

NOTICE TO PUBLIC ATTENDEES

Due to the temporary format change of the Hanover EDA meeting we first and foremost want to ensure that public comments are received and addressed by either the city council or staff. Please refer to the instructions that can be found on the Hanover EDA Agendas webpage or on the following page of this packet for how to attend and interact during the meeting.

We feel it is best to email your comments to staff ahead of the meeting, and staff will read aloud your comments during the meeting. If during the meeting, you would like to address the EDA, please use the “raise hand” function found in the Zoom Video Conference to request permission to speak. Should EDA desire, you will be unmuted and allowed to speak. This function will only be available to participants who join via the weblink found in the instructions on how to attend the meeting. Public body joining the meeting will have their microphone muted in order to reduce background noise from those in attendance.

If you would like to speak during citizen’s forum please email your comments or questions to brianh@ci.hanover.mn.us. Please include your name, address and a form of contact information so staff can provide follow-up if needed.

Hybrid Hanover Economic Development Authority Meeting Instructions
For Public Attendees
EDA Meeting May 20, 2021

PLEASE NOTE, due to COVID-19, this meeting will be conducted in person and via Zoom Video Conferencing as allowed under Minnesota Statutes, Section 13D.021

- In person attendance will be limited to twenty-three (23) guests present. Priority will be given to individuals set to speak on agenda items. These individuals would represent land use applicants, etc. Once seats are full, anyone else who desires to attend the meeting may do so via joining the Zoom Video Conference.
- Two options for joining the Zoom Video Conference are as follows:
 1. Online by clicking the link below:
 - <https://us02web.zoom.us/j/84680541016?pwd=REpSMY8wV1hNc2hlUEJmckowRHJ3UT09>
 - No Zoom account is needed.
 - Using your phone, tablet or desktop computer with a microphone and webcam will allow both the video and microphone connection to occur through Zoom.
 - This option is required if you would like to speak during the meeting.
 2. Telephone:
 - By using a phone to call into the meeting, you will be limited to only being able to hear the audio feed of the meeting. This option will not allow you to speak during the meeting. Enter the numbers below following the prompts when requested.
 - *Audio Number:* 1-312-626-6799
 - *Meeting ID:* 846 8054 1016
 - *Participant ID:* N/A
 - *Passcode:* 568819
- Points of information:
 - EDA members, staff and guests scheduled to speak during the meeting will have their audio controls fully functioning throughout the whole meeting.
 - Public attendees not on the agenda will have their audio muted. This is not to discourage public comment, but instead to hold an effective meeting. For public comments, it is best for them to be submitted prior to the start of the meeting. This will include citizen's forum. Staff will present the comments on the public's behalf.
 - Should the public want to ask a question during the meeting for a point of clarification, they can use the raise hand function. The raise hand function is only available when joining via the online option. You should be able to see a raise hand button in the zoom task bar or by clicking the more button. Should the board want the opportunity to have an open dialogue with a public attendee, we will unmute resident's line and have the discussion.
 - Please email comments to brianh@ci.hanover.mn.us
 - The agenda packet and any presentations that will be shown on the screen during the Zoom Meeting will also be available on our website for download.

**AGENDA
HANOVER ECONOMIC DEVELOPMENT AUTHORITY
MAY 20, 2021**

Due to COVID-19, this meeting will be conducted in person and via Zoom Video Conferencing as allowed under Minnesota Statutes, Section 13D.021

**TODD BARTELS
JESSICA JOHNSON
BRIAN DISMANG
TED ZRUST
TONY ROSS**

**KEN WARPULA
MARYANN HALLSTEIN**

- 1. Call to Order: 8:00 a.m.**
- 2. Approval of:**
 - a. Minutes of February 18, 2020 Regular Meeting**
 - b. Accounts Payable and Financial Reports**
- 3. Citizen's Forum**
- 4. Unfinished Business**
- 5. New Business**
 - a. 2021 Hanover Harvest Festival Donation**
 - b. 2021 EDA Business Social**
- 6. EDA Board and Staff Reports**
 - a. EDA Board Reports**
 - b. Staff Reports**
- 7. Adjournment**

**CITY OF HANOVER
ECONOMIC DEVELOPMENT AUTHORITY MEETING
FEBRUARY 18, 2021 – DRAFT MINUTES**

Call to Order

Chair Bartels called the regular EDA meeting of February 18, 2021 to order at 8:14 a.m. Present were members Todd Bartels, Jessica Johnson, Tony Ross, Brian Dismang and MaryAnn Hallstein. Also present were City Administrator Brian Hagen and City Engineer Nick Preisler. Absent were Ted Zrust and Ken Warpula.

MaryAnn Hallstein completed her Oath of Office for her term 2021-2024.

Approval of Agenda

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

Appoint Chair, Vice Chair, Treasurer

MOTION by Bartels to appoint Bartels to Chair, Hallstein to Vice Chair, and Johnson to Treasurer, seconded by Dismang. **Motion carried unanimously.**

Approval of Minutes from September 17, 2020 and November 19, 2020 Regular Meetings

MOTION by Hallstein to approve minutes as presented, seconded by Dismang. **Motion carried unanimously.**

Approval of Accounts Payable and Financial Reports

Johnson noted that all loans were current and reviewed revenues and expenditures.

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

None

New Business

CSAH19/123 Access Plan: WSB Proposal

Hagen and Preisler reviewed a proposal to conduct an access study benefiting multiple properties by providing long term guidance on how local streets would intersect to county roads owned by Hennepin County. The proposal comes from recent feedback by Hennepin County on the proposed Mercantile Pass development. This study would be prepared with existing traffic data and present for support by Hennepin County.

Funds would be provided by the EDA as part of economic development and business assistance. The study would then be shared with prospective developers in the future to design their projects around. Estimated budget is \$15,000-\$18,000.

MOTION by Hallstein for the EDA to fund the CSAH19/123 Access Management Study, seconded by Johnson. **Motion carried unanimously.**

Reports

None

Adjournment

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

ATTEST:

Brian Hagen, City Administrator

HANOVER
Cash Balances
 April 2021

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$655,974.66	\$50,552.03	\$115,450.24	\$591,076.45
107 FIRE DEPT DONATIONS FUND	\$29,540.22	\$250.00	\$0.00	\$29,790.22
201 EDA SPECIAL REVENUE FUND	\$87,337.89	\$0.00	\$310.00	\$87,027.89
205 EDA BUSINESS INCENTIVE FUND	\$207,195.14	\$2,457.85	\$0.00	\$209,652.99
311 2008A GO CIP REFUNDING BOND	\$15,286.97	\$54.75	\$15,341.72	\$0.00
312 2009A GO IMP REFUNDING BOND	\$19,777.35	\$0.00	\$0.00	\$19,777.35
314 2011A GO IMP CROSSOVER REF BD	\$497,024.09	\$0.00	\$6,341.14	\$490,682.95
315 2016A GO CIP BOND	\$23,371.62	\$0.00	\$0.00	\$23,371.62
401 GENERAL CAPITAL PROJECTS	\$751,207.26	\$1,519.65	\$0.00	\$752,726.91
402 PARKS CAPITAL PROJECTS	\$120,874.71	\$0.00	\$0.00	\$120,874.71
403 FIRE DEPT CAPITAL FUND	-\$232,177.39	\$0.00	\$21,534.26	-\$253,711.65
404 HISTORICAL CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
405 PARK DEDICATION FEE	\$164,852.45	\$183,232.00	\$0.00	\$348,084.45
406 GAMBLING PROCEEDS	\$20,453.80	\$7,470.82	\$341.80	\$27,582.82
407 TIF REDEV DIST #1	\$9,600.12	\$0.00	\$0.00	\$9,600.12
409 MAHLER PIT - 15TH ST IMP FUND	\$133,434.77	\$0.00	\$0.00	\$133,434.77
411 FACILITIES CAPITAL PROJ FUND	\$0.00	\$15,341.72	\$54.75	\$15,286.97
417 EQUIPMENT CAPITAL FUND	\$63,085.72	\$0.00	\$0.00	\$63,085.72
418 STREET CAPITAL PROJ FUND	\$645,116.74	\$0.00	\$7,021.25	\$638,095.49
601 WATER ENTERPRISE FUND	\$1,077,532.87	\$33,988.17	\$19,758.00	\$1,091,763.04
602 SEWER ENTERPRISE FUND	\$427,066.30	\$101,006.30	\$46,994.00	\$481,078.60
603 STORM WATER ENTERPRISE FUND	\$208,451.55	\$20,196.48	\$297.50	\$228,350.53
611 WATER CAPITAL IMP FUND	\$241,305.47	\$50,568.00	\$0.00	\$291,873.47
612 SEWER CAPITAL IMP FUND	\$2,278,924.15	\$127,120.00	\$0.00	\$2,406,044.15
613 STORM WATER CAPITAL IMP FUND	\$715,667.18	\$77,162.72	\$280.30	\$792,549.60
701 RIVER ROAD CEMETERY	\$37,131.74	\$0.00	\$0.00	\$37,131.74
702 CSAH 19 CEMETERY	\$5,300.00	\$750.00	\$0.00	\$6,050.00
810 BUILDING PERMITS ESCROW FUND	\$50,000.00	\$40,000.00	\$0.00	\$90,000.00
811 EROSION CONTROL ESCROW FUND	\$64,123.53	\$0.00	\$0.00	\$64,123.53
815 LANDSCAPE ESCROW FUND	\$63,900.65	\$0.00	\$0.00	\$63,900.65
817 INFRASTRUCTURE ESCROW FUND	\$40,500.00	\$0.00	\$0.00	\$40,500.00
818 MISC ESCROWS FUND	\$90,125.17	\$2,662.50	\$9,913.93	\$82,873.74
820 BRIDGES TOWNHOMES ESC FUND	\$3,849.10	\$0.00	\$0.00	\$3,849.10
823 CROW RVR HTS WEST 3RD / BACKES	\$11,041.81	\$0.00	\$127.50	\$10,914.31
825 CROW RVR HTS FUT WEST PLAT/PUD	\$0.00	\$0.00	\$0.00	\$0.00
826 CROW RVR HTS 4TH ADD FINL PLAT	\$0.00	\$0.00	\$0.00	\$0.00
827 HANOVER COVE PRELIMINARY PLAT	\$0.00	\$0.00	\$0.00	\$0.00
828 CROW RVR HTS 4TH DEVEL AGRMT	\$36,327.84	\$0.00	\$488.75	\$35,839.09
829 RIVER TOWN VILLAS DEVEL AGRMT	\$29,404.12	\$0.00	\$570.00	\$28,834.12
830 FEHN COMP 15TH ST DEVEL AGRMT	\$11,489.84	\$0.00	\$0.00	\$11,489.84
831 RIVERS EDGE DEVEL AGRMT	\$0.00	\$125,000.00	\$126.00	\$124,874.00

HANOVER

Cash Balances

April 2021

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
832 CROW RVR HTS 5TH DEVEL AGRMT	\$0.00	\$0.00	\$0.00	\$0.00
900 INTEREST	\$0.00	\$0.00	\$0.00	\$0.00
	<u>\$8,604,097.44</u>	<u>\$839,332.99</u>	<u>\$244,951.14</u>	<u>\$9,198,479.29</u>

HANOVER
Revenue Budget Report - EDA

Source Alt Code	Account Descr	April 2021 Amt	2021 YTD Amt	2021 YTD Budget	2018 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 201-36200 Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 201-36210 Interest Earnings	\$0.00	-\$313.51	\$0.00	\$313.51	0.00%
MISC	R 201-36215 Investment Income/Loss	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code MISC		\$0.00	-\$313.51	\$0.00	\$313.51	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	-\$313.51	\$49,000.00	\$49,313.51	-0.64%
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	\$267.35	\$253.14	\$0.00	-\$253.14	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 Donation	\$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		\$267.35	\$253.14	\$0.00	-\$253.14	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		\$267.35	\$253.14	\$0.00	-\$253.14	0.00%
		\$267.35	-\$60.37	\$49,000.00	\$49,060.37	-0.12%

Expenditure Budget Report - EDA

Dept Abbrev	Account Descr	April 2021 Amt	2021 YTD Amt	2021 YTD Budget	2021 YTD Balance	%YTD Budget
Fund 201 EDA SPECIAL REVENUE FUND						
Dept 41330 Boards and Commissions						
BRDCOMM	E 201-41330-111 Committee Wages/Meeting	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.00%
BRDCOMM	E 201-41330-306 Dues & Subscriptions	\$310.00	\$310.00	\$500.00	\$190.00	62.00%
BRDCOMM	E 201-41330-310 Other Professional Services	\$0.00	\$445.00	\$5,000.00	\$4,555.00	8.90%
BRDCOMM	E 201-41330-437 Other Miscellaneous	\$0.00	\$0.00	\$5,500.00	\$5,500.00	0.00%
Dept 41330 Boards and Commissions		\$310.00	\$755.00	\$13,000.00	\$12,245.00	
Dept 41570 Purchasing						
PURCHASE	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	
Dept 49360 Transfers Out						
TRANSFERS	E 201-49360-700 Transfers (GENERAL)	\$0.00	\$0.00	\$35,000.00	\$35,000.00	0.00%
Dept 49360 Transfers Out		\$0.00	\$0.00	\$35,000.00	\$35,000.00	
Fund 201 EDA SPECIAL REVENUE FUND		\$310.00	\$755.00	\$49,000.00	\$48,245.00	

HANOVER
Expenditure Budget Report - EDA

Dept Abbrev	Account Descr	April 2021 Amt	2021 YTD Amt	2021 YTD Budget	2021 YTD Balance	%YTD Budget
Fund 205 EDA BUSINESS INCENTIVE FUND						
Dept 46500	Economic Develop mt (GENERAL)					
ECODEVEL	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	
Dept 49300	Other Finanacing Uses					
OTHFINUS	E 205-49300-317 EDA BIF: Rent Reimburse	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
OTHFINUS	E 205-49300-318 EDA BIF: Matching Grant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
OTHFINUS	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	
Fund 205 EDA BUSINESS INCENTIVE FUND		\$0.00	\$0.00	\$0.00	\$0.00	

HANOVER
Expenditure Budget Report - EDA

Dept Abbrev	Account Descr	April 2021 Amt	2021 YTD Amt	2021 YTD Budget	2021 YTD Balance	%YTD Budget
		\$310.00	\$755.00	\$49,000.00	\$48,245.00	

HANOVER
Transaction Activity - EDA

Period Name	Check Nbr	Tran Name	Search Name	Amount	Comments	Check/Receipt Date	Fund
Act Year 2021							
PL Type G General Ledger							
Account Descr G 201-10100 Cash							
March		Journal Entr		-\$313.51	Allocate 1st Quarter 202		201
				-\$313.51			
Account Descr G 201-10500 Taxes Receivable-Current							
January		Journal Entr		-\$326.61	To Reverse 2020 YE JE		201
				-\$326.61			
Account Descr G 205-10100 Cash							
March		Journal Entr		-\$732.16	Allocate 1st Quarter 202		205
				-\$732.16			
Account Descr G 205-12400 EDA Loan Receivable							
January	088618	Cash Recei	ASTRO ENGINEERING	\$1,120.24	EDA Loan Principal Paym	01/20/21	205
January	088625	Cash Recei	BIG BORE BBQ COMPANY	\$833.89	EDA Loan Principal Paym	01/21/21	205
January	030209	Cash Recei	ROY C INC	\$208.33	EDA Loan Payment - Jan	01/04/21	205
February	088661	Cash Recei	ASTRO ENGINEERING	-\$1,250.42	EDA Loan Principal Paym	02/02/21	205
February	088661	Cash Recei	ASTRO ENGINEERING	\$1,250.42	EDA Loan Principal Paym	02/02/21	205
February	088661	Cash Recei	ASTRO ENGINEERING	\$1,250.42	EDA Loan Principal Paym	02/02/21	205
February	030304	Cash Recei	ROY C INC	-\$208.33	EDA Loan Payment - Feb	02/01/21	205
February	030304	Cash Recei	ROY C INC	\$208.33	EDA Loan Payment - Feb	02/01/21	205
February	030304	Cash Recei	ROY C INC	\$208.33	EDA Loan Payment - Feb	02/01/21	205
March	088747	Cash Recei	ASTRO ENGINEERING	\$1,158.46	EDA Loan Principal Paym	03/02/21	205
March	088720	Cash Recei	BIG BORE BBQ COMPANY	\$826.58	EDA Loan Principal Paym	02/23/21	205
March	088812	Cash Recei	BIG BORE BBQ COMPANY	\$841.02	EDA Loan Principal Paym	03/23/21	205
March	030386	Cash Recei	ROY C INC	\$208.33	EDA Loan Payment - Mar	03/01/21	205
April	088848	Cash Recei	ASTRO ENGINEERING	\$1,143.00	EDA Loan Principal Paym	04/02/21	205
April	088950	Cash Recei	BIG BORE BBQ COMPANY	\$839.17	EDA Loan Principal Paym	04/21/21	205
April	030460	Cash Recei	ROY C INC	\$208.33	EDA Loan Payment - Apri	04/01/21	205
				\$8,846.10			
				\$7,473.82			
PL Type G General Ledger							
PL Type *R Revenue							
Account Descr R 201-31000 Property Taxes - General							
January		Journal Entr		\$302.40	To Reverse 2020 YE JE		201
January		Journal Entr		\$24.21	To Reverse 2020 YE JE		201
January		Cash Recei	HENNEPIN COUNTY TREA	\$24.21	HC Tax Settlement - Jan		201
January		Cash Recei	WRIGHT COUNTY AUDITO	\$302.40	WC Tax Settlement - Jan		201
				\$653.22			
Account Descr R 201-36210 Interest Earnings							
March		Journal Entr		\$313.51	Allocate 1st Quarter 202		201
				\$313.51			
Account Descr R 205-36210 Interest Earnings							
January	088618	Cash Recei	ASTRO ENGINEERING	\$212.63	EDA Loan Interest Paym	01/20/21	205
January	088625	Cash Recei	BIG BORE BBQ COMPANY	\$82.76	EDA Loan Interest Paym	01/21/21	205
February	088661	Cash Recei	ASTRO ENGINEERING	-\$82.45	EDA Loan Interest Paym	02/02/21	205
February	088661	Cash Recei	ASTRO ENGINEERING	\$82.45	EDA Loan Interest Paym	02/02/21	205
February	088661	Cash Recei	ASTRO ENGINEERING	\$82.45	EDA Loan Interest Paym	02/02/21	205
March		Journal Entr		\$732.16	Allocate 1st Quarter 202		205
March	088747	Cash Recei	ASTRO ENGINEERING	\$174.41	EDA Loan Interest Paym	03/02/21	205

Transaction Activity - EDA

Period Name	Check Nbr	Tran Name	Search Name	Amount	Comments	Check/Receipt Date	Fund
March	088720	Cash Recei	BIG BORE BBQ COMPANY	\$90.07	EDA Loan Interest Paym	02/23/21	205
March	088812	Cash Recei	BIG BORE BBQ COMPANY	\$75.63	EDA Loan Interest Paym	03/23/21	205
April	088848	Cash Recei	ASTRO ENGINEERING	\$189.87	EDA Loan Interest Paym	04/02/21	205
April	088950	Cash Recei	BIG BORE BBQ COMPANY	\$77.48	EDA Loan Interest Paym	04/21/21	205
Account Descr R 205-36210 Interest Earnings				\$1,717.46			
PL Type *R Revenue				\$2,684.19			
PL Type -E Expenditure							
Account Descr E 201-41330-306 Dues & Subscriptions							
April	035620	Cash Paym	INITIATIVE FOUNDATION	\$310.00	Endowment Pledge - 202	04/20/21	201
Account Descr E 201-41330-306 Dues & Subscriptions				\$310.00			
Account Descr E 201-41330-310 Other Professional Services							
February	035525	Cash Paym	VISA - BANKWEST	\$295.00	B. Hagen: Economic Dev	02/02/21	201
March	003243	Cash Paym	WSB & ASSOCIATES, INC.	\$150.00	CSAH 19 Access Study M	03/02/21	201
Account Descr E 201-41330-310 Other Professional Servi				\$445.00			
PL Type -E Expenditure				\$755.00			
Act Year 2021				\$10,913.01			
				\$10,913.01			

<u>Borrower</u>	<u>5/7/2021</u>	<u>Paid Through</u>
	\$ -	
Astro Engineering	\$ 65,559.43	May
Roy C. Inc.	\$ 1,458.43	May
BBBBQ LLC	\$ 76,106.44	April
Total	\$ 143,124.30	