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## City of New Prague Economic Development Authority

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### MEETING MINUTES

Wednesday, January 12, 2022, 7:30 a.m.

First Floor Conference Room, City Hall

1. The meeting was called to order at 7:30 a.m. by President Brent Quast with the following members present: Eric Krogman, Troy Pint, Brent Quast Nick Slavik, & 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: Mayor Duane Jirik, Board Member Pete Sletten

2. Consent Agenda - Minutes/Financials: After discussion, motion by Slavik, seconded by Quast to approve:
  - A. The December 8, 2021 Meeting Minutes.
  - B. The Claims for January 2022 – There were 6 claims for payment totaling \$487.26
  - C. The Financial Reports for December 2021 including the Income Statements and Balance Sheets were reviewed and approved.All voted in favor. Motion carried, (5-0).
3. Summary of 2021 Scott County Projects – President Brent Quast provided an update on the active market and how well businesses are doing considering the circumstances. A list of County Projects recently released from the Scott County CDA were provided. As noted within the list, New Prague has had a number of businesses either build new facilities, expand their existing facilities, or move to a new facility. Jo Faust provided an update on the current status of the Elko/New Market Industrial Development.
4. Summary Report on EDA Activities and Community Economic Indicators –A Summary Report was provided on EDA Activities and Community Economic Indicators for the past couple years. Last year, the EDA elected to have a summary report compiled for the EDA work, not only over 2020 but also stretching back a few years and EDA President Brent Quast had given a presentation to the City Council. Would the EDA like to continue this again? If desired, staff would work to compile all the reports if necessary, to make this presentation. President Quast and other board members felt it was important to provide an update to the City Council to keep them up to date.

Josh agreed to update the Summary Report packet for the EDA Board’s review at the February meeting. Ken also mentioned he would provide the annual update on vacant lot inventory, permit statistics as well as the City’s business inventory with the Chamber.
5. Discussion on Business Retention and Expansion (BR&E) Program – Jo Foust asked Staff and the Board if they are OK doing BR&E visits with the rising COVID cases. Board members are comfortable with this as long as the business owners are as well.
6. Industrial Lot Sales Update – Planning/Community Development Director Ondich provided an update on Scott Equipment’s building plans within Industrial Park (Lot 1 of Block 2).

7. Business Updates – January 2022 – Director Ondich shared the Business Updates with the Board.
  - Closed out the year with 25 Single Family Homes as well as two apartment units. 27 residential home permits for 2021. Down from 38 in 2020.
  - Shared details on business openings in 2022.
  
8. Executive Director's Report – Per Administrator Tetzlaff:
  - Two new businesses that filed with the County (one on main street and the other being a home business). In total have 105 new businesses with New Prague addresses, some outside of town.
  - In process of applying for Green Step City status based on a program with the State of MN to try to get cities to think more long term and resilient about their various developments throughout including economic development. A policy going forward that would make our development more sustainable long term. In many ways it's cheaper for the City on the back end in terms of maintenance. Most noticeable outcome is Cities are having to spend less money long term in case of maintenance. Promote shared resources between businesses. Will be taking to Council in a few weeks.
  
9. Miscellaneous:
  - Ken Ondich:
    - Discussion on development of land sales
    - Developers closing out on their punch lists and getting acceptance on their improvements (Eastland/Witt Construction).
    - BR&E visit with MVE Biological Solutions building. Plans in 2022 for a good-sized addition and remodeling.
    - Discussion on housing on or near Naylor with Randy Kubes.
  - Discussion on the road extension. Motion by Quest, seconded by Slavik *DIRECTING STAFF TO PREPARE A PRELIMINARY RESOLUTION TO PROCEED ON ROAD EXTENSIONS FOR INDUSTRIAL PARK*. All voted in favor. Motion carried, (5-0).
  
10. Adjournment – Motion by Pint, seconded by Quast to adjourn the meeting at approximately 7:59 a.m. All voted in favor. Motion carried, (5-0).

Respectfully Submitted,

  
Joshua M. Tetzlaff  
City Administrator / EDA Executive Director