

**AGENDA  
HANOVER ECONOMIC DEVELOPMENT AUTHORITY  
APRIL 12, 2018**

**TODD BARTELS - CHAIR  
JESSICA JOHNSON – TREASURER  
BRIAN DISMANG  
TED ZRUST**

**KEN WARPULA – VICE CHAIR  
MARYANN HALLSTEIN  
HEIDI PEPPER, EDA CONSULTANT**

- 1. Call to Order: 8:00 a.m.**
- 2. Approval of:**
  - a. Agenda**
  - b. Minutes of February 8, 2018 Regular Meeting**
  - c. Minutes of March 8, 2018 Regular Meeting**
  - d. Accounts Payable and Financial Reports**
- 3. Citizen’s Forum**
- 4. Unfinished Business**
  - a. 2018 Business Social**
- 5. New Business**
- 6. EDA Board and Staff Reports**
  - a. EDA Board Reports**
  - b. Staff Reports**
- 7. Adjournment**

**CITY OF HANOVER  
ECONOMIC DEVELOPMENT AUTHORITY MEETING  
FEBRUARY 8, 2018 – DRAFT MINUTES**

**Call to Order**

Chair Bartels called the regular EDA meeting of February 8, 2018 to order at 8:00 a.m. Present were Members Todd Bartels, Jessica Johnson, Brian Dismang, Ted Zrust, and MaryAnn Hallstein. Also present was City Administrator Brian Hagen. Member Ken Warpula was absent.

**Approval of Agenda**

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

**Approval of Minutes from January 18, 2018 Regular Meeting**

Hallstein corrected the minutes related to the Matching Grant Application from the Hanover Historical Society. The EDA informed Kaul that a business plan is required as part of the application requirements.

**MOTION** by Zrust to approve minutes as amended, seconded by Hallstein. **Motion carried unanimously.**

**Approval of Accounts Payable and Financial Reports**

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

**Citizen's Forum**

None

**Unfinished Business**

**Matching Grant Program Application – Hanover Historical Society**

Bartels began the discussion by sharing his thoughts on the application. He felt this request could leave the EDA subject to additional requests for the project. He further felt that the City is a better fit as a funding source than the EDA. He further felt that the Historical Society does not match what the EDA views as a business, but does support their efforts. Bartels felt a donation to the Historical Society would be beneficial, but not via an incentive program. Bartels suggested an annual or one time donation.

Zrust agreed with Bartels, but felt a one time donation would be better suited for their project. Zrust further suggested that the EDA budget an annual donation limit.

Dismang felt the Historical Society should be using their own funds towards this request as well, and therefore, does not support a \$7,000 contribution.

Johnson and Hallstein concur with the other members.

**MOTION** by Bartels to donate \$500 to the Hanover Historical Society with an emphasis that future requests for funds should be directed to the City Council, seconded by Hallstein. **Motion carried unanimously.**

**Downtown Parking Lot – Lot Line Adjustment**

Hagen explained the City received an application for a lot line adjustment for 11238 River Rd. The adjustment would include reducing the property owned by the EDA at 11234 River Rd by approximately two feet. The reduction would not impact the future parking lot plans. The purpose of the request is to correct an encroachment issue of a retaining wall that has been in place for several years.

Hagen further explained that in the interest of time needed for approval, the Council had already consented to the adjustment. The Council did add a contingency of the applicant paying \$500 towards the land purchase.

Bartels stated that it would not be great to welcome a new business with a \$500 charge for land that already was rendered unusable do to the encroachment.

**MOTION** by Hallstein to approve the adjustment and recommend the City Council waive the \$500 land purchase value, seconded by Zrust. **Motion carried unanimously.**

### **2018 Business Social**

Hagen stated that the River Inn is happy to host a breakfast event this year. Tentative dates are April 25<sup>th</sup> or 26<sup>th</sup>. Consensus of the group is to hold the event of Wednesday the 25<sup>th</sup> from 8 a.m. – 10 a.m. with a formal presentation about the EDA and the boards purpose at 8:30 a.m.

Hagen asked what the appreciation token is going to be this year. Consensus was to order 60 of the same Yeti Tumblers as last year.

### **New Business**

#### **11243 River Rd., Hanover**

Hagen noted a previous request to discuss this site commonly known as Fire House Auto. Consensus of the EDA was that due to time, delay discussion until next month.

### **Hanover cove Concept Plan and Comprehensive Plan Amendment**

Hagen explained information known to date regarding the development of what is commonly known as the Duinick Pit. A concept plan is being reviewed by the Planning Commission on February 26<sup>th</sup>, with Council review on March 6<sup>th</sup>. The plan is to develop the site into a mixed use of residential; single family, patio home, twin homes, and four-plex row houses. The Comprehensive Plan Amendment would adjust the future guiding of the property from a split between single family and industrial to all single family. This request matches what has already been discussed in our Comprehensive Plan Amendment meetings.

### **Reports**

None

### **Adjournment**

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

ATTEST:

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Brian Hagen, City Administrator

**CITY OF HANOVER  
ECONOMIC DEVELOPMENT AUTHORITY MEETING  
MARCH 8, 2018 – DRAFT MINUTES**

**Call to Order**

Chair Bartels called the regular EDA meeting of February 8, 2018 to order at 8:05 a.m. Present were Members Todd Bartels, Jessica Johnson, Brian Dismang, Ken Warpula, and MaryAnn Hallstein. Also present was City Administrator Brian Hagen. Member Ted Zrust was absent.

**Approval of Agenda**

It was noted that the packet was not sent to members prior to the meeting.

**MOTION** by Hallstein to table the minutes from February 8<sup>th</sup> and the financials until next month but approve the remainder of agenda, seconded by Warpula. **Motion carried unanimously.**

**Approval of Minutes from February 8, 2018 Regular Meeting**

Tabled

**Approval of Accounts Payable and Financial Reports**

Tabled

**Citizen's Forum**

The board heard from Chad Brink who would like to open a southern style BBQ Restaurant in Hanover. He shared what he has for a business plan. The board was supportive of his intentions and feel Hanover would benefit from an additional restaurant with a food first focus. The board further recommended that Brink review the EDA Incentive Programs should he need any financial assistance.

**Unfinished Business**

**2018 Business Social**

Hagen noted the date has been set for April 25<sup>th</sup> beginning at 8 am. Jessica will work on invites again this year, as well as order 60 Yeti Mugs. The consensus of the group was to change the color of the mugs to green if available otherwise go with black.

Hagen would prepare a short presentation for the event as well as a running slide thanking businesses in town.

**New Business**

**11243 River Rd., Hanover**

Bartels noted that the owner was willing to sell, and that if any businesses were looking for space

**Reports**

None

**Adjournment**

**MOTION** by Warpiula to adjourn at 9:09 a.m., seconded by Dismang. **Motion carried unanimously.**

ATTEST:

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Brian Hagen, City Administrator

## CITY OF HANOVER

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## Cash Balances

March 2018

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$462,996.05	\$14,032.50	\$85,719.37	\$391,309.18
107 FIRE DEPT DONATIONS FUND	\$19,269.28	\$0.00	\$0.00	\$19,269.28
201 EDA SPECIAL REVENUE FUND	\$64,411.88	\$500.00	\$500.00	\$64,411.88
205 EDA BUSINESS INCENTIVE FUND	\$247,388.08	\$1,165.30	\$0.00	\$248,553.38
311 2008A GO CIP REFUNDING BOND	\$45,006.28	\$0.00	\$0.00	\$45,006.28
312 2009A GO IMP REFUNDING BOND	\$5,242.50	\$0.00	\$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	\$437,635.97	\$0.00	\$0.00	\$437,635.97
315 2016A GO CIP BOND	\$5,422.25	\$0.00	\$0.00	\$5,422.25
401 GENERAL CAPITAL PROJECTS	\$1,349,281.84	\$0.00	\$0.00	\$1,349,281.84
402 PARKS CAPITAL PROJECTS	\$63,950.35	\$0.00	\$0.00	\$63,950.35
403 FIRE DEPT CAPITAL FUND	\$238,558.96	\$0.00	\$0.00	\$238,558.96
404 HISTORICAL CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
405 PARK DEDICATION FEE	\$2,740.00	\$0.00	\$0.00	\$2,740.00
407 TIF REDEV DIST #1	\$7,085.17	\$0.00	\$0.00	\$7,085.17
409 MAHLER PIT - 15TH ST IMP FUND	\$10,247.67	\$0.00	\$0.00	\$10,247.67
411 FACILITIES CAPITAL PROJ FUND	-\$329,810.60	\$0.00	\$5,636.00	-\$335,446.60
417 EQUIPMENT CAPITAL FUND	\$157,995.49	\$0.00	\$40,128.00	\$117,867.49
418 STREET CAPITAL PROJ FUND	\$724,017.35	\$0.00	\$13,365.38	\$710,651.97
601 WATER ENTERPRISE FUND	\$848,901.69	\$11,723.14	\$3,076.50	\$857,548.33
602 SEWER ENTERPRISE FUND	\$301,684.85	\$56,442.73	\$4,248.50	\$353,879.08
603 STORM WATER ENTERPRISE FUND	\$200,552.86	\$13,120.86	\$100,260.73	\$113,412.99
611 WATER CAPITAL IMP FUND	\$135,861.21	\$0.00	\$0.00	\$135,861.21
612 SEWER CAPITAL IMP FUND	\$1,859,474.02	\$205.70	\$0.00	\$1,859,679.72
613 STORM WATER CAPITAL IMP FUND	\$554,199.78	\$0.00	\$0.00	\$554,199.78
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	\$25,000.00	\$2,000.00	\$0.00	\$27,000.00
815 LANDSCAPE ESCROW FUND	\$24,000.00	\$2,000.00	\$0.00	\$26,000.00
817 INFRASTRUCTURE ESCROW FUND	\$15,000.00	\$1,000.00	\$0.00	\$16,000.00
818 MISC ESCROWS FUND	\$16,750.42	\$750.00	\$4,112.64	\$13,387.78
820 BRIDGES TOWNHOMES ESC FUND	\$3,615.07	\$0.00	\$0.00	\$3,615.07
821 QUAIL PASS 2ND ADD ESCROW FD	\$0.00	\$0.00	\$0.00	\$0.00
823 CROW RVR HTS WEST 3RD / BACKES	\$153,638.65	\$0.00	\$2,423.25	\$151,215.40
824 CROW RVR HTS WEST 3RD PHASE 2	-\$252.50	\$10,000.00	\$176.75	\$9,570.75
900 INTEREST	-\$12,238.39	\$0.00	\$0.00	-\$12,238.39
	\$7,637,626.18	\$112,940.23	\$259,647.12	\$7,490,919.29

**CITY OF HANOVER**  
**Revenue Budget by Source - EDA**

Source Alt Code	Account Descr	March 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Variance	%YTD Budget
Fund 201 EDA SPECIAL REVENUE FUND						
TAXES	R 201-31000 Property Taxes - General	\$0.00	\$205.38	\$49,000.00	\$48,794.62	0.42%
TAXES	R 201-31010 Tax Abatement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code TAXES		\$0.00	\$205.38	\$49,000.00	\$48,794.62	0.42%
MISC	R 201-36200 Miscellaneous Revenues	\$500.00	\$500.00	\$0.00	-\$500.00	0.00%
MISC	R 201-36210 Interest Earnings	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
MISC	R 201-36215 Investment Income/Loss	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
Source Alt Code MISC		\$500.00	\$500.00	\$1,000.00	\$500.00	50.00%
INTGOVT	R 201-33410 MV Credit	\$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 201 EDA SPECIAL REVENUE FUND		\$500.00	\$705.38	\$50,000.00	\$49,294.62	1.41%
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	\$25.95	\$71.78	\$3,000.00	\$2,928.22	2.39%
MISC	R 205-36215 Investment Income/Loss	\$0.00	\$0.00	\$0.00	\$0.00	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	\$15,000.00	\$15,000.00	0.00%
Source Alt Code MISC		\$25.95	\$71.78	\$18,000.00	\$17,928.22	0.40%
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		\$25.95	\$71.78	\$18,000.00	\$17,928.22	0.40%
		\$525.95	\$777.16	\$68,000.00	\$67,222.84	1.14%

**CITY OF HANOVER**  
**Expenditure Budget Report - EDA**

Dept Abbrev	Account Descr	March 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
Fund 201 EDA SPECIAL REVENUE FUND						
Dept 41330 Boards and Commissions						
BRDCOM	E 201-41330-111 Committee Wages/Meetin	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.00%
BRDCOM	E 201-41330-306 Dues & Subscriptions	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.00%
BRDCOM	E 201-41330-310 Other Professional Service	\$0.00	\$0.00	\$25,000.00	\$25,000.00	0.00%
BRDCOM	E 201-41330-437 Other Miscellaneous	\$500.00	\$712.65	\$5,000.00	\$4,287.35	14.25%
Dept 41330 Boards and Commissions		\$500.00	\$712.65	\$34,000.00	\$33,287.35	2.10%
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		\$500.00	\$712.65	\$50,000.00	\$49,287.35	1.43%

**CITY OF HANOVER**  
**Expenditure Budget Report - EDA**

Dept Abbrev	Account Descr	March 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
Fund 205 EDA BUSINESS INCENTIVE FUND						
Dept 46500 Economic Develop mt (GENERAL)						
ECODEVE	E 205-46500-810 Refunds & Reimbursement	\$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	\$0.00	\$0.00	\$0.00	0.00%
OTHFINU	E 205-49300-318 EDA BIF: Matching Grant	\$0.00	\$0.00	\$0.00	\$0.00	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		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 205 EDA BUSINESS INCENTIVE FUND		\$0.00	\$0.00	\$0.00	\$0.00	0.00%

**CITY OF HANOVER**  
**Expenditure Budget Report - EDA**

Dept Abbrev	Account Descr	March 2018 Amt	2018 YTD Amt	2018 YTD Budget	2018 YTD Balance	%YTD Budget
		\$500.00	\$712.65	\$50,000.00	\$49,287.35	1.43%

**CITY OF HANOVER**  
**Transaction Activity - EDA**

Period Name	Check Refer	Check Nbr	Tran Nbr	Tran Name	Search Name	Invoice	Amount	Comments	Check/Receipt Date	Fund
<b>Act Year 2018</b>										
PL Type G General Ledger										
Account Descr G 205-12400 EDA Loan Receivable										
January	9487	084342	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$180.65	EDA Loan Principal Payme	01/26/18	205
January	9459	084245	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$428.77	EDA Loan Principal Payme	01/04/18	205
February	9496	084381	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$427.51	EDA Loan Principal Payme	02/06/18	205
March	9519	084450	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$180.73	EDA Loan Principal Payme	02/27/18	205
March	9563	084546	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$181.46	EDA Loan Principal Payme	03/27/18	205
March	9543	084492	10	Cash Receipt	MARIS EHLERS PHOTOGRAPY		\$345.70	EDA Loan Principal Payme	03/12/18	205
March	9530	084474	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$431.46	EDA Loan Principal Payme	03/06/18	205
Account Descr G 205-12400 EDA Loan Receivable							\$2,176.28			
PL Type G General Ledger							\$2,176.28			
PL Type *R Revenue										
Account Descr R 201-31000 Property Taxes - General										
January	123118		10	Cash Receipt	HENNEPIN COUNTY TREASURER		\$100.97	HC Tax Settlement - Janu		201
January	123119		10	Cash Receipt	WRIGHT COUNTY AUDITOR-TREAS		\$104.41	WC Tax Settlement - Janu		201
Account Descr R 201-31000 Property Taxes - General							\$205.38			
Account Descr R 201-36200 Miscellaneous Revenues										
March	9531	124076	10	Cash Receipt	MELCHERT, HUBERT, SJODIN, PLLP		\$500.00	Cummings Lot Adjustmen	03/06/18	201
Account Descr R 201-36200 Miscellaneous Revenues							\$500.00			
Account Descr R 205-36210 Interest Earnings										
January	9487	084342	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$3.65	EDA Loan Interest Payme	01/26/18	205
January	9459	084245	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$20.46	EDA Loan Interest Payme	01/04/18	205
February	9496	084381	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$21.72	EDA Loan Interest Payme	02/06/18	205
March	9519	084450	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$3.57	EDA Loan Interest Payme	02/27/18	205
March	9563	084546	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$2.84	EDA Loan Interest Payme	03/27/18	205
March	9543	084492	10	Cash Receipt	MARIS EHLERS PHOTOGRAPY		\$1.77	EDA Loan Interest Payme	03/12/18	205
March	9530	084474	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$17.77	EDA Loan Interest Payme	03/06/18	205
Account Descr R 205-36210 Interest Earnings							\$71.78			
PL Type *R Revenue							\$777.16			
PL Type -E Expenditure										
Account Descr E 201-41330-437 Other Miscellaneous										

Period Name	Refer	Check Nbr	Tran Nbr	Tran Name	Search Name	Invoice	Amount	Comments	Check/Receipt Date	Fund	
February	2299	033255	20	Cash Payment	VISA - BANKWEST		\$75.01	EDA Property: Asbestos R	02/06/18	201	
February	2258	033257	20	Cash Payment	WEX BANK-PW	5283116	\$137.64	Trac Hoe for EDA House	02/06/18	201	
March	2309	033311	20	Cash Payment	HANOVER HISTORICAL SOCIETY		\$500.00	Donation from EDA	03/06/18	201	
Account Descr E 201-41330-437 Other Miscellaneous							\$712.65				
PL Type -E Expenditure							\$712.65				
Act Year 2018							\$3,666.09				
							\$3,666.09				

<u>Borrower</u>	<u>3/30/2018</u>	<u>Paid Through</u>
CP Properties	\$ 1,645.98	March
Maris Ehlers Photography	\$ -	Paid In Full
Plug Technologies, Inc.	\$ 10,323.55	March
	\$ -	
<b>Total</b>	<b>\$ 11,969.53</b>	