

**CITY OF HANOVER  
ECONOMIC DEVELOPMENT AUTHORITY MEETING  
MARCH 12, 2015 – OFFICIAL MINUTES**

**Call to Order**

Chair Todd Bartels called the regular EDA meeting of March 12, 2015 to order at 8:00 a.m. Present were Todd Bartels, Randy Whitcomb, Jim Hennessey, and Matt Hanson. Members Keith Ulstad, Ken Warpula and John Vajda were absent. Also present were City Administrator Brian Hagen and EDA Consultant Heidi Peper.

**Approval of Agenda**

**MOTION** by Hennessey to approve the agenda as presented, seconded by Whitcomb. **Motion carried unanimously.**

**Approval of Minutes from January 8, 2015 Regular Meeting**

**MOTION** by Whitcomb to approve minutes as presented, seconded by Hanson. **Motion carried unanimously.**

**Approval of Minutes from February 19, 2015 Joint Council/EDA Meeting**

**MOTION** by Hennessey to approve minutes as presented, seconded by Hanson. **Motion carried unanimously.**

**Approval of Accounts Payable and Financial Reports**

**MOTION** by Hennessey to approve the Accounts Payable and Financial Reports as presented, seconded by Whitcomb. **Motion carried unanimously.**

**Old Business**

**PHS West**

Peper informed the board that a meeting has been scheduled for March 31, 2015. At that meeting a discussion on future plans for the business will be held. Focus will be on roughly 10-15% of project cost for assistance. This assistance could be in the form of fee waivers related to costs incurred during the building permit process, 0% interest loans which are forgiven after a set amount of time or other low interest loans.

The board felt an understanding of what the gap in financing is would be needed prior to offering assistance. A benefit of the assistance is business retention and redevelopment of the downtown area. The board held some concerns about offering what would essentially be free money.

**New Business**

**Review of Notes from Joint Council/EDA Meeting**

Notes from the joint meeting were provided to the board to review for accuracy. Hagen stated these notes would then be translated to a work plan similar to years past. Additional comments were made about determining who purchased a parcel of land at the intersection of County Road 19 and 5<sup>th</sup> St. NE. The board suggested sending a welcome letter and invite to an EDA meeting in order to learn of a new business opportunity.

Hennessey also suggested the business visits should begin. Peper stated that she, Hagen, and one or two EDA members could conduct these visits. This would help with business retention to continue to learn why businesses enjoy Hanover.

**2015 Goal Progress – 11103 River Road NE Permit Violations**

Hagen stated that it is his intent to provide monthly updates on the 2015 Goal progress. He further stated that he has begun gathering documents related to 11103 River Road NE and the permit which allows for the sale of auto parts. The Permit does not allow for outside storage of vehicles, nor does the zoning ordinance allow for outside storage of equipment. The board informed Hagen that this is an ongoing matter and that past staff and board members have taken similar steps to bring the business into compliance. Whitcomb suggested the façade

improvement grant to assist the business owner with some of the cleanup costs. Bartels agreed, we need to show that the City wants to be helpful.

**Reports**

None

**Adjournment**

**MOTION** by Hanson to adjourn at 9:15 a.m., seconded by Hennessey. **Motion carried unanimously.**

ATTEST:

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Brian Hagen, City Administrator