

**AGENDA
HANOVER ECONOMIC DEVELOPMENT AUTHORITY
MAY 14, 2015**

**TODD BARTELS, CHAIR
RANDY WHITCOMN, VICE CHAIR
JIM HENNESSEY, TREASURER
KEITH ULSTAD
MATT HANSON**

**JOHN VAJDA
KEN WARPULA
HEIDI PEPER, EDA CONSULTANT**

- 1. Call to Order: 8:00 a.m.**
- 2. Approval of:**
 - a. Agenda**
 - b. Minutes of April 9, 2015 Regular Meeting**
 - c. Accounts Payable and Financial Reports**
- 3. Unfinished Business**
 - a. 10 Acres**
 - b. PHS West**
 - c. Greenhouse Project**
- 4. New Business**
- 5. EDA Board and Staff Reports**
 - a. EDA Board Reports**
 - b. Staff Reports**
- 6. Adjournment**

**CITY OF HANOVER
ECONOMIC DEVELOPMENT AUTHORITY MEETING
APRIL 9, 2015 – DRAFT MINUTES**

Call to Order

Chair Todd Bartels called the regular EDA meeting of April 9, 2015 to order at 8:00 a.m. Present were Todd Bartels, Randy Whitcomb, Jim Hennessey, Keith Ulstad, Matt Hanson, John Vajda, and Ken Warpula. Also present were City Administrator Brian Hagen, EDA Consultant Heidi Peper and guest Jim Stewart.

Approval of Agenda

In the interest of a guest present, it was suggested to switch discussion item 3.c. with 3.a.

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

Approval of Minutes from March 12, 2015 Regular Meeting

Whitcomb noted that Ulstad was not present at the March meeting, and therefore a correction to who was present shall be made.

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

Approval of Accounts Payable and Financial Reports

Hennessey noted the \$15,000 transfer was present in the 2014 year end budget report. This was a planned transfer for the 2014 year. Whitcomb also noted that the Maris Ehler loan restructure is in good standing.

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

Old Business

10 Acres

Discussion was held with Jim Stewart about his continued interest on purchasing a portion of the 10 acres. Stewart has some reservations about the purchase due to unknowns related to how much soil correction will be needed. Stewart is of the belief that with correct soil corrections, a building site may be established on the front area of the parcel. This area proved to be approximately eight to ten feet of soil before the water table was present. Stewart stated he was interested; however, he would want to purchase the land based on what it is worth as it is, or be able to have soil correction costs a factor in the purchase price.

Further discussion on purchase options was held. Ideas included Stewart completing site correction work on the land retained by the City. This could include a certain date to have the corrections made, but allow Stewart the freedom to complete the work as he has time. The board also set a subcommittee of Hennessey, Bartels, Warpula, Hagen, and Peper to hold discussion with Stewart on the next steps to move the project forward.

PHS West

An update was provided which informed the board the Dan Cummings has no intention of leaving Hanover. He is determining cost to complete upgrades to his existing building. He is considering his needs, as well as other upgrades to upgrade the front façade.

Greenhouse Project

Hagen stated that he and Cindy Nash, the City Planner have a meeting scheduled with a new employee of Brad Bass. They have plans to move the project forward this year yet.

New Business

None

Reports

Peper noted that Three Diamond Development is continuing their search for funding of the independent senior housing on 5th St. NE. They need project based vouchers in order to be competitive with MHFA. Hennessey suggested we discuss what we have found in the 10 acres with the property owners, because it seems the buried debris extends onto their property.

Adjournment

MOTION by Vajda to adjourn at 9:31 a.m., seconded by Whitcomb. **Motion carried unanimously.**

ATTEST:

Brian Hagen, City Administrator

HANOVER
Cash Balances
 April 2015

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$652,259.44	\$21,591.76	\$81,270.72	\$592,580.48
107 FIRE DEPT DONATIONS FUND	\$31,529.28	\$0.00	\$0.00	\$31,529.28
201 EDA SPECIAL REVENUE FUND	\$79,173.10	\$0.00	\$1,153.70	\$78,019.40
205 EDA BUSINESS INCENTIVE FUND	\$196,964.56	\$2,923.29	\$0.00	\$199,887.85
311 2008A GO CIP REFUNDING BOND	\$37,604.68	\$0.00	\$0.00	\$37,604.68
312 2009A GO IMP REFUNDING BOND	\$19,016.35	\$0.00	\$0.00	\$19,016.35
313 2010 GO EQUIPMENT CERTIFICATES	-\$20,234.25	\$0.00	\$0.00	-\$20,234.25
314 2011A GO IMP CROSSOVER REF BD	\$357,588.22	\$0.00	\$0.00	\$357,588.22
401 GENERAL CAPITAL PROJECTS	\$854,935.85	\$0.00	\$25,223.45	\$829,712.40
402 PARKS CAPITAL PROJECTS	\$239,919.44	\$0.00	\$0.00	\$239,919.44
403 FIRE DEPT CAPITAL FUND	\$111,115.94	\$0.00	\$0.00	\$111,115.94
404 HISTORICAL CAPITAL PROJ FUND	\$96,407.72	\$0.00	\$0.00	\$96,407.72
407 TIF REDEV DIST #1	\$4,807.40	\$0.00	\$0.00	\$4,807.40
408 8TH ST CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
411 CITY HALL CAPITAL PROJ FUND	\$60,328.83	\$0.00	\$0.00	\$60,328.83
412 CROW RIVER CROSSING PROJ FD	\$0.00	\$0.00	\$0.00	\$0.00
416 RIVER RD RECON FUND	\$0.00	\$0.00	\$0.00	\$0.00
417 EQUIPMENT CAPITAL FUND	\$52,581.87	\$0.00	\$0.00	\$52,581.87
418 STREET CAPITAL PROJ FUND	\$433,615.77	\$0.00	\$0.00	\$433,615.77
601 WATER ENTERPRISE FUND	\$712,408.16	\$3,731.43	\$5,722.92	\$710,416.67
602 SEWER ENTERPRISE FUND	\$265,620.59	\$20,830.13	\$7,819.16	\$278,631.56
603 STORM WATER ENTERPRISE FUND	\$109,591.04	\$9,219.57	\$0.00	\$118,810.61
611 WATER CAPITAL IMP FUND	\$402,621.26	\$0.00	\$0.00	\$402,621.26
612 SEWER CAPITAL IMP FUND	\$1,678,706.81	\$514.25	\$0.00	\$1,679,221.06
613 STORM WATER CAPITAL IMP FUND	\$546,109.59	\$0.00	\$0.00	\$546,109.59
804 SCHENDELS FIELD ESC FUND	\$145,266.61	\$0.00	\$0.00	\$145,266.61
809 BRIDGES AT HANOVER ESC FUND	-\$13,476.50	\$0.00	\$0.00	-\$13,476.50
811 EROSION CONTROL ESCROW FUND	\$34,000.00	\$0.00	\$0.00	\$34,000.00
815 LANDSCAPE ESCROW FUND	\$45,500.00	\$0.00	\$0.00	\$45,500.00
817 INFRASTRUCTURE ESCROW FUND	\$16,500.00	\$0.00	\$0.00	\$16,500.00
818 MISC ESCROWS FUND	\$6,073.42	\$1,000.00	\$530.40	\$6,543.02
820 BRIDGES TOWNHOMES ESC FUND	\$3,527.60	\$0.00	\$0.00	\$3,527.60
821 QUAIL PASS 2ND ADD ESCROW FD	\$11,762.91	\$0.00	\$0.00	\$11,762.91
900 INTEREST	\$0.00	\$0.00	\$0.00	\$0.00
	\$7,171,825.69	\$59,810.43	\$121,720.35	\$7,109,915.77

HANOVER

Revenue Budget by Source - EDA

Source Alt Code	Account Descr	April 2015 Amt	2015 YTD Amt	2015 YTD Budget	2014 YTD Variance	%YTD Budget
Fund 201 EDA SPECIAL REVENUE FUND						
TAXES	R 201-31000 Property Taxes - General	\$0.00	\$41.08	\$49,000.00	\$48,958.92	0.08%
TAXES	R 201-31010 Tax Abatement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code TAXES		\$0.00	\$41.08	\$49,000.00	\$48,958.92	0.08%
MISC	R 201-36210 Interest Earnings	\$0.00	\$114.15	\$100.00	-\$14.15	114.15%
MISC	R 201-36215 Investment Income/Loss	\$0.00	\$520.07	\$1,100.00	\$579.93	47.28%
Source Alt Code MISC		\$0.00	\$634.22	\$1,200.00	\$565.78	52.85%
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	\$675.30	\$50,200.00	\$49,524.70	1.35%
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	\$42.30	\$573.57	\$1,000.00	\$426.43	57.36%
MISC	R 205-36215 Investment Income/Loss	\$0.00	\$1,254.41	\$3,000.00	\$1,745.59	41.81%
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		\$42.30	\$1,827.98	\$19,000.00	\$17,172.02	9.62%
INTGOVT	R 205-33400 State Grants and Aids	\$0.00	\$0.00	\$50,000.00	\$50,000.00	0.00%
Source Alt Code INTGOVT		\$0.00	\$0.00	\$50,000.00	\$50,000.00	0.00%
Fund 205 EDA BUSINESS INCENTIVE FUND		\$42.30	\$1,827.98	\$69,000.00	\$67,172.02	2.65%
		\$42.30	\$2,503.28	\$119,200.00	\$116,696.72	2.10%

HANOVER
Expenditure Budget Report - EDA

Dept Abbrev	Account Descr	April 2015 Amt	2015 YTD Amt	2015 YTD Budget	2014 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	\$953.70	\$2,109.54	\$25,000.00	\$22,890.46	8.44%
BRDCOM	E 201-41330-437 Other Miscellaneous	\$200.00	\$1,462.00	\$7,500.00	\$6,038.00	19.49%
Dept 41330 Boards and Commissions		\$1,153.70	\$3,571.54	\$36,500.00	\$32,928.46	9.79%
Dept 41570 Purchasing						
PURCHAS	E 201-41570-210 Operating Supplies (GENE	\$0.00	\$0.00	\$2,100.00	\$2,100.00	0.00%
Dept 41570 Purchasing		\$0.00	\$0.00	\$2,100.00	\$2,100.00	0.00%
Dept 46500 Economic Develop mt (GENERAL)						
ECODEVE	E 201-46500-811 Tax Abatement	\$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 49360 Transfers Out						
TRANSFER	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		\$1,153.70	\$3,571.54	\$53,600.00	\$50,028.46	6.66%

Expenditure Budget Report - EDA

Dept Abbrev	Account Descr	April 2015 Amt	2015 YTD Amt	2015 YTD Budget	2014 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	\$7,200.00	\$7,200.00	0.00%
Dept 46500 Economic Develop mt (GENERAL)		\$0.00	\$0.00	\$7,200.00	\$7,200.00	0.00%
Dept 49300 Other Finanacing Uses						
OTHFINU	E 205-49300-318 EDA BIF: Matching Grant	\$0.00	\$0.00	\$50,000.00	\$50,000.00	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	\$50,000.00	\$50,000.00	0.00%
Fund 205 EDA BUSINESS INCENTIVE FUND		\$0.00	\$0.00	\$57,200.00	\$57,200.00	0.00%

Expenditure Budget Report - EDA

Dept Abbrev	Account Descr	April 2015 Amt	2015 YTD Amt	2015 YTD Budget	2014 YTD Variance	%YTD Budget
		\$1,153.70	\$3,571.54	\$110,800.00	\$107,228.46	3.22%

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 2015										
PL Type G General Ledger										
Account Descr G 201-10100 Cash										
March	84		30	Journal Entry			\$634.22	1ST Q INTEREST/MARKE		201
							\$634.22			
Account Descr G 201-10100 Cash										
Account Descr G 201-10500 Taxes Receivable-Current										
January	8083		10	Cash Receipt	HENNEPIN CTY PROPERTY TAX		\$101.37	Clean-up settlement - ED		201
							\$101.37			
Account Descr G 201-20200 Accounts Payable										
January	8052		10	Cash Receipt			-\$217.16	Entry to offset 2015 check		201
							-\$217.16			
Account Descr G 205-10100 Cash										
March	84		30	Journal Entry			\$1,529.74	1ST Q INTEREST/MARKE		205
							\$1,529.74			
Account Descr G 205-12400 EDA Loan Receivable										
February	8040	079615	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$169.68	EDA Principal Payment	01/29/15	205
February	8045	079628	10	Cash Receipt	HWS LLC		\$296.65	EDA Principal Payment	02/02/15	205
February	8012	079516	10	Cash Receipt	HWS LLC		\$295.27	EDA Principal Payment	12/30/14	205
February	8031	079576	10	Cash Receipt	MILLER PROPERTIES OF HANOVER		\$1,176.38	EDA Principal Payment	01/22/15	205
February	8016	079538	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$399.31	EDA Principal Payment	01/07/15	205
February	8030	079581	10	Cash Receipt	RIVER INN		\$330.94	EDA Principal	01/22/15	205
March	8073	079736	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$170.43	EDA Principal Payment	03/02/15	205
March	8067	079726	10	Cash Receipt	HWS LLC		\$493.20	EDA Principal Payment	02/25/15	205
March	8055	079660	10	Cash Receipt	MARIS EHLERS PHOTOGRAPY		\$161.53	EDA Principal Payment	02/10/15	205
March	8063	079702	10	Cash Receipt	MILLER PROPERTIES OF HANOVER		\$1,178.78	EDA Principal Payment	02/19/15	205
March	8078	079753	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$408.13	EDA Principal Payment	03/06/15	205
March	8052	079652	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$406.01	EDA Principal Payment	02/05/15	205
March	8062	079703	10	Cash Receipt	RIVER INN		\$330.95	EDA Loan Payment	02/19/15	205
April	8109	079861	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$171.62		03/30/15	205
April	8103	079823	10	Cash Receipt	HWS LLC		\$299.61	Principal	03/25/15	205
April	8111	079866	10	Cash Receipt	MARIS EHLERS PHOTOGRAPY		\$171.85	Principal	04/01/15	205
April	8088	079790	10	Cash Receipt	MILLER PROPERTIES OF HANOVER		\$1,904.79	Principal	03/12/15	205
April	8096	079818	10	Cash Receipt	RIVER INN		\$333.12	Principal	03/18/15	205

Period Name	Check Refer	Check Nbr	Tran Nbr	Tran Name	Search Name	Invoice	Amount	Comments	Check/Receipt Date	Fund
Account Descr G 205-12400 EDA Loan Receivable							\$8,698.25			
PL Type G General Ledger							\$10,746.42			
PL Type *R Revenue										
Account Descr R 201-31000 Property Taxes - General										
January	8081		10	Cash Receipt	WRIGHT COUNTY AUDITOR-TREASU		\$41.08	Clean-up Settlement EDA		201
Account Descr R 201-31000 Property Taxes - General							\$41.08			
Account Descr R 201-36210 Interest Earnings										
March	84		30	Journal Entry			-\$114.15	1ST Q INTEREST/MARKE		201
Account Descr R 201-36210 Interest Earnings							-\$114.15			
Account Descr R 201-36215 Investment Income/Loss										
March	84		30	Journal Entry			-\$520.07	1ST Q INTEREST/MARKE		201
Account Descr R 201-36215 Investment Income/Loss							-\$520.07			
Account Descr R 205-36210 Interest Earnings										
February	8040	079615	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$14.62	EDA Interest Payment	01/29/15	205
February	8012	079516	10	Cash Receipt	HWS LLC		\$9.73	EDA Interest Payment	12/30/14	205
February	8045	079628	10	Cash Receipt	HWS LLC		\$8.35	EDA Interest Payment	02/02/15	205
February	8031	079576	10	Cash Receipt	MILLER PROPERTIES OF HANOVER		\$8.05	EDA Interest Payment	01/22/15	205
February	8016	079538	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$49.92	EDA Interest Payment	01/07/15	205
February	8030	079581	10	Cash Receipt	RIVER INN		\$8.08	EDA Interest Payment	01/22/15	205
March	84		30	Journal Entry			-\$275.33	1ST Q INTEREST/MARKE		205
March	8073	079736	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$13.87	EDA Interest Payment	03/02/15	205
March	8067	079726	10	Cash Receipt	HWS LLC		\$6.80	EDA Interest Payment	02/25/15	205
March	8055	079660	10	Cash Receipt	MARIS EHLERS PHOTOGRAPY		\$38.47	EDA Interest Payment	02/10/15	205
March	8063	079702	10	Cash Receipt	MILLER PROPERTIES OF HANOVER		\$5.65	EDA Interest Payment	02/19/15	205
March	8052	079652	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$43.22	EDA Interest Payment	02/05/15	205
March	8078	079753	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$41.10	EDA Interest Payment	03/06/15	205
March	8062	079703	10	Cash Receipt	RIVER INN		\$8.08	EDA Interest Payment	02/19/15	205
April	8109	079861	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$12.68	Interest	03/30/15	205
April	8103	079823	10	Cash Receipt	HWS LLC		\$5.39	Interest	03/25/15	205
April	8111	079866	10	Cash Receipt	MARIS EHLERS PHOTOGRAPY		\$18.05	Interest	04/01/15	205
April	8096	079818	10	Cash Receipt	RIVER INN		\$6.18	Interest	03/18/15	205
Account Descr R 205-36210 Interest Earnings							\$22.91			
Account Descr R 205-36215 Investment Income/Loss										
March	84		30	Journal Entry			-\$1,254.41	1ST Q INTEREST/MARKE		205

Period Name	Check Refer	Check Nbr	Tran Nbr	Tran Name	Search Name	Invoice	Amount	Comments	Check/Receipt Date	Fund	
Account Descr R 205-36215 Investment Income/Loss							-1,254.41				
PL Type *R Revenue							-1,824.64				
PL Type -E Expenditure											
Account Descr E 201-41330-310 Other Professional Services											
March	586	030765	20	Cash Payment	S E H	293214	\$1,155.84	2015 EDA Services	03/03/15	201	
April	715	030834	20	Cash Payment	S E H	295315	\$953.70	EDA Services	04/07/15	201	
Account Descr E 201-41330-310 Other Professional Services							\$2,109.54				
Account Descr E 201-41330-437 Other Miscellaneous											
January	421	030675	20	Cash Payment	KAUL DESIGN GROUP, LLC	15-005	\$200.00	Priority Maintenance Pack	01/20/15	201	
February	554	030732	20	Cash Payment	KAUL DESIGN GROUP, LLC	15-018	\$200.00	Priority Maintenance Pkg.	02/17/15	201	
February	505	030696	20	Cash Payment	PINNACLE PRINTING INCORPORATE	13758	\$12.00	Env for EDA Social	02/03/15	201	
February	537	030707	20	Cash Payment	RIVER INN		\$650.00	EDA Social	02/03/15	201	
February	499	030698	20	Cash Payment	RIVER INN		-\$750.00	EDA Bus Social	02/03/15	201	
February	499	030698	20	Cash Payment	RIVER INN		\$750.00	EDA Bus Social	02/03/15	201	
March	647	030792	20	Cash Payment	KAUL DESIGN GROUP, LLC	15-036	\$200.00	Priority Maintenance Pkg.	03/17/15	201	
April	736	030865	20	Cash Payment	KAUL DESIGN GROUP, LLC	15-048	\$200.00	Priority Maintenance Pkg.	04/21/15	201	
Account Descr E 201-41330-437 Other Miscellaneous							\$1,462.00				
PL Type -E Expenditure							\$3,571.54				
Act Year 2015							\$12,493.32				
							\$12,493.32				

NAGELL APPRAISAL & CONSULTING

12805 Highway 55
Plymouth, MN 55441
Established in 1968

Minneapolis: 952-544-8966
St. Paul 651-209-6159
Central Fax 952-544-8969

Client: City of Hanover
Attn: Brian Hagen
11250 Fifth Street NE
Hanover, MN 55341-0278

April 30, 2015

RE: An appraisal of an industrial property (real estate only)
XXXXX Fifth Street NE
Hanover, MN

Dear Brian:

Thank you for your interest in obtaining appraisal services regarding the property above. Per our conversation, you indicated an appraisal report with the following research and analysis is needed.

Report Use: Decision making regarding selling about half of the site to a local business owner.

Value Type: Current market value (as is condition, fee simple interest to be appraised) reflecting highest and best use per Uniform Standards of Professional Appraisal Practice will be provided.

Property Description: Industrial zoned property containing 10 acres (108-500-363226)

Contact for access: Brian at 763-497-3777, ext. 1.

Scope of Report: (1) View the property and neighborhood. (2) Report the physical and/or economic factors that could affect the property. (3) Appropriate research, collection, verification, analysis and viewing of pertinent market data will be conducted. ***The appropriate approach(s) to value will be applied.*** (4) Report findings and conclusions.

Report Format: An **Appraisal Report** (narrative format) will be used. It has a summary of statements of the data, analysis and conclusions. Appropriate photos, maps and exhibits are included. *An electronic (PDF) copy of the report will be provided.*

Fee: The fee is **\$900**. Name client above is responsible for payment in a timely manner.

Due Date: The report can be completed in about **2-3 weeks** (sooner if possible) from signed confirmation.

Information needed by the appraiser: Any site parcel drawings, location of utilities.

Our Company: has 12 employees and has been in business since 1968 and have sufficient knowledge, experience, education, contacts and resources to competently complete this assignment. Neither the employment to make the appraisal, nor the compensation for it, is contingent upon the appraised value of the property. If you agree to the above terms, please sign below and return by fax or mail. If you have any additional questions, please do not hesitate to contact me.

Sincerely,



William R. Waytas
Certified General 4000813, MN

Signature_____

Date_____