

Meeting Minutes
New Prague Economic Development Authority
Wednesday, February 10, 2010

1. Call Meeting to Order

The meeting was called to order at 7:30 a.m. by President Bruce Wolf with the following members present: Bruce Wolf, Dirk Berger, Mayor Bink Bender, Councilmember Kristin Guerrette, Pete Sletten, Andrea Burkhardtsmeier, and Nick Slavik.

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

2. Minutes / Financials

- a) It was moved by Guerrette, seconded by Berger to approve the January 14, 2010 minutes as submitted. Motion carried (7-0).
- b) It was moved by Berger, seconded by Sletten to approve two claims for payment totaling \$91.47. Motion carried (7-0)
- c) The financial reports which included the Income Statement and Balance Sheet were accepted as submitted.

3. Welcome New Member – Andrea Burkhardtsmeier

President Wolf welcomed new EDA member, Andrea Burkhardtsmeier, who told the board a little about herself.

4. Monthly Updates / Progress Reports

Renee Christianson updated the EDA on the status of certain projects in the City, and commercial / industrial properties that are currently on the market, noting that the buildings on the former feedmill property are scheduled for demolition.

5. Advertising Vacant Commercial Industrial Properties on City Web Site

Renee Christianson stated that there has been a good response to the EDA's offer to advertise commercial / industrial space on the City and DEED web site. The intent was to show a demonstration of the web site at the meeting; however, technical issues prevented this so a demonstration will be rescheduled for a future meeting.

6. Minnesota Community Capital Fund – Follow-Up

The EDA briefly reviewed the MCCF membership and a potential lunch meeting between MCCF representatives and our local commercial loan officers. The EDA favored a March 4th or 5th lunch meeting and directed Renee Christianson to schedule the lunch meeting. President Wolf noted that if more than three members planned to attend it would be an official meeting of the EDA and would need to be advertised.

7. Retail Trade Analysis

It was noted that the Retail Trade Analysis would be presented to the community when complete, anticipated in May of 2010.

8. Community Center Follow-Up

President Wolf had previously requested that city staff locate a copy of the note between the EDA and the Community Center. Renee Christianson stated that a copy of the note had been located with the Treasurer. Andrea Burkhardtsmeier suggested recording a copy of the note and the lease between the EDA and the Community Center.

9. Executive Director's Report

Director Michael Johnson updated the EDA regarding a housing grant application. The City is currently waiting to hear if it's been selected for funding. The grant would allow approximately \$25,000 in funding to five home located on the Le Sueur County side of town, and is eligible to low and moderate income families only. He also stated that city staff is researching the guidelines for re-use of some other revolving loan funds, to see if they may be used in the development of a business park or other business development projects, and that staff would report back on the findings at a future meeting.

10. Miscellaneous City Report

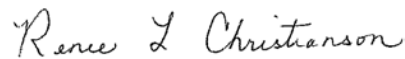
Various city business statistics were reported, such as the number of vacant properties, vacant buildings, properties for sale, and number of New Prague businesses. Several members of the EDA inquired about the type of information they will be receiving now that Jim Morris has retired. It was recognized that City staff would likely play a slightly different role than previously played by Jim Morris. The EDA requested that staff provide information about business inquiries received, specifically the type and volume of inquiries.

11. Miscellaneous

- a) Renee Christianson stated that the City currently has three revolving loan funds, and that staff has been researching how/if this money may be utilized for business development opportunities. As staff learns more about the subject, this will be a future agenda item.
- b) Director Mike Johnson stated that the EDA will need to again begin discussions regarding long term funding of the EDA. Preliminary city levies need to be submitted by mid September so this issue should be resolved over the summer, which means that discussions need to begin very soon.

The meeting was adjourned at 8:37 a.m. by order of the President.

Respectfully submitted,



Renee Christianson
City Planner