



City of New Prague Economic Development Authority

MEETING MINUTES

Wednesday, May 10, 2023, 7:30 a.m.

First Floor Conference Room, City Hall

1. The meeting was called to order at 7:30 a.m. by President Quast with the following members present: Nick Slavik, Eric Krogman, Troy Pint, Pete Sletten, Duane Jirik and Bruce Wolf.

City Staff Present: City Administrator Joshua Tetzlaff and Planning/Community Development Director Ken Ondich

Others Present: None

Absent: None

2. Consent Agenda – Motion by Slavik, seconded by Sletten to approve:
 - A. April 12, 2023 Regular Meeting Minutes
 - B. Claims for Payment - May 2023 – 3 claims for payment totaling \$5,798.77,
 - C. Financial Reports for April 2023 including the Income Statements and Balance Sheets were reviewed and approved. All voted in favor. Motion carried (7-0).
3. Future EDA Endeavors – City Administrator Tetzlaff presented a summary of the discussion at the April 12th EDA meeting of possible future activities that the EDA could look to complete and also stated that he would update the memo each month as discussions continue. He stated that some of the discussion will have to wait for the Comprehensive Plan update process to play out. The EDA noted that it would like some direction from the City Council as well.
4. Update on the Sale of Industrial Park Lots – Planning Director Ondich stated that a groundbreaking ceremony occurred on 5/2/23 and that the closing on the lot with Brick's Boatworks occurred on 5/3/23. He stated that site grading has been occurring since that time. The EDA asked if they could see the closing statement. He also stated that staff are still working with CVF Racing on their plans for purchasing three lots which also included looking at TIF as well as DEED's MIF and JCF programs. He stated that staff expects an application at the end of the week or early next week for financial incentives.
5. Business Retention and Expansion (BR&E) Program – Planning Director Ondich stated that no visits were scheduled in the past month but that staff and Jo Foust from the Scott County CDA would be working towards scheduling more visits.
6. Minnesota Housing Finance Agency 2023 Minnesota City Participation Program Update – Planning Director Ondich stated that the City had utilized 320% of it's allocation in the MCPP which is for the Le Sueur County side of the City only, as the Scott County side is covered by the Scott County CDA allocation. He stated that this is two loans that make up the utilization and that he would recommend that the EDA apply for the program once again in 2024 based on the utilization so early in the year.
7. Business Updates – May – Planning/Community Development Director Ondich presented the monthly business updates.
8. Executive Director's Report – City Administrator Tetzlaff stated that there were a few home based businesses that had filed with the Secretary of State's office. He also stated that Ken Ondich and Kyra Chapman would be representing the City during the Scott County CDA / Greater MSP Bus Tour on 5/11/23 to visit industrial sites across the county. He also stated that the City would be issuing an RFP soon for the completion of a sanitary sewer trunk line feasibility study.

8. Miscellaneous:
 - The EDA had general discussion about commercial and residential markets and anecdotally how the first quarter of 2023 had gone.
9. Adjournment – Motion by Slavik, seconded by Sletten to adjourn the meeting at 8:09 a.m. All voted in favor. Motion carried (7-0).

Respectfully Submitted,

Joshua M. Tetzlaff
City Administrator / EDA Executive Director

APPROVAL OF BILLS FOR PAYMENT
6/14/2023

EDA

<u>Name</u>	<u>Description</u>	<u>Amount</u>
KENNEDY & GRAVEN CHARTERED	LEGAL SERVICES	\$6,354.00
TYLER TECHNOLOGIES	INCODE SOFTWARE	\$8.32
ROSS NESBIT AGENCIES, INC.	AGENCY FEE	\$9.30
QUADIENT LEASING USA, INC	POSTAGE LEASE	\$3.97
Sub-Total EDA Payables		<u><u>\$6,375.59</u></u>

EDA-INDUSTRIAL PARK

Sub-Total EDA-Industrial Park Payables -

Grand Total Payables \$ 6,375.59

NEW PRAGUE EDA AND INDUSTRIAL PARK
INCOME STATEMENTS
MAY 31, 2023

EDA	2023 CURRENT MONTH	2023 YEAR TO DATE	ADOPTED 2023 BUDGET	BUDGET BALANCE
REVENUES				
PROPERTY TAX	\$ -	\$ -	\$ 75,000.00	\$ 75,000.00
DELINQUENT PROPERTY TAX	\$ -	\$ -	\$ -	\$ -
MISCELLANEOUS INCOME	\$ -	\$ -	\$ -	\$ -
INTEREST INCOME	\$ 1,424.13	\$ 3,080.93	\$ 250.00	\$ (2,830.93)
REIMBURSEMENTS	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING REVENUE	\$ 1,424.13	\$ 3,080.93	\$ 75,250.00	\$ 72,169.07
OPERATING EXPENSES				
WAGES FULL-TIME	\$ 2,744.00	\$ 13,034.00	\$ 38,412.00	\$ 25,378.00
EMPLOYEE BENEFITS	\$ -	\$ -	\$ 41.00	\$ 41.00
EMPLOYER CONT. PERA	\$ 205.80	\$ 1,027.48	\$ 3,246.00	\$ 2,218.52
EMPLOYER CONT. F I C A	\$ 205.27	\$ 1,024.79	\$ 3,311.00	\$ 2,286.21
HEALTH INSURANCE	\$ 241.21	\$ 1,456.42	\$ 9,377.00	\$ 7,920.58
DENTAL INSURANCE	\$ 21.34	\$ 106.70	\$ 965.00	\$ 858.30
LIFE & S-T DISABILITY INS	\$ 9.67	\$ 47.38	\$ 49.00	\$ 1.62
WORKER'S COMPENSATION INS	\$ -	\$ 266.48	\$ 207.00	\$ (59.48)
SUPPLIES	\$ -	\$ -	\$ 500.00	\$ 500.00
REPAIRS & MAINT. SUPPLIES	\$ -	\$ -	\$ 500.00	\$ 500.00
AUDIT	\$ -	\$ 506.61	\$ 521.00	\$ 14.39
ENGINEERING FEES	\$ -	\$ -	\$ -	\$ -
CIVIL LEGAL FEES	\$ -	\$ 9,412.25	\$ 3,000.00	\$ (6,412.25)
PROFESSIONAL SERVICES	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00
POSTAGE	\$ 16.15	\$ 90.44	\$ 200.00	\$ 109.56
COMPUTER COMM/MAINT	\$ -	\$ 15.96	\$ -	\$ (15.96)
TRAVEL, CONF, MILEAGE ALL	\$ -	\$ -	\$ 300.00	\$ 300.00
ADVERTISING & PUBLICATION	\$ -	\$ 368.00	\$ 1,200.00	\$ 832.00
INSURANCES	\$ 9.30	\$ 2,425.10	\$ 225.00	\$ (2,200.10)
MISCELLANEOUS EXPENSE	\$ -	\$ -	\$ -	\$ -
DUES & SUBSCRIPTIONS	\$ -	\$ -	\$ 305.00	\$ 305.00
SPECIAL PROJECTS	\$ -	\$ -	\$ 6,391.00	\$ 6,391.00
DONATION OTHER CIVIC ORG.	\$ -	\$ -	\$ -	\$ -
TRANSFER-OUT	\$ 416.67	\$ 2,083.31	\$ 5,000.00	\$ 2,916.69
TOTAL OPERATING EXPENSES	\$ 3,869.41	\$ 31,864.92	\$ 75,250.00	\$ 43,385.08
NET GAIN OR (LOSS)	\$ (2,445.28)	\$ (28,783.99)	\$ -	\$ 28,783.99

INDUSTRIAL PARK	2023 CURRENT MONTH	2023 YEAR TO DATE	ADOPTED 2023 BUDGET	BUDGET BALANCE
REVENUES				
INTEREST INCOME	\$ 628.36	\$ 1,360.92	\$ -	\$ (1,360.92)
TOTAL OPERATING REVENUE	\$ 628.36	\$ 1,360.92	\$ -	\$ (1,360.92)
OPERATING EXPENSES				
ENGINEERING FEES	\$ -	\$ 158.00	\$ -	\$ (158.00)
DEPRECIATION EXPENSE	\$ 147.79	\$ 738.95	\$ 1,773.00	\$ 1,034.05
CAPITAL PROJECTS	\$ -	\$ -	\$ 988,000.00	\$ 988,000.00
TOTAL OPERATING EXPENSES	\$ 147.79	\$ 896.95	\$ 989,773.00	\$ 988,876.05
NET GAIN OR (LOSS)	\$ 480.57	\$ 463.97	\$ (989,773.00)	\$ (990,236.97)

NEW PRAGUE EDA AND INDUSTRIAL PARK
MAY 31, 2023

EDA	2022 YTD BALANCE	2023 CURRENT YTD BALANCE
ASSETS		
CASH - CHECKING	\$ 196,577.07	\$ 124,602.87
CASH - M/M	\$ 201,786.73	\$ 264,491.85
DEFERRED OUTFLOW - OPEB	\$ -	\$ 147.00
DEFERRED OUTFLOW - GERF	\$ -	\$ 5,912.00
PREPAID OTHER	\$ 18.34	\$ -
TOTAL ASSETS	\$ 398,382.14	\$ 395,153.72
LIABILITIES		
ACCOUNTS PAYABLE	\$ 937.04	\$ 6,358.66
OPEB LIABILITY	\$ -	\$ 554.00
DEFERRED INFLOW - OPEB	\$ -	\$ 142.00
DEFERRED INFLOW - GERF	\$ -	\$ 296.00
GERF PENSION LIABILITY	\$ -	\$ 19,266.00
TOTAL LIABILITIES	\$ 937.04	\$ 26,616.66
RETAINED EARNINGS	\$ 397,445.10	\$ 368,537.06
TOTAL LIABILITIES & FUND EQUITY	\$ 398,382.14	\$ 395,153.72

INDUSTRIAL PARK	2022 YTD BALANCE	2023 CURRENT YTD BALANCE
ASSETS		
CURRENT ASSETS:		
CASH - CHECKING	\$ 53,079.49	\$ 737,229.22
CASH - M/M	\$ 100,893.39	\$ 118,225.61
DUE FROM OTHER GOVERNMENTS	\$ -	\$ -
TOTAL CURRENT ASSETS	\$ 153,972.88	\$ 855,454.83
NONCURRENT ASSETS:		
LAND	\$ 938,836.36	\$ 400,625.38
INFRASTRUCTURE	\$ 88,675.68	\$ 88,675.68
LESS DEPRECIATION	\$ (9,731.00)	\$ (11,504.48)
TOTAL NONCURRENT ASSETS	\$ 1,017,781.04	\$ 477,796.58
TOTAL ASSETS	\$ 1,171,753.92	\$ 1,333,251.41
LIABILITIES		
ACCOUNTS PAYABLE	\$ -	\$ -
TOTAL LIABILITIES	\$ -	\$ -
RETAINED EARNINGS	\$ 1,171,753.92	\$ 1,333,251.41
TOTAL LIABILITIES & FUND EQUITY	\$ 1,171,753.92	\$ 1,333,251.41
	\$ -	\$ -

June 2023 EDA Business Updates:

- **3 new home permits** were issued in May (3 single family home and 0 townhome units). 6 residential home permits have been issued so far in 2023 (6 single family, 0 townhomes, 0 apartment units). There is also one other single family residential home permit being reviewed and will soon be ready for pick up.
- **Brick's Boatworks** has construction well underway with much of the structure of the main shop in place. Staff has not heard an anticipated completion date, but can provide the information as it becomes available.
- A few **commercial reroof and/or reside** projects occurred in the last month as follows:
 - **New Prague Area Ice Arena**, located at 100 12th Street NW, had a new roof installed during the month of May.
 - The **New Prague Utilities Commission** installed a new roof and siding on one of their buildings located just north of Main Street E.
 - **NPCL** located at 205 10th Ave. NE had a new roof installed.
 - **St. Wenceslaus Church**, located at 215 Main Street E. had a new roof installed.
- A building permit was applied for to convert the former Farmhouse Market into **Sugar Rose Bakeshop** at 120 Main St. W.
- A building permit was applied for to convert the former Sugar Rose Bakeshop into a **T-Mobile** store at 801 1st Street SE.
- City Staff continues to work with **CVF Racing** towards a final purchase and development agreement for three lots in the industrial park while also exploring possible financial incentives.
- Nearly 300 **reroof/reside permits** have been issued so far in 2023 on the remaining buildings that had not been previously repaired. As a reminder, in a typical year we would issue about 75 in total.

