

**CITY OF HANOVER
ECONOMIC DEVELOPMENT AUTHORITY MEETING
MARCH 10, 2016 – OFFICIAL MINUTES**

Call to Order

Chair Todd Bartels called the regular EDA meeting of March 10, 2016 to order at 8:03 a.m. Present were Todd Bartels, Randy Whitcomb, Keith Ulstad, Matt Hanson, Jessica Johnson, and Ken Warpula. Absent were members John Vajda. Also present were City Administrator Brian Hagen and EDA Consultant Heidi Peper. Guest present included Adam Smiglewski.

Approval of Agenda

Hagen noted the revised agenda provided to the board. He further informed the board that Helena Larson was not able to make the meeting and requested to remove the item for discussion.

MOTION by Warpula to approve the agenda as amended, seconded by Hanson. **Motion carried unanimously.**

Approval of Minutes from January 14, 2016 Regular Meeting

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

Approval of Accounts Payable and Financial Reports

Johnson stated all loans are current with the loan to River Inn on track to be paid off in 2016.

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

Unfinished Business

JS Stewart

Hagen stated that Stewart intends to present a counter offer to the Council for consideration at the 3-15-16 Council meeting. Bartels stated that Stewart still holds a desire to purchase a portion of the City land for his business.

New Business

Application for Rent Reimbursement – Adam Smiglewski, Farmers Insurance

Mr. Smiglewski addressed the board and stated that his family has lived in Hanover for two years. He moved the location of his office from St. Michael to Hanover to be closer to home, as well as to create a presence in the community where he lives and children attend school. His location is in the mall on 4th St. in Hanover. Smiglewski further explained how he was informed of the rent reimbursement assistance through the EDA. The EDA welcomed Smiglewski to Hanover and expressed excitement to see a new business owner in town.

At 8:12 a.m. Warpula excused himself from the meeting.

MOTION by Whitcomb to approve the application for three months of rent reimbursement, seconded by Ulstad. **Motion carried unanimously.**

At 8:15 a.m. Warpula rejoined the meeting.

Fund the Book Donation – Hanover Historical Society

Discussion on how the donation could benefit the EDA and Hanover in economic development was held. There was concern on how much benefit would ensue from such a donation. Consensus was that if the Council legally could, and approved a donation that the EDA would match the donation for a joint contribution from both entities.

EDA Business Incentive Review

Peper presented some area city's low interest loan options compared to Hanover. After review, the EDA felt Hanover's loan could be increased to \$100,000 maximum. Further, the board felt the loan should not be directly tied to job creation but that factor would still be a benefit to applicants. The board also suggested the business incentive programs receive a change to how they are marketed via the website and flyers.

A separate discussion arose related to the EDA Website. Consensus of the board is to desire more prompt updates. Hagen explained that the EDA website and the City website are housed on two different platforms, of which, staff is only familiar with the City's website and how to administer changes. Hagen stated that City staff could replicate the EDA's website within the City's website allowing for more real time changes.

MOTION by Johnson to merge EDA website to GovOffice with the City's website, seconded by Whitcomb. **Motion carried unanimously.**

1112 River Rd NE – Earl Schendel Farm

Hagen explained that the property located at 1112 River Rd. NE, commonly known as the Earl Schendel Farm, is being listed for sale. The City was contacted to gauge initial interest in obtaining ownership of the property. The EDA directed staff to determine if only the I-2 zoned area could be purchased. They further asked if staff could put together preliminary development costs, and to inquire on Delano's experience with their industrial park.

Reports

Hagen asked for feedback on the Business Registration Form. This form would be mailed out with the newsletter. Johnson suggested separating out methods of contact for the business.

Johnson suggested the City track business contact emails for communication purposes. She also requested a discussion item on the next agenda for the Business Social

Warpula reminded the group of the upcoming Fire Department Pancake Breakfast on Palm Sunday.

Adjournment

MOTION by Warpula to adjourn at 9:22 a.m., seconded by Whitcomb. **Motion carried unanimously.**

ATTEST:

Brian Hagen, City Administrator