

Meeting Minutes
New Prague Economic Development Authority
Wednesday, July 12, 2017

Call Meeting to Order - Brent Quast

The meeting was called to order at 7:30 a.m. by Brent Quast with the following members present: Chuck Nickolay, Pete Sletten, Nick Slavik, Bruce Wolf, Jason Burma and Shawn Ryan

City Staff Present: City Administrator Johnson

Also present: Jo Faust of the First Stop Shop, and Alyssa Meierbachtal, Intern

2. Minutes/Financials

- A) It was moved by Slavik, seconded by Wolf to approve the June 14, 2017 meeting minutes. All voted in favor. Motion carried. (6-0)
- B) There were no claims or bills for July '2017
- C) The financial reports for June '2017 which included the Income Statements and Balance Sheets were reviewed and accepted.

- *Shawn Ryan arrived at 7:35 a.m.*

3. City Administrator Johnson gave a brief update and overview on the Small Cities projects

- A) There was no significant update on Phase I - Commercial Rehab in the downtown from the previous month. There are 2 projects about ready to get started shortly.
- B) On the Phase II Grant Application, the City did receive notice from DEED on June 29, 2017 that the City will receive \$295,550 for the second phase of the project for commercial rehab, residential rehab, and rental rehab.

Combined, the Phase I & II projects could see nearly \$1.4 million in construction rehab occur between the two phases when completed.

4. Chariman Quast indicated that the next item was discussion on the proposed Business Retention and Expansion (BR & E) Program. His question to the group was - "Where are we headed?" Mayor Nickolay indicated his preference was an informal sitdown meeting with the business owners versus the use of "survey monkey".

Jo Faust from the First Stop Shop again provided a brief overview of the programs materials from the June meeting. She also indicated her office could provide assistance to the EDA at no cost. Nick Slavik thought the group should plan - script - survey - make some tweaks - and go forward with some type of program. Concerns about

staffing, future use of budgetary funds, data practices, reporting, etc., were also discussed.

City Administrator Johnson provided the Board with an overview and outline of the proposed "Objectives of Visiting Local Businesses" if they wanted this to be used for guiding the project.

Jo Faust indicated that she could develop a proposed final survey, cover letter, and a list of businesses to be interviewed or selected at the next meeting. EDA members would need to go through some type of training before going out to formally interview businesses and Jo thought she could help in this area.

It was decided that a Draft BR & E Survey would be sent out to EDA members to review, mark-up and send back for discussion at the next meeting. The program starting point would be discussed at the August meeting.

5. City Administrator Johnson provided an update on the proposed Senior Housing Project - 91 units (independent living, assisted living, and memory care housing). The real estate closing between the developer and the local property owner is to occur on or about July 17, 2017. Discussions with the property owners on the backage road are also proposed to occur when preliminary cost estimates can be developed by City Staff.

6. The Board discussed and agreed to have Southern Minnesota Initiative Foundation (SMIF) President and CEO Tim Penny come to the August 9, 2017 meeting.

7. Planning Director Ondich's Business Updates for July '2017 were reviewed.

8. Adjourn

There being no additional business, it was the consensus of the Board to adjourn at approximately 9:22 A.M.

Respectfully Submitted,

Michael J. Johnson
City Administrator/EDA Executive Director