

**Meeting Minutes**  
**New Prague Economic Development Authority**  
**Wednesday, July 14, 2010**

**1. Call Meeting to Order**

The meeting was called to order at 7:32 a.m. by Bruce Wolf with the following members present: Mayor Bink Bender, Dirk Berger, Pete Sletten, and Andrea Burkhardtsmeier. Absent: Kristin Guerrette and Nick Slavik.

City Staff Present: City Planner Renee Christianson.

**2. Minutes / Financials**

- a) It was moved by Berger, seconded by Sletten to approve the June 9, 2010 and the June 22, 2010 meeting minutes as submitted. Motion carried (5-0).
- b) It was moved by Berger, seconded by Bender to approve two claims for payment totaling \$1,475.56. Motion carried (5-0).
- c) The financial reports which included the Income Statement and Balance Sheet were accepted as submitted.

The board questioned the 2010 budgeted insurance amount of \$3,341. They asked for clarification as to what this insurance amount is for. Staff will have an explanation from the Treasurer available at the next meeting.

**3. Dornbusch Satisfaction of Mortgage**

Renee Christianson advised the board the Neil Dornbusch had satisfied his mortgage obligation on the land he purchased from the EDA in 2004, and that a satisfaction of mortgage needs to be filed with the County. A mortgage satisfaction was presented for the board's approval. The President was directed to execute the document.

**4. Monthly Updates and Business Inquiries**

Renee Christianson reviewed the business inquiries received by city staff and various updates which included the commercial real estate sales listings.

**5. Executive Director's Report**

There was no Executive Director's report, as the Director was absent from the meeting.

**6. Industrial Park Feasibility Study – Discuss RFP's and Presentations**

Renee Christianson 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).

## 7. Miscellaneous

- a) Genex property insurance. The Genex buildings now have insurance coverage at an annual cost of \$1,011.
- b) Marketing class held in New Prague. Renee Christianson noted that she attended the marketing class sponsored by the Southern Minnesota Initiative Foundation. She stated it was a worthwhile class and nine business owners were in attendance.
- c) Miscellaneous newspaper articles were included in the packet.
- d) EDA budget and staffing. During the meeting there was discussion about the future staffing of the EDA. The EDA administration has been handled by Director Michael Johnson and City Planner Renee Christianson since the late fall of 2009. The board noted Renee's proposed lay-off from the City staff position and was concerned about how her EDA duties would be handled in the future. The board also noted their concern regarding ongoing funding of the EDA and the EDA budget for 2011. They asked if they would be required to pay for any possible staffing during their 2011 budget. They asked if the items would be scheduled for discussion on the August, 2010 EDA agenda.

The meeting was adjourned at 9:05 a.m. by order of President Wolf.

Respectfully submitted,



Renee L. Christianson  
City Planner