT BUILDING</u>			
NEW PRAGUE UTILITIES	GOVT BUILDING - WATER/SEWER	\$545.95	
NEW PRAGUE UTILITIES	GOVT BUILDING -ELECTRIC	\$1,374.60	
TOTAL:			<u><u>\$1,920.55</u></u>
<u>POLICE</u>			
AMAZON CAPITAL SERVICES	PRINTER	\$138.37	
CROTEGA LLC	HANDHELD REPULS	\$341.49	
JEFF BELZER NEW PRAGUE FORD	SQUAD MAINTENANCE #120	\$149.00	
NEOGOV	POWERDMS	\$600.00	
NEW PRAGUE UTILITIES	POLICE - ELECTRIC	\$107.01	
US BANK CREDIT CARD	AMMO, MOCIC CONFERENCE	\$1,257.96	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$279.14	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$1,455.55	
			<u><u>\$4,328.52</u></u>
<u>FIRE</u>			
IMPERIALDADE	TOILET PAPER	\$33.09	
NEW PRAGUE UTILITIES	FIRE - ELECTRIC	\$318.36	
NEW PRAGUE UTILITIES	FIRE - WATER/SEWER	\$133.53	
PARKVIEW MEDICAL CLINIC	PRE-EMPLOYMENT PHYSICAL	\$55.00	
ST LOUIS MRO INC	PRE-EMPLOYMENT TESTING	\$20.00	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$321.46	
ZORO TOOLS INC.	BOLT CUTTER	\$27.83	
TOTAL:			<u><u>\$909.27</u></u>

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
8/4/2025

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>BUILDING INSPECTOR</u>			
AMAZON CAPITAL SERVICES	WASH BRUSH	\$22.99	
BRIAN PETERSEN	MEAL REIMBURSEMENT RIVERBEND ME	\$14.13	
METRO SALES INC	COPIER LEASE	\$84.74	
SCOTT SASSE	MEAL REIMBURSEMENT RIVERBEND	\$15.70	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$113.06	
TOTAL:			\$250.62
<u>STREET</u>			
AMAZON CAPITAL SERVICES	LATCH - CAT LOADER	\$53.78	
CRAFCO INC	CRACK SEALING EQUIPMENT RENTAL	\$7,600.00	
EARL F. ANDERSEN	STREET SIGNS	\$1,234.25	
GENERATION BUILDING CENTER	CONCRETE	\$281.44	
MARTIN MARIETTA MATERIALS	TAC OIL	\$110.00	
METRO SALES INC	COPIER LEASE	\$211.89	
NEW PRAGUE UTILITIES	STREETS - ELECTRIC	\$273.68	
NEW PRAGUE UTILITIES	STREETS - WATER/SEWER	\$248.14	
TODDS AUTO PARTS INC	CHIPPER HOSE	\$23.51	
US BANK CREDIT CARD	PROPANE	\$21.66	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$784.91	
TOTAL:			\$10,843.26
<u>STREET LIGHTS</u>			
NEW PRAGUE UTILITIES	STREETLIGHTS	\$3,548.51	
TOTAL:			\$3,548.51
<u>PARKS</u>			
AMAZON CAPITAL SERVICES	RAIN SUITS	\$75.98	
BARGEN INCORPORATES	SEAL COATING TRAILS	\$20,995.00	
BORDER STATES ELECTRIC SUPPLY	PARKS- TIME OF USE METER	\$256.28	
CONNELLY PLUMBING & HEATING INC	MEMORIAL BASEBALL RPZ	\$312.50	
HERITAGE LANDSCAPE SUPPLY GROUP	FERTILIZER	\$85.36	
IMPERIALDADE	CLEANING SUPPLIES	\$56.95	
MONTGOMERY OIL CO. INC.	KEROSENE	\$321.68	
MTI DISTRIBUTING INC	MOWER PARTS	\$263.32	
MTI DISTRIBUTING INC	SPRAYMASTER SPRAYER	\$18,641.00	
NEW PRAGUE UTILITIES	PARKS - WATER/SEWER	\$775.41	
NEW PRAGUE UTILITIES	PARKS -ELECTRIC	\$2,409.15	
O'REILLY AUTOMOTIVE INC	POWER INVERTER, FILTER	\$29.33	
RENT N SAVE PORTABLE SERVICES	PORTABLE RESTROOMS	\$620.00	
SHERWIN-WILLIAMS CO	PAINT	\$736.92	
TODDS AUTO PARTS INC	CHIPPER HOSE	\$35.27	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$1,169.54	
ZORO TOOLS INC.	OFF PEAK METER	\$454.28	
TOTAL:			\$47,237.97
<u>LIBRARY</u>			
NEW PRAGUE UTILITIES	LIBRARY - ELECTRIC	\$999.84	
NEW PRAGUE UTILITIES	LIBRARY - WATER/SEWER	\$133.22	
TOTAL:			\$1,133.06
<u>UNALLOCATED</u>			
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$327.00	
TOTAL:			\$327.00
GENERAL FUND TOTAL:			\$73,439.22

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
8/4/2025

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>FUND 233 - SPECIAL REVENUE - CRIME PREVENTION</u>			
ITL PATCH	HATS	\$650.00	
TOTAL:			<u>\$650.00</u>
<u>FUND 317 - DEBT SERVICE - CIP 2015</u>			
US BANK	2015A PAYING AGENT FEE	\$575.00	
TOTAL:			<u>\$575.00</u>
<u>FUND 317 - DEBT SERVICE - CIP 2015</u>			
PRAHA VILLAGE LLC	TIF PAYMENT	\$56,480.82	
TOTAL:			<u>\$56,480.82</u>
<u>FUND 424 - CAPITAL PROJECTS - CIP 2025</u>			
CHOSEN VALLEY TESTING INC	CIP 2025 - TESTING	\$7,055.00	
TOTAL:			<u>\$7,055.00</u>
<u>FUND 602 - ENTERPRISE - SANITARY SEWER</u>			
CORE & MAIN	MEMBRANE EFFLUENT PIPING, PIPE CU	\$984.59	
GRAINGER	HOSE ADAPTER	\$73.70	
HAWKINS INC	AZONE	\$3,060.00	
LANTEC PRODUCTS INC.	GFPP Q-PAC	\$2,660.00	
MCMASTER-CARR SUPPLY COMPANY	FLUSH VALVE FOR SUMP LINES	\$465.62	
METRO SALES INC	COPIER LEASE	\$49.73	
MN POLLUTION CONTROL AGENCY	SOUKUP - TYPE V TRAINING	\$585.00	
NEW PRAGUE UTILITIES	WWTP - ELECTRIC	\$26,106.67	
NEW PRAGUE UTILITIES	WWTP - WATER/SEWER	\$407.27	
PVS TECHNOLOGIES INC	FERRIC CHLORIDE	\$12,395.27	
QUALITY FLOW SYSTEMS INC.	BAF ELECTRICAL CONTROL POWER UP	\$2,620.00	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$210.60	
ST LOUIS MRO INC	RANDOM TESTING	\$20.00	
UNIVAR SOLUTIONS USA INC	CITRIC ACID 50% - 16148043	\$8,187.84	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$156.00	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$186.56	
TOTAL:			<u>\$58,168.85</u>
<u>FUND 606 - ENTERPRISE - STORM UTILITY</u>			
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$3.60	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$3.82	
TOTAL:			<u>\$7.42</u>
<u>FUND 651 - ENTERPRISE - AMBULANCE</u>			
NEW PRAGUE UTILITIES	AMBULANCE - ELECTRIC	\$318.36	
NEW PRAGUE UTILITIES	AMBULANCE - WATER/SEWER	\$104.53	
ROSS NESBIT AGENCIES INC.	AGENCY FEE	\$10.20	
TOTAL:			<u>\$433.09</u>
TOTAL ACCOUNTS PAYABLE FOR COUNCIL APPROVAL:			<u>\$196,809.40</u>

Vendor Name	Net Invoice Amount
ACE HARDWARE & PAINT	
4500W ELEMENT (SNACK SHACK)	\$19.50
BUSHING PVC SCHEDULE 40	\$11.90
HOOKS, HANGERS HEAVY DUTY	\$80.11
KEYPAD RETURN	\$162.55-
KEYPAD,BATTERIES,WEATHER STRIPPING	\$323.99
MISC SUPPLIES	\$36.38
PL400,TOOLS,MOUSE KILLER	\$267.62
PLANT FOOD, FERTILIZER,INSECT KILLER	\$165.95
PLUNGER	\$10.83
POTTING MIX	\$65.03
PROPANE EXCHANGE	\$81.25
SHOWER HEADS	\$90.99
STOOL FOR SNACK SHACK	\$97.53
TOOL, BATTERIES,TARNISH REMOVER	\$175.44
TURF PAINT	\$64.31
WASHERS, HANGER	\$23.82
WRENCH RETURN, FASTNERS	\$13.99
ACUSHNET COMPANY	
GOLF BALLS	\$296.55
SPECIAL ORDER	\$200.00
AMERICAN SOLUTIONS FOR BUSINESS	
CLUB CHAMPIONSHIP	\$1,443.73
BREAKTHRU BEVERAGE MINNESOTA	
BEER	\$300.20
KEG CREDIT	\$60.00-
CALLAWAY GOLF	
RANGE BALLS	\$1,550.00
CINTAS	
TOWELS / LINENS	\$307.16
COLLEGE CITY BEVERAGE	
BEER	\$816.15
BEER CASE(S)	\$1,457.66
BEER KEG	\$342.00
BEER KEG(S)	\$378.00
BEVERAGES-NON ALCOHOLIC	\$212.97
CREDIT - KEG DEPOSIT	\$90.00-
KEG - CREDIT	\$150.00-
LIQUOR	\$3,289.51
NON ALCOHOLIC BEVERAGES	\$164.98
SELTZERS	\$1,194.15
FERGUSON ENTERPRISES	
IRRIGATION PARTS FOR PUMP HOUSE	\$54.39
GOLF ASSOCIATES SCORECARD	
SCORECARDS	\$1,089.77
HERMEL WHOLESALE	
FOOD	\$2,623.81
PAPER PRODUCTS	\$279.30
PAPER/CHEMICAL PRODUCTS	\$251.13
SUNDRIES	\$990.03
SUPPLIES	\$65.84
TAXABLE SUPPLIES	\$564.27
JILL KES	
FOOD	\$58.15
LAU'S BAKERY	
BUNS	\$87.80

Vendor Name	Net Invoice Amount
MGA	
HANDICAP SERVICES	\$1,230.00
MTI DISTRIBUTING INC	
GROMMETS,SCREWS	\$59.79
PEPSICO BEVERAGE SALES LLC	
BEVERAGES	\$807.64
CASE(S) BEVERAGE	\$638.36
FOUNTAIN BIB(S)	\$399.36
RON'S NORTHFIELD REFRIGERAT	
COOLING / HEATING REPAIRS	\$402.00
SMART Golf	
GOLF EVENT SOFTWARE	\$1,200.00
TOW DISTRIBUTING CORP	
BEER	\$608.10
BEER - CREDIT	\$194.00-
KEG CREDIT	\$30.00-
US BANK EQUIPMENT FINANCE	
COPIER RENTAL	\$265.84
Grand Totals	<u>\$24,470.73</u>



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: ROBIN PIKAL, FINANCE DIRECTOR
SUBJECT: GOLF MEMBER TRUE-UP POLICY
DATE: JULY 28, 2025

The attached Golf Member Account True-Up Policy has been approved by the Golf Board at their June 24th meeting. If approved by the council, the policy would go into effect immediately. This policy applies to all membership tiers and was developed to ensure member accounts remain current, accurate, and reconciled on a regular basis, supporting the financial integrity and operational efficiency of the Golf Club.

Key components of the policy include:

- Monthly account reviews and annual true-up at year-end.
- Regular communication with members through monthly statements and advance notice of any account discrepancies.
- Clear timelines for payment of outstanding balances and associated late fees for non-payment.
- Defined procedures for dispute resolution and consequences for overdue accounts, including potential suspension of privileges.

This policy establishes consistent expectations for members and enhances our ability to manage club finances responsibly.

Recommendation

Staff recommends approval of the Golf Member True-Up Policy.

Golf Member Account True-Up Policy

Effective Date: April 1, 2025

Applies To: All Golf Membership Tiers

1. Purpose

This policy ensures all golf member accounts are current, accurate, and settled on a regular basis to maintain financial integrity and club operations.

2. Account Review Schedule

- Member accounts will be reviewed and reconciled on a monthly basis.
- A full account true-up will occur annually at the end of the fiscal year (e.g., December 31st).

3. Notification Process

- Members will receive a monthly statement via email detailing all charges, payments, and any outstanding balances.
- Members will be notified 30 days in advance of the annual true-up with a summary of their account status and any discrepancies requiring attention.

4. Payment of Outstanding Balances

- Members are expected to settle all balances within 15 days of receiving their monthly statement.
- Any balance remaining unpaid after 30 days will incur a late fee of 1.5% per month on the outstanding amount.

5. Annual True-Up

- At year-end, all accounts must be brought to a \$0 balance.
 - unpaid balances will be charged by utilizing a credit card on file
- Any credits or overpayments may be:
 - Rolled over into the next fiscal year.
 - Refunded upon request (if exceeding \$100).
- Any outstanding balances must be paid within 15 days of the final statement to avoid suspension of membership privileges.

6. Disputes and Errors

- Members have 10 business days from the statement date to dispute charges.
- Disputes must be submitted in writing to Kurt Ruehling, General Manager.
- The club will investigate and respond within 5 business days.

7. Consequences for Non-Compliance

- Accounts more than 60 days overdue may result in:
 - Suspension of club privileges.
 - Hold on tee time reservations.
 - Late fees and potential collections process.

8. Communication and Support

- Questions about your account can be directed to Kurt Ruehling, General Manager, at kruehling@ci.new-prague.mn.us.
- Members are encouraged to enroll in automatic billing to avoid missed payments.



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: 1-4 DAY TEMPORARY ON-SALE LIQUOR LICENSE FOR NEW PRAGUE
HOCKEY ASSOCIATION
DATE: JULY 23, 2025

Attached is an application for a 1-4 Day Temporary On-Sale Liquor License from the New Prague Hockey Association, requesting permission to serve alcoholic beverages on September 6, 2025, in the parking lot of the New Prague Arena, located at 100 12th Street Northwest, New Prague.

All of the conditions of the Temporary On-Sale Liquor License application have been met by the applicant.

The Temporary On-Sale Liquor License is issued with the understanding that the Licensee is responsible to adhere to all liquor provisions found in Chapter 340A and any other statutes or rules that may apply in serving alcohol.

Recommendation

Staff recommends approval of the application and issuing a 1-4 Day Temporary On-Sale Liquor License to the New Prague Hockey Association on September 6, 2025.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Section 3, Item d.

Name of organization		Date organized	Tax exempt number
New Prague Hockey Association		Sept 6th, 2025	41-1341185
Organization Address	City	State	Zip Code
PO Box 131	New Prague	MN	56071
Name of person making application		Business phone	Home phone
Daniel P. Sacco		619-204-9919	
Date(s) of event	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer		
September 6th, 2025	<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit		
Organization officer's name	City	State	Zip Code
Daniel P Sacco	New Prague	MN	56071
Organization officer's name	City	State	Zip Code
Luke Witt	New Prague	MN	56071
Organization officer's name	City	State	Zip Code
Erica Denzer	New Prague	MN	56071

Location where permit will be used. If an outdoor area, describe.
10012th Street NW New Prague, MN 56071 (Parking Lot/South Grass Area)

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
Auto Owners Insurance Policy # 784706-08043956-24 (Coverage Amount \$100,000/\$300,000)

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

Signature City Clerk or County Official

Please Print Name of City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US



CERTIFICATE OF LIABILITY INSURANCE

Section 3, Item d.

07/18/2025

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

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

PRODUCER Tupy Insurance Agency Inc. 2 111 E. Main St. P.O. Box 26 New Prague, MN 56071 Tami Anderson Lic.#20054651		CONTACT NAME: Tami Anderson PHONE (A/C, No, Ext): 952-758-2433 FAX (A/C, No): 952-785-5278 E-MAIL ADDRESS: tami@tupyinsurance.com PRODUCER CUSTOMER ID #: NPHOC-1	
		INSURER(S) AFFORDING COVERAGE	
		NAIC #	
INSURED New Prague Hockey Assn. P.O. Box 131 New Prague, MN 56071		INSURER A : INSURER B : RPS/Schneider INSURER C : Minnesota Joint Und Assn INSURER D : INSURER E : INSURER F :	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	GENERAL LIABILITY			NC213054	02/11/2025	02/11/2026	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 100,000
	GEN'L AGGREGATE LIMIT APPLIES PER:							PERSONAL & ADV INJURY
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	\$ 1,000,000
							PRODUCTS - COMP/OP AGG	\$ 1,000,000
								\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (PER ACCIDENT)	\$
	<input type="checkbox"/> HIRED AUTOS							\$
	<input type="checkbox"/> NON-OWNED AUTOS							\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR					EACH OCCURRENCE	\$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE	\$
	DEDUCTIBLE							\$
	RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<input type="checkbox"/> Y/N	N/A				WC STATUTORY LIMITS	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
C	Liquor Liability			L090625	09/06/2025	09/06/2025		100,000 300,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
General Liability and Liquor Liability for a special event on 9/6/2025,
Season Kickoff.

CERTIFICATE HOLDER**CANCELLATION**

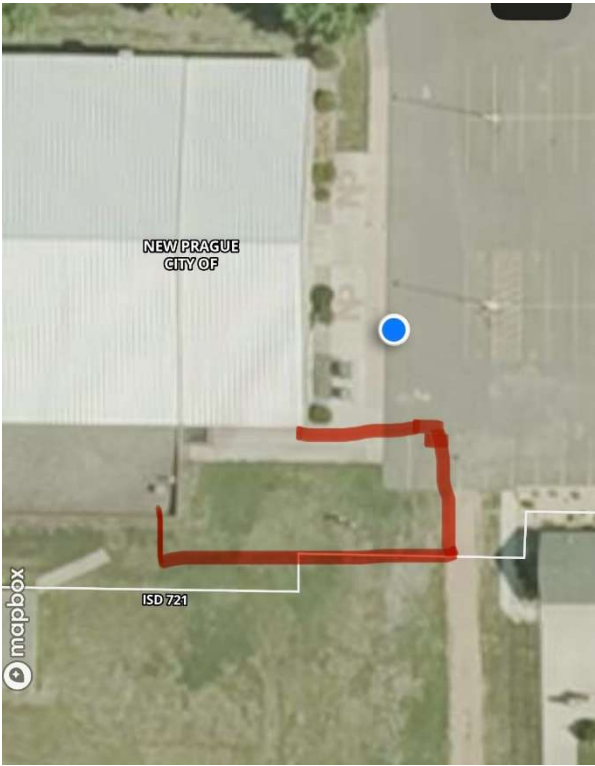
City of New Prague
118 Central Avenue North
New Prague, MN 56071

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Tami Anderson Lic.#20054651

“The red on the map is where the fencing will be with only one point of entry.”





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: EDA ENABLING RESOLUTION PUBLIC HEARING
DATE: JULY 29, 2025

As discussed previously, the EDA is going through a strategic planning process now that it is wrapping up its work in the industrial park. For the EDA, part of this process includes updating its Economic Development District, which allows the EDA to look at the entire community as it determines the best steps for increasing jobs and tax base across the City.

For the City Council, part of the process is cleaning up the Enabling Resolution to better allow the EDA to carry out its mission while also requiring yearly accountability. Following the City Council's decision to direct the EDA to move forward with an EDA lease revenue bond, the City Attorney would like the City Council to update its Enabling Resolution that would allow the EDA to bond for projects, with the approval of the City Council.

I have attached a redlined copy of the Enabling Resolution, with two recommended changes from the City Attorney. The first change is the addition of Section 5.16, which would require the EDA to review its Strategic Plan annually and keep the Council informed of the directions and plans it is considering. The second change is updating the language in Section 6, with the removal of 6.2, 6.3, and a portion of 6.4. According to the City Attorney, this update does not give the EDA any authority it doesn't already possess. All borrowing must still come with the approval of the City Council. What it does allow the EDA to issue debt directly after receiving that approval, instead of the City Council having to issue debt for the EDA. This is allowed under State statute, which is why the City Attorney is recommending it be allowed within the Enabling Resolution for the City's EDA.

Recommendation

Staff recommends approval of Resolution #25-08-04-01, Amending and Restating the Enabling Resolution Establishing an Economic Development Authority for the City of New Prague.

RESOLUTION #25-08-04-01**AMENDING AND RESTATING THE ENABLING RESOLUTION ESTABLISHING AN ECONOMIC DEVELOPMENT AUTHORITY FOR THE CITY OF NEW PRAGUE**

WHEREAS, the City is authorized by Minnesota Statutes, Chapter 469 (the “Act”) and specifically, Section 469.091, to establish an Economic Development Authority (hereinafter the “EDA”) to coordinate and administrator economic development and redevelopment plans and programs of the City of New Prague; and

WHEREAS, an EDA would facilitate and assist economic development in the City of New Prague by directly involving certain groups and agencies in the process; and

WHEREAS, such an Authority will increase the overall efficiency of business recruitment, to the greatest benefit of the entire community; and

WHEREAS, a public hearing was held for the establishment of an EDA pursuant to Minnesota Statutes prior to the adoption of a Resolution titled “Enabling Resolution Creating Economic Development Authority” the initial enabling resolution originally adopted June 18, 1990, for the EDA and Resolution titled “Modified Enabling Resolution”, was amended and restated on February 19, 1991, following a public hearing; and

WHEREAS, the City desires to amend the enabling resolution for the EDA as hereinafter set forth, pursuant to Minnesota Statutes Section 429.093; and

WHEREAS, a public hearing has been held for this amendment to the enabling resolution of the EDA pursuant to Minnesota Statutes Section 469.093; and

NOW, THEREFORE, THE CITY OF NEW PRAGUE RESOLVES:**SECTION 1. APPOINTMENT OF AN ECONOMIC DEVELOPMENT AUTHORITY FOR THE CITY OF NEW PRAGUE, MINNESOTA**

Section 1.1. Economic Development Authority Established. The Economic Development Authority for the City of New Prague, Minnesota (hereinafter the “EDA”) is hereby established. The EDA shall have all the power, duties, and responsibilities set forth in Section 469.090 to 469.108 of the Act and as said Act may be amended from time to time and all other applicable laws, except as limited by this Resolution.

Section 1.2. Purpose. The appointment of an EDA, pursuant to the provisions, restrictions, and regulations contained herein, is intended to provide the City with a board comprised of representatives from City government, private enterprise, and City residents capable of administering business incentives and other economic development measures to support existing businesses in New Prague and to provide growth in tax base and job creation in the City. The EDA shall be the chief economic development agency for the City, and shall be under the authority of the City Council.

Section 1.3. Definition. An EDA is a public body corporate and politic and a political subdivision of the State with the right to sue and be sued in its own name. An EDA carries out an essential governmental function when it exercises its power, but the EDA is not immune from liability because of this.

Section 1.4. Responsibility. The EDA shall have primary responsibility for commercial and industrial development and redevelopment.

SECTION 2. COMPOSITION OF THE EDA

Section 2.1. Composition. The seven commissioners of the EDA shall be selected or appointed as follows:

- a) The Mayor and one other City Councilmember shall be appointed as commissioners by the City Council.
- b) The City Council may appoint the remaining commissioners to serve at large. To be eligible for appointment, a person must either be a resident of New Prague or have an interest in the growth of New Prague community. No more than two (2) non-residents may serve on the EDA.
- c) The City Council has the final discretion as to who may serve on the EDA in the best interest of the New Prague Community.

Section 2.2. Terms. All terms are for six years. The City Council shall set the term of the commissioners who are members of the City Council to coincide with their term of office as members of the City Council. All terms shall expire at the City Council meeting at which the EDA appointments are made.

Section 2.3. Compensation and Reimbursement. EDA members shall be reimbursed for actual expenses as determined by the City Council.

Section 2.4. Vacancies. A vacancy is created in the membership of the EDA when a City Council member of the EDA ends Council membership. A vacancy for this or another reason must be filled for the balance of the unexpired term. To fill the vacancy, the Mayor shall recommend an appointment and City Council shall approve.

Section 2.5. Conflict of Interest. Except as authorized in Minnesota Statutes Section 471.88, a commissioner, officer, or employee of the EDA must not acquire any financial interest, direct or indirect, in any project or in any property included or planned to be included in any project, nor shall the person have any financial interest, direct or indirect, in any contract or proposed contract for materials or service to be furnished or used in connection with any project.

Section 2.6. Removal for Cause. An EDA commissioner may be removed by the City Council as provided in Minnesota Statutes Section 469.095, subd. 5.

SECTION 3. ORGANIZATION MATTERS

Section 3.1. Staffing. The City Administrator shall serve as the Executive Director of the EDA. All other required EDA staffing will be appointed by the City Administrator from the City of New Prague staff, for purposes of technical assistance, accounting, purchasing supplies, etc., as needed for operation of the EDA.

Section 3.2. By-Laws. The EDA may adopt by-laws and rules of procedure and may adopt an official seal.

Section 3.3. Officers. The EDA shall elect a president, a vice-president, a treasurer, a secretary, and an assistant treasurer. The authority shall elect the president, treasurer, and secretary annually. A commissioner must not serve as president and vice-president at the same time. The other offices may be held by the same commissioner. The offices of secretary and assistant treasurer need not be held by a commissioner.

Section 3.4. Public Money. EDA money is public money.

Section 3.5. Legal Services. The EDA shall use the services of the City Attorney for its legal needs. The City Attorney is its chief legal advisor.

Section 3.6. City Purchasing. The EDA may use the facilities of the City's purchasing department in connection with construction work and to purchase supplies, equipment or materials.

Section 3.7. Delegation of Power. The EDA may delegate to one or more of its agents or employees powers or duties as it may deem proper.

SECTION 4. FINANCIAL MATTERS

Section 4.1. Budget to the City. The EDA shall annually submit its budget to the City Council for approval. The budget must include a detailed written estimate of the amount of money that the EDA expects to need from the City to perform its business during the next fiscal year.

Section 4.2. Fiscal Year. The fiscal year for the EDA shall be the same as the City.

Section 4.3. Report to City. Annually, at a time and in a form fixed by the City Council, the EDA shall make a written report to the Council giving a detailed account of its activities and of its receipts and expenditures during the preceding calendar year, together with additional matters and recommendations it deems advisable for the economic development of the City.

Section 4.4 Transfer of Funds. Except when previously pledged by the EDA, the City Council may by resolution require the EDA to transfer any portion of the reserves generated by activities of the EDA that the City Council determines are not necessary for the successful operation of the EDA to the debt service fund of the City, to be used solely to reduce tax levies for bond indebtedness of the City.

SECTION 5. SCHEDULE OF POWERS

Section 5.1. Economic Development Districts. The EDA may establish and define the boundaries of economic development districts at any place and at any time within the City. The EDA must hold a public hearing on the matter, with notice published at least 10 days prior to the hearing in the official City newspaper. The establishment of an economic development district must be approved by the City Council pursuant to Minnesota Statutes.

Section 5.2. Acquisition of Property. No property may be leased, purchased, gifted, devised, or condemned by the EDA without prior approval by the City Council.

Section 5.3. Construction Contracts. The EDA may not enter into any construction contracts without prior approval by the City Council. Once approval has been given, for all contracts for construction, alteration, repair, or maintenance work, the EDA may award contracts to the vendor offering the best value, and “best value” shall be defined and applied as set forth in Minnesota Statutes 16C.28.1.a.2.c.1b. Alternatively, the EDA may award all contracts for construction, alteration, repair, or maintenance work to the lowest responsible bidder, reserving the right to reject any or all bids. Should any contracts require funds in excess of the balance of the EDA funds, approval shall be required by the City Council.

Section 5.4. Revolving Loan Fund. The EDA shall have the power to administrator the Economic Development Revolving Loan Fund.

Section 5.5. Eminent Domain. The EDA may use eminent domain under Chapter 117, or under the City Charter, to acquire property is it authorized to acquire through condemnation.

Section 5.6. Contracts. With City Council approval, the EDA may make contracts for the purposes of economic development within its granted powers. The EDA may arrange with the federal government, any of its agencies, with persons, public corporations, the state, or any of its political subdivisions, commissions, or agencies for separate or joint action, on any matters related to the EDA’s powers or doing its duties. The EDA may not contract to purchase and sell real and personal property without prior approval by the City Council.

Section 5.7. Limited Partner. The EDA may be a limited partner in a partnership whose purpose is consistent with the EDA’s purpose.

Section 5.8. Rights and Easements. The EDA, with prior approval by the City Council, may acquire rights or easements for a term of years or perpetually for development of an economic development district.

Section 5.9. Receipt of Public Property. The EDA may accept land, money, or other assistance, whether by gift, loan, or otherwise, in any form from the federal or state governments, or any political subdivision or agencies thereof, to acquire and development economic development districts.

Section 5.10. Development District Authority. The EDA may sell or lease land held by it for economic development in economic development districts, with prior approval by the City Council.

Section 5.11. As Agent. The EDA may cooperate or act as an agent for the federal or state government, or a state public body, or an agency or instrumentality of a government or public body, to carry out the EDA's duties, or any other related federal, state, or local law in the area of economic development district improvement.

Section 5.12. Studies, Analysis, and Research. The EDA may study and analyze economic development needs in the City, and ways to meet those needs.

Section 5.13. Public Relations. To further authorize purpose, the EDA may: (1) join an official, industrial, commercial, or trade association, or other organization concerned with the purpose; (2) have a reception of officials who may contribute to advancing the City and its economic development; and (3) carry out other public relations activities to promote the City and its economic development.

Section 5.14. Accept Public Land. The EDA may accept conveyances of land from all other public agencies, commissions, or other units of government, if the land can be properly used by the EDA in an economic development district.

Section 5.15. Economic Development. The EDA may carry out the law on economic development districts to develop and improve lands in an economic development district to make it suitable and available for its purposes.

Section 5.16. Strategic Plan. The EDA shall develop a Strategic Plan to implement the EDA's plans and strategies to meet the economic development needs in the City. Such Strategic Plan shall be reviewed annually by the EDA and presented to the City Council for consideration and comment.

SECTION 6. DEBT ISSUANCE.

Section 6.1. Debt Issuance. The EDA cannot issue debt obligations without prior approval of the City Council.

Section 6.2. Tax Levy. The tax levy must be certified by the City Council.

Section 6.3. As Borrow and Lender. The EDA may borrow for its approved projects from the City; and, from its own proceeds, may make or purchase loans for economic development facilities which it believes require financing.

SECTION 7. SALE OF PROPERTY

Section 7.1. Power. The EDA may sell and convey property owned by it within the City or an economic development district consistent with the requirements of Minnesota Statutes Section 469.105.

SECTION 8. ADVANCES BY EDA

Section 8.1. Advances by the EDA. The EDA may advance its general fund money or its credit, or both, without interest, for its objectives and purposes.

SECTION 9. DATE EFFECTIVE

Section 9.1. Adoption. This resolution shall be adopted upon affirmative vote of the majority of the City Council.

Section 9.2. Effect. This resolution shall be in full force upon its adoption and shall continue until such a time as it may be amended or rescinded by the City Council.

Section 9.3. Conflicts. An conflicts arising out of the conduct and operation of the EDA shall be resolved with reference to Minnesota Statutes, and if there arises any conflict between this resolution and Minnesota Statutes, Minnesota statutes shall prevail.

Date Adopted: 8/4/2025.

New Prague City Council

Charles Nickolay

ATTEST:

Joshua M. Tetzlaff

RESOLUTION #~~23-04-17-05~~25-08-04-01**AMENDING AND RESTATING THE ENABLING RESOLUTION ESTABLISHING AN ECONOMIC DEVELOPMENT AUTHORITY FOR THE CITY OF NEW PRAGUE**

WHEREAS, the City is authorized by Minnesota Statutes, Chapter 469 (the “Act”) and specifically, Section 469.091, to establish an Economic Development Authority (hereinafter the “EDA”) to coordinate and administrator economic development and redevelopment plans and programs of the City of New Prague; and

WHEREAS, an EDA would facilitate and assist economic development in the City of New Prague by directly involving certain groups and agencies in the process; and

WHEREAS, such an Authority will increase the overall efficiency of business recruitment, to the greatest benefit of the entire community; and

WHEREAS, a public hearing was held for the establishment of an EDA pursuant to Minnesota Statutes prior to the adoption of a Resolution titled “Enabling Resolution Creating Economic Development Authority” the initial enabling resolution originally adopted June 18, 1990, for the EDA and Resolution titled “Modified Enabling Resolution”, was amended and restated on February 19, 1991, and on April 17, 2023, following ~~a-public hearing~~hearings; and

WHEREAS, the City desires to amend the enabling resolution for the EDA as hereinafter set forth, pursuant to Minnesota Statutes Section 429.093; and

WHEREAS, a public hearing has been held for this amendment to the enabling resolution of the EDA pursuant to Minnesota Statutes Section 469.093; and

NOW, THEREFORE, THE CITY OF NEW PRAGUE RESOLVES:**SECTION 1. APPOINTMENT OF AN ECONOMIC DEVELOPMENT AUTHORITY FOR THE CITY OF NEW PRAGUE, MINNESOTA**

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Section 1.2. Purpose. The appointment of an EDA, pursuant to the provisions, restrictions, and regulations contained herein, is intended to provide the City with a board comprised of representatives from City government, private enterprise, and City residents capable of administering business incentives and other economic development measures to support existing businesses in New Prague and to provide growth in tax base and job creation in the City. The EDA shall be the chief economic development agency for the City, and shall be under the authority of the City Council.

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governments, or any political subdivision or agencies thereof, to acquire and development economic development districts.

Section 5.10. Development District Authority. The EDA may sell or lease land held by it for economic development in economic development districts, with prior approval by the City Council.

Section 5.11. As Agent. The EDA may cooperate or act as an agent for the federal or state government, or a state public body, or an agency or instrumentality of a government or public body, to carry out the EDA's duties, or any other related federal, state, or local law in the area of economic development district improvement.

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Section 5.15. Economic Development. The EDA may carry out the law on economic development districts to develop and improve lands in an economic development district to make it suitable and available for its purposes.

Section 5.16. Strategic Plan. The EDA shall develop a Strategic Plan to implement the EDA's plans and strategies to meet the economic development needs in the City. Such Strategic Plan shall be reviewed annually by the EDA and presented to the City Council for consideration and comment.

SECTION 6. DEBT ISSUANCE.

Section 6.1. Debt Issuance. The EDA cannot issue debt obligations without prior approval of the City Council.

~~Section 6.2. Bonds. General Obligation Bonds, Industrial Development Bonds, Tax Increment Bonds, and Revenue Bonds, whose proceeds are required for EDA approved projects, must be issued by the City Council pursuant to the City of New Prague Charter and applicable Minnesota Statutes.~~

~~Section 6.3. Pledge. All bonds issued by the City Council for the debt obligations of the EDA must be secured by the full faith, credit, and resources of the City.~~

Section ~~6.46.2~~. Tax Levy. The tax levy must be certified by the City Council, ~~and must be pledged back to the City.~~

Section ~~6.56.3~~. As Borrow and Lender. The EDA may borrow for its approved projects from the City; and, from its own proceeds, may make or purchase loans for economic development facilities which it believes require financing.

SECTION 7. SALE OF PROPERTY

Section 7.1. Power. The EDA may sell and convey property owned by it within the City or an economic development district consistent with the requirements of Minnesota Statutes Section 469.105.

SECTION 8. ADVANCES BY EDA

Section 8.1. Advances by the EDA. The EDA may advance its general fund money or its credit, or both, without interest, for its objectives and purposes.

SECTION 9. DATE EFFECTIVE

Section 9.1. Adoption. This resolution shall be adopted upon affirmative vote of the majority of the City Council.

Section 9.2. Effect. This resolution shall be in full force upon its adoption and shall continue until such a time as it may be amended or rescinded by the City Council.

Section 9.3. Conflicts. An conflicts arising out of the conduct and operation of the EDA shall be resolved with reference to Minnesota Statutes, and if there arises any conflict between this resolution and Minnesota Statutes, Minnesota statutes shall prevail.

Date Adopted: ~~4/17/2023~~8/4/2025.

New Prague City Council

~~Duane J. Jirik~~Charles Nickolay

ATTEST:

Joshua M. Tetzlaff



Building a Better World
for All of Us®

MEMORANDUM

TO: Mayor and City Council
Joshua Tetzlaff, City Administrator

FROM: Chris Knutson, PE (Lic. MN)

DATE: July 29, 2025

RE: Project Updates

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

2024 STREET AND UTILITY IMPROVEMENTS PROJECT

All contract work is complete on the project. The contractor continues toward turf restoration improvements for most of this month. This includes weed control primarily and confirming that turf is acceptable prior to acceptance of the overall project.

2025 STREET AND UTILITY IMPROVEMENTS PROJECT

Paving of the south two blocks of Pershing Avenue N, west block of 1st Street NE, and north block of Lincoln Avenue N is expected later this week. Concrete crews are expected back next week to complete remaining work on the project. Turf restoration has been delayed due to rain as topsoil is too wet to properly spread, but may start next week also.

CITY CENTER STORM POND

Final design is underway. A meeting with staff is expected to confirm site layout prior to completion of bid drawings.

LEAD SERVICE LINE REPLACEMENTS

The 2025 lead service line replacement project opened bids on July 24th. The New Prague Utilities Commission awarded the project to the low bidder on the project, K.A. Witt Construction out of New Prague, MN. Award of the project is contingency upon completion of the funding application through the Public Facilities Authority (PFA). A neighborhood meeting for the 2025 properties will be held on Wednesday, August 4th between 6pm and 7:30pm at the council chambers.

cdk

x:\ko\newpr\common\council meetings\060225 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: KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: INTRODUCTION OF ORDINANCE AMENDING SECTION 90.13 OF CHAPTER 90 TITLED ANIMAL REGULATIONS OF THE NEW PRAGUE CITY CODE, AMENDING SECTION 405 AND ADDING NEW SECTION 747 TO THE NEW PRAGUE ZONING ORDINANCE RELATING TO BACKYARD CHICKENS
DATE: JULY 31, 2025

Beginning in February of this year, the City Council directed staff to revisit the topic of backyard chickens following inquiries from some residents expressing interest in being allowed to keep backyard chickens. Staff researched area cities and ultimately drafted city code and zoning ordinance amendment language to allow backyard chickens with regulations similar to other Scott County cities (as all other cities in the County allow the keeping of backyard chickens).

Below is a list of the public meetings where the topic of backyard chickens has been discussed recently:

- February 3rd, 2025 (City Council) – Staff directed to revisit the topic of backyard chickens.
- March 26th, 2025 (Planning Commission) – Motion failed to schedule a public hearing regarding an ordinance to allow backyard chickens.
- April 7, 2025 (City Council) – City Council directed Planning Commission to hold a public hearing despite the Planning Commission’s earlier failed motion.
- May 28th, 2025 (Planning Commission) – Public hearing for draft ordinance amendments to allow backyard chickens. Motion approved to have staff further research and refine the draft ordinance.
- June 25th, 2025 (Planning Commission) – Continued discussion and revision of the draft ordinance, recommended annual \$15 fee to match that of dog licenses. A motion to table was approved to look at further revisions to the language related to durable materials and the administrative citation process that could be implemented for nuisances in the city in general.
- July 30, 2025 (Planning Commission) – Motion approved (3-1, Gengel) to forward a recommendation for approval of the drafted ordinance amendments to allow backyard chickens and to also suggest the City Council look into administrative citations for nuisance matters (see separate memo under Misc.).

For the City Council’s consideration tonight, attached is an ordinance for introduction that would allow the keeping of backyard chickens and is summarized as follows:

- Annual permit required (\$15 annual fee recommended).
- Allowed up to 5 chickens (Roosters prohibited)
- Coop limited to 8’ tall and 40 sq. ft. in size and must be 25’ from adjacent structures/wetlands
- Coops only allowed in the rear yard and must be screened from public right of way

- Runs, limited to 6' tall, can be movable but only can be located within the rear yard while being setback 25' from adjacent structures/wetlands
- Chickens must be kept in a humane manner per M.S. 343 (as amended)
- Remove coop/run within 90 days of no longer having chickens

The first reading of the amendment would occur at tonight's meeting. Minnesota Statute 415.19 requires 10 days' notice to the public before the City Council can take a final vote on this amending ordinance. This notice simply needs to be posted at City Hall and on the City's website and would be posted on August 5th, 2025 should the first reading occur at tonight's meeting.

Recommendation

Staff and the Planning Commission recommend that the City Council introduce the attached City Code and Zoning Ordinance amendment for its first reading tonight. A second reading before adoption and publication of the amendments would also be required in the future.

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

**AN ORDINANCE AMENDING SECTION 90.13 OF CHAPTER 90 TITLED ANIMAL
REGULATIONS OF THE NEW PRAGUE CITY CODE, AMENDING SECTION 405 AND
ADDING NEW SECTION 747 TO THE NEW PRAGUE ZONING ORDINANCE RELATING TO
BACKYARD CHICKENS**

The City of New Prague Ordains:

SECTION 1. Section 90.13 of Chapter 90 titled Animal Regulations of the City of New Prague City Code is amended by deleting the ~~stricken~~ material and adding the **bolded and underlined** material as follows:

§ 90.13 KEEPING OF NON-DOMESTICATED AND FARM ANIMALS PROHIBITED.

(B) No person shall keep, maintain or harbor within the city any of the following animals:

- (1) Any animal or species prohibited by state or federal law;
- (2) Any non-domesticated animal or species, including but not limited to the following:
 - (a) Any skunk, whether captured in the wild, domestically raised, descended or not descended, vaccinated against rabies or not vaccinated against rabies;
 - (b) Any large cat of the family Felidae such as lions, tigers, jaguars, leopards, cougars and ocelots, except commonly accepted domesticated house cats;
 - (c) Any member of the family Canidae, such as wolves, foxes, coyotes, dingos and jackals, except domesticated dogs;
 - (d) Any crossbreed such as the crossbreeds between dogs and coyotes or dogs and wolves, but does not include crossbred domesticated animals;
 - (e) Any poisonous pit viper such as a rattlesnake, coral snake, water moccasin or cobra;
 - (f) Any raccoon;
 - (g) Any ferret;
 - (h) Any other animal which is not listed explicitly above, but which can be reasonably defined as prohibited by the terms of this subchapter, including bears and badgers;

(3) Any Farm Animal as defined in this section-, **excluding chickens which are permitted as provided for in the Zoning Ordinance.**

SECTION 2. Section 405 of the New Prague Zoning Ordinance is amended by deleting the ~~stricken~~ material and by adding the **bolded and underlined** material as follows:

405 Existing Farm Operations

All farms currently in existence will be permitted to continue operation subject to the following conditions.

- 1. Any new private stable or other new building in which farm animals are kept shall be a minimum distance of two hundred (200) feet or more from any other occupied lot in a Residential District, and shall require a Conditional Use Permit.
- 2. The owner of any roadside stand shall be required to apply for a Conditional Use Permit.

3. All properties are prohibited from keeping, maintaining or harboring any Farm Animals as defined by this ordinance **except that backyard chickens are permitted as provided for in Section 747 of this ordinance.**

SECTION 3. Section 747 of the New Prague Zoning Ordinance is added by adding the **bolded and underlined** material as follows:

747 Keeping of Backyard Chickens

- A. **Purpose: The intent of this section is to permit, but limit, the keeping of backyard chickens as an egg source in a clean and sanitary manner which is not a nuisance to or detrimental to the public health, safety, or welfare of the City of New Prague.**
- B. **Keeping of Backyard Chickens Allowed: A person may keep up to five (5) backyard chickens as an accessory use in any residential zoning district provided that the owner of the backyard chickens resides in a detached dwelling located upon the parcel where the backyard chickens are kept.**
- C. **Permit Required: An annual permit is required for the keeping of backyard chickens.**
1. **Those desiring to keep backyard chickens shall file a written application with the Community Development Department on a form provided by the city and pay an application fee as provided for on the City's Official Fee Schedule.**
 2. **If the applicant for backyard chickens is not the owner of the parcel where the chickens will be kept, the owner of the parcel must also sign the application.**
 3. **The application must include the breed and number of chickens intended to be kept.**
 4. **The site plan must be submitted showing the location of the coop and run (while allowing the run to be moved) that meets all setback requirements.**
 5. **The Community Development Department will issue the permit.**
 6. **The City, upon written notice, may revoke a permit for failure to comply with the provisions of this section or any of the permit's conditions.**
 7. **The City may inspect the premises for which a permit has been granted in order to ensure compliance with this section. If the City is not able to obtain the occupant's consent to enter the property, it may seek an administrative search warrant or revoke the permit.**
- D. **General Provisions**
1. **The keeping of roosters, guinea hens/fowl and peafowl is prohibited.**
 2. **No coop or run can be constructed prior to the principal structure.**
 3. **Backyard chickens cannot be used for fighting or breeding purposes.**
 4. **Backyard chickens shall be kept in a humane manner that complies with Minnesota Statutes Chapter 343 (as amended).**
 5. **Slaughtering of chickens, including for culling purposes, is not permitted within city limits. Authorized removal methods include humane euthanasia by a veterinarian or relocation out of the city limits.**
 6. **Backyard chickens shall not be kept in a dwelling, garage or accessory structure other than those meeting the requirements of an enclosed coop.**
 7. **All chicken coops and runs must be screened from public right of way with a solid fence or landscaping that is at least 4' tall.**
 8. **Backyard chickens must have access to an enclosed coop meeting the following minimum standards:**

- a. The enclosed coop may not occupy a front or side yard.
 - b. The enclosed coop must have a minimum size of four (4) square feet per backyard chicken and shall not exceed a maximum of forty (40) sq. ft. in total area.
 - c. The enclosed coop shall be setback a minimum of twenty-five (25) feet from any adjacent principal structure, twenty-five (25) feet from any wetland, stormwater pond, lake, pond, river or stream, and at least six (6) feet from any property line and cannot encroach upon drainage and utility easements.
 - d. The enclosed coop shall not exceed eight (8) feet in height as measured from the ground to the top of the coop.
 - e. The coop must be elevated at least 12" from the ground.
 - f. The coop, which is limited to one per lot, must be fully enclosed, insulated and covered with durable materials
 - g. The coop must be maintained in a good condition at all times and prevent the entrance of predators including, but not limited to snakes, racoons, fox, etc.
9. Backyard chickens are not allowed to run at large but must have access to a run meeting the following minimum standards:
- a. The run shall be fully enclosed and covered with durable materials where the backyard chickens can roam unsupervised.
 - b. The run shall adhere to setbacks required but may be detached from the coop and moved around the rear yard only.
 - c. The run must be enclosed with woven wire or similar fencing material and prevent the entrance of predators including, but not limited to snakes, racoons, fox, etc.
 - d. The run must be maintained in a good condition at all times.
 - e. The run cannot exceed six (6) feet in height.
 - f. A maximum of one run is allowed per lot.
 - g. The run shall have a maximum size of twenty (20) sq. ft. per chicken.
10. The coop and run must be cleaned frequently enough to control odor detectible on adjacent properties and must also be kept in a manner to not become a nuisance as defined by the City Code.
11. All feed must be stored inside in a rodent proof container.
12. Persons no longer keeping backyard chickens after receiving a permit shall notify the city and remove the coop and run within 90 days.
13. The sale of chickens or chicken byproducts is not permitted in city limits.
14. Deceased backyard chickens shall be removed as soon as possible but no later than 48 hours after death.

SECTION 4. 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, the 4th day of August, 2025.

The required 10 days posted notice was completed on the City Website and City Hall Bulletin Board on August 5th, 2025.

Passed by the City Council of the City of New Prague, Minnesota, the 18th day of August, 2025, and to be published on the 28th day of August, 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:

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



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: EVAN C. GARIEPY, PLANNER
SUBJECT: PLANNING COMMISSION SUMMARY - REQUEST FOR VARIANCE #V7-2025 TO ALLOW A 33.5 SQUARE FOOT BUILDING SIGN AT A HEIGHT ABOVE 10 FEET ABOVE AVERAGE GRADE, LOCATED AT 102 CHALUPSKY AVE. SE., AS PROPOSED BY TEN NINETEEN DEVELOPMENT, LLC.
DATE: JULY 31, 2025

Planning Commission Summary

The Planning Commission heard the above variance request at their July 30th meeting. The applicant, Ten Nineteen Development, LLC, is requesting a variance to allow for a building sign of 33.5 square feet and at a height of 12 feet above average grade at 102 Chalupsky Ave. SE., on the Bohemia Flats Apartment building. The sign will be placed above the building's front door, facing eastwards towards Chalupsky Ave. SE.

There were no comments received from the public regarding the request. Cameron Sonju with Ebert Companies/Ten Nineteen Development, LLC stated that the sign will be "shoebox-style" and backlit, and that the dimensions make the sign seem deceptively large but that the sign simply fits the entrance to the building.

The Planning Commission recommended approval of the variance request on a unanimous vote (4-0) based on the six findings listed in the staff report (and the attached resolution which approves the variance).

Staff Recommendation

Staff recommends approval of the attached resolution "...Approving Variance (#V7-2025)...".

RESOLUTION #25-08-04-02

RESOLUTION OF THE NEW PRAGUE CITY COUNCIL APPROVING VARIANCE #V7-2025 TO ALLOW A BUILDING SIGN OF 33.5 SQUARE FEET AT A HEIGHT OF 12 FEET ABOVE AVERAGE GRADE, LOCATED AT 102 CHALUPSKY AVE. SE., AS PROPOSED BY TEN NINETEEN DEVELOPMENT, LLC.

WHEREAS, Ten Nineteen Development, LLC, applicant and owner, of the following real estate in the County of LeSueur to wit:

Lot 1, Block 1, Deutschland First Addition, according to the plat thereof, LeSueur County, Minnesota.

is requesting a variance to allow a building sign of 33.5 square feet at a height of 12 feet above average grade, to be placed above the front entrance facing Chalupsky Ave. SE., located at 102 Chalupsky Ave. SE., on the above-described property; and

WHEREAS, the New Prague Planning Commission has finished a review of the application and made a report pertaining to said request (#V7-2025), a copy of said report has been presented to the City Council; and,

WHEREAS, the New Prague Planning Commission on the 30th day of July, 2025, after due consideration of presented testimony and information, voted **unanimously (4-0)** to forward the matter to the City Council with a recommendation for approval; and,

WHEREAS, the New Prague City Council finds:

- A. The requested variance is in harmony with the general purposes and intent of this Ordinance because building signs are a permitted use in the RH High Density Residential Zoning District.
- B. The requested variance is consistent with the comprehensive plan because the RH High Density Zoning District allows building signs to be constructed as a permitted use.
- C. The applicant will use the property in a reasonable manner by adding an additional 27.5 sq. ft. of building signage over the typical ordinance allowed limit and 2 ft.

above the typical ordinance allowed height limit on a very large 3 story, 54 unit apartment building.

- D. Unique circumstances apply to this property over which the property owners had no control and which do not generally apply to other properties in the vicinity in that the apartment building being constructed is far larger than the majority than the buildings in a Residential District, with a far larger setback, which the Ordinance typically pertains to.
- E. The variance does not alter the essential character of the neighborhood because building signs are a permitted use in the RH High Density Residential Zoning District as well as the B2 Community Commercial District, which abut the property on three sides.
- F. The variance requested is the minimum variance which would alleviate the practical difficulties because it would allow for advertising of the apartment building name and allow for the sign to be seen clearly from the road and adjacent Strip Mall in the B2 Community Commercial District.

NOW, THEREFORE BE IT RESOLVED, by the City Council of New Prague, Minnesota, that the request for variance #V7-2025 to allow to allow a building sign of 33.5 square feet at a height of 12 feet above average grade, to be placed above the front entrance facing Chalupsky Ave. SE., located at 102 Chalupsky Ave. SE., as proposed by Ten Nineteen Developments, LLC, is hereby **approved** based on the above findings.

This Variance approval becomes effective immediately upon its passage and without publication.

Passed this 4th day of August, 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: PLANNING COMMISSION
FROM: EVAN GARIEPY – PLANNER
SUBJECT: REQUEST FOR VARIANCE #V7-2025 TO ALLOW A 33.5 SQUARE FOOT BUILDING SIGN AT A HEIGHT ABOVE 10 FEET ABOVE AVERAGE GRADE AT 102 CHALUPSKY AVE. SE AS PROPOSED BY TEN NINETEEN DEVELOPMENT, LLC
DATE: JULY 14, 2024

Background / History

The applicant, Ten Nineteen Development LLC, is currently constructing a 54-unit apartment building at 102 Chalupsky Ave. SE in the RH High Density Residential Zoning District. The applicant has previously applied and been approved for variance #V8-2020 pertaining to rear and front yard setbacks, #V3-2024 pertaining to the number of units per acre and number of parking spots per unit, and #V5-2024 pertaining to an east parking lot setback.

The applicant is applying for this variance to request a 33.5 square foot building sign at a height more than 10 feet above ground level, which exceeds the Zoning Ordinance allowances. Within a RH High Density Residential Zoning District, one building sign for a building of six or more units is permitted that does not exceed six square feet in area, and which does not exceed 10 feet in height above the ground. The applicant intends to install the sign above the main entranceway, facing eastwards towards Chalupsky Ave. SE and a Strip Mall, and approximately 140+ feet away from the right of way.

All residential zoning districts (Single Family, Medium Density, and High Density) have the same ordinances for what signs are permitted. The only variation is that individual dwelling’s signs may not exceed two square feet in area, and dwellings with six or more units may not exceed six square feet in area. This leaves a large gap in the Zoning Ordinance pertaining to large residential dwellings with far more than six units, which pertains to the 54-unit apartment building being constructed by the applicant.

Legal Description

Ten Nineteen Development, LLC – Variance #V7-2025
July 30, 2025 Planning Commission Meeting
Page 1 of 14

Lot 1, Block 1, Deutschland First Addition, according to the plat thereof, LeSueur County, Minnesota.

Neighborhood Conditions and Nearby Land Uses

North – Walgreens (zoned B-2 Community Commercial)

South – Townhomes (zoned RH High Density Residential)

East – Chalupsky Ave. SE and a Strip Mall (zoned B-2 Community Commercial)

West – Single Family home with some agricultural land (Zoned B-2 Community Commercial)

Zoning

The property is located in the RH High Density Residential Zoning District, which is intended for high density multi-family dwellings. It is a transitional district between lower density residential and nonresidential areas.

Residential buildings with six or more dwellings are permitted one building sign not to exceed six square feet in area and not to exceed 10 feet in height above the average ground level. The building sign ordinance is as follows:

718. Signs.

2. Signs Permitted in Residential Districts.

B. One building sign for each dwelling group of six or more units. Such sign not to exceed six square feet in area per surface and no sign shall be constructed as to have more than two surfaces.

F. Any sign shall be set back at least 10 feet from any property line. No sign shall exceed 10 feet in height above the average grade level. Signs may be illuminated and must meet the glare standards listed in this Ordinance.

The applicant is requesting this variance for a 33.5 sq. ft. building sign. This sign would be at 10 ft. in height, and extend up to 12 ft. in height.

Statement of Practical Difficulties

Note from applicant here regarding practical difficulties.

Staff Notes

Planning staff are in agreement that the size of the 33.5 sq ft sign would accommodate the large size of the apartment building, which would help identify the name of the apartment building name. The height of the sign would also allow for it to be better seen from Chalupsky Ave SE. The adjacent B-2 Community Commercial zoned areas north, east, and west of the apartment

Ten Nineteen Development, LLC – Variance #V7-2025

July 30, 2025 Planning Commission Meeting

Page 2 of 14

building allow for building signs that do not exceed 15 percent of the building face, which the requested sign is far below. B-2 Community Commercial zoning also permits any height of building sign, as long as it does not extend in height more than six feet above the highest outside wall. Due to this, staff believe that the apartment sign will still be in harmony with the general area that it is in.

As the staff is in the process of re-writing the zoning ordinance, this is very likely an area that will be changed to allow large apartment buildings more signage than the ordinance currently allows.

Criteria for Granting Variances - Section 507

The Zoning Ordinance defines a variance as follows: A modification or variation of the provisions of this Ordinance where it is determined that by reason of unique circumstances relating to a specific lot, that strict application of the Ordinance would cause practical difficulties. Practical difficulties is a legal standard set forth in law that cities must apply when considering applications for variances. To constitute practical difficulties, all three factors of the test must be satisfied, which are reasonableness, uniqueness and essential character. The Zoning Ordinance's criteria addresses these standards.

The Zoning Ordinance identifies criteria for granting variances as noted below. These items must be evaluated by the Planning Commission and City Council when considering variance requests. It is important to note that variances should only be granted in situations of practical difficulties. A variance may be granted only in the event that all of the circumstances below exist. Staff has attempted to evaluate the established criteria for this specific request. Staff's comments are highlighted in yellow below:

- A. The variance is in harmony with the general purposes and intent of this Ordinance. (The variance is in harmony with the general purposes and intent of the Ordinance because the RH High Density Residential Zoning District allows building signs to be constructed as a permitted use.)
- B. The variance is consistent with the comprehensive plan. (The proposed variance is consistent with the comprehensive plan because the RH High Density Zoning District allows building signs to be constructed as a permitted use.)
- C. The applicant proposes to use the property in a reasonable manner not permitted by this Ordinance, the City Code or the City Subdivision Ordinance. (The applicant proposes to use the property in a reasonable manner by adding an additional 27.5 sq. ft. of building signage over the typical ordinance allowed limit and 2 ft. above the typical ordinance allowed height limit on a very large 3 story, 54 unit apartment building.)
- D. Unique circumstances apply to the property which do not apply generally to other properties in the same zone or vicinity and result from lot size or shape, topography or other circumstances over which the owner of the property since enactment of

this Ordinance has had no control. The unique circumstances do not result from the actions of the applicant. (Unique circumstances apply to this property in that the apartment building being constructed is far larger than the majority of buildings in a Residential District, with a far larger setback, which the Ordinance typically pertains to.)

- E. The variance does not alter the essential character of the neighborhood. (The variance does not alter the essential character of the neighborhood because building signs are a permitted use in the RH High Density Residential Zoning District as well as the B2 Community Commercial District, which abut the property on three sides.)
- F. That the variance requested is the minimum variance which would alleviate the practical difficulties. Economic conditions alone do not constitute practical difficulties. (The variance requested is the minimum variance which would alleviate the practical difficulties because it would allow for advertising of the apartment building name and allow for the sign to be seen clearly from the road and adjacent Strip Mall in the B2 Community Commercial District.)
- G. The Board of Adjustment may impose such conditions upon the premises benefited by a variance as may be necessary to comply with the standards established by this Ordinance, or to reduce or minimize the effect of such variance upon other properties in the neighborhood, and to better carry out the intent of the variance. The condition must be directly related to and must bear a rough proportionality to the impact created by the variance. No variance shall permit a lower degree of flood protection than the Regulatory Flood Protection Elevation for the particular area or permit standards lower than those required by federal, state or local law. (No additional conditions are imposed.)

Staff Recommendation

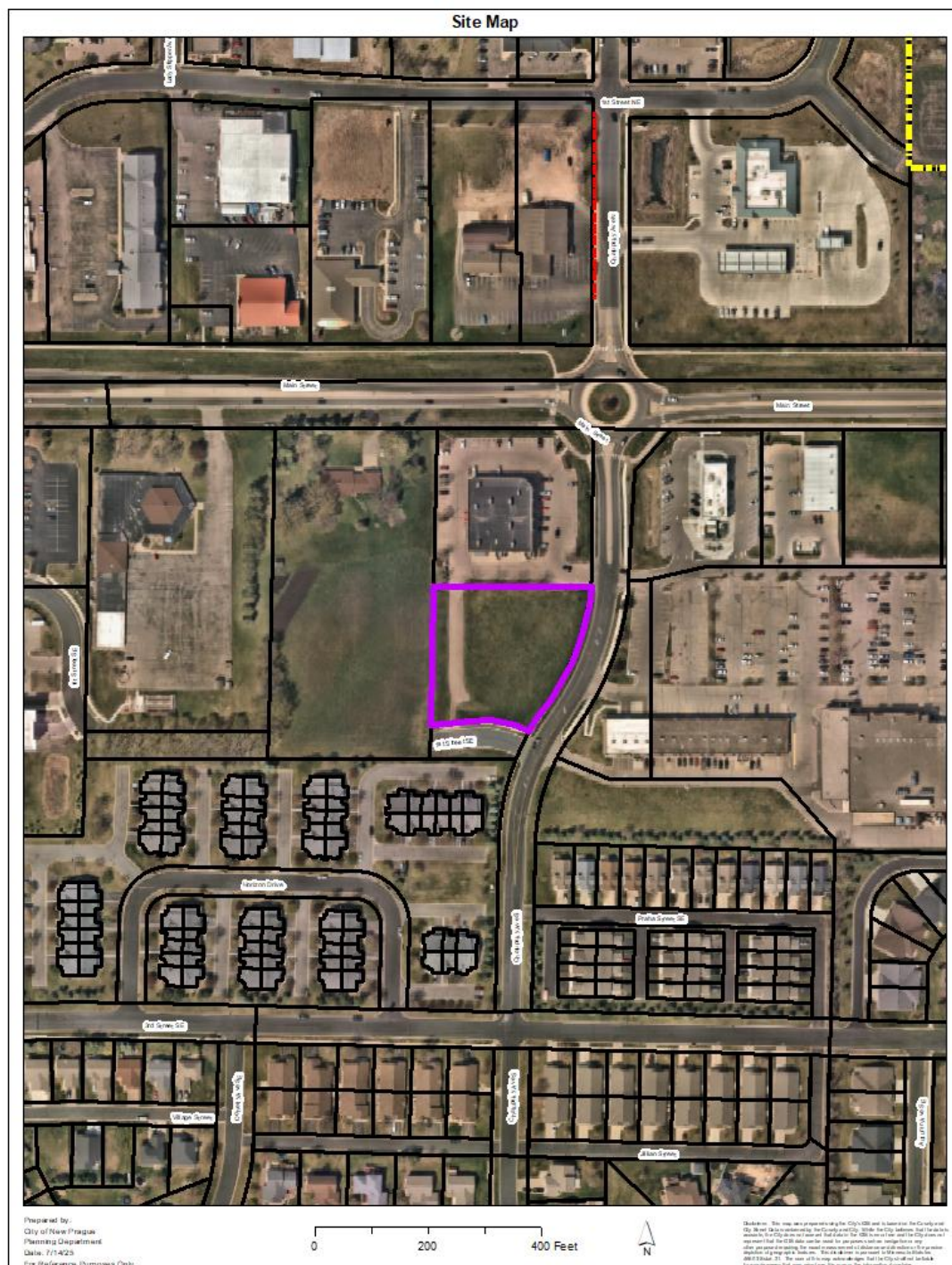
Staff recommends **approval** of Variance #V7-2025 to allow a variance for a 33.5 sq. ft. building sign at a height of up to 12' rather than the standard 6 sq. ft. sign at a height below 10 ft. at 102 Chalupsky Ave. SE, as proposed by Ten Nineteen Developments, LLC, for the following reasons:

- A. The variance to allow freestanding signage to exceed 100 sq. ft. is in harmony with the general purposes and intent of the Zoning Ordinance because the RH High Density Residential Zoning District allows building signs to be constructed as a permitted use.
- B. The proposed variance is in the harmony with the comprehensive plan because the RH High Density Zoning District allows building signs to be constructed as a permitted use.

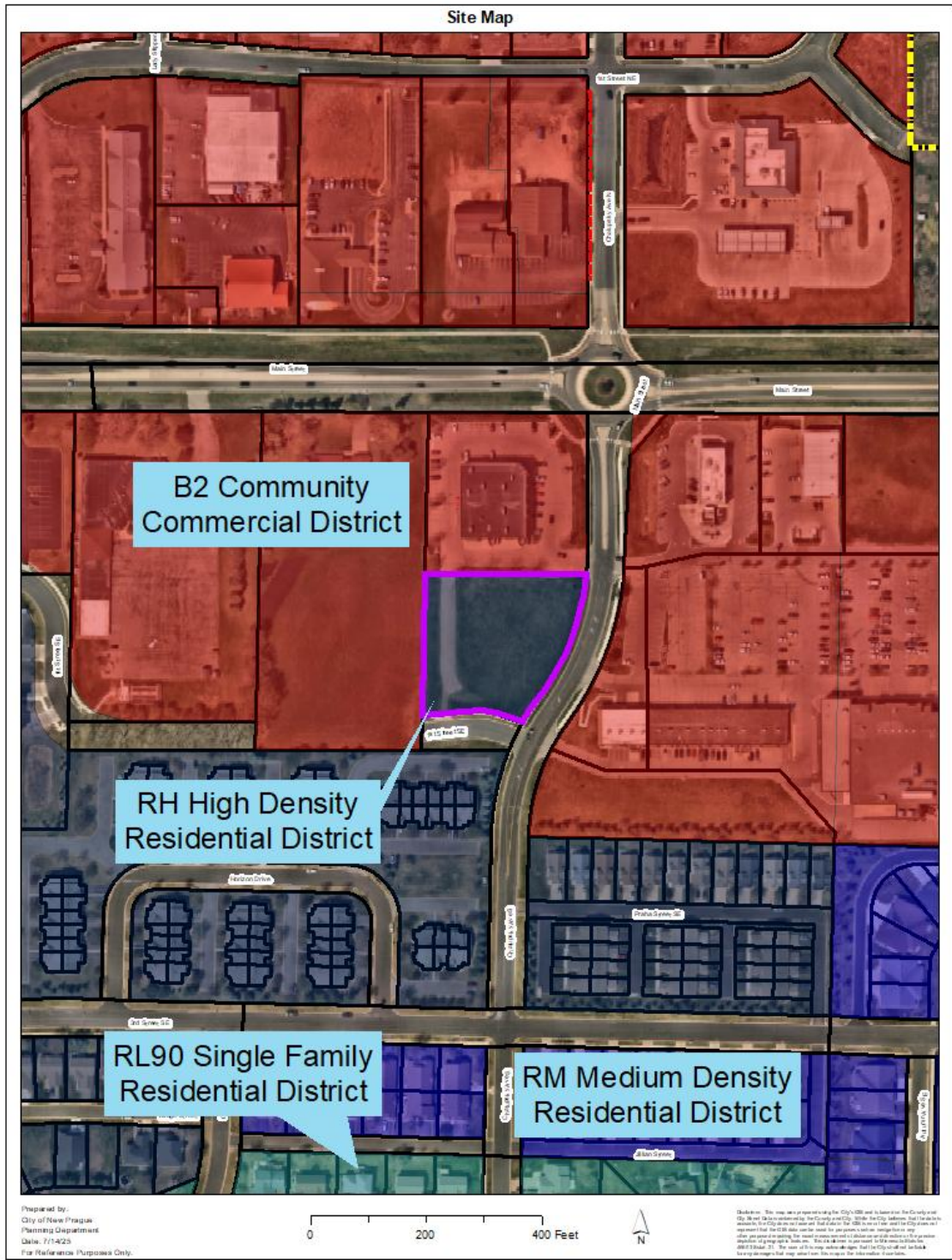
- C. The applicant proposes to use the property in a reasonable manner by adding an additional 27.5 sq. ft. of building signage over the typical ordinance allowed limit and 2 ft. above the typical ordinance allowed height limit on a very large 3 story, 54 unit apartment building.
- D. Unique circumstances apply to this property in that the apartment building being constructed is far larger than the majority of buildings in a Residential District, with a far larger setback, which the Ordinance typically pertains to.
- E. The variance does not alter the essential character of the neighborhood because building signs are a permitted use in the RH High Density Residential Zoning District as well as the B2 Community Commercial District, which abut the property on three sides.
- F. The variance requested is the minimum variance which would alleviate the practical difficulties because it would allow for advertising of the apartment building name and allow for the sign to be seen clearly from the road and adjacent Strip Mall in the B2 Community Commercial District.

Attachments

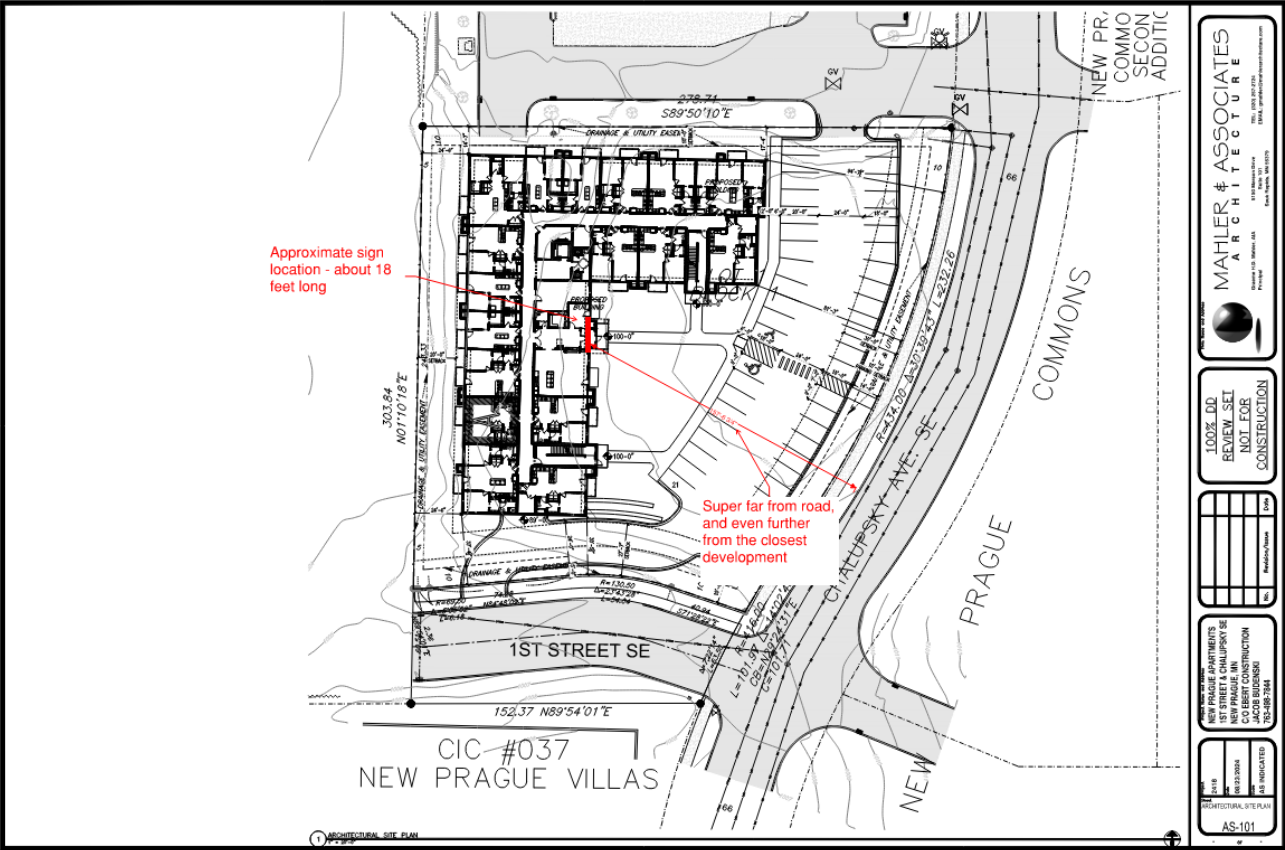
1. Site Map Aerial – Dated 07/14/2025
2. Site Map Aerial Zoning – Dated 07/14/2025
3. Site Plan and Location of Sign – Dated 08/28/2024 and 07/14/2025
4. Draft Design of the Sign — Dated 07/09/2025
5. Zoomed in view of Draft Design of the Sign — Dated 07/16/2025
6. Google Street Map – Dated 10/2013 and 07/2016
7. Pictures – Dated 07/14/2025



Aerial Site Map



Site Map of Zoning Districts



Site Plan (from V5-2024) and Approximate Sign Location

Signage Specs

Shoe box style sign cabinet
Routed with backed acrylic
Day night vinyl on copy
Cabinet painted one color: TBD


PMS 4284 C
P902735

PMS 447 C
A523A56

21.83 in


220.58 in

5.22 in
22 in

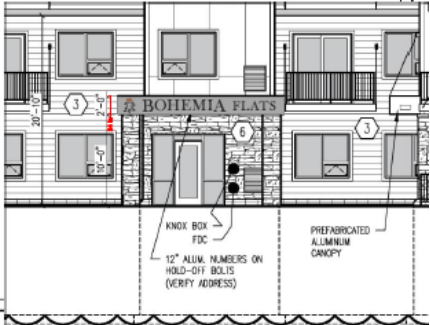


BOHEMIA FLATS

Customer:	000-000		
Company:	000-000		
Address:	000-000		
City:	000-000	State/Zip:	000-000
Phone:	000-000		
Email:	000-000		



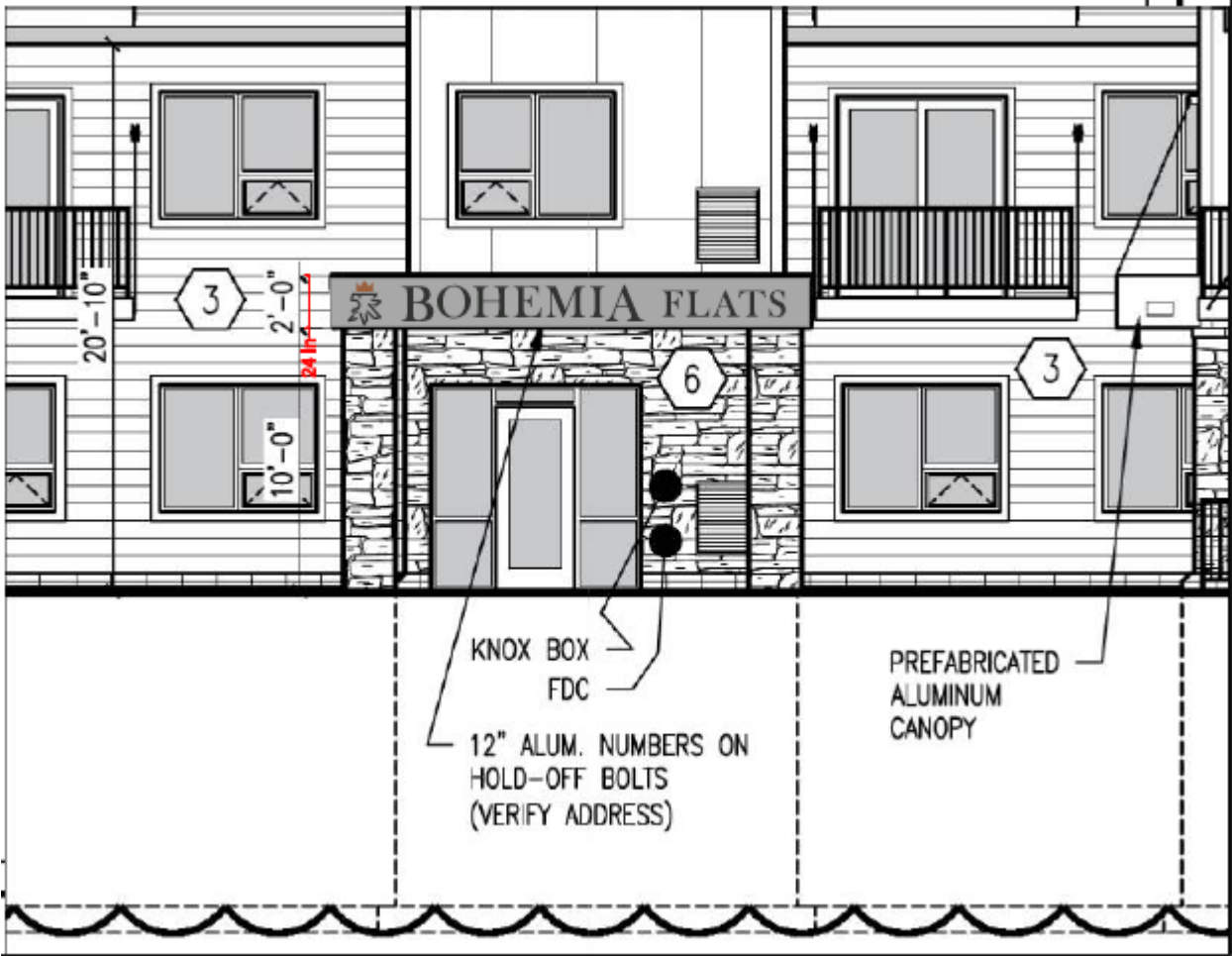
North Star
SIGNS & ENGRAVING INC.
6610 Gregory Park Road St. Cloud, MN 56301
320-252-7871



Draft Design of the Sign

Ten Nineteen Development, LLC – Variance #V7-2025
July 30, 2025 Planning Commission Meeting
Page 9 of 14

50



Zoom in of the lower right hand corner of Draft of Sign Design



Google Street Maps – Looking North from Chalupsky Ave SE (July 2016)



Google Street Maps – Looking South from Chalupsky Ave SE (September 2013)



Google Street Maps – Looking East from Chalupsky Ave SE (July 2016)



View of the site from Chalupsky Ave. SE, facing West. The proposed location of the building sign is the white rectangle above the truck.



View of North of the site from Chalupsky Ave. SE



View of East of the site from Chalupsky Ave. SE



View of South of the site on Chalupsky Ave. SE



Additional view of South of the site on Chalupsky Ave. SE



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: USE OF SMALL CITIES DEVELOPMENT PROGRAM FUNDS
DATE: JULY 29, 2025

At the end of 2024, the City was informed that it had a balance of \$580,918 in its Small Cities Development Program (SCDP) fund that either needed to be used or be sent back to the State for use by other cities. These were funds that the City had received from the State over many years as it participated in various redevelopment programs. The money was generally given out as forgivable loans that were either paid back to the City when a property would be sold before full forgiveness would take place or businesses never took advantage of available improvement funds offered by the City.

Since being informed that the City needs to use to the funds, staff has been working with DEED on ways the funds can be used so that we are able to limit or eliminate the need to return any of the funds. Because SCDP funds are intended to be used to improve property that is considered below a standard set by the State, how the funds can be used are limited. Most of the uses would involve the EDA, such as establishing revolving loan funds for businesses and homeowners. Another way the City may use some of the funds is to build out infrastructure that would improve a slum/blight area. This would include the development of a stormwater pond/infrastructure to a address a known flooding issue if the City Council were to declare the drained area as slum/blight.

The City Council has declared certain portions of the City slum/blight in the past to take advantage of State funds, including in 2016 and 2017. Ken Ondich prepared a map showing the 2017 slum/blight designation, which took the 2016 designation of primarily the downtown area and included surrounding residential area. This would be a similar undertaking. For this process, staff recommends hiring Bolton & Menk to assist with this process. The reason staff recommends using Bolton & Menk is that their staff have experience administering this sort of program, that would include determining the exact area to be considered slum/blight and then working with DEED to unlock the SCDP funds to use towards improvement of the area. Payment of Bolton & Menk for this work would come from the SCDP funds, so there wouldn't be an impact to the budget for this.

Community Development has also included two maps for review that show approximate watershed area as well as the amount of impervious surface in the approximate watershed.

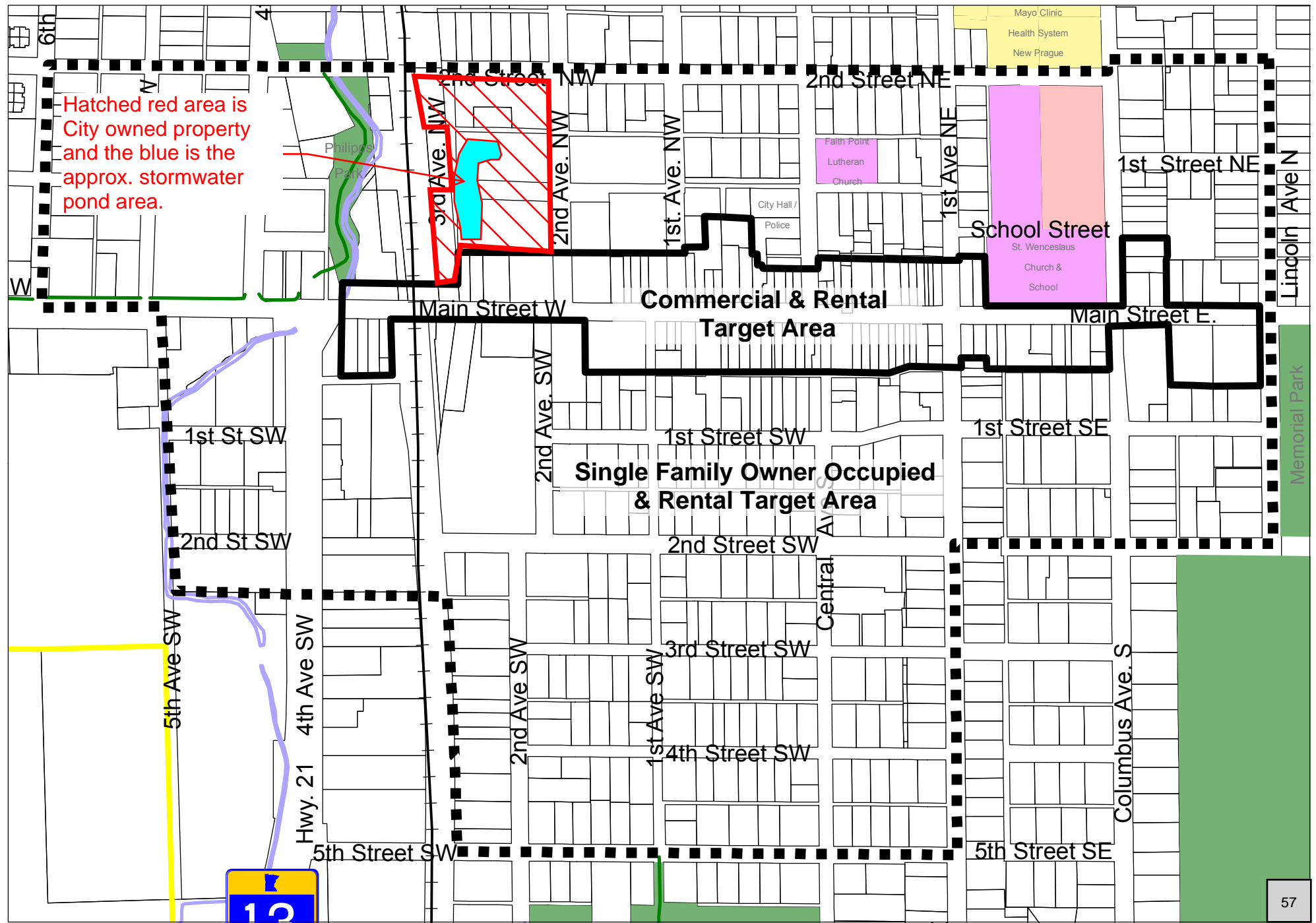
Recommendation

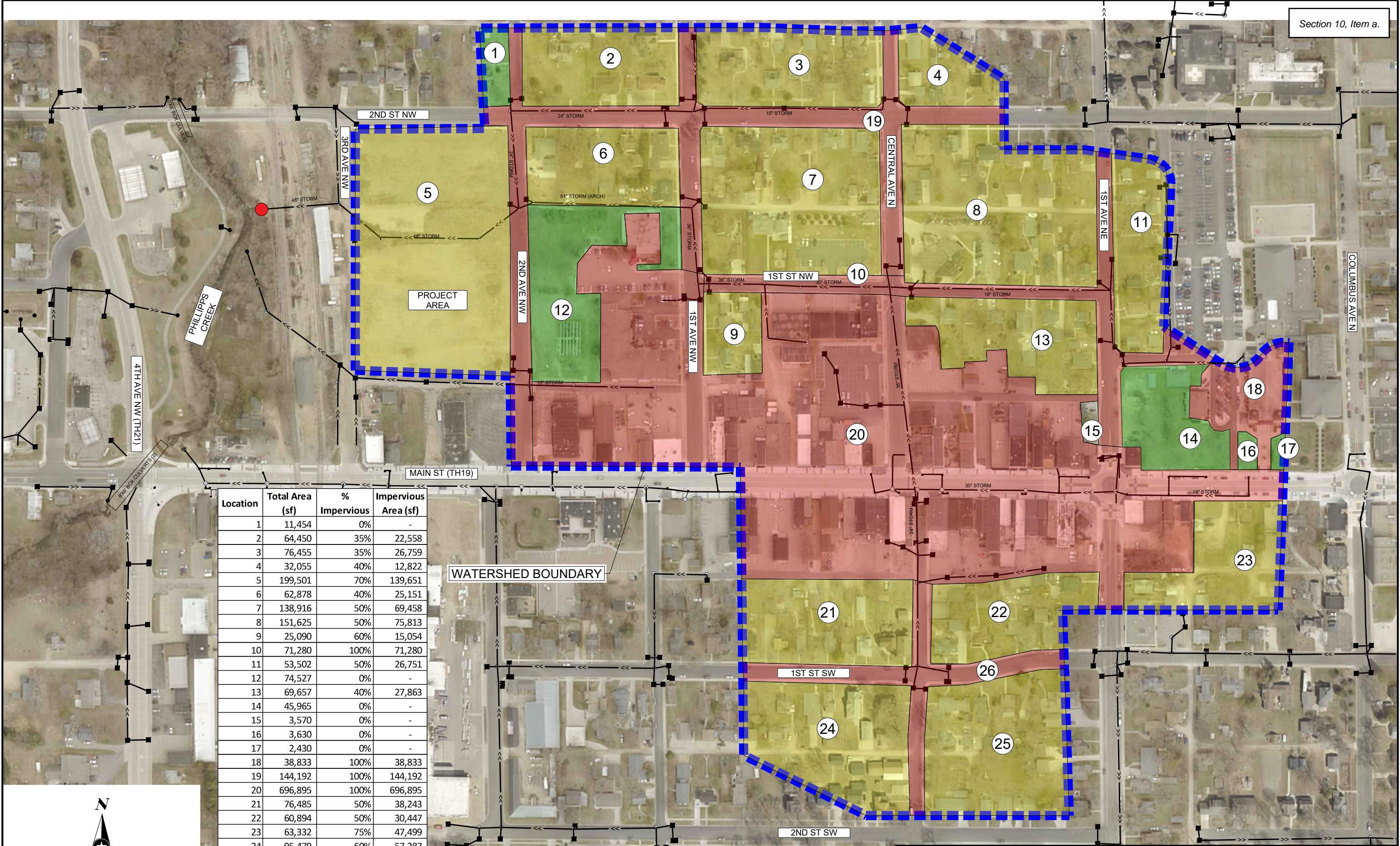
Staff recommends hiring Bolton & Menk to assist with utilizing SCDP funds to construct stormwater infrastructure on City Center, including naming slum/blight that would be improved upon by use of the SCDP funds.



City of New Prague 2017 Small Cities Development Program Target Areas

Section 10, Item a.





Location	Total Area (sf)	% Impervious	Impervious Area (sf)
1	11,454	0%	-
2	64,450	35%	22,558
3	76,455	35%	26,759
4	32,055	40%	12,822
5	199,501	70%	139,651
6	62,878	40%	25,151
7	138,916	50%	69,458
8	151,625	50%	75,813
9	25,090	60%	15,054
10	71,280	100%	71,280
11	53,502	50%	26,751
12	74,527	0%	-
13	69,657	40%	27,863
14	45,965	0%	-
15	3,570	0%	-
16	3,630	0%	-
17	2,430	0%	-
18	38,833	100%	38,833
19	144,192	100%	144,192
20	696,895	100%	696,895
21	76,485	50%	38,243
22	60,894	50%	30,447
23	63,332	75%	47,499
24	95,479	60%	57,287
25	102,128	60%	61,277
26	52,422	100%	52,422
Total (sf)	2,417,645		1,680,254
Total (ac)	56		39

WATERSHED BOUNDARY

LEGEND

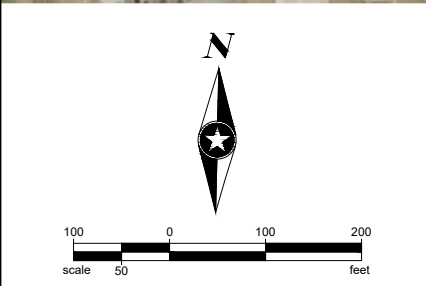
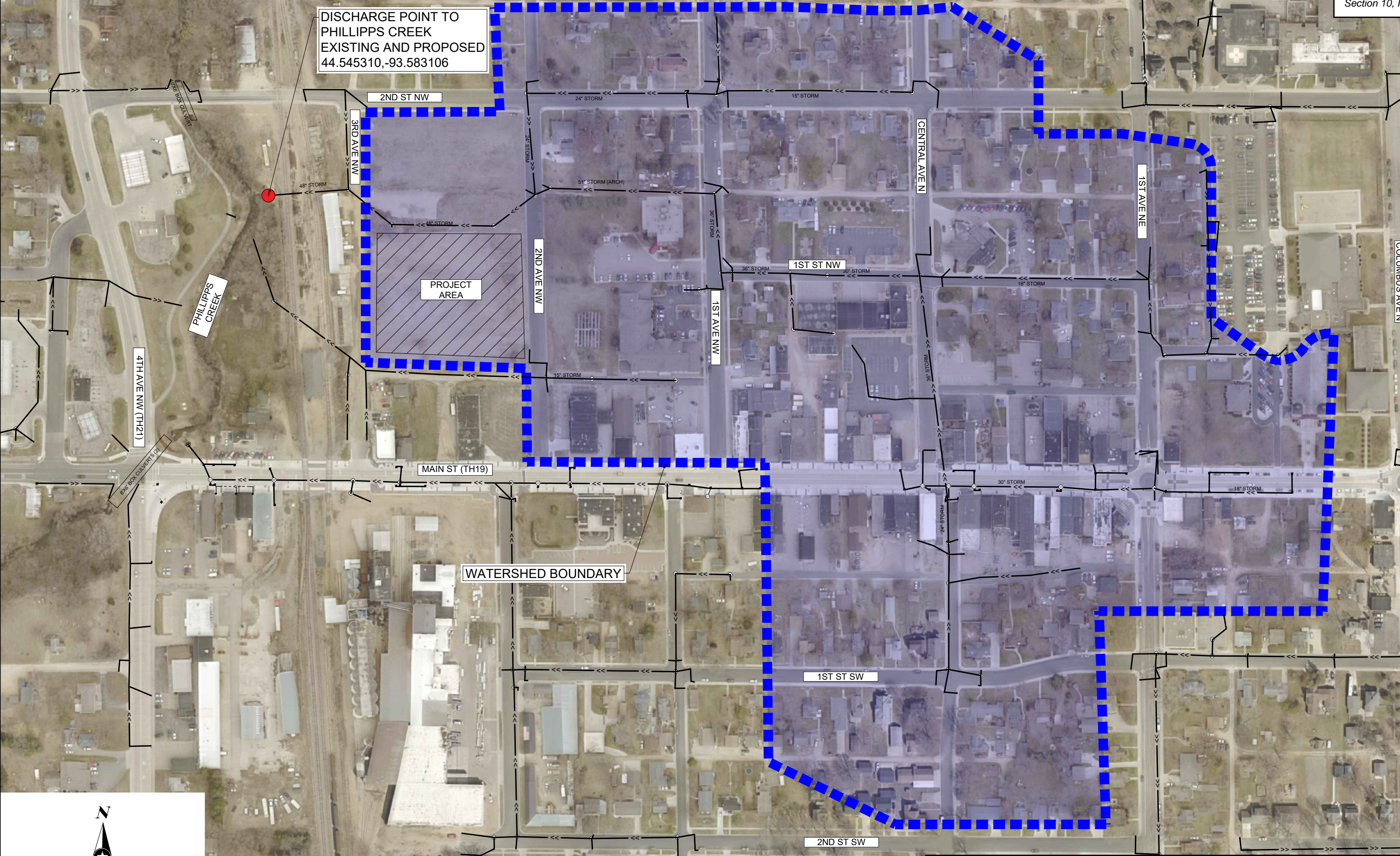
100% IMPERVIOUS AREA

PARTIAL IMPERVIOUS AREA

0% IMPERVIOUS AREA

PROJECT NO.
DATE:
05/01/2024

PROJECT MAP
IMPERVIOUS AREA DETERMINATION



Save: 2/28/2024 12:35 PM ckrulson Plot: 2/28/2024 1:20 PM X:\KONNEWPRcommon\City Center - PPL\WATERSHED MAP.dwg

PROJECT NO.		PROJECT MAP	FIGURE NO. 59
DATE:			
02/28/2024			



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: 2025 CITY WIDE CLEAN-UP EVENT STATISTICS
DATE: 07/28/2025

The City Wide Clean Up Event was held on Saturday, May 17th, 2025. Below are the statistics from each of the vendors that provided services during the clean-up and a comparison to last year’s event:

From Lakers collection site by the Memorial Park Baseball Field:

Trash 22 tons (was 24 tons in 2024)
Steel 14.4 tons (was 6.8 tons in 2024)
Wood 23 tons (was 14.8 tons in 2024)
12 batteries (was 17 batteries in 2024)
Approximately 525 cars (close to 507 vehicles in 2024)

From Certified Recycling:

61 Mattresses / Box Spring collected (was 57 in 2024)

Veteran Recycling:

Paper recycling: 8,400 pounds (was 7,550 pounds in 2024)

Staff Recommendation:

No action is needed. This memo was provided for informational purposes only.

Date: July 30, 2025
To: New Prague Planning Commission
From: Jeff Matzke, Senior Planner, Bolton & Menk
Subject: Unified Development Code - 2nd Draft Discussion

I. Goals of a New Unified Development Code

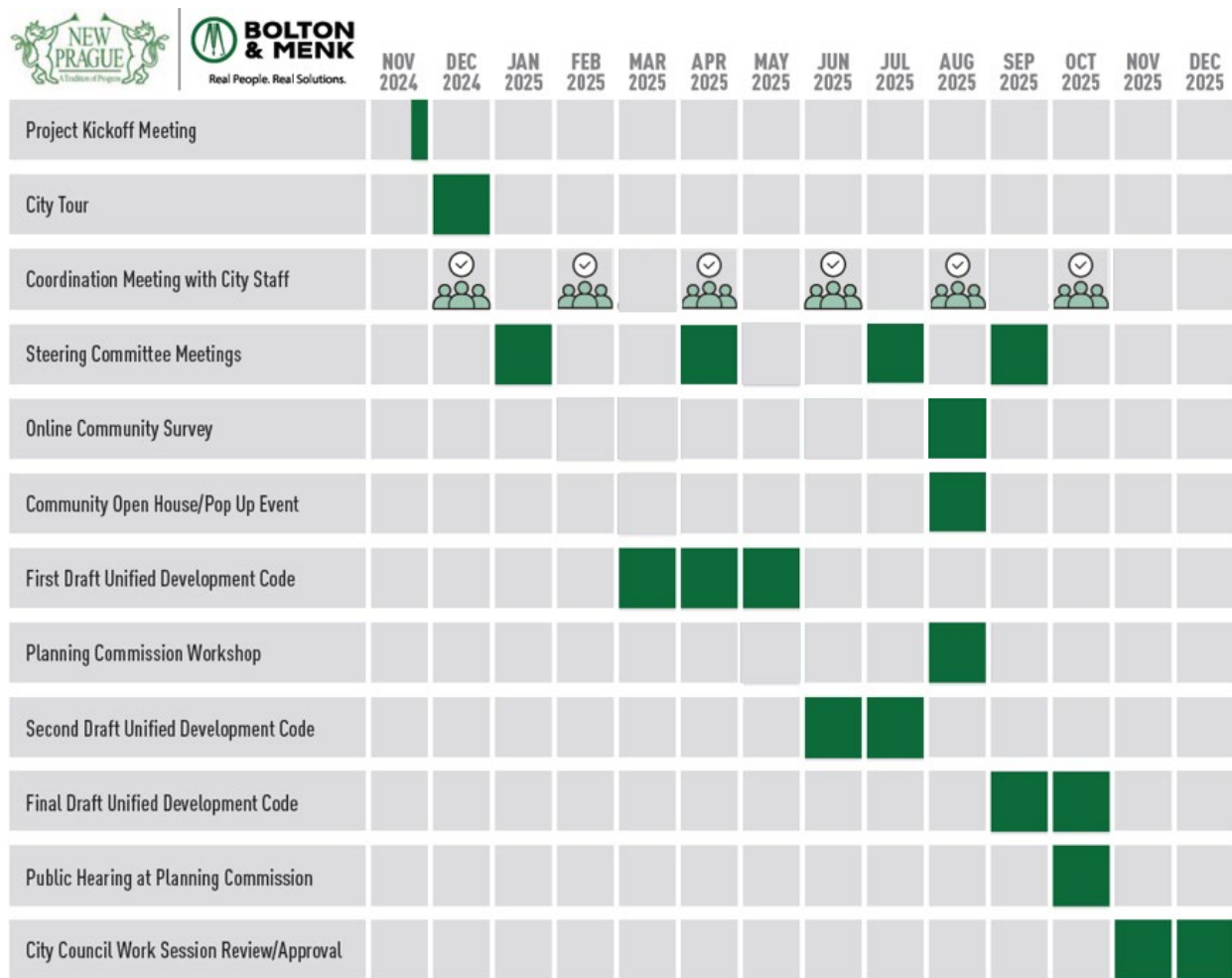
The City of New Prague is updating the Subdivision and Zoning Code under a new Unified Development Code (UDC). This is part of a comprehensive effort to embrace future development and preservation within the city while maintaining the community's local economy and sense of place. The last extensive updates to the Zoning Code and Subdivision Code were in 2000 and 2010 respectively. Following the recent adoption of the New Prague 2045 Comprehensive Plan the related next step for the community is to ensure the subdivision and zoning codes are consistent with the identified long-range strategies in the plan. The creation of a unified development code will support the city in meeting current objectives while fostering future development through review of the following items identified by the City:

- Industry standards for commercial, industrial, and residential development
- Existing development pattern of New Prague
- Future market and urban development changes
- Ordinance clarity, including as many tables, figures, and visual illustrations as possible, for equitable administration
- Ensure legal compliance

II. Project Schedule

Starting in December 2024 Bolton Menk began the process with the City for drafting the UDC. This process includes research of industry standards and other community ordinances, public engagement opportunities, as well as discussions with City Staff and City Officials. Since the project involves the Subdivision and Zoning Code, the Planning Commission will be the advisory body for the project due to experience with the use of these codes in the New Prague community.

Bolton and Menk has met with City Staff, conducted a city tour to highlight some of the key areas of New Prague's recent development, discussed the project schedule and objectives at the January Planning Commission Meeting, and reviewed a 1st draft with the Planning Commission in April. The following is the current project schedule which may be adjusted throughout the project based on meeting schedules and the overall needs of New Prague.



III. 2nd Draft UDC Ordinance

The Bolton & Menk Staff have combined the existing language of the New Prague Subdivision Code and Zoning Code into one single Unified Development Code (UDC). We’ve reviewed industry standards, MN State Statues, and several different ordinances to provide some ideas and concepts for consideration of code updates. We have also reviewed the recently adopted 2045 Comprehensive Plan, existing ordinance language, and listed code issues identified by City Staff and the Planning Commission. The attached 2nd draft is lengthy (over 200 pages), so we have included a separate memo highlighting the main revisions in the redraft process. We’ll also highlight these items in our meeting presentation. Some of the main revisions include the following:

- Changes to RL-90, RL-84, and RL-70 Zoning districts including lot sizes
- Incorporation of Tree Preservation Ordinance Language
- Additional architectural design requirements for commercial and industrial buildings

- Revisions to the Planned Unit Development Regulations
- Code language to identify when a certificate of survey is required
- Provisions for public hearings for variances and conditional use permits
- Administrative permits for fences and residential accessory structures
- Edits to required parking minimum space requirements
- Additional Accessory Dwelling Unit regulations
- General updates for compliance with State Statute and industry standards

Furthermore, the use of table charts along with graphics in the code will increase awareness and ease of use. In addition to a land uses chart (Pages 94-96) and dimensional standards chart (Page 124-125) we have also included graphics which help identify specific definitions of the code. These will include lot standards, floodplain controls, impervious surface, and building height (see attached graphics page).

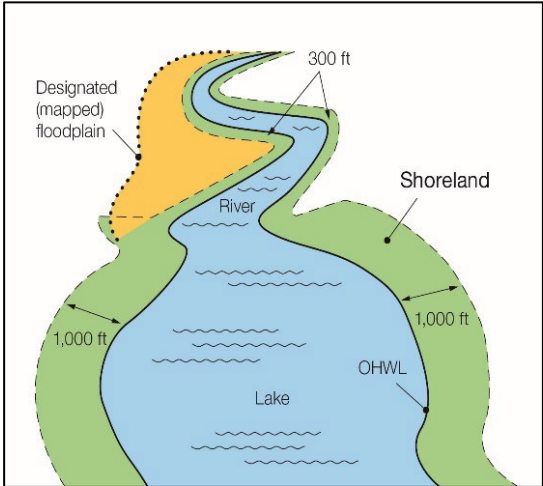
In addition, as part of the public engagement task of the project, the City will be seeking feedback on the unified development code update from the community through a survey that will be located online and distributed at the August 7th Czech Out New Prague Event. A draft of this survey is attached to this report.

IV. Planning Commission Action

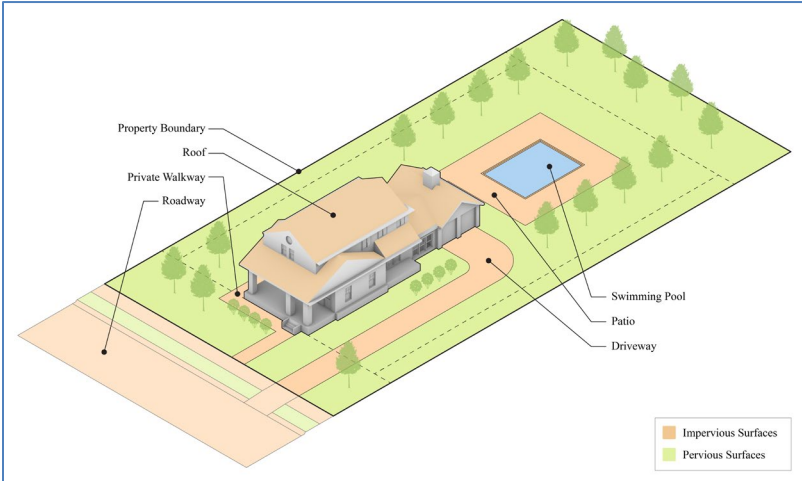
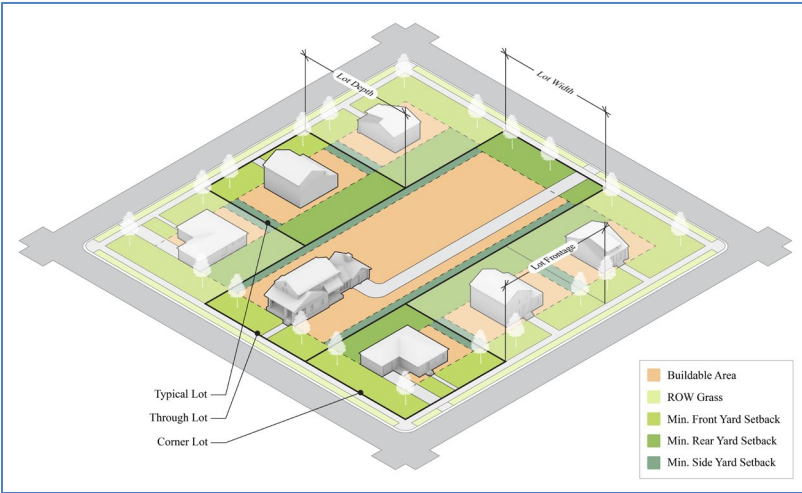
No formal action is required of the Planning Commission at this time. Additional discussions will be scheduled to review further detailed draft code language, and a public hearing will be scheduled at a future Planning Commission meeting along with a request for formal action. Bolton & Menk along with City Staff would like the Planning Commission to offer feedback on the initial draft code layout and any initial comments on specific code items.

PROPOSED GRAPHICS

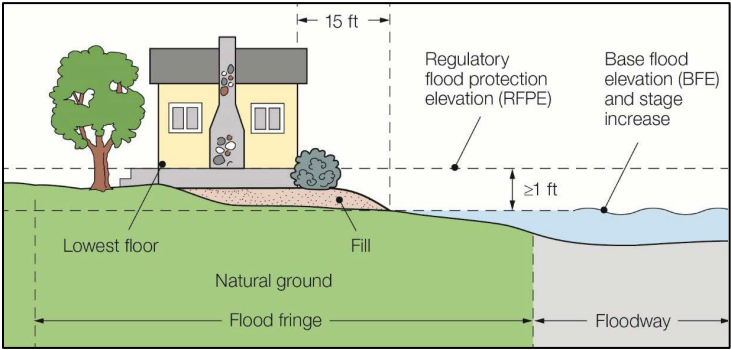
Shoreland



Lot Standards



Impervious Surface



Floodplain Controls



Building Height

MEMORANDUM

Date: July 24, 2025
To: Ken Ondich, Community Dev. Director, New Prague
From: Jeff Matzke, Frannie Nielsen, Bolton & Menk
Subject: New Prague Unified Development Code Summary of Updates

The table below includes a summary of the issues and comments documented during the Unified Development Code (UDC) update process. Each entry includes a section reference, a description of the issue, and the corresponding resolution or action taken.

No.	Section	Issue/Question	Resolution
1	6.002 G Page 144	Remove “Structure for Habitation”	removed
2	6.002 K Page 152	Creating more concise points/language for signage section	Reworded sign language, but kept standards generally the same
3	6.002 X Page 223	Incorporate preservation of trees	Incorporated tree preservation ordinance language
4	6.002 Y Page 233	Include design requirements for multifamily buildings	Added design requirements
5	6.001 Page 135	Review minimum lot sizes and widths for all residential zoning districts.	Renamed RL-90 as R-1, RL-84 as R-2 and RL-70 as R-3. Reduced lot size and width requirements based on research. Recommending lower than Elko/NM and Jordan. Incorporated language for non-conforming lots.
6	6.002 F Page 141	Consider ADUs	Added ADU language
7	5.003 N and 5.001 Page 129-130	Consider apartments in downtown district on first floor away from Main Street	Added language to allow first floor apartments away from Main Street.
8	4.001 Page 101	RM vs RH Districts – Look at maximum units per acre (currently 32/acre)	32 is generally high but allows for dense housing. Current RH housing near 6th Ave NW/2nd St NW appear to be around 12 -15 units/acre. The PUD zoned RH near Horizon drive appears to be 18-24 units per acre. Recommend keeping at 32 to allow for more housing options and mix. Added sentence for any higher than 32 units per acre should be PUD
9		Updates to match 2045 comp plan	Updates throughout
10	6.002 B Page 137-139	Review fence height regulations on through lots	Removed 30' building setback line and allow at accessory structure setback line
11	3.002 I Page 62	PUD regulations – best practices	Updated with best practice options

12		Review for compliance with state statutes	Updated for compliance with recent statute changes.
13	6.003 I 3 Page 249-250	Need to maximize trail/sidewalk connections	Updated sidewalk guidelines for connections,
14	6.002 G H Page 144	On Page 121 (G) and (H) – make sure we are not violating any state laws.	Cross-checked manufactured home minimum code. Does not appear to violate any state laws.
15	6.002 V Page 274	Design Requirements – B1 and B2 – but what about B3 and Industrial (none currently for these).	Added design requirements for B-3 and Industrial. Updated B1 and B2 design standards
16	6.003 G 6 Page 234	Park Dedication update	Updated Park dedication requirements. Comp plan indicates desire for more park investment.
17	5.001 and 6.001 Page 106, 135	Allow duplexes in certain districts not currently permitted near downtown – Review	Updated to allow duplex in R-3 (RL70) and R-2 (RL84) in use chart, and updated dimensional chart to ensure each dwelling unit in those districts has at least 6,200 sqft. This technically allows two family dwellings but will not result in a lot of two family structures since meeting the lot size requirement is not feasible for a lot of the lots.
18	5.003 W Page 134	Consider Short Term Rental Ordinance	Added language for short term rentals, included in use chart, combined Bed and Breakfast types.
19	3.002 G 3 Page 60	Variances – does not currently require hearings	Section 503 (old)/Section 3.002 (new) requires the planning commission hold public hearings for variances. Added a public hearing requirement in the procedure section for variances and added 350 ft adjacent property notification.
20	6.002 B, 3.002 K Page 83 & 137	Fences – don't require a permit currently, would like to go back to explicitly requiring them	Added language that requires fences have a fence administrative permit. Added language in admin section about administrative permits.
21	3.002 G and E Page 54 59	Make clear when lot surveys are required	Removed survey requirement for variance and CUP applications, only if required by Zoning admin
22	6.002 I 2 Page 149	Review Off-Street Parking	Size of parking stalls is standard. Recommended some alternative number of required spaces.
23	5.003 M and 5.001 Page 127	Review outdoor seating and outdoor seating alcohol sales	Changed the permit type to an administrative permit for outdoor seating. Added language to have outdoor seating that serves alcohol as a cup. Changed on Use Chart

24	6.002 E Page 140-141	Require zoning permits for accessory structures	Added requirement of accessory building requires admin permit. Added provision that on through lots, accessory structure can adhere to rear yard setback requirements on only one street abutting side of the lot.
25	6.003 C Page 236	Remove cul-de-sac design with islands maintained by neighboring homeowners per public works.	Removed island requirements
26	5.003 B Page 108	Limit vehicles to only park on paved driveways	Added language to only allow improved bitumious surface parking in front yard, but grass parking is allowed in rear yard if it meet accessory structure setbacks.
27	6.002 I Page 149	Review parking minimums	Updated
28	3.002 B Page 60	Review Board of Adjustment and Appeals role	Updated to include public hearing requirements for variance. Typically PC hears variances. BOA appears to be standard with other municipalities.
29	3.002 G Page 59	Is it common for most cities to “require” surveys for all variance applications? This is a continual complaint applicants make in that they are expensive and take a lot of time to complete.	Somewhat common to require surveys manly in larger. Added language to include survey as application requirement if required by the Zoning Administrator for variances, cups and iups. Added language that Zoning Administrator can require additional application materials. Added more applicatoin requirements for variance applications - makes it easier to process and review variance requests.
30	6.002 I 2 Page 149	Consider less stringent parking requirements	Added language to allow a reduced parking requirements of residential and mixed use properties in B1 RH and RM
31	2.001 and 6.002 I Page 151	Review EV charging language to ensure it’s appropriate for residential and commercial needs.	Fuel station as defined currently allows for electric vehicle charging. Added definition of EV charging station. Added EV charging requirement for newly developed lots with over 20 spaces, requiring 5% of spaces be equipped with EV charging capability. Added EV charging to use chart



City of New Prague

Universal Development Code Survey

Section 11, Item b.



**We want
to hear
from you!**

PROJECT OVERVIEW

The City of New Prague is updating the Subdivision and Zoning Code under a new Unified Development Code (UDC). This is part of a comprehensive effort to embrace future development and preservation within the city while maintaining the community's local economy and sense of place. Your feedback on this survey will help develop a Unified Development Code that supports the city in meeting current objectives while fostering future development.



Take this survey online at: [link](#)

For the following questions, identify how much you agree with each statement.

1. Duplexes or triplexes should be allowed in a greater degree near downtown.



2. The City permitting process and regulations allow options to improve my property within New Prague.



3. New Prague has enough parking for its businesses.



4. The City provides options to support the aesthetics and design of businesses and neighborhoods.



5. The City should pursue municipal/public electric vehicle (EV) charging stations in the community.









6. What residential lot size do you feel is suitable for a single-family residential? (Select all that apply)

- ☐ 5,000 Square Feet
- ☐ 6,000 Square Feet
- ☐ 8,000 Square Feet
- ☐ 10,000 Square Feet

7. Which material do you think is suitable for Architectural Design of a commercial/industrial building? (Select all that apply)

- ☐ Insulated Metal Panel
- ☐ Uninsulated Metal Panel
- ☐ Brick
- ☐ Stone
- ☐ Smooth Concrete Panel
- ☐ Textured Concrete Panel

Accessory Dwelling Unit (ADU) Examples

8. In what ways would you take advantage of an Accessory Dwelling Unit (ADU)? (Select all that apply)

- ☐ Permanent housing for yourself/your family
- ☐ Seasonal or temporary housing for a family member or friend
- ☐ Provide a separate living unit for a health caregiver
- ☐ Short-term rental income (14 days or less)
- ☐ Long-term rental income (rentals greater than 8 month periods)
- ☐ I would NOT consider building an ADU

9. Would you be interested in utilizing short term rentals in the community?

- ☐ Yes
- ☐ Maybe
- ☐ No

10. In regard to recreational vehicles and trailers, what areas on a property do you believe the City should allow storage? (Select all that apply)

- ☐ Paved/concrete surfaces
- ☐ Gravel surface
- ☐ Landscape rock surfaces
- ☐ Grass/mulch surfaces

11. Would you apply for a fence/shed permit if it were FREE?

- ☐ Yes
- ☐ Maybe
- ☐ No

The following are **optional** demographics questions

12. Are you a city resident?

- ☒ Yes
- ☐ No

13. What is your housing status?

- ☒ Homeowner
- ☐ Renter
- ☐ Other

14. What is your race/ethnicity? (Select all that apply)

- ☐ American Indian or Alaska Native
- ☐ Native Hawaiian or other Pacific Islander
- ☐ Asian or Asian American
- ☐ White
- ☐ Black or African American
- ☐ Another Race
- ☐ Hispanic or Latino

15. What is your age?

- ☐ Under 18
- ☐ 18 – 24
- ☐ 25 – 39
- ☐ 40 – 64
- ☐ 65+

16. What is your household income range?

- ☐ \$0-\$49,999
- ☐ \$50,000-\$74,999
- ☐ \$75,000-\$124,999
- ☐ \$125,000-\$174,999
- ☐ \$175,000+



Learn more about the project at: [link](#)



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: ADMINISTRATIVE CITATIONS
DATE: JULY 31, 2025

As part of the Planning Commissions July 20th, 2025 recommendation to forward the ordinance language to allow backyard chickens, they also recommended that the City Council consider “administrative citations” as a way to address various nuisance violations versus the current process of criminal citations. Staff has compiled some initial information about administrative citations below. Should the City Council be interested in exploring this further, staff would work with the City Attorney’s office to draft city code language to implement such a process.

Administrative Citations

Administrative Citations are non-criminal tickets which could be issued to individuals who do not correct violations of the City Code versus having them immediately cited as a criminal offence.

Why "Non-Criminal"?

Currently, criminal fines and penalties have been the most frequent enforcement mechanism in New Prague. Unfortunately, there are certain negative consequences for both the city and the accused.

- The delay inherent in that system does not ensure prompt resolution.
- Citizens resent being labeled as criminals for violations of administrative regulations.
- The higher burden of proof and the potential of incarceration do not appear appropriate for most administrative violations.
- The criminal process does not always regard city code violations as being important.

What Are Administrative Citations Issued for?

An Administrative Citation could be issued for any violation of the New Prague City Code. In practice, citations are probably best issued for property related violations such as:

- Exterior storage violations involving construction materials, tires, and miscellaneous junk

- Junk cars
- Rental of dwelling unit without a license
- Exterior property maintenance
- Backyard chickens (if adopted)

What Are the Administrative Citation Penalties?

The penalties could vary according to the seriousness of the offense. Fines could range from \$300 to \$500 per offense. Fines could also double with each repeat offense within 12 months of a prior offense up to \$2,000 per violation.

Who Can Issue Citations?

The City Administrator could be authorized to designate City employees who may issue citations. These could include:

- Building Official / Inspector
- Fire Chief
- Police Chief / Officer
- Street Superintendent
- Community Development Director / Planner

Recommendation

Staff recommends that the City Council provide direction to staff regarding administrative citations.



MEETING MINUTES

New Prague Golf Board

On site meeting at NPGC
Tuesday, June 24th, 2025

The meeting was called to order at 6:30pm by Board President Den Gardner. The following Board Members were present for the meeting: Den Gardner, Adam Gill, Bob Cuniff, Graham Kuehner, and Mayor/Council Liaison Chuck Nickolay. Board Members Adam Brister and Jen Berglund were unable to attend. Also present: GPE Owner/Contract Manager Kurt Ruehling.

Mayor Chuck Nickolay was welcomed, as the new Council Liaison by the Golf Board!

- **Approval of May 27th, 2025 Meeting Minutes:**
 - A motion to approve was made by Gill, second by Kuehner. Motion carried (5-0)
- **Claims for Payment (\$111,544.85):**
 - Ruehling touched base and provided an explanation on a few items
 - A question arose concerning the pump house invoice, whether or not the funds were deferred from 2024?
 - A motion to approve the Claims for Payment was made by Cuniff, seconded by Gill. Motion carried (5-0)
- **Review Monthly Income Statement and Balance Sheet (June 2025):**
 - No real concerns...numbers are in line
 - A motion to approve the Monthly Income Statement and Balance Sheet was made by Gill, seconded by Kuehner. Motion carried (5-0)
- **Golf Member True Up Policy**
 - True Up Policy was discussed and all were in favor of it's implementation
 - A motion to approve the Member Account True Up Policy was made by Gardner, seconded by Gill. Motion carried (5-0)
- **Capital Equipment Report**
 - No items to report
 - Inquiry about the arrival of all new equipment, Ruehling will report back
- **Grounds Operation Update...Jeff Pint, Grounds Superintendent:**
 - Golf Board agreed that the golf course looks great!
 - Bunkers are getting great reviews!
 - Working on tree removal...when necessary staff is available
 - Pump house electronics are up and running
 - Back tee on #16 has had rock and landscaping added to it
 - New rock around clubhouse has been put down, looks great!
 - Gardner asked if a plan was in place to remove the dead trees? Ruehling to meet with Pint. Gardner would like report at next meeting, if possible

- **Food & Beverage Update...Michelle Mulvihill, Food & Beverage Coordinator:**
 - Staff is well liked by members and patrons@
 - A beverage cart was out over the Memorial Day weekend...great comments!
 - Staff executed the Western National event, Zalesky Fund Raiser, and St. Wenceslaus School events with great success!
 - Michelle is settling in and establishing policies and procedures
- **Golf Operation Update...Kurt Ruehling, GM/PGA Professional:**
 - Ruehling reported that we hosted a very successful high school section tournament...and (6) other large events, including a single-shotgun with 192 players (Ruehling's largest in his 30+ year career!)
 - Rounds are down a bit from last year, but a few events have not been documented yet
 - Ruehling stated that we opened (3) weeks later in 2025 than we did in 2024
- **Marketing Update...Kurt Ruehling, GM/PGA Professional:**
 - Ruehling is adding links to the List of Events when possible
- **Golf Scholarship Event Summary...Den Gardner:**
 - Event is scheduled for Sunday, August 10th, 2025
 - Gardner will drop off flyers for Ruehling to add around clubhouse
 - Gardner would love to field at least (15) groups this year
- **Miscellaneous:**
 - Gill inquired about failing hardware in men's bathroom, Ruehling addressed
 - Gill "raved" about the Junior Golf Lessons and the work done by Dan Puls and Lucy Nickolay with the juniors!!
 - An inquiry was made about the dust created from cart path on #5, discussion
 - Question came up...can we fix our paths with our equipment? Ruehling to visit with Pint
- **Adjournment:**
 - A motion to adjourn the meeting at 7:14p was made by Gill, second by Cunniff. Motion carried (5-0)

Next Golf Board Meeting –Tuesday, July 22nd, 2025, 6:30pm

Respectfully submitted by,
Kurt Ruehling, GME...PGA General Manager

Meeting Minutes
New Prague Planning Commission
Wednesday, June 25th, 2025

1. Call Meeting to Order

The meeting was called to order at 6:30 p.m. by Chair Dan Meyer with the following members present: Brandon Pike, Ann Gengel and Shawn Ryan. Absent was Jason Bentson.

City Staff Present: Ken Ondich – Planning / Community Development Director.

2. Approval of Meeting Minutes

A. May 28th, 2025 Regular Meeting

A motion was made by Ryan, seconded by Gengel, to approve the May 28th, 2025 regular meeting minutes. Motion carried (4-0).

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

No public comments were given.

4. NEW BUSINESS

A. Request for Variance #V5-2025 – Front Deck/Landing Setback Reduce Front Yard at 305 4th Street NE

Planning / Community Development Director Ondich presented the staff report. He stated that the applicant, Matthew Egan, is seeking a variance from the 30' front setback to 12' 3" for a front deck / landing at 305 4th Street NE. The new front deck is not any closer to the road than the existing one, but it is two feet wider which is increasing the non-conformity. He noted that the home and neighboring homes were built before zoning regulations existed in the City. He noted that a variance was issued for a garage addition a few homes to the east to allow a garage addition at 19' to the same public right of way and noted that a home adjacent to the southwest is just 6' from the public right of way line. He stated that the applicant is requesting the additional width to make it easier to move into the home and to be more aesthetically pleasing. He also noted that the front deck / landing was subject to a zoning violation and hearing with the Council in late 2024 and that if the variance were approved, a building permit and inspection is still required. He stated that staff recommends approval of the variance with the findings and condition listed in the staff report.

A motion was made by Ryan, seconded by Pike to recommend approval of V5-2025 with the following findings:

- A. The requested variance is to allow a front deck/landing to be located 12' 3" is in harmony with the general purposes and intent of this Ordinance because front decks/landings as part of a single-family home are a permitted use in the RL-90 Single Family Residential Zoning District.
- B. The requested variance is consistent with the comprehensive plan because the subject property including the home and the front deck / landing are a permitted use in the RL-90 Single Family Zoning.
- C. The applicant will continue to use the property in a reasonable manner, considering that the only change will be a 2' wider front deck / landing which will be built no closer than the previously existing front deck / landing at 12' 3" from the front lot line.
- D. Unique circumstances apply to this property which do not generally apply to other properties in the vicinity because the homes in the neighborhood were constructed prior to the adoption of a zoning ordinance in the City which placed the homes closer to the front property line along 4th Street NE at less than the currently required 30' setback.
- E. The variance does not alter the essential character of the neighborhood because adjacent lots are zoned residential and all adjacent single-family homes do not meet the minimum 30' front setback requirement with one home located approximately 6' from the front property line which is much closer than the proposed front deck / landing.
- F. The variance requested is the minimum variance which would alleviate the practical difficulty because it would provide more room for navigating into and out of the home's front door while not locating closer to the front lot line than the previous front deck/landing.

And with the following condition:

- 1. A building permit must be obtained and the structure inspected to ensure compliance with building codes.

Motion carried (4-0).

B. Request for Variance #V6-2025 – Drive-Thru Location Variance at 100 Alton Ave. SE

Planning / Community Development Director Ondich presented the staff report. He stated that the LaMacchia Group submitted a building permit and variance application to construct a financial institution on behalf of Heartland Credit Union at 100 Alton Ave. SE. He stated that a variance is necessary due to the drive through having microphones/speakers located in the front yard of the site along Main Street / TH13/19 which isn't allowed by the ordinance. He stated that the property is zoned B-2 Community Commercial and that office/service establishments with drive-thru's are permitted uses but microphones and speakers must be located in the rear yard or other unobtrusive location if the rear yard is adjacent to a public street and shall not be directed towards residential areas. He stated that the subject site has frontage on two public roads and one private driveway which acts like a front yard with the south and west sides being the only areas allowed for the speaker/microphone. He stated that the applicant notes that the site design allows the parking lot to be separated from the drive-thru lanes for safety purposes, keeps the drive-thru by the teller area, stormwater is required to fit the sites northwest corner, the speakers are 96' away from the curb and they have added additional landscaping and an additional window on the north side of the building to mitigate the effects of the variance. He stated that the City granted two variances to the west for the

old McDonalds and strip mall drive throughs to be in front yards previously. He stated that staff recommends approval of the variance with the findings listed in the staff report.

A motion was made by Ryan, seconded by Gengel to recommend approval of V6-2025 with the following findings:

- A. The requested variance is in harmony with the general purposes and intent of this Ordinance because drive-thru businesses / financial institutions are a permitted use in the B-2 Community Commercial Zoning District.)
- B. The requested variance is consistent with the comprehensive plan because drive-thru businesses / financial institutions are a permitted use in the B-2 Community Commercial Zoning District.
- C. The applicant will use the property in a reasonable manner which would simply allow a microphone/speaker as part of a drive-thru to be located within the front yard of the building which is not normally allowed by the zoning ordinance.
- D. Unique circumstances apply to this property over which the property owners had no control and which do not generally apply to other properties in the vicinity because the lot abuts two public roads on the north and east sides and additionally abuts a private driveway on the south side which limits locations for a microphone/speaker in compliance with the zoning ordinance to be located outside of a front yard.
- E. The variance does not alter the essential character of the neighborhood because drive-thru businesses are a permitted use in the B-2 Community Commercial Zoning District, two drive-thru's with microphones/speakers were allowed a few blocks to the west with similar multi road frontage locations and the applicant has proposed additional landscaping between the front lot line and the drive-thru to mitigate sounds and appearance while also noting that the microphone/speaker is located a great distance from the property line.
- F. The variance requested is the minimum variance which would alleviate the practical difficulties because it would allow the microphone/speaker as part of the drive-thru to be located in a location on the stie which would allow the separation of the drive-thru traffic from the parking lot and additionally provide additional landscaping between the front property line and microphone/speaker than is normally required by the zoning ordinance.

Motion carried (4-0).

5. OLD BUSINESS

A. Backyard Chickens Discussion - Continued

Planning / Community Development Director Ondich presented the staff report. He stated that since the May 28th Planning Commission meeting, he had provided revisions to the ordinance and further completed additional research. He stated that changes to the ordinance, as directed by the Planning Commission, included removing screening requirements from adjacent properties, removing the 25' setback to the applicants own home, reduced the setback to the lot line of 6', increased the coop height to 8', provided for runs to be moveable if they can meet setback requirements and removed requirements that coops must match the house. He also noted that area fees range from no fee up to \$60 annually in Belle Plaine. He stated that Lonsdale's ordinance is \$25 biannually to match their dog license fee. He stated that chicken

feces cannot be placed in the trash or at the organics site or compost site and that the County recommended that it be given away as fertilizer for gardens. He stated that neighbors cannot be required to sign off on if a property owner wants chickens and finally noted that LeSueur County rural residential lots are not allowed to have chickens and even agricultural lots must have a minimum of 1.5 acres of suitable land.

General discussion of the Planning Commission was held regarding having backyard chickens is not a cost savings measure, the relatively low number of residents that want backyard chickens, whether or not to require an annual or biannual fee, how animal welfare is important as well as the ability to protect neighbors. They also discussed whether city staff could look into administrative citations for ordinance violations.

Planning / Community Development Director Ondich stated that he could look into the process of adopting an ordinance to allow administrative citations and provide some information at the next meeting.

The Planning Commission suggested making the fee annual for chickens as a catch to have coops and runs removed from a property if chickens are no longer kept at a property and also suggested adding a requirement for “durable materials” and insulation for coops.

A motion to table the discussion was made by Ryan, seconded by Pike. Motion carried (4-0).

6. Miscellaneous

A. Monthly Business Update

Planning/Community Development Director Ondich presented the monthly business update as information.

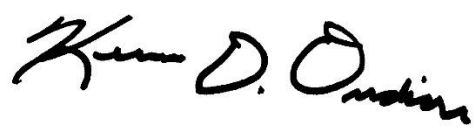
B. Uniform Development Code Update

Planning / Community Development Director Ondich presented the update from Bolton & Menk regarding the status of the project. He also indicated that the July Planning Commission meeting is on July 30th, not July 23rd.

7. Adjournment

A motion was made by Pike, seconded by Pike, to adjourn the meeting at 7:58 pm. Motion carried (4-0).

Respectfully submitted,



Kenneth D. Ondich
Planning / Community Development Director



UTILITIES COMMISSION MEETING MINUTES

City of New Prague

Monday, June 30, 2025 at 3:30 PM

Power Plant - 300 East Main St

1. CALL TO ORDER

The meeting was called to order by Commission Vice President Chuck Nickolay on Monday, June 30th, 2025 at 3:30 p.m.

Commissioner Present: Chuck Nickolay, Tom Ewert, Paul Busch and Bruce Wolf

Commissioners Absent: Dan Bishop

Staff Present: General Manager Bruce Reimers, OES Ken Zweber and Finance Director Robin Pikal

2. APPROVAL OF AGENDA

Motion made by Commissioner Ewert, seconded by Commissioner Wolf, to approve the agenda as presented.

Motion carried (4-0)

3. APPROVAL OF MINUTES

a. May 27, 2025 Meeting Minutes

Motion made by Commissioner Nickolay, seconded by Commissioner Busch, to approve the May minutes as presented.

Motion carried (4-0)

4. UTILITY AND SMMPA BILLS

a. Approval of accounts payable in the amount of \$166,904.11 and the SMMPA billing of \$506,446.53.

Motion made by Commissioner Busch, seconded by Commissioner Ewert, to approve the accounts payable as presented.

Motion carried (4-0)

5. FINANCIAL REPORTS

a. Investment Report

b. Financial Report

c. Water and Kilowatt Hours Sales

Motion made by Commissioner Ewert, seconded by Commissioner Busch, to approve the financial reports as presented.

Motion carried (4-0)

6. APPROVAL OF UTILITY BILLING SPECIALIST POSITION

a. Approval to Hire for Utility Billing Specialist Position

GM Reimers and Finance Director Pikal informed the Commission that Leah Stender had resigned her position as accounting technician effective June 20. The city had posted the opening internally which led to the current Utility billing specialist applying for that position. Therefore, Utilities is needing to backfill the

Billing specialist position. Management staff reached out previous candidates that had applied for the Utility billing position in the fall of 2024 and is recommending that the Commission approve the hiring of Tara Thielen with the stipulation that the City council approves the hire of the Accounting Technician at the July 7th council meeting.

A motion was made by Commissioner Nickolay and seconded by Commissioner Wolf, approving the hiring of Tara Thielen with a start date of July 29.

Motion carried (4-0)

7. LEAD WATER SERVICE LINE REPLACEMENTS

a. Resolution #25-06-30-01 - Advertisement for Bids

GM Reimers informed the Commission that SEH had completed the bidding specifications for the replacement of approximately 18 lead services and recommended that the Commission approve advertisement of public bids to complete the project.

A motion was made by Commissioner Wolf and seconded by Commissioner Ewert, approving the plans and specifications and to authorize advertisement for public bid.

Motion carried (4-0)

8. SMMPA BOARD OF DIRECTORS MEETING

a. May 14, 2025 included in packet

GM Reimers informed the Commission of the following from the June 12th SMMPA board meeting:

-SMMPA reviewed short term borrowing RFP'S

-They went over some pre-payment opportunities that might be offered in the future to even out rate fluctuations

9. GENERAL MANAGER'S REPORT

GM Reimers informed the Commission on the following:

-Good progress is being made on the generation expansion and will likely have bid specifications ready for site work at the July meeting

-Working with SEH and Bolton & Menk on engineering proposal to repair the filter tank at filter plant #3

-Services have been energized to the Bohemia Flats54-unit apartment building

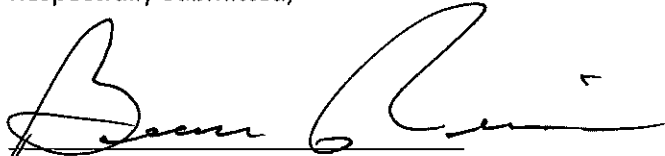
10. OTHER BUSINESS

None

11. ADJOURNMENT

Motion by Commissioner Nickolay, seconded by Commissioner Busch, to adjourn the meeting at 4:14 pm.

Respectfully Submitted,



Bruce Reimers
General Manager