

**CITY OF HANOVER  
ECONOMIC DEVELOPMENT AUTHORITY MEETING  
FEBRUARY 14, 2013 – OFFICIAL MINUTES**

**Call to Order**

President Todd Bartels called the regular EDA meeting to order at 8:07 a.m. Present were Todd Bartels, Joe Kaul, Jim Hennessey, Councilor John Vajda, and Mayor Chris Kauffman. Also present were City Accountant/Deputy Clerk Annita Smythe, Administrative Intern Brian Hagen, and EDA Consultant Heidi Peper.

**Approval of Agenda**

**MOTION** by Vajda, seconded by Kauffman to approve the agenda as presented. Motion carried unanimously.

**Approval of Minutes**

Member Kaul wanted to clarify in the minutes that there was no cost to Consultant Peper for negotiations. Kaul also asked if a motion was made for this. Consultant Peper stated that they would need to listen to the recording of the meeting to answer that question. Kaul also wanted to amend to say “negotiation during letter of intent”. Hennessey questioned a charge for Attorney Squires and EDA Consultant Peper. Consultant Peper stated there should be no charge for the negotiation process. Member Kaul gave a final clarification for the amended minutes. It should state there is no charge for negotiation cost leading to the execution of the letter of intent. This is to include site selection cost.

**MOTION** by Kaul, seconded by Hennessey to approve the amended Minutes of January 10, 2013 EDA meeting. Motion carried unanimously.

**Approval of January 2013 Accounts Payable and Financial Report**

Kaul wanted Accountant/Deputy Clerk Smythe to look into some expense entries to verify the parties were not paid twice.

**MOTION** by Kaul, seconded by Vajda, to approve report with understanding to check specific entries. Motion carried unanimously.

**Old Business**

**Follow-up on Green House Assisted Living Project-Letter of Intent**

Members asked if there was a decision on where the building would be placed. EDA Consultant Peper explained it should be placed in a position where traffic will have the least amount of impact. Councilor Vajda suggested a Bridges neighborhood representative should be present for the building site selection meeting. Mayor Kauffman also suggested the Planning Commission members be present. Consultant Peper stated the City Engineer, City Administrator, City Planner, and all of the Planning Commission members would be invited. Member Bartels suggested we move the project forward and asked for a timeline. Hennessey predicted it would be a four month process before completion at a fast pace. Accountant/Deputy Clerk Smythe stated the City’s new Engineer Justin Messner should be informed of the project. Member Hennessey asked if Peper’s company could supply an engineer for this specific project. Smythe gave assurances that Engineer Messner from WSB is capable but just needs to be brought up to speed. Hennessey also suggested using the Bridges welcome sign as the entry area to eliminate lights shining in residents’ windows.

**Plug Technologies Update**

EDA Consultant Peper informed members she just had another meeting with representatives from Plug Technologies. Everything is moving along well except they had to extend the earnest money by two weeks. Other than that everything is completed and the SBA loan final approval is the last step.

**New Business**

**PHS West-Industrial Park Map**

Bartels suggested an Industrial Park map be set up with current contact information for property owners. Mayor Kauffman informed the members that he and Administrator Derus met with PHS West the previous week. PHS West wants to look at original proposal before moving forward. Bartels commented that it is the EDA/City’s responsibility to help local businesses. Hennessey explained that the previous administrator followed the proposed downtown plan. He and the City Planner follow that plan because that is what code is. Council may need to look at amending the downtown code so PHS West is able to complete their desired project. Vajda suggested for PHS West to be invited to the next EDA meeting. Bartels would also like PHS West to present a plan to the board when they come. Bartels also feels we should do everything possible to keep established businesses and allow for better land use by the business.

**EDA Consultant Contract**

Peper added her 2013 contract for discussion. She explained that her prediction for cost has gone up from the previous year. Part is due to hourly cost, and part is due to the size of the planned projects. She also stated that she is on an hourly rate up to that budgeted amount. If some projects do not get completed her cost would be less to the city. Members held discussion on if they budgeted for the higher prediction. They also questioned if they should attempt to keep cost at last year’s amount or if they should raise it to what Peper predicts.

**MOTION** by Kaul, seconded by Vajda to approve proposed EDA Consultant Contract. Motion carried 4-1, Vajda, Bartels, Kaul, Hennessey approve, and Mayor Kauffman opposed.

**EDA Board and Staff Reports**

**Mayor Kauffman** informed board members that the previous administrator charges the city for phone calls pertaining to City of Hanover business. Hennessey confirmed this and stated the city was over-charged for his conversation. Kaul also experienced a similar situation.

**Joe Kaul** introduced the idea of revisiting whether or not the city should require home businesses to register with the city. Other board members liked the idea of the ordinance because it allows for the city to enforce the rules when needed. Consultant Peper explained that many cities the size of Hanover face the same question.

**Jim Hennessey** informed members he joined a seniors leadership group. It will allow service ideas to be offered to seniors in the community. He feels this is important with the aging population. He will update the EDA, as his EDA board membership was his basis for acceptance into the seniors group.

**Administrative Intern Brian Hagen** introduced himself as the Intern for Hanover. He explained his education background and future career plans.

**Adjournment**

**MOTION** by Kauffman, seconded by Hennessey to adjourn. Motion carried unanimously. Adjourned at 9:25 a.m.

APPROVED BY:

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Chris Kauffman, Mayor

ATTEST:

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Annita Smythe, Accountant/Deputy Clerk