

**CITY OF HANOVER
ECONOMIC DEVELOPMENT AUTHORITY MEETING
JUNE 12, 2014**

Call to Order

Chair Todd Bartels called the regular EDA meeting of June 12, 2014 to order at 8:00 a.m. Present were Todd Bartels, Randy Whitcomb, Joe Kaul, Jim Hennessey, Keith Ulstad, Councilor John Vajda, and Councilor Ken Warpula. Also present were City Administrator Annita Smythe and EDA Consultant Heidi Peper.

Approval of the Agenda

MOTION to approve agenda was made by Whitcomb, seconded by Hennessey. **Motion carried unanimously.**

Approval of Minutes from June 12, 2014

Bartels provided the last name of the representative from Trailblazer Transit in Glencoe, Bill Mathews, for record in the minutes.

MOTION to approve the minutes of May 8, 2014, as amended, was made by Whitcomb, and seconded by Ulstad. **Motion carried unanimously.**

Approval of May 2014 Accounts Payable and Financial Reports

MOTION to approve the May 2014 accounts payable and financial reports as presented made by Hennessey, seconded by Ulstad. **Motion carried unanimously.**

Old Business

3 Diamond Development

Peper provided the Board with the latest updates on this project. The City Council approved a resolution supporting the intention of creating a TIF district. 3 Diamond Development submitted the MHFA application on Monday, which included letters of support from many agencies and legislators. There should be some indication what will happen by October. If there are questions, the developer may be contacted to answer them. The developer is committed to this project. There was additional discussion about obtaining state political support.

Lupine Brewery

Smythe updated the Board on the site negotiations, along Hennepin County Road 19. There are some issues with roadway and shoreline setbacks and high water marks. There have been meetings with City Engineer and City Planner making sure that there is enough area for the brewery to be built on the parcel. Assuming that there is enough land, Lupine plans to move ahead on a development application and get the approvals they need from the City. They will also need to get approvals from the DNR and Hennepin County. They would like to break ground later this summer. There was discussion about the vacation of an additional parcel by Hennepin County and the need for legislative approval to move forward on it. That would not take place until the next legislative session. Lupine would like to break ground as soon as possible, so they are not considering the Hennepin County parcel in their development application. Peper explained what was being done in providing as much information as possible to the City and the developer. Peper did mention that if the site is deemed unsuitable, Lupine will look elsewhere. Peper said that there will also likely be a need for financial assistance.

Greenhouse Assisted Living

Smythe updated the Board on the easement issue. She said they had met with representatives from the Bridges and drafted a summary letter from the meeting. The Council and the City Attorney reviewed it before sending it on to the Bridges. It sounds like they are working on getting a vote, but the details are not known. Smythe reached out to Jeff Grupp as the timeframe of the eminent domain process is reaching the next step. The next phase may be to reopen the idea of a purchase agreement. After some discussion, the Board consensus was to offer the entire parcel to Bradford Development. Bartels made the suggestion that costs be compiled for the purchase agreement along with the "ghosting in" of the site for Phase II.

Bartels stated that the meeting was going to jump ahead to the next topic since Vajda needed to leave and that the Greenhouse Assisted Living topic would be taken up afterwards.

Trailblazer Transit Hub

Warpula commented that he had read in the newspaper that the hub was going into Buffalo. Bartels had looked at the Glencoe facility and spent time with a representative from Trailblazers. Smythe stated that nothing had been formally decided and that there is a June 30th meeting in which more information would be provided. Smythe stated that Council had questions and would also be attending the meeting. Bartels requested that Smythe inform him of the outcome of the meeting.

Vajda left at 8:30 am.

Return to Greenhouse Assisted Living

Provided everything goes forward as planned, the Board proposes selling the entire parcel with a clear per-acre cost. Hennessey asked if the Council had to approve it and it was confirmed that the Council needs to approve. The City Engineer is working with Hennepin County regarding the trail extension up to the Historic Bridge as well as a bid for the trail along Hennepin County Road 19. That will provide additional information for the purchase agreement. Bartels stated that there needs to a range of costs detailed so that the developer has an idea of the expense.

New Business

Kaul Design Group Maintenance Proposal

Kaul outlined the proposal to keep the current security maintenance with additional funds for upgrades and content management. Warpula began a discussion based on whether this was needed or if the present contract was fine. Bartels, Whitcomb, and Hennessey made statements regarding that this was a good use of resources based on users' needs. Bartels commented on how much more the EDA could use the website. Hennessey also mentioned using the website as a tool for land use and recruitment and offered to connect with WCEDP. Bartels stated that a starting matrix was needed to see where the website was currently at for traffic, and look at it in 12 months with the possibility of revisiting it if the site traffic doesn't improve. It was stated that this is a month-to-month contract.

MOTION to accept the Kaul Design Group Management Package of \$200 a month by Warpula, seconded by Hennessey. **All in favor with Kaul abstaining.**

Web Listing Inc.

Smythe stated that she included in the packet a proposal received by this company regarding Search Engine Optimization (SEO) to generate the conversation whether this is something to look into or not. A web list isn't going to get Hanover top listing on Google and other search engines. Kaul advised that the price quoted would not get that much benefit. He advised that he didn't believe this was a good use of resources, as other, less expensive alternatives were available. Peper commented that we are connected to other agencies and governmental sites that would direct people to our website.

Bartels suggested that a tech update be added to a future agenda along with brainstorming ideas to improve the EDA website.

EDA Board and Staff Reports

Kaul: Suggested a web improvement update meeting on June 30, 2014, with a page by page update. Smythe and Peper agreed that the date would work for them.

Smythe: Does the Board want to continue going forward with setting up a loan committee? If so, a meeting can be set up to decide the criteria to review applications along with recommendations to the Board, clarifying the relationship with the bank and what documents are needed from the applicant (financial criteria). Bartels

commented that we are looking at the purpose of the loan and the quality of the borrower and to be consistent amongst all applicants. Hennessey suggested setting up the meeting.

Adjournment

MOTION to adjourn by Whitcomb, seconded by Hennessey. **Motion carried unanimously.** Meeting adjourned at approximately 9:16 am.

ATTEST:

Annita M. Smythe, City Administrator