

**AGENDA  
HANOVER ECONOMIC DEVELOPMENT AUTHORITY  
APRIL 13, 2017**

**TODD BARTELS, CHAIR  
RANDY WHITCOMB, VICE CHAIR  
JESSICA JOHNSON, TREASURER  
KEITH ULSTAD  
BRIAN DISMANG**

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

- 1. Call to Order: 8:00 a.m.**
- 2. Approval of:**
  - a. Agenda**
  - b. Minutes of March 9, 2017 Regular Meeting**
  - c. Accounts Payable and Financial Reports**
- 3. Citizen's Forum**
- 4. Unfinished Business**
  - a. 2017 Business Social**
  - b. Downtown Redevelopment & Parking**
  - c. Industrial Park Growth**
- 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  
MARCH 9, 2017 - DRAFT MINUTES**

**Call to Order**

Chair Bartels called the regular EDA meeting of March 9, 2017 to order at 8:00 a.m. Present were Todd Bartels, Randy Whitcomb, Keith Ulstad, Jessica Johnson, Brian Dismang, Ken Warpula and MaryAnn Hallstein. Also present was City Administrator Brian Hagen. Guest present was Duane Northagen of WCEDP.

**Approval of Agenda**

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

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

Ulstad noted he was absent from the previous meeting.

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

**Approval of Accounts Payable and Financial Reports**

Johnson outlined the financials.

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

**Citizen's Forum**

Northagen informed the board of WCEDP's desire to work with Greater MSP in conducting a business retention and expansion survey for Wright County. He asked if Hanover EDA would be willing to participate by identifying businesses to visit and by having a representative from the City at the business visit. The board agreed that this would be beneficial.

Northagen further explained legislative updates impacting economic development incentives.

Northagen ended by providing details of an upcoming broker event for Wright County. The event will be hosted by WCEDP at the Fox Hollow Golf Course. The location was chosen to show businesses that Wright County is close to the metro area. The event is September 19, 2017 from 8:30 am – 11:30 am. Each City will be invited to display what benefits they provide to a new and existing business.

**Unfinished Business**

**2017 Business Social**

Johnson stated the invites will be sent out in the coming weeks. Hagen noted the other item for consideration would be the purchase of the Yeti mugs.

**MOTION** by Johnson to purchase 50 Yeti mugs as an appreciation gift, seconded by Ulstad. **Motion carried unanimously.**

**Downtown Redevelopment & Parking**

Hagen noted that WSB is preparing the downtown parking concepts. The board stated to include the property adjacent to the River Inn directly north in the concept drawings. They also suggested having rough estimate of construction costs.

### **Industrial Park Growth**

Hagen stated he had no update for this meeting's discussion. However, Wayne Elam would be present at the April meeting to discuss the Duininck Pit.

### **New Business**

None

### **Reports**

None

### **Adjournment**

**MOTION** by Whitcomb to adjourn at 9:20 a.m., seconded by Ulstad. **Motion carried unanimously.**

ATTEST:

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Brian Hagen, City Administrator

**HANOVER**  
**Cash Balances**  
 March 2017

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$556,165.59	\$74,791.29	\$67,273.60	\$563,683.28
107 FIRE DEPT DONATIONS FUND	\$37,840.89	\$0.00	\$0.00	\$37,840.89
<b>201 EDA SPECIAL REVENUE FUND</b>	<b>\$136,120.81</b>	<b>\$0.00</b>	<b>\$1,232.50</b>	<b>\$134,888.31</b>
<b>205 EDA BUSINESS INCENTIVE FUND</b>	<b>\$241,939.91</b>	<b>\$1,358.53</b>	<b>\$0.00</b>	<b>\$243,298.44</b>
311 2008A GO CIP REFUNDING BOND	\$39,173.84	\$0.00	\$0.00	\$39,173.84
312 2009A GO IMP REFUNDING BOND	-\$75,272.99	\$75,272.99	\$0.00	\$0.00
313 2010 GO EQUIPMENT CERTIFICATES	\$0.00	\$0.00	\$0.00	\$0.00
314 2011A GO IMP CROSSOVER REF BD	\$424,616.69	\$0.00	\$0.00	\$424,616.69
315 2016A GO CIP BOND	\$0.00	\$0.00	\$0.00	\$0.00
401 GENERAL CAPITAL PROJECTS	\$1,345,041.25	\$3,174.91	\$75,622.99	\$1,272,593.17
402 PARKS CAPITAL PROJECTS	\$50,000.00	\$0.00	\$0.00	\$50,000.00
403 FIRE DEPT CAPITAL FUND	\$224,099.26	\$0.00	\$13,280.50	\$210,818.76
404 HISTORICAL CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
405 PARK DEDICATION FEE	\$1,370.00	\$0.00	\$0.00	\$1,370.00
407 TIF REDEV DIST #1	\$6,372.72	\$0.00	\$0.00	\$6,372.72
411 FACILITIES CAPITAL PROJ FUND	\$1,513,189.88	\$0.00	\$5,809.00	\$1,507,380.88
417 EQUIPMENT CAPITAL FUND	\$106,669.21	\$0.00	\$2,000.00	\$104,669.21
418 STREET CAPITAL PROJ FUND	\$464,658.11	\$0.00	\$0.00	\$464,658.11
601 WATER ENTERPRISE FUND	\$812,820.96	\$4,310.32	\$2,948.02	\$814,183.26
602 SEWER ENTERPRISE FUND	\$291,400.39	\$29,128.01	\$4,071.06	\$316,457.34
603 STORM WATER ENTERPRISE FUND	\$182,593.91	\$3,366.02	\$0.00	\$185,959.93
611 WATER CAPITAL IMP FUND	\$155,571.31	\$0.00	\$648.00	\$154,923.31
612 SEWER CAPITAL IMP FUND	\$1,804,277.06	\$0.00	\$5,513.68	\$1,798,763.38
613 STORM WATER CAPITAL IMP FUND	\$548,786.34	\$0.00	\$1,383.18	\$547,403.16
804 SCHENDELS FIELD ESC FUND	\$147,893.71	\$0.00	\$0.00	\$147,893.71
809 BRIDGES AT HANOVER ESC FUND	\$0.00	\$0.00	\$0.00	\$0.00
811 EROSION CONTROL ESCROW FUND	\$26,000.00	\$0.00	\$0.00	\$26,000.00
815 LANDSCAPE ESCROW FUND	\$26,000.00	\$0.00	\$0.00	\$26,000.00
817 INFRASTRUCTURE ESCROW FUND	\$13,000.00	\$0.00	\$0.00	\$13,000.00
818 MISC ESCROWS FUND	\$9,664.62	\$0.00	\$32.95	\$9,631.67
820 BRIDGES TOWNHOMES ESC FUND	\$3,591.40	\$0.00	\$0.00	\$3,591.40
821 QUAIL PASS 2ND ADD ESCROW FD	\$11,906.67	\$0.00	\$0.00	\$11,906.67
900 INTEREST	\$19,392.58	\$0.00	\$0.00	\$19,392.58
	<b>\$9,124,884.12</b>	<b>\$191,402.07</b>	<b>\$179,815.48</b>	<b>\$9,136,470.71</b>

HANOVER

Revenue Budget by Source - EDA

Source Alt Code	Account Descr	March 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	\$0.00	\$0.00	\$49,000.00	\$49,000.00	0.00%
TAXES	R 201-31010 Tax Abatement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code TAXES		\$0.00	\$0.00	\$49,000.00	\$49,000.00	0.00%
MISC	R 201-36210 Interest Earnings	\$0.00	\$0.00	\$100.00	\$100.00	0.00%
MISC	R 201-36215 Investment Income/Loss	\$0.00	\$0.00	\$1,100.00	\$1,100.00	0.00%
Source Alt Code MISC		\$0.00	\$0.00	\$1,200.00	\$1,200.00	0.00%
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		\$0.00	\$0.00	\$50,200.00	\$50,200.00	0.00%
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	\$47.94	\$120.09	\$0.00	-\$120.09	0.00%
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	\$0.00	\$0.00	0.00%
Source Alt Code MISC		\$47.94	\$120.09	\$0.00	-\$120.09	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		\$47.94	\$120.09	\$0.00	-\$120.09	0.00%
		\$47.94	\$120.09	\$50,200.00	\$50,079.91	0.24%

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

Dept Abbrev	Account Descr	March 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	\$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	\$1,232.50	\$1,232.50	\$25,000.00	\$23,767.50	4.93%
BRDCOM	E 201-41330-437 Other Miscellaneous	\$0.00	\$400.00	\$5,200.00	\$4,800.00	7.69%
Dept 41330 Boards and Commissions		\$1,232.50	\$1,632.50	\$34,200.00	\$32,567.50	4.77%
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		\$1,232.50	\$1,632.50	\$50,200.00	\$48,567.50	3.25%

Expenditure Budget Report - EDA

Dept Abbrev	Account Descr	March 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 205-49300-318 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%

Expenditure Budget Report - EDA

Dept Abbrev	Account Descr	March 2017 Amt	2017 YTD Amt	2017 YTD Budget	2015 YTD Variance	%YTD Budget
		\$1,232.50	\$1,632.50	\$50,200.00	\$48,567.50	3.25%

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
							-3,147.50			
Account Descr G 201-10100 Cash										
Account Descr G 201-10500 Taxes Receivable-Current										
January	293		30	Journal Entry			-200.47	Reverse Jan Tax Settleme		201
							-200.47			
Account Descr G 201-10500 Taxes Receivable-Current										
Account Descr G 201-20200 Accounts Payable										
January	272		30	Journal Entry			3,147.50	AP DTOGU REV		201
							3,147.50			
Account Descr G 201-20200 Accounts Payable										
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
							2,755.50			
Account Descr G 205-12400 EDA Loan Receivable										
							2,555.03			
PL Type G General Ledger										
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
							400.94			
Account Descr R 201-31000 Property Taxes - General										

Period Name	Check Refer	Check Nbr	Tran Nbr	Tran Name	Search Name	Invoice	Amount	Comments	Check/Receipt Date	Fund	
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	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	
Account Descr R 205-36210 Interest Earnings							\$120.09				
PL Type *R Revenue							\$521.03				
PL Type -E Expenditure											
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	
Account Descr E 201-41330-310 Other Professional Services							\$1,232.50				
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	
Account Descr E 201-41330-437 Other Miscellaneous							\$400.00				
PL Type -E Expenditure							\$1,632.50				
Act Year 2017							\$4,708.56				
							\$4,708.56				

<u>Borrower</u>	<u>4/5/2017</u>	<u>Paid Through</u>
CP Properties	\$ 3,800.61	March
Maris Ehlers Photography	\$ 2,045.47	March
Plug Technologies, Inc.	\$ 16,099.43	March
RJM Self Storage	\$ 625.00	March
<b>Total</b>	<b>\$ 22,570.51</b>	



477 Temperance Street  
St. Paul, MN 55101  
Tel: (651) 286-8450 • Fax: (651) 286-8488/1700  
wsbeng.com

Caprice Woodcraft  
On-Street Parking

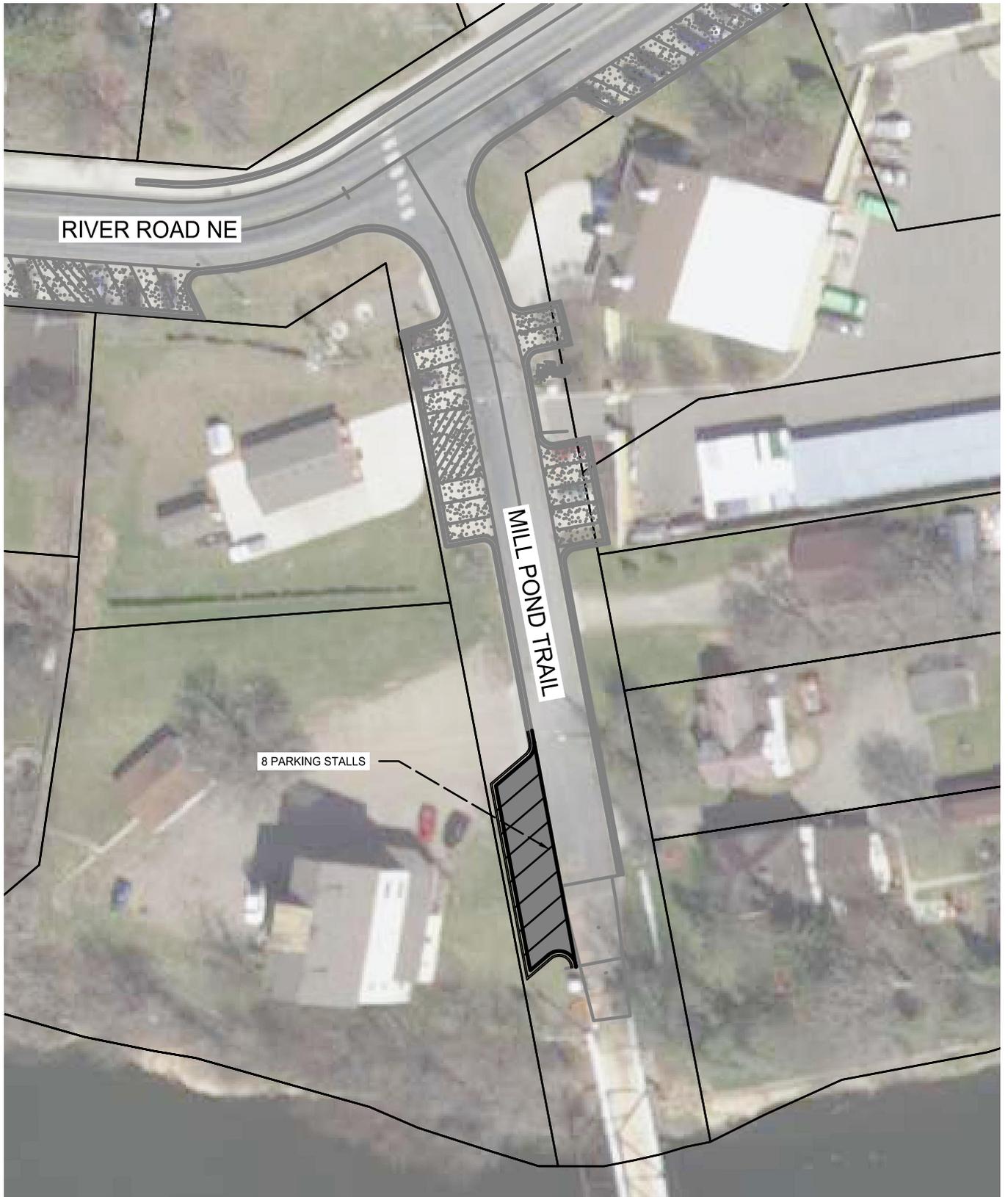


MARCH 9, 2017  
WSB Project No.

Figure

engineering • planning • environmental • construction

HANOVER, MINNESOTA



477 Temperance Street  
 St. Paul, MN 55101  
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Mill Pond Trail  
 On-Street Parking

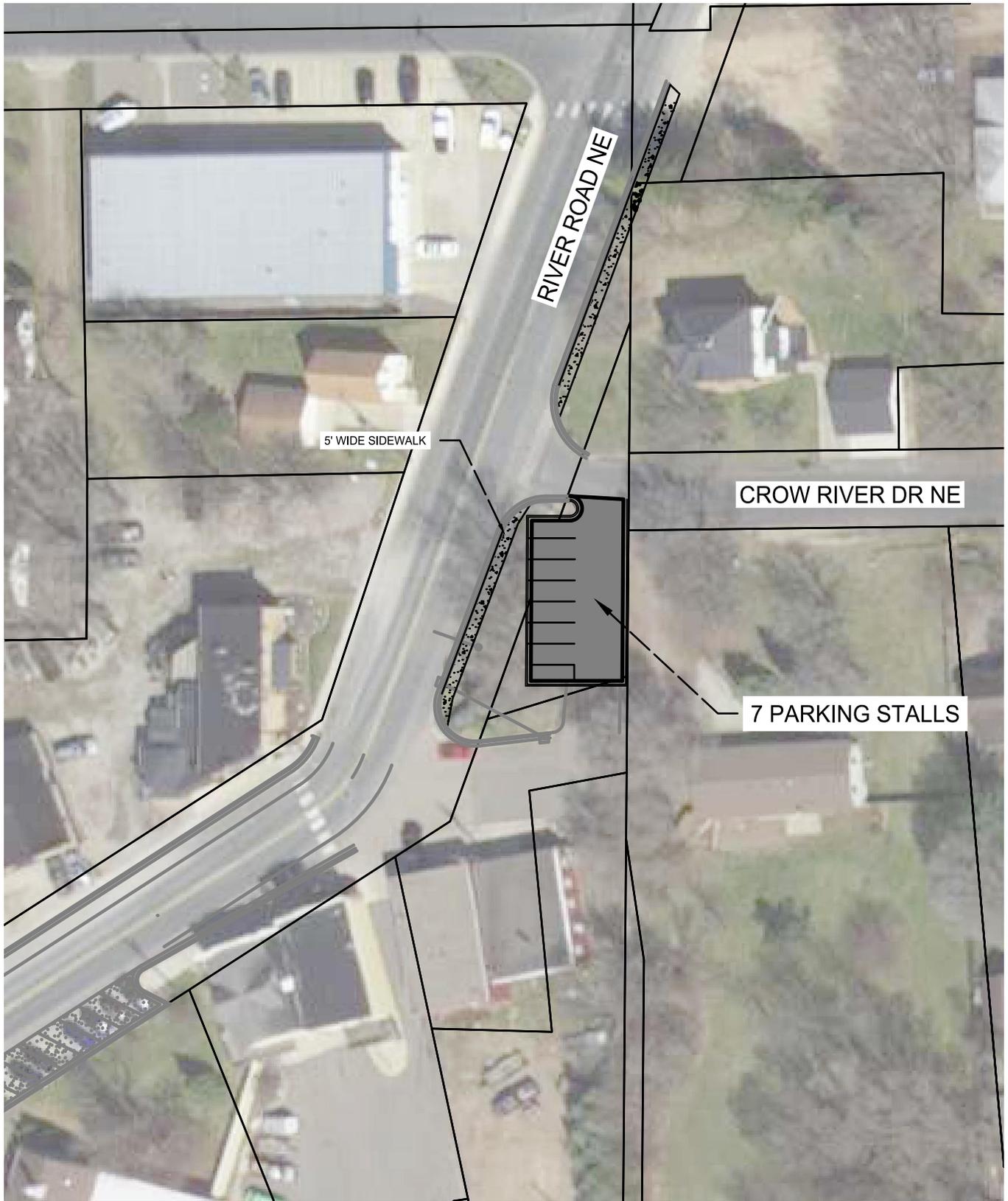


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Millpond Trail  
On-Street Parking



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