



# ECONOMIC DEVELOPMENT AUTHORITY MEETING AGENDA

City of New Prague

Wednesday, April 09, 2025 at 7:30 AM

City Hall Council Chambers - 118 Central Ave N

1. CALL TO ORDER
2. CONSENT AGENDA
  - a. March 12, 2025 EDA Meeting Minutes
  - b. Claims for Payment: **\$686.07**
3. PROPOSED SHOP CONDOS
  - a. Memo
4. BUSINESS RETENTION AND EXPANSION (BR&E) PROGRAM
5. BUSINESS UPDATES
  - a. April 2025
6. CDA UPDATE
7. SCHOOL DISTRICT UPDATE
8. EXECUTIVE DIRECTORS REPORT
9. MISCELLANEOUS
10. ADJOURNMENT

**Next Meeting: Wednesday, May 14, 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	Term Ending 5/31/26
Troy Pint, Vice President	Term Ending 5/31/27
Eric Krogman, Secretary	Term Ending 5/31/25
Nick Slavik	Term Ending 5/31/30
Austin Reville	Term Ending 5/31/29
Duane Jirik, Mayor	
Bruce Wolf, Councilmember	
Joshua Tetzlaff, City Administrator & Executive Director	



# ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

## City of New Prague

Wednesday, March 12, 2025 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 President Brent Quast with the following members present: Brent Quast, Eric Krogman, Austin Reville, Nick Slavik, Troy Pint, and Duane Jirik.

Bruce Wolf arrived at 7:31 a.m.

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

Others present: Jo Foust (CDA) and Tony Buthe (School District)

### 2. CONSENT AGENDA

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

Motion carried (6-0)

\*Wolf had not yet arrived

- a. February 12, 2025 EDA Meeting Minutes
- b. Claims for Payment: **\$1,040.23**

### 3. FUTURE EDA ENDEAVORS

City Administrator Joshua Tetzlaff presented the revised strategic plan proposal from Ehlers and noted that any additional meetings would be an additional charge.

Motion made to approve the proposal from Ehlers was made by Quast, seconded by Reville.

Motion carried (7-0)

- a. March 12, 2025
- b. Strategic Planning

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

Jo Foust stated that last week a visit was held with Tikalsky Laser in their new building which is home to a few different businesses and that Tikalsky Laser would be setting up in the rear portion of the building. The next BR&E visit is coming up on March 26th with Fishtale Grill.

### 5. BUSINESS UPDATES

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

- a. March 2025

### 6. CDA UPDATE

Jo Foust stated that on March 19<sup>th</sup>, they are having a Business Partner Update as part of their "Dive for Five" program. They are also holding an employment law session on April 16<sup>th</sup>.

**7. SCHOOL DISTRICT UPDATE**

Tony Buthe stated that the Facilities Task Force process had been completed with 32 participants involved and a final presentation would be given to the School Board in late March or early April. He also stated that on April 23rd, they are planning manufacturers meet and greet.

**8. EDA SUMMARY REPORT**

Tetzlaff stated that the annual report would be presented to Council in April and Brent Quast indicated that he would come to the council meeting to help present.

a. 2024

**9. EXECUTIVE DIRECTORS REPORT**

Tetzlaff stated that city staff recently met with Scott County Highway Department staff about the Alton Ave. alignment and the possibility of a revised study which would possibly reduce the cost below the levels indicated in the current agreement between the City and County.

**10. MISCELLANEOUS**

None.

**11. ADJOURNMENT**

Motion to adjourn the meeting at 7:54 a.m. was made by Quast, seconded by Pint.

Motion carried (7-0)

Respectfully Submitted,

Joshua M. Tetzlaff  
City Administrator / EDA Executive Director

Vendor Name	Description	Net Invoice Amount
KENNEDY & GRAVEN CHARTERED	EDA - Q5 PROPERTIES, LOT 5 BLOCK 2	495.70
LEAGUE OF MN CITIES INSURANCE	2025 WORKERS COMP	181.07
ROSS NESBIT AGENCIES INC.	AGENCY FEE	9.30
Total EDA:		686.07
Grand Totals:		686.07

EDA		2025	Current	Year to Date	Budget
Account	Account Code Description	CURRENT Budget	Period	Thru 2/28/2025	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	\$ 1,109.00	\$ 1,836.84	\$ (1,586.84)
	<b>TOTAL OPERATING REVENUE</b>	<b>\$ 75,250.00</b>	<b>\$ 1,109.00</b>	<b>\$ 1,836.84</b>	<b>\$ 73,413.16</b>
680-4-4650-101	WAGES FULL-TIME	\$ 47,111.00	\$ 3,364.22	\$ 5,550.96	\$ 41,560.04
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	\$ 502.10	\$ 3,029.90
680-4-4650-122	EMPLOYER CONT. F I C A	\$ 3,604.00	\$ 247.84	\$ 493.12	\$ 3,110.88
680-4-4650-129	GERF CHANGE	\$ -	\$ -	\$ -	\$ -
680-4-4650-131	HEALTH INSURANCE	\$ 6,728.00	\$ 292.69	\$ 1,181.63	\$ 5,546.37
680-4-4650-132	DENTAL INSURANCE	\$ 670.00	\$ 24.06	\$ 48.12	\$ 621.88
680-4-4650-133	LIFE & S-T DISABILITY INS.	\$ 128.00	\$ 10.18	\$ 20.36	\$ 107.64
680-4-4650-151	WORKER'S COMPENSATION INS.	\$ 365.00	\$ -	\$ -	\$ 365.00
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	\$ 288.43	\$ 288.43	\$ 436.57
680-4-4650-305	CIVIL LEGAL FEES	\$ 3,000.00	\$ 1,238.20	\$ 1,238.20	\$ 1,761.80
680-4-4650-310	PROFESSIONAL SERVICES	\$ 327.00	\$ -	\$ -	\$ 327.00
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	\$ 344.60	\$ 2,609.40
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	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 75,250.00</b>	<b>\$ 5,727.22</b>	<b>\$ 9,678.07</b>	<b>\$ 65,571.93</b>

EDA Industrial Park		2025	Current	Year to Date	Budget
Account	Account Code Description	CURRENT Budget	Period		Balance
681-3-0000-36210	INTEREST INCOME	\$ -	\$ 489.42	\$ 810.72	\$ (810.72)
	<b>TOTAL OPERATING REVENUE</b>	<b>\$ -</b>	<b>\$ 489.42</b>	<b>\$ 810.72</b>	<b>\$ (810.72)</b>
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	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 1,773.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,773.00</b>

EDA			
		2024	2025
		YTD BALANCE	CURRENT YTD BALANCE
		2/28/2024	
<b>ASSETS</b>			
680-10101	CLAIM ON CASH	\$ 157,877.24	\$ 186,275.59
680-10120	MONEY MARKET-FIRST BK & TRUST	\$ 25,655.11	\$ 25,737.99
680-10125	MONEY MARKET-4M	\$ 244,908.34	\$ 257,242.82
680-11500	ACCOUNTS RECEIVABLE	\$ 11,133.55	\$ -
680-15501	PREPAID OTHER	\$ -	\$ -
680-15696	DEFERRED OUTFLOW - OPEB	\$ -	\$ -
680-15699	GERF DEFERRED OUTFLOW	\$ -	\$ -
	<b>TOTAL ASSETS</b>	<b>\$ 439,574.24</b>	<b>\$ 469,256.40</b>
<b>LIABILITIES</b>			
680-20210	ACCOUNTS PAYABLE	\$ 157.62	\$ 1,535.93
680-21717	OPEB LIABILITY	\$ -	\$ -
680-22296	OPEB DEFERRED INFLOW	\$ -	\$ -
680-22299	GERF DEFERRED INFLOW	\$ -	\$ -
680-23999	GERF PENSION LIABILITY	\$ -	\$ -
	<b>TOTAL LIABILITIES</b>	<b>\$ 157.62</b>	<b>\$ 1,535.93</b>
	<b>RETAINED EARNINGS</b>	<b>\$ 439,416.62</b>	<b>\$ 467,720.47</b>
	<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$ 439,574.24</b>	<b>\$ 469,256.40</b>

EDA Industrial Park			
		2024	2025
		YTD BALANCE	CURRENT YTD BALANCE
<b>CURRENT ASSETS</b>			
681-10101	CLAIM ON CASH	\$ 77,838.43	\$ 72,544.75
681-10120	MONEY MARKET-FIRST BK & TRUST	\$ 12,828.16	\$ 12,869.96
681-10125	MONEY MARKET-4M	\$ 108,077.52	\$ 113,516.34
	<b>TOTAL CURRENT ASSETS</b>	<b>\$ 198,744.11</b>	<b>\$ 198,931.05</b>
<b>NON CURRENT ASSETS</b>			
681-16100	LAND	\$ 453,940.38	\$ 453,940.38
681-16300	INFRASTRUCTURE	\$ (0.32)	\$ -
681-16310	ACCUM. DEPRECIATION-INFRASTR	\$ (147.80)	\$ -
	<b>TOTAL NON CURRENT ASSETS</b>	<b>\$ 453,792.26</b>	<b>\$ 453,940.38</b>
	<b>TOTAL ASSETS</b>	<b>\$ 652,536.37</b>	<b>\$ 652,871.43</b>
<b>LIABILITIES</b>			
681-20210	ACCOUNTS PAYABLE	\$ 165.60	\$ -
681-20610	CIP RETAINAGE PERCENTAGE	\$ 6,286.00	\$ -
	<b>TOTAL LIABILITIES</b>	<b>\$ 6,451.60</b>	<b>\$ -</b>
	<b>RETAINED EARNINGS</b>	<b>\$ 646,084.77</b>	<b>\$ 652,871.43</b>
	<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$ 652,536.37</b>	<b>\$ 652,871.43</b>



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**MEMORANDUM**

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**TO:** EDA BOARD MEMBERS  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** PROPOSED SHOP CONDOS/SPEC BUILDING UNITS  
**DATE:** APRIL 4, 2025

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Carson Bittner and Scott Oswald would like to speak to the EDA about their idea for purchasing an EDA Industrial Park lot to build a facility that would be split into individual units for rent. It is staff's understanding that this style product has been built before and they would be looking at bringing the idea to New Prague.

**April 2025 EDA Business Updates:**

- **1 new home permits** were issued in March (1 single family homes, 0 townhome units and 54 apartment units). 55 residential units have been issued so far in 2025 (1 single family, 0 townhomes and 54 apartment units).
- A building permit was issued for commercial alterations at the **former Corner Bar located at 100 Main St. W.**
- A building permit was issued for commercial alterations at the new **Brickside 19** restaurant at **825 1<sup>st</sup> Street SE.**
- **4U Massage at 821 1<sup>st</sup> Street SE,** closed on 3/10/25 related to alleged criminal activity.
- A building permit was applied for at **104 Columbus Ave. S.** for **Bring the Light Electric** to move into the space.
- A building permit was applied for to construct a new building **at 605 6<sup>th</sup> Street NW by Bevcomm.**
- A building permit was applied for to complete exterior alterations at **133 Main St. W.** which is the location of **Kubes Furniture and Flooring.**