



CITY COUNCIL MEETING AGENDA

City of New Prague

Monday, November 03, 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. October 20, 2025, City Council Meeting Minutes

- ii. October 20, 2025, Special City Council Meeting Minutes

- b. Claims for Payment: **\$1,555,814.91**

- c. Surplus City Property

- d. Approval of League of Minnesota Cities Liability Coverage Waiver Form

- e. Resolution #25-11-03-01 - Approving a Lawful Gambling Premises Permit Application LG214 and Lease LG215 for New Prague Chamber of Commerce at The Park Ballroom, 300 Lexington Ave. South

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

Speakers limited to 5 minutes

5. PUBLIC HEARING(S) – 6:00 PM

- a. None

6. CITY ENGINEER PROJECTS UPDATE

- a. November 3, 2025

7. ORDINANCE(S) FOR INTRODUCTION

- a. None

8. ORDINANCE(S) FOR ADOPTION

- a. #357 - Dogs on Patio

9. RESOLUTIONS

- [a.](#) #25-11-03-02 - Adopting an Amended Official 2025 Fee Schedule

10. GENERAL BUSINESS

- a. None

11. MISCELLANEOUS

- [a.](#) Meeting Minutes
- i. August 27, 2025, Planning Commission Meeting Minutes
 - ii. September 23, 2025, Golf Board Meeting Minutes
 - iii. September 29, 2025, Utilities Commission Meeting Minutes
 - iv. October 7, 2025, Special Golf Board Meeting Minutes
- b. Discussion of Items not on the Agenda

12. ADJOURNMENT

UPCOMING MEETINGS AND NOTICES:

November 11	Holiday – City Offices Closed
November 12	7:30 a.m. EDA Board
November 17	6:00 p.m. City Council
November 18	6:00 p.m. Park Board
November 19	6:30 p.m. Planning Commission
November 24	3:30 p.m. Utility Commission
November 25	6:30 p.m. Golf Board



CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, October 20, 2025 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

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

PRESENT

Mayor Charles Nickolay

Councilmember Maggie Bass

Councilmember Bruce Wolf

ABSENT

Councilmember Shawn Ryan

Councilmember Rik Seiler

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

a. Pledge of Allegiance

2. APPROVAL OF REGULAR AGENDA

Motion to approve the regular agenda.

Motion made by Councilmember Wolf, Seconded by Councilmember Bass.

Voting Yea: Mayor Nickolay, Councilmember Bass, Councilmember Wolf

Motion carried (3-0)

3. CONSENT AGENDA

Motion to approve the consent agenda.

Motion made by Councilmember Wolf, Seconded by Mayor Nickolay.

Voting Yea: Mayor Nickolay, Councilmember Bass, Councilmember Wolf

Motion carried (3-0)

a. Meeting Minutes

i. October 6, 2025 City Council Meeting Minutes

ii. October 6, 2025 Special City Council Meeting Minutes

b. Claims for Payment: **\$1,040,436.04**

c. Financial Summary Report

d. Large Assembly Permit for New Prague Arts Foundation at Memorial Park

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

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

Speakers limited to 5 minutes

Brian Paulson (206 4th St SW) spoke.

5. SOUTHERN VALLEY ALLIANCE - DOMESTIC VIOLENCE AWARENESS MONTH

Darlene Seurer, a volunteer with SVA, shared a presentation on Domestic Violence Awareness Month. Mayor Nickolay read and presented the proclamation, declaring October to be Domestic Violence Awareness Month.

- a. Purple Patch Program
- b. Proclamation - Domestic Violence Awareness Month

6. PUBLIC HEARING(S) – 6:00 PM

- a. Adopting Assessment for the 2025 Street and Utility Improvement Project
Motion to open the Public Hearing: Adopting Assessment for the 2025 Street and Utility Improvement Project.

Motion made by Mayor Nickolay, Seconded by Councilmember Bass.

Voting Yea: Mayor Nickolay, Councilmember Bass, Councilmember Wolf

Motion carried (3-0)

City Engineer Chris Knutson shared the presentation for the 2025 Street Project.

Greg Bark (210 Lincoln Ave N) spoke and asked questions about the assessment. City Engineer Chris Knutson and City Administrator Joshua Tetzlaff helped to answer.

Cynthia Rochel (315 Main St. E) asked questions. City Engineer Chris Knutson helped to answer.

Motion to close the public hearing.

Motion made by Mayor Nickolay, Seconded by Councilmember Wolf.

Voting Yea: Mayor Nickolay, Councilmember Bass, Councilmember Wolf

Motion carried (3-0)

7. 2025 STREET AND UTILITY IMPROVEMENT PROJECT

- a. Resolution #25-10-20-01 - Adopting Final Assessment

Motion to approve Resolution 25-10-20-01 - Adopting Final Assessment

Motion made by Councilmember Wolf, Seconded by Councilmember Bass.

Voting Yea: Mayor Nickolay, Councilmember Bass, Councilmember Wolf

Motion carried (3-0)

8. CITY ENGINEER PROJECTS UPDATE

City Engineer Chris Knutson provided the projects update and answered any questions.

- a. October 20, 2025

9. ORDINANCE(S) FOR INTRODUCTION

Planning/Community Development Director Ken Ondich presented the Ordinance Introduction #357 - Dogs on Patios.

Motion to approve the first reading of Ordinance #357.

Motion made by Councilmember Wolf, Seconded by Councilmember Bass.

Voting Yea: Mayor Nickolay, Councilmember Bass, Councilmember Wolf

Motion carried (3-0)

- a. #357 - Dogs on Patios

10. ORDINANCE(S) FOR ADOPTION

- a. None

11. RESOLUTIONS

- a. #25-10-20-02 - Ordering Abatement of a Hazardous Property Located at 703 7th St. NE
Planning/Community Development Director Ken Ondich presented Resolution #25-10-20-02 - Ordering Abatement of a Hazardous Property Located at 703 7th St. NE
Motion to approve Resolution #25-10-20-02
Motion made by Mayor Nickolay, Seconded by Councilmember Bass.
Voting Yea: Mayor Nickolay, Councilmember Bass, Councilmember Wolf
Motion carried (3-0)

12. GENERAL BUSINESS

- a. Personnel Policy Handbook Update
Finance Director Robin Pikal presented the Personnel Policy Handbook Update.
Motion to approve the personnel policy handbook update regarding FMLA language.
Motion made by Councilmember Bass, Seconded by Mayor Nickolay.
Voting Yea: Mayor Nickolay, Councilmember Bass, Councilmember Wolf
Motion carried (3-0)
- b. 2025C Bond Sale Update
Rebecca Kurtz (Ehlers) provided a bond sale update for the police station and helped answer any questions.
- c. 2025 Compensation Study
City Administrator Joshua Tetzlaff presented the 2025 Compensation Study.
Motion to approve the recommendations made in the Compensation Study completed by AutoSolve, effective Jan. 1, 2026.
Motion made by Mayor Nickolay, Seconded by Councilmember Bass.
Voting Yea: Mayor Nickolay, Councilmember Bass, Councilmember Wolf
Motion carried (3-0)

13. MISCELLANEOUS

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

14. ADJOURNMENT

Motion to adjourn the meeting at 7:43 pm.
Motion made by Mayor Nickolay, Seconded by Councilmember Bass.
Voting Yea: Mayor Nickolay, Councilmember Bass, Councilmember Wolf
Motion carried (3-0)

ATTEST:

Joshua M. Tetzlaff
City Administrator

Charles L. Nickolay
Mayor



SPECIAL CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, October 20, 2025 at 6:05 PM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

Mayor Nickolay called the special meeting to order at 7:53 p.m.

PRESENT

Mayor Charles Nickolay

Councilmember Maggie Bass

Councilmember Bruce Wolf

ABSENT

Councilmember Shawn Ryan

Councilmember Rik Seiler

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

2. APPROVAL OF REGULAR AGENDA

Motion to approve the regular agenda.

Motion made by Councilmember Bass, Seconded by Councilmember Wolf.

Voting Yea: Mayor Nickolay, Councilmember Bass, Councilmember Wolf

Motion carried (3-0)

3. GENERAL BUSINESS

a. 2026 Budget Discussion #4

Discussion was had over the 2026 budget.

No action was taken.

4. MISCELLANEOUS

a. Discussion of Items not on the Agenda

5. ADJOURNMENT

Motion to adjourn the meeting at 8:40 p.m.

Motion made by Mayor Nickolay, Seconded by Councilmember Bass.

Voting Yea: Mayor Nickolay, Councilmember Bass, Councilmember Wolf

Motion carried (3-0)

ATTEST:

Charles L. Nickolay

Mayor

Joshua M. Tetzlaff

City Administrator

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
11/3/25

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
FUND 101 - GENERAL FUND			
<u>RURAL FIRE - TO BE REIMBURSED</u>			
AMAZON CAPITAL SERVICES	LAUNDRY DETERGENT	\$15.22	
CL BENSEN CO. INC	FURNANCE FILTERS	\$66.84	
CURT NOVOTNY	FIRE CHIEFS CONFERENCE	\$529.88	
GREG PINT	FIRE CHIEFS CONFERENCE	\$653.48	
MACQUEEN EQUIPMENT	FLOW TEST	\$1,162.50	
MES SERVICE COMPANY LLC	FIREFIGHTER GEAR	\$465.82	
NEW PRAGUE UTILITIES	RURAL FIRE - UTILITES	\$466.73	
RYAN KUBES	FIRE CHIEFS CONFERENCE	\$643.48	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$915.68	
TOTAL:			\$4,919.63
<u>OTHER - TO BE REIMBURSED</u>			
CERTIFIED RECYCLING	2025 BRIDGING EVENT	\$1,332.38	
TOTAL:			\$1,332.38
<u>PREPAID EXPENSES</u>			
ICMA	ICMA MEMBERSHIP	\$1,010.75	
TOTAL:			\$1,010.75
<u>COUNCIL</u>			
QUILL CORPORATION	MEMBERSHIP DUES	\$33.33	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$274.98	
TOTAL:			\$308.31
<u>ADMINISTRATION</u>			
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	\$8.21	
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	\$17.43	
PETTY CASH	NOTARY FILING	\$20.00	
QUILL CORPORATION	MEMBERSHIP DUES	\$33.33	
ROTARY CLUB OF NEW PRAGUE	2ND QUARTER DUES	\$180.00	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$282.61	
TOTAL:			\$541.58
<u>ELECTIONS</u>			
MINNESOTA UI	UNEMPLOYMENT BENEFITS - THEILBAR	\$72.10	
TOTAL:			\$72.10
<u>PLANNING</u>			
QUILL CORPORATION	COPY PAPER	\$44.99	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$27.18	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$22.14	
TOTAL:			\$94.31
<u>GOVERNMENT BUILDING</u>			
IMPERIALDADE	PAPER ORDER - CITY HALL	\$185.97	
IMPERIALDADE	TOILET PAPER - CITY HALL	\$65.03	
NEW PRAGUE UTILITIES	GOVT BUILDING - WATER/SEWER	\$380.28	
NEW PRAGUE UTILITIES	GOVT BUILDING -ELECTRIC	\$1,411.54	
TOTAL:			\$2,042.82

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
11/3/25

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>POLICE</u>			
AMAZON CAPITAL SERVICES	GREASE	\$7.59	
CULBRETH, EDWARD	MEAL REIMBURSEMENT	\$34.96	
JP NIXON CONSULTING LLC	TRAINING	\$780.00	
KCHK RADIO	ANTI-BULLYING CAMPAIGN	\$75.00	
NEIL FLUM	MEAL REIMBURSEMENT	\$33.18	
NEW PRAGUE UTILITIES	POLICE ELECTRIC	\$99.38	
NEW PRAGUE UTILITIES	POLICE FLOCK	\$40.73	
PETTY CASH	VEHICLE REGISTRATION & TABS	\$55.00	
US BANK EQUIPMENT FINANCE	COPIER LEASE	\$279.14	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$2,554.18	
TOTAL:			\$3,959.16
<u>FIRE</u>			
AMAZON CAPITAL SERVICES	LAUNDRY DETERGENT	\$15.22	
CL BENSON CO. INC	FURNANCE FILTERS	\$66.84	
CURT NOVOTNY	FIRE CHIEFS CONFERENCE	\$529.88	
GREG PINT	FIRE CHIEFS CONFERENCE	\$653.48	
MACQUEEN EQUIPMENT	FLOW TEST	\$1,162.50	
MES SERVICE COMPANY LLC	FIREFIGHTER GEAR	\$465.82	
NEW PRAGUE UTILITIES	FIRE - ELECTRIC	\$306.89	
NEW PRAGUE UTILITIES	FIRE - WATER/SEWER	\$159.85	
RYAN KUBES	FIRE CHIEFS CONFERENCE	\$643.48	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$665.99	
TOTAL:			\$4,669.95
<u>BUILDING INSPECTOR</u>			
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	\$16.99	
BRIAN PETERSEN	MEAL REIMBURSEMENT RIVERBEND MEETING	\$33.81	
METRO SALES INC	COPIER LEASE - STREETS	\$101.80	
QUILL CORPORATION	COPY PAPER	\$44.99	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$257.18	
TOTAL:			\$454.77
<u>STREET</u>			
ACME TOOLS	EARMUFF	\$26.00	
AMAZON CAPITAL SERVICES	BULBS - '13 FREIGHTLINER	\$9.18	
AMAZON CAPITAL SERVICES	DRIVEWAY MARKERS	\$49.99	
AMAZON CAPITAL SERVICES	FLOOR DRY PAD	\$10.55	
ART JOHNSON TRUCKING INC	GRADING - NAYLOR	\$125.00	
EARL F. ANDERSEN	STREET SIGNS	\$217.30	
IMPERIALDADE	PAPER ORDER - STREETS	\$108.96	
NEW PRAGUE UTILITIES	STREETS - ELECTRIC	\$305.76	
NEW PRAGUE UTILITIES	STREETS - WATER/SEWER	\$248.66	
RDO EQUIPMENT CO.	LOADER 544L 2019 - FILTERS	\$317.31	
ROCK OIL REFINING INC	DISPOSAL OF OIL/ FILTERS	\$55.00	
US BANK EQUIPMENT FINANCE	COPIER LEASE - STREETS	\$75.00	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$1,639.83	
WM. MUELLER & SONS INC.	SAND MIX	\$369.46	
ZARNOTH BRUSH WORKS INC.	GUTTER BROOM (SWEEPER)	\$216.30	
TOTAL:			\$3,774.30

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
11/3/25

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>STREET LIGHTS</u>			
NEW PRAGUE UTILITIES	STREETLIGHTS	\$5,842.67	
TOTAL:			\$5,842.67
<u>PARKS</u>			
AMAZON CAPITAL SERVICES	FLOWER BASKET LINERS	\$46.99	
AMAZON CAPITAL SERVICES	HANGING BASKET TRAY	\$139.96	
EARL F. ANDERSEN	DRS SIGN	\$210.00	
GRAINGER	CAUTION TAPE	\$37.41	
HERITAGE LANDSCAPE SUPPLY GROUP	HERBICIDE	\$19,742.90	
LE SUEUR COUNTY AUDITOR-TREASURER	PROPERTY TAXES	\$1,384.00	
MTI DISTRIBUTING INC	LATCH	\$1,663.20	
NEW PRAGUE UTILITIES	PARKS - WATER/SEWER	\$473.65	
NEW PRAGUE UTILITIES	PARKS -ELECTRIC	\$2,534.90	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$1,349.10	
WASHA TRUCKING SERVICES INC	HAULING AG LIME	\$250.00	
TOTAL:			\$27,832.11
<u>LIBRARY</u>			
AMAZON CAPITAL SERVICES	EMERGENCY LIGHT BATTERIES	\$27.82	
IMPERIALDADE	PAPER ORDER - LIBRARY	\$116.60	
NEW PRAGUE UTILITIES	LIBRARY - ELECTRIC	\$857.38	
NEW PRAGUE UTILITIES	LIBRARY - WATER/SEWER	\$117.19	
TOTAL:			\$1,118.99
<u>UNALLOCATED</u>			
LEAGUE OF MN CITIES INSURANCE	PROP & LIABILITY DEDUCTIBLE-MOWER	\$2,500.00	
TOTAL:			\$2,500.00
GENERAL FUND TOTAL:			\$60,473.83

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
11/3/25

Section 3, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
FUND 315 - DEBT SERVICE - BOND REFUNDING 2013B			
COMPUTERSHARE TRUST COMPANY	2013 INTEREST PAYMENT	\$16,390.00	
COMPUTERSHARE TRUST COMPANY	2013 PRINCIPAL PAYMENT	\$340,000.00	
TOTAL:			<u><u>\$356,390.00</u></u>
FUND 425 - CAPITAL PROJECTS - POLICE STATION			
AMERICAN ENGINEER TESTING INC	POLICE ADDITION	\$7,471.00	
MET-CON CONSTRUCTION, INC	POLICE STATION	\$949,721.65	
TOTAL:			<u><u>\$957,192.65</u></u>
FUND 602 - ENTERPRISE - SANITARY SEWER			
AMAZON CAPITAL SERVICES	LIGHTS	\$98.00	
EGAN	BIOSOLIDS DRYER FAILURE	\$1,387.97	
ELECTRIC PUMP	PLC REPAIR	\$180.00	
ELECTRIC PUMP	PUMP REPAIR	\$320.00	
HACH COMPANY	TESTING SUPPLIES	\$288.57	
HAWKINS INC	AZONE	\$4,036.10	
MED COMPASS	HEARING & FIT TESTING	\$105.00	
METRO SALES INC	COIPER LEASE - WWTP	\$71.46	
NEW PRAGUE UTILITIES	WWTP - ELECTRIC	\$23,317.72	
NEW PRAGUE UTILITIES	WWTP - WATER/SEWER	\$2,936.44	
POLYDYNE INC	CLARIFLOC - CE-2469	\$3,772.00	
POLYDYNE INC	CLARIFLOC - CE-2470	\$9,844.00	
SALTCO	MONTHLY SALT	\$70.00	
TOTAL:			<u><u>\$46,427.26</u></u>
FUND 602 - ENTERPRISE - SANITARY SEWER			
STASNEY ELECTRIC	BIOSOLIDS - DRYER PUMP REPAIR	\$251.54	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$324.13	
ZIEGLER INC.	GENERATOR OIL SAMPLES	\$97.20	
TOTAL:			<u><u>\$672.87</u></u>
FUND 606 - ENTERPRISE - STORM UTILITY			
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$17.45	
ZARNOTH BRUSH WORKS INC.	GUTTER BROOM (SWEEPER)	\$648.90	
TOTAL:			<u><u>\$666.35</u></u>
FUND 651 - ENTERPRISE - AMBULANCE			
NEW PRAGUE UTILITIES	AMBULANCE - ELECTRIC	\$306.89	
NEW PRAGUE UTILITIES	AMBULANCE - WATER/SEWER	\$134.46	
TOTAL:			<u><u>\$441.35</u></u>
TOTAL ACCOUNTS PAYABLE FOR COUNCIL APPROVAL:			<u><u>\$1,422,264.31</u></u>

Vendor Name	Net Invoice Amount
CENTERPOINT ENERGY	
NATURAL GAS	\$353.37
CINTAS	
TOWELS / LINENS	\$728.78
COLLEGE CITY BEVERAGE	
LIQUOR/SELTZERS	\$64.25
LIQUOR/SELTZERS	\$117.00
BEER	\$366.10
BEVERAGES-NON-ALCOHOLIC	\$56.00
ECOLAB INC	
EQUIPMENT RENTAL	\$254.82
DISHWASHER RENTAL	\$249.83
DISHWASHER RENTAL	\$254.82
DISHWASHER RENTAL	\$254.82
DISHWASHER RENTAL	\$254.82
GOLF PROFESSIONAL ENTERPRISES LLC	
OCTOBER MANAGEMENT FEE	\$8,514.45
HERMEL WHOLESALE	
FOOD	\$940.45
SUNDRIES	\$283.98
FOOD	\$811.44
SUNDRIES	\$84.65
CLEANING SUPPLIES	\$360.36
PAPER PRODUCTS	\$60.09
SUPPLIES	\$128.09
LAWSON PRODUCTS	
FUSE, ZIPTIES, SAND DISKS	\$78.14
MOR GOLF AND UTILITY	
SEAT BOTTOM CLUB CAR	\$218.57
MTI DISTRIBUTING INC	
TORO MULTIPRO 5800-G SPRAYER	\$61,425.63
BRAKE DRUMS	\$119.69
FILTER, BALLJOINT	\$265.99
NEW PRAGUE UTILITIES	
UTILITIES	\$3,632.30
UTILITIES	\$19,410.47
RUEHLING, KURT	
REIMBURSEMENT	\$161.75
SFS EQUIPMENT	
UPRIGHT FREEZER/REFRIDGERATOR 3RD FLOOR	\$5,666.30
US BANK EQUIPMENT FINANCE	
COPIER RENTAL	\$187.98
VERSATILE VEHICLES INC.	
MAINTENANCE VEHICLES	\$27,917.50
BUSHINGS, REAR SPRINGS	\$328.16
Grand Totals:	<u>\$133,550.60</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: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: SURPLUS CITY PROPERTY
DATE: OCTOBER 30, 2025

With a replacement of the City servers over the summer, the City now has old server equipment that it is no longer using. Working with CTS, the equipment has been wiped of all data and identifying information and is able to be safely sold as surplus property. While I do not expect they are worth a tremendous amount, since technology like this does not generally age well, the City may be able to get something on the open market for the equipment.

While staff has detailed information from CTS about the two servers so that we are able to advertise them, in short, the two rack servers are both “HPE ProLiant DL380 G10 2U Rack Server.”

With the City Council’s permission, I request that you declare the two old rack servers as surplus and allow staff to advertise them “For Sale” on MinBid.

Recommendation

Staff recommends that you consider declaring the two old rack servers as surplus and allow staff to advertise them “For Sale” on MinBid.



LIABILITY COVERAGE WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before their effective date of coverage. [Email completed form to your city's underwriter, to psstech@lmc.org](mailto:psstech@lmc.org), or fax to 651.281.1298.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: City of New Prague

Check one:

☒ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).

☐ The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: 11/3/25

Signature: _____

Position: City Administrator



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: NEW PRAGUE CHAMBER OF COMMERCE – LG214 PREMISES PERMIT
APPLICATION & LG215 LEASE FOR LAWFUL GAMBLING ACTIVITY
DATE: OCTOBER 30, 2025

Attached is an application request from New Prague Chamber of Commerce for a Premises Permit and Lease for Lawful Gambling Activity to conduct bar bingo and tipboards at The Park Ballroom, 300 Lexington Avenue South, New Prague, beginning January 8, 2026, or as soon thereafter once approved.

Recommendation

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

MINNESOTA LAWFUL GAMBLING

6/15 Page 1 of 2

LG214 Premises Permit Application**Annual Fee \$150 (NON-REFUNDABLE)****REQUIRED ATTACHMENTS TO LG214**

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

Mail the application and required attachments to:

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

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

Organization Name: NEW PRAGUE CHAMBER OF COMMERCE License Number: 05545

Chief Executive Officer (CEO) CASSANDRA BARTEN Daytime Phone: 763-639-2291

Gambling Manager: SARA ZWEBER Daytime Phone: 952-201-5943

GAMBLING PREMISES INFORMATIONCurrent name of site where gambling will be conducted: PARK BALLROOM

List any previous names for this location:

Street address where premises is located: 300 LEXINGTON AVENUE SOUTH
(Do not use a P.O. box number or mailing address.)

City:	OR	Township:	County:	Zip Code:
NEW PRAGUE			LE SUEUR	56071

Does your organization own the building where the gambling will be conducted?

☐

Yes

☒

No

If no, attach LG215 Lease for Lawful Gambling Activity.

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site?

☒

Yes

☐

No

☐

Don't know

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

Has your organization previously conducted gambling at this site?

☒

Yes

☐

No

☐

Don't know

GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA

Bank Name: _____ Bank Account Number: _____

Bank Street Address: _____ City: NEW PRAGUE State: **MN** Zip Code: 56071**ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES**

Address (Do not use a P.O. box number): _____ City: _____ State: _____ Zip Code: _____

101 E MAIN STREET NEW PRAGUE MN 56071MNMN

ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION

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

ACKNOWLEDGMENT AND OATH

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

Signature of Chief Executive Officer (designee may not sign)	<u>10/29/25</u> Date
---	--------------------------------

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

LG215 Lease for Lawful Gambling Activity

6/15 Page 1 of 2

LEASE INFORMATION

Organization:	License/Site Number:	Daytime Phone:
NEW PRAGUE CHAMBER OF COMMERCE	05545	952-758-4360
Address:	City:	State: Zip:
101 EAST MAIN STREET	NEW PRAGUE	MN 56071
Name of Leased Premises:	Street Address:	
PARK BALLROOM	300 LEXINGTON AVE S	
City:	State: Zip:	Daytime Phone:
NEW PRAGUE	MN 56071	952-758-4603
Name of Legal Owner:	Business/Street Address:	
LEGION PAVILION CO INC.	300 LEXINGTON AVE S	
City:	State: Zip:	Daytime Phone:
NEW PRAGUE	MN 56071	952-758-4603
Name of Lessor (if same as legal owner, write "SAME"):	Address:	
CHARLES BORAK AMERICAN LEGION POST #45	300 LEXINGTON AVE S, SUITE A	
City:	State: Zip:	Daytime Phone:
NEW PRAGUE	MN 56071	952-758-4603

Check applicable item:

- ☒ **New or amended lease.** Effective date: 01/08/2026. Submit changes at least ten days **before** the effective date of the change.
- ☐ **New owner.** Effective date: _____. Submit new lease **within** ten days after new lessor assumes ownership.

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

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

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

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

ALL GAMES, including electronic games: Monthly rent to be paid: ____%, not to exceed **10%** of gross profits for that month.

- Total rent paid from all organizations for only booth operations at the leased premises **may not exceed \$1,750**.
- The rent cap does not include BAR OPERATION rent for electronic games conducted by the lessor.

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

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

ALL OTHER GAMES: Monthly rent to be paid: 20%, not to exceed **20%** of gross profits from all other forms of lawful gambling.

- If any booth sales conducted by a licensed organization at the premises, rent may not exceed **10%** of gross profits for that month and is subject to booth operation **\$1,750** cap.

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

Bingo rent is limited to one of the following:

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

LEASE TERMINATION CLAUSE (must be completed)

The lease may be terminated by either party with a written 30 day notice. Other terms:

LG215 Lease for Lawful Gambling Activity

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ACKNOWLEDGMENT OF LEASE TERMS

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

Other terms of the lease:

Signature of Lessor:

Date:

Chad S. Lukkes

10-20-25

Chad S. Lukkes (Oct 30, 2025 12:52:22 CDT)

Signature of Organization Official (Lessee):

Date:

Sara Zweber

10-20-25

Print Name and Title of Lessor:

Chad S. Lukkes, Commander, Post 45

Print Name and Title of Lessee:

Sara Zweber, Gambling Manager

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

Mail or fax lease to:

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

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

CITY OF NEW PRAGUE
RESOLUTION #25-11-03-01
RESOLUTION APPROVING LAWFUL GAMBLING PREMISES PERMIT APPLICATION
FOR NEW PRAGUE CHAMBER OF COMMERCE

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

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

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

Adopted by the City Council of the City of New Prague on this 3rd day of November, 2025.

Charles L. Nickolay, Mayor

ATTEST:

Joshua M. Tetzlaff,
City Administrator

MEMORANDUM

TO: Mayor and City Council
Joshua Tetzlaff, City Administrator

FROM: Chris Knutson, PE (Lic. MN)

DATE: October 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

The contractor has not completed closeout repairs. The bonding agency has been contacted for assistance.

2025 STREET AND UTILITY IMPROVEMENTS PROJECT

The contractor has returned to complete some punch list items and is expected back soon to complete more.

CITY CENTER STORM POND

This project is approximately 90% complete and on-hold as funding is determined.

LEAD SERVICE LINE REPLACEMENTS

A kickoff meeting is expected in November to review schedule.

2026 STREET IMPROVEMENT PROJECT

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

cdk

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



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: ADOPTION OF ORDINANCE #357 ADDING SECTION 90.14 (DOGS IN OUTDOOR AREAS OF FOOD AND BEVERAGE SERVICE ESTABLISHMENTS) OF CHAPTER 90 TITLED ANIMAL REGULATIONS.
DATE: OCTOBER 22ND, 2025

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

For an establishment that also serves liquor, patrons may not enter the patio directly, as provided for in the zoning ordinance. Due to the zoning ordinance provision restriction on entering patios with alcohol, the proposed § 90.14(D)(1) permits for dogs to be “in an approved interior corridor solely for the purpose of being transported” directly to the outdoor dog area.

Staff recommends that City Code Chapter 90 be amended to include a new Section 90.14 allowing food and beverage service establishments to opt-in to allow dogs in designated outdoor areas. Establishments will be required to obtain a permit and put up signage before allowing dogs.

The first reading of the code amendment occurred at the October 20th City Council meeting, and the required notice was posted on October 21st.

Staff also recommends that the fee schedule be amended by adding a fee titled “Dogs in Outdoor Dining Areas” of \$50 to cover the processing of the permit.

Staff Recommendation

Staff recommends that the City Council conduct the second reading and adopt Ordinance #357 and also approve the attached resolution amending the fee schedule by adding a \$50 fee for a permit for “Dogs in Outdoor Dining Areas”.

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

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

The City of New Prague Ordains:

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

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

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

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

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

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

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

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

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

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

- i. The name, location, and mailing address of the establishment;
- ii. The name, mailing address, and telephone contact information of the permit applicant;

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

(D) Conditions, Restrictions, and Regulations

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

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

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

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

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

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

Charles L. Nickolay, Mayor

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

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

Notary Public

ATTEST: _____
Joshua M. Tetzlaff, City Administrator

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

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

Notary Public

THIS INSTRUMENT DRAFTED BY:

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

CITY OF NEW PRAGUE
RESOLUTION #25-11-03-02

RESOLUTION ADOPTING AN AMENDED OFFICIAL 2025 FEE SCHEDULE

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

WHEREAS, City Staff has suggested one change to the existing 2025 Fee Schedule that would become effective with the amendment; and,

NOW, THEREFORE BE IT RESOLVED, by the City Council of New Prague, MN, that the 2025 Official City Fee Schedule is hereby **approved** as amended **by adding the fee titled "Dogs in Outdoor Dining Areas" at an amount of \$50.00** and will become effective on 11/3/2025, until further amended.

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

Adopted by the City Council of the City of New Prague on this 3rd day of November, 2025.

Charles L. Nickolay, Mayor

ATTEST: _____
Joshua M. Tetzlaff, City Administrator

Meeting Minutes
New Prague Planning Commission
Wednesday, August 27th, 2025

1. Call Meeting to Order

The meeting was called to order at 6:31 p.m. by Chair Dan Meyer.

The following members were present: Chair Dan Meyer, Shawn Ryan, Brandon Pike.
The following members were absent: Ann Gengel, Jason Bentson.

City Staff Present: Planning and Community Development Director Ken Ondich, Planner Evan Gariepy.

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

A motion was made by Ryan, seconded by Pike, to open the meeting to the public. Motion carried (3-0).
No public comments were given.

3. Approval of Regular Agenda

A motion was made by Pike, seconded by Ryan, to approve the August 27, 2025 regular meetings agenda. Motion carried (3-0).

4. Approval of Previous Meeting Minutes
A. July 30th, 2025, Regular Meeting

A motion was made by Pike, seconded by Meyer, to approve the July 30th, 2025 regular meeting minutes. Motion carried (3-0).

5. NEW BUSINESS

A. Request for Variance #V8-2025 – In-Ground Pool Setback at 1109 Park Lane SE

Planner Gariepy presented the staff report. He stated that the applicants, Ben and Anne Scheffler, are seeking a variance from the 10-foot required setback from a building to an in-ground swimming pool at 1109 Park Lane SE. The proposed swimming pool would be 8 feet from the house and its frost footings in their backyard. The variance requested is for a minimum distance of 4 feet as the architectural plan may change. He stated that the property has a large rear buffer due to wetlands located to the north in Settlers Park. He presented comments from the City Building Official, Scott Sasse, who did not find any reasoning for a 10 foot setback in the building code. Sasse recommended a minimum distance of 4 feet due to the presence of

frost coverage over building footings. Gariepy stated that the staff recommends approval of the variance with the findings listed in the staff report.

Ryan asked Ondich if the applicants and staff explored options of moving the pool north into the wetlands, which they did. It was discussed that getting the wetlands re-evaluated would be a far more impractical and expensive process, and that there is a chance the wetlands may have moved southwards towards the yard, resulting in a more restricting buffer.

The Commission had no questions for the applicants, Nate and Anne Scheffler, who were in attendance.

A motion was made by Ryan, seconded by Pike, to recommend approval of V8-2025 with the following findings:

- A. The requested variance is in harmony with general purposes and intent of the Ordinance because the RL90 Single Family Residential Zoning District allows swimming pools as a permitted use.
- B. The requested variance is consistent with the comprehensive plan because the RL90 Single Family Residential Zoning District allows swimming pools as a permitted use.
- C. The applicant will use the property in a reasonable manner by reducing the setback of an in-ground swimming pool from a house and its foundation from a 10 foot minimum setback to a 4 foot minimum setback.
- 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 property has a very large easement/buffer in the rear yard due to wetlands located north of the property
- E. The variance does not alter the essential character of the neighborhood because swimming pools are a permitted use in the RL90 Single Family Residential Zoning District.
- F. The variance requested is the minimum variance which would alleviate the practical difficulties because it would allow the applicant to construct a larger in-ground swimming pool in a yard with a larger than normal easement/buffer due to wetlands located on an adjacent property.

And with the following condition:

- 1. No conditions are applied.

Motion carried (3-0).

6. OLD BUSINESS

A. None Discussed

7. Miscellaneous

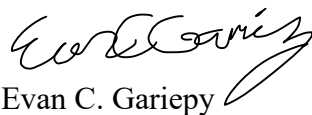
A. Monthly Business Update

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

8. Adjournment

A motion was made by Ryan, seconded by Pike, to adjourn the meeting at 6:47pm. Motion carried (3-0).

Respectfully submitted,



Evan C. Gariepy
Planner



MEETING MINUTES

New Prague Golf Board

On site meeting at NPGC
Tuesday, September 23rd, 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, Bob Cunniff, Jen Berglund, Adam Gill, Graham Kuehner, Mayor/Council Liaison Chuck Nickolay. Board Member Adam Brister was unable to attend. Also present: GPE Owner/Contract Manager Kurt Ruehling.

- **Approval of August 26, 2025 Meeting Minutes:**
 - A motion to approve was made by Nickolay, second by Cunniff. Motion carried (6-0)
- **Claims for Payment (\$63,947.94):**
 - Ruehling highlighted a few item that were discussed and agreed upon
 - A motion to approve the Claims for Payment was made by Berglund, seconded by Kuehner. Motion carried (6-0)
- **Review Monthly Income Statement and Balance Sheet (August 2025):**
 - Nickolay inquired about a few numbers. He is working with Robin Pikal, Finance Director, on budget numbers...COGS in the Food and Beverage operation will be looked at more closely
 - The irrigation line item in the Grounds Operation is \$20,000.00 over budget. Ruehling was asked to confirm numbers with Superintendent Jeff Pint
 - A motion to approve the Monthly Income Statement and Balance Sheet was made by Gill, seconded by Cunniff. Motion carried (6-0)
- **Capital Equipment Report**
 - As of the meeting date, we are still awaiting delivery on a new sprayer and new utility carts for the maintenance department.
 - Nickolay continues talks with Pint, to get an updated CIP (Capital Improvement Plan) for the upcoming Budget Workshop
- **Grounds Operation Update:**
 - Ruehling indicated that some aeration has begun on the fairways and we should see tee boxes being aerated soon
 - A new bay for sand has been poured near maintenance building. This is an upgrade to the failing covered area on the west end of the west maintenance structure
 - Golf Board would like to know the approximate cost of improving the forward tees, mostly the cost for hole #13's forward tee. Ruehling will hand out some figures, that Pint received, at the next meeting for review
 - Golf Board asked if we can get the fill in place this fall? Ruehling and Pint will communicate
 - Berglund asked how the money allocated for SPECIAL PROJECTS is being spent...discussion followed

- **Food & Beverage Update...Jess Trevino, Food & Beverage Coordinator:**
 - New F&B Coordinator, Jess Trevino, has been receiving rave review for her food offerings!
 - She would like to organize a number of off-season events...including brunches and evening dinners. Trevino and Ruehling will coordinate and promote
- **Golf Operation Update...Kurt Ruehling, GM/PGA Professional:**
 - Ruehling, first and foremost, wanted to thank his golf staff for their hospitality...making all golfer feel welcome!
 - Ruehling is working with Nickolay to get the golf numbers into the 2026 budget for Board review
- **Marketing Update...Kurt Ruehling, GM/PGA Professional:**
 - Ruehling informed the Golf Board that we have gained (11) new members through our promotion!! He believes more will be on the way!
- **Golf Scholarship Event Summary...Den Gardner:**
 - Gardner asked Ruehling about the NET revenue from the event, which Ruehling stated \$approximately \$3,500.00. Ruehling will have City Hall write a check to the New Prague Area Education Foundation...where the scholarships are issued from
 - Berglund asked about the idea of merging the Golf Alumni event with the Scholarship event...Ruehling and Gardner will look into it
 - Gardner confirmed the August 9th, 2026 date
- **Miscellaneous:**
 - Tree Removal Discussion/Plan: Gardner published a MEMO and gave to Josh Tetzlaff, City Administrator, asking for help from other City departments. Nickolay spoke with Matt Rynda, Public Works Director, and Rynda said that they have reached out the last (2) years
 - Budget Workshop Reminder: 10/7/25, 6:30p, Clubhouse
 - Nickolay added concerns about spotty slow play on the golf course...Ruehling to monitor
- **Adjournment:**
 - A motion to adjourn the meeting at 7:37p was made by Berglund, second by Cunniff. Motion carried (6-0)

Next Golf Board Meeting –Tuesday, October 28th, 2025, 6:30pm

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



UTILITIES COMMISSION MEETING MINUTES

City of New Prague

Monday, September 29, 2025 at 3:30 PM

Power Plant - 300 East Main St

1. CALL TO ORDER

The meeting was called to order by Utilities Commission President Dan Bishop on Monday, September 29th, 2025, at 3:30 p.m.

Commissioners Present: Dan Bishop, Tom Ewert, Paul Busch, Charles Nickolay and Bruce Wolf

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

2. APPROVAL OF AGENDA

Motion made by Commissioner Nickolay, seconded by Commissioner Busch, to approve agenda as presented.

Motion carried (5-0)

3. APPROVAL OF MINUTES

a. August 25, 2025 Utilities Meeting Minutes

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

Motion carried (5-0)

4. UTILITY AND SMMPA BILLS

a. Approval of accounts payable in the amount of \$455,391.28 and the SMMPA billing of \$596,646.22.

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

Motion carried (5-0)

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 (5-0)

6. SMMPA BOARD OF DIRECTORS MEETING

a. August 13, 2025

GM Reimers informed the commission on the following:

-SMMPA Board of Directors approve moving forward with the bond sale in the estimated amount of 105 million to replace revolving credit loans and power plant and transmission expenses.

-GM Reimers went over proposed 2026 wholesale rates along with estimates for future rates.

GM Reimers stated that due to large fluctuations projected over the next 7 years he would recommend that the Commission establish a rate stabilization account to allow for excess revenue that is projected over the next two years to be placed in the account and then drawn out starting in 2029 to offset large rate increases due to new power plants being built to serve capacity requirements. The Commission discussed the proposal and agreed that rate stabilization was important and should be reflected in the budget starting in 2026.

7. REVIEW AND APPROVAL OF QUICK START CONTRACT BETWEEN NEW PRAGUE UTILITIES AND SMMPA

a. Quick Start Contract - NPU & SMMPA

GM Reimers reviewed the SMMPA Quick Start contract that will be used as the guiding contract for the future West Energy Station. This contract between SMMPA and NPUC will be in effect for the next twenty years starting with the commercial Inservice date of Q1 of 2028.

A motion was made by Commissioner Nickolay, seconded by Commissioner Busch, to approve the Contract as presented.

Motion carried (5-0)

8. GENERAL MANAGER'S REPORT

GM Reimers informed the Commission on the following:

- Water Department has been working on Lead Service line inventory for the 2026 service replacements
- Electric Department has been working with the generation department on the new power plant project and overhead to underground replacement of feeder #8
- GM Reimers also shared some update cost and bonding estimates for the WES and stated that staff should be ready to have the Commission authorize going out for bid on the building and switch gear in November.

9. OTHER BUSINESS

a. Minnesota Public Facilities Authority - Project Financing Approval for Lead Service Line Replacement Program

GM Reimers shared that a letter had been received indicating that the state of Minnesota has approved the Lead service replacement grant in the amount of \$208,188 for service located on the North side of NP.

10. ADJOURNMENT

Motion made by Commissioner Ewert, seconded by Commissioner Busch, to adjourn the meeting at 4:26 p.m.

Respectfully Submitted,



Bruce Reimers
General Manager



SPECIAL MEETING MINUTES

New Prague Golf Board

On site meeting at NPGC
Tuesday, October 7th, 2025

The Special Meeting was called to order at 6:30pm by Board President Den Gardner. The following Board Members were present for the meeting: Den Gardner, Bob Cunniff, Jen Berglund, Adam Gill, Graham Kuehner, Adam Brister (6:40p), and Mayor/Council Liaison Chuck Nickolay. Also present: GPE Owner/Contract Manager Kurt Ruehling and Jeff Schipull (7:10p) from the Public

- **Golf Operations Budget Workshop:**
 - Discussion was led by Mayor/Board Liaison Chuck Nickolay
 - In depth discussion on various topics including the Management Contract with GPE, LLC, Golf Rates, Membership Rates, Food and Drink Prices, Capital Equipment, Capital Improvements, Special Projects, etc.
- **Miscellaneous**
 - Ruehling will work with City Hall to add another Special Meeting, to approve the recommended budget, following the next Golf Board Meeting
- **Adjournment:**
 - A motion to adjourn the meeting at 7:5p was made by Brister, second by Cunniff. Motion carried (7-0)

**Next Golf Board Meeting –Tuesday, October 28th, 2025, 6:30pm
with Special Budget Approval Meeting following**

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