



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

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## MEMORANDUM

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** APPROVAL OF 2024 TOBACCO LICENSES  
**DATE:** DECEMBER 10, 2024

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Enclosed for your review are the fourteen (14) tobacco licenses for the 2025 calendar year.

The annual fee for this type of license is \$200.00.

All the required materials have been submitted along with payment of fees. There are no outstanding property taxes or utility bills.

Of note, New Prague Tobacco did have a violation in the last 12 months. I have included the staff report that was in the September 16, 2024, packet regarding the violation. This violation does not prohibit granting a tobacco license for 2025, though it does give the Council that ability should it wish. With only a single violation, I would recommend granting the license for 2025.

### **Recommendation**

Staff recommends approval of the 2025 Tobacco Licenses.