



City of New Prague Economic Development Authority

SPECIAL MEETING MINUTES

Wednesday, July 29, 2020, 7:30 a.m.

Conducted via GoToMeeting (online) due to the COVID-19 Pandemic which is preventing attendance at the regular meeting location.

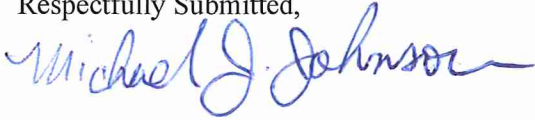
1. The meeting was called to order online at GoToMeeting at 7:30 a.m. by President Brent Quast with the following members present online: Brent Quast, Eric Krogman, Troy Pint, Nick Slavik, Pete Sletten, Chuck Nickolay and Bruce Wolf.
City Staff Present Online: City Administrator Mike Johnson, Planning Director Ken Ondich
Others Present: Jo Foust, First Stop Shop and Brooke Sticha, Chamber Executive Director
City Council Present: Rik Seiler, Bruce Wolf and Chuck Nickolay
2. Mr. Lee Hall introduced himself as CEO of NextStage, a non-profit corporation that is relatively new and helps Twin Cities metro area entrepreneurs thru their planning, start-up and growth phases. Since early May he has assisted in providing technical assistance to Hennepin County on the delivery of their Small Business Relief Fund - \$20,000,000 in small grants to local businesses. He recently has assisted the Scott County CDA in the creation of their small business recovery fund. Mr. Hall has worked in Community Development for more than 20 years. As a non-profit entity, Mr. Hall believes he can provide support/assistance to governmental entities to help roll out the business support programs.
 - A. He can provide a layer of separation between the applicant and the government entity
 - B. He can do two things:
 1. Address specific criteria and qualifications under the CARES Act (confirm impact and eligible expenses)
 2. Aid in the creation and administration of the application process and the use of the grant funds.
3. The EDA Board / City Council members had discussion on the creation of the New Prague Small Business Recovery Fund guidelines using the Scott County CDA Program as a model. The group discussed program terms, eligible businesses, ineligible businesses and about who has received what other aid or assistance. General discussion focused on trying to provide a business grant of \$7,500 that would help the EDA to fund about 26-27 applications with an allocation of \$200,000 in CARES Act Funding from the Council.
4. The EDA Board / City Council had discussion on the proposed program application. They discussed the need, rationale for questions and purpose behind some of the data that would be collected. There would be no private financial data shared that is collected as it will remain private with NextStage.

Board member Slavik left at approximately 9:00 a.m.

5. There was a brief discussion on the eligibility submittals that would leave to be provided by the business once they received a letter indicating that they would be eligible to receive a grant. The information would cover revenue verification, employee verification, impact and loss of revenue verification, an itemized budget for use of funds and certifications, and that the business is active and in good standing with the MN Secretary of State. All information would go to NextStage for processing.
6. The proposed contract for services between the New Prague EDA and NextStage was reviewed and discussed. It was determined that the City Attorney should review and approve the contract wording before execution by the EDA. Costs for the contract were reviewed as well. Motion by Quast, second by Nickolay to enter into a contract with NextStage to establish a Small Business Assistance Program using \$200,000 in grant funding subject to review and approval by the City Attorney. All voted in favor. Motion carried (6-0).

7. Motion by Krogman, second by Quast to finalize the draft program with NextStage and develop a roll-out advertising and application timeframe for the City's program. All voted in favor. Motion carried (6-0).
8. Adjournment - There being no additional business, it was the consensus of the Board to adjourn at approximately 9:32 a.m.

Respectfully Submitted,



Michael J. Johnson
City Administrator/EDA Executive Director