

Meeting Minutes
New Prague Economic Development Authority
Wednesday, June 9, 2010

1. Call Meeting to Order

The meeting was called to order at 7:30 a.m. by Bruce Wolf with the following members present: Mayor Bink Bender, Kristin Guerrette, Dirk Berger, Pete Sletten, Nick Slavik, and Andrea Burkhardtsmeier. Absent: None.

City Staff Present: Executive Director Michael Johnson and City Planner Renee Christianson.

2. Minutes / Financials

- a) It was moved by Slavik, seconded by Berger to approve the May 12th, 2010 minutes as submitted.
- b) It was moved by Slavik, seconded by Berger to approve two claims for payment totaling \$57.47. Motion carried (7-0)
- c) The financial reports which included the Income Statement and Balance Sheet were accepted as submitted.

3. Review Proposals Received – Industrial Park Master Plan and Feasibility Report

Renee Chistianson introduced the topic, noting that the City had received two proposals in response to the Request For Proposals solicited for the industrial park. She noted that both proposals met the Scope of Services described in the RFP, and that staff has worked with both engineering firms and is confident in each of their abilities. She further noted that the proposals contained two distinctly different approaches to performing the services. The SEH proposed a cost of \$23,400, while Bolton and Menk's proposed a cost of \$15,000 to complete the master plan and feasibility report.

Executive Director Johnson suggested that because of the diversity in the approaches proposed by the two consultants, and because the EDA is not on a pressing schedule to complete the report, that the EDA allow each firm to do a presentation to explain their proposals. He also suggested that the EDA invite various city staff and members of the New Prague Utility Commission to sit in on the presentations.

Pete Sletten asked if the landowners should be involved in the suggested process. Bruce Wolf asked about the budget. Mrs. Christianson noted that \$10,000 in engineering services was budgeted, and another \$3,000 in miscellaneous expenses. The EDA would need to request additional funding from the City Council in order to authorize either proposal. Pete Sletten asked Mayor Bender and Councilmember Guerrette their thoughts, as city council members. Councilmember Guerrette noted that creating industrial land was identified as a council priority during the summer of 2009. Nick Slavik asked if a cost benefit analysis had been or will be performed. Executive Director Johnson explained that it would be extremely difficult to project how long it would take the industrial land to get sold and how much it would sell for years down the road. After the feasibility report is complete, however, the City will be able to determine the cost per acre to develop the property.

Executive Director Johnson suggested that the EDA invite the Utility Commission to be part of the process, and invite the Utility Commission to the presentations of SEH and Bolton and Menk. Following further discussion, it was moved by Guerrette, seconded by Sletten to invite SEH and Bolton and Menk to do a short presentation regarding their proposals. Motion carried (7-0).

4. Monthly Updates and Business Inquiries

Renee Christianson reviewed the business inquiries received by city staff and various updates, which included the acquisition of Braun Pump by Electric Pump, and the possible merger of Queen of Peace Hospital.

5. Executive Director's Report

Director Johnson reviewed the miscellaneous items listed below.

6. Miscellaneous

- a) Genex property insurance. The City's insurance agent, Chuck Tupy, realized that the buildings owned by the EDA and rented to Genex are not being insured. Mr. Tupy is in the process of preparing a quote. It was noted that the Genex lease was reviewed and it only requires that they carry liability insurance.
- b) Times newspaper article. The New Prague Times had a short article on EDA activities. It was noted that some of the statements in the article were incorrect.
- c) LeSueur County housing grant. The City was notified of progress on the housing grant received in conjunction with LeSueur County. 5 housing projects will occur in New Prague. The grant recipients have not been selected yet. President Wolf encouraged the City to continue applying for these types of grants.
- d) Marketing class to be held in New Prague. The Southern Minnesota Initiative Foundation will be host a marketing class. It was advertised in the newspaper and also through the Chamber of Commerce.

It was moved by Berger, seconded by Sletten to adjourn at 8:26 a.m.

Respectfully submitted,



Renee L. Christianson
City Planner