



CITY COUNCIL MEETING AGENDA

City of New Prague

Monday, June 16, 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. OATH OF OFFICE TO NEWLY APPOINTED OFFICIAL

- [a.](#) Charles Nickolay - Mayor (June 2025 - 2026)

4. 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. June 2, 2025 City Council Meeting Minutes
- [b.](#) Claims for Payment: **\$1,202,271.45**
- [c.](#) Financial Summary Report
- [d.](#) Temporary On-Sale Liquor License - Church of St. Wenceslaus
- [e.](#) West End Liquor THC License Application
- [f.](#) Resolution #25-06-16-01 - Acceptance of a Basketball hoop donation at Foundry Hill Park
- [g.](#) Trail Seal Coating Project
- [h.](#) Amendment to POPS Donation Agreement
- [i.](#) Temporary (1-4 Day) On-Sale Liquor License for the Chamber of Commerce - Dozinky Days Festival and Car Cruise on September 19-20, 2025, Central Avenue North (on street)
- [j.](#) Temporary On-Sale 3.2 Beer Permit for the Chamber of Commerce - Czech Out New Prague on August 7, 2025, at Memorial Park, 400 Main Street East, 5-9pm
- [k.](#) Appointment of Planner

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

Speakers limited to 5 minutes

6. PUBLIC HEARING(S) – 6:00 PM

- a. None

7. CITY ENGINEER PROJECTS UPDATE

[a.](#) June 16, 2025

8. ORDINANCE(S) FOR INTRODUCTION

a. None

9. ORDINANCE(S) FOR ADOPTION

a. None

10. RESOLUTIONS

[a.](#) #25-06-16-02 - Interim Use Permit for Spa / Salon

[b.](#) #25-06-16-03 - Variance for Driveway / Sign

11. GENERAL BUSINESS

[a.](#) 2025 Compensation Study Recommendation

12. MISCELLANEOUS

[a.](#) UDC Project Timeline

[b.](#) Meeting Minutes

i. May 13, 2025 Park Board Meeting Minutes

ii. May 14, 2025 EDA Board Meeting Minutes

13. ADJOURNMENT

UPCOMING MEETINGS AND NOTICES:

June 19	Holiday – City Offices Closed
June 24	6:30 p.m. Golf Board
June 25	6:30 p.m. Planning Commission
June 30	3:30 p.m. Utility Commission
July 4	Holiday – City Offices Closed
July 7	6:00 p.m. City Council
July 8	6:00 p.m. Park Board
July 9	7:30 a.m. EDA Board
July 21	6:00 p.m. City Council



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: ADMINISTER OATH OF OFFICE TO CHARLES L. NICKOLAY
DATE: JUNE 3, 2025

On Monday evening, the Oath of Office will be administered to Charles L. Nickolay.

Charles Nickolay was appointed by the City Council on June 2nd, 2025, at its regular meeting following a vacation of the mayoral seat by Duane Jirik. This appointment would be for the remainder of the term, set to expire at the end of calendar year 2026.

Once the Oath of Office is administered to Charles Nickolay, he will officially be declared as an elected official on the New Prague City Council.

I, Charles Nickolay, do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of the City of New Prague, Minnesota, to the best of my judgment and ability, so help me God.

Charles L. Nickolay
Mayor

ATTEST:

Joshua M. Tetzlaff
City Administrator



CITY COUNCIL MEETING MINUTES

City of New Prague

Monday, June 02, 2025 at 6:00 PM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Acting Mayor Bruce Wolf.

PRESENT

Councilmember Shawn Ryan
Councilmember Maggie Bass
Councilmember Rik Seiler
Councilmember Bruce Wolf

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

Others Present: Rebecca Kurtz (Ehlers) and Sam Ketchum (Kennedy & Graven)

a. Pledge of Allegiance

2. APPROVAL OF REGULAR AGENDA

Motion to approve the regular agenda.

Motion made by Councilmember Bass, Seconded by Councilmember Seiler.

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

Motion carried (4-0)

3. CONSENT AGENDA

Motion to approve the consent agenda.

Motion made by Councilmember Seiler, Seconded by Councilmember Ryan.

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

Motion carried (4-0)

- a. Meeting Minutes
 - i. May 19, 2025 City Council Meeting Minutes
- b. Claims for Payment: **\$201,562.36**
- c. LG220 Lawful Gambling Application for Exempt Permit - Church of St. Wenceslaus
- d. Soil Boring and Geotechnical Engineering Review - Police Station
- e. Satisfaction of a Small Cities Development Program Lien
- f. Request to Sell Existing Equipment
- g. Request to Hire - Firefighters
- h. Proposal for the Development of a Wastewater System Cost of Service Model
- i. City Center Pond Design Proposal from SEH
- j. Resolution #25-06-02-01 - Approving a Lawful Gambling Premises Permit Application LG214 and Lease LG215 for New Prague Chamber of Commerce at Neisen's Corner Bar, 100 Main St. West

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

Speakers limited to 5 minutes

Dennis Tietz (County Commissioner District 1) and Vince Maloney (506 7th Street NE) spoke.

5. PUBLIC HEARING(S) – 6:00 PM

Motion to open the public hearing.

Motion made by Councilmember Seiler, Seconded by Councilmember Bass.

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

Motion carried (4-0)

Rebecca Kurtz with Ehlers presented the resolutions. The following residents spoke:

Brian Paulson (206 4th Street SW), Joel Wollin (716 Main Street E), Gary Whiteis (1406 9th Street SE), Jay Pexa (303 Fiddler Court SE), Austin Reville (203 5th Ave. NW), Ethan Unger (500 Highway Cir. NE), Danielle Peterson (1101 Water Street NW), Todd Klehn (1402 10th St. Circle SE), and Vince Maloney (506 7th St. NE).

Motion to close the public hearing.

Motion made by Councilmember Bass, Seconded by Councilmember Ryan.

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

Motion carried (4-0)

a. Resolutions 25-06-02-02 & 25-06-02-03 - Adoption of a Five-Year Capital Improvement Plan and the Issuance of General Obligation Bonds

Motion to approve Resolution 25-06-02-02 Approving a Capital Improvement Plan and giving Preliminary approval to the Issuance of Capital Improvement Plan Bonds.

Motion made by Councilmember Bass, Seconded by Councilmember Seiler.

Voting Yea: Councilmember Bass, Councilmember Seiler, Councilmember Wolf

Voting Nay: Councilmember Ryan

Motion carried (3-1)

Motion to approve Resolution 25-06-02-03 Providing for the Issuance and Sale of General Obligation Capital Improvement Plan Bonds, Series 2025A

Motion made by Councilmember Bass, Seconded by Councilmember Seiler.

Voting Yea: Councilmember Bass, Councilmember Seiler, Councilmember Wolf

Voting Nay: Councilmember Ryan

Motion carried (3-1)

6. CITY ENGINEER PROJECTS UPDATE

Public Works Director Matt Rynda presented the projects update.

a. June 2, 2025

7. ORDINANCE(S) FOR INTRODUCTION

a. None

8. ORDINANCE(S) FOR ADOPTION

a. #356 - Amending Sections 121.02 and 121.03 of Chapter 121 Titled Tetrahydrocannabinol Products of the New Prague City Code

Motion to approve the second reading and adoption of Ordinance #356 - Amending Sections 121.02 and 121.03 of Chapter 121 Titled Tetrahydrocannabinol Products of the New Prague City Code

Motion made by Councilmember Seiler, Seconded by Councilmember Bass.

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

Motion carried (4-0)

9. RESOLUTIONS

- a. #25-06-02-04 - Declaring a Vacancy to Exist in the Office of Mayor and Providing for the Appointment thereof
 Motion to approve Resolution 25-06-02-04B - Declaring a Vacancy to Exist in the Office of Mayor and Providing for the Appointment of Charles Nickolay for Mayor
 Motion made by Councilmember Bass, Seconded by Councilmember Seiler.
 Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
 Motion carried (4-0)

- b. #25-06-02-05 - Approving Variance #V3-2025 to Allow a 6' Tall Fence at 1108 Olivia Street SE
 Planning/Community Development Director Ken Ondich presented the resolution.
 Motion to approve Resolution 25-06-02-05 - Approving Variance #V3-2025 to Allow a 6' Tall Fence at 1108 Olivia Street SE
 Motion made by Councilmember Bass, Seconded by Councilmember Ryan.
 Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
 Motion carried (4-0)

10. GENERAL BUSINESS

- a. Request to Purchase Equipment
 Fire Chief Steve Rynda presented the request to purchase equipment for the Fire Department.
 Motion to approve the request to purchase equipment for the Fire Department.
 Motion made by Councilmember Ryan, Seconded by Councilmember Bass.
 Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
 Motion carried (4-0)

- b. Request to Increase Pension Benefit
 Fire Chief Steve Rynda presented the request to increase the pension benefit for the Fire Department.
 Motion to approve the request to increase the pension benefit for the Fire Department as proposed, effective immediately.
 Motion made by Councilmember Bass, Seconded by Councilmember Seiler.
 Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
 Motion carried (4-0)

- c. Park Board Candidate
 City Administrator Joshua Tetzlaff presented the Park Board Candidate.
 Motion to approve the appointment of Brian Paulson to the Park Board.
 Motion made by Councilmember Seiler, Seconded by Councilmember Ryan.
 Voting Yea: Councilmember Ryan, Councilmember Seiler, Councilmember Wolf
 Voting Nay: Councilmember Bass
 Motion carried (3-1)

11. MISCELLANEOUS

- a. Meeting Minutes
 - i. March 25, 2025 Golf Board Meeting Minutes
 - ii. April 22, 2025 Golf Board Meeting Minutes
 - iii. April 23, 2025 Planning Commission Meeting Minutes
 - iv. April 28, 2025 Utility Commission Meeting Minutes

12. ADJOURNMENT

Motion to adjourn the meeting at 7:39 p.m.
Motion made by Councilmember Seiler, Seconded by Councilmember Bass.
Voting Yea: Councilmember Ryan, Councilmember Bass, Councilmember Seiler, Councilmember Wolf
Motion carried (4-0)

ATTEST:

Joshua M. Tetzlaff
City Administrator

Charles Nickolay
Mayor

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
06/16/2025

Section 4, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
FUND 101 - GENERAL FUND			
<u>RURAL FIRE - TO BE REIMBURSED</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$9.99	
BEVCOMM	TELEPHONE	\$90.81	
KIRVIDA FIRE INC	ANNUAL PUMP TEST	\$1,043.12	
LAKERS NEW PRAGUE SANITARY	TRASH - RURAL	\$21.66	
STRYKER SALES LLC	ELECTRODE KIT	\$156.42	
SUEL PRINTING	JOB OPENING	\$216.00	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$507.72	
TOTAL:			\$2,045.72
<u>OTHER - TO BE REIMBURSED</u>			
AMAZON CAPITAL SERVICES	SAMPLE APPAREL	-\$78.34	
AMAZON CAPITAL SERVICES	WALL CLOCK	\$28.99	
TOTAL:			-\$49.35
<u>COUNCIL</u>			
LEAGUE OF MN CITIES INSURANCE	2024 WORKERS COMP	\$0.25	
QUILL CORPORATION	NEWSLETTER PAPER	\$39.99	
SUEL PRINTING	COUNCIL MINUTES/FINANCIAL REPORT	\$4,275.00	
TOTAL:			\$4,315.24
<u>ADMINISTRATION</u>			
AMAZON CAPITAL SERVICES	APPAREL	\$82.03	
BEVCOMM	TELEPHONE	\$102.73	
LEAGUE OF MN CITIES INSURANCE	2024 WORKERS COMP	\$5.35	
QUILL CORPORATION	COPY PAPER	\$53.99	
VETERAN SHREDDING	CONTRACTED SERVICES	\$8.50	
TOTAL:			\$252.60
<u>TECH NETWORK</u>			
COMPUTER TECHNOLOGY SOLUTIONS	COMPUTER SUPPORT	\$5,579.87	
COMPUTER TECHNOLOGY SOLUTIONS	LAPTOPS	\$11,907.20	
COMPUTER TECHNOLOGY SOLUTIONS	MICROSOFT OFFICE	\$257.00	
COMPUTER TECHNOLOGY SOLUTIONS	OFFICE 365 / FIREWALL	\$1,860.94	
TOTAL:			\$19,605.01
<u>ASSESSOR</u>			
SCOTT COUNTY TREASURER	TAX ASSESSMENTS	\$47,100.00	
TOTAL:			\$47,100.00
<u>PLANNING</u>			
BEVCOMM	TELEPHONE	\$46.67	
LE SUEUR COUNTY RECORDER	RECORDING FEE	\$46.00	
LEAGUE OF MN CITIES INSURANCE	2024 WORKERS COMP	\$5.19	
SUEL PRINTING	JOB OPENING/ PUBLIC HEARINGS	\$613.50	
TOTAL:			\$711.36
<u>GOVERNMENT BUILDING</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$14.98	
JANI-KING OF MINNESOTA INC	CLEANING SERVICES	\$1,286.63	
LAKERS NEW PRAGUE SANITARY	TRASH - CITY HALL	\$86.69	
LEAGUE OF MN CITIES INSURANCE	2024 WORKERS COMP	\$0.13	
MEI TOTAL ELEVATOR SOLUTIONS	ELEVATOR MAINTENANCE	\$73.10	
TOTAL:			\$1,461.53

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
06/16/2025

Section 4, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>POLICE</u>			
AMAZON CAPITAL SERVICES	BOTTLES	\$54.38	
AT&T MOBILITY	WIRELESS CELLS	\$568.91	
BEVCOMM	TELEPHONE	\$114.94	
JEFF BELZER NEW PRAGUE FORD	LUBE, OIL, FILTER SERVICE #522	\$81.78	
LEAGUE OF MN CITIES INSURANCE	2024 WORKERS COMP	\$298.11	
PETERSON COUNSELING AND CONSULTING	CONSULTING SERVICE/RETAINER FEE	\$630.00	
TRANSUNION RISK AND ALTERNATIVE	TLO CHARGES	\$75.00	
VERIZON WIRELESS	SQUAD BROADBAND	\$280.09	
VETERAN SHREDDING	CONTRACTED SERVICES	\$42.50	
VOYAGER FLEET SYSTEMS	FUEL - REBATE	-\$5.65	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$1,626.70	
TOTAL:			\$3,766.76
<u>FIRE</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$10.00	
BEVCOMM	TELEPHONE	\$90.81	
KIRVIDA FIRE INC	ANNUAL PUMP TEST	\$1,043.12	
LAKERS NEW PRAGUE SANITARY	TRASH - FIRE	\$21.67	
LEAGUE OF MN CITIES INSURANCE	2024 WORKERS COMP	\$55.33	
STRYKER SALES LLC	ELECTRODE KIT	\$156.42	
SUEL PRINTING	JOB OPENING	\$216.00	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$342.60	
TOTAL:			\$1,935.95
<u>BUILDING INSPECTOR</u>			
AMAZON CAPITAL SERVICES	LAMP / CODE BOOK	\$180.34	
BEVCOMM	TELEPHONE	\$46.67	
LEAGUE OF MN CITIES INSURANCE	2024 WORKERS COMP	\$4.58	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$141.10	
TOTAL:			\$372.69
<u>PUBLIC WORKS</u>			
LEAGUE OF MN CITIES INSURANCE	2024 WORKERS COMP	\$12.52	
TOTAL:			\$12.52
<u>STREET</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$47.91	
AMAZON CAPITAL SERVICES	CUT OFF WHEELS	\$21.99	
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	\$19.96	
AMAZON CAPITAL SERVICES	TOOLS	\$12.99	
BEVCOMM	TELEPHONE	\$77.08	
LAKERS NEW PRAGUE SANITARY	TRASH - STREETS	\$89.28	
LEAGUE OF MN CITIES INSURANCE	2024 WORKERS COMP	\$73.64	
NORTH AMERICAN SAFETY INC	GLOVES	\$34.00	
TRACKER MANAGEMENT	LIFT RENTAL	\$440.29	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$1,056.40	
TOTAL:			\$1,873.54
<u>PARKS</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$198.07	
BEVCOMM	TELEPHONE	\$34.52	
LAKERS NEW PRAGUE SANITARY	TRASH - BALLFIELD	\$139.51	
LAKERS NEW PRAGUE SANITARY	TRASH - PARKS	\$217.35	
LE SUEUR COUNTY AUDITOR-TREASURER	PROPERTY TAXES	\$24.00	
LEAGUE OF MN CITIES INSURANCE	2024 WORKERS COMP	\$60.09	
O'REILLY AUTOMOTIVE INC	GREASE	\$80.28	
TODDS AUTO PARTS INC	OIL / FUEL FILTERS	\$838.50	
TRACKER MANAGEMENT	EAB GRANT - LIFT RENTAL	\$284.71	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$529.52	
ZORO TOOLS INC.	TOILET - NORTHSIDE PARK	\$210.79	
TOTAL:			\$2,617.34

CITY OF NEW PRAGUE
ACCOUNTS PAYABLE
06/16/2025

Section 4, Item b.

VENDOR	DESCRIPTION	AMOUNT	TOTAL
<u>LIBRARY</u>			
ACE HARDWARE & PAINT	SUPPLIES	\$12.99	
JANI-KING OF MINNESOTA INC	CLEANING SERVICE	\$743.27	
TOTAL:			<u>\$756.26</u>
<u>UNALLOCATED</u>			
LE SUEUR COUNTY AUDITOR-TREASURER	PROPERTY TAXES	\$32.00	
TOTAL:			<u>\$32.00</u>
GENERAL FUND TOTAL:			<u>\$86,809.17</u>
FUND 423 - CAPITAL PROJECTS - CIP 2024			
BCM CONSTRUCTION	2024 CIP PAY AP #9	\$24,840.60	
TOTAL:			<u>\$24,840.60</u>
FUND 424 - CAPITAL PROJECTS - CIP 2025			
HOLTMEIER CONSTRUCTION INC	2025 CIP PAY AP #2	\$869,332.85	
TOTAL:			<u>\$869,332.85</u>
FUND 425 - CAPITAL PROJECTS - POLICE STATION			
MET-CON CONSTRUCTION	POLICE STATION PAY AP #1	\$148,260.80	
TOTAL:			<u>\$148,260.80</u>
FUND 602 - ENTERPRISE - SANITARY SEWER			
ACE HARDWARE & PAINT	SUPPLIES	\$106.09	
AERZEN USA CORPORATION	AIR FILTER CARTRIDGE	\$2,508.18	
AMAZON CAPITAL SERVICES	APPAREL	\$2.40	
AMAZON CAPITAL SERVICES	BATTERIES	\$196.01	
AMAZON CAPITAL SERVICES	CHARGER	\$24.99	
BEVCOMM	TELEPHONE	\$209.54	
COMPUTER TECHNOLOGY SOLUTIONS	COMPUTER SUPPORT	\$1,363.65	
COMPUTER TECHNOLOGY SOLUTIONS	LAPTOPS	\$878.40	
COMPUTER TECHNOLOGY SOLUTIONS	OFFICE 365 / FIREWALL	\$298.20	
GOPHER STATE ONE CALL	LINE LOCATES	\$38.81	
LAKERS NEW PRAGUE SANITARY	TRASH - WWTP	\$247.02	
LEAGUE OF MN CITIES INSURANCE	2024 WORKERS COMP	\$66.19	
MCMASTER-CARR SUPPLY COMPANY	CONNECTOR	\$351.84	
O'REILLY AUTOMOTIVE INC	SUPPLIES	\$32.89	
QUALITY EQUIPMENT AND SERVICE INC	FORKLIFT REPAIR	\$3,132.96	
SALTCO	MONTHLY SALT	\$1,830.28	
STAR GROUP LLC.	GREASE / V-BELT	\$75.17	
UTILITY LOGIC	LOCATOR PARTS	\$194.55	
VETERAN SHREDDING	CONTRACTED SERVICES	\$8.50	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$109.44	
TOTAL:			<u>\$11,675.11</u>
FUND 606 - ENTERPRISE - STORM UTILITY			
AMAZON CAPITAL SERVICES	APPAREL	\$2.40	
COMPUTER TECHNOLOGY SOLUTIONS	LAPTOPS	\$390.40	
GOPHER STATE ONE CALL	LINE LOCATES	\$38.81	
LEAGUE OF MN CITIES INSURANCE	2024 WORKERS COMP	\$7.63	
UTILITY LOGIC	LOCATOR PARTS	\$194.55	
VOYAGER FLEET SYSTEMS	MOTOR FUELS	\$7.36	
TOTAL:			<u>\$641.15</u>
FUND 651 - ENTERPRISE - AMBULANCE			
LAKERS NEW PRAGUE SANITARY	TRASH - AMBULANCE	\$21.66	
TOTAL:			<u>\$21.66</u>
TOTAL ACCOUNTS PAYABLE FOR COUNCIL APPROVAL:			<u>\$1,141,581.34</u>

Vendor Name	Net Invoice Amount
AAI GARAGE DOOR	
GARAGE DOOR REPAIR	\$520.00
ACUSHNET COMPANY	
GOLF MERCHANDISE	\$378.16
GOLF MERCHANDISE - DISCOUNT	\$2.57-
BREAKTHRU BEVERAGE MINNESOTA	
KEG BEER	\$325.00
KEG DEPOSIT	\$60.00
BRIDGESTONE GOLF INC	
SPECIAL ORDER JR GOLF	\$1,299.69
CALLAWAY GOLF	
GOLF BALLS	\$2,166.87
GOLF MERCHANDISE	\$58.74
CENTRAL MCGOWAN INC	
C02/NITROGEN TANK RENTAL	\$78.28
CLESENS	
COUPLINGS, KNOCK ONS	\$529.75
COLLEGE CITY BEVERAGE	
ALCOHOL	\$5,290.06
BEER	\$2,601.22
BEER KEG CREDIT	\$120.00-
KEG - CREDIT	\$60.00-
NON-ALCOHOLIC BEVERAGES	\$226.00
COMPUTER TECHNOLOGY SOLUTIONS	
COMPUTER UPGRADE	\$1,315.00
ECOLAB INC	
DISHWASHER RENTAL	\$716.81
HERITAGE LANDSCAPE SUPPLY GROUP	
FERTILIZER	\$6,056.45
STRIKE 3	\$659.78
HERMEL WHOLESALE	
CLEANING SUPPLIES	\$405.84
FOOD	\$8,398.63
PAPER PRODUCTS	\$722.69
SUPPLIES	\$508.50
LAU'S BAKERY	
BUNS	\$366.93
MACH LUMBER INC	
PLYWOOD, SCREWS	\$88.15
MGA	
HANDICAP SERVICES	\$5,055.00
MICHELLE MULVIHILL	
INVENTORY FOOD	\$121.72
MN DEPARTMENT OF HEALTH	
HOSPITALITY FEE	\$40.00
MOR GOLF AND UTILITY	
CHARGER	\$555.07
MTI DISTRIBUTING INC	
ADAPTER	\$94.92
FITTINGS	\$30.96
LEVER CLIP	\$133.37
O RING	\$21.96
O RINGS	\$38.33
OIL SEAL	\$29.36
PLATE, SHAFTS, BEARINGS, SEALS	\$500.56
NEW PRAGUE UTILITIES	
UTILITIES	\$3,599.51

Vendor Name	Net Invoice Amount
PEPSICO BEVERAGE SALES LLC	
BEVERAGES	\$1,637.15
PLAISTED COMPANIES	
BUNKER SAND	\$8,028.67
PRECISION SMALL ENGINE CO.	
RELAY, RECTIFIER	\$75.24
QUILL CORPORATION	
OFFICE SUPPLIES	\$222.26
REINDERS INC.	
DRAIN TILE, DRAIN, CAP	\$188.65
RIVER COUNTRY COOP	
FUEL, HYDRAULIC OIL	\$3,442.69
SOUTHERN MINNESOTA INSPECTION	
LIFT INSPECTION	\$257.50
STAR GROUP LLC.	
BATTERY 8 VOLT	\$1,133.93
BATTERY 8 VOLT CORE	\$182.88-
HYDRAULIC FLUID	\$86.69
HYDRAULIC HOSE	\$111.65
REGULATOR	\$81.27
SPARK PLUG, AIR FILTER	\$59.42
TIM'S SMALL ENGINE SERVICE	
CARB	\$134.05
TOW DISTRIBUTING CORP	
BEER	\$1,223.80
KEG DEPOSIT	\$30.00-
TOWN & COUNTRY SEWER SERVICE	
PORTABLE RESTROOMS	\$268.44
US BANK EQUIPMENT FINANCE	
COPIER RENTAL	\$239.41
VERSATILE VEHICLES INC.	
CHARGER	\$712.52
RIVET, NUT, SCREW	\$34.69
SPRING, CAM, BUTTON, NUT	\$154.22
Grand Totals	\$60,690.11

Unaudited Income Statement
Through April 30, 2025
Percent of year complete: 33.33%

Section 4, Item c.

	Prior Year 2024 Thru 4/30/2024	Actual Thru 4/30/2025	2024/2025 Variance YTD	Current Month 4/30/2025	2025 Adopted Budget	2025 Budget Balance	% Actual compared to Budget
General Fund							
REVENUES							
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ 4,238,585	\$ 4,238,585	0.00%
Local Government Aid	\$ -	\$ 111,448.39	\$ 111,448.39	\$ -	\$ 1,185,369	\$ 1,073,921	9.40%
Licenses and permits	\$ 172,172.44	\$ 189,982.80	\$ 17,810.36	\$ 28,305.22	\$ 255,680	\$ 65,697	74.30%
Intergovernmental	\$ 71,654.30	\$ 126,498.59	\$ 54,844.29	\$ 42,522.22	\$ 430,596	\$ 304,097	29.38%
Charges for services	\$ 6,656.60	\$ (848.57)	\$ (7,505.17)	\$ 671.50	\$ 118,367	\$ 119,216	-0.72%
Fines	\$ 5,495.11	\$ 5,708.35	\$ 213.24	\$ 1,389.41	\$ 25,000	\$ 19,292	22.83%
Interest Income	\$ 128,301.84	\$ 133,391.44	\$ 5,089.60	\$ 21,763.80	\$ 89,145	\$ (44,246)	149.63%
Miscellaneous revenue	\$ 14,582.30	\$ 50,618.72	\$ 36,036.42	\$ 7,899.02	\$ 585,808	\$ 535,189	8.64%
Transfers In	\$ 13,333.32	\$ 13,333.36	\$ 0.04	\$ 3,333.33	\$ 80,304	\$ 66,971	16.60%
TOTAL REVENUES	\$ 412,195.91	\$ 630,133.08	\$ 217,937.17	\$ 105,884.50	\$ 7,008,854.00	\$ 6,378,720.92	8.99%
EXPENSES							
Council	\$ 30,757.58	\$ 30,715.92	\$ (41.66)	\$ 7,154.17	\$ 70,925	\$ 40,209	43.31%
Administration	\$ 186,326.18	\$ 197,598.74	\$ 11,272.56	\$ 42,902.12	\$ 508,668	\$ 311,069	38.85%
Tech Network	\$ 51,744.33	\$ 91,141.00	\$ 39,396.67	\$ 61,317.30	\$ 207,421	\$ 116,280	43.94%
Elections	\$ 4,977.52	\$ 1,206.99	\$ (3,770.53)	\$ -	\$ 1,365	\$ 158	88.42%
Assessor	\$ 45,700.00	\$ 630.00	\$ (45,070.00)	\$ -	\$ 48,000	\$ 47,370	1.31%
Attorney	\$ 32,086.46	\$ 24,678.36	\$ (7,408.10)	\$ 3,389.81	\$ 80,000	\$ 55,322	30.85%
Engineer	\$ 113.00	\$ 2,840.00	\$ 2,727.00	\$ -	\$ 15,000	\$ 12,160	18.93%
Planning	\$ 99,899.92	\$ 161,616.99	\$ 61,717.07	\$ 38,972.54	\$ 498,457	\$ 336,840	32.42%
Government Building	\$ 94,072.35	\$ 37,302.73	\$ (56,769.62)	\$ 7,730.99	\$ 82,091	\$ 44,788	45.44%
Police	\$ 762,742.58	\$ 896,004.31	\$ 133,261.73	\$ 163,178.98	\$ 2,363,118	\$ 1,467,114	37.92%
Fire	\$ 69,350.53	\$ 87,584.37	\$ 18,233.84	\$ 7,855.37	\$ 308,622	\$ 221,038	28.38%
Building Inspector	\$ 109,752.54	\$ 147,878.77	\$ 38,126.23	\$ 37,903.88	\$ 397,744	\$ 249,865	37.18%
Emergency Management	\$ 2,805.60	\$ 2,265.78	\$ (539.82)	\$ -	\$ 3,341	\$ 1,075	67.82%
Animal Control	\$ 7,800.00	\$ 7,800.00	\$ -	\$ 3,900.00	\$ 15,700	\$ 7,900	49.68%
Public Works	\$ 41,900.14	\$ 43,501.52	\$ 1,601.38	\$ 9,310.56	\$ 125,507	\$ 82,005	34.66%
Streets	\$ 347,702.60	\$ 289,238.89	\$ (58,463.71)	\$ 47,160.58	\$ 1,164,673	\$ 875,434	24.83%
Street Lights	\$ 23,310.97	\$ 23,369.74	\$ 58.77	\$ 4,740.18	\$ 78,366	\$ 54,996	29.82%
Outdoor Swimming Pool	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Aquatic Center	\$ 13,186.14	\$ 13,197.14	\$ 11.00	\$ -	\$ 140,329	\$ 127,132	9.40%
Municipal Band	\$ -	\$ -	\$ -	\$ -	\$ 4,575	\$ 4,575	0.00%
Parks	\$ 364,766.97	\$ 203,197.33	\$ (161,569.64)	\$ 64,298.26	\$ 693,980	\$ 490,783	29.28%
Park Board	\$ 11,661.40	\$ 29,010.86	\$ 17,349.46	\$ 2,354.92	\$ 78,126	\$ 49,115	37.13%
Library	\$ 13,460.58	\$ 12,894.52	\$ (566.06)	\$ 2,366.14	\$ 36,027	\$ 23,132	35.79%
Unallocated	\$ 17,885.28	\$ 15,943.28	\$ (1,942.00)	\$ 427.00	\$ 86,819	\$ 70,876	18.36%
TOTAL EXPENSES	\$ 2,332,002.67	\$ 2,319,617.24	\$ (12,385.43)	\$ 504,962.80	\$ 7,008,854.00	\$ 4,689,236.76	33.10%
EXCESS REVENUES OVER EXPENSES	<u>\$ (1,919,806.76)</u>	<u>\$ (1,689,484.16)</u>	<u>\$ 230,322.60</u>	<u>\$ (399,078.30)</u>	<u>\$ -</u>	<u>\$ 1,689,484.16</u>	

Unaudited Income Statement
Through April 30, 2025
Percent of year complete: 33.33%

Section 4, Item c.

	Prior Year 2024 Thru 4/30/2024	Actual Thru 4/30/2025	2024/2025 Variance YTD	Current Month 4/30/2025	2025 Adopted Budget	2025 Budget Balance	% Actual compared to Budget
Ambulance							
TOTAL REVENUES	\$ 9,558.91	\$ 7,853.07	\$ (1,705.84)	\$ 197.07	\$ 20,000	\$ 12,147	39.27%
TOTAL EXPENSES	\$ 8,653.24	\$ 7,920.34	\$ (732.90)	\$ 1,555.04	\$ 16,658	\$ 8,738	47.55%
EXCESS REVENUES OVER EXPENSES	<u>\$ 905.67</u>	<u>\$ (67.27)</u>	<u>\$ (972.94)</u>	<u>\$ (1,357.97)</u>	<u>\$ 3,342.00</u>	<u>\$ 3,409.27</u>	
EDA							
TOTAL REVENUES	\$ 2,716.02	\$ 3,060.03	\$ 344.01	\$ 429.86	\$ 75,250.00	\$ 72,190	4.07%
TOTAL EXPENSES	\$ 18,502.78	\$ 20,776.28	\$ 2,273.50	\$ 4,251.52	\$ 75,250.00	\$ 54,474	27.61%
EXCESS REVENUES OVER EXPENSES	<u>\$ (15,786.76)</u>	<u>\$ (17,716.25)</u>	<u>\$ (1,929.49)</u>	<u>\$ (3,821.66)</u>	<u>\$ -</u>	<u>\$ 17,716.25</u>	
EDA-INDUSTRIAL							
TOTAL REVENUES	\$ 1,199.23	\$ 1,337.26	\$ 138.03	\$ 189.94	\$ -	\$ (1,337)	0.00%
TOTAL EXPENSES	\$ 1,805.56	\$ -	\$ (1,805.56)	\$ (1,805.56)	\$ 1,773	\$ 1,773	0.00%
EXCESS REVENUES OVER EXPENSES	<u>\$ (606.33)</u>	<u>\$ 1,337.26</u>	<u>\$ 1,943.59</u>	<u>\$ 1,995.50</u>	<u>\$ (1,773.00)</u>	<u>\$ (3,110.26)</u>	
WATER FUND							
TOTAL REVENUES	\$ 528,489.38	\$ 659,867.84	\$ 131,378.46	\$ 148,722.51	\$ 2,056,961.00	\$ 1,397,093.16	32.08%
TOTAL EXPENSES	\$ 572,985.99	\$ 629,219.01	\$ 56,299.14	\$ 126,099.89	\$ 1,715,099.00	\$ 1,085,879.99	36.69%
EXCESS REVENUES OVER EXPENSES	<u>\$ (44,496.61)</u>	<u>\$ 30,648.83</u>	<u>\$ 75,079.32</u>	<u>\$ 22,622.62</u>	<u>\$ 341,862.00</u>	<u>\$ 311,213.17</u>	
ELECTRIC FUND							
TOTAL REVENUES	\$ 3,413,882.42	\$ 3,472,545.51	\$ 58,663.09	\$ 792,066.32	\$ 10,405,068.00	\$ 6,932,522.49	33.37%
TOTAL EXPENSES	\$ 3,087,649.62	\$ 3,242,882.65	\$ 155,233.03	\$ 770,302.20	\$ 10,024,284.00	\$ 6,781,401.35	32.35%
EXCESS REVENUES OVER EXPENSES	<u>\$ 326,232.80</u>	<u>\$ 229,662.86</u>	<u>\$ (96,569.94)</u>	<u>\$ 21,764.12</u>	<u>\$ 380,784.00</u>	<u>\$ 151,121.14</u>	

Unaudited Income Statement
Through April 30, 2025
Percent of year complete: 33.33%

Section 4, Item c.

	Prior Year 2024 Thru 4/30/2024	Actual Thru 4/30/2025	2024/2025 Variance YTD	Current Month 4/30/2025	2025 Adopted Budget	2025 Budget Balance	% Actual compared to Budget
SANITARY SEWER							
TOTAL REVENUES	\$ 1,326,412.06	\$ 1,644,638.06	\$ 318,226.00	\$ 316,057.42	\$ 3,807,276.00	\$ 2,162,637.94	43.20%
TOTAL EXPENSES	\$ 1,567,095.13	\$ 1,598,239.83	\$ 31,144.70	\$ 275,088.71	\$ 4,309,102.00	\$ 2,710,862.17	37.09%
EXCESS REVENUES OVER EXPENSES	<u>\$ (240,683.07)</u>	<u>\$ 46,398.23</u>	<u>\$ 287,081.30</u>	<u>\$ 40,968.71</u>	<u>\$ (501,826.00)</u>	<u>\$ (548,224.23)</u>	
GOLF							
TOTAL REVENUES	\$ 454,504.66	\$ 490,635.83	\$ 36,131.17	\$ 205,286.77	\$ 1,454,102.00	\$ 963,466.17	33.74%
TOTAL EXPENSES	\$ 339,054.26	\$ 374,263.54	\$ 35,209.28	\$ 88,351.28	\$ 1,829,472.56	\$ 1,455,209.02	20.46%
EXCESS REVENUES OVER EXPENSES	<u>\$ 115,450.40</u>	<u>\$ 116,372.29</u>	<u>\$ 921.89</u>	<u>\$ 116,935.49</u>	<u>\$ (375,370.56)</u>	<u>\$ (491,742.85)</u>	
STORM SEWER							
TOTAL REVENUES	\$ 143,943.85	\$ 158,128.31	\$ 14,184.46	\$ 39,889.87	\$ 429,680.00	\$ 271,551.69	36.80%
TOTAL EXPENSES	\$ 155,745.13	\$ 172,611.07	\$ 16,865.94	\$ 34,211.40	\$ 480,833.00	\$ 308,221.93	35.90%
EXCESS REVENUES OVER EXPENSES	<u>\$ (11,801.28)</u>	<u>\$ (14,482.76)</u>	<u>\$ (2,681.48)</u>	<u>\$ 5,678.47</u>	<u>\$ (51,153.00)</u>	<u>\$ (36,670.24)</u>	

CITY OF NEW PRAGUE
BALANCE SHEET
APRIL 30, 2025

Section 4, Item c.

GENERAL FUND

ASSETS

101-10101	CLAIM ON CASH	(926,491.44)	
101-10120	MONEY MARKET-FIRST BK & TRUST		390,833.89	
101-10121	MONEY MARKET-WELLS FARGO		25,004.69	
101-10123	WELLS FARGO MARKET VALUE		30,141.71	
101-10124	WELLS FARGO MONEY FUNDS		3,309.22	
101-10125	MONEY MARKET-4M		4,878,792.62	
101-10129	MONEY MARKET.STATE BANK - FUTU		133,752.00	
101-10201	PETTY CASH POLICE DEPT		100.00	
101-10406	WELLS SELECT INVESTMENT		108,000.00	
101-10450	INT. RECEIVABLE - INVESTMENTS		278,712.04	
101-10700	TAXES RECEIVABLE-DELINQUENT		24,363.51	
101-11500	ACCOUNTS RECEIVABLE		3,583.07	
101-11501	ACCOUNTS RECEIVABLE - FLEX		8,709.27	
101-11521	BUSINESS LICENSE AR	(2,700.00)	
101-11535	CLEARING ACCOUNT - RURAL FIRE		7,310.29	
101-11536	CLEARING ACCOUNT-GENERAL		6,437.50	
101-12100	SPECIAL ASSESS. REC.-CURRENT		1,383.77	
101-12200	SPECIAL ASSESS. REC.-DELINQUEN		3,165.34	
101-15501	PREPAID OTHER		1,396.81	
	TOTAL ASSETS			4,975,804.29

LIABILITIES AND EQUITY

LIABILITIES

101-20210	ACCOUNTS PAYABLE		272,290.42	
101-20800	DUE TO OTHER GOVERNMENTS		730.15	
101-20801	STATE SALES TAX		21.93	
101-20802	SC TRANSIT TAX		1.65	
101-20803	LS TRANSIT TAX		1.06	
101-21600	ACCRUED WAGES		146,736.54	
101-21706	INSURANCE PAYABLE		16,802.24	
101-21714	ACCRUED POLICE DUES		55.00	
101-21716	HSA EMPLOYEE AMOUNTS		3,242.52	
101-21800	ESCROW - BLDG PERMITS		73,368.00	
101-22000	DEPOSITS		14,907.29	
101-22022	HOLDING FUNDS-DEVELOPERS/OTHER		2,673.00	
101-22202	DEFERRED REVENUE - ASSMNTS		4,549.11	
101-22207	DEFERRED REVENUE - BP		29,232.65	
101-22210	DEFERRED REVENUE - TAXES		24,363.51	
	TOTAL LIABILITIES			588,975.07

FUND EQUITY

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

CITY OF NEW PRAGUE
BALANCE SHEET
APRIL 30, 2025

Section 4, Item c.

GENERAL FUND

UNAPPROPRIATED FUND BALANCE:			
101-25300	UNDESIGNATED: FUND BALANCE	3,665,927.38	
	REVENUE OVER EXPENDITURES - YTD	(1,689,484.16)	
	BALANCE - CURRENT DATE	1,976,443.22	
	TOTAL FUND EQUITY		4,386,829.22
	TOTAL LIABILITIES AND EQUITY		4,975,804.29

CITY OF NEW PRAGUE
BALANCE SHEET
APRIL 30, 2025

Section 4, Item c.

WWTP

ASSETS

602-10101	CLAIM ON CASH	284,855.09	
602-10106	DESIGNATED FOR MEMB REPLACEMEN	1,050,000.00	
602-10120	MONEY MARKET-FIRST BK & TRUST	578,201.29	
602-10121	MONEY MARKET-WELLS FARGO	44,609.15	
602-10125	MONEY MARKET-4M	6,185,468.13	
602-10126	MONEY MARKET-4M 2024 BOND	830,877.45	
602-11500	ACCOUNTS RECEIVABLE	16,326.97	
602-11710	CUSTOMER ACCOUNTS RECEIVABLE	278,799.31	
602-12300	SPECIAL ASSESS. REC.-DEFFERED	398,213.59	
602-15696	DEFERRED OUTFLOW - OPEB	2,723.00	
602-15699	GERF DEFERRED OUTFLOWS	51,169.00	
602-16100	LAND	56,980.00	
602-16200	BUILDINGS	27,964,821.77	
602-16210	ACCUM. DEPRECIATION-BUILDINGS	(12,616,315.50)	
602-16300	INFRASTRUCTURE	8,571,631.52	
602-16310	ACCUMULATED DEPRECIATION - INF	(3,090,069.90)	
602-16400	EQUIPMENT	13,898,599.63	
602-16410	ACCUMULATED DEPRECIATION - EQU	(9,082,187.86)	
602-16420	OFFICE EQUIPMENT	44,423.70	
602-16500	CONSTRUCTION-IN-PROGRESS	57,229.86	
602-16507	CIP 2025	39,102.00	
TOTAL ASSETS			35,565,458.20

LIABILITIES AND EQUITY

LIABILITIES

602-20210	ACCOUNTS PAYABLE	54,793.84	
602-21500	ACCRUED INTEREST	332,725.23	
602-21650	ACCRUED WAGES-VAC & COMP	63,331.03	
602-21717	OPEB LIABILITY	21,328.00	
602-22000	DEPOSITS	48,189.39	
602-22296	OPEB DEFERRED INFLOW	5,796.00	
602-22299	GERF DEFERRED INFLOWS	147,060.00	
602-22500	BOND PAYABLE - CUR PORT	1,251,999.45	
602-23100	BONDS PAYABLE	2,903,876.24	
602-23101	PFA BOND PAYABLE	20,950,000.00	
602-23400	BOND PREMIUM	286,634.27	
602-23999	GERF PENSION LIABILITY	199,362.00	
TOTAL LIABILITIES			26,265,095.45

FUND EQUITY

602-25999	PRIOR PERIOD ADJUSTMENT	(651,969.00)	
602-27200	FUND BALANCE-UNDESIGNATED	5,565,947.85	
UNAPPROPRIATED FUND BALANCE:			
602-25300	FUND BALANCE-UNDESIGNATED	4,340,965.04	
	REVENUE OVER EXPENDITURES - YTD	45,418.86	
BALANCE - CURRENT DATE			4,386,383.90
TOTAL FUND EQUITY			9,300,362.75

CITY OF NEW PRAGUE
BALANCE SHEET
APRIL 30, 2025

Section 4, Item c.

WWTP

TOTAL LIABILITIES AND EQUITY

35,565,458.20

CITY OF NEW PRAGUE
BALANCE SHEET
APRIL 30, 2025

Section 4, Item c.

GOLF COURSE

ASSETS

603-10101	CLAIM ON CASH	(46,936.45)	
603-10125	MONEY MARKET-4M		165,247.91	
603-10126	MONEY MARKET-4M 2024 BOND		193,769.99	
603-10200	PETTY CASH		2,000.00	
603-11500	ACCOUNTS RECEIVABLE - GOLF A/R		4,710.82	
603-14100	MATERIAL INVENTORY		142,806.80	
603-15696	DEFERRED OUTFLOW - OPEB		1,072.00	
603-15699	GERF DEFERRED OUTFLOWS		32,718.00	
603-16150	OTHER IMPROVEMENTS (LAND)		910,289.85	
603-16160	ACCUMULATED DEPR - OTHER IMPRO	(905,554.37)	
603-16200	BUILDINGS		1,094,511.44	
603-16210	ACCUM. DEPRECIATION-BUILDINGS	(683,664.68)	
603-16400	EQUIPMENT		1,844,138.03	
603-16410	ACCUMULATED DEPRECIATION - EQU	(1,180,535.27)	
TOTAL ASSETS				1,574,574.07

LIABILITIES AND EQUITY

LIABILITIES

603-20210	ACCOUNTS PAYABLE		84,563.81	
603-21500	ACCRUED INTEREST		7,054.53	
603-21650	ACCRUED WAGES-VAC & COMP		15,223.17	
603-21717	OPEB LIABILITY		8,398.00	
603-22000	DEPOSITS		72,325.62	
603-22001	DESIGNATED - JR GOLF FUND		20,263.52	
603-22004	DESIGNATED- GOLF MAINT. FUND		648.12	
603-22211	DEFERRED REVENUE-GIFT CERTIFIC		15,830.64	
603-22213	DEFERRED REVENUE-MEMBER CREDIT		21,543.33	
603-22296	OPEB DEFERRED INFLOW		2,282.00	
603-22299	DEFERRED (GERF) INFLOW		101,179.00	
603-23107	BOND PAYABLE-2016 EQUIPMENT		9,000.00	
603-23110	BOND PAYABLE-2022 EQUIPMENT		130,000.00	
603-23111	BOND PAYABLE-2024 EQUIPMENT		175,000.00	
603-23400	BOND PREMIUM		25,984.05	
603-23999	GERF PENSION LIABILITY		119,227.00	
TOTAL LIABILITIES				808,522.79

FUND EQUITY

603-25999	PRIOR PERIOD ADJUSTMENT	(117,578.00)	
UNAPPROPRIATED FUND BALANCE:				
603-25300	FUND BALANCE-UNDESIGNATED		757,256.99	
	REVENUE OVER EXPENDITURES - YTD		126,372.29	
BALANCE - CURRENT DATE			883,629.28	
TOTAL FUND EQUITY				766,051.28
TOTAL LIABILITIES AND EQUITY				1,574,574.07

CITY OF NEW PRAGUE
BALANCE SHEET
APRIL 30, 2025

Section 4, Item c.

WATER

ASSETS

604-10101	CLAIM ON CASH	985,417.64	
604-10125	MONEY MARKET-4M	419,761.54	
604-10126	MONEY MARKET-4M 2024 BOND	920,429.94	
604-10406	F.I.S.T. INVESTMENTS	902,829.11	
604-10407	INVEST ALLOW-UNREALIZED LOS	(41,666.69)	
604-11500	ACCOUNTS RECEIVABLE	766.77	
604-11502	ACCOUNTS RECEIVABLE - NSF	660.06	
604-11525	ACCRUED REVENUE	102,674.05	
604-11600	ALLOWANCE DOUBTFUL ACC'T	(4,000.00)	
604-11710	CUSTOMER ACCOUNTS RECEIVABL	128,235.82	
604-12100	SPECIAL ASSESS. REC.-CURRENT	111.05	
604-12300	SPECIAL ASSESS. REC.-DEFFERED	673,456.40	
604-14100	MATERIAL INVENTORY	80,279.19	
604-15696	DEFERRED OUTFLOW - OPEB	2,308.00	
604-15699	GERF DEFERRED OUTFLOWS	33,130.00	
604-16100	LAND	79,519.50	
604-16200	BUILDINGS	2,454,932.92	
604-16201	WELLS, PUMPS & PUMP HOUSE	2,197,186.11	
604-16202	WATER TREATMENT	68,116.88	
604-16203	WATER TREATMENT EQUIPMENT	1,253,269.45	
604-16211	ACCUM DEPR-PRODUCTION PLANT	(4,454,383.23)	
604-16301	ELEVATED TOWER	1,988,569.68	
604-16303	RESERVOIR	732,530.15	
604-16304	DISTRIBUTION TO SYSTEM	8,099,391.30	
604-16305	PRU VALVES	902.95	
604-16306	MAIN STREET TREATMENT UPGRADE	215,848.13	
604-16308	WATER METERS	1,130,737.09	
604-16311	ACCUM DEPR.-TRANS-DISTRIBUTI	(4,790,083.84)	
604-16312	ACCUM. DEPR-GENERAL PLANT	(291,191.54)	
604-16314	SCADA	351,945.74	
604-16401	BLDG IMPROVEMENT OFFICE	5,533.95	
604-16402	DEFERRED MAINTENANCE CHARGE	24,794.02	
604-16403	OFFICE FUNITURE & FIXTURES	35,536.41	
604-16404	TRANSPORTATION/EQUIPMENT	264,699.45	
604-16405	MISCELLANEOUS EQUIPMENT	39,308.45	
604-16406	SHOP EQUIPMENT	1,417.62	
604-16512	CIP 2025	51,782.00	
TOTAL ASSETS			13,664,756.07

LIABILITIES AND EQUITY

CITY OF NEW PRAGUE
BALANCE SHEET
APRIL 30, 2025

Section 4, Item c.

WATER

LIABILITIES

604-20210	ACCOUNTS PAYABLE	35,299.80	
604-21503	ACCRUED INTEREST	56,455.63	
604-21650	ACCRUED WAGES-VAC & COMP	71,103.53	
604-21712	DUE WATER TESTING PROGRAM	2,409.75	
604-21717	OPEB LIABILITY	18,078.00	
604-22000	DEPOSITS	25,479.16	
604-22296	OPEB DEFERRED INFLOW	4,913.00	
604-22299	DEFERRED (GERF) INFLOW	112,639.00	
604-22500	BOND PAYABLE - CUR PORT	39,999.97	
604-23400	BOND PREMIUM	387,300.91	
604-23511	2011 CIP	30,080.00	
604-23516	2013B-REFUNDING 2005-2007	40,000.00	
604-23517	CIP 2014	50,000.00	
604-23518	2020A - REFUNDING	215,746.51	
604-23519	CIP 2020-2021	1,275,000.00	
604-23520	2021 UTILITY BUILDING	390,000.00	
604-23521	CIP 2022	250,000.00	
604-23522	CIP 2023	440,000.00	
604-23523	CIP 2024	820,000.00	
604-23999	GERF PENSION LIABILITY	168,984.00	
TOTAL LIABILITIES			4,433,489.26

FUND EQUITY

604-25999	PRIOR PERIOD ADJUSTMENT	(274,691.48)	
604-26730	RESERVED FOR INVESTMENT AL	(.40)	
604-27200	FUND BALANCE-UNDESIGNATED	8,187,620.93	
604-28000	INVESTED IN UTILITY PLANT	1,287,688.93	
UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD		30,648.83	
BALANCE - CURRENT DATE		30,648.83	
TOTAL FUND EQUITY			9,231,266.81
TOTAL LIABILITIES AND EQUITY			13,664,756.07

CITY OF NEW PRAGUE
BALANCE SHEET
APRIL 30, 2025

Section 4, Item c.

ELECTRIC

ASSETS

605-10101	CLAIM ON CASH	3,430,796.65
605-10125	MONEY MARKET-4M	1,543,273.26
605-10200	PETTY CASH	300.00
605-10405	MONEY MARKET-FIRST BK & TRUST	151,810.29
605-10406	F.I.S.T. INVESTMENT	2,569,590.53
605-10407	INVEST ALLOW-UNREALIZED LOS	(118,589.82)
605-11500	ACCOUNTS RECEIVABLE	1,142.00
605-11502	ACCOUNTS RECEIVABLE - NSF	5,478.06
605-11510	ACCOUNTS RECEIVABLE - SMMPA	104,782.58
605-11525	ACCRUED REVENUE	519,248.51
605-11600	ALLOWANCE DOUBTFUL ACC'T	(10,000.05)
605-11710	CUSTOMER ACCOUNTS RECEIVABL	664,532.62
605-12100	SPECIAL ASSESS. REC.-CURRENT	1,124.28
605-14100	MATERIAL INVENTORY	1,205,154.29
605-15501	PREPAID OTHER	1,226.99
605-15696	DEFERRED OUTFLOW - OPEB	4,870.00
605-15699	GERF DEFERRED OUTFLOWS	100,865.00
605-16100	LAND	41,647.88
605-16205	STRUCTURE & IMPROV. BLDGS	3,792,791.38
605-16206	GENERATORS	5,527,533.57
605-16211	ACCUM DEPR-PRODUCTION PLANT	(6,847,037.64)
605-16301	TRANSMISSION STATION EQUIPMENT	601,832.72
605-16302	TRANSMISSION POLES & CONDUCTOR	87,734.24
605-16303	DISTRIBUTION STATION EQUIPMENT	832,233.96
605-16304	POLES-TOWERS-FIXTURES	204,140.34
605-16305	OVERHEAD CONDUCTORS-DEVICES	678,998.06
605-16306	UNDERGROUND CONDUCTORS-DEVICE	6,130,180.47
605-16307	LINE TRANSFORMERS	2,104,995.37
605-16308	SERVICES	432,135.18
605-16309	ELECTRIC METERS	1,074,915.45
605-16310	FIBER OPTIC	98,856.02
605-16311	ACCUM DEPR.-TRANS-DISTRIBUTI	(8,261,459.99)
605-16312	ACCUM DEPR - GEN PLANT	(1,710,461.41)
605-16313	LOAD MANAGEMENT	104,472.67
605-16314	SCADA	123,864.82
605-16315	STREET LIGHTS	1,719,957.76
605-16316	STRUCTURE & IMPROVEMENTS E	224,058.67
605-16403	TOOLS & WORK EQUIPMENT	237,583.03
605-16404	TRANSPORTATION/EQUIPMENT	1,975,055.19
605-16405	MISCELLANEOUS EQUIPMENT	97,109.01
605-16406	SHOP EQUIPMENT	56,994.23
605-16420	OFFICE EQUIPMENT	99,254.82
605-16510	JOB #2 (URD) GIS MAPPING	19,904.39
605-16512	JOB #2 (SERV) GIS MAPPING	799.20
605-16514	JOB #2 (S.L.) GIS MAPPING	586.08
605-16516	JOB #3 (POLE) NE STREET RECONS	759.92
605-16517	JOB #3 (OH) NE STREET RECONS	8,669.68
605-16518	JOB #3 (URD) NE STREET RECONS	11,407.58
605-16519	JOB #3 (TRANS) NE STREET RECON	866.56
605-16520	JOB #3 (SERV) NE STREET RECONS	46.16
605-16522	JOB #3 (S.L.) NE STREET RECONS	2,383.84
605-16525	JOB #4 (OH) FEEDER #1	696.08
605-16526	JOB #4 (URD) FEEDER #1	284,299.39
605-16527	JOB #4 (TRANS) FEEDER #1	37,700.33
605-16528	JOB #4 (SERV) FEEDER #1	113,560.28
605-16529	JOB #4 (METER) FEEDER #1	531.66
605-16530	JOB #4 (S.L.) FEEDER #1	53,756.95
605-16531	JOB #4 (FIBER) FEEDER #1	571.96

CITY OF NEW PRAGUE
BALANCE SHEET
APRIL 30, 2025

Section 4, Item c.

ELECTRIC

605-16542	JOB #6 (URD) FEEDER #4 & #6	370.64	
605-16550	JOB #7 (URD) FEEDER #8	3,759.33	
605-16568	JOB #9 (SERV) FUTURE GENERATIO	107,813.34	
605-16574	JOB #10 (URD) CHART	15,932.07	
605-16575	JOB #10 (TRANS) CHART	30,765.14	
605-16577	JOB #10 (METER) CHART	622.08	
605-16584	JOB #11 (SERV) SCOTT EQUIP	108.00	
TOTAL ASSETS			20,298,901.65
LIABILITIES AND EQUITY			
LIABILITIES			
605-20200	ACCOUNTS PAYABLE-SMMPA	483,543.35	
605-20204	AP OTHER	101,301.49	
605-20210	ACCOUNTS PAYABLE	38,024.67	
605-21650	ACCRUED WAGES-VAC & COMP	155,477.59	
605-21717	OPEB LIABILITY	38,143.00	
605-22000	DEPOSITS	102,160.48	
605-22001	ENERGY ASSISTANCE CONTRACTS	512.40	
605-22022	HOLDING FUNDS-DEPOSITS	950.00	
605-22296	OPEB DEFERRED INFLOW	10,366.00	
605-22299	DEFERRED (GERF) INFLOW	342,924.00	
605-23999	GERF PENSION LIABILITY	514,464.00	
TOTAL LIABILITIES			1,787,866.98
FUND EQUITY			
605-25999	PRIOR PERIOD ADJUSTMENT	(890,763.35)	
605-26300	CONTRIBUTED CAPITAL	(.19)	
605-26720	RESERVED FOR BONDS	321,700.00	
605-27200	FUND BALANCE-UNDESIGNATED	14,426,601.09	
605-28000	INVESTED IN UTILITY PLANT	4,423,834.26	
UNAPPROPRIATED FUND BALANCE:			
REVENUE OVER EXPENDITURES - YTD		229,662.86	
BALANCE - CURRENT DATE		229,662.86	
TOTAL FUND EQUITY			18,511,034.67
TOTAL LIABILITIES AND EQUITY			20,298,901.65

CITY OF NEW PRAGUE
BALANCE SHEET
APRIL 30, 2025

Section 4, Item c.

STORM WATER UTILITY

ASSETS

606-10101	CLAIM ON CASH	19,984.80	
606-10120	MONEY MARKET-FIRST BK & TRUST	63,463.67	
606-10125	MONEY MARKET-4M	652,380.76	
606-10126	MONEY MARKET-4M 2024 BOND	493,666.86	
606-11710	CUSTOMER ACCOUNTS RECEIVABLE	34,541.93	
606-15696	DEFERRED OUTFLOW - OPEB	398.00	
606-15699	GERF DEFERRED OUTFLOWS	7,488.00	
606-16300	INFRASTRUCTURE	8,777,601.44	
606-16310	ACCUMULATED DEPRECIATION - INF	(4,367,929.06)	
606-16400	EQUIPMENT	29,295.57	
606-16410	ACC. DEP. - EQUIPMENT	(24,852.90)	
606-16423	CIP 2025	23,875.00	
TOTAL ASSETS			5,709,914.07

LIABILITIES AND EQUITY

LIABILITIES

606-20210	ACCOUNTS PAYABLE	336.33	
606-21500	ACCRUED INTEREST	30,270.66	
606-21717	OPEB LIABILITY	3,114.00	
606-22296	OPEB DEFERRED INFLOW	846.00	
606-22299	GERF DEFERRED INFLOWS	21,520.00	
606-23100	BONDS PAYABLE	1,613,014.44	
606-23400	BOND PREMIUM	165,178.63	
606-23999	GERF PENSION LIABILITY	29,175.00	
TOTAL LIABILITIES			1,863,455.06

FUND EQUITY

606-25999	PRIOR PERIOD ADJUSTMENT	(36,253.00)	
UNAPPROPRIATED FUND BALANCE:			
606-25300	FUND BALANCE-UNDESIGNATED	3,897,439.61	
	REVENUE OVER EXPENDITURES - YTD	(14,727.60)	
BALANCE - CURRENT DATE		3,882,712.01	
TOTAL FUND EQUITY			3,846,459.01
TOTAL LIABILITIES AND EQUITY			5,709,914.07

CITY OF NEW PRAGUE
BALANCE SHEET
APRIL 30, 2025

Section 4, Item c.

AMBULANCE

ASSETS

651-10101	CLAIM ON CASH	62,842.18	
651-10120	MONEY MARKET-FIRST BK & TRUST	12,975.56	
651-10121	MONEY MARKET-WELLS FARGO	416.28	
651-10125	MONEY MARKET-4M	118,403.54	
651-10127	MONEY MARKET.STATE BANK - 1206	5,649.67	
TOTAL ASSETS			200,287.23

LIABILITIES AND EQUITY

LIABILITIES

651-20210	ACCOUNTS PAYABLE	864.75	
TOTAL LIABILITIES			864.75

FUND EQUITY

651-27200	FUND BALANCE-UNDESIGNATED	162,640.15	
UNAPPROPRIATED FUND BALANCE:			
651-25300	FUND BALANCE-UNDESIGNATED	36,849.60	
	REVENUE OVER EXPENDITURES - YTD	(67.27)	
BALANCE - CURRENT DATE		36,782.33	
TOTAL FUND EQUITY			199,422.48
TOTAL LIABILITIES AND EQUITY			200,287.23

CITY OF NEW PRAGUE
BALANCE SHEET
APRIL 30, 2025

Section 4, Item c.

EDA

ASSETS

680-10101	CLAIM ON CASH	173,723.29	
680-10120	MONEY MARKET-FIRST BK & TRUST	25,750.99	
680-10125	MONEY MARKET-4M	258,422.10	
	TOTAL ASSETS		457,896.38

LIABILITIES AND EQUITY

LIABILITIES

680-20210	ACCOUNTS PAYABLE	50.93	
	TOTAL LIABILITIES		50.93

FUND EQUITY

680-27200	FUND BALANCE-UNDESIGNATED	602,744.97	
	UNAPPROPRIATED FUND BALANCE:		
680-25300	FUND BALANCE-UNDESIGNATED	(127,183.27)	
	REVENUE OVER EXPENDITURES - YTD	(17,716.25)	
	BALANCE - CURRENT DATE	(144,899.52)	
	TOTAL FUND EQUITY		457,845.45
	TOTAL LIABILITIES AND EQUITY		457,896.38

CITY OF NEW PRAGUE
BALANCE SHEET
APRIL 30, 2025

Section 4, Item c.

EDA-INDUSTRIAL PARK

ASSETS			
681-10101	CLAIM ON CASH	72,544.75	
681-10120	MONEY MARKET-FIRST BK & TRUST	12,876.51	
681-10125	MONEY MARKET-4M	114,036.33	
681-16100	LAND	453,940.38	
TOTAL ASSETS			653,397.97
LIABILITIES AND EQUITY			
FUND EQUITY			
UNAPPROPRIATED FUND BALANCE:			
681-25300	FUND BALANCE	652,060.71	
	REVENUE OVER EXPENDITURES - YTD	1,337.26	
BALANCE - CURRENT DATE		653,397.97	
TOTAL FUND EQUITY			653,397.97
TOTAL LIABILITIES AND EQUITY			653,397.97



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 CHURCH OF ST. WENCESLAUS
DATE: JUNE 3, 2025

Attached is an application for a 1-4 Day Temporary On-Sale Liquor License from the Church of St. Wenceslaus, requesting permission to serve alcoholic beverages on August 10, 2025, at St. Wenceslaus, located at 215 Main Street East, 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 Church of St. Wenceslaus on August 10, 2025.



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

Section 4, Item d.

Name of organization		Date of organization	Tax exempt number
Church of St. Wenceslaus		02/21/1885	41-0695519
Organization Address (No PO Boxes)	City	State	Zip Code
215 Main Street East	New Prague	MN	56071
Name of person making application		Business phone	Home phone
Marcella Dvorak		952-758-3225	952-758-3995
Date(s) of event	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer		
August 10, 2025	<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input checked="" type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name	City	State	Zip Code
Fr. Eugene J. Theisen	New Prague	MN	56071
Organization officer's name	City	State	Zip Code
		MN	
Organization officer's name	City	State	Zip Code
		MN	

Location where permit will be used. If an outdoor area, describe.
Between the Church and the School Building - 215 Main Street East

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

N/A

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

APPROVAL

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

City of New Prague
City or County approving the license
\$100
Fee Amount

Date Approved
8-10-25
Permit Date

Event in conjunction with a community festival ☐ Yes ☒ No

City or County E-mail Address

Current population of city

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

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

No Temp Applications faxed or mailed. Only emailed.

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 Coverage

Date: 5/28/2025

Certificate Holder
 Archdiocese of Saint Paul and Minneapolis
 Chancery Office
 777 Forest Street
 St. Paul, MN 55106

This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.

Company Affording Coverage
 THE CATHOLIC MUTUAL RELIEF
 SOCIETY OF AMERICA
 10843 OLD MILL RD
 OMAHA, NE 68154

Covered Location
 ST WENCESLAUS CHURCH
 215 EAST MAIN STREET
 NEW PRAGUE, MN 56071

Coverages

This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate 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 coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
Property				Real & Personal Property	
D. General Liability	8589	7/1/2025	7/1/2026	Each Occurrence	500,000
<input checked="" type="checkbox"/> Occurrence				General Aggregate	
<input type="checkbox"/> Claims Made				Products-Comp/OP Agg	
				Personal & Adv Injury	
				Fire Damage (Any one fire)	
				Med Exp (Any one person)	
Excess Liability	8589	7/1/2025	7/1/2026	Each Occurrence	500,000
				Annual Aggregate	
Other Liquor Liability		7/1/2025	7/1/2026	Each Occurrence	500,000
				Claims Made	
				Annual Aggregate	
				Limit/Coverage	

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)

Coverage is verified with regard to Covered Location's Parish Festival, to be held on parish grounds, August 10, 2025.

Includes Liquor Liability

Holder of Certificate

Cancellation

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

Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Authorized Representative

Paul A. Peterson

0111015383



New Prague Police Department

City of New Prague In the Counties of Scott & Le Sueur

118 CENTRAL AVENUE NORTH, SUITE 3, NEW PRAGUE, MINNESOTA 56071

• Phone: (952) 758-2791 • Fax: (952) 758-6279

• Website: www.ci.new-prague.mn.us

Tim Applen, Chief of Police

MEMORANDUM

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

From: Tim Applen Chief of Police / Emergency Manager

Date: Monday June 9, 2025

Subject: THC Establishment License J&C PICKA INVESTMENTS INC

The New Prague Police Department conducted a background check pursuant to City Ordinance 121.03 on the licensee(s), Jeff Picka, issued to J&C Picka Investments Inc., dba – West End Liquor.

Minnesota Criminal History: None

Minnesota Driver's License Check: No Record

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

State of Minnesota HDCP registration: Active/Current Registration

After reviewing Minnesota Statute 151.72 Sale of Certain Cannabinoid Products, the background check did not reveal any disqualification.

- A. The applicant(s) are over 21 years of age.
- B. No information to believe Applicant(s) is not of good, moral character and reputation.
- C. Applicant has not been convicted within five years of a license violation relating to licensed products or any felony.
- D. Parties with business interest did not have interest in a license which was revoked within the last five years.
- E. The premises are (will be) part of corporate assets.
- F. The applicant or license holder has no outstanding fines, penalties or property taxes owed to the city.
- G. The location of the business is within a commercial or industrial district where retail sales are allowed.

Sales within the City of New Prague must comply with the requirements of MN Statute 151.72, Including but not limited to:

1. All packaging and labeling requirements of Minnesota Statutes 151.71 Subd.3 and 151.72 Subd. 5 and 5a.
2. No products contain more than 0.3% of THC.
3. No edible CBD product contains an amount of any THC that exceeds 5 mg per serving or 50 mg per package
4. The testing requirements in Minnesota Statute 151.72 Subd.4

There were no disqualifiers identified in the investigation of Jeff Picka issued to J&C Picka Investments Inc., dba – West End Liquor.

Recommendation: Approve THC Establishment License application to J&C Picka Investments Inc., dba – West End Liquor.



City of New Prague

In the Counties of Scott & Le Sueur

118 CENTRAL AVENUE NORTH • NEW PRAGUE, MINNESOTA 56071

PHONE: (952) 758-4401 / www.ci.new-prague.mn.us

License Application for TETRAHYDROCANNABINOL (THC) ESTABLISHMENT LICENSE

FEES: \$200 THC License Application/Investigation Fee. \$350 THC License Annual Fee. Fees are not prorated.

THC Establishment Licenses are issued annually and valid January 1 – December 31. Licenses are required to be renewed prior to expiration with all applicable fees paid at the time of application. Licenses non-transferable. Submit application, certificate of insurance, background check form for each person and applicable fees to the City Clerk. The undersigned License Holder of the City of New Prague, in the Counties of Scott and Le Sueur, State of Minnesota, hereby make Application for License, to be issued to:

Licensee Name / Legal Name (ex. Company ABC, LLC): J + C Picka Investments LLC

Trade Name or DBA (ex. Company ABC): WEST END LIQUOR

Business Location Address: 404 MAIN ST W., New Prague, MN 56071

Applicant: Licensee's Legal Name (First, Middle and Last): Jeffrey Michael Picka

Business Phone #: 952-758-4645 Cell Phone: _____

Email Address: _____ Date of Birth: _____

Mailing Address (if different than business address): _____

Name of Manager(s) of Business: JEFF PICKA

Days of Operation: Sun - Sat Hours of Operation: M-F 9-10, Sat 8-10, Sun 11-5

☒ Are property taxes on the licensed location current as of date of this application? Taxes must be paid prior to issuance of license whether the building is owned by the applicant or not.

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

DEPARTMENT OF REVENUE INFORMATION:

The City of New Prague is required to provide to the Minnesota Commissioner of Revenue your Minnesota Business tax identification number or the social security number or individual taxpayer identification number of applicant.

1. This information may be used to deny the issuance, renewal or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties or interest.
2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service.

Supply the following information:

MN Tax ID #: 9053080 Federal Tax ID#: 26-0878954

OR

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

INSURANCE REQUIREMENTS:

A Certificate of Insurance be submitted and list the City as additional insured and provide coverages and amounts as required by state law. Applicant must also present acceptable evidence of compliance with the workers' compensation insurance coverage requirements of MSS Chapter 176. The required workers' compensation insurance information is the name of the insurance company, the policy number, and the dates of coverage, or the permit to self-insure.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

☒ **I have a workers' compensation insurance policy:**

Insurance company name (not the insurance agent): Acuity

Policy Number: KL3883 Effective Date 4/1/25 Expiration Date: 3/31/26

OR

☐ **I am not required to have workers' compensation insurance because:**

☐ I am self-insured.

☐ I am the sole proprietor and I have no employees.

☐ I have no employees who are covered by the workers' compensation law.

The City of New Prague reserves the right to request additional information to assist in the evaluation of this application.

Signature: A signature verifying the overall accuracy and completeness of this application by the applicant (owner, Partner or officer) is required in order to process the license application.

By signing, I agree to comply with all the laws of the State of Minnesota governing the taxation of business and all ordinances of the City of New Prague. I understand that by submitting this application, I hereby consent to allow the appropriate City personnel, or any authorized representative or agents, to inspect the licensed premises for the purpose of ensuring compliance with the law, at any time the business is occupied and/or open for business. I also understand that a denial of permission for such a lawful inspection of the premises is a violation of the license provisions. I hereby certify that I have read and understand every question in this application and that the answers are true to my knowledge, information and belief. I further understand that the giving false information as a part of this application, can constitute cause for denial, suspension, or revocation of my business license.

I also hereby affirm that all products sold at retail in the City of New Prague comply with:

- All of the packaging requirements of the Minn. Stat §151.72 Subd.3
- The labeling and packaging requirements of Minn. Stat §151.72 Subd.5 and 5a
- No products contain more than 0.3% of THC.
- No edible CBD product contains an amount of any THC that exceeds 5 mg per serving or 50 mg per package.
- The testing requirements in Minn. Stat §151.72 Subd.4.

All licenses will be issued for a one-year term (January 1 to December 31) and shall be posted and displayed in plain view of the general public on the premise.

The undersigned hereby makes application for a license to sell THC and other THC products at retail in the City of New Prague, Counties of Le Sueur or Scott, Minnesota subject to the laws of the State of Minnesota and herewith deposits \$350.00 (annual fee) in payment thereof.

(Please attach additional pages if needed)


Signature of Applicant (required)

Date 1-27-25, 2025

**** A signed Affidavit of Compliance concerning educational materials used to instruct employees in the legal requirements pertaining to the sale of CBD related products must accompany this application.



City of New Prague

In the Counties of Scott & Le Sueur

118 CENTRAL AVENUE NORTH · NEW PRAGUE, MINNESOTA 56071
PHONE: (952) 758-4401 / www.ci.new-prague.mn.us

AFFIDAVIT OF COMPLIANCE CONCERNING EDUCATIONAL MATERIALS SALES OF TETRAHYDROCANNABINOL (THC) RELATED PRODUCTS

West End Liquor (Licensee), has conducted the proper instructional program for all employees involved with the sale of tobacco as described and required in the City of New Prague THC Ordinance (Instructional Program).

Please include a copy of the educational materials you use to educate your employees in the proper sale of cannabis related products. License will not be approved without this information.

Jeff Pick
Signature of Applicant

1-27-25
Date

Jeff Pick
Print Name

Beverage containers must be opaque or placed into an opaque container at point of sale. @

Section 4, Item e.

Age Verification:

Liquor stores must verify the age of customers purchasing hemp-derived THC products, as these products are age-restricted. @ 21 years


No Combination with Alcohol:

Cannabinoids cannot be sold in combination with alcohol. @

Important Note: While liquor stores can sell hemp-derived THC products, they are not permitted to sell THC beverages alongside beer, wine, and spirits. @

Frequently Asked Questions for Businesses - Minnesota.gov

Tinctures containing delta-8 or delta-9 THC combined with food ingredients are permitted as long as they do not exceed 10 servings...

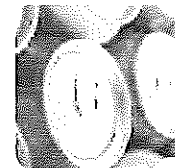
 Minnesota.gov

SO
CANN

8 Things You Need to Know about Selling THC Drinks in ...


Apr 4, 2024 — THC drinks sold in Minnesota must undergo testing by an independent laboratory to ensure compliance with potency, purit...

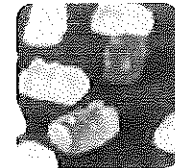
 Bernick's



Study found retailers often failed to comply with age restrictions for ...

Feb 11, 2025 — Study found retailers often failed to comply with age restrictions for selling THC products in Minnesota * Among all ...


 University of Minnesota School of Public Health



Show all

Generative AI is experimental.

 Export

 Save







mn.gov

<https://mn.gov/cannabinoid-products/business-faq>

Frequently Asked Questions for Businesses - Minnesota.gov

Tinctures containing delta-8 or delta-9 **THC** combined with food ingredients are permitted as long as they do not exceed 10 servings and 50 mg **THC** per container, ...



Cloud Retailer

<https://cloudretailer.com/news/cannabis-liquor-store...>

Section 4, Item e.

Cannabis Law, Credit Cards, and MN Liquor Stores

If you sell certain hemp or **cannabis** products, you must remit the **cannabis** tax. You must register and remit tax for sales beginning on July 1, 2023.



mn.gov

<https://mn.gov/elicense>

Hemp-Derived Cannabinoid Products Registration

Minnesota requires sellers of lower-potency hemp derived edibles to be licensed through the Office of **Cannabis** Management.(OCM). **Requirements** License Details



Minnesota Licensed Beverage Association

<https://www.mlba.com/cannabis-law-what-retailers-ne...>

Cannabis Law – What Retailers Need to Know

May 30, 2023 — Starting tomorrow, May 31st, **liquor stores** will be legally allowed to sell all low potency hemp derived **THC** products.



City of Minneapolis (.gov)

<https://www2.minneapolismn.gov/information/canna...>

Cannabis rules for all businesses

Jan 7, 2025 — As of October 1, 2023, all businesses that sell lower potency hemp products must register with the **Minnesota** Department of Health. There are no ...



League of Minnesota Cities

<https://www.lmc.org/news-publications/news/all>

Updates on Cannabis Licensing, Municipal Participation, ...

Mar 24, 2025 — **Cannabis** retailers must obtain both a state-issued license and a local **retail** registration.

The form captures contact information for zoning ...

Missing: the | Show results with: the

People also search for

Minnesota THC beverage laws



CBD oil Minnesota



MN compliant THC product



Minnesota CBD laws 2024



Edibles legal in MN where to buy



Minnesota THC vape



Are THC carts legal in mn



Minnesota hemp-derived THC



People also ask :

Can liquor stores sell THC drinks in Minnesota?

What is the legal THC limit in MN?

Does Minnesota still test for THC?

Is real THC legal in Minnesota?

Feedback



Bernick's

<https://www.bernicks.com> › blog › selling-thc-drinks-in-...

8 Things You Need to Know about Selling THC Drinks in ...

Apr 4, 2024 — **THC** drinks sold in **Minnesota** must undergo testing by an independent laboratory to ensure **compliance** with potency, purity, and safety standards.



Reddit · r/minnesota

20+ comments · 9 months ago

How are MN brewpubs, liquor stores, etc., accepting credit ...

The THC products you buy in MN contain THC derived from hemp. **MN has legalized these products**, and they operate in a legal grey area under the ...

New Taproom **Requirements** Around **THC** Drinks - Reddit 41 posts Aug 1, 2023

Minnesota cities can open municipal **weed stores** ... - Reddit 5 posts Mar 8, 2024

More results from www.reddit.com



regulatoryoversight.com

<https://www.regulatoryoversight.com> › 2024/09 › happ...

Happy Hour at 4:20? Lessons from Minnesota's Booming ...

Sep 4, 2024 — Sellers of hemp-derived **THC** edibles and beverages are also subject to a 10% excise tax on gross receipts from **retail** sales, in addition to ...



The Minnesota Daily

<https://mndaily.com> › campus-administration › retailers...

Retailers fail to comply with age restriction laws for THC ...

Apr 4, 2025 — The study found that 56% of all **stores** failed to verify the age of a customer when they purchased a **THC** product. According to state law, you ...



the compliance for liquor stores in minne

[All](#) [Shopping](#) [News](#) [Short videos](#) [Images](#) [Forums](#) [Videos](#) [More](#) [Tools](#)[AI Overview](#)[Learn more](#)

In Minnesota, liquor stores can sell low-potency hemp-derived THC products, provided they register with the Office of Cannabis Management (OCM) and adhere to specific product and labeling requirements. These products must have a THC content of 5 mg per serving and 50 mg per package, and they must be tested by an independent lab.

Key Compliance Points for Liquor Stores Selling Hemp-Derived THC Products in Minnesota:

Registration:

Liquor stores must register with the OCM to sell hemp-derived THC products.

Licensing:

The registration system for hemp-derived cannabinoid products has transitioned to a licensing system for selling lower-potency hemp edibles, as outlined in Minn. Stat. Chapter 342.

Product Limits:

Products can have a THC content of no more than 5 mg per serving and 50 mg per package.

Testing:

All THC-infused products must be tested by an independent lab to ensure potency, purity, and safety standards.

Labeling:

Labels must include information such as THC content, serving size, ingredients, warnings, and manufacturer information.

Serving Size:

Beverages cannot exceed 5 mg of delta-8 and/or delta-9 per serving, and may not exceed two servings total.

Containers:



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

MEMORANDUM

TO: MAYOR AND CITY COUNCIL
CC: JOSHUA TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: DONATION OF BASKETBALL HOOP AT FOUNDRY HILL PARK
DATE: JUNE 11, 2025

The New Prague Boys Basketball Association would like to donate one basketball hoop to the city. The hoop would be installed at Foundry Hill Park. City Staff would install the hoop.

The value of the donated hoop is \$3,000 and the New Prague Boys Basketball Association would like a sticker on the new hoops to acknowledge the donation. Below is a picture of the hoop made by Ironclad Sports. A similar donation was made by this group in 2022 and 2023 for Heritage Park and Northside Park.

This matter was reviewed by the Park Board at their meeting on June 10th, 2025 with a unanimous motion being made to accept the donation subject to Council approval.

Recommendation

Staff recommends that the City Council to accept the donation of the basketball hoop at Foundry Hill Park by approving the attached resolution.



Picture of Iron Clad Sports Hoops being donated.

RESOLUTION NO. 25-06-16-01
A RESOLUTION ACCEPTING A DONATION OF A BASKETBALL HOOP AT
FOUNDRY HILL PARK TO THE CITY

WHEREAS, the City of New Prague is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the city:

<u>Name of Donor</u>	<u>Amount</u>
New Prague Boys Basketball Association	1 Ironclad Sports Basketball Hoop Valued at \$3,000

WHEREAS, the terms or conditions of the donations, if any, are as follows:

Recognition plaque or stickers on the hoop and acknowledgement on the City's website.

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and,

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

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

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of New Prague, Minnesota this 16th day of June, 2025.

Mayor

Attested:

City Administrator



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: MATT RYNDA, PUBLIC WORKS DIRECTOR
SUBJECT: TRAIL SEAL COATING
DATE: JUNE 6, 2025

The following quote was received to seal coat approximately 1.33 miles of trail. (Please see attached map). Seal coating of trails is a preventive maintenance practice to extend the life of the bituminous trail.

<u>Company</u>	<u>Total Cost</u>
Bargen Incorporated Mountain Lake, Minnesota	\$20,995.00

The 2025 Parks Department budget allocated \$21,000.00 towards trail seal coating. Bargen Incorporated quoted a product called RePLAY, RePLAY is a soy-based asphalt rejuvenator and sealant that does not contain any petroleum, so it is environmentally friendly. New Prague has used RePLAY for seal coating since 2012 and it is performing as we were told it would. Gopher State Sealcoat has a product called Road Guard, which is similar to the Slurry Seal we have used prior to using RePLAY, it will give the walking paths a rich black finish but requires a 20-24 hr. cure time compared to RePLAY which is a clear product and requires less than 3 hr. cure time. History has proven that the Slurry Seal has a tendency of flaking off in spots and causes the paths to have a rough and grit finish. Since we have been using RePLAY, we have not noticed any flaking or discoloration.

RECOMMENDATION:
It is the recommendation of staff to approve a bid of \$20,995.00 to Bargen Incorporated using RePLAY to perform the 2025 Trail Seal Coating Project.



City of New Prague 2025 Trail Seal Coating Project

Trail_ex.shp

— N/A

ProposedSe

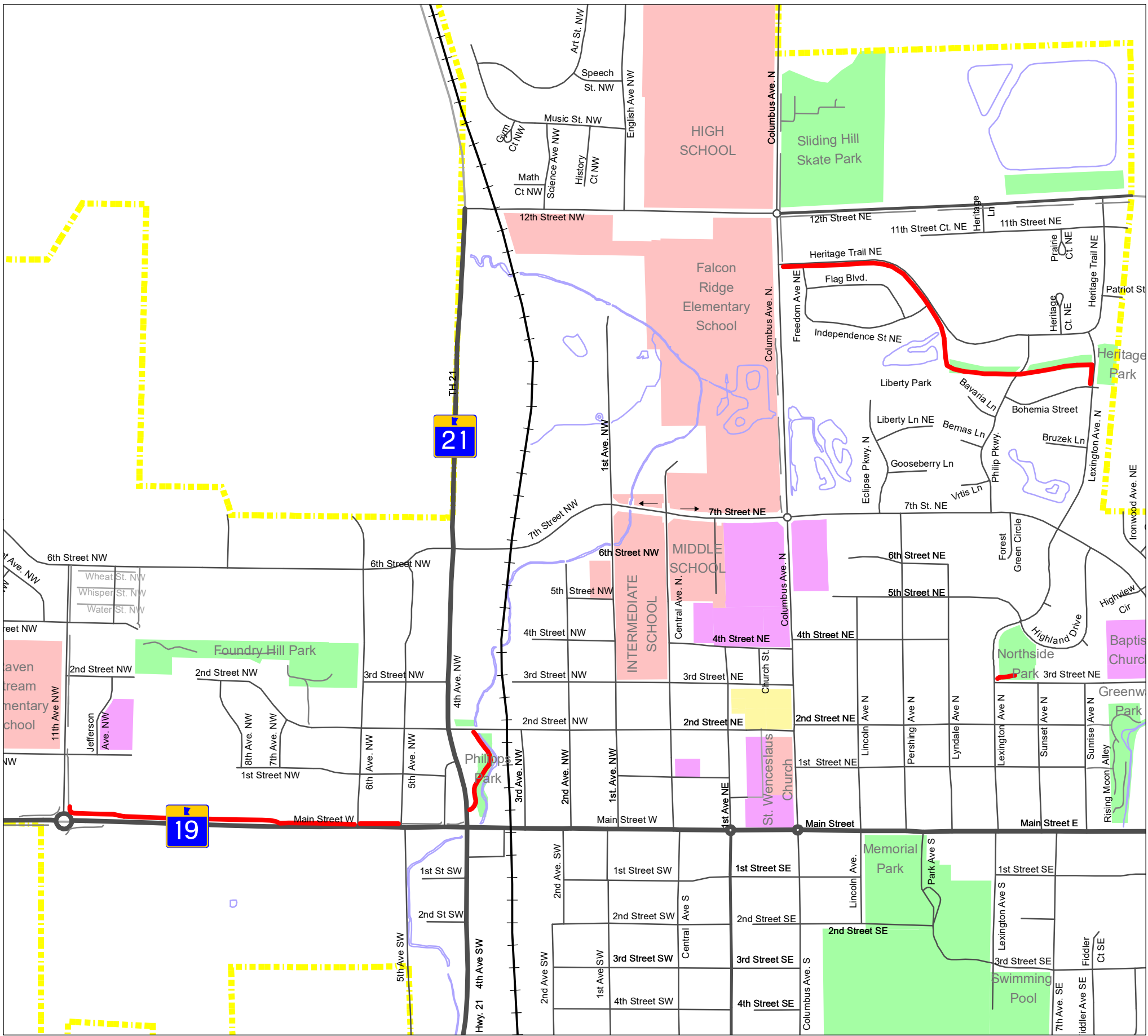
— 2025

Total of 6,243 sq. yd. of Trail Area.
Total Length of Trail is 1.33 Miles
or 7,023 lineal feet (at 8' wide).



Current to: June 2024
Prepared by: New Prague Planning Department
File: W:\GIS\Projects\MXD\TrailSealCoatingFull_2024.mxd

Disclaimer: This map was prepared using the City's GIS and is based on the County and City Street Data maintained by the County and City. While the City believes that the data is accurate, the City does not warrant that data in the GIS is error free and the City does not represent that the GIS data can be used for purposes such as navigation or any other purposed requiring the exact measurement of distance and direction or the precise depiction of geographic features. This disclaimer is pursuant to Minnesota Statutes 466.03 Subd. 21. The user of this map acknowledges that the City shall not be liable for any damages that may arise from this map or the information it contains.





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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: POPS FACILITY: FIRST AMENDMENT TO DONATION AGREEMENT
DATE: JUNE 6, 2025

The City Council approved the donation agreement between the City and POPS on April 21st, 2025.

Since that time, staff has continued to work with POPS group and it has become apparent that the construction start date of July 1, 2025 that is indicated in the agreement is not attainable due to final plan completion taking a little longer than expected due to soils as the major issue and the structural report was the main reason for the delay. For this reason, the POPS group has asked for the agreement to be amended to start construction by August 15, 2025 with the remainder of the agreement remaining in place as before.

Staff developed the attached “First Amendment” for consideration to provide some additional time for construction to start by August 15th, 2025.

Recommendation

I recommend that the City Council consider approval of the attached “First Amendment to Donation Agreement”.

Attachments:

1. First Amendment to Donation Agreement

**FIRST AMENDMENT
TO
DONATION AGREEMENT**

THIS FIRST AMENDMENT is made this 16th day of June, 2025, by and between the CITY OF NEW PRAGUE, a Minnesota municipal corporation (the "Donee"), and Forward New Prague Foundation, a Minnesota nonprofit corporation, (the "Donor") d/b/a Praha Outdoor Performance State (a/k/a "POPS") (each a "Party", collectively, the "Parties".)

Recitals

A. The Donor and the Donee executed and entered into that certain document titled "Donation Agreement" dated as of April 21, 2025 (the "Agreement"), which provides for the terms of the Donor constructing and donating an outdoor performance stage (the "Stage") that will serve the community.

B. Both Parties desire to amend the Agreement, specifically the construction start date indicated in Section 3 of the Agreement and that it is necessary and desirable to make a modification to the Agreement in order document a new start date of August 15, 2025.

D. In response, the Parties have agreed to enter into this First Amendment.

NOW, THEREFORE, in consideration of the mutual covenants and obligations herein contained, the Agreement is hereby amended in the following respects, consistent with the Agreement.

1. Incorporation of Recitals and Exhibits. The Recitals set forth in the preamble to this First Amendment are incorporated into this First Amendment as if fully set forth herein.

2. Section 3 of the Agreement is Revised. Section 3 of the Agreement is revised, in part, to read as follows:

3. CONSTRUCTION OF THE STAGE; LIMITED LICENSE. The Donor hereby agrees to construct the Stage and all associated improvements on the Land, with construction beginning by August 15 ~~July 4~~, 2025 in order to complete the construction on or before December 31, 2026, and in accordance with the City Approval and this Agreement.

3. Effect on the Agreement. Any other terms, agreements, requirements or conditions contain in or required by the Agreement shall remain in effect and any such other terms, agreements, requirements or conditions of the Agreement that are required to be modified to be consistent with this First Amendment shall be appropriately modified and revised to be in accordance with the terms of this First Amendment, with any such required modification or revision constituting a necessary condition of the approval of this First Amendment. Except as specifically amended herein, the Agreement remains unaltered and in full force and effect.

[The remainder of this page to remain intentionally blank.]

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date and year written above.

Donor:

**Forward New Prague Foundation, dba
Praha Outdoor Performance Stage
Advisory Committee**

Donee:

City of New Prague

By: _____

Name: _____

Title: _____

By: _____

Name: Charles L. Nickolay

Title: Mayor

By: _____

Name: Joshua M. Tetzlaff

Title: 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 – 1-4 DAY TEMPORARY ON-SALE LIQUOR LICENSE FOR DOŽÍNKY DAYS
DATE: JUNE 9, 2025

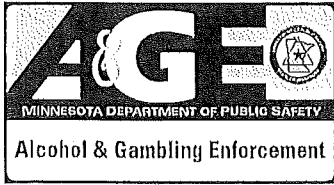
Attached is an application for a 1-4 Day Temporary On-Sale Liquor License from the New Prague Chamber of Commerce, requesting permission to serve alcoholic beverages at Dožínky Days on September 19-20, 2025, at the Chamber Beer Garden, located on Central Avenue North (on the street).

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 Chamber of Commerce for Dožínky Days on September 19-20, 2025.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 222, St. Paul, MN 55101
651-201-7500 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Section 4, Item i.

Name of organization New Prague Chamber of Commerce		Date organized	Tax exempt number
Address 101 E. Main St.		City New Prague	State MN
		Zip Code 56071	
Name of person making application Brooke Sticha		Business phone 758-4360	Home phone
Date(s) of event September 19-20, 2025		Type of organization <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit	
Organization officer's name Carla Sticha		City New Prague	State MN
		Zip Code 56071	
Organization officer's name Cassie Barten		City New Prague	State MN
		Zip Code 56071	
Organization officer's name		City	State
			MN
Organization officer's name		City	State
			MN

Location where permit will be used. If an outdoor area, describe.

Central Ave N. on street with stage (beer garden, enclosed)

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.

New Prague Chamber of Commerce - \$1,000,000

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

Approved Director Alcohol and Gambling Enforcement

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 4, Item i.

06/09/2025

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: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: NPCHA-1		
INSURED New Prague Chamber of Commerce 101 East Main Street New Prague, MN 56071		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A : Auto Owners Insurance Co.		18988
		INSURER B : Westchester		15377
		INSURER C : State Fund Mutual		11347
		INSURER D : Minnesota Joint Und Assn		
		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
A	<input checked="" type="checkbox"/> GENERAL LIABILITY	X		08974636	07/17/2025	07/17/2026	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY			08974636	07/17/2025	07/17/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<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 checked="" type="checkbox"/> HIRED AUTOS						
	<input checked="" type="checkbox"/> NON-OWNED AUTOS						
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB			96-974-636-00	07/17/2025	07/17/2026	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 1,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	N/A	089285.801	07/17/2025	07/17/2026	WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
D	Liquor Liability			L230226	08/07/2025	08/07/2025	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
City of New Prague is named as Additional Insured for Dozinky Days Festival being held on September 19th abs 20th, 2025. (Liquor Liability for beer stand on Central Ave N, New Prague, MN 56071.)

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 <i>Tami Anderson</i>



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 – TEMPORARY ON-SALE 3.2 BEER
PERMIT FOR CZECH OUT NEW PRAGUE
DATE: JUNE 9, 2025

Attached is an application for a Temporary On-Sale 3.2 Beer Permit from the New Prague Chamber of Commerce, requesting permission to serve 3.2 beer on August 7, 2025, at Memorial Park, 400 Main Street East, during Czech Out New Prague.

Recommendation

Staff recommends approval of the application and issuing a Temporary On-Sale 3.2 Beer Permit to the New Prague Chamber of Commerce for Czech Out New Prague on August 7, 2025.



CITY OF NEW PRAGUE
APPLICATION FOR TEMPORARY
ON-SALE 3.2 BEER PERMIT
 (NO STRONG BEER SALES PERMITTED)

Applicant Information

Applicant Name Brooke Sticha
 Applicant Address 101 E. Main St. NP
 Phone Number (952) 215-6009

Organization Information

Organization Name New Prague Chamber of Commerce
 Organization Address 101 East Main St. NP
 Phone Number (952) 758-4360

Event Information

Event Czech Out New Prague
 Event Location Memorial Park Phone Number (952) 758-4360
 Event Address 400 B. Main St.
 Phone Number (952) 215-6009
 Date (s) of Sale August 7th, 2025 Time: From 5 pm to 9 pm
 Date (s) of Sale _____ Time: From _____ to _____

Comments:

Applicant Signature

Brooke Sticha

Date

4/1/25



CERTIFICATE OF LIABILITY INSURANCE

Section 4, Item j.

06/09/2025

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.

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PRODUCER Tupy Insurance Agency Inc. 2 111 E. Main St. P.O. Box 26 New Prague, MN 56071 Tami Anderson Lic.#20054651		CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: NPCHA-1	
INSURED New Prague Chamber of Commerce 101 East Main Street New Prague, MN 56071		INSURER(S) AFFORDING COVERAGE INSURER A: Auto Owners Insurance Co. NAIC # 18988 INSURER B: Westchester 15377 INSURER C: State Fund Mutual 11347 INSURER D: Minnesota Joint Und Assn 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
A	<input checked="" type="checkbox"/> GENERAL LIABILITY	X		08974636	07/17/2025	07/17/2026	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY			08974636	07/17/2025	07/17/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<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 checked="" type="checkbox"/> HIRED AUTOS						
	<input checked="" type="checkbox"/> NON-OWNED AUTOS						
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			96-974-636-00	07/17/2025	07/17/2026	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 1,000,000
	<input type="checkbox"/> DEDUCTIBLE						\$
	<input type="checkbox"/> RETENTION \$						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	N/A	089285.801	07/17/2025	07/17/2026	WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
D	Liquor Liability			L230225	08/07/2025	08/07/2025	310,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
City of New Prague is named as Additional Insured for August 7, 2025 for the Czech Out New Prague event at Memorial Park, New Prague, MN.

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



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: HIRE EVAN C. GARIEPY FOR PLANNER POSITION
DATE: JUNE 12, 2025

The City's position of Planner was posted from May 1 through May 23, 2025. Ultimately eight applications were received, and five candidates were interviewed.

Based on the application and interview review process, staff is recommending that Evan C. Gariepy be hired for the Planner position with an effective starting date of Monday July 7th, 2025 and that Mr. Gariepy's wage be placed at Pay Grade 12, Step 1 on the City's Compensation Plan at \$36.69/hr. based on their qualifications including education and internship experience with the City of Plymouth.

Recommendation

Mayor and Council approval of the hiring of Evan C. Gariepy to the Planner position per the recommendations listed above.

June 12, 2025

Recommendation for

Planner Position

Evan C. Gariepy

Education

Graduate of Lakeville North High School, Lakeville, MN

Graduate of the University of Wisconsin – La Crosse a B.S. Degree in Geography (and GIS emphasis).

Key Classes / Work Experience

GIS, Urban Planning, Urban Geography, Advanced Writing, Field Techniques, Research Design

Work Experience

GIS Intern – May 2025 to June 2025 – City of Plymouth

State Grain Inspection, Inc. – June 2022 to current

Recommended Starting Wage: Pay Grade 12, Step 1 of City Compensation Plan at \$36.69/hr.

Recommended Start Date: July 7, 2025

MEMORANDUM

TO: Mayor and City Council
Joshua Tetzlaff, City Administrator

FROM: Chris Knutson, PE (Lic. MN)

DATE: June 10, 2025

RE: Project Updates

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

2023 STREET AND UTILITY IMPROVEMENTS PROJECT

A schedule for remaining trail repairs (warranty repairs) has been requested and expected to occur with other paving this summer.

2024 STREET AND UTILITY IMPROVEMENTS PROJECT

The final lift of pavement has been placed. Some punch list repairs remain including repairs to damaged pavement and turf restation throughout the project area.

2025 STREET AND UTILITY IMPROVEMENTS PROJECT

The contractor is installing concrete curb and gutter, driveways, and sidewalk on Lincoln Avenue N this week. Utilities on 1st ST NE and Lincoln Avenue N are complete. Utility crews are concentrating on Pershing Avenue N for most of the next 4-5 weeks.

CITY CENTER GRADING PLAN – PHASE 1

The contractor is nearly complete with this project. A final review is expected soon.

CITY CENTER STORM POND

Preliminary review has started, final design will be occurring soon. Bidding documents are expected to be complete around the end of July to allow potential construction this fall.

LEAD SERVICE LINE REPLACEMENTS

The funding application has been submitted to the public facilities authority (PFA) and plans are at MDH for certification. Bidding for the first 19 services is expected to occur later this summer. All work is grant funded. Improvements for 2026 (80 services) have been submitted to the Intended Use Plan for expected grant funding.

cdk

x:\ko\in\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: REQUEST FOR INTERIM USE PERMIT #I3-2025 TO ALLOW A SPA/WELLNESS CENTER BUSINESS IN THE I-1 LIGHT INDUSTRIAL DISTRICT AT 100 2ND AVE SW, AS PROPOSED BY EMILY BOMSTA.
DATE: JUNE 4TH, 2025

Planning Commission Summary

At the Planning Commission meeting on May 28th, 2025, the request for Interim Use permit #I3-2025 to allow a spa/wellness center business in the I-1 Light Industrial District, located at 100 2nd Ave SW was recommended for approval by a unanimous vote of (4-0).

At the public hearing, applicant Emily Bomsta stated that it has been her dream to start a business and work with her mom and that they hope to be operating within a month or two.

As a reminder, the property, while currently zoned I-1 Light Industrial, is guided as “Downtown Flex” which would allow a variety of uses similar to what exists in the current downtown district, but the final categories will be established as part of the zoning ordinance re-write which should be completed by the end of 2025 or the beginning of 2026. The interim use permit allows uses found to be generally compatible with the area such as this retail and service establishments.

The Planning Commission’s recommendation for approval is contained in the drafted resolution for the Council’s consideration.

Recommendation

The Planning Commission recommends approval of the attached resolution “...Approving the Interim Use Permit #I3-2025 ...”.

RESOLUTION #25-06-16-02

**RESOLUTION OF THE NEW PRAGUE CITY COUNCIL
APPROVING INTERIM USE PERMIT #I3-2025 TO ALLOW A SPA/WELLNESS
CENTER BUSINESS IN THE I-1 LIGHT INDUSTRIAL ZONING DISTRICT AT 100
2ND AVE SW, AS PROPOSED BY EMILY BOMSTA**

WHEREAS, Emily Bomsta, applicant, and New Prague Mill, LLC, owner, of the following real estate in the County of Le Sueur to wit:

Parcel 1:

Lots 1, 2, 3, and 4 in Block No. 4, in the Village (now City) of New Prague, Le Sueur County, Minnesota.

Parcel 2:

Lot 4, Block 26, Syndicate Addition to New Prague, Le Sueur County, Minnesota, together with that part of the North half of the Vacated alley lying West of the Southerly extension of the East line of said Lot 4.

Parcel 3:

Block 22 of “Beans Re-Arrangement of Block 22 and 23 Syndicate Addition to New Prague”.

Parcel 4: Block 23 of “Beans Re-Arrangement of Blocks 22 and 23 Syndicate Addition to New Prague”, together with the vacated alley and the North half of vacated “L” street as shown on said Plat.

Parcel 5:

Lots 1 and 2, Block 23-1/2, of “Beans Re-Arrangement of Blocks 22 and 23 Syndicate Addition to New Prague”, together with the South half of vacated “L” Street as shown on said Plat.

Parcel 6:

Commencing with the intersection of the County Road with the line of the right way of the M. & St. L. Ry. Co., on the East side of their track, thence running East 70 feet, thence South 356 feet to a point 75 feet East of the said right of way line, thence west 75 feet to said right of way, thence

running North 356 feet to the point of beginning, being in the NW1/4 of NW1/4 of Sec. 3-112-23, Le Sueur County, Minnesota.

Parcel 7:

The tract of land lying and being in the County of Le Sueur and State of Minnesota, described as follows, to wit: Beginning at a point on the North line of Section Three (3), Township One Hundred Twelve (112) North, Range Twenty-three (23) West, said point being distant East, One Hundred Fifty (150) feet, measured along said section line from the original centerline of the Railways main track; thence Southwardly Four Hundred Nine and Five-Tenths (409.5) feet, to a point distant Easterly Sixty-Seven and Ninety-seven Hundredths (67.97) feet, measured at right angles thereto, from said centerline of main track, thence Northwardly, parallel with said centerline of main track, Three Hundred Seven and One-Tenth, (307.1) feet; thence eastwardly at right angles, Three and Six Tenths (3.6) feet; thence Northwardly about One Hundred (100) feet to a point on said Section line distant West Sixty-Nine and Seventy-Three Hundredths (69.73) feet from the point of beginning; thence East, upon and along said Section line Sixty-Nine and Seventy-three Hundredths (69.73) feet to the point of beginning.

Parcel 8:

That part of the NW1/4 NW1/4 of Section 3, Township 112 North, Range 23 West, City of New Prague, Le Sueur County, Minnesota, described as follows: Commencing at the intersection of the centerline of main track of the Union Pacific Railroad Company and the North line of Section 3; thence N. 90 degrees 00 minutes 00 seconds E. (assumed bearing) along the North line of Section 3, a distance of 150.00 feet; thence S. 07 degrees 06 minutes 51 seconds W., 409.64 feet to a point distant 67.97 feet Easterly of and measured at right angles from the centerline of said main track; thence N. 04 degrees 22 minutes 30 seconds W., parallel with the centerline of said main track, 307.10 feet; thence N. 85 degrees 37 minutes 30 seconds E., 3.60 feet; thence N. 00 degrees 28 minutes 52 seconds E., 67.01 feet to the Southerly right of way line of State Highway No. 19 (Main Street); thence N. 90 degrees 00 minutes 00 seconds W., along said right of way line, a distance of 27.32 feet to a point distant 50.00 feet Easterly of and measured at right angles to the centerline of said main track; thence S. 04 degrees 22 minutes 30 seconds E., parallel with the centerline of said main track, 464.37 feet; thence N. 07 degrees 06 minutes 51 seconds E., 90.22 feet to the point of beginning.

are requesting an interim use permit to allow a spa/wellness business in the I-1 Light Industrial Zoning District at 100 2nd Ave. SW, which is located on the above real estate; and,

WHEREAS, the New Prague Planning Commission has completed a review of the application and made a report pertaining to said request #I3-2025, a copy of said report has been presented to the City Council; and,

WHEREAS, the New Prague Planning Commission on the 28th day of May, 2025, following proper notice held a public hearing regarding the request, and following due consideration of presented testimony and information, voted unanimously (4-0) to forward the matter to the City Council with a recommendation for approval subject to the findings and conditions contained in staff report #I3-2025 and as amended at the Planning Commission Meeting; and,

WHEREAS, the New Prague City Council finds:

- A. The proposed interim use for a spa/wellness center will utilize property in a reasonable manner not currently allowed by its existing zoning within the I-1 Light Industrial Zoning District, but which is guided as “downtown flex” in the 2024 Comprehensive Plan Update and of which exact requirements have not yet been determined.
- B. The proposed spa/wellness center is acceptable since it will likely be rezoned to “downtown flex” within the next couple of years which may include retail and service establishments as either permitted or conditional, therefore, it would no longer need the “interim” label.
- C. The proposed spa/wellness center will not hinder permanent development of the site as it is utilizing and repurposing the space within the existing building and identified to become “downtown flex” in the 2024 Comprehensive Plan after the Unified Development Code is adopted.
- D. The proposed spa/wellness center will not adversely impact implementation of the Comprehensive Plan because it identifies the property as “downtown flex” in the 2024 Comprehensive Plan.
- E. The proposed spa/wellness center will not be injurious to the surrounding neighborhoods or otherwise harm the public health, safety and welfare as it is utilizing existing space in the building and will have adequate off-street parking.
- F. The proposed spa/wellness center will not create an excessive burden on existing parks, schools, street and other public facilities as it is utilizing space in an existing building.
- G. Adequate utilities, access roads, drainage and necessary facilities exist for the proposed dog grooming business.
- H. The proposed spa/wellness center shall cease to operate at the site on 6/2/2027 if it is not rezoned to a “downtown flex” or similar zoning district where service businesses are either a permitted or conditional use in said zoning district.
- I. The proposed spa/wellness center will not impose additional costs on the public if it is necessary for the public to take the property in the future.

And with the following conditions:

- 1. The proposed spa/wellness business shall cease to operate at the site on 6/2/2027 if it is not rezoned to a “downtown flex” or similar zoning district where service businesses, including spa/wellness are either a permitted or conditional use in said zoning district.
- 2. Except as otherwise authorized by the Zoning Ordinance, this interim use shall conform to this Ordinance as if it were established as a conditional use.
- 3. In the event of a public taking of property after the interim use is established, the property owner shall not be entitled to compensation for any increase in value attributable to the interim use.
- 4. Approval is in general accordance with the area indicated on the floor plan included in the staff report (undated) on file with the Planning Department.
- 5. All requirements of the Building Official must be met prior to occupancy.
- 6. At least 2 off-street parking spaces, including required accessible space(s), must be available for the proposed use.

7. All building and site signs must conform to Section 718 of the Zoning Ordinance which require a permit under a separate permit process.
8. All lighting must conform to Section 704 of the Zoning Ordinance.
9. All dumpsters, garbage containers or refuse bins provided on the site outside of a building shall be screened from view in accordance with Section 703 of the Zoning Ordinance.
10. The applicant shall reimburse the city for all fees and costs it incurs for processing, reviewing, and acting on the application approved herein, including but necessarily limited to any fees charged by the city's professional consultants in accordance with established rates.
11. The property shall be subject to all requirements of the New Prague City Code and shall otherwise comply with all other applicable federal, state, and local laws, rules, and regulations.

NOW, THEREFORE BE IT RESOLVED, by the City Council of New Prague, MN, that Interim Use Permit #13-2025, to allow a spa/wellness center in the I-1 Light Industrial Zoning District at 100 2nd Ave. SW, is hereby **approved**.

This Interim Use Permit is approved effective immediately upon its passage and without publication.

Passed this 16th day of June, 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: PLANNING COMMISSION

FROM: KEN ONDICH – PLANNING/COMMUNITY DEVELOPMENT DIRECTOR
KYRA CHAPMAN – PLANNER

SUBJECT: REQUEST FOR INTERIM USE PERMIT #I3-2025 TO ALLOW A SPA/ WELLNESS CENTER IN THE I-1 LIGHT INDUSTRIAL ZONING DISTRICT AT 100 2ND AVE SW, AS PROPOSED BY EMILY BOMSTA

DATE: MAY 19, 2025

Background

The New Prague Flouring Mill was first established in 1896 and was the main economic driver in the City, making New Prague a large manufacturer of flour for several years. However, in 2019 Miller Milling closed their business, later selling the property to current owners, New Prague Mill, LLC, who are repurposing the property for multiple tenant uses. The building is partially occupied by Faith, Recovery & Music, Fancy Bones Pet Salon, and 2 If By Sea Tactical Firing Range. It is also being used for warehousing purposes by MVE Biological Solutions, CVF Racing, Prime Look Home Remodeling, etc. So far in 2025, alone, two planning permits were approved: I1-2025 to allow a dog grooming business, and V2-2025 to allow setback and lot width reductions and increases in maximum land coverage for an administrative lot split. Interim use permit I2-2025 to allow a rail car repair business was withdrawn.

The applicant, Emily Bomsta, is requesting an interim use permit to allow an aesthetician business to occur within the old mill. Services would include waxing, spa treatments, and massage. In the future, they may offer retail such as scalp care products.

Legal Description

Parcel 1:

Lots 1, 2, 3, and 4 in Block No. 4, in the Village (now City) of New Prague, Le Sueur County, Minnesota.

Parcel 2:

Lot 4, Block 26, Syndicate Addition to New Prague, Le Sueur County, Minnesota, together with that part of the North half of the Vacated alley lying West of the Southerly extension of the East line of said Lot 4.

Parcel 3:

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Commencing with the intersection of the County Road with the line of the right way of the M. & St. L. Ry. Co., on the East side of their track, thence running East 70 feet, thence South 356 feet to a point 75 feet East of the said right of way line, thence west 75 feet to said right of way, thence running North 356 feet to the point of beginning, being in the NW1/4 of NW1/4 of Sec. 3-112-23, Le Sueur County, Minnesota.

Parcel 7:

The tract of land lying and being in the County of Le Sueur and State of Minnesota, described as follows, to wit: Beginning at a point on the North line of Section Three (3), Township One Hundred Twelve (112) North, Range Twenty-three (23) West, said point being distant East, One Hundred Fifty (150) feet, measured along said section line from the original centerline of the Railways main track; thence Southwardly Four Hundred Nine and Five-Tenths (409.5) feet, to a point distant Easterly Sixty-Seven and Ninety-seven Hundredths (67.97) feet, measured at right angles thereto, from said centerline of main track, thence Northwardly, parallel with said centerline of main track, Three Hundred Seven and One-Tenth, (307.1) feet; thence eastwardly at right angles, Three and Six Tenths (3.6) feet; thence Northwardly about One Hundred (100) feet to a point on said Section line distant West Sixty-Nine and Seventy-Three Hundredths (69.73) feet from the point of beginning; thence East, upon and along said Section line Sixty-Nine and Seventy-three Hundredths (69.73) feet to the point of beginning.

Parcel 8:

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Neighborhood Conditions

North – Central Business District / Main Street

South – I-1 Light Industrial Zoned properties and to the southeast are some residential dwellings separated by public roads from the subject site.

East – Mach Lumber which is zoned I-1 Light Industrial and single-family homes further east

West – Union Pacific Railroad and beyond that is the B-3 Highway Commercial Zoning District and TH13/21.

Overall, the former mill property is very unique in that it is surrounded by many different zoning districts. It is also unique in that it is an industrial property located essentially in the downtown area which is evidenced by the many nearby bars/restaurants and other similar uses.

Applicant’s Statement

The applicant, Emily Bomsta, provided the following statement on 4/30/2025:

“As an advanced, licensed aesthetician, I plan to offer services including waxing and head spa treatments—a unique and deeply relaxing service that functions like a facial for the scalp. These treatments address common scalp and hair concerns such as dryness, oiliness, dandruff, acne, and even hair loss. They also promote healthy hair growth, improve texture, and provide soothing stress relief.

My mother will also use part of the space to continue offering massage therapy services to her loyal clientele. In the future, I hope to expand into retail, offering high-quality scalp care products to support our clients between treatments.

We believe this location is truly the perfect fit—it’s everything we’ve been searching for. The rustic, industrial charm of The Mill complements our vision beautifully, and being located in the heart of New Prague, the community we love and call home, makes it all the more ideal.

We are excited about the possibility of joining this space and bringing our services to a broader audience. Thank you for considering our proposal—we hope to become a valued part of this amazing community and help others look and feel their best.”

Lot Size

The New Prague Mill property is approximately 253,955 sq ft (5.83 acres) in total. The applicant is proposing to utilize only 473 sq. ft. of area, which has been vacant for many years. The tenant space will be near Faith, Recovery & Music.

Zoning

This property is currently zoned I-1 Light Industrial District. However, in the Future Land Use Map of the Comprehensive Plan, the property is guided as “Downtown Flex”. Although the exact requirements for the downtown flex district have not been determined yet, retail/service establishments will likely be included. As of recent, the City is working with consultant, Bolton & Menk, to develop a Unified Development Code (UDC), which would update the Zoning Ordinance and the Subdivision Ordinance. For the time being, staff recommend allowing the Interim Use Permit (IUP) request for the spa/wellness business to occur until the UDC is complete and adopted. It’s anticipated that the UDC will be complete by the end of 2025 or the beginning of 2026.

Interim Uses are listed under the I-1 Light Industrial Zoning District as: “Other temporary uses subject to Section 506 of the Zoning Ordinance determined by the City Council to be of the same general character as the permitted uses and conditional uses above and found not to be detrimental to existing uses and the general public health, safety and welfare.”

Section 302 of the Zoning Ordinance defines Interim Uses as follows:

A temporary use of property until a particular date, until the occurrence of a particular event, or until zoning regulations no longer permit it.

Parking

For retail stores and service establishments, they require 1 parking stall for every 300 square feet of floor space and outdoor sales space. The applicant will inhabit 473 sq ft.

473 sq ft / 300 sq ft = 1.57 parking stalls

A minimum of 2 parking spaces are needed.

The past interim use permit I1-2025 for Fancy Bones Pet Salon required a minimum of 2 parking stalls and I1-2024 for Faith, Recovery, & Music required a minimum number of 10 parking stalls. C5-2023 and V4-2023 for 2 If By Sea Tactical’s firing range required a minimum of 24 parking stalls.

The previously reviewed and approved plan of 52 striped parking stalls for the existing paved parking area was part of the approval of Conditional Use Permit #C5-2023 for the indoor firing range in another portion of the building. It was noted, however, that two additional parking spaces (above the 52 on the drawing) were provided in front of the indoor firing range area. The 2 If By Sea Tactical’s firing range, Faith, Recovery, & Music and Fancy Bones Pet Salon require a total of 36 parking stalls, leaving 16 of the spaces available for other uses. Based on this, the proposed use would only utilize 2 of the 16 available spaces not dedicated to any other use, meaning there is ample parking available. Staff does note that the paved parking plan must follow the conditions of C5-2023.

The proposed parking lot must follow Section 717 of the Zoning Ordinance, detailing the standards to parking stall dimensions, setbacks, and minimum stall requirement. The parking lot must be striped in white or yellow paint no less than 4” wide. For a 90-degree angled parking lot, the parking stalls must be 9’ wide, 20’ deep, and a minimum lot drive aisle width of 24’ (for two-way traffic).

Public Works /Utilities / Police / Engineering Comments

Public Works, Utilities, Police, and Engineering were not solicited for new comments regarding this interim use permit application review.

Building Official Comments

Building Official Scott Sasse stated that the required ventilation rate for a beauty shop is higher than that of the previous office use. They will need to provide some proof that they currently can provide the amount of ventilation required to accommodate a beauty shop, or add additional ventilation methods to achieve it.

WAC/SAC Fees**2025**

The City uses the Metropolitan Council 2025 SAC manual for determining credits and charges when uses change in buildings.

The previous use of the tenant space was office space. Office space of 2,650 sq ft is equal to 1 WAC/SAC unit. For $473 / 2,650 = 0.19$ units

Massage station 1,200 sq ft is 1 WAC/SAC unit. $473 / 1,200 = 0.39$ units

Difference: 0.39 units - 0.19 units = **0.2 units**

There is credit from I1-2025 for the former locker room space of 1.43 units. The 1.43 units can be used towards this future tenant space if they should choose.

Interim Use Permit Criteria

The City Council may consider an interim use permit for a use which is not specifically listed in this Ordinance as an interim use within the affected district and may grant a permit provided such interim use, after review by the Planning Commission and the City Council, is found to otherwise meet the criteria for granting an interim use permit within the affected district. The City Council shall make the following findings in order to approve an interim use:

- A. The proposed interim use will utilize property where it is not reasonable to utilize it in a manner provided for the City's Comprehensive Plan and Zoning Ordinance. (The proposed interim use for a spa/wellness center will utilize property in a reasonable manner not currently allowed by its existing zoning within the I-1 Light Industrial Zoning District, but which is guided as "downtown flex" in the 2024 Comprehensive Plan Update and of which exact requirements have not yet been determined.)
- B. The proposed interim use is presently acceptable but, given anticipated development, will not be acceptable in the future. (The proposed spa/wellness center is acceptable since it will likely be rezoned to "downtown flex" within the next couple of years which may include retail and service establishments as either permitted or conditional, therefore, it would no longer need the "interim" label.)
- C. The proposed use will not hinder permanent development of the site. (The proposed spa/wellness center will not hinder permanent development of the site as it is utilizing and repurposing the space within the existing building and identified to become "downtown flex" in the 2024 Comprehensive Plan after the Unified Development Code is adopted.)
- D. The proposed use will not adversely impact implementation of the Comprehensive Plan for the area. (The proposed spa/wellness center will not adversely impact implementation of the Comprehensive Plan because it identifies the property as "downtown flex" in the 2024 Comprehensive Plan.)

- E. The proposed use will not be injurious to the surrounding neighborhoods or otherwise harm the public health, safety and welfare. (The proposed spa/wellness center will not be injurious to the surrounding neighborhoods or otherwise harm the public health, safety and welfare as it is utilizing existing space in the building and will have adequate off-street parking.)
- F. The use will not create an excessive burden on existing parks, schools, streets and other public facilities which serve or are proposed to serve the area. (The proposed spa/wellness center will not create an excessive burden on existing parks, schools, street and other public facilities as it is utilizing space in an existing building.)
- G. Adequate utilities, access roads, drainage and necessary facilities have been or will be provided. (Adequate utilities, access roads, drainage and necessary facilities exist for the proposed dog grooming business.)
- H. The date or event that will terminate the use has been identified with certainty. (The proposed spa/wellness center shall cease to operate at the site on 6/2/2027 if it is not rezoned to a “downtown flex” or similar zoning district where service businesses are either a permitted or conditional use in said zoning district.)
- I. Permission of the use will not impose additional costs on the public if it is necessary for the public to take the property in the future. (The proposed spa/wellness center will not impose additional costs on the public if it is necessary for the public to take the property in the future.)

In permitting a new interim use, the City Council may impose, in addition to the standards and requirements expressly specified by this Ordinance, additional conditions which the City Council considers necessary to protect the best interest of the surrounding area or the community as a whole. Any City Council approval of an interim use shall be subject to the following conditions:

- A. Except as otherwise authorized by this section, an interim use shall conform to this Ordinance as if it were established as a conditional use.
- B. The date or event that will terminate the interim use shall be identified with certainty. The City Council may require the applicant to deposit a cash amount with the City, or provide some other form of security, to ensure compliance.
- C. In the event of a public taking of property after the interim use is established, the property owner shall not be entitled to compensation for any increase in value attributable to the interim use.
- D. Other conditions as the City Council deems reasonable and necessary to protect the public interest and to ensure compliance with the standards of this Ordinance and policies of the Comprehensive Land Use Plan.

Staff Recommendation

Staff recommends approval of Interim Use Permit #I3-2025 to allow a spa/wellness center in the I-1 Light Industrial District, located at 100 2nd Ave SW, as proposed by Emily Bomsta, with the following findings:

- A. The proposed interim use for a spa/wellness center will utilize property in a reasonable manner not currently allowed by its existing zoning within the I-1 Light Industrial Zoning District, but which is guided as “downtown flex” in the 2024 Comprehensive Plan Update and of which exact requirements have not yet been determined.
- B. The proposed spa/wellness center is acceptable since it will likely be rezoned to “downtown flex” within the next couple of years which may include retail and service establishments as either permitted or conditional, therefore, it would no longer need the “interim” label.
- C. The proposed spa/wellness center will not hinder permanent development of the site as it is utilizing and repurposing the space within the existing building and identified to become “downtown flex” in the 2024 Comprehensive Plan after the Unified Development Code is adopted.
- D. The proposed spa/wellness center will not adversely impact implementation of the Comprehensive Plan because it identifies the property as “downtown flex” in the 2024 Comprehensive Plan.
- E. The proposed spa/wellness center will not be injurious to the surrounding neighborhoods or otherwise harm the public health, safety and welfare as it is utilizing existing space in the building and will have adequate off-street parking.
- F. The proposed spa/wellness center will not create an excessive burden on existing parks, schools, street and other public facilities as it is utilizing space in an existing building.
- G. Adequate utilities, access roads, drainage and necessary facilities exist for the proposed dog grooming business.
- H. The proposed spa/wellness center shall cease to operate at the site on 6/2/2027 if it is not rezoned to a “downtown flex” or similar zoning district where service businesses are either a permitted or conditional use in said zoning district.
- I. The proposed spa/wellness center will not impose additional costs on the public if it is necessary for the public to take the property in the future.

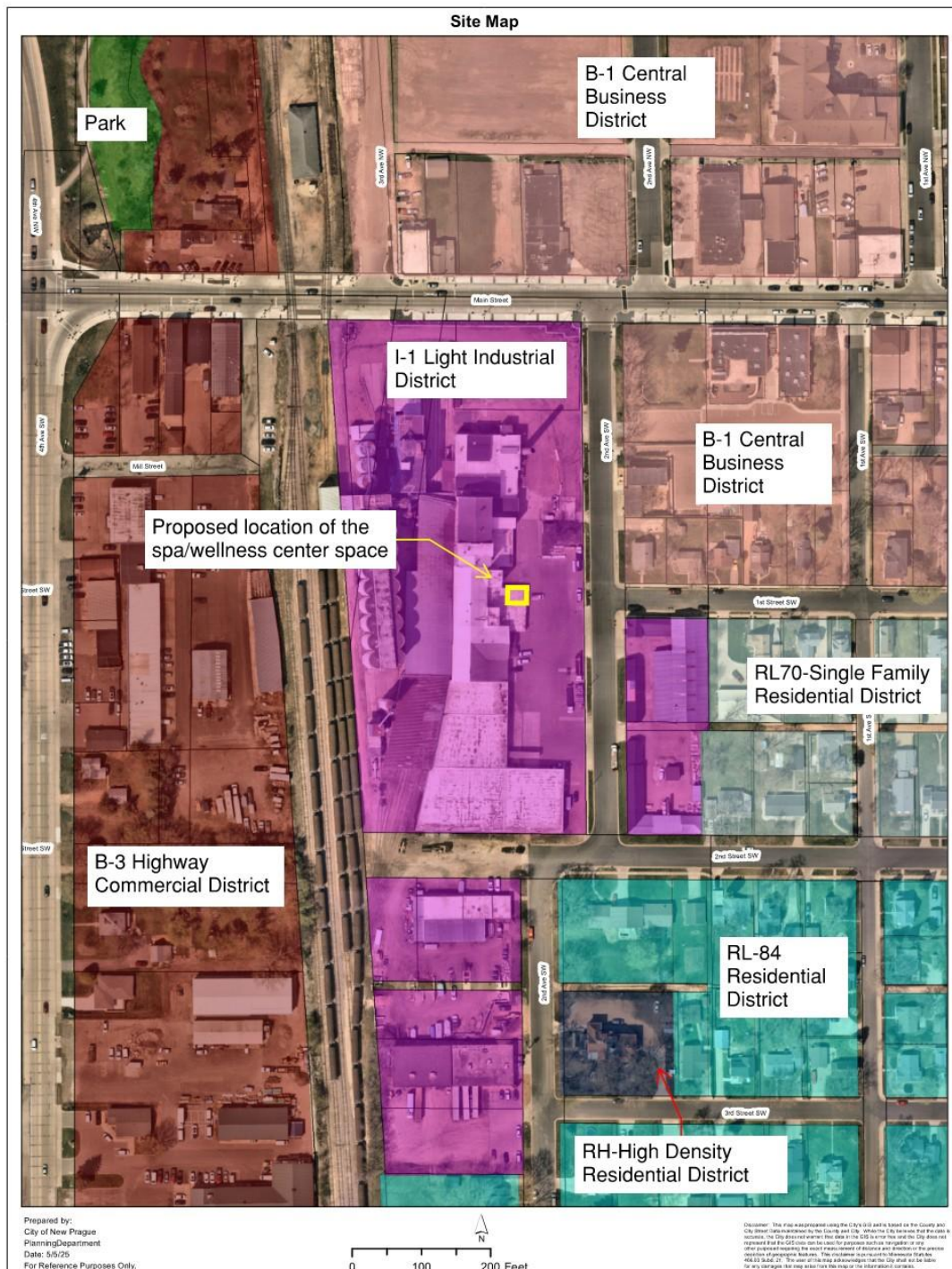
And with the following conditions:

- 1. The proposed spa/wellness business shall cease to operate at the site on 6/2/2027 if it is not rezoned to a “downtown flex” or similar zoning district where service businesses, including spa/wellness are either a permitted or conditional use in said zoning district.
- 2. Except as otherwise authorized by the Zoning Ordinance, this interim use shall conform to this Ordinance as if it were established as a conditional use.
- 3. In the event of a public taking of property after the interim use is established, the property owner shall not be entitled to compensation for any increase in value attributable to the interim use.
- 4. Approval is in general accordance with the area indicated on the floor plan included in the staff report (undated) on file with the Planning Department.

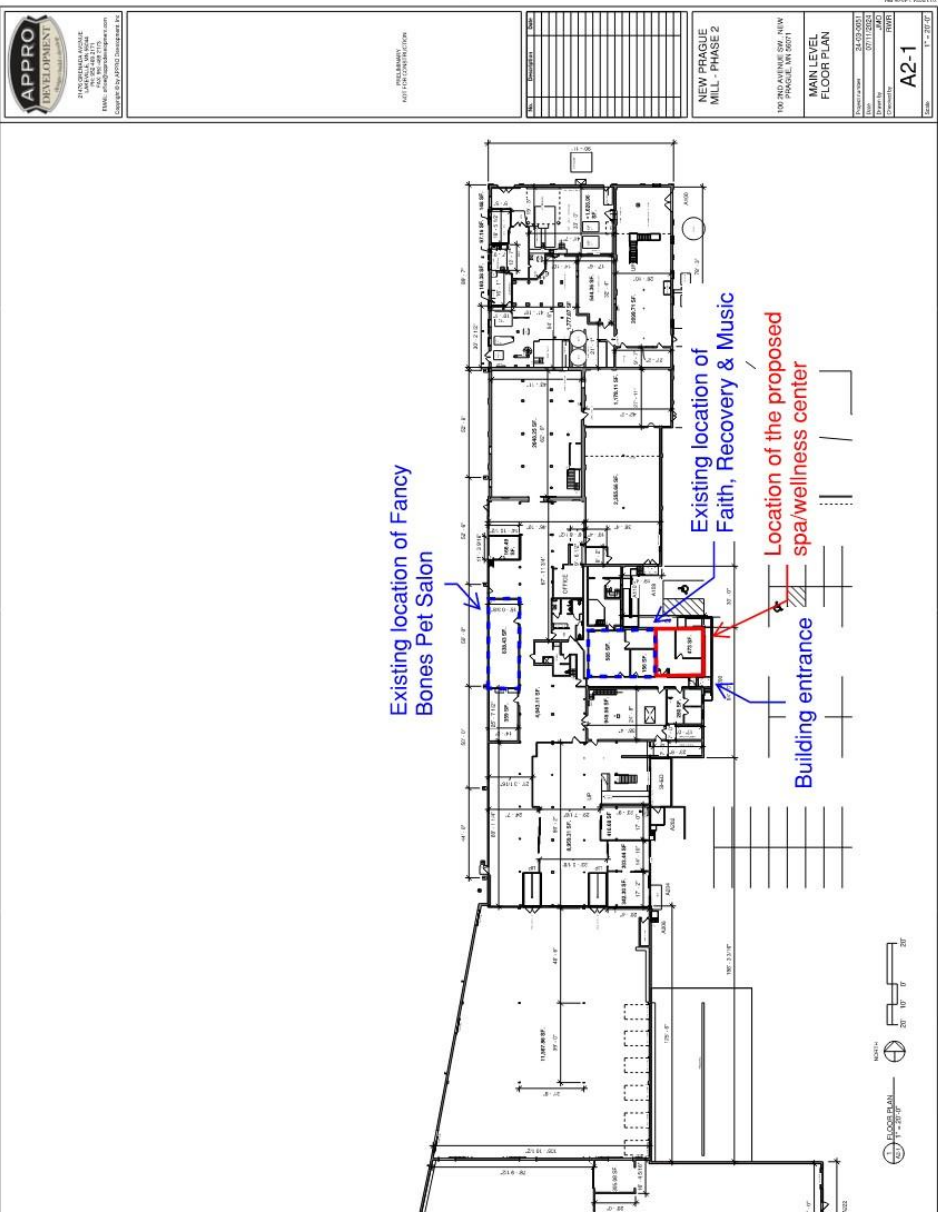
5. All requirements of the Building Official must be met prior to occupancy.
6. At least 2 off-street parking spaces, including required accessible space(s), must be available for the proposed use.
7. All building and site signs must conform to Section 718 of the Zoning Ordinance which require a permit under a separate permit process.
8. All lighting must conform to Section 704 of the Zoning Ordinance.
9. All dumpsters, garbage containers or refuse bins provided on the site outside of a building shall be screened from view in accordance with Section 703 of the Zoning Ordinance.
10. The applicant shall reimburse the city for all fees and costs it incurs for processing, reviewing, and acting on the application approved herein, including but necessarily limited to any fees charged by the city's professional consultants in accordance with established rates.
11. The property shall be subject to all requirements of the New Prague City Code and shall otherwise comply with all other applicable federal, state, and local laws, rules, and regulations.

Attachments

1. Zoning – 5/5/25
2. Tenant Space in the Mill – 5/5/2025 and Undated
3. Parking Lot Plan – Dated 7/1/24
4. Future Land Use Map – Undated
5. Google Street View – Dated August 2023
6. Pictures – Dated 5/8/25

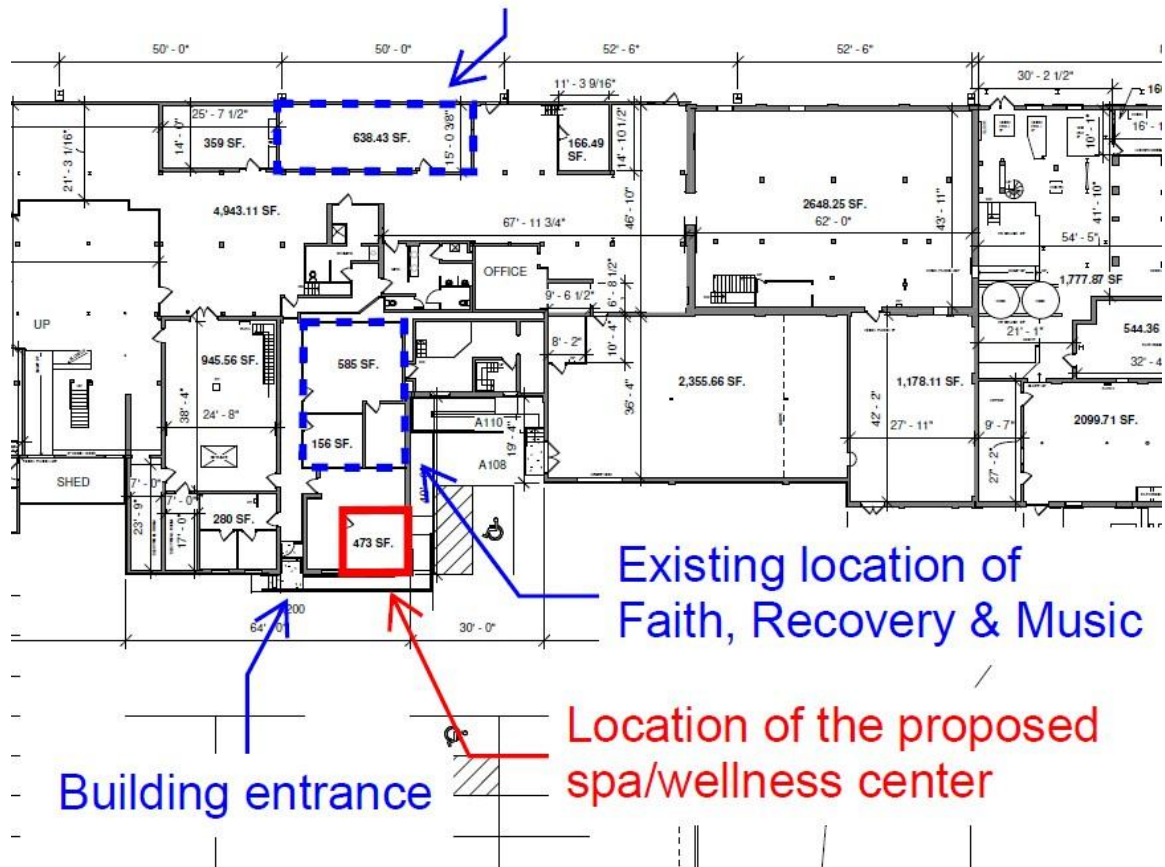


Zoning Districts of Subject and Neighboring Properties

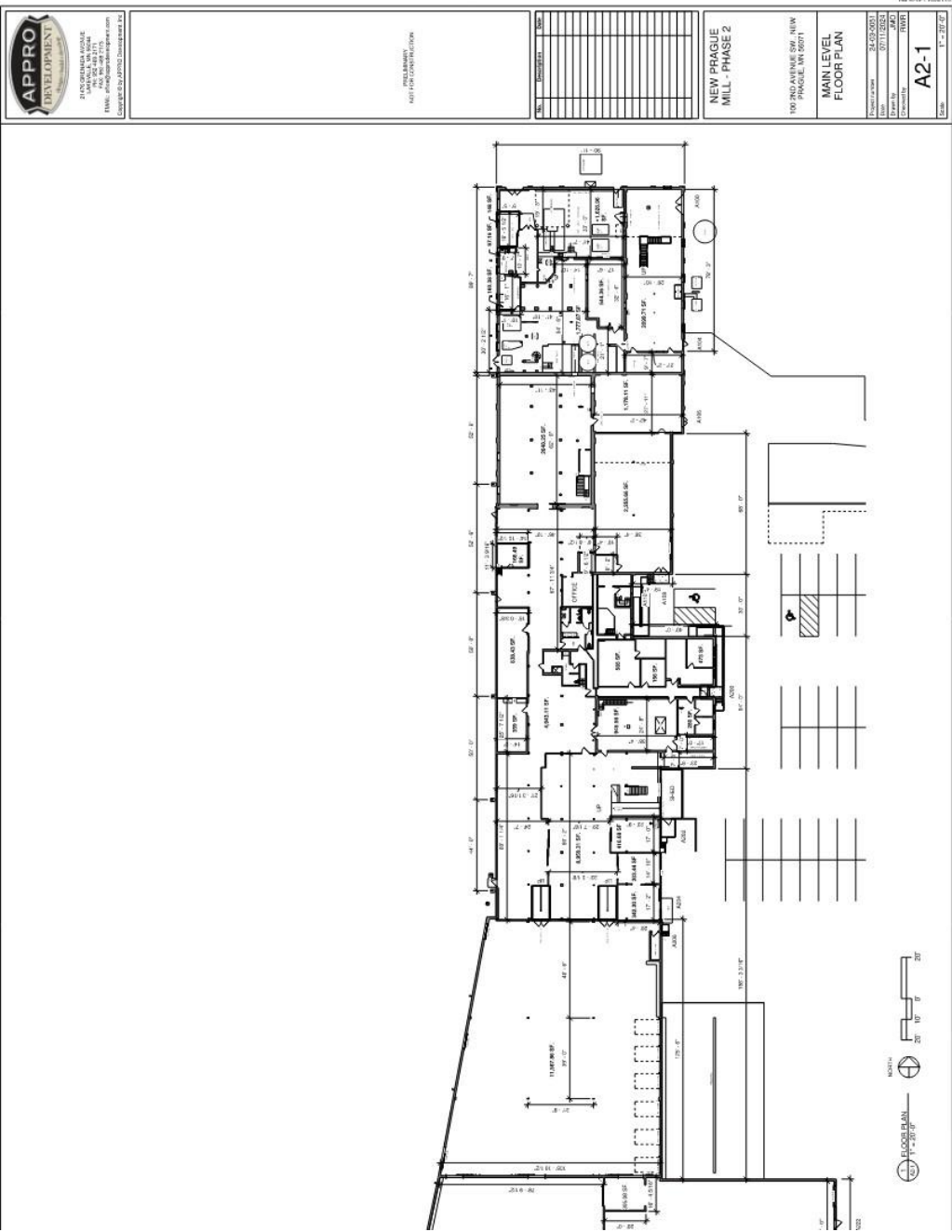


Location of the Proposed Tenant Space in the Mill (Looking North)

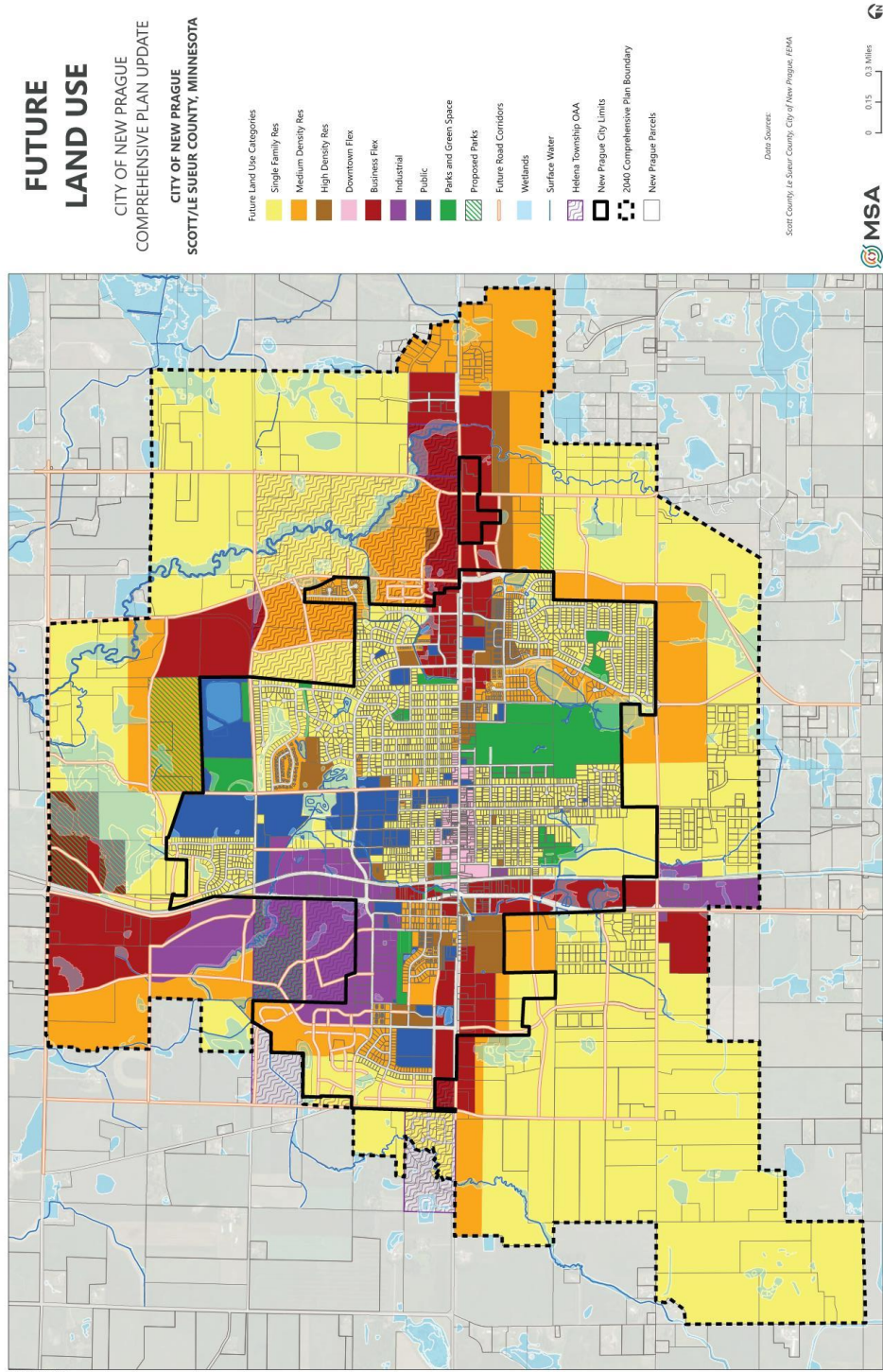
Existing location of Fancy
Bones Pet Salon



Zoomed In Location of the Proposed Tenant Space



Existing Parking Lot Plan and Spaces Within the Building



Future Land Use Map



Zoomed In Image of the Future Land Use Map (Pink Color – Downtown Flex)



Google Street View from August 2023 Looking at Office Entrance



Proposed Tenant Space







Exterior of the Building from 2nd Ave SW





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: PLANNING COMMISSION SUMMARY - REQUEST FOR VARIANCE #V4-2025 TO ALLOW AN EXISTING LEGAL NON-CONFORMING COMMERCIAL DRIVEWAY LOCATED LESS THAN 200’ FROM AN INTERSECTION OF TWO COLLECTOR STREETS TO BE WIDENED BY 15’ AND TO ALLOW A DIRECTIONAL SIGN TO BE LOCATED LESS THAN 10’ FROM A PROPERTY LINE ALONG 1ST AVE. NW, LOCATED AT 201 7TH STREET NW, AS PROPOSED BY MVE BIOLOGICAL SOLUTIONS US, LLC
DATE: JUNE 4, 2025

Planning Commission Summary

The Planning Commission heard the above variance request at their May 28th, 2025 meeting. The applicant, MVE Biological Solutions, is requesting to allow an existing legal non-conforming commercial driveway located less than 200’ from an intersection of two collector streets to be widened by 15’ to the north and to allow a directional sign to be located less than 10’ from a property line along 1st Ave. NW located at 201 7th Street NW.

While no public hearing is required for variances, discussion between the Planning Commission and Jason Madsen with MVE Biological Solutions noted that the applicant does not control all the drivers making deliveries and pickups so they believe the additional driveway width and signage will help those that don’t visit the site very often.

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 attached resolution which approves the variance).

Staff Recommendation

Staff recommends approval of the attached resolution “...Approving Variance (#V4-2025)...”.

RESOLUTION #25-06-16-03

RESOLUTION OF THE NEW PRAGUE CITY COUNCIL APPROVING VARIANCE (#V4-2022) TO ALLOW AN EXISTING LEGAL NON-CONFORMING COMMERCIAL DRIVEWAY LOCATED LESS THAN 200’ FROM AN INTERSECTION OF TWO COLLECTOR STREETS TO BE WIDENED BY 15’ AND TO ALLOW A DIRECTIONAL SIGN TO BE LOCATED LESS THAN 10’ FROM A PROPERTY LINE ALONG 1ST AVE. NW, LOCATED AT 201 7TH STREET NW, NEW PRAGUE, MINNESOTA.

WHEREAS, MVE Biological Solutions US, LLC, applicant and owner in the County of Scott to wit:

Lot 2, Block 1, Chart Inc. Second Addition, according to the plat thereof, Scott County, Minnesota

is requesting a variance to allow an existing legal non-conforming commercial driveway located less than 200’ from an intersection of two collector streets to be widened by 15’ and to allow a directional sign to be located less than 10’ from a property line along 1st Ave. NW, located at 201 7th Street NW, on the above described property; and,

WHEREAS, the New Prague Planning Commission has completed a review of the application and made a report pertaining to said request (#V4-2025), a copy of said report has been presented to the City Council; and,

WHEREAS, the New Prague Planning Commission on the 28th day of May, 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 signs and driveways for light manufacturing facilities are permitted uses in the I-1 Light Industrial Zoning District.
- B. The requested variance is consistent with the comprehensive plan because signs and driveways for light manufacturing facilities are permitted uses in the I-1 Light Industrial Zoning District.

- NOW, THEREFORE BE IT RESOLVED**, by the City Council of New Prague, Minnesota, that the request for variance #V4-2025 to allow an existing legal non-conforming commercial driveway located less than 200' from an intersection of two collector streets to be widened by 15' and to allow a directional sign to be located less than 10' from a property line along 1st Ave. NW, located at 201 7th Street NW, as proposed by MVE Biological Solutions US LLC, is hereby approved based on the above findings.

Passed this 16th day of June, 2025.

State of Minnesota)
)ss.
County of Scott & Le Sueur)

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

85

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: PLANNING COMMISSION

FROM: KEN ONDICH – PLANNING / COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: REQUEST FOR VARIANCE #V4-2025 TO ALLOW AN EXISTING LEGAL NON-CONFORMING COMMERCIAL DRIVEWAY LOCATED LESS THAN 200’ FROM AN INTERSECTION OF TWO COLLECTOR STREETS TO BE WIDENED BY 15’ AND TO ALLOW A DIRECTIONAL SIGN TO BE LOCATED LESS THAN 10’ FROM A PROPERTY LINE ALONG 1ST AVE. NW, LOCATED AT 201 7TH STREET NW, AS PROPOSED BY MVE BIOLOGICAL SOLUTIONS US, LLC

DATE: MAY 19, 2025

Background / History

The building located at 201 7th Street NW was constructed in 1986 as “Building 19” which was originally a 15,137 sq. ft. building of what was then MVE (later known as Chart Industries) and was added onto in 2005 with a 17,050 sq. ft. addition, and most recently added onto starting in 2022 (following a fire that same year) with additions totaling 26,528 sq. ft. which were required Variance #V4-2022. Also, variance #V7-2019 approved various freestanding signs to be located around the site with a 0’ lot line setback along both 1st Ave. NW and 7th Street NW.

The business, land and facility were purchased by MVE Biological Solutions US, LLC from Chart Industries in October of 2020.

While it had been an ongoing problem for many years, when a new home was constructed at 803 1st Ave. NW, the issue of vehicles driving over the curb and into the yard has been more apparent than ever before. In 2024, MVE did remove the swing gate at the north end of the curb cut to 1st Ave. NW and placed crushed stone to allow trailers more room to back up which was shown to help the issue of driving over the curb on the east side of 1st Ave. NW, enough so to warrant applying for a variance to formally widen the curb cut approach and install signage to better inform all truck drivers how to access their loading dock area without encroaching on the property across the street to the east. This solution requires two variances which are allowing a legal non-conforming driveway to be widened less than 200’ from an intersection of two collector streets by 15’ and to allow a directional sign to be located less than 10’ from a property line along 1st Ave. NW.

Legal Description

Lot 2, Block 1, Chart Inc. Second Addition, according to the plat thereof, Scott County, Minnesota.

Zoning

The subject site is located in the I-1 Light Industrial Zoning District. This district is intended to provide for industrial uses for activities that, because of their nature, are not well suited for close proximity to residential and business areas of the community. Existing industry that is located close to residential areas is allowed to continue and must meet certain performance criteria when applicable. Industrial areas have good access to highway and railroad lines because of their need to receive and distribute products and goods.

Light manufacturing is a permitted use in the I-1 Light Industrial Zoning District.

Neighborhood Conditions and nearby land uses

North – Chart Industries has an open storage area and manufacturing facility located to the north.

South – The New Prague Utilities building is located directly to the south at 200 7th Street NW.

East – Two family homes (including one constructed at 2023 in 803 1st Ave. NW) and Philipps Creek, all of which is located in the RL-90 Single Family Residential District

West – Chart's Industries outdoor storage, Union Pacific Railroad and Chart's large main manufacturing building.

Statement of Practical Difficulties

The applicant submitted a nine page PowerPoint presentation dated 5/6/25 (attached in full to this report) as their statement of practical difficulties. It is best summarized by noting that truck drivers utilizing their shipping dock along 1st Ave. NW have difficulties accessing their property without driving onto the neighbor's lawn at 803 1st Ave. NW which has become more of an issue since a new home was completed there.

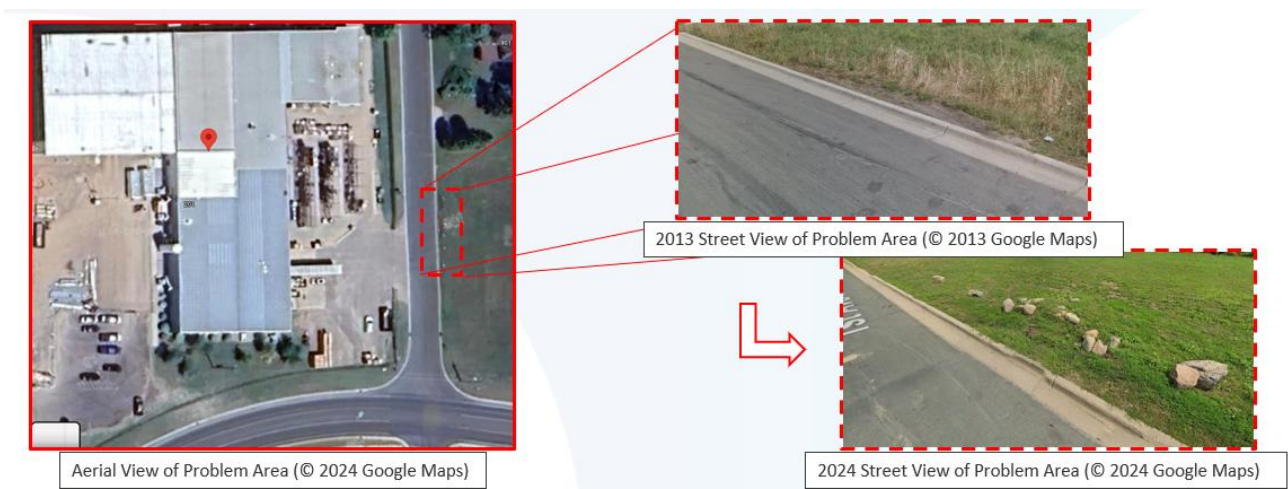
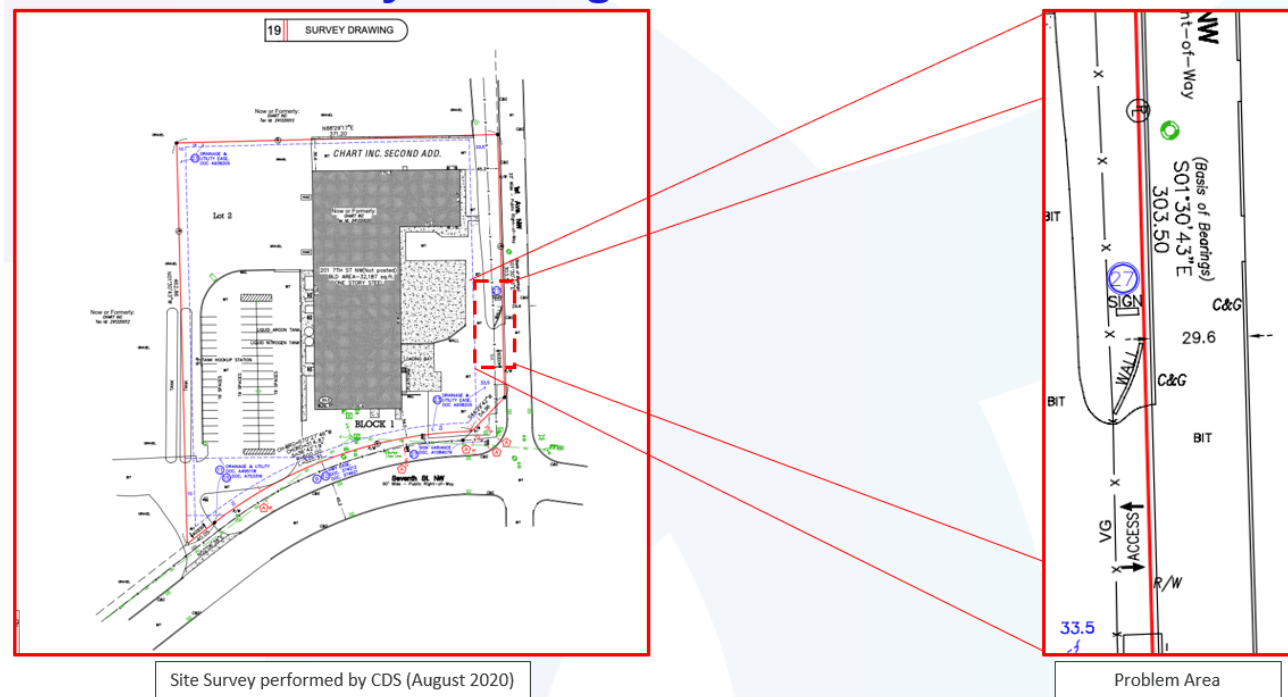
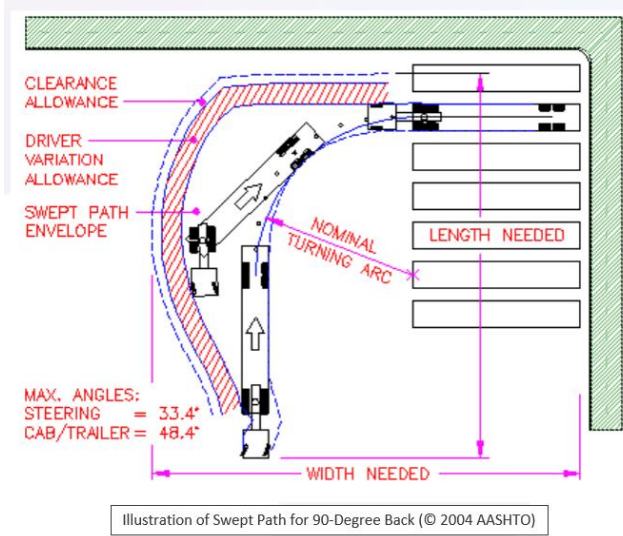


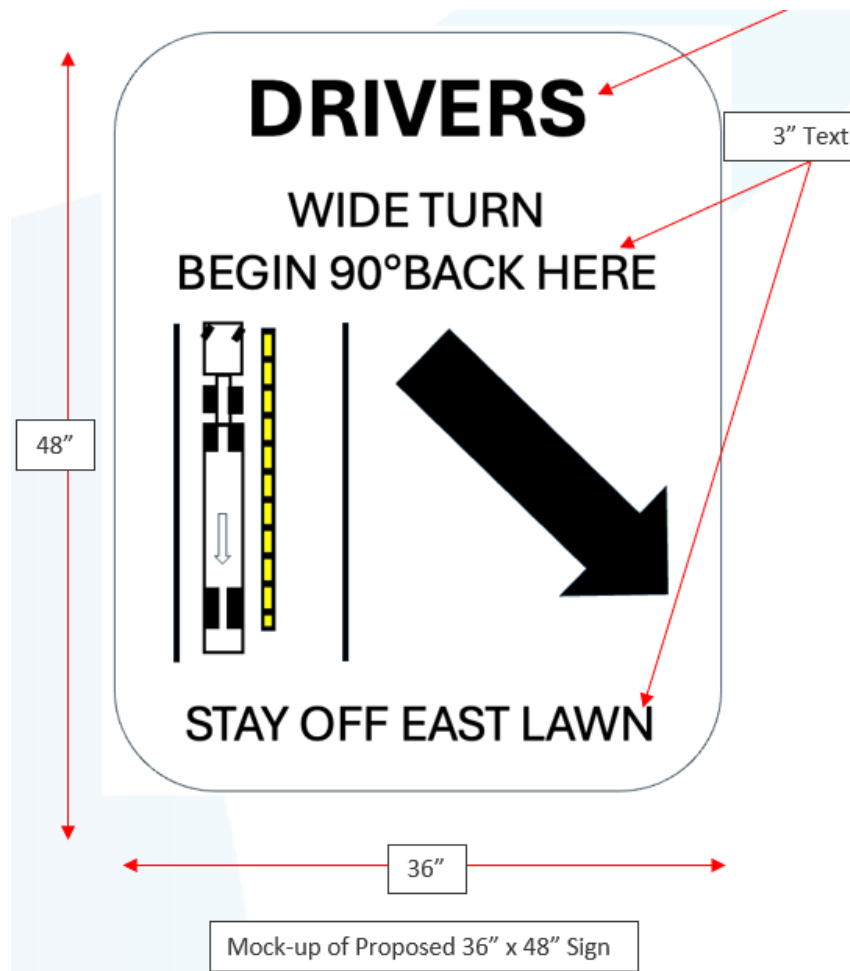
Exhibit A: Survey Drawing



The letter notes that they considered three options which included relocating their shipping entrance to the west side, creating a drive through with a new entrance from 7th Street NW and finally widening their driveway curb cut to 1st Ave. NW. They determined that widening the driveway curb cut was the best option as it is cost effective and based on temporary measures taken in 2024 has proven to be effective.

Evaluating Feasibility - Option #3





The solution would remove an existing swing gate and approximately 15' existing fence (which were actually removed in late 2024 to test that the proposed solution would work) at the existing curb cut, level an existing berm and widen the apron and finally install a 36" x 48" instructional sign at 75' north of the curb cut to aid drivers in their efforts to back up into the loading dock area.

General Staff Comments

Public Works Director Matt Rynda noted that the issue of trucks driving over the curb has been an issue for years and believes this variance will be a good idea to try to resolve the issue.

City Engineer Chris Knutson of SEH was not solicited for comments.

Utilities General Manager Bruce Reimers was not solicited for comments as it did not involve electric or water.

Police Chief Tim Appen also noted that this has been an ongoing issue and it's worth seeing if this will fix the problem.

Community Development Staff Notes

As noted in this report, the issue of trucks driving over the curb on the east side of 1st Ave. NW has been an issue for years and has been exasperated with the new home constructed directly across the street. MVE has been looking at solutions and after exploring different options believes the option to widen the driveway is the most cost effective option and will yield the best results.

Staff agrees that this is a good option to begin with and the widening of the driveway to the north does not increase the non-conformity of the driveway which is less than 200’ to the intersection of two collector roads.

Regarding the sign, staff notes that a directional sign variance was issued as #V7-2019 back in 2019 for other directional signage to be located up to the property line along both 7th Street NW and 1st Ave. NW. Since the new proposed sign wasn’t included in that variance request, it will be included with this variance request.

Criteria for Granting Variance – 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 requested variance is in harmony with the general purposes and intent of this Ordinance because signs and driveways for light manufacturing facilities are permitted uses in the I-1 Light Industrial Zoning District.)
- B. The variance is consistent with the comprehensive plan. (The requested variance is consistent with the comprehensive plan because signs and driveways for light manufacturing facilities are permitted uses in the I-1 Light Industrial Zoning District.)
- 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 will continue to use the property in a reasonable manner with the only change being to widen the existing driveway to 1st Ave. NW by 15’ in a northerly direction and to

allow a directional sign to help trucks back up to the dock to be less than 10' from the right of way line.)

- 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 over which the applicant had no control and which do not generally apply to other properties in the vicinity because the site is a corner lot, and the driveway they are proposing to widen is already less than the 200' required spacing from the intersection of 7th Street NW and 1st Ave. NW due to the location of the docking area. Additionally, the narrow width of 1st Ave. NW necessitates the wider curb cut to allow trucks to back up to the dock without encroaching on the yard of the property across the street to the east.)
- E. The variance does not alter the essential character of the neighborhood. (The variance does not alter the essential character of the neighborhood as it would only allow the width of an existing legal non-conforming driveway to be increased to the north by 15' and because the proposed directional sign would be up to the same distance from the right of way line (0') as other signs on the site granted a variance via #V7-2019.)
- 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 most delivery trucks to back up without driving over the property across the street to the east.)
- 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. (N/A.)

Staff Recommendation

Staff recommends **approval** of Variance #V4-2025 to allow an existing legal non-conforming commercial driveway located less than 200' from an intersection of two collector streets to be widened by 15' and to allow a directional sign to be located less than 10' from a property line along 1st Ave. NW, located at 201 7th Street NW, as proposed by MVE Biological Solutions US, LLC for the following reasons:

- A. The requested variance is in harmony with the general purposes and intent of this Ordinance because signs and driveways for light manufacturing facilities are permitted uses in the I-1 Light Industrial Zoning District.

- B. The requested variance is consistent with the comprehensive plan because signs and driveways for light manufacturing facilities are permitted uses in the I-1 Light Industrial Zoning District.
- C. The applicant will continue to use the property in a reasonable manner with the only change being to widen the existing driveway to 1st Ave. NW by 15' in a northerly direction and to allow a directional sign to help trucks back up to the dock to be less than 10' from the right of way line.
- D. Unique circumstances apply to this property over which the applicant had no control and which do not generally apply to other properties in the vicinity because the site is a corner lot, and the driveway they are proposing to widen is already less than the 200' required spacing from the intersection of 7th Street NW and 1st Ave. NW due to the location of the docking area. Additionally, the narrow width of 1st Ave. NW necessitates the wider curb cut to allow trucks to back up to the dock without encroaching on the yard of the property across the street to the east.
- E. The variance does not alter the essential character of the neighborhood as it would only allow the width of an existing legal non-conforming driveway to be increased to the north by 15' and because the proposed directional sign would be up to the same distance from the right of way line (0') as other signs on the site granted a variance via #V7-2019.
- F. The variance requested is the minimum variance which would alleviate the practical difficulties because it would allow most delivery trucks to back up without driving over the property across the street to the east.

Attachments

1. Site Map Aerial – Dated 5/13/25
2. Site Map Aerial Zoning – Dated 5/13/25
3. Photos – 5/13/25
4. Google Street View – Dated August 2023
5. MVE Powerpoint Presentation - Dated 5/6/25



Aerial Site Map



Zoning District Map

MVE Biological Solutions US, LLC - Variance #V4-2025
May 28, 2025 Planning Commission Meeting
Page 10 of 14



Applicant submitted map of the proposed solution which requires the curb cut width variance and sign placement variance.



Looking north along 1st Ave. NW – Temporary Gravel widened the approach to see if trucks could better make the turn.



Looking NW towards curb cut proposed to be permanently widened by 15' to the north



Looking south along 1st Ave. NW – temporary gravel shows where driveway is proposed to be permanently widened.
Tire tracks can be seen in the grass of the new home opposite the driveway.



Google Street View from August 2023 showing the curb cut prior to the gate and last panel being removed and gravel being temporarily placed. Rocks were placed by previous owner of the lot to deter vehicles from going into the lot.



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

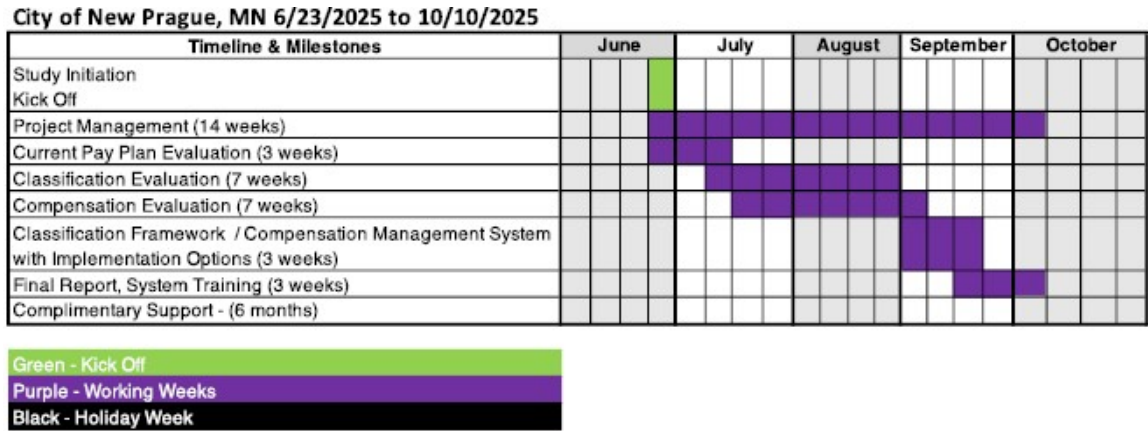
MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
ROBIN PIKAL, FINANCE DIRECTOR
SUBJECT: AWARD OF COMPENSATION STUDY PROPOSAL
DATE: JUNE 9, 2025

The RFP for Compensation Study services was sent out on Friday, April 11th. A total of 11 proposals were received by the deadline of Friday, May 23rd. Robin Pikal, Joshua Tetzlaff and Councilmember Shawn Ryan interviewed 4 interested firms on Friday, June 6th. The firms interviewed were: AutoSolve, Gallagher, Paypoint, and McGrath. While fees for service was just one of the criteria, fees were comparable amongst the four, with some offering an “all in” rate and others a-la-carte. Following the interviews, conversation led to the recommendation of awarding the project to AutoSolve, Inc.

AutoSolve is a Human Resources Consulting firm that is headquartered in Saint Augustine, Florida. They have worked with over 1,000 different clients over the last 30 years. These clients include municipalities, county governments, higher education institutions and K-12 schools.

AutoSolve anticipates a completion date within 4 months of the start date, with a target date of 10/10/2025. Below is a sample timeline from AutoSolve, pending Council approval.



The total cost for this project is quoted at a not to exceed amount \$27,375.00, the 2025 budget included \$40,000 for this project.

Recommendation
Staff recommends that the City Council authorizes the Mayor and City Administrator to enter into a contract with AutoSolve, INC for the Compensation Study project.



MEMORANDUM

Date: June 4, 2025
To: Ken Ondich, Community Development Director
From: Jeff Matzke, Senior Planner
Subject: New Prague Unified Development Code Update

Timeline and tasks

Jan 22nd - Planning Commission – Receive initial thoughts/input on Ordinance Goals and Revisions

Feb/Mar/Apr – Draft Initial Ordinance Edits for Staff and Planning Commission Review

4/23/24 – Planning Commission - Worksession to discuss ordinance edits, engagement plan and survey/website

May/June – Revise Draft Ordinance further with more details and initial graphics

Late June/Early July - Present 2nd Draft UDC Ordinance Options and Memo to City Staff

4 weeks for survey input. (survey closes 2nd week of August)

July 23rd – Planning Commission Worksession - Present Draft Ordinance w/Options to PC

Aug 7th – Czech Out New Prague – Pop Up Event

Aug/Sept – Draft Final UDC Ordinance Edits

Oct 6th – Present Final Draft Ordinance to PC/(Joint worksession with City Council?)

Oct 22nd - PC Public Hearing on the Final Ordinance

Nov 3rd/Nov 17th – City Council Worksession Review

Nov 17th/Dec 1st – City Council Consideration and Adoption

**Meeting Minutes
New Prague Park Board
Tuesday, May 13, 2025
6:00 PM**

1. Annual Park Tour

The Park Board visited Foundry Hill Park, Southside Park, and Memorial Park Baseball Stadium for their annual park tour between 5PM and 6PM. Staff present for the tour was Ken Ondich – Planning / Community Development Director.

2. Call Meeting to Order

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

**3. Approve Previous Meeting Minutes
April 8, 2025 Regular Meeting**

A motion was made by Dohm, seconded by Becka, to approve the April 8th, 2025, regular meeting minutes. Barten abstained. Motion carried (5-0-1).

4. Review Financial Reports

The financial report was reviewed as information only.

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

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

No comments were given.

6. Miscellaneous

- a. Neighborhood Volunteer Plantings at Greenway Park** – Planning / Community Development Director Ondich stated that resident Sarah Kallal has requested the Park Board’s permission to work with City Staff and others in her neighborhood to organize the planting of tulip bulbs in existing planting areas around Greenway Park this coming fall. The neighborhood group would purchase and donate all the plantings and installation of said plantings. At this time, they are just looking to plant tulip bulbs in existing flower beds.

A motion was made by Barten, seconded by Dohm, to approve of Ms. Kallal working with City Staff to plant tulips at Greenway Park and to thank her for her efforts. Motion carried (6-0).

- b. Pickleball Update** – Planning / Community Development Director Ondich stated that staff has ordered a total of 8 pickleball nets. Two pickleball nets are intended to go at Heritage and Foundry Hill Park. The six remaining pickleball nets were placed at the New Prague Middle School Tennis Court with signage notifying the public that the pickleball nets may be used when students are not utilizing the court. The pickleball nets have laminated instructions on how to assemble and all parts have corresponding numbered pieces. The pickleball nets are stored in two storage benches at the Middle School Tennis Courts. During the winter season, the City will store the pickleball nets. Chair Barten indicated that Mendota Heights has hockey/pickleball facilities (Friendly Hills Park and Marie Park) that could be considered for ideas if and when the city paves the hockey rink.
- c. Fitness Court from the National Fitness Campaign** – Planning / Community Development Director Ondich stated that the next step in the process of the Fitness Court grant process is to have the City pass a resolution of adoption. The Park Board indicated that they did not support the resolution at this time considering the survey has not been completed that will gather input on the desires of the community and indicated if the survey results show the project high on the list that they would consider continuing with the project formally at that time.

A motion to table the Fitness Court project from the National Fitness Campaign until after the park survey was completed and results compiled was made by Becka, seconded by Sticha. Motion carried (6-0).

- d. Tree Giveaway Event and Creek Clean Up Event Summary** – Planning / Community Development Director Ondich stated that the Tree Giveaway occurred on April 26th at the Memorial Park shelter near the baseball fields from 10am-11:30am. 3'-4' tall American Hazelnut trees were offered at the event for New Prague residents. Free piles of mulch were available for residents to take as well. The purpose of the event is to maintain the City's status as a Tree City USA, which the city has been for the past three years. There were at least 15 participants this year, which is lower than the previous years. The City had ordered a total of 50 American Hazelnut trees. The Park Board suggested that residents of future street reconstruction areas could be directly mailed information about the program in the future.
- Joe Barten indicated that the creek clean up occurred the same day with he and his son being the only attendees but that they picked up two trash bags full of refuse.
- e. POPS Update** – Planning / Community Development Director Ondich stated that the City Council approved the Park Board's request to fund up to \$100,000 of

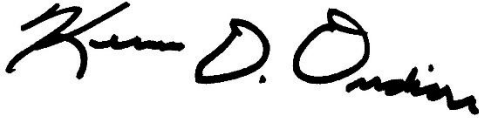
Park Land funds towards soil correction related work for the POPS facility and also approved the Donation Agreement for the POPS facility. Grading also began on the site in the first week of May. Grading is expected to be completed by June 20th and construction on the facility itself is planned to begin after July 1st with completion not expected until the spring of 2026.

- f. Resignation of Planner Kyra Chapman** – Planning / Community Development
Director Ondich informed the Park Board that Planner Kyra Chapman had submitted her resignation, and her last day would be Friday, May 23rd.

7. Adjournment

The meeting was adjourned at 6:29 PM by order of Chair Barten.

Respectfully Submitted,

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

Kenneth D. Ondich
Planning / Community Development Director



ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

City of New Prague

Wednesday, May 14, 2025 at 7:30 AM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

The meeting was called to order at 7:30 a.m. by EDA President Brent Quast with the following members present: Brent Quast, Eric Krogman, Austin Reville, Nick Slavik, and Bruce Wolf.

Absent: Troy Pint and Duane Jirik

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

Others Present: Jo Foust (CDA), Keith Dahl (Ehlers), and Jason Aarsvold (Ehlers)

2. CONSENT AGENDA

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

Motion carried (5-0)

- a. April 9, 2025 EDA Meeting Minutes
- b. Claims for Payment: **\$403.97**

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

Jo Foust stated that visits were made to Bishop Investments, Goldsmith Eyecare, Secure Base Counseling and CVF Racing, with a visit coming up with Ettlins's Cafe.

4. BUSINESS UPDATES

Planning/Community Development Director Ken Ondich presented the monthly report.

- a. May 2025

5. CDA UPDATE

Jo Foust provided an update on programs the CDA had offered in the last month.

6. SCHOOL DISTRICT UPDATE

No update.

7. STRATEGIC PLANNING - LEVEL SETTING

Keith Dahl and Jason Aarsvold from Ehlers were present to provide an overview of their strategic planning process with the EDA. A number of discussion questions were posed to the EDA including: What are your expectations for economic development, what are the top areas for development or redevelopments, what role should the city plan in economic development or redevelopment, what incentives should the city use, what is the biggest barrier to development in New Prague, is New Prague competitive with other communities, what is missing in New Prague, how do you define success in the city's economic development and redevelopment efforts, does New Prague offer adequate housing options for current residents and future residents.

8. EXECUTIVE DIRECTORS REPORT

City Administrator Joshua Tetzlaff provided preliminary 2026 Assessment data as information from both counties.

- a. Preliminary 2026 Assessment Data

9. MISCELLANEOUS

- a. MCPP Usage Report

Planning/Community Development Director Ken Ondich indicated that we have now met the minimum requirements of the program to participate again in 2026.

10. ADJOURNMENT

Motion to adjourn the meeting at 8:54 a.m. was made by Slavik, seconded by Krogman.

Motion carried (5-0)

Respectfully Submitted,



Joshua M. Tetzlaff
City Administrator / EDA Executive Director