



# City of New Prague Economic Development Authority

## MEETING MINUTES

Wednesday, December 11, 2019, 7:30 a.m.  
Council Chambers, City Hall

1. The meeting was called to order at 7:30 a.m. by President Brent Quast up in the Council Chambers due to the loss of electricity at City Hall with the following members present: Brent Quast, Chuck Nickolay, Eric Krogman, Troy Pint, Nick Slavik, Pete Sletten, and Bruce Wolf.  
Absent: None  
City Staff Present: City Administrator Mike Johnson  
Others Present: Jo Foust, First Stop Shop
2. Minutes/Financials:
  - A. It was moved by Nickolay, seconded by Pint to approve the November 13, 2019 meeting minutes. All voted in favor. Motion carried. (7-0)
  - B. Claims for December 2019 – There were two claims for a total of \$13.47 for December 2019. It was moved by Krogman, seconded by Slavik to approve the two claims for \$13.47. All voted in favor, motion carried. (7-0).
  - C. The Financial Report for December 2019 including the Income Statements and Balance Sheets were reviewed and accepted.
3. City Administrator Johnson reviewed the updated reports for the Small Cities Projects (SCDP):
  - A. 2016 – Commercial Rehab in Downtown
  - B. 2017 – Commercial Rehab, Single Family Rehab & Residential Rental Rehab
4. Discussion on Business Retention and Expansion (BR&E) Contacts – President Quast indicated that there had been a visit to Diversified Wealth Management on December 6, 2019. Marquardt Jewelers is coming up in January.
5. Chamber/EDA Marketing Committee for 2020 Project Update – Both Bruce Wolf and Brent Quast provided comments on the Joint Committee's meeting held on December 4, 2019. The group will meet every other week going forward. Intent is to address marketing, promotion and communication issues for downtown businesses. The next meeting is December 18, 2019. At the last meeting, MnDOT Staff, SEH Project Manager, City Engineer, and the City's Director of Public Works Glen Sticha were in attendance to go over the project schedule, communications plan, detour routes, etc.
6. City Administrator Johnson provided an update and overview of the proposed new Kwik Trip Development Project located adjacent to Chalupsky Avenue N. / 1<sup>st</sup> Street NE. The City Council will review and consider the development at the December 16, 2019 Council meeting. The primary opposition to the project is the daycare center located on 1<sup>st</sup> Street NE.
7. City Administrator Johnson provided an update on the closing of the Miller Milling plant. City Staff contacted the First Stop Shop who contacted DEED to see what assistance could be provided to the employees. Jason Wadell, Rapid Response Program Coordinator of DEED will reach out and be in contact with Miller Milling to provide information and assistance to employees who are affected by the closure. Contact was also made with Jean Snell, Employment & Training Supervisor at Career Force with the Scott County Workforce Center. She has provided links to various programs for employees who will be laid off. Board members had questions on rail access, property management going forward, and likely corporate direction on future use of the mill property.

Boardmember Troy Pint left the meeting at 8:07 a.m.

8. The Business Updates for December 2019 from Planning/Community Development Director Ken Ondich were reviewed and discussed. Discussion on the Caribou Coffee at Coborn's and the Crawford's Standard Service occurred.
9. Executive Director's Report – City Administrator Johnson and Mayor Nickolay had discussion with the Board about the Council's attempt to balance the City's General Fund Budget and address the City Staff's cost allocation for staff support to EDA operations. Estimate to cover the Finance Department staff support, Planning Director Ondich and City Administrator Johnson estimated at about \$11,000/year, or about \$917/month. There has been no cost to the EDA for Staff support of the EDA since Jim Morris retired and for the past 11 years (2009-2019) that Mike Johnson has been the EDA Executive Director.

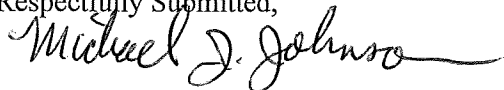
After discussion, motion by Sletten, seconded by Slavik to approve an amendment to the 2020 EDA Budget to allocate \$11,000 as a transfer to the General Fund to cover staff support for EDA operations. All voted in favor, motion carried. (6-0)

10. Miscellaneous:

- Jo Faust stated that Jason Witt, Witt Construction was selected to participate in the CEO Next Program (Formerly the Economic Gardening Program).

11. Adjournment - There being no additional business, it was the consensus of the Board to adjourn at approximately 8:42 a.m.

Respectfully Submitted,



Michael J. Johnson  
City Administrator/EDA Executive Director