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**City of New Prague  
Economic Development Authority**

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**REGULAR MEETING AGENDA  
Wednesday, January 11, 2023, 7:30 A.M.  
City Hall, 118 Central Avenue North, New Prague, Minnesota  
Council Chambers, 2<sup>nd</sup> Floor**

1. CALL to ORDER
2. CONSENT AGENDA:
  - A. Approval of December 14, 2022 Regular Meeting Minutes
  - B. Approve Claims for Payment (January 2023): **\$233.54**
  - C. Review Monthly Income Statement and Balance Sheet (December 2022)
3. UPDATE ON THE SALE OF INDUSTRIAL PARK LOTS
4. BUSINESS RETENTION AND EXPANSION (BR&E) PROGRAM
5. BUSINESS UPDATES – January 2023
6. EXECUTIVE DIRECTOR’S REPORT
7. MISCELLANEOUS
8. **CLOSED MEETING:** Pursuant to Minnesota Statutes Section 13D.05, Subd. 3 (c)(1) & (3) to conduct a closed session concerning real property and to develop or consider offers or counteroffers for the sale of real property for the following Parcels:
  - A. To open negotiations on a term of the Sale of Lots 1-3, Block 3, New Prague Business Park 11<sup>th</sup> Addition, Scott County, Minnesota to properties of T & L, LLC
9. ADJOURNMENT

**Next Meeting: Wednesday, February 8, 2023**

**OUR MISSION IS TO PROMOTE AND FACILITATE ECONOMIC DEVELOPMENT IN THE NEW PRAGUE AREA:**

- \* Strengthen existing businesses and non-profits \*
- \* Create an environment conducive to new economic development \*
- \* Create long term funding strategy \*

|   |                                     |
|---|-------------------------------------|
| Brent Quast, President  | Term Ending 5/31/26 (*Partial Term) |
| Troy Pint, Vice President   | Term Ending 5/31/27                 |
| Eric Krogman, Secretary   | Term Ending 5/31/25                 |
| Nick Slavik   | Term Ending 5/31/24                 |
| Pete Sletten  | Term Ending 5/31/23                 |
| Duane J. Jirik, Mayor   |                                     |
| Bruce Wolf, Council Member  |                                     |
| Joshua Tetzlaff, City Administrator & Executive Director - 952-758-4401 |                                     |



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## City of New Prague Economic Development Authority

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### MEETING MINUTES

Wednesday, December 14, 2022, 7:30 a.m.

First Floor Conference Room, City Hall

1. The meeting was called to order at 7:33 a.m. by Vice President Troy Pint with the following members present: Eric Krogman, Troy Pint, Brent Quast (arrived at 7:34 a.m.), Nick Slavik, Pete Sletten, and Bruce Wolf

City Staff Present: City Administrator Joshua Tetzlaff and Planning/Community Development Director Ken Ondich

Others Present: Jo Foust, Business Development Specialist, Scott County First Stop Shop

Absent: Board Member Duane Jirik

2. Consent Agenda – After discussion, motion by Krogman, seconded by Pint to approve:
  - A. November 9, 2022 Regular Meeting Minutes
  - B. Claims for December 2022 – There were 4 claims for payment totaling **\$1,180.12**
  - C. Financial Reports for November 2022 including the Income Statements and Balance Sheets were reviewed and approved.

All voted in favor. Motion carried (6-0).

3. Discussion of Revised EDA Enabling Resolution – City Administrator Josh Tetzlaff provided an overview of the changes. The EDA had questions regarding the definition on what an economic development district is. Tetzlaff to investigate adding a definition or referring to statute. EDA board members had a philosophical discussion on the operation of the EDA to have autonomy versus checks and balances with the City Council. EDA raised other questions about being a “Limited Partner”, if all debt issuances must be general obligation or if they can do revenue bonds, and if a hearing must be held on the amendments before they can be approved. Tetzlaff to make revisions and bring back information to a future EDA meeting.
4. Minnesota Housing Finance Agency (MHFA) 2023 Minnesota City Participation Program (MCPPE) – Director Ken Ondich provided background on the MCPPE program. Recommended moving forward with the EDA participating as it would allow first time homebuyer funds to be available to Le Sueur County residents which are not currently able to access said funds unlike Scott County side of New Prague which is covered by the Scott County CDA’s participation in the program. Motion by Krogman, seconded by Quast to *PARTICIPATE IN THE MCPPE PROGRAM*. All voted in favor. Motion carried (6-0).
5. Potential Revision to Layout of Industrial Park Lots – Administrator Tetzlaff explained to the EDA that potential purchasers of the Industrial Park Lots have inquired about straightening 6<sup>th</sup> Avenue NW and to a lesser extent 8<sup>th</sup> Avenue NW. After discussion, the EDA noted that they felt the layout is adequate as that further study would be needed to make layout changes to ensure there isn’t a negative impact to the land to the north.
6. Business Retention and Expansion (BR&E) Program – Jo Foust provided an overview of a business visit to Giesenbräu Bier Co. Discussion took place about their new logo and also inquired about selling THC infused/non-alcoholic seltzers. Foust shared that there are two more visits scheduled next week: Monday at Anderson Process and Wednesday at Adelpia Metals.
7. Business Updates – December 2022 – Planning/Community Development Director Ondich shared business updates with the Board. Discussion took place between Staff and Board Members.

8. Executive Director's Report – City Administrator Tetzlaff had left the meeting prior to this meeting item. Ondich indicated there were a few new business filings for the City in the past month that were mostly businesses registered to home addresses.
9. Miscellaneous: 1. Foust mentioned that the EDA has some new programs to assist the EDA for matching grants and loan guarantees as well as gap financing for small businesses and will provide City Staff with the details to be forwarded onto the EDA. 2. Ondich explained that the Comprehensive Plan process is starting in January 2023 and asked for interested EDA members to serve on the steering committee but that only one member of the EDA could be appointed. Brent Quast is the appointed member and Troy Pint offered to be a backup if needed. 3. Krogman shared that First Bank and Trust obtained the naming rights to the Community Center for \$10,000 a year for 10 years.
10. Adjournment – Motion by Slavik, seconded by Sletten to adjourn the meeting at 8:41 p.m. All voted in favor. Motion carried (6-0).

Respectfully Submitted,

Joshua M. Tetzlaff  
City Administrator / EDA Executive Director

APPROVAL OF BILLS FOR PAYMENT  
1/11/2023

EDA

| Name                          | Description     | Amount           |
|-------------------------------|-----------------|------------------|
| KENNEDY & GRAVEN CHARTERED    | LEGAL SERVICES  | \$225.90         |
| TYLER TECHNOLOGIES            | INCODE SOFTWARE | \$7.64           |
| <b>Sub-Total EDA Payables</b> |                 | <u>\$ 233.54</u> |

EDA-INDUSTRIAL PARK

Sub-Total EDA-Industrial Park Payables -

**Grand Total Payables** \$ 233.54



**NEW PRAGUE EDA AND INDUSTRIAL PARK  
INCOME STATEMENTS  
DECEMBER 31, 2022**

| <b>EDA</b>                      | <b>2022<br/>CURRENT<br/>MONTH</b> | <b>2022<br/>YEAR TO<br/>DATE</b> | <b>ADOPTED<br/>2022<br/>BUDGET</b> | <b>BUDGET<br/>BALANCE</b> |
|---------------------------------|-----------------------------------|----------------------------------|------------------------------------|---------------------------|
| <b>REVENUES</b>                 |                                   |                                  |                                    |                           |
| PROPERTY TAX                    | \$ 320.94                         | \$ 35,964.30                     | \$ 50,000.00                       | \$ 14,035.70              |
| DELINQUENT PROPERTY TAX         | \$ -                              | \$ 128.63                        | \$ -                               | \$ (128.63)               |
| MISCELLANEOUS INCOME            | \$ -                              | \$ 2.99                          | \$ -                               | \$ (2.99)                 |
| INTEREST INCOME                 | \$ 6.47                           | \$ 287.05                        | \$ 250.00                          | \$ (37.05)                |
| REIMBURSEMENTS                  | \$ 34.94                          | \$ 34.94                         | \$ -                               | \$ (34.94)                |
| <b>TOTAL OPERATING REVENUE</b>  | <b>\$ 362.35</b>                  | <b>\$ 36,417.91</b>              | <b>\$ 50,250.00</b>                | <b>\$ 13,832.09</b>       |
| <b>OPERATING EXPENSES</b>       |                                   |                                  |                                    |                           |
| WAGES FULL-TIME                 | \$ 3,994.80                       | \$ 19,707.70                     | \$ -                               | \$ (19,707.70)            |
| WAGES PART-TIME                 | \$ -                              | \$ -                             | \$ 24,388.00                       | \$ 24,388.00              |
| EMPLOYER CONT. PERA             | \$ 299.61                         | \$ 1,478.08                      | \$ 1,830.00                        | \$ 351.92                 |
| EMPLOYER CONT. F I C A          | \$ 300.57                         | \$ 1,472.71                      | \$ 1,865.00                        | \$ 392.29                 |
| HEALTH INSURANCE                | \$ 258.42                         | \$ 1,957.58                      | \$ 7,215.00                        | \$ 5,257.42               |
| DENTAL INSURANCE                | \$ 19.65                          | \$ 137.55                        | \$ 460.00                          | \$ 322.45                 |
| LIFE & S-T DISABILITY INS       | \$ 3.78                           | \$ 26.47                         | \$ 84.00                           | \$ 57.53                  |
| WORKER'S COMPENSATION INS       | \$ -                              | \$ 173.00                        | \$ 130.00                          | \$ (43.00)                |
| SUPPLIES                        | \$ -                              | \$ 2.89                          | \$ 20.00                           | \$ 17.11                  |
| REPAIRS & MAINT. SUPPLIES       | \$ -                              | \$ -                             | \$ 825.00                          | \$ 825.00                 |
| AUDIT                           | \$ -                              | \$ 504.80                        | \$ -                               | \$ (504.80)               |
| ENGINEERING FEES                | \$ -                              | \$ 394.50                        | \$ -                               | \$ (394.50)               |
| CIVIL LEGAL FEES                | \$ -                              | \$ 4,143.90                      | \$ 1,000.00                        | \$ (3,143.90)             |
| PROFESSIONAL SERVICES           | \$ -                              | \$ 1,500.00                      | \$ -                               | \$ (1,500.00)             |
| POSTAGE                         | \$ 11.76                          | \$ 134.13                        | \$ 150.00                          | \$ 15.87                  |
| COMPUTER COMM/MAINT             | \$ 2.62                           | \$ 31.45                         | \$ 10.00                           | \$ (21.45)                |
| TRAVEL, CONF, MILEAGE ALL       | \$ -                              | \$ -                             | \$ 150.00                          | \$ 150.00                 |
| ADVERTISING & PUBLICATION       | \$ -                              | \$ 669.60                        | \$ 1,000.00                        | \$ 330.40                 |
| INSURANCES                      | \$ 1.10                           | \$ 251.30                        | \$ 245.00                          | \$ (6.30)                 |
| MISCELLANEOUS EXPENSE           | \$ -                              | \$ -                             | \$ 50.00                           | \$ 50.00                  |
| DUES & SUBSCRIPTIONS            | \$ -                              | \$ -                             | \$ 295.00                          | \$ 295.00                 |
| SPECIAL PROJECTS                | \$ -                              | \$ -                             | \$ 7,533.00                        | \$ 7,533.00               |
| DONATION OTHER CIVIC ORG.       | \$ 500.00                         | \$ 500.00                        | \$ -                               | \$ (500.00)               |
| TRANSFER-OUT                    | \$ 250.00                         | \$ 3,000.00                      | \$ 3,000.00                        | \$ -                      |
| <b>TOTAL OPERATING EXPENSES</b> | <b>\$ 5,642.31</b>                | <b>\$ 36,085.66</b>              | <b>\$ 50,250.00</b>                | <b>\$ 14,164.34</b>       |
| <b>NET GAIN OR (LOSS)</b>       | <b>\$ (5,279.96)</b>              | <b>\$ 332.25</b>                 | <b>\$ -</b>                        | <b>\$ (332.25)</b>        |

| <b>INDUSTRIAL PARK</b>          | <b>2022<br/>CURRENT<br/>MONTH</b> | <b>2022<br/>YEAR TO<br/>DATE</b> | <b>ADOPTED<br/>2022<br/>BUDGET</b> | <b>BUDGET<br/>BALANCE</b> |
|---------------------------------|-----------------------------------|----------------------------------|------------------------------------|---------------------------|
| <b>REVENUES</b>                 |                                   |                                  |                                    |                           |
| INTEREST INCOME                 | \$ 3.26                           | \$ 138.37                        | \$ -                               | \$ (138.37)               |
| <b>TOTAL OPERATING REVENUE</b>  | <b>\$ 3.26</b>                    | <b>\$ 138.37</b>                 | <b>\$ -</b>                        | <b>\$ (138.37)</b>        |
| <b>OPERATING EXPENSES</b>       |                                   |                                  |                                    |                           |
| ENGINEERING FEES                | \$ -                              | \$ 146.00                        | \$ -                               | \$ (146.00)               |
| DEPRECIATION EXPENSE            | \$ 147.79                         | \$ 1,773.48                      | \$ 1,775.00                        | \$ 1.52                   |
| <b>TOTAL OPERATING EXPENSES</b> | <b>\$ 147.79</b>                  | <b>\$ 1,919.48</b>               | <b>\$ 1,775.00</b>                 | <b>\$ (144.48)</b>        |
| <b>NET GAIN OR (LOSS)</b>       | <b>\$ (144.53)</b>                | <b>\$ (1,781.11)</b>             | <b>\$ (1,775.00)</b>               | <b>\$ 6.11</b>            |

**NEW PRAGUE EDA AND INDUSTRIAL PARK**  
**DECEMBER 31, 2022**

| <b>EDA</b>                                 | <b>2021<br/>YTD BALANCE</b> | <b>2022 CURRENT<br/>YTD BALANCE</b> |
|--|-----------------------------|-------------------------------------|
| <b>ASSETS</b>                              |                             |                                     |
| CASH - CHECKING                            | \$ 203,260.38               | \$ 144,425.31                       |
| CASH - M/M                                 | \$ 201,720.47               | \$ 260,807.52                       |
| DUE FROM OTHER GOVERNMENTS                 | \$ 189.86                   | \$ -                                |
| PREPAID OTHER                              | \$ 31.45                    | \$ 7.64                             |
| <b>TOTAL ASSETS</b>                        | <b>\$ 405,202.16</b>        | <b>\$ 405,240.47</b>                |
| <b>LIABILITIES</b>                         |                             |                                     |
| ACCOUNTS PAYABLE                           | \$ 295.00                   | \$ 1.06                             |
| DUE TO OTHER FUNDS                         | \$ -                        | \$ -                                |
| <b>TOTAL LIABILITIES</b>                   | <b>\$ 295.00</b>            | <b>\$ 1.06</b>                      |
| <b>RETAINED EARNINGS</b>                   | <b>\$ 404,907.16</b>        | <b>\$ 405,239.41</b>                |
| <b>TOTAL LIABILITIES &amp; FUND EQUITY</b> | <b>\$ 405,202.16</b>        | <b>\$ 405,240.47</b>                |

| <b>INDUSTRIAL PARK</b>                     | <b>2021<br/>YTD BALANCE</b> | <b>2022 CURRENT<br/>YTD BALANCE</b> |
|--|-----------------------------|-------------------------------------|
| <b>ASSETS</b>                              |                             |                                     |
| CURRENT ASSETS:                            |                             |                                     |
| CASH - CHECKING                            | \$ 53,225.49                | \$ 37,479.49                        |
| CASH - M/M                                 | \$ 100,860.26               | \$ 116,598.63                       |
| DUE FROM OTHER GOVERNMENTS                 | \$ -                        | \$ -                                |
| <b>TOTAL CURRENT ASSETS</b>                | <b>\$ 154,085.75</b>        | <b>\$ 154,078.12</b>                |
| NONCURRENT ASSETS:                         |                             |                                     |
| LAND                                       | \$ 938,836.36               | \$ 938,836.36                       |
| INFRASTRUCTURE                             | \$ 88,675.68                | \$ 88,675.68                        |
| LESS DEPRECIATION                          | \$ (8,992.05)               | \$ (10,765.53)                      |
| <b>TOTAL NONCURRENT ASSETS</b>             | <b>\$ 1,018,519.99</b>      | <b>\$ 1,016,746.51</b>              |
| <b>TOTAL ASSETS</b>                        | <b>\$ 1,172,605.74</b>      | <b>\$ 1,170,824.63</b>              |
| <b>LIABILITIES</b>                         |                             |                                     |
| ACCOUNTS PAYABLE                           | \$ -                        | \$ -                                |
| <b>TOTAL LIABILITIES</b>                   | <b>\$ -</b>                 | <b>\$ -</b>                         |
| <b>RETAINED EARNINGS</b>                   | <b>\$ 1,172,605.74</b>      | <b>\$ 1,170,824.63</b>              |
| <b>TOTAL LIABILITIES &amp; FUND EQUITY</b> | <b>\$ 1,172,605.74</b>      | <b>\$ 1,170,824.63</b>              |
|  | \$ -                        | \$ -                                |

**January 2023 EDA Business Updates:**

- **0 new home permits** were issued in December (0 single family homes and 0 townhome units). 14 residential home permits were issued in 2022 (14 single family, 0 townhomes, 0 apartment units).
- **Innovative Waste Recycling** has moved into a space on Main Street at 129 E. Main Street that had been vacant.
- City Staff is working with the lot purchasers on revisions to purchase and development agreements for the remaining seven lots owned by the EDA in the Industrial Park.