



ECONOMIC DEVELOPMENT AUTHORITY MEETING AGENDA

City of New Prague

Wednesday, January 08, 2025 at 7:30 AM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER
2. CONSENT AGENDA
 - a. December 11, 2024 EDA Meeting Minutes
 - b. Claims for Payment: **\$2,264.77**
3. FUTURE EDA ENDEAVORS
 - a. January 8, 2025
4. BUSINESS RETENTION AND EXPANSION (BR&E) PROGRAM
5. BUSINESS UPDATES
 - a. January 2025
6. CDA UPDATE
7. SCHOOL DISTRICT UPDATE
8. EXECUTIVE DIRECTORS REPORT
9. MISCELLANEOUS
10. ADJOURNMENT

Next Meeting: Wednesday, February 12, 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
Duane Jirik, Mayor
Bruce Wolf, Councilmember
Joshua Tetzlaff, City Administrator & Executive Director

Term Ending 5/31/26 (*Partial Term)
Term Ending 5/31/27
Term Ending 5/31/25
Term Ending 5/31/24
Term Ending 5/31/29



ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

City of New Prague

Wednesday, December 11, 2024 at 7:30 AM
City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER

The meeting was called to order at 7:30 a.m. by EDA Board member Troy Pint with the following members present: Troy Pint, Eric Krogman, Austin Reville and Bruce Wolf.

Absent: Brent Quast, Nick Slavik and Duane Jirik

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

2. CONSENT AGENDA

Motion to approve the Consent Agenda was made by Reville, seconded by Pint.

Motion carried (4-0)

- a. November 13, 2024, EDA Meeting Minutes
November 13, 2024, EDA Meeting Minutes - Closed
- b. Claims for Payment: **\$326.60**

3. FUTURE EDA ENDEAVORS

City Administrator Joshua Tetzlaff provided information regarding Ehlers, the City's Financial Advisor, and their product offerings which include future planning for EDAs.

- a. December 11, 2024

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

Recent Business Visits: Advanced Concept Skincare and ZifbySeaTactical
Possible record for number of business visits in 2024

5. BUSINESS UPDATES

Planning/Community Development Director Ken Ondich presented the business updates, including recent permits that were authorized and updates that were made to businesses around town.

- a. December 2024

6. MINNESOTA CITY PARTICIPATION PROGRAM

Ken Ondich presented the Minnesota City Participation Program report.

- a. 2024 Final Usage Report

7. UTILIZING SMALL CITIES DEVELOPMENT PROGRAM (SCPD) INCOME

Joshua Tetzlaff and Ken Ondich presented the SCPD fact sheet and answered any questions.

Motion to talk to Bolton & Menk to utilize SCPD funds was made by Krogman, seconded by Reville.

Motion carried (4-0)

- a. Program Income Fact Sheet

8. CDA UPDATE

Joshua Tetzlaff provided information regarding SCALE meetings.

9. SCHOOL DISTRICT UPDATE

No update.

10. EXECUTIVE DIRECTORS REPORT

No update.

11. MISCELLANEOUS

Ken spoke on the sale lots closing by end of year or beginning of 2025.

12. ADJOURNMENT

Motion to adjourn the meeting at 8:17 a.m. was made by Pint, seconded by Reville.

Motion carried (4-0)

Respectfully Submitted,

Joshua M. Tetzlaff
City Administrator / EDA Executive Director

Vendor Name	Description	Net Invoice Amount
AMERICAN MAILING MACHINES	POSTAGE SUPPLIES	1.57
KENNEDY & GRAVEN CHARTERED	EDA - RURAL COMMUNICATIONS HOLDING CORP (DBA BEVCO	386.40
KENNEDY & GRAVEN CHARTERED	EDA - Q5 PROPERTIES, LOT 5 BLOCK 2	441.60
KENNEDY & GRAVEN CHARTERED	EDA - Q5 PROPERTIES, LOT 5 BLOCK 2	745.20
KENNEDY & GRAVEN CHARTERED	EDA - RURAL COMMUNITIES HOLDING CORP (DBA BEVCOMM)	690.00
Total EDA:		2,264.77
Grand Totals:		2,264.77

EDA

Account	Account Code Description	2024 CURRENT Budget	Current Period	Year to Date Thru 11/30/2024	Budget Balance
680-3-0000-31010	CURRENT PROPERTY TAXES	\$ 75,000.00	\$ 15,183.64	\$ 53,054.37	\$ 21,945.63
680-3-0000-31020	DELINQUENT PROPERTY TAXES	\$ -	\$ 5.66	\$ 235.39	\$ (235.39)
680-3-0000-36210	INTEREST INCOME	\$ 250.00	\$ 1,699.98	\$ 10,291.80	\$ (10,041.80)
	TOTAL OPERATING REVENUE	\$ 75,250.00	\$ 16,889.28	\$ 63,581.56	\$ 11,668.44
680-4-4650-101	WAGES FULL-TIME	\$ 44,901.00	\$ 3,269.56	\$ 37,480.45	\$ 7,420.55
680-4-4650-103	WAGES PART-TIME	\$ -	\$ -	\$ -	\$ -
680-4-4650-113	EMPLOYEE BENEFITS	\$ 24.00	\$ -	\$ -	\$ 24.00
680-4-4650-121	EMPLOYER CONT. PERA	\$ 3,366.00	\$ 245.20	\$ 2,867.24	\$ 498.76
680-4-4650-122	EMPLOYER CONT. F I C A	\$ 3,435.00	\$ 246.86	\$ 2,855.53	\$ 579.47
680-4-4650-129	GERF CHANGE	\$ -	\$ -	\$ -	\$ -
680-4-4650-131	HEALTH INSURANCE	\$ 5,890.00	\$ 139.41	\$ 3,340.02	\$ 2,549.98
680-4-4650-132	DENTAL INSURANCE	\$ 618.00	\$ -	\$ 282.26	\$ 335.74
680-4-4650-133	LIFE & S-T DISABILITY INS.	\$ 124.00	\$ -	\$ 111.98	\$ 12.02
680-4-4650-151	WORKER'S COMPENSATION INS.	\$ 242.00	\$ -	\$ 260.33	\$ (18.33)
680-4-4650-200	SUPPLIES	\$ 500.00	\$ -	\$ 2.49	\$ 497.51
680-4-4650-220	REPAIRS & MAINT. SUPPLIES	\$ 500.00	\$ -	\$ -	\$ 500.00
680-4-4650-301	AUDIT	\$ 521.00	\$ -	\$ 10.16	\$ 510.84
680-4-4650-305	CIVIL LEGAL FEES	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00
680-4-4650-310	PROFESSIONAL SERVICES	\$ 1,500.00	\$ -	\$ 335.78	\$ 1,164.22
680-4-4650-320	POSTAGE	\$ 200.00	\$ -	\$ 69.06	\$ 130.94
680-4-4650-322	COMPUTER COMM/MAINT	\$ -	\$ -	\$ 92.53	\$ (92.53)
680-4-4650-330	TRAVEL, CONF, MILEAGE ALLOW.	\$ 300.00	\$ 20.00	\$ 170.00	\$ 130.00
680-4-4650-340	ADVERTISING & PUBLICATIONS	\$ 1,200.00	\$ -	\$ 288.00	\$ 912.00
680-4-4650-369	INSURANCES	\$ 2,685.00	\$ 9.30	\$ 420.46	\$ 2,264.54
680-4-4650-433	DUES & SUBSCRIPTIONS	\$ 545.00	\$ -	\$ 545.00	\$ -
680-4-4650-441	SPECIAL PROJECTS	\$ 5,699.00	\$ -	\$ -	\$ 5,699.00
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	\$ 3,930.33	\$ 49,131.29	\$ 26,118.71

EDA Industrial Park

Account	Account Code Description	2024 CURRENT Budget	Current Period	Year to Date	Budget Balance
681-3-0000-36210	INTEREST INCOME	\$ -	\$ 749.96	\$ 4,542.55	\$ (4,542.55)
	TOTAL OPERATING REVENUE	\$ -	\$ 749.96	\$ 4,542.55	\$ (4,542.55)
681-4-4650-305	CIVIL LEGAL FEES	\$ -	\$ -	\$ 1,214.40	\$ (1,214.40)
681-4-4650-420	DEPRECIATION EXPENSE	\$ 1,773.00	\$ -	\$ 591.16	\$ 1,181.84
681-4-4650-500	CAPITAL PROJECTS	\$ -	\$ -	\$ -	\$ -
	TOTAL OPERATING EXPENSES	\$ 1,773.00	\$ -	\$ 1,805.56	\$ (32.56)

EDA			
		2023	2024
		YTD BALANCE	CURRENT YTD BALANCE
		11/30/2023	
ASSETS			
680-10101	CLAIM ON CASH	\$ 141,360.40	\$ 176,973.37
680-10120	MONEY MARKET-FIRST BK & TRUST	\$ 25,642.26	\$ 25,718.54
680-10125	MONEY MARKET-4M	\$ 243,938.19	\$ 254,686.74
680-11500	ACCOUNTS RECEIVABLE	\$ -	\$ -
680-15501	PREPAID OTHER	\$ -	\$ -
680-15696	DEFERRED OUTFLOW - OPEB	\$ 147.00	\$ -
680-15699	GERF DEFERRED OUTFLOW	\$ 5,912.00	\$ -
	TOTAL ASSETS	\$ 416,999.85	\$ 457,378.65
LIABILITIES			
680-20210	ACCOUNTS PAYABLE	\$ 3.85	\$ 29.30
680-21717	OPEB LIABILITY	\$ 554.00	\$ -
680-22296	OPEB DEFERRED INFLOW	\$ 142.00	\$ -
680-22299	GERF DEFERRED INFLOW	\$ 296.00	\$ -
680-23999	GERF PENSION LIABILITY	\$ 19,266.00	\$ -
	TOTAL LIABILITIES	\$ 20,261.85	\$ 29.30
	RETAINED EARNINGS	\$ 396,738.00	\$ 457,349.35
	TOTAL LIABILITIES & FUND EQUITY	\$ 416,999.85	\$ 457,378.65

EDA Industrial Park			
		2023	2024
		YTD BALANCE	CURRENT YTD BALANCE
CURRENT ASSETS			
681-10101	CLAIM ON CASH	\$ 737,229.22	\$ 76,624.03
681-10120	MONEY MARKET-FIRST BK & TRUST	\$ 12,821.69	\$ 12,860.15
681-10125	MONEY MARKET-4M	\$ 107,649.74	\$ 112,389.26
	TOTAL CURRENT ASSETS	\$ 857,700.65	\$ 201,873.44
NON CURRENT ASSETS			
681-16100	LAND	\$ 400,625.38	\$ 453,940.38
681-16300	INFRASTRUCTURE	\$ 88,675.68	\$ (0.32)
681-16310	ACCUM. DEPRECIATION-INFRASTR	\$ (12,391.22)	\$ (591.17)
	TOTAL NON CURRENT ASSETS	\$ 476,909.84	\$ 453,348.89
	TOTAL ASSETS	\$ 1,334,610.49	\$ 655,222.33
LIABILITIES			
681-20210	ACCOUNTS PAYABLE	\$ -	\$ -
681-20610	CIP RETAINAGE PERCENTAGE	\$ -	\$ 6,286.00
	TOTAL LIABILITIES	\$ -	\$ 6,286.00
	RETAINED EARNINGS	\$ 1,334,610.49	\$ 648,936.33
	TOTAL LIABILITIES & FUND EQUITY	\$ 1,334,610.49	\$ 655,222.33



118 Central Avenue North, New Prague, MN 56071
phone: 952-758-4401 fax: 952-758-1149

MEMORANDUM

TO: EDA BOARD
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: FUTURE EDA ENDEAVORS (NEW MEMO)
DATE: JANUARY 3, 2025

The EDA has been talking at a very high level what the next steps will be for quite some time. With the Comprehensive Plan wrapped up, it is time for the EDA to begin looking at the next steps more seriously. While this is certainly something we can attempt to plan for in house, getting help on how we move forward in an organized way may be worth investing in.

The City’s new financial advisors, Ehlers, does offer EDA Strategic Planning within their portfolio of offerings. Lakeville recently went through this exercise with them and Ehlers shared what the Lakeville proposal looked like as well as the final product.

At the last meeting, the EDA asked staff to explore with Ehlers a proposal more tailored to New Prague that would give a better indication of a cost that works for both Ehlers and the New Prague EDA. Due to the holidays, staff has not been able to meet with Ehlers yet, but there is a meeting scheduled in January to start this process.

January 2025 EDA Business Updates:

- **0 new home permits** were issued in December (0 single family home and 0 townhome units). 10 residential home permits were issued in 2024 (10 single family, 0 townhomes, 0 apartment units). The 54-unit apartment building at 102 Chalupsky Ave. SE will show up on the 2025 listing as only a footing and foundation permit was issued for it in 2024.
- A building permit was issued for minor alterations at CVF Racing at **618 6th Street NW**. This permit allowed them to move into the former Bevcomm space in the building.