



City of New Prague Economic Development Authority

MEETING MINUTES

Wednesday, September 8, 2021, 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: Brent Quast, Eric Krogman, Troy Pint, Nick Slavik, Pete Sletten, & Bruce Wolf.
Absent – Duane Jirik
City Staff Present: City Administrator Joshua Tetzlaff, Planning/Community Director Ken Ondich
Others Present: Jo Foust, Business Development Specialist, Scott County First Stop Shop
2. City Administrator Joshua Tetzlaff was introduced and welcomed to his first EDA Board meeting.
3. Minutes/Financials:
 - A. It was moved by Sletten, seconded by Slavik to approve the August 11, 2021 Meeting Minutes. All voted in favor. Motion carried, (6-0).
 - B. It was moved by Krogman, seconded by Slavik to approve the Claims for September 2021 – There were 4 claims for payment totaling \$767.28. All voted in favor. Motion carried, (6-0).
 - C. The Financial Report for August 2021 included the Income Statements and Balance Sheets were reviewed and accepted.
 - D. The 2020-2021 TH#19 Main Street Marketing Budget was reviewed and discussed. Wolf shared that the Main Street Marketing Group is meeting less due to the project winding down. The Marketing Budget Money has been available to main street businesses to use for promotional purposes. Also, there is interest in a ribbon cutting ceremony when the Main Street project is completed. The Marketing Budget money would go towards this event as well and would likely close out this account by the end of the year. Wolf commended the Chamber for their efforts and found this group's mission to be commendable.
4. Discussion on 2022 EDA Proposed Budget – Planning/Community Development Director Ken Ondich. Reviewed the proposed "Draft" FY2022 EDA Budget with the Board. This agenda item was informational and for review only. No action was taken. Adoption of the budget will be considered at the October meeting.
Also:
 - Discussion on the role/responsibility of the EDA Executive Director formerly City Administrator Mike Johnson. Will the new City Administrator take on that same role or what are the other options? Add another position?
 - Jo Foust explained the Scott County First Stop Shop's Marketing Plan and role within EDA. Talked about setting up an EDA/Marketing tab on the City's website.
5. Business Retention and Expansion (BR&E) Program - A visit to Electromed is scheduled for September 10th. Discussed other site visits important to schedule within the next 6 months (Chart, Scott Equipment). The importance of Staff attending these onsite visits as well was shared.
6. Business Updates – September 2021 – Ken Ondich's updates were shared with the Board.
7. Executive Director's Report – Nothing to report.
8. Miscellaneous:
 - Reviewed and discussed the Combined Preliminary Data Pay 2022 from Le Sueur and Scott Counties. Market value continues to grow and go up.

*Eric Krogman left meeting at 8:30 a.m.

9. It was moved by Sletten, seconded by Slavik to adjourn at approximately 8:37 a.m. All voted in favor. Motion carried, (5-0).

Respectfully Submitted,

Joshua M. Tetzlaff
City Administrator / EDA Executive Director