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## MEMORANDUM

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**CC:** JOSHUA TETZLAFF – CITY ADMINISTRATOR  
**FROM:** KEN ONDICH – PLANNING / COMMUNITY DEVELOPMENT DIRECTOR  
MATT RYNDA – PUBLIC WORKS DIRECTOR  
**SUBJECT:** PARK BASEBALL STADIUM TEAM FEES – FEE SCHEDULE AMENDMENT  
**DATE:** JANUARY 24, 2024

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Over the past few months, the Park Board has been discussing suggested increases for ball team fees for use of softball/baseball fields within the City. A 25% increase was included for all ball teams, except for teams utilizing Memorial Park Baseball Stadium, on the 2024 Fee Schedule that was adopted in December. Discussions were ongoing with teams that utilize Memorial Park Baseball Stadium which have now been completed.

Discussions specifically took place with New Prague Area Schools, New Prague Orioles and New Prague Legion Team representatives. City Staff explained that annual upkeep of Memorial Park Baseball Stadium exceeds \$53,000 per year (based on billable labor rates on the City's Fee Schedule) while revenue received was less than \$800 in total from the teams utilizing the field. Staff suggested, with the Park Board's approval, that the following should be team fees for any ball team utilizing Memorial Park Baseball Stadium:

Adult Teams - \$358.75 + \$40 per game played (plus sales tax)

Youth Teams - \$180.00 + \$40 per game played (plus sales tax)

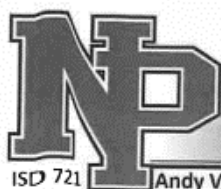
The base team fees match those fees for games played at other fields, the only additional fee is the per game fee of \$40 on top of the base fee. It is anticipated that the new fee structure will increase revenues for the field to approximately \$3,500 per year based on past years schedules.

During discussions, only New Prague Schools indicated difficulty with the proposed fees. In fact, New Prague Area Schools submitted a letter (see attached) requesting a waiver of their fees (estimated to be approximately \$1,300) for 2024 due to not being included in their budget. It is noted that a lease agreement between the City and School District concluded in 2023 which provided for the district paying the City \$15,000 per year for use of the Memorial Park Baseball Stadium. Staff does not recommend waiving the team fee for the School District in 2024 so that all teams are treated the same.

### Staff Recommendation

Approval of the attached "Resolution Amending the Official 2024 Fee Schedule".

1. School District Letter Requesting Fee Waiver for 2024 – Undated
2. Resolution Amending Official City Fee Schedule



## NEW PRAGUE AREA SCHOOLS

Andy Vollmuth, Superintendent of Schools  
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Janelle Sasse, Executive Assistant  
jsasse@isd721.org

To: Josh Tetzlaff, New Prague City Administrator  
Re: Payment for use of City Baseball Field

Josh:

District and City staff met on January 18, 2024 to discuss the request that the district pay for use of Memorial Park baseball field. In the past we have cared for the field during the District's season in lieu of making a payment to the City for the use of the field. I understand that going forward the City will be responsible for the upkeep of the field during our season and, in turn, the District will pay a fee to use the field.

The District is agreeable to the plan but would like to request to delay the payment to the City during the 2024 spring season. It was not in the District's budget and the request for payment did not come in time to levy for the expense. We are asking for the City to forgive the payment this spring/summer and commence with payments for the 2025 season.

Thank you for your consideration in this matter.

Andy

**CITY OF NEW PRAGUE  
RESOLUTION #24-02-05-01**

**RESOLUTION AMENDING THE OFFICIAL 2024 FEE SCHEDULE**

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

**WHEREAS**, the City Council has historically reviewed and updated its Official Fee Schedule each year and made amendments during the year as necessary; and,

**WHEREAS**, the Park Board and City Staff have reviewed and suggested changes to the existing 2024 Fee Schedule that would become effective upon approval of this resolution; and,

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of New Prague, MN, that the following fees are to be added to the 2024 Official City Fee Schedule effective immediately, until amended:

Memorial Park Baseball Stadium Team Fees

Adult Teams - \$358.75 + \$40 per game played (plus sales tax)

Youth Teams - \$180.00 + \$40 per game played (plus sales tax)

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

Adopted by the City Council of the City of New Prague on this 5th day of February, 2024.

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Duane J. Jirik, Mayor

ATTEST:\_\_\_\_\_

Joshua M. Tetzlaff, City Administrator