



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: RFP FOR PROGRAMMING AT POPS FACILITY
DATE: MARCH 25, 2026

As the City Council is aware, construction on the POPS facility is anticipated to be completed in the fall of 2026. The Park Board has had recent discussions regarding the operation and programming of the POPS facility and has drafted the attached Request for Proposals (RFP) for the POPS facility that seeks non-profit organizations that might be interested in submitting a proposal to provide programming at the facility, rather than just have the facility open for reservations on a first come, first serve basis similar to a picnic shelter or ballfield. The idea behind the issuance of an RFP is to maximize utilization of the facility and provide a more cohesive experience programming at least for the first year or two.

The RFP as recommended would require programming for 2027 and provide an option for 2028. Staff also reached out to the School District regarding interest in the facility and at this time they could not provide exact dates of utilization, but the RFP does acknowledge dates to be determined for programs they might wish to hold there. Additionally, dates for “community events” were blocked out from utilization as well as the previously agreed upon “Summer Concert Series” dates from the Forward New Prague Foundation which were provided for a 10-year period as part of the donation agreement for the facility. Finally, the RFP would require the non-profit to make the facility available for general public use for non-programmed event dates.

It is notable that the RFP would not provide for monetary compensation but would not prevent the non-profit from charging an entrance fee or provide vendors invited to events and programs.

The City Council will have the final review/approval of the selected non-profit which would be expected to occur at the June 1st City Council meeting.

Recommendation

City Staff and the Park Board recommend approval of the RFP for the Praha Outdoor Performance Stage Facility Programming.