

**CITY OF HANOVER**  
**ECONOMIC DEVELOPMENT AUTHORITY MINUTES**  
**January 12, 2012**

President Todd Bartels called the Economic Development Authority meeting of January 12, 2012 to order at 9:15am at Hanover City Hall. Commissioners present were: Bartels, Jim Hennessey, Chris Kauffman, Keith Ulstad, Randy Whitcomb, and Joe Kaul. Absent: John Vajda. Also present was City Administrator Daniel Buchholtz and EDA Consultant Heidi Peper. Call to Order

Buchholtz gave the Oath of Office to Commissioners Bartels, Ulstad and Whitcomb, who were each reappointed by the City Council to the Authority. Oath of Office

Bartels called for nominations for Officers for 2012. Election of Officers

**MOTION** by Hennessey, second by Ulstad, to appoint Todd Bartels as President, Randy Whitcomb as Vice President, and Joe Kaul as Treasurer. Motion carried 6:0. MOTION to appoint Bartels, Whitcomb and Kaul as 2012 officers

**MOTION** by Kauffman, second by Kaul, to approve the agenda for the January 12, 2012 EDA meeting, as amended. Motion carried 6:0. Approval of Agenda

**MOTION** by Whitcomb, second by Hennessey, to approve the December 8, 2011 regular EDA meeting minutes. Motion carried 6:0. Approval of Minutes

**MOTION** by Kaul, second by Hennessey, to approve the accounts payable and financial report, as presented. Motion carried 6:0. Motion to Approve Accounts Payable

**Business** Business

**1. PHS West Update** PHS West Update

Bartels introduced the item. Buchholtz reported that PHS West decided to proceed with its "in-fill" expansion option, thereby connecting the three existing buildings together to create one building. He reported that the Planning Commission held a public hearing on amending the B-1 zoning district to allow for limited industrial as a conditional use. He said the amendment was recommended for approval by the Commission on a 3-2 vote with the following conditions:

- The Limited Industrial uses that may be permitted are limited to office, wholesale, retail trade, warehousing, display of goods or products and limited processing. Manufacturing and fabricating may not be permitted in this district.
- Street Access. The site and related parking and service entrances are served by a street of sufficient capacity to accommodate the type of traffic that will be generated.
- The total square footage of the buildings on the property subject to the Conditional Use Permit shall not exceed 10,000 square feet.
- Any limited processing use may not occupy more than 40% of the total square footage of buildings on the parcel.
- The Limited Industrial uses must not operate later than 9:00 p.m. nor earlier than 6:00 a.m.
- No outside storage is permitted.
- The use must be contained inside the building.
- Hazardous materials may not be used on the premises.

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Buchholtz reported that the ordinance amendment will be presented to the City Council on January 17, 2012 for final approval.

Bartels inquired about the reasons for the opposition. Buchholtz noted that the opposition surrounded concerns about changing the ordinances and comprehensive plan whenever a project comes forward. Ulstad stated that by having stricter ordinances to start but showing flexibility based on the application, the City is able to have its fingerprints on the outcome of every single project.

Hennessey inquired if the City had received a complaint about the manufacturing process at PHS West. Buchholtz responded no.

Kaul inquired if the addition would allow for temporary parking for freight trucks that are loading or unloading. Buchholtz stated that the trucks would be able to back onto the parcel, thereby having any loading/unloading off River Road.

Bartels stated that the proposed façade improvements to the site will be a drastic improvement over the existing condition. He said the new tax base and employment will be a benefit to the community. Buchholtz stated that staff was working with Cummings to improve the appearance further. Bartels asked if staff was seeking a motion of support for this project. Buchholtz stated that such a motion would be appropriate.

**MOTION** by Hennessey, second by Ulstad, to request the City Administrator write a memorandum to the City Council and Planning Commission in support of the PHS West project. Motion carried 6:0.

MOTION of support for PHS West expansion project

Buchholtz noted that PHS West has inquired about a financial assistance package to assist with the business expansion. The EDA discussed the scope of financial assistance the EDA should provide to the project. After significant discussion, a consensus of the EDA formed around providing the following assistance: 1) support the look back application to the Joint Powers Water Board; 2) provide a grant in the amount of 50% of 1 SAC & WAC unit; and 3) provide a \$1,000 matching grant for façade improvements.

**MOTION** by Ulstad, second by Hennessey, to offer PHS West the incentive package stated above. Motion carried 6:0.

MOTION establishing PHS West incentive package

**2. 2012 SEH Contract**

2012 SEH Contract

Bartels introduced the item. Peper stated that the contact is similar to prior years. She noted her hourly rate increased by \$1/hour. Hennessey commended the work done by Heidi Peper over the past year. Hennessey inquired if funds were available beyond the \$18,000 budgeted for consulting services, should additional initiatives take shape. Buchholtz noted that the EDA has a discretionary fund that can be used for special projects.

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**MOTION** by Hennessey, second by Kaul, to approve the 2012 SEH Contract. Motion carried 6:0.

MOTION to approve 2012 SEH contract

**Reports**

Reports

**1. Board Member Reports**

Bartels requested the goal list, with updates be included in the February packet. Kaul asked that, as a part of that discussion, the following topics could be covered: a Riverwalk between the Historic Bridge and the County Road 19 bridge; Hilltop Bar sanitary sewer project; status of the infrastructure grant; review of Downtown River District regulations; and senior housing partnership with Duininck Brothers.

**2. Executive Director Report**

Buchholtz provided an update on the Branding Committee's work, noting that the new logo would be rolled out soon. Buchholtz provided an update on the current status of the 7 acre commercial parcel located north of County Road 19 between the County Road 19 bridge and the Historic Bridge.

Peper stated that a marketing committee meeting would be set soon. She reminded the EDA of the Wright County Economic Development Partnership's annual meeting at 7:30am in Monticello.

**Adjournment**

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Meeting adjourned at 9:26am.

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Daniel R. Buchholtz, Executive Director