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## MEMORANDUM

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** REGIONAL TRAINING FACILITY FUTURE  
**DATE:** FEBRUARY 26, 2025

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As I have shared in the past, the Regional Training Facility board, of which I represent the interests of New Prague as the primary member and Chief Tim Applen sits as my replacement, has been discussing the condition of the existing facility over the last couple years and trying to figure out what the next steps for the facility are. As an organization, SCALE (Scott County Association for Leadership and Efficiency) has provided funding for a facility study master plan in 2023 (attached) and an analysis of how upgrades would affect existing members and to what level.

As the board has met over the last year and has had discussions of the facility and what upgrades are needed for the member communities, it became clear that each community had different needs of the facility. As a group, the board decided that the next step in the process should be to figure out which of the member communities would like to continue participating and at what cost.

Currently the City of New Prague pays \$8,353 annually. According to the studies done by Leo A Daly, if nothing else happens, and all current members continue to participate, the annual cost for New Prague would need to rise to an estimated \$11,908 per year by 2030 to continue operating the facility. This increase makes up the current deficit that is being paid for by RTF reserves, which are expected to be exhausted. This increase takes into account estimated revenue from outside sources based on current usage. Annual costs could, and likely would, be ultimately higher than that if other communities decide not to participate or depending on if any upgrades are made to the facility.

The question for the Council is, is continued membership with the Regional Training Facility beneficial to the City and what is the City willing to pay for that benefit? To answer this question, it is important to understand how the City uses the facility. At the Council meeting on Monday (3/3), Chief Tim Applen, Chief Steve Rynda, and I will be ready to answer the following questions:

- What training does the City use the RTF facility for?
  - How often does the City use the RTF facility?
  - Are there parts of the facility that the City doesn't use?
  - Is the current location of the facility adequate?
  - Is the facility accessible in a reasonable way or is scheduling/use burdensome?
  
- Does the current RTF facility meet all of the needs of the City?
  - Are there any upgrades the City would like to see to make the facility more useable?
  - If changes are made, are there parts of the facility the City would like to see kept?

- Is the City currently able to meet any of its own training needs without using the RTF?
  - Will any training needs be met if the City completes the new Police Station?
  - What would the City need to do to meet all of its own training needs?
  
- Are there other facilities where the City would be able to train?
  - Would those facilities be able to meet all of the training needs of the City?
  - Is there reasonable availability in other facilities?
  - What is the cost of using other facilities?
  
- Are there non-monetary benefits of being a member of the RTF?
  - Would those benefits be available at other facilities?
  - Would those benefits be available as a renter of the RTF instead of as a member?
  
- Are there any benefits of not being a member of the RTF?

I expect the City Council and staff to have a long conversation about this topic on Monday (3/3) evening. A decision may not necessarily be made on the annual cost that the City is willing to continue participating in the RTF. If not, questions or direction for research from Council would be appreciated so that we are able to come to a decision no later than the 4/7 meeting. The next meeting of the RTF board is on April 11<sup>th</sup> and at the meeting, it is expected that each member will bring back direction from their Council/Board so that the members are able to start planning for the future.