



# ECONOMIC DEVELOPMENT AUTHORITY MEETING AGENDA

## City of New Prague

Wednesday, October 11, 2023 at 7:30 AM

City Hall Council Chambers - 118 Central Ave N

1. **CALL TO ORDER**
2. **CONSENT AGENDA**
  - [a.](#) September 13, 2023, EDA Meeting Minutes (Regular and Closed)
  - [b.](#) Claims for Payment: **\$61.32**
3. **FUTURE EDA ENDEAVORS**
  - [a.](#) October 11, 2023
4. **2024 BUDGET DISCUSSION**
  - [a.](#) Proposed Budget
5. **BUSINESS RETENTION AND EXPANSION (BR&E) PROGRAM**
6. **BUSINESS UPDATES**
  - [a.](#) October 2023
7. **EXECUTIVE DIRECTORS REPORT**
8. **MISCELLANEOUS**
9. **ADJOURNMENT**

**Next Meeting: Wednesday, November 8, 2023**

**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, September 13, 2023 at 7:30 AM

City Hall Council Chambers - 118 Central Ave N

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### 1. CALL TO ORDER

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

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

Others Present: Jo Foust, Business and Community Development Director, Scott County CDA

### 2. CONSENT AGENDA

Motion by Slavik, seconded by Pint to approve. All voted in favor. Motion carried (7-0).

- a. August 9, 2023, Meeting Minutes
- b. Claims for Payment: **\$12.25**

### 3. FUTURE EDA ENDEAVORS

- a. September 13, 2023

City Administrator Tetzlaff advised that the three lots in Industrial Park have been opened back up to the public.

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

### 5. BUSINESS UPDATES

- a. September 2023

Planning/Community Development Director Ondich provided the monthly update.

### 6. EXECUTIVE DIRECTORS REPORT

### 7. MISCELLANEOUS

- a. Greater MSP & Scott County Bus Tour

Planning/Community Development Director Ondich provided an overview.

### 8. ADJOURNMENT

Motion made by Slavik, seconded by Pint to adjourn the meeting at 7:38 p.m. All voted in favor. Motion carried (7-0).

Respectfully Submitted,

Joshua M. Tetzlaff  
City Administrator / EDA Executive Director



## SPECIAL ECONOMIC DEVELOPMENT AUTHORITY MEETING - CLOSED MINUTES

### City of New Prague

Wednesday, September 13, 2023 at 7:35 AM

City Hall Council Chambers - 118 Central Ave N

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#### 1. CALL TO ORDER

President Brent Quast called the Closed Meeting to order at 7:43 a.m. with the following members present: Brent Quast, Duane Jirik, Nick Slavik, Bruce Wolf, Troy Pint, Eric Krogman, and Austin Reville.

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

#### 2. CLOSED SESSION

Went into Closed session at 7:43 a.m. to conduct a closed meeting concerning a potential land transaction to determine the asking price and to consider strategies and to develop or consider offers or counteroffers for the purchase of the property. No action was taken.

#### 3. ADJOURNMENT

Adjourned the meeting at approximately 8:38 a.m.

Respectfully Submitted,

Joshua M. Tetzlaff  
City Administrator / EDA Executive Director

Vendor Name	Description	Net Invoice Amount
KENNEDY & GRAVEN CHARTERED	EDA - CVF INDUSTRIAL PROP	53.00
TYLER TECHNOLOGIES	INCODE SOFTWARE	8.32
Total EDA:		61.32
Grand Totals:		61.32

## EDA

Account	Account Code Description	2023 CURRENT Budget	Current Period Through 8/31	Year to Date	Budget Balance
680-3-0000-31010	CURRENT PROPERTY TAXES	\$ 75,000.00	\$ -	\$ 39,182.10	\$ 35,817.90
680-3-0000-31020	DELINQUENT PROPERTY TAXES	\$ -	\$ -	\$ 107.89	\$ (107.89)
680-3-0000-36210	INTEREST INCOME	\$ 250.00	\$ 1,482.97	\$ 5,103.82	\$ (4,853.82)
	<b>TOTAL OPERATING REVENUE</b>	<b>\$ 75,250.00</b>	<b>\$ 1,482.97</b>	<b>\$ 44,393.81</b>	<b>\$ 30,856.19</b>
680-4-4650-101	WAGES FULL-TIME	\$ 38,412.00	\$ 2,978.10	\$ 23,014.98	\$ 15,397.02
680-4-4650-103	WAGES PART-TIME	\$ -	\$ -	\$ -	\$ -
680-4-4650-113	EMPLOYEE BENEFITS	\$ 41.00	\$ -	\$ -	\$ 41.00
680-4-4650-121	EMPLOYER CONT. PERA	\$ 3,246.00	\$ 223.34	\$ 1,776.03	\$ 1,469.97
680-4-4650-122	EMPLOYER CONT. FICA	\$ 3,311.00	\$ 222.14	\$ 1,773.33	\$ 1,537.67
680-4-4650-129	GERF CHANGE	\$ -	\$ -	\$ -	\$ -
680-4-4650-131	HEALTH INSURANCE	\$ 9,377.00	\$ 263.09	\$ 2,201.93	\$ 7,175.07
680-4-4650-132	DENTAL INSURANCE	\$ 965.00	\$ 23.69	\$ 173.07	\$ 791.93
680-4-4650-133	LIFE & S-T DISABILITY INS.	\$ 49.00	\$ 10.18	\$ 76.90	\$ (27.90)
680-4-4650-151	WORKER'S COMPENSATION INS.	\$ 207.00	\$ -	\$ 266.48	\$ (59.48)
680-4-4650-200	SUPPLIES	\$ 500.00	\$ -	\$ 23.28	\$ 476.72
680-4-4650-220	REPAIRS & MAINT. SUPPLIES	\$ 500.00	\$ -	\$ -	\$ 500.00
680-4-4650-301	AUDIT	\$ 521.00	\$ -	\$ 516.95	\$ 4.05
680-4-4650-305	CIVIL LEGAL FEES	\$ 3,000.00	\$ 53.00	\$ 17,011.84	\$ (14,011.84)
680-4-4650-310	PROFESSIONAL SERVICES	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
680-4-4650-320	POSTAGE	\$ 200.00	\$ 2.95	\$ 105.63	\$ 94.37
680-4-4650-322	COMPUTER COMM/MAINT	\$ -	\$ -	\$ 24.28	\$ (24.28)
680-4-4650-330	TRAVEL, CONF, MILEAGE ALLOW.	\$ 300.00	\$ -	\$ 41.40	\$ 258.60
680-4-4650-340	ADVERTISING & PUBLICATIONS	\$ 1,200.00	\$ -	\$ 368.00	\$ 832.00
680-4-4650-369	INSURANCES	\$ 225.00	\$ 9.30	\$ 2,453.00	\$ (2,228.00)
680-4-4650-433	DUES & SUBSCRIPTIONS	\$ 305.00	\$ -	\$ -	\$ 305.00
680-4-4650-441	SPECIAL PROJECTS	\$ 6,391.00	\$ -	\$ -	\$ 6,391.00
680-4-4650-490	DONATION OTHER CIVIC ORG.	\$ -	\$ -	\$ 500.00	\$ (500.00)
680-4-4650-720	TRANSFER-OUT	\$ 5,000.00	\$ -	\$ 2,916.65	\$ 2,083.35
680-4-4650-905	DEBT PAYMENT	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 75,250.00</b>	<b>\$ 3,785.79</b>	<b>\$ 53,243.75</b>	<b>\$ 22,006.25</b>

## EDA Industrial Park

Account	Account Code Description	2023 CURRENT Budget	Current Period Through 8/31	Year to Date	Budget Balance
681-3-0000-36210	INTEREST INCOME	\$ -	\$ 654.32	\$ 2,253.71	\$ (2,253.71)
	<b>TOTAL OPERATING REVENUE</b>	<b>\$ -</b>	<b>\$ 654.32</b>	<b>\$ 2,253.71</b>	<b>\$ (2,253.71)</b>
681-4-4650-303	ENGINEERING FEES	\$ -	\$ -	\$ 158.00	\$ (158.00)
681-4-4650-420	DEPRECIATION EXPENSE	\$ 1,773.00	\$ 147.79	\$ 1,182.32	\$ 590.68
681-4-4650-500	CAPITAL PROJECTS	\$ 988,000.00	\$ -	\$ -	\$ 988,000.00
	<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 989,773.00</b>	<b>\$ 147.79</b>	<b>\$ 1,340.32</b>	<b>\$ 988,432.68</b>

EDA		2022	2023
		YTD BALANCE	CURRENT YTD BALANCE
<b>ASSETS</b>			
680-10101	CLAIM ON CASH	\$ 152,689.73	\$ 142,566.01
680-10120	MONEY MARKET-FIRST BK & TRUST	\$ 128,663.47	\$ 25,623.00
680-10125	MONEY MARKET-4M	\$ 132,084.85	\$ 240,891.74
680-15501	PREPAID OTHER	\$ 10.48	\$ -
680-15696	DEFERRED OUTFLOW - OPEB	\$ -	\$ 147.00
680-15699	GERF DEFERRED OUTFLOW	\$ -	\$ 5,912.00
	<b>TOTAL ASSETS</b>	<b>\$ 413,448.53</b>	<b>\$ 415,139.75</b>
<b>LIABILITIES</b>			
680-20210	ACCOUNTS PAYABLE	\$ 350.90	\$ 55.95
680-21711	ACCRUED PAYROLL INS DEDUCT	\$ -	\$ 0.69
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
	<b>TOTAL LIABILITIES</b>	<b>\$ 350.90</b>	<b>\$ 20,314.64</b>
<b>RETAINED EARNINGS</b>		<b>\$ 413,097.63</b>	<b>\$ 394,825.11</b>
	<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$ 413,448.53</b>	<b>\$ 415,139.75</b>

EDA Industrial Park		2022	2023
		YTD BALANCE	CURRENT YTD BALANCE
<b>CURRENT ASSETS</b>			
681-10101	CLAIM ON CASH	\$ 37,479.49	\$ 737,229.22
681-10120	MONEY MARKET-FIRST BK & TRUST	\$ 64,331.92	\$ 12,811.98
681-10125	MONEY MARKET-4M	\$ 52,236.87	\$ 106,306.42
	<b>TOTAL CURRENT ASSETS</b>	<b>\$ 154,048.28</b>	<b>\$ 856,347.62</b>
<b>NON CURRENT ASSETS</b>			
681-16100	LAND	\$ 938,836.36	\$ 400,625.38
681-16300	INFRASTRUCTURE	\$ 88,675.68	\$ 88,675.68
681-16310	ACCUM. DEPRECIATION-INFRASTR	\$ (10,174.37)	\$ (11,947.85)
	<b>TOTAL NON CURRENT ASSETS</b>	<b>\$ 1,017,337.67</b>	<b>\$ 477,353.21</b>
	<b>TOTAL ASSETS</b>	<b>\$ 1,171,385.95</b>	<b>\$ 1,333,700.83</b>
<b>LIABILITIES</b>			
681-20210	ACCOUNTS PAYABLE	\$ -	\$ -
	<b>TOTAL LIABILITIES</b>	<b>\$ -</b>	<b>\$ -</b>
<b>RETAINED EARNINGS</b>		<b>\$ 1,171,385.95</b>	<b>\$ 1,333,700.83</b>
	<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$ 1,171,385.95</b>	<b>\$ 1,333,700.83</b>



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

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## MEMORANDUM

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**TO:** EDA BOARD  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** FUTURE EDA ENDEAVORS  
**DATE:** OCTOBER 5, 2023

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**\*\* This will be a standing agenda item as we discuss the future of the EDA and what we'd like to pursue.\*\***

With the remaining industrial lots pending sale, it is likely that by the end of the year, the EDA will need to be looking at a new endeavor. To that end, I would like to have a discussion as to where the EDA would like to go. Keep in mind, there is no one right or wrong answer. In fact, it is possible, and from my standing even advised, that the EDA should look at two or three projects or areas to consider.

The last eight years have been about developing the industrial park and from what I have been able to gleam, many thought it would develop out much faster than it did. That being said, it is also possible that without those shovel ready industrial lots available at a discount, some local businesses may have expanded or completely moved to other communities who had lots available. So while it took eight years for the lots to finally develop, there has been pay-off on those lots in the form of expanded local businesses and the starting to new businesses.

The following are ideas Ken and I have come up with as directions the EDA could look into. As I stated above, none of these are right/wrong. They are all directions the EDA could look into and have good reasoning for. I would advise trying to tackle two or three areas so as not to pigeon-hole ourselves into just a single venture but to instead diversify and try to tackle multiple issues. These are certainly not the only ideas either. I encourage EDA members to think about other possibilities.

### Expand the Industrial Park

It would not be difficult to make an argument for additional industrial park expansion. Without the City offering land, the private sector does not seem interested in developing industrial lots. And without lots, the businesses that are currently in the industrial park would not be there, thus losing out on future tax growth. If history is any indication, we would not fully develop out any sort of expansion for at least five to ten years, but would that future growth in the tax base be worth holding the land?

Anecdotally, staff has heard that available industrial land is drying up quickly in Scott County and that may push other businesses, further out to find space. This could be an opportunity to expand. We'd likely be subsidizing again but I don't think we should have an expectation of making money on industrial lots. It's more about the future play for tax base and employment growth, which indirectly would help with residential growth, than immediate profit on land development.

- August 2023 Update: In June, staff spoke with a representative of the industrial land to the north about what it may look like for the City to purchase the property. The number that the representative



started with was the same price that Brick's Boatworks paid for the property (\$2.29 SF). Staff felt this was extremely high, and the EDA members at the July meeting agreed. Staff will be preparing information to include with a potential future offer that would justify why the amount is significantly less. Staff is also exploring funding options should the EDA decide to move forward.

#### Expand Commercial Development

The EDA does not have to necessarily stick solely with industrial development. There are cities that also look into developing commercial lots for more retail or service type businesses. This is especially seen where the private sector has not done such. In New Prague, there are some commercial lots available but the number is limited. Does the EDA want to explore a more commercial oriented development?

#### Expand Residential Housing

Another possibility would be for the EDA to get into the housing market. While we have been very job focused, a strong piece of economic development is having people to actually work at the jobs created. To have more available labor, housing is needed. This could take the form of single family housing, attached housing (such as townhomes), or even multifamily housing. In New Prague, we are in need of all of it and the private sector does not seem keen on getting in. Unlike the industrial/commercial development, this could be an opportunity for the EDA to make money for other projects as lots/homes sell.

- May 2023 Update: There has been interest from the private sector in potentially offering assistance through tax abatement to multi-family units. Is this something the EDA would be interested in pursuing?

#### Buildout Industrial Property for Sale/Lease

Something that has been briefly discussed, among staff at least, is the possibility of building a spec building that could be lease/sold off to prospective businesses. Staff has been consistently receiving calls from prospective businesses looking for less than 10,000 SF of space who may not have the desire or capital to build or own themselves. This would be an opportunity to provide for those types of businesses. Doing a project like this could stand on its own or be part of a larger industrial development.

#### Purchase the Mill Property

Since I arrived, I have heard discussions around the community of what the Mill property could be. Whether it is people who are renovating all of it, a part of it, or taking it to the ground and starting over, there are a lot of thoughts on what that property could be. Ultimately, whoever is owning the property has the biggest say in its use. To that end, maybe the EDA is interested in purchasing the property and having direct control. The last owner purchased the property for \$200k. There are now three owners, as the previous owner sold off 25% of the stake to two others. There is money at the State level for both historic renovations as well as brownfield clearings, which I believe this site would be eligible for. If this is something the EDA is interested in, staff can start those conversations.

#### Purchase Downtown Property, Improve, and Sell/Lease

The Mill isn't the only property downtown. There is currently property all up and down Main Street. Maybe the EDA is interested in acquiring other property on Main Street for rehab or redevelopment. If some of these properties are historically designated, which some may be eligible for, there is likely money available for some of these projects. The City would then be in a position that it could either work with a private developer or work on the project themselves, and then sell or lease to create capital for future projects.

#### Purchase Property Surrounding City Center and Redevelop

Just off downtown, and north of the Mill property, is a large two-block area known as City Center. The City owns most of the property, though there are some lots on the west side that are owned by others, and a few businesses along Main Street that are owned by others. This may be an opportunity for the EDA to work with

the City to either redevelop what is currently owned, or pursue ownership of additional lots in this area to create a larger, more cohesive project.

#### Provide Improvement Funds to Downtown Businesses

Another opportunity for the EDA may be to provide funds for area businesses and property owners to rehab their own properties. This would be the least intensive project the EDA would likely take in as there wouldn't be the same risk as owning property. That being said, it would be completely dependent on property owners wanting to participate. This may be an opportunity to provide for area businesses on top of the EDA doing other projects.

- April 2023 Update: During the March 2023 meeting, the EDA discussed that it did not have much interest in this item due to limited involvement during previous attempts to improve the downtown.

#### Daycare Assistance

At a recent meeting with fellow administrators across south central Minnesota, one item came up that some EDAs/cities are considering as an economic development tool...daycare assistance. Some of these towns were not looking at daycare assistance in the form of helping families pay for daycare, but instead helping in-home care and care centers become established. The thought was many employees for companies are having trouble finding care for their kids and that if a city can help create more availability, it would help to drive further employment of their citizens.



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

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## MEMORANDUM

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**TO:** EDA PRESIDENT AND BOARDMEMBERS  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** 2024 BUDGET  
**DATE:** OCTOBER 5, 2023

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Attached is my proposed budget for the EDA for 2024. Similar to 2023, I am recommending that \$75,000 be levied to go towards EDA activities. The major change from 2023 is the salary/benefits portion. While monetarily the amount is similar, the employee those numbers are attached to has changed.

For 2023, half of the new City Planner position was paid for using the EDA budget. With the work the Planner is doing, little to know time is being spent on EDA activities, though the presence of the planner has allowed other staff members to spend additional time on EDA activities. Because of this, the amount the EDA is paying towards salary and benefits now represents 30% of the City Administrator's compensation instead of 50% of the Planner compensation. Other than that, the budget remains similar to 2023's budget.

### **Recommendation**

I recommend approval of the 2024 budget, requesting the City levy \$75,000 for the EDA's activities.

## EDA

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## EDA Industrial Park

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**October 2023 EDA Business Updates:**

- **0 new home permits** were issued in September (1 single family home and 0 townhome units). 8 residential home permits have been issued so far in 2023 (8 single family, 0 townhomes, 0 apartment units).
- According to the New Prague Times, the **Hotel Broz** at 212 Main Street W. was sold and will be under new ownership on November 1<sup>st</sup> by Chris Davis with the help of investor Rafik Moore.
- A building permit application was received for **Scott Equipment** to construct a new office building in the industrial park at 601 6<sup>th</sup> Street NW with a value at over \$2,000,000.
- A building permit application was received for Quality Flow to construct a new storage building in the industrial park in the south portion of their property at 800 6<sup>th</sup> Street NW with a value at just under \$1,000,000.
- Over **300 reroofing and residing permits have been issued in 2023** which is still a large number of these types of permits when a typical year would see approximately 75 of these types of permits.