

**AGENDA
HANOVER ECONOMIC DEVELOPMENT AUTHORITY
MAY 11, 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 April 13, 2017 Regular Meeting**
 - c. Accounts Payable and Financial Reports**
- 3. Citizen's Forum**
- 4. Closed Session: Discuss Formulation of Offer to Purchase Property Located at 11234 River Rd NE**
- 5. Unfinished Business**
 - a. Downtown Redevelopment & Parking**
 - b. Industrial Park Growth**
- 6. New Business**
 - a. Rent Reimbursement Program Application – Patty Yantes**
- 7. EDA Board and Staff Reports**
 - a. EDA Board Reports**
 - b. Staff Reports**
- 8. Adjournment**

**CITY OF HANOVER
ECONOMIC DEVELOPMENT AUTHORITY MEETING
APRIL 13, 2017 - DRAFT MINUTES**

Call to Order

Chair Bartels called the regular EDA meeting of April 13, 2017 to order at 8:03 a.m. Present were Todd Bartels, Randy Whitcomb, Jessica Johnson, Brian Dismang, Ken Warpula and MaryAnn Hallstein. Keith Ulstad was absent. Also present were City Administrator Brian Hagen and EDA Consultant Heidi Peper. Guests present were Wayne Elam of Commercial Realty and Duane Northagen of WCEDP.

Approval of Agenda

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

Approval of Minutes from March 9, 2017 Regular Meeting

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

Citizen's Forum

None

Unfinished Business

2017 Business Social

Hagen stated Chops is ready for the event. Johnson stated the mugs were being delivered and she would bring them to the event.

Downtown Redevelopment & Parking

Hagen provided the concept plans prepared by WSB as well as the cost estimates. Discussion revolved around two concepts. First was if the Mill Pond Trail on street parking option could be a partnership with Three Rivers Park District. Hagen stated that any partnership with Three Rivers would require designated trail parking stalls. The second concept was with the property located at 11234 River Rd. There was opposition to committing to parking stalls as best use of the property. There was support to consider purchasing and continue to evaluate the parcel for its best use moving forward. Purchase of the lot would require City Council approval.

MOTION by Bartels to recommend purchase of 11234 River Rd., seconded by Dismang. **Motion carried unanimously.**

Industrial Park Growth

Wayne Elam met with the EDA in order to introduce himself as the realtor for the large parcel of land owned by Duinink. The pit is located across River Rd. from the current Industrial Park. Elam inquired to the EDA if the City had any guiding uses they would prefer to see. Elam was told that the City recognizes there will be some challenges with the pit. The challenges revolve around the required reclamation, the topography, and the surrounding uses of both homes and businesses. Elam was encouraged to work with Duinink to develop a concept plan for further discussion.

New Business

None

Reports

None

Adjournment

MOTION by Warpula to adjourn at 9:10 a.m., seconded by Johnson. **Motion carried unanimously.**

ATTEST:

Brian Hagen, City Administrator

HANOVER
Cash Balances
 April 2017

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$512,651.09	\$29,456.08	\$69,693.60	\$472,413.57
107 FIRE DEPT DONATIONS FUND	\$37,887.30	\$0.00	\$14,699.99	\$23,187.31
201 EDA SPECIAL REVENUE FUND	\$135,054.83	\$0.00	\$50.95	\$135,003.88
205 EDA BUSINESS INCENTIVE FUND	\$243,595.41	\$758.53	\$0.00	\$244,353.94
311 2008A GO CIP REFUNDING BOND	\$39,221.89	\$0.00	\$0.00	\$39,221.89
312 2009A GO IMP REFUNDING BOND	\$0.00	\$0.00	\$0.00	\$0.00
313 2010 GO EQUIPMENT CERTIFICATES	\$0.00	\$0.00	\$0.00	\$0.00
314 2011A GO IMP CROSSOVER REF BD	\$425,137.46	\$0.00	\$11,224.82	\$413,912.64
315 2016A GO CIP BOND	\$0.00	\$0.00	\$0.00	\$0.00
401 GENERAL CAPITAL PROJECTS	\$1,325,959.16	\$0.00	\$0.00	\$1,325,959.16
402 PARKS CAPITAL PROJECTS	\$50,061.32	\$0.00	\$0.00	\$50,061.32
403 FIRE DEPT CAPITAL FUND	\$211,088.18	\$0.00	\$0.00	\$211,088.18
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	\$1,509,284.09	\$0.00	\$73,792.96	\$1,435,491.13
417 EQUIPMENT CAPITAL FUND	\$106,801.67	\$0.00	\$0.00	\$106,801.67
418 STREET CAPITAL PROJ FUND	\$465,227.98	\$0.00	\$0.00	\$465,227.98
601 WATER ENTERPRISE FUND	\$814,278.34	\$7,280.97	\$2,948.02	\$818,611.29
602 SEWER ENTERPRISE FUND	\$314,548.74	\$35,382.47	\$4,071.06	\$345,860.15
603 STORM WATER ENTERPRISE FUND	\$186,183.91	\$10,401.71	\$0.00	\$196,585.62
611 WATER CAPITAL IMP FUND	\$156,016.84	\$0.00	\$0.00	\$156,016.84
612 SEWER CAPITAL IMP FUND	\$1,803,243.68	\$0.00	\$0.00	\$1,803,243.68
613 STORM WATER CAPITAL IMP FUND	\$548,075.94	\$0.00	\$71.23	\$548,004.71
804 SCHENDELS FIELD ESC FUND	\$148,075.09	\$0.00	\$0.00	\$148,075.09
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	\$9,631.67	\$0.00	\$426.50	\$9,205.17
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	\$0.00	\$0.00	\$0.00	\$0.00
	\$9,130,265.38	\$83,279.76	\$176,979.13	\$9,036,566.01

HANOVER

Revenue Budget by Source - EDA

Source Alt Code	Account Descr	April 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	\$233.63	\$100.00	-\$133.63	233.63%
MISC	R 201-36215 Investment Income/Loss	\$0.00	-\$67.11	\$1,100.00	\$1,167.11	-6.10%
Source Alt Code MISC		\$0.00	\$166.52	\$1,200.00	\$1,033.48	13.88%
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	\$166.52	\$50,200.00	\$50,033.48	0.33%
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	\$33.91	\$570.65	\$0.00	-\$570.65	0.00%
MISC	R 205-36215 Investment Income/Loss	\$0.00	-\$119.68	\$0.00	\$119.68	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		\$33.91	\$450.97	\$0.00	-\$450.97	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		\$33.91	\$450.97	\$0.00	-\$450.97	0.00%
		\$33.91	\$617.49	\$50,200.00	\$49,582.51	1.23%

HANOVER
Expenditure Budget Report - EDA

Dept Abbrev	Account Descr	April 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	\$0.00	\$1,232.50	\$25,000.00	\$23,767.50	4.93%
BRDCOM	E 201-41330-437 Other Miscellaneous	\$50.95	\$450.95	\$5,200.00	\$4,749.05	8.67%
Dept 41330 Boards and Commissions		\$50.95	\$1,683.45	\$34,200.00	\$32,516.55	4.92%
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		\$50.95	\$1,683.45	\$50,200.00	\$48,516.55	3.35%

Expenditure Budget Report - EDA

Dept Abbrev	Account Descr	April 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	April 2017 Amt	2017 YTD Amt	2017 YTD Budget	2015 YTD Variance	%YTD Budget
		\$50.95	\$1,683.45	\$50,200.00	\$48,516.55	3.35%

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
							-\$2,980.98			
Account Descr G 201-10100 Cash										
January	293		30	Journal Entry			-\$200.47	Reverse Jan Tax Settleme		201
							-\$200.47			
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 205-10100 Cash										
March	304		30	Journal Entry			\$296.97	Allocate 1st Quarter Inter		205
							\$296.97			
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
							\$3,480.12			
							\$3,743.14			
PL Type G General Ledger										
PL Type *R Revenue										

Period Name	Check Refer	Check Nbr	Tran Nbr	Tran Name	Search Name	Invoice	Amount	Comments	Check/Receipt Date	Fund
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
							<u>\$400.94</u>			
Account Descr R 201-31000 Property Taxes - General										
Account Descr R 201-36210 Interest Earnings										
March	304		30	Journal Entry			-\$233.63	Allocate 1st Quarter Inter		201
							<u>-\$233.63</u>			
Account Descr R 201-36210 Interest Earnings										
Account Descr R 201-36215 Investment Income/Loss										
March	304		30	Journal Entry			\$67.11	Allocate 1st Quarter Inter		201
							<u>\$67.11</u>			
Account Descr R 201-36215 Investment Income/Loss										
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
							<u>-\$262.65</u>			
Account Descr R 205-36210 Interest Earnings										
Account Descr R 205-36215 Investment Income/Loss										
March	304		30	Journal Entry			\$119.68	Allocate 1st Quarter Inter		205
							<u>\$119.68</u>			
							<u>\$91.45</u>			
PL Type *R Revenue										
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
							<u>\$1,232.50</u>			
Account Descr E 201-41330-310 Other Professional Services										

Period Name	Check Refer	Check Nbr	Tran Nbr	Tran Name	Search Name	Invoice	Amount	Comments	Check/Receipt Date	Fund
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
Account Descr E 201-41330-437 Other Miscellaneous							\$450.95			
PL Type -E Expenditure							\$1,683.45			
Act Year 2017							\$5,518.04			
							\$5,518.04			

<u>Borrower</u>	<u>5/2/2017</u>	<u>Paid Through</u>
CP Properties	\$ 3,622.43	April
Maris Ehlers Photography	\$ 2,045.47	March
Plug Technologies, Inc.	\$ 15,677.92	April
RJM Self Storage	\$ 500.00	April
Total	\$ 21,845.82	

City of Hanover
Economic Development
Authority



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

Application for Rent Reimbursement Program

Name of Applicant: Patty Jaantes
Mailing Address: 11486 Riverview Road NE, Hanover MN 55341
Name of Business: Living Essentially Sp' Oiled / Hanover Chiropractic and Wellness Center
Building Address: 10981 4th Street NE, Ste. #106, Hanover MN 55341

Phone Number:
(O) 763-568-2412 (C) 763-568-2412

Social Security Number 477-72-9086 or Employer Identification Number _____

Please describe the type of business and how it will contribute to Hanover.

We will make a great compliment to Anytime Fitness as well as Valerie Brown kee, massage therapist in the building by adding →

Estimated date of opening: May 1st, 2017

Hours of operation: Mon-Sat (yet to be determined)

Size of building: 1000 sq ft Landlord: Penny Kauffman

Monthly rent payment: \$1,000.00 Term of lease: 2 years

Estimated No. of Jobs to be Created: 2-3

The undersigned applicant affirms:

The information submitted herein is true and accurate to the best of my knowledge. I understand the requirements of this program and agree to abide by its conditions and guidelines.

Signature of Applicant(s): Patty Jaantes Date: 3/8/17

Date: _____

Project meets general approval of the Hanover EDA.: Yes _____ No _____

Signature: _____ Date: _____