

**AGENDA  
HANOVER ECONOMIC DEVELOPMENT AUTHORITY  
JANUARY 18, 2018**

**TODD BARTELS  
JESSICA JOHNSON  
BRIAN DISMANG  
TED ZRUST**

**KEN WARPULA  
MARYANN HALLSTEIN  
HEIDI PEPPER, EDA CONSULTANT**

- 1. Call to Order: 8:00 a.m.**
- 2. Oath of Office – Todd Bartels & Ted Zrust**
- 3. Approval of:**
  - a. Agenda**
  - b. Appoint Chair, Vice Chair, Treasurer**
  - c. Minutes of December 14, 2017 Regular Meeting**
  - d. Accounts Payable and Financial Reports**
- 4. Citizen's Forum**
- 5. Unfinished Business**
  - a. Matching Grant Program Application – Hanover Historical Society**
  - b. Downtown Parking Lot**
- 6. New Business**
  - a. 11243 River Rd, Hanover**
  - b. 2018 Business Social**
- 7. EDA Board and Staff Reports**
  - a. EDA Board Reports**
  - b. Staff Reports**
- 8. Adjournment**

**CITY OF HANOVER  
ECONOMIC DEVELOPMENT AUTHORITY MEETING  
DECEMBER 14, 2017 - DRAFT MINUTES**

**Call to Order**

Chair Bartels called the regular EDA meeting of December 14, 2017 to order at 8:00 a.m. Present were Members Todd Bartels, Randy Whitcomb, Jessica Johnson, Brian Dismang, Ken Warpula, and MaryAnn Hallstein. Also present was City Administrator Brian Hagen. Joe Kaul, Hanover Historical Society was a guest present.

**Approval of Agenda**

**MOTION** by Warpula to approve the agenda, seconded by Johnson. **Motion carried unanimously.**

**Approval of Minutes from November 9, 2017 Regular Meeting**

**MOTION** by Warpula to approve minutes as presented, seconded by Dismang. **Motion carried unanimously.**

**Approval of Accounts Payable and Financial Reports**

Johnson reviewed the financials and noted that all loans were current. Other expenses included \$1,100 towards the 11234 River Rd project.

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

**Citizen's Forum**

None

**Unfinished Business**

**Downtown Redevelopment & Parking**

Hagen stated that the house and garage have been demoed at 11234 River Rd. This phase of the project was completed by public works staff. The next steps would be to plan the parking lot for spring construction. Hagen further stated a funding plan needs to be established. The EDA does not have the funds available to complete this project without letting the account build up with a couple years of tax levy. The other options would be to determine if a loan from the City could be established or for the City to take ownership and make the improvements. Consensus was for the City to take ownership of the land and make the improvements moving forward. Hagen would bring this proposal to Council.

Hallstein questioned whether the EDA wanted to continue to take an active approach in the downtown redevelopment. She asked if the group should consider buying other properties as they come for sale to influence commercial business growth. Whitcomb expressed caution due to other cities taking the same approach and not seeing success.

**New Business**

**Hanover Historical Society – Joe Kaul**

Kaul attended the meeting to determine preliminary support of the Historical Society receiving EDA incentive funds to assist in their plan to take ownership of the former Methodist Church and convert it into the Hanover Historical Society's headquarters. The Historical Society would desire to bring a more reliable source of internet to the site, however, Comcast has indicated approximately \$14,000 in charges to do so. Kaul stated that Comcast has agreed to paying for almost half of the project costs, leaving the

Historical Society with the remaining portion. Kaul requested that the EDA assist with these funds because he felt it would benefit future industrial park growth as well.

Bartels asked what the need for internet was, and if a different service provider was already available to the site. Kaul responded that the Historical Society board is in agreeance that should a third party utilize the property for a private event, internet would be desired. Kaul further explained that the property would be equipped with a security system needing internet service for monitoring. Kaul also stated that CenturyLink is available, however, the monthly service cost would be about \$10 higher and the service provided is considerably slower and less reliable.

Johnson questioned if the service is needed up front or if they could begin operating and determine a true need later. Bartels closed the discussion by directing Hagen to look further into the EDA Incentive Programs to determine if there is an eligible program.

### **2018 Final Budget & Levy**

Hagen stated no changes have been made, nor are recommended from the preliminary budget and levy approval.

**MOTION** by Bartels to approve the 2018 budget and levy as presented, seconded by Warpula. **Motion carried unanimously.**

### **Reports**

Hagen informed the board that staff has held a first discussion with potential developers of the Duinick Pit. The intent is to complete a residential development. The process would include a concept plan review, preliminary plat approval, then final plat approval.

### **Adjournment**

**MOTION** by Warpula to adjourn at 9:26 a.m., seconded by Dismang. **Motion carried unanimously.**

ATTEST:

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Brian Hagen, City Administrator

**HANOVER**  
**Cash Balances**  
December 2017

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$454,209.44	\$475,318.95	\$174,255.66	\$755,272.73
107 FIRE DEPT DONATIONS FUND	\$17,411.92	\$1,207.00	\$0.00	\$18,618.92
201 EDA SPECIAL REVENUE FUND	\$48,940.09	\$23,241.85	\$7,687.49	\$64,494.45
205 EDA BUSINESS INCENTIVE FUND	\$245,814.20	\$817.83	\$766.25	\$245,865.78
311 2008A GO CIP REFUNDING BOND	\$56,930.08	\$21,344.00	\$0.00	\$78,274.08
312 2009A GO IMP REFUNDING BOND	\$2,762.81	\$2,479.69	\$0.00	\$5,242.50
313 2010 GO EQUIPMENT CERTIFICATES	\$0.00	\$0.00	\$0.00	\$0.00
314 2011A GO IMP CROSSOVER REF BD	\$355,467.98	\$81,393.85	\$0.00	\$436,861.83
315 2016A GO CIP BOND	\$30,833.69	\$55,018.00	\$0.00	\$85,851.69
401 GENERAL CAPITAL PROJECTS	\$1,340,807.19	\$6,069.78	\$0.00	\$1,346,876.97
402 PARKS CAPITAL PROJECTS	\$51,849.39	\$12,500.00	\$502.29	\$63,847.10
403 FIRE DEPT CAPITAL FUND	\$191,971.23	\$15,000.00	\$42,890.50	\$164,080.73
404 HISTORICAL CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
405 PARK DEDICATION FEE	\$1,370.00	\$1,370.00	\$0.00	\$2,740.00
407 TIF REDEV DIST #1	\$9,693.47	\$3,280.11	\$5,904.21	\$7,069.37
409 MAHLER PIT - 15TH ST IMP FUND	\$658.47	\$0.00	\$0.00	\$658.47
411 FACILITIES CAPITAL PROJ FUND	\$144,972.04	\$0.00	\$268,916.63	-\$123,944.59
417 EQUIPMENT CAPITAL FUND	\$133,567.85	\$26,174.00	\$2,000.00	\$157,741.85
418 STREET CAPITAL PROJ FUND	\$516,969.07	\$80,000.00	\$946.25	\$596,022.82
601 WATER ENTERPRISE FUND	\$849,708.79	\$6,311.31	\$4,002.00	\$852,018.10
602 SEWER ENTERPRISE FUND	\$307,659.51	\$24,374.53	\$39,658.27	\$292,375.77
603 STORM WATER ENTERPRISE FUND	\$205,629.86	\$4,723.30	\$1,490.00	\$208,863.16
611 WATER CAPITAL IMP FUND	\$156,764.07	\$0.00	\$21,170.98	\$135,593.09
612 SEWER CAPITAL IMP FUND	\$1,834,726.57	\$19,418.36	\$0.00	\$1,854,144.93
613 STORM WATER CAPITAL IMP FUND	\$543,235.36	\$0.00	\$568.50	\$542,666.86
804 SCHENDELS FIELD ESC FUND	\$0.00	\$0.00	\$0.00	\$0.00
809 BRIDGES AT HANOVER ESC FUND	\$0.00	\$0.00	\$0.00	\$0.00
811 EROSION CONTROL ESCROW FUND	\$23,000.00	\$2,000.00	\$0.00	\$25,000.00
815 LANDSCAPE ESCROW FUND	\$22,000.00	\$2,000.00	\$0.00	\$24,000.00
817 INFRASTRUCTURE ESCROW FUND	\$14,000.00	\$1,000.00	\$0.00	\$15,000.00
818 MISC ESCROWS FUND	\$7,609.47	\$1,353.45	\$176.75	\$8,786.17
820 BRIDGES TOWNHOMES ESC FUND	\$3,608.60	\$0.00	\$0.00	\$3,608.60
821 QUAIL PASS 2ND ADD ESCROW FD	\$0.00	\$0.00	\$0.00	\$0.00
823 CROW RVR HTS WEST 3RD / BACKES	\$181,329.04	\$0.00	\$26,509.00	\$154,820.04
900 INTEREST	\$18,656.00	\$0.00	\$0.00	\$18,656.00
	<u>\$7,772,156.19</u>	<u>\$866,396.01</u>	<u>\$597,444.78</u>	<u>\$8,041,107.42</u>

HANOVER

Revenue Budget by Source - EDA

Source Alt Code	Account Descr	December 2017 Amt	2017 YTD Amt	2017 YTD Budget	2015 YTD Variance	%YTD Budget
Fund 201 EDA SPECIAL REVENUE FUND						
TAXES	R 201-31000 Property Taxes - General	\$23,241.85	\$49,100.91	\$49,000.00	-\$100.91	100.21%
TAXES	R 201-31010 Tax Abatement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code TAXES		\$23,241.85	\$49,100.91	\$49,000.00	-\$100.91	100.21%
MISC	R 201-36210 Interest Earnings	\$0.00	\$942.42	\$100.00	-\$842.42	942.42%
MISC	R 201-36215 Investment Income/Loss	\$0.00	-\$230.34	\$1,100.00	\$1,330.34	-20.94%
Source Alt Code MISC		\$0.00	\$712.08	\$1,200.00	\$487.92	59.34%
INTGOVT	R 201-33410 MV Credit	\$0.00	\$26.07	\$0.00	-\$26.07	0.00%
Source Alt Code INTGOVT		\$0.00	\$26.07	\$0.00	-\$26.07	0.00%
Fund 201 EDA SPECIAL REVENUE FUND		\$23,241.85	\$49,839.06	\$50,200.00	\$360.94	99.28%
Fund 205 EDA BUSINESS INCENTIVE FUND						
MISC	R 205-36200 Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 205-36210 Interest Earnings	\$30.37	\$2,318.14	\$0.00	-\$2,318.14	0.00%
MISC	R 205-36215 Investment Income/Loss	\$0.00	-\$434.20	\$0.00	\$434.20	0.00%
MISC	R 205-36230 Contributions and Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 205-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code MISC		\$30.37	\$1,883.94	\$0.00	-\$1,883.94	0.00%
INTGOVT	R 205-33400 State Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code INTGOVT		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 205 EDA BUSINESS INCENTIVE FUND		\$30.37	\$1,883.94	\$0.00	-\$1,883.94	0.00%
		\$23,272.22	\$51,723.00	\$50,200.00	-\$1,523.00	103.03%

**HANOVER**  
**Expenditure Budget Report - EDA**

Dept Abbrev	Account Descr	December 2017 Amt	2017 YTD Amt	2017 YTD Budget	2015 YTD Variance	%YTD Budget
Fund 201 EDA SPECIAL REVENUE FUND						
Dept 41330 Boards and Commissions						
BRDCOM	E 201-41330-111 Committee Wages/Meetin	\$1,710.00	\$1,710.00	\$3,000.00	\$1,290.00	57.00%
BRDCOM	E 201-41330-306 Dues & Subscriptions	\$0.00	\$310.00	\$1,000.00	\$690.00	31.00%
BRDCOM	E 201-41330-310 Other Professional Service	\$843.12	\$7,365.15	\$25,000.00	\$17,634.85	29.46%
BRDCOM	E 201-41330-437 Other Miscellaneous	\$5,134.37	\$112,480.27	\$5,200.00	-\$107,280.27	2163.08%
Dept 41330 Boards and Commissions		\$7,687.49	\$121,865.42	\$34,200.00	-\$87,665.42	356.33%
Dept 41570 Purchasing						
PURCHAS	E 201-41570-210 Operating Supplies (GENE	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
Dept 41570 Purchasing		\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
Dept 49360 Transfers Out						
TRNSFER	E 201-49360-700 Transfers (GENERAL)	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
Dept 49360 Transfers Out		\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.00%
Fund 201 EDA SPECIAL REVENUE FUND		\$7,687.49	\$121,865.42	\$50,200.00	-\$71,665.42	242.76%

Expenditure Budget Report - EDA

Dept Abbrev	Account Descr	December 2017 Amt	2017 YTD Amt	2017 YTD Budget	2015 YTD Variance	%YTD Budget
Fund 205 EDA BUSINESS INCENTIVE FUND						
Dept 46500 Economic Develop mt (GENERAL)						
ECODEVE	E 205-46500-810 Refunds & Reimbursemen	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 46500 Economic Develop mt (GENERAL)		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49300 Other Finanacing Uses						
OTHFINU	E 205-49300-317 EDA BIF: Rent Reimburse	\$0.00	\$4,800.00	\$0.00	-\$4,800.00	0.00%
OTHFINU	E 205-49300-318 EDA BIF: Matching Grant	\$766.25	\$2,333.32	\$0.00	-\$2,333.32	0.00%
OTHFINU	E 205-49300-319 EDA BIF: EDA Loan	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49300 Other Finanacing Uses		\$766.25	\$7,133.32	\$0.00	-\$7,133.32	0.00%
Fund 205 EDA BUSINESS INCENTIVE FUND		\$766.25	\$7,133.32	\$0.00	-\$7,133.32	0.00%

Expenditure Budget Report - EDA

Dept Abbrev	Account Descr	December 2017 Amt	2017 YTD Amt	2017 YTD Budget	2015 YTD Variance	%YTD Budget
		\$8,453.74	\$128,998.74	\$50,200.00	-\$78,798.74	256.97%

HANOVER

Transaction Activity - EDA

Period Name	Check Refer	Check Nbr	Tran Nbr	Tran Name	Search Name	Invoice	Amount	Comments	Check/Receipt Date	Fund
Act Year 2017										
PL Type G General Ledger										
Account Descr G 201-10100 Cash										
January	272		30	Journal Entry			-\$3,147.50	AP DTOGU REV		201
March	304		30	Journal Entry			\$166.52	Allocate 1st Quarter Inter		201
June	320		30	Journal Entry			\$354.79	Allocate 2nd Quarter Inter		201
September	326		30	Journal Entry			\$190.77	Allocate 3rd Quarter Inter		201
Account Descr G 201-10100 Cash							-\$2,435.42			
Account Descr G 201-10500 Taxes Receivable-Current										
January	293		30	Journal Entry			-\$200.47	Reverse Jan Tax Settleme		201
Account Descr G 201-10500 Taxes Receivable-Current							-\$200.47			
Account Descr G 201-20200 Accounts Payable										
January	272		30	Journal Entry			\$3,147.50	AP DTOGU REV		201
Account Descr G 201-20200 Accounts Payable							\$3,147.50			
Account Descr G 205-10100 Cash										
March	304		30	Journal Entry			\$296.97	Allocate 1st Quarter Inter		205
June	320		30	Journal Entry			\$625.66	Allocate 2nd Quarter Inter		205
September	326		30	Journal Entry			\$543.96	Allocate 3rd Quarter Inter		205
Account Descr G 205-10100 Cash							\$1,466.59			
Account Descr G 205-12400 EDA Loan Receivable										
January	8958	082656	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$176.29	EDA Loan Principal Payme	12/28/16	205
January	8969	082688	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$421.25	EDA Loan Principal Payme	01/04/17	205
January	8976	003124	10	Cash Receipt	RJM SELF STORAGE		\$125.00	EDA Loan Payment - Janu	01/16/17	205
February	8992	082768	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$177.32	EDA Loan Principal Payme	01/26/17	205
February	9004	082808	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$420.05	EDA Loan Principal Payme	02/06/17	205
February	9014	999108	10	Cash Receipt	RJM SELF STORAGE		\$125.00	EDA Loan Payment - Febr	02/15/17	205
March	9027	082886	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$176.68	EDA Loan Principal Payme	02/28/17	205
March	9047	082919	10	Cash Receipt	MARIS EHLERS PHOTOGRAPY		\$585.38	EDA Principal Payment - J	03/09/17	205
March	9040	082909	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$423.53	EDA Loan Principal Payme	03/06/17	205
March	9045	70070317	10	Cash Receipt	RJM SELF STORAGE		\$125.00	EDA Loan Payment - Marc	03/14/17	205
April	9063	082993	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$178.11	EDA Loan Principal Payme	02/28/17	205
April	9080	083020	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$421.51	EDA Loan Principal Payme	04/04/17	205
April	9094	999121	10	Cash Receipt	RJM SELF STORAGE		\$125.00	EDA Loan Principal Payme	04/14/17	205

Period Name	Refer	Check Nbr	Tran Nbr	Tran Name	Search Name	Invoice	Amount	Comments	Check/Receipt Date	Fund	
May	9119	083182	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$178.18	EDA Loan Principal Payme	04/26/17	205	
May	9167	083309	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$178.26	EDA Loan Principal Payme	05/26/17	205	
May	9134		10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$423.10	EDA Loan Principal Payme		205	
May	9145	88532504	10	Cash Receipt	RJM SELF STORAGE		\$125.00	EDA Loan Pymt for May 2	05/15/17	205	
June	9217	083461	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$178.18	EDA Loan Principal Payme	06/27/17	205	
June	9215	083449	10	Cash Receipt	MARIS EHLERS PHOTOGRAPY		\$387.96	EDA Loan Receivable - Ap	06/23/17	205	
June	9188	083375	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$421.26	EDA Loan Principal Pymt -	06/06/17	205	
June	9202	98365124	10	Cash Receipt	RJM SELF STORAGE		\$125.00	EDA Loan Payment - June	06/19/17	205	
July	9254	083571	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$179.04	EDA Loan Principal Payme	07/26/17	205	
July	9226	083495	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$426.16	EDA Loan Principal Payme	07/05/17	205	
July	9241	7397099	10	Cash Receipt	RJM SELF STORAGE		\$125.00	EDA Loan Payment - July	07/19/17	205	
August	9299	083676	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$178.98	EDA Loan Principal Payme	08/28/17	205	
August	9292	083654	10	Cash Receipt	MARIS EHLERS PHOTOGRAPY		\$561.47	EDA Load Receivable - Ju	08/22/17	205	
August	9262	083602	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$424.41	EDA Loan Principal Payme	08/04/17	205	
August	9280	15832617	10	Cash Receipt	RJM SELF STORAGE		\$125.00	EDA Loan Payment - Aug	08/16/17	205	
September	9308	083707	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$423.60	EDA Loan Principal Payme	09/06/17	205	
October	9377	083964	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$179.75	EDA Loan Principal Payme	10/26/17	205	
October	9335	083810	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$179.29	EDA Loan Principal Payme	09/26/17	205	
October	9345	083862	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$428.14	EDA Loan Principal Payme	10/04/17	205	
November	9409	084077	10	Cash Receipt	MARIS EHLERS PHOTOGRAPY		\$750.34	EDA Loan Receivable - Se	11/22/17	205	
November	9393	083997	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$426.61	EDA Loan Principal Payme	11/06/17	205	
December	9417	084086	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$179.63	EDA Laon Principal Payme	11/28/17	205	
December	9451	084204	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$180.48	EDA Loan Principal Payme	12/27/17	205	
December	9420	084117	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$427.35	EDA Loan Principal Payme	12/05/17	205	
Account Descr G 205-12400 EDA Loan Receivable							\$10,692.31				
PL Type G General Ledger							\$12,670.51				
PL Type *R Revenue											
Account Descr R 201-31000 Property Taxes - General											
January	293		30	Journal Entry			\$97.94	Reverse Jan Tax Settleme		201	
January	293		30	Journal Entry			\$102.53	Reverse Jan Tax Settleme		201	
January	8988		10	Cash Receipt	HENNEPIN COUNTY TREASURER		\$102.53	HC Tax Settlement - Jan		201	
January	8987		10	Cash Receipt	WRIGHT COUNTY AUDITOR-TREAS		\$97.94	WC Tax Settlement - Jan		201	
June	9220		10	Cash Receipt	WRIGHT COUNTY AUDITOR-TREAS		\$19,123.84	WC Tax Settlement - June		201	
July	9221		10	Cash Receipt	HENNEPIN COUNTY TREASURER		\$6,735.22	HC Tax Settlement - June		201	
December	9427		10	Cash Receipt	HENNEPIN COUNTY TREASURER		\$5,852.28	HC Tax Settlement - Dece		201	
December	9426		10	Cash Receipt	WRIGHT COUNTY AUDITOR-TREAS		\$17,389.57	WC Tax Settlement - Dec		201	
Account Descr R 201-31000 Property Taxes - General							\$49,501.85				

Period Name	Check Refer	Check Nbr	Tran Nbr	Tran Name	Search Name	Invoice	Amount	Comments	Check/Receipt Date	Fund
Account Descr R 201-33410 MV Credit										
October	103120		10	Cash Receipt	MN DEPT OF REVENUE		\$26.07	MV Credit - 2017		201
Account Descr R 201-33410 MV Credit							\$26.07			
Account Descr R 201-36210 Interest Earnings										
March	304		30	Journal Entry			-\$233.63	Allocate 1st Quarter Inter		201
June	320		30	Journal Entry			-\$493.50	Allocate 2nd Quarter Inter		201
September	326		30	Journal Entry			-\$215.29	Allocate 3rd Quarter Inter		201
Account Descr R 201-36210 Interest Earnings							-\$942.42			
Account Descr R 201-36215 Investment Income/Loss										
March	304		30	Journal Entry			\$67.11	Allocate 1st Quarter Inter		201
June	320		30	Journal Entry			\$138.71	Allocate 2nd Quarter Inter		201
September	326		30	Journal Entry			\$24.52	Allocate 3rd Quarter Inter		201
Account Descr R 201-36215 Investment Income/Loss							\$230.34			
Account Descr R 205-36210 Interest Earnings										
January	8958	082656	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$8.01	EDA Loan Interest Payme	12/28/16	205
January	8969	082688	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$27.98	EDA Loan Interest Payme	01/04/17	205
February	8992	082768	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$6.98	EDA Loan Interest Payme	01/26/17	205
February	9004	082808	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$29.18	EDA Loan Interest Payme	02/06/17	205
March	304		30	Journal Entry			-\$416.65	Allocate 1st Quarter Inter		205
March	9027	082886	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$7.62	EDA Loan Interest Payme	02/28/17	205
March	9047	082919	10	Cash Receipt	MARIS EHLERS PHOTOGRAPY		\$14.62	EDA Interest Payment - J	03/09/17	205
March	9040	082909	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$25.70	EDA Loan Interest Payme	03/06/17	205
April	9063	082993	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$6.19	EDA Loan Interest Payme	02/28/17	205
April	9080	083020	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$27.72	EDA Loan Interest Payme	04/04/17	205
May	9167	083309	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$6.04	EDA Loan Interest Payme	05/26/17	205
May	9119	083182	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$6.12	EDA Loan Interest Payme	04/26/17	205
May	9134		10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$26.13	EDA Loan Interest Payme		205
June	320		30	Journal Entry			-\$870.26	Allocate 2nd Quarter Inter		205
June	9217	083461	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$6.12	EDA Loan Interest Payme	06/27/17	205
June	9215	083449	10	Cash Receipt	MARIS EHLERS PHOTOGRAPY		\$12.04	EDA Interest Earnings - A	06/23/17	205
June	9188	083375	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$27.97	EDA Loan Interest Pymt -	06/06/17	205
July	9254	083571	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$5.26	EDA Loan Interest Payme	07/26/17	205
July	9226	083495	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$23.07	EDA Loan Interest Payme	07/05/17	205
August	9299	083676	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$5.32	EDA Loan Interest Payme	08/28/17	205
August	9292	083654	10	Cash Receipt	MARIS EHLERS PHOTOGRAPY		\$5.53	EDA Interest Earnings - J	08/22/17	205
August	9262	083602	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$24.82	EDA Loan Interest Payme	08/04/17	205

Period Name	Refer	Check Nbr	Tran Nbr	Tran Name	Search Name	Invoice	Amount	Comments	Check/Receipt Date	Fund
September		326	30	Journal Entry			-\$613.88	Allocate 3rd Quarter Inter		205
September	9308	083707	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$25.63	EDA Loan Interest Payme	09/06/17	205
October	9335	083810	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$5.01	EDA Loan Interest Payme	09/26/17	205
October	9377	083964	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$4.55	EDA Loan Interest Payme	10/26/17	205
October	9345	083862	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$21.09	EDA Loan Interest Payme	10/04/17	205
November	9409	084077	10	Cash Receipt	MARIS EHLERS PHOTOGRAPY		\$5.66	EDA Interest Earnings - S	11/22/17	205
November	9393	083997	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$22.62	EDA Loan Interest Payme	11/06/17	205
December	9417	084086	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$4.67	EDA Loan Interest Payme	11/28/17	205
December	9451	084204	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$3.82	EDA Loan Interest Payme	12/27/17	205
December	9420	084117	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$21.88	EDA Loan Interest Payme	12/05/17	205
Account Descr R 205-36210 Interest Earnings							<u>-\$1,483.44</u>			
Account Descr R 205-36215 Investment Income/Loss										
March		304	30	Journal Entry			\$119.68	Allocate 1st Quarter Inter		205
June		320	30	Journal Entry			\$244.60	Allocate 2nd Quarter Inter		205
September		326	30	Journal Entry			\$69.92	Allocate 3rd Quarter Inter		205
Account Descr R 205-36215 Investment Income/Loss							<u>\$434.20</u>			
PL Type *R Revenue							<u>\$47,766.60</u>			
PL Type -E Expenditure										
Account Descr E 201-41330-111 Committee Wages/Meetings										
December	2267	002220	20	Cash Payment	BARTELS, TODD		\$450.00	EDA Meetings - 2017	01/02/18	201
December	2265	033131	20	Cash Payment	DISMANG, BRIAN		\$450.00	EDA Meetings - 2017	12/31/17	201
December	2264	033134	20	Cash Payment	JOHNSON, JESSICA		\$420.00	EDA Meetings - 2017	12/31/17	201
December	2268	002221	20	Cash Payment	ULSTAD, KEITH		\$120.00	EDA Meetings - 2017	01/02/18	201
December	2266	033145	20	Cash Payment	WHITCOMB, RANDY		\$270.00	EDA Meetings - 2017	12/31/17	201
Account Descr E 201-41330-111 Committee Wages/Meetings							<u>\$1,710.00</u>			
Account Descr E 201-41330-306 Dues & Subscriptions										
October	2157	032953	20	Cash Payment	INITIATIVE FOUNDATION		\$310.00	Endowment Pledge (A) -	10/17/17	201
Account Descr E 201-41330-306 Dues & Subscriptions							<u>\$310.00</u>			
Account Descr E 201-41330-310 Other Professional Services										
March	1902	001902	20	Cash Payment	S E H	328703	\$752.50	EDA Services - January 2	03/07/17	201
March	1945	001938	20	Cash Payment	S E H	329253	\$480.00	EDA Services - February 2	03/21/17	201
May	2012	001997	20	Cash Payment	S E H	331489	\$502.50	EDA Services - March 201	05/16/17	201
May	2018	001998	20	Cash Payment	WSB & ASSOCIATES, INC.		\$1,012.00	EDA - Additional Parking	05/16/17	201
June	2030	002026	20	Cash Payment	S E H	332934	\$422.50	EDA Services - April 2017	06/06/17	201
July	2066	032702	20	Cash Payment	CLEAR CHOICE HOME INSPECTION	1518	\$300.00	Home Inspection @ 1123	07/10/17	201

Period Name	Refer	Check Nbr	Tran Nbr	Tran Name	Search Name	Invoice	Amount	Comments	Check/Receipt Date	Fund
July	2061	032725	20	Cash Payment	RUPP ANDERSON SQUIRES & WALD	5892	\$395.50	EDA Acquisition of Propert	07/10/17	201
August	2107	032834	20	Cash Payment	RUPP ANDERSON SQUIRES & WALD	6041	\$659.50	EDA Acquisition of Propert	08/15/17	201
September	2153	032890	20	Cash Payment	JOINT POWERS WATER BOARD		\$17.98	11234 River Road NE: 8/1	09/19/17	201
September	2130	032897	20	Cash Payment	RUPP ANDERSON SQUIRES & WALD	6167	\$198.00	EDA Acquisition of Propert	09/19/17	201
October	2158	032954	20	Cash Payment	JOINT POWERS WATER BOARD		\$37.23	11234 River Road NE: 9/0	10/17/17	201
October	2160	032933	20	Cash Payment	RUPP ANDERSON SQUIRES & WALD	6302	\$198.00	EDA Acquisition of Propert	10/03/17	201
October	2161	002143	20	Cash Payment	S E H	140239	\$902.50	EDA Services - August 20	10/03/17	201
November	2205	033020	20	Cash Payment	CENTERPOINT ENERGY		\$22.53	11234 River Road NE: 10/	11/21/17	201
November	2208	033030	20	Cash Payment	JOINT POWERS WATER BOARD		\$43.59	11234 River Road NE: 10/	11/21/17	201
November	2211	033042	20	Cash Payment	WRIGHT COUNTY TREASURER		\$32.70	11234 River Road NE - Pe	11/21/17	201
November	2211	033042	20	Cash Payment	WRIGHT COUNTY TREASURER		\$166.40	11234 River Road NE - Sp	11/21/17	201
November	2211	033042	20	Cash Payment	WRIGHT COUNTY TREASURER		\$378.60	11234 River Road NE - 2n	11/21/17	201
December	2209	033075	20	Cash Payment	CENTERPOINT ENERGY		\$71.78	11234 River Road NE: 10/	12/19/17	201
December	2209	033075	20	Cash Payment	CENTERPOINT ENERGY		\$14.19	11234 River Road NE: 11/	12/19/17	201
December	2232	002206	20	Cash Payment	GRAINGER	9623221	\$330.20	White Coveralls, Boot Cov	12/19/17	201
December	2214	033092	20	Cash Payment	JOINT POWERS WATER BOARD		\$37.23	11234 River Road NE: 11/	12/19/17	201
December	2268	033189	20	Cash Payment	JOINT POWERS WATER BOARD		\$37.23	11234 River Road NE: 12/	01/16/18	201
December	2234	033098	20	Cash Payment	MENARDS-BUFFALO	56775	\$9.99	Contractor Bags	12/19/17	201
December	2256	002217	20	Cash Payment	S E H	342975	\$342.50	EDA Services - November	01/02/18	201
Account Descr E 201-41330-310 Other Professional Services							\$7,365.15			
Account Descr E 201-41330-437 Other Miscellaneous										
January	1852	001838	20	Cash Payment	KAUL DESIGN GROUP, LLC	17-005	\$200.00	Priority Maintenance Pack	01/17/17	201
February	1887	001863	20	Cash Payment	KAUL DESIGN GROUP, LLC	17-023	\$200.00	Priority Maintenance Pack	02/21/17	201
April	1960	032548	20	Cash Payment	PINNACLE PRINTING INCORPORATE	15591	\$31.00	EDA Social Invite Envelop	04/18/17	201
April	1967	032532	20	Cash Payment	VISA - BANKWEST		\$19.95	EDA Webpage Domain	04/04/17	201
May	2001	032596	20	Cash Payment	CHOPS BAR & GRILL		\$534.38	EDA Social	05/16/17	201
May	2022	032616	20	Cash Payment	RAMBOW	582601	\$48.17	Shipping	05/16/17	201
May	2022	032616	20	Cash Payment	RAMBOW	582601	\$1,500.00	EDA Social - Yeti 20oz Tu	05/16/17	201
July	2055	032717	20	Cash Payment	HANOVER HARVEST FESTIVAL		\$1,100.00	Hanover Royalty Float Sp	07/10/17	201
July	2055	032717	20	Cash Payment	HANOVER HARVEST FESTIVAL		\$1,500.00	Hanover Harvest Festival	07/10/17	201
August	73117		10	Cash Receipt	BANKWEST - ROCKFORD		-\$25.00	Wire Fee - Wire Money to		201
August	2127	002111	20	Cash Payment	STEWART TITLE COMPANY		\$101,639.02	EDA Purchase of Dorothy	08/16/17	201
September	2136	032900	20	Cash Payment	XCEL ENERGY	5608062	\$17.02	EDA Property - Electric Se	09/19/17	201
October	2170	032969	20	Cash Payment	XCEL ENERGY		\$15.82	EDA Property - Electric Se	10/17/17	201
November	2187	033024	20	Cash Payment	CUSTOMIZED FIRE RESCUE TRAIN.	1146	\$500.00	11234 River Road NE: As	11/21/17	201
November	2215	033044	20	Cash Payment	XCEL ENERGY		\$15.54	EDA Property - Electric Se	11/21/17	201
December	2258	033127	20	Cash Payment	BURSVILLE CONSTRUCTION	4304	\$957.60	EDA Property: Class 5 Re	12/31/17	201
December	2273	033187	20	Cash Payment	HARDWARE HANK	1452989	\$7.53	Hook Clevis, No Trespassi	01/16/18	201

Period Name	Check Refer	Check Nbr	Tran Nbr	Tran Name	Search Name	Invoice	Amount	Comments	Check/Receipt Date	Fund
December	2273	033187	20	Cash Payment	HARDWARE HANK	1450454	\$12.58	Cap Test & Mix Sand for	01/16/18	201
December	2250	033136	20	Cash Payment	LANO EQUIPMENT - LORETTO	02-5246	\$1,600.00	EDA Property - Excavator	12/31/17	201
December	2246	033141	20	Cash Payment	VEIT DISPOSAL SYSTEMS	527332	\$2,508.00	6 - 30 Yard Dumpsters to	12/31/17	201
December	2238	033142	20	Cash Payment	VISA - BANKWEST	1744	\$30.80	Appliance Disposal from E	12/31/17	201
December	2225	033119	20	Cash Payment	XCEL ENERGY		\$17.54	EDA House - Electrick Ser	12/19/17	201
December	2270	033199	20	Cash Payment	XCEL ENERGY		\$0.32	EDA Property - Electric Se	01/16/18	201
Account Descr E 201-41330-437 Other Miscellaneous							\$112,430.27			
Account Descr E 205-49300-317 EDA BIF: Rent Reimbursement										
June	2066	032681	20	Cash Payment	LIVING ESSENTIALLY SPOILED LLC		\$800.00	Payment 1 of 3 for Rent	06/20/17	205
June	2066	032681	20	Cash Payment	LIVING ESSENTIALLY SPOILED LLC		\$800.00	Payment 2 of 3 for Rent	06/20/17	205
July	2071	032772	20	Cash Payment	LIVING ESSENTIALLY SPOILED LLC		\$800.00	Payment 3 of 3 for Rent R	07/18/17	205
September	2154	032876	20	Cash Payment	AT3 TACTICAL LLC		\$800.00	Payment 1 of 3 - EDA Ren	09/19/17	205
September	2154	032876	20	Cash Payment	AT3 TACTICAL LLC		\$800.00	Payment 2 of 3 - EDA Ren	09/19/17	205
September	2154	032876	20	Cash Payment	AT3 TACTICAL LLC		\$800.00	Payment 3 of 3 - EDA Ren	09/19/17	205
Account Descr E 205-49300-317 EDA BIF: Rent Reimbursement							\$4,800.00			
Account Descr E 205-49300-318 EDA BIF: Matching Grant										
July	2093	032780	20	Cash Payment	YANTES, PATTY		\$1,567.07	Matching Grant for Signan	07/20/17	205
December	2239	033147	20	Cash Payment	YANTES, PATTY		\$766.25	Matching Grant for Signag	12/31/17	205
Account Descr E 205-49300-318 EDA BIF: Matching Grant							\$2,333.32			
PL Type -E Expenditure							\$128,948.74			
Act Year 2017							\$189,385.85			
							\$189,385.85			

<u>Borrower</u>	<u>1/9/2018</u>	<u>Paid Through</u>
CP Properties	\$ 2,188.82	December
Maris Ehlers Photography	\$ 345.70	December
Plug Technologies, Inc.	\$ 11,848.52	January
	\$ -	
<b>Total</b>	<b>\$ 14,383.04</b>	

City of Hanover  
Economic Development  
Authority



11250 5<sup>th</sup> St NE  
Hanover, Minnesota 55341  
763-497-3777  
cityhall@ci.hanover.mn.us

## HANOVER MATCHING GRANT PROGRAM APPLICATION

**Business Name:** Hanover Historical Society      **Time in Operation:** 15 yrs. 0 mos.

**Description of Business:** The Hanover Historical Society was created to preserve, identify, and disseminate knowledge about the history of Hanover through collections, preservation and distribution of historical information. The HUMC building will be our permanent home.

**Description of Improvements:** Construction of infrastructure to bring Comcast Cable Service Line to the Hanover United Methodist Church building. Internet service will provide monitoring services for building and location security.

**Total Project Costs:** \$14,081

*\*Please include an itemized list of estimated costs you will incur.*

**Amount Requested:** ~~\$6,875~~ \$7,040.<sup>50</sup>

**Grant Portion:** ~~\$6,875~~ \$7,040.<sup>50</sup>      **Loan Portion:** \$0

*\*Please reference the program guidelines for details.*

Comcast is contributing \$6,875. This program is "matching" so we understand that we would need to cover the remaining ~~\$7,040~~ \$165.<sup>50</sup>

**Applicant Signature:** [Signature]      **Date:** 1/3/18

**Address:** P.O. Box 13 Hanover, MN 55341

**Email:** info@hanoverhistoricalsociety.org      **Phone:** 612-703-5609

**Property Owner Signature:** Carol M Dixon      **Date:** 1-4-18

**Email:** \_\_\_\_\_      **Phone:** \_\_\_\_\_



## **HANOVER MATCHING GRANT PROGRAM GUIDELINES**

### **I. PURPOSE OF THE MATCHING GRANT PROGRAM**

The purpose of the fund is to promote and encourage economic development and retention in compliance with the existing Business and River District performance standards and historical guidelines.

### **II. ELIGIBLE APPLICANTS**

Eligible applicants include businesses located in existing structures within the corporate limits of the City of Hanover. Home based businesses are not eligible.

### **III. GENERAL GUIDELINES**

- 50% of project costs privately funded
- 25% of project costs grant funded through EDA
  - Maximum contribution of \$7,500
- 25% of project costs zero percent interest loan through EDA – max 36 month term
  - Maximum contribution of \$7,500
- Loan balance must be paid in full upon sale of property
- Applicant may request only grant proceeds portion of EDA contribution of project costs

### **IV. ELIGIBLE ACTIVITIES/EXPENDITURES**

- Landscaping
- Exterior Upgrades
- Ornamental Lighting
- Planters
- Benches
- Signage
- To conform to State building codes
- To conform to City codes and ordinances
- Parking enhancements
- Residential Conversions of 50% or more
- Security Improvements

## **V. INELIGIBLE ACTIVITIES**

- Paint
- Routine Maintenance & Repairs
- Interior Renovations
- In house labor
- Residential Conversions under 50%

## **VI. APPROVAL PROCESS**

- A current financial statement must be submitted with this application. In the event that this is a new start up and no financial statements exist, then a business plan must be submitted with this application.
- The City Administrator shall review the application for compliance and will then present it to the EDA Board for recommendation to the Hanover City Council.
- The Hanover Economic Development Authority will review each application on its own merit. The EDA will then make a recommendation on the application and forward it to the Hanover City Council for final action.
- Upon action by the Hanover City Council, the City Administrator will notify the applicant of the decision.
- The loan portion of the contribution shall be issued to the applicant upon final approval.
- The applicant shall perform the work as described in the application within 180 days. If the 180 day requirement is not met, the applicant will be required to reapply for the funds. Upon completion they shall request a final inspection and provide proof of all expenditures to the City Administrator. Once verified that all work has been done and the expenditures are in compliance with the terms of the Renovation Program, the City Administrator shall release the grant portion of the contribution.
- This program will not retroactively reimburse costs. Application must be received and approved prior to work commencing.

## **VII. EXAMPLES**

- \$20,000 estimated project costs
  - Eligible EDA contribution of \$10,000 total
    - \$5,000 grant proceeds
    - \$5,000 loan proceeds
  - Loan balance provided at beginning of project with grant balance provided following completion of project
  - Loan repaid over max 36 month term
- \$20,000 estimated project costs
  - Eligible EDA contribution of \$10,000 total
    - Applicant desires only grant portion of \$5,000
  - Grant balance provided following completion of project