

**CITY OF NEW PRAGUE  
SCOTT AND LE SUEUR COUNTIES, MINNESOTA**

**RESOLUTION NO. 25-03-17-04**

**APPROVING CITY ADMINISTRATOR PURCHASING AND CONTRACTING  
AUTHORITY**

**WHEREAS**, the New Prague City Charter Section 6.04 establishes the City Administrator's purchasing and contracting authority and states that City purchases and contracts shall be made or let by the City Administrator when the amount does not exceed an amount established at least annually by the City Council by resolution; and

**WHEREAS**, purchases and contracts discussed during the budgeting process and capital improvement plan formulation should be subject to a higher threshold than purchases and contracts not previously discussed.

**NOW, THEREFORE BE IT RESOLVED**, that pursuant to the authority of New Prague City Charter Section 6.04, the City Council directs that all City purchases and contracts shall be made or let by the City Administrator when the amount does not exceed \$25,000 for items included in the approved 2025 Budget and/or 2025 Capital Improvement Plan and \$10,000 otherwise, except when necessary to pay monthly utility and credit card bills that produce late fees and interest charges if not paid prior to formal Council approval.

**ALSO, BE IT RESOLVED**, that consistent with the authority of New Prague City Charter Section 6.04, the City Council directs that the City purchasing and contracting amounts established in this resolution shall remain in effect until such time that the authority granted herein is changed by resolution consistent with the City Charter.

**ALSO, BE IT RESOLVED**, that the City Council directs that all administrative policies and requirements necessary for City purchases and contracts shall continue to be followed pursuant to the direction of the City Administrator and in compliance with the New Prague City Charter and Minnesota Law.

Adopted by the City Council of the City of New Prague this 7<sup>th</sup> day of April, 2025.

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Duane Jirik, Mayor

Attest:

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Joshua Tetzlaff, City Administrator