

**Meeting Minutes**  
**New Prague Economic Development Authority**  
**Wednesday, May 13, 2015**

Call Meeting to Order

The meeting was called to order at 7:30 a.m. by Chairman Sletten with the following members present: Nick Slavik, Bruce Wolf, Dirk Berger, Mark Bartusek, and Chuck Nickolay. Brent Quast was absent.

City Staff Present: City Administrator Johnson, Finance Director Patty Solheid

2. Minutes/Financials

- a) It was moved by Berger, seconded by Slavik to approve the April 8, 2015 and April 24, 2015 minutes. Motion carried (6-0).
- b) It was moved by Nickolay, seconded by Slavik to approve six bills totaling \$1,488.83. Motion carried (6-0)
- c) The financial reports for April which included the Income Statements and Balance Sheets were accepted as submitted.

3. City Administrator Johnson informed the Board that the EDA/City of New Prague had been awarded two grants from the Scott County Community Development Agency (CDA). One grant was a Corrido Readiness Grant for the Industrial Park Development amounting to \$37,200, with a local match of \$18,600. The second grant was a Technical Assistance Grant for the Shovel Ready Certification amounting to \$1,625, with a local match of \$1,625. The Board was also provided with a copy of the Memorandum of Understanding between the Scott County CDA and the City Council on the two grants. No action was needed by the Board.

4. Chairman Sletten indicated that there were a number of items associated with the Industrial Park Project.

- A. City Administrator provided an estimated timeline for the development of the Park. This will be the City's guide going forward.
- B. The proposal from Braun Intertec for a geotechnical evaluation at a lump sum not to exceed at \$4,900 was presented. The soil borings were done before the farmer got in to plant the 2015 crops. After discussion, motion by Bartusek, second by Berger to approve the proposal with Braun Intertec for \$4,900. All voted in favor. Motion carried (6-0)
- C. A proposal from SEH Engineering for platting, engineering, wetland and survey services associated with the Industrial Park and assistance in preparing the DEED "Shovel Ready" Application was presented with an estimated cost of \$51,000. Following discussion, motion by Bartusek, seconded by Nickolay to approve the proposal with SEH Engineering for \$51,000. All voted in favor. Motion carried (6-0)
- D. City Administrator Johnson indicated that the EDA would need to come up with a new name for the plat for the Industrial Park. The last plat was the "New Prague Business Park #10". The plat name will be needed for the preliminary plat that will be reviewed by the EDA at their July 8<sup>th</sup> meeting. Discussion on the name can occur at the June 10<sup>th</sup> EDA meeting.

5. Mr. Johnson provided the Board with a copy of a letter from the U.S. Department of the Army on the jurisdictional determination on the City's 40 acre wastewater plant site. The letter stated that the City is not required to obtain an authorization from the Army to discharge dredged or fill material within this area. The decision by the Army is good for five years from the date of the letter which was May 7, 2015. Questions were raised as to whether there would be any DNR or County jurisdiction in filling the pond site. Staff will check into this.

6. Mayor Nickolay presented the Board with information from the Mayor of Montgomery about participating with the Cities of Lonsdale, Montgomery and New Prague in sponsoring an ad in a booklet for "Prague Days" in Chicago during the second week in June 2015. The ad cost was \$250, split 3 ways, would be about \$85 per City. Following discussion, it was the consensus of the Board that this would be a Chamber of Commerce expense and that the State Bank of New Prague would be willing to partner with the Chamber and pay the fee for the ad if it became necessary. No additional action by the Board.

7. The Board reviewed the letter from DEED on the proposed marketing program between DEED and Journal Communications. There were no cost estimates for participation and the Board questioned the potential media platforms and benefits to anyone who might participate. City Staff was tasked with making an inquiry as to costs and specifics of the program.

8. The May 2015 EDA Business Update form Ken Ondich was reviewed.

9. Executive Director Report - no update

10. Miscellaneous - A special thank you was extended to Dirk Berger as his 12+ years on the Board is coming to an end on May 31, 2015!

11. There being no additional business, it was the consensus of the Board to adjourn at approximately 8:45 a.m.

Respectfully Submitted,

Michael J. Johnson  
City Administrator/EDA Executive Director