

Meeting Minutes
New Prague Economic Development Authority
Wednesday, December 9, 2009

1. Call Meeting to Order

The meeting was called to order at 8:25 a.m. by Chairman Dirk Berger with the following members present: Dirk Berger, Mayor Bink Bender, Councilmember Kristin Guerrette, and Bruce Wolf. Absent: Pete Sletten and Nick Slavik

City Staff Present: Jim Morris, Executive Director of the EDA, Michael Johnson, City Administrator, Renee Christianson, City Planner, and Patty Solheid, Treasurer of the EDA.

2. Minutes / Financials

- a) It was moved by Wolf, seconded by Bender to approve the November 25, 2009 minutes as submitted. Motion carried (4-0).
- b) It was moved by Bender, seconded by Guerrette to approve the claims for payment as submitted. Motion carried (4-0).
- c) Treasurer Patty Solheid reviewed the financial reports for the EDA. There was discussion about the assets, specifically what was included the building valuation. Patty noted that the Community Center property was not listed as an asset on the City's books because the mortgage is being paid by the Community Center and not the City/EDA. She stated that the land and building assets shown on the balance sheet only included the Genex property. The Board directed staff to further research the assets and liabilities shown on the balance sheet, and review the lease for the Community Center. It was moved and seconded to accept the treasurer's report as submitted.

3. 2010 Budget

Renee Christianson reviewed the budget for 2010 which included \$3,000 of discretionary/miscellaneous expenses, and \$10,000 for engineering/professional fees which could potentially be used for further progress on the industrial park. It was also noted that there is no money budgeted for staff time, as the City has agreed to provide staffing for the EDA throughout 2010. Total projected expenses are \$58,966 and total project revenues are \$50,034, for a net expense of \$8,932. This can be covered by EDA funds currently available in checking and savings accounts. Projected cash on hand effective 1/1/2010 is \$24,792 in these two accounts. It was moved by Wolf, seconded by Bender to recommend approval of the EDA budget to the New Prague City Council. Motion carried (4-0).

4. Draft Strategic Plan

Chairman Berger reviewed a draft Strategic Plan for 2010. A subcommittee of the EDA created the 2010 plan. He reviewed the Mission Statement, and three basic goals for 2010 which include 1) Strengthen existing businesses and non-profits; 2) Create an environment conducive to new economic development; and 3) Determine long term funding strategy for EDA. He also reviewed specific action items for accomplishing each of the three goals.

Councilmember Guerrette asked if the EDA is planning to pursue the DEED program for the Shovel Ready Certification during 2010. Administrator Johnson stated that there would need to

be further research completed on the potential industrial park development before the City/EDA would move forward with a Shovel Ready Certification.

It was moved and seconded to recommend approval of the draft Strategic Plan, and also that Chairman Berger present this, along with the 2010 budget, to the New Prague City Council on 12/21/09. Motion carried (4-0).

5. Reports to City Council

Renee Christianson explained that the EDA is required to submit the following annual information to the City Council: 1) proposed annual budget for city council approval, and 2) annual report giving detailed account of activities throughout the year. It was agreed that the annual report of activities would be a review of the 2009 goals along with the status of their completion. Renee will prepare a memo for City Council and Dirk will present this information at the 12/21/09 City Council meeting.

6. Updates / Progress Reports

Renee Christianson updated the EDA on the status of certain projects in the City, noting that Kim Coonan has now opened her Main Street Botique, Walgreens planned opening is in February of 2010, and Main Street Dental's announcement to relocate their facility. It was also noted that two additional commercial properties have come on the market over the last few weeks.

7. Executive Director's Report

Jim Morris reviewed his monthly activities which primarily include reviewing and cleaning out EDA records that will be transferred to City staff upon his retirement.

8. Retail Trade Analysis

Jim Morris briefly reviewed the Retail Trade Analysis and stated that he will be trying to arrange a meeting whereby University of Minnesota staff can come to New Prague and present the report jointly to the EDA and the Chamber of Commerce. He is hoping to have something scheduled in January, 2010. The report analyzes sales tax information to determine the state of the local economy, as compared to recent past years, and also neighboring communities. The EDA supported the plans to coordinate this presentation with the Chamber of Commerce.

9. Appointment of Executive Director

It was moved by Councilmember Guerrette, seconded by Wolf to appoint City Administrator Mike Johnson as Executive Director of the Economic Development Authority. Motion carried (4-0).

10. Review Meeting Dates and Times

Chairman Berger suggested that this item be deferred to the January meeting of the EDA, as two members were absent from the meeting. He preferred to have the discussion when all members were present.

11. Miscellaneous

- a) Bruce Wolf suggested that a detailed "To Do List" for 2010 be reviewed at the January meeting.

- b) It was moved by Wolf, seconded by Mayor Bender to approve donation payments to the Region 9 Development Commission, and to the Southern Minnesota Initiative Foundation, each in the amount of \$500. Motion carried (4-0).
- c) Chairman Berger acknowledged Director Morris for his years of service to the EDA.

12. Adjournment

The meeting was adjourned at 9:50 a.m. by order of Chairman Berger.

Respectfully submitted,

Renee L Christianson

Renee Christianson
City Planner