



ECONOMIC DEVELOPMENT AUTHORITY MEETING AGENDA

City of New Prague

Wednesday, July 09, 2025 at 7:30 AM

City Hall Council Chambers - 118 Central Ave N

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1. **CALL TO ORDER**
 2. **CONSENT AGENDA**
 - [a.](#) June 11, 2025 Meeting Minutes
June 11, 2025 Closed Meeting Minutes
 - [b.](#) Claims for Payment: **\$111.36**
 3. **BUSINESS RETENTION AND EXPANSION (BR&E) PROGRAM**
 4. **STRATEGIC PLANNING UPDATE**
 - [a.](#) EDA Strategies & Goals
 5. **BUSINESS UPDATES**
 - [a.](#) July 2025
 6. **CDA UPDATE**
 7. **SCHOOL DISTRICT UPDATE**
 8. **EXECUTIVE DIRECTORS REPORT**
 9. **MISCELLANEOUS**
 10. **ADJOURNMENT**

Next Meeting: Wednesday, August 13, 2025

OUR MISSION IS TO PROMOTE AND FACILITATE ECONOMIC DEVELOPMENT IN THE NEW PRAGUE AREA:

- * Strengthen existing businesses and non-profits *
- * Create an environment conducive to new economic development *
- * Create long term funding strategy *

Brent Quast, President
Troy Pint, Vice President
Eric Krogman, Secretary
Nick Slavik
Austin Reville
Charles Nickolay, Mayor
Bruce Wolf, Councilmember
Joshua Tetzlaff, City Administrator & Executive Director

Term Ending 5/31/26
Term Ending 5/31/27
Term Ending 5/31/31
Term Ending 5/31/30
Term Ending 5/31/29



ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

City of New Prague

Wednesday, June 11, 2025 at 7:30 AM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

The meeting was called to order by EDA Vice President Troy Pint with the following members present: Troy Pint, Eric Krogman, Austin Reville, Nick Slavik and Bruce Wolf. Brent Quast arrived at 7:40 a.m.

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

2. CONSENT AGENDA

Motion to approve the consent agenda was made by Reville, seconded by Slavik.

Motion carried (5-0) (Quast had not yet arrived)

- a. May 14, 2025 EDA Meeting Minutes
- b. Claims for Payment: **\$9.96**

3. BUSINESS RETENTION AND EXPANSION (BR&E) PROGRAM

No updates.

4. BUSINESS UPDATES

Planning/Community Development Director Ken Ondich presented the monthly update.

- a. June 2025

5. CDA UPDATE

City Administrator Joshua Tetzlaff noted that the Scott County CDA is planning a broker event on September 18th at Canterbury Park to promote the county's available commercial and industrial land.

6. SCHOOL DISTRICT UPDATE

No update.

7. EXECUTIVE DIRECTORS REPORT

Tetzlaff noted that Ehlers is continuing to work on strategic planning materials behind the scenes. One topic is in relation to Economic Development Districts and that a public hearing will be scheduled for the July EDA meeting to establish one if information can't be found documenting that one is already in place. He noted that also in relation to this, the Police Station project funding is a topic of discussion by the City Council and that an EDA Lease Revenue bond is an option at a slightly higher interest rate but an economic development district must be in place before that is an option. He stated that Police Station bond question or not, the city should have one in place if it is not already. He stated under an EDA lease revenue bond that the EDA would own and the City would lease and make payments to the EDA. He stated that fact sheets for the police station issue can be found online on the city's website. It was discussed that the EDA had done something similar with the Community Center years ago.

8. MISCELLANEOUS

Ondich stated that the City hired Bolton & Menk to develop a sewer area charge for new development similar to what is charged for water. Tetzlaff stated that with the City Council had appointed former Mayor Chuck Nickolay as the new Mayor and that he would be attending EDA meetings in the future.

9. ADJOURNMENT

Motion to adjourn the meeting at 8:05 a.m. was made by Krogman, seconded by Reville.

Motion carried (6-0)

Respectfully Submitted,

Joshua M. Tetzlaff
City Administrator / EDA Executive Director



ECONOMIC DEVELOPMENT AUTHORITY MEETING - CLOSED MINUTES

City of New Prague

Wednesday, June 11, 2025 at 7:35 AM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

President Brent Quast called the Closed Meeting to order at 8:07 a.m. with the following members present: Brent Quast, Erik Krogman, Troy Pint, Nick Slavik and Bruce Wolf.

Reville left the meeting due to a possible conflict of interest at 8:09 a.m.

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

2. CLOSED SESSION:

Discussion was had on the properties identified as PID No. 24.124.0050 & 24.124.0060

3. GENERAL BUSINESS ON CLOSED SESSION, IF NEEDED

4. ADJOURNMENT

The closed meeting was adjourned at 8:53 a.m. by Quast.

Respectfully Submitted,

Joshua M. Tetzlaff
City Administrator / EDA Executive Director

Vendor Name	Description	Net Invoice Amount
AMERICAN MAILING MACHINES	POSTAGE SUPPLIES	.55
AUTOSOLVE, INC	COMPENSATION STUDY	91.25
LEAGUE OF MN CITIES INSURANCE	2024 WORKERS COMP	.96
ROSS NESBIT AGENCIES INC.	AGENCY FEE	9.30
ROSS NESBIT AGENCIES INC.	AGENCY FEE	9.30
Total EDA:		111.36
Grand Totals:		111.36

EDA

Account	Account Code Description	2025 CURRENT Budget	Current Period	Year to Date Thru 5/31/2025	Budget Balance
680-3-0000-31010	CURRENT PROPERTY TAXES	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00
680-3-0000-31020	DELINQUENT PROPERTY TAXES	\$ -	\$ -	\$ -	\$ -
680-3-0000-36210	INTEREST INCOME	\$ 250.00	\$ 1,509.30	\$ 4,538.42	\$ (4,288.42)
	TOTAL OPERATING REVENUE	\$ 75,250.00	\$ 1,509.30	\$ 4,569.33	\$ 70,680.67
680-4-4650-101	WAGES FULL-TIME	\$ 47,111.00	\$ 4,023.47	\$ 17,984.98	\$ 29,126.02
680-4-4650-103	WAGES PART-TIME	\$ -	\$ -	\$ -	\$ -
680-4-4650-113	EMPLOYEE BENEFITS	\$ 24.00	\$ -	\$ -	\$ 24.00
680-4-4650-121	EMPLOYER CONT. PERA	\$ 3,532.00	\$ 252.30	\$ 1,385.15	\$ 2,146.85
680-4-4650-122	EMPLOYER CONT. FICA	\$ 3,604.00	\$ 301.09	\$ 1,413.78	\$ 2,190.22
680-4-4650-129	GERF CHANGE	\$ -	\$ -	\$ -	\$ -
680-4-4650-131	HEALTH INSURANCE	\$ 6,728.00	\$ 145.99	\$ 2,059.70	\$ 4,668.30
680-4-4650-132	DENTAL INSURANCE	\$ 670.00	\$ -	\$ 120.30	\$ 549.70
680-4-4650-133	LIFE & S-T DISABILITY INS.	\$ 128.00	\$ -	\$ 50.90	\$ 77.10
680-4-4650-151	WORKER'S COMPENSATION INS.	\$ 365.00	\$ 0.96	\$ 182.03	\$ 182.97
680-4-4650-200	SUPPLIES	\$ 500.00	\$ -	\$ -	\$ 500.00
680-4-4650-220	REPAIRS & MAINT. SUPPLIES	\$ 500.00	\$ -	\$ -	\$ 500.00
680-4-4650-301	AUDIT	\$ 725.00	\$ -	\$ 346.24	\$ 378.76
680-4-4650-305	CIVIL LEGAL FEES	\$ 3,000.00	\$ -	\$ 1,582.60	\$ 1,417.40
680-4-4650-310	PROFESSIONAL SERVICES	\$ 327.00	\$ -	\$ 0.66	\$ 326.34
680-4-4650-320	POSTAGE	\$ 200.00	\$ -	\$ -	\$ 200.00
680-4-4650-322	COMPUTER COMM/MAINT	\$ -	\$ -	\$ 10.55	\$ (10.55)
680-4-4650-330	TRAVEL, CONF, MILEAGE ALLOW.	\$ 300.00	\$ -	\$ -	\$ 300.00
680-4-4650-340	ADVERTISING & PUBLICATIONS	\$ 1,200.00	\$ -	\$ -	\$ 1,200.00
680-4-4650-369	INSURANCES	\$ 2,954.00	\$ 9.30	\$ 372.50	\$ 2,581.50
680-4-4650-433	DUES & SUBSCRIPTIONS	\$ 545.00	\$ -	\$ -	\$ 545.00
680-4-4650-441	SPECIAL PROJECTS	\$ 2,837.00	\$ -	\$ -	\$ 2,837.00
680-4-4650-490	DONATION OTHER CIVIC ORG.	\$ -	\$ -	\$ -	\$ -
680-4-4650-720	TRANSFER-OUT	\$ -	\$ -	\$ -	\$ -
680-4-4650-905	DEBT PAYMENT	\$ -	\$ -	\$ -	\$ -
	TOTAL OPERATING EXPENSES	\$ 75,250.00	\$ 4,733.11	\$ 25,509.39	\$ 49,740.61

EDA Industrial Park

Account	Account Code Description	2025 CURRENT Budget	Current Period	Year to Date	Budget Balance
681-3-0000-36210	INTEREST INCOME	\$ -	\$ 665.52	\$ 2,002.78	\$ (2,002.78)
	TOTAL OPERATING REVENUE	\$ -	\$ 665.52	\$ 2,002.78	\$ (2,002.78)
681-4-4650-305	CIVIL LEGAL FEES	\$ -	\$ -	\$ -	\$ -
681-4-4650-420	DEPRECIATION EXPENSE	\$ 1,773.00	\$ -	\$ -	\$ 1,773.00
681-4-4650-500	CAPITAL PROJECTS	\$ -	\$ -	\$ -	\$ -
	TOTAL OPERATING EXPENSES	\$ 1,773.00	\$ -	\$ -	\$ 1,773.00

EDA

		2024	2025
		YTD BALANCE	CURRENT YTD BALANCE
		5/31/2024	
ASSETS			
680-10101	CLAIM ON CASH	\$ 150,566.62	\$ 168,940.87
680-10120	MONEY MARKET-FIRST BK & TRUST	\$ 25,679.79	\$ 25,750.99
680-10125	MONEY MARKET-4M	\$ 248,725.56	\$ 259,931.40
680-11500	ACCOUNTS RECEIVABLE	\$ -	\$ -
680-15501	PREPAID OTHER	\$ -	\$ -
680-15696	DEFERRED OUTFLOW - OPEB	\$ -	\$ -
680-15699	GERF DEFERRED OUTFLOW	\$ -	\$ -
TOTAL ASSETS		\$ 424,971.97	\$ 454,623.26
LIABILITIES			
680-20210	ACCOUNTS PAYABLE	\$ 2.22	\$ 1.62
680-21717	OPEB LIABILITY	\$ -	\$ -
680-22296	OPEB DEFERRED INFLOW	\$ -	\$ -
680-22299	GERF DEFERRED INFLOW	\$ -	\$ -
680-23999	GERF PENSION LIABILITY	\$ -	\$ -
TOTAL LIABILITIES		\$ 2.22	\$ 1.62
RETAINED EARNINGS		\$ 424,969.75	\$ 454,621.64
TOTAL LIABILITIES & FUND EQUITY		\$ 424,971.97	\$ 454,623.26

EDA Industrial Park

		2024	2025
		YTD BALANCE	CURRENT YTD BALANCE
CURRENT ASSETS			
681-10101	CLAIM ON CASH	\$ 77,672.83	\$ 72,544.75
681-10120	MONEY MARKET-FIRST BK & TRUST	\$ 12,840.61	\$ 12,876.51
681-10125	MONEY MARKET-4M	\$ 109,760.70	\$ 114,701.85
TOTAL CURRENT ASSETS		\$ 200,274.14	\$ 200,123.11
NON CURRENT ASSETS			
681-16100	LAND	\$ 453,940.38	\$ 453,940.38
681-16300	INFRASTRUCTURE	\$ (0.32)	\$ -
681-16310	ACCUM. DEPRECIATION-INFRASTR	\$ (591.17)	\$ -
TOTAL NON CURRENT ASSETS		\$ 453,348.89	\$ 453,940.38
TOTAL ASSETS		\$ 653,623.03	\$ 654,063.49
LIABILITIES			
681-20210	ACCOUNTS PAYABLE	\$ 1,048.80	\$ -
681-20610	CIP RETAINAGE PERCENTAGE	\$ 6,286.00	\$ -
TOTAL LIABILITIES		\$ 7,334.80	\$ -
RETAINED EARNINGS		\$ 646,288.23	\$ 654,063.49
TOTAL LIABILITIES & FUND EQUITY		\$ 653,623.03	\$ 654,063.49



Economic Development Planning

City of New Prague

Goals Formulation

Section 4, Item a.



GOAL



STRATEGY



ACTION ITEMS
(FUTURE STEP)

Proposed Goals

Section 4, Item a.

1. Strengthen New Prague's Industrial & Commercial Tax Base
2. Promote redevelopment opportunities and reinvestment in existing properties (i.e. Downtown, West End of Town, the Old Flour Mill, City Center)
3. Establish New Prague's Competitive Edge
4. Promote a Full Range of Housing Diversity
5. Secure Resources for Economic Development

Next Steps

Section 4, Item a.

- Refine Goals from Discussion Today
- Coordinate a Joint EDA & City Council Meeting to Review and Confirm Goals
- Begin Drafting Strategic Plan
- Collaborate with Staff to Create Strategies and Action Items
- Present Strategic Plan to EDA

July 2025 EDA Business Updates:

- **0 new home permits** were issued in June (0 single family homes, 0 townhome units and 0 apartment units). 55 residential units have been issued so far in 2025 (1 single family, 0 townhomes and 54 apartment units). One single family home permit was received in late June for review.
- Work began on the addition to the 20,000 sq. ft. building addition to **Great River Energy** located at 906 6th Street NW.
- Work began on the **Police Station** addition to the existing Fire/Ambulance building at 505 5th Ave. NW.
- Work is anticipated to begin on the new home of **Heartland Credit Union** at 100 Alton Ave. SE by August 1, 2025.
- Work is expected to begin on the **POPS facility** by August 15th.
- A building permit was received for **Case Aesthetics** to complete internal building alterations for their new location at 314 Main St. E.
- A building permit for the addition of an accessible bathroom was issued for **Corner Bar** located at 100 Main St. W. Work is progressing nicely on the remodel, but an opening date has not yet been established.