

AGENDA
HANOVER ECONOMIC DEVELOPMENT AUTHORITY
OCTOBER 14, 2021

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 July 15, 2021 Regular Meeting**
 - b. Accounts Payable and Financial Reports**
- 3. Citizen's Forum**
- 4. Unfinished Business**
- 5. New Business**
 - a. Parking Regulations**
 - b. 2022 Final Budget – Draft 1**
 - c. 2021 Year-End Transfer**
- 6. EDA Board and Staff Reports**
 - a. EDA Board Reports**
 - b. Staff Reports**
- 7. Adjournment**

**CITY OF HANOVER
ECONOMIC DEVELOPMENT AUTHORITY MEETING
JULY 15, 2021 – DRAFT MINUTES**

Call to Order

Chair Bartels called the regular EDA meeting of July 15, 2021 to order at 8:03 a.m. Present were members Todd Bartels, Jessica Johnson, Tony Ross, Brian Dismang, Ken Warpula, and MaryAnn Hallstein. Also present were City Administrator Brian Hagen and intern Grant MacFarlane. Absent was Ted Zrust.

Approval of Minutes from May 20, 2021 Regular Meeting

MOTION by Warpula to approve minutes as presented, seconded by Johnson. **Motion carried unanimously.**

Approval of Accounts Payable and Financial Reports

Johnson noted that all loans were current and reviewed revenues and expenditures. Johnson highlighted the donation to Hanover Harvest Festival.

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

Citizen's Forum

None

Unfinished Business

2021 EDA Business Social

Hagen stated that the EDA Business Social would be taking place on August 16, 2021. Hagen added that the City had Yeti mugs from previous years to use at the event and that Big Bore Barbeque had provided menu options.

Hallstein asked if guests would order food when they arrived or if it would be served ala carte. Hagen noted the EDA would pick one menu option and guests would be served that at the event. Bartels suggested including a food choice with the RSVP to receive a better response. Consensus of the group was to provide the pulled pork/chicken option with choice of sides.

Johnson asked what time the event would take place. Warpula suggested the event occur from 4:00pm to 6:00pm. EDA showed consensus agreement.

Johnson asked what drinks would be provided at the event. Warpula stated that there has been a cash bar in the past for guests. Hagen added that he expects pop and water to be offered for free, but that he will check with Big Bore Barbeque to clarify the cash bar option.

Johnson stated that she plans to get invites delivered to business by Tuesday, July 20. Johnson suggested that the RSVP could encourage businesses to submit their questions for EDA and updates regarding their business in advance.

New Business

2022 Preliminary Budget – Draft 1

Hagen stated that there were no major changes to the budget. Hagen noted that the EDA had an excess balance in its operating fund currently. Hagen added that he would bring a recommendation later in the year to transfer roughly \$75,000 to its business incentive fund.

MOTION by Hallstein to adopt the 2022 preliminary budget, seconded by Dismang. **Motion carried unanimously.**

Review: TIF vs. Tax Abatement

Hagen stated that the TIF vs. tax abatement sheet was informational and served as an FYI to the EDA. Hagen added that TIF and tax abatement are very similar, but that abatement is more flexible. Bartels thanked Hagen for the information.

WCEDP Golf Event – September 14, 2021

Hagen informed the EDA that the event would cost \$360-\$400 depending on signup date if they wanted to participate once again. Bartels asked Hagen to reach out about this topic after the meeting to find members to participate. Consensus was to participate in the event.

EDA Board and Staff Reports

Hallstein

- Update on Big Bore Barbeque and River Inn patio progress. Hagen noted that part of this process includes the need to identify parking stalls and bathroom additions.

Adjournment

MOTION by Johnson to adjourn at 9:12 a.m., seconded by Dismang. **Motion carried unanimously.**

ATTEST:

Brian Hagen, City Administrator

HANOVER
Cash Balances
September 2021

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$899,159.45	\$58,290.69	\$138,224.59	\$819,225.55
104 AMERICAN RESCUE PLAN ACT FUND	\$185,550.15	\$0.00	\$0.00	\$185,550.15
107 FIRE DEPT DONATIONS FUND	\$39,049.92	\$6,240.00	\$0.00	\$45,289.92
201 EDA SPECIAL REVENUE FUND	\$104,373.20	\$0.00	\$1,045.00	\$103,328.20
205 EDA BUSINESS INCENTIVE FUND	\$219,790.15	\$2,457.85	\$0.00	\$222,248.00
311 2008A GO CIP REFUNDING BOND	\$0.00	\$0.00	\$0.00	\$0.00
312 2009A GO IMP REFUNDING BOND	\$20,450.80	\$0.00	\$0.00	\$20,450.80
314 2011A GO IMP CROSSOVER REF BD	\$595,464.43	\$0.00	\$0.00	\$595,464.43
315 2016A GO CIP BOND	\$58,488.11	\$0.00	\$0.00	\$58,488.11
401 GENERAL CAPITAL PROJECTS	\$488,034.81	\$17,466.93	\$0.00	\$505,501.74
402 PARKS CAPITAL PROJECTS	\$133,554.96	\$0.00	\$0.00	\$133,554.96
403 FIRE DEPT CAPITAL FUND	\$29,799.45	\$5,805.74	\$37.92	\$35,567.27
404 HISTORICAL CAPITAL PROJ FUND	\$0.00	\$0.00	\$0.00	\$0.00
405 PARK DEDICATION FEE	\$417,059.62	\$0.00	\$0.00	\$417,059.62
406 GAMBLING PROCEEDS	\$26,042.61	\$0.00	\$2,500.00	\$23,542.61
407 TIF REDEV DIST #1	\$12,752.03	\$0.00	\$0.00	\$12,752.03
409 MAHLER PIT - 15TH ST IMP FUND	\$40,190.82	\$0.00	\$0.00	\$40,190.82
411 FACILITIES CAPITAL PROJ FUND	\$15,286.97	\$0.00	\$0.00	\$15,286.97
417 EQUIPMENT CAPITAL FUND	\$104,653.67	\$0.00	\$0.00	\$104,653.67
418 STREET CAPITAL PROJ FUND	\$791,629.73	\$0.00	\$1,985.25	\$789,644.48
601 WATER ENTERPRISE FUND	\$1,140,928.09	\$21,427.00	\$20,680.93	\$1,141,674.16
602 SEWER ENTERPRISE FUND	\$536,664.18	\$49,446.59	\$70,418.08	\$515,692.69
603 STORM WATER ENTERPRISE FUND	\$233,376.81	\$0.00	\$123.91	\$233,252.90
611 WATER CAPITAL IMP FUND	\$313,876.99	\$0.00	\$0.00	\$313,876.99
612 SEWER CAPITAL IMP FUND	\$2,464,700.46	\$0.00	\$0.00	\$2,464,700.46
613 STORM WATER CAPITAL IMP FUND	\$835,788.23	\$0.00	\$196.22	\$835,592.01
701 RIVER ROAD CEMETERY	\$37,131.74	\$0.00	\$0.00	\$37,131.74
702 CSAH 19 CEMETERY	\$13,950.00	\$100.00	\$0.00	\$14,050.00
810 BUILDING PERMITS ESCROW FUND	\$200,000.00	\$35,000.00	\$5,000.00	\$230,000.00
811 EROSION CONTROL ESCROW FUND	\$54,123.53	\$0.00	\$2,000.00	\$52,123.53
815 LANDSCAPE ESCROW FUND	\$53,900.65	\$0.00	\$2,000.00	\$51,900.65
817 INFRASTRUCTURE ESCROW FUND	\$35,500.00	\$0.00	\$1,000.00	\$34,500.00
818 MISC ESCROWS FUND	\$61,817.51	\$0.00	\$171.75	\$61,645.76
820 BRIDGES TOWNHOMES ESC FUND	\$3,854.65	\$0.00	\$0.00	\$3,854.65
823 CROW RVR HTS WEST 3RD / BACKES	\$8,745.81	\$0.00	\$964.50	\$7,781.31
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	\$32,988.27	\$0.00	\$2,681.00	\$30,307.27
829 RIVER TOWN VILLAS DEVEL AGRMT	\$26,554.98	\$0.00	\$218.25	\$26,336.73
830 FEHN COMP 15TH ST DEVEL AGRMT	\$8,644.62	\$0.00	\$133.25	\$8,511.37

HANOVER

Cash Balances

September 2021

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
831 RIVERS EDGE DEVEL AGRMT	\$92,095.01	\$0.00	\$16,849.75	\$75,245.26
832 CROW RVR HTS 5TH DEVEL AGRMT	\$60,403.52	\$0.00	\$5,100.50	\$55,303.02
900 INTEREST	\$19,912.28	\$0.00	\$0.00	\$19,912.28
	<u>\$10,416,288.21</u>	<u>\$196,234.80</u>	<u>\$271,330.90</u>	<u>\$10,341,192.11</u>

HANOVER

Revenue Budget Report - EDA

Source Alt Code	Account Descr	September 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	\$25,671.42	\$49,000.00	\$23,328.58	52.39%
TAXES	R 201-31010 Tax Abatement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code TAXES		\$0.00	\$25,671.42	\$49,000.00	\$23,328.58	52.39%
MISC	R 201-36200 Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISC	R 201-36210 Interest Earnings	\$0.00	-\$185.62	\$0.00	\$185.62	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	-\$185.62	\$0.00	\$185.62	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	\$25,485.80	\$49,000.00	\$23,514.20	52.01%
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	\$246.47	\$1,843.88	\$0.00	-\$1,843.88	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		\$246.47	\$1,843.88	\$0.00	-\$1,843.88	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		\$246.47	\$1,843.88	\$0.00	-\$1,843.88	0.00%
		\$246.47	\$27,329.68	\$49,000.00	\$21,670.32	55.77%

Expenditure Budget Report - EDA

Dept Abbrev	Account Descr	September 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	\$0.00	\$310.00	\$500.00	\$190.00	62.00%
BRDCOMM	E 201-41330-310 Other Professional Services	\$0.00	\$7,399.00	\$5,000.00	-\$2,399.00	147.98%
BRDCOMM	E 201-41330-437 Other Miscellaneous	\$1,045.00	\$2,545.00	\$5,500.00	\$2,955.00	46.27%
Dept 41330 Boards and Commissions		\$1,045.00	\$10,254.00	\$13,000.00	\$2,746.00	
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		\$1,045.00	\$10,254.00	\$49,000.00	\$38,746.00	

HANOVER
Expenditure Budget Report - EDA

Dept Abbrev	Account Descr	September 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	

Expenditure Budget Report - EDA

Dept Abbrev	Account Descr	September 2021 Amt	2021 YTD Amt	2021 YTD Budget	2021 YTD Balance	%YTD Budget
		\$1,045.00	\$10,254.00	\$49,000.00	\$38,746.00	

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
June		Journal Entr		\$127.89	Allocate 2nd Quarter 202		201
				-\$185.62			
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
June		Journal Entr		\$305.76	Allocate 2nd Quarter 202		205
				-\$426.40			
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
May	089006	Cash Recei	ASTRO ENGINEERING	\$1,140.18	EDA Loan Principal Paym	05/04/21	205
May	089077	Cash Recei	BIG BORE BBQ COMPANY	\$837.37	EDA Loan Principal Paym	05/21/21	205
May	030515	Cash Recei	ROY C INC	\$208.33	EDA Loan Payment - May	05/03/21	205
June	089103	Cash Recei	ASTRO ENGINEERING	\$1,161.23	EDA Loan Principal Paym	06/02/21	205
June	089163	Cash Recei	BIG BORE BBQ COMPANY	\$833.02	EDA Loan Principal Paym	06/22/21	205
June	030616	Cash Recei	ROY C INC	\$208.33	EDA Loan Payment - Jun	06/02/21	205
July	089220	Cash Recei	ASTRO ENGINEERING	\$1,158.46	EDA Loan Principal Paym	07/06/21	205
July	089280	Cash Recei	BIG BORE BBQ COMPANY	\$841.70	EDA Loan Principal Paym	07/21/21	205
July	030696	Cash Recei	ROY C INC	\$208.33	EDA Loan Payment - July	07/01/21	205
August	089335	Cash Recei	ASTRO ENGINEERING	\$1,150.18	EDA Loan Principal Paym	08/03/21	205
August	089408	Cash Recei	BIG BORE BBQ COMPANY	\$837.43	EDA Loan Principal Paym	08/23/21	205
August	030762	Cash Recei	ROY C INC	\$208.33	EDA Loan Payment - Aug	08/02/21	205
September	089455	Cash Recei	ASTRO ENGINEERING	\$1,164.71	EDA Loan Principal Paym	09/02/21	205
September	089529	Cash Recei	BIG BORE BBQ COMPANY	\$838.34	EDA Loan Principal Paym	09/21/21	205
September	030867	Cash Recei	ROY C INC	\$208.33	EDA Loan Principal Paym	09/01/21	205
				\$19,850.37			
Account Descr G 205-12400 EDA Loan Receivable							
				\$18,911.74			
PL Type G General Ledger							
PL Type *R Revenue							
Account Descr R 201-31000 Property Taxes - General							
January		Journal Entr		\$24.21	To Reverse 2020 YE JE		201

Transaction Activity - EDA

Period Name	Check Nbr	Tran Name	Search Name	Amount	Comments	Check/Receipt Date	Fund
January		Journal Entr		\$302.40	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
June		Cash Recei	WRIGHT COUNTY AUDITO	\$19,313.70	WC Tax Settlement - Jun		201
July		Cash Recei	HENNEPIN COUNTY TREA	\$6,357.72	HC Tax Settlement - July		201
Account Descr R 201-31000 Property Taxes - General				\$26,324.64			
Account Descr R 201-36210 Interest Earnings							
March		Journal Entr		\$313.51	Allocate 1st Quarter 202		201
June		Journal Entr		-\$127.89	Allocate 2nd Quarter 202		201
Account Descr R 201-36210 Interest Earnings				\$185.62			
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
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
May	089006	Cash Recei	ASTRO ENGINEERING	\$192.69	EDA Loan Interest Paym	05/04/21	205
May	089077	Cash Recei	BIG BORE BBQ COMPANY	\$79.28	EDA Loan Interest Paym	05/21/21	205
June		Journal Entr		-\$305.76	Allocate 2nd Quarter 202		205
June	089103	Cash Recei	ASTRO ENGINEERING	\$171.64	EDA Loan Interest Paym	06/02/21	205
June	089163	Cash Recei	BIG BORE BBQ COMPANY	\$83.63	EDA Loan Interest Paym	06/22/21	205
July	089220	Cash Recei	ASTRO ENGINEERING	\$174.41	EDA Loan Interest Paym	07/06/21	205
July	089280	Cash Recei	BIG BORE BBQ COMPANY	\$74.95	EDA Loan Interest Paym	07/21/21	205
August	089335	Cash Recei	ASTRO ENGINEERING	\$182.69	EDA Loan Interest Paym	08/03/21	205
August	089408	Cash Recei	BIG BORE BBQ COMPANY	\$79.22	EDA Loan Interest Paym	08/23/21	205
September	089455	Cash Recei	ASTRO ENGINEERING	\$168.16	EDA Loan Interest Paym	09/02/21	205
September	089529	Cash Recei	BIG BORE BBQ COMPANY	\$78.31	EDA Loan Interest Paym	09/21/21	205
Account Descr R 205-36210 Interest Earnings				\$2,696.68			
PL Type *R Revenue				\$29,206.94			
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
May	003293	Cash Paym	WSB & ASSOCIATES, INC.	\$5,780.00	CSAH 19 / 123 Access M	05/04/21	201
June	003313	Cash Paym	WSB & ASSOCIATES, INC.	\$1,174.00	CSAH 19 / 123 Access M	06/01/21	201
Account Descr E 201-41330-310 Other Professional Servi				\$7,399.00			
Account Descr E 201-41330-437 Other Miscellaneous							
June	035711	Cash Paym	HANOVER HARVEST FESTI	\$1,500.00	Hanover Harvest Festival	06/15/21	201
September	035866	Cash Paym	BIG BORE BBQ COMPANY	\$645.00	EDA Social 2021: 43 Gue	09/07/21	201
September	035888	Cash Paym	VISA - BANKWEST	\$400.00	Foursome Golf at 2021	09/07/21	201
Account Descr E 201-41330-437 Other Miscellaneous				\$2,545.00			

Transaction Activity - EDA

Period Name	Check Nbr	Tran Name	Search Name	Amount	Comments	Check/Receipt Date	Fund
PL Type -E Expenditure				\$10,254.00			
Act Year 2021				\$58,372.68			
				\$58,372.68			

<u>Borrower</u>	<u>9/23/2021</u>	<u>Paid Through</u>
	\$ -	
Astro Engineering	\$ 60,924.85	September
Roy C. Inc.	\$ 625.11	September
BBBBQ LLC	\$ 71,918.58	September
Total	\$ 133,468.54	

SEC. 10.39 PARKING

- A. Surface and drainage. Off-street parking areas shall be improved with a durable and dustless surface. Such areas shall be so graded and drained as to dispose of all surface water accumulation within the parking area. Durable and dustless surfaces shall utilize asphalt, concrete or a reasonable substitute surface as approved by the city engineer. All surfacing must be completed prior to occupancy of the structure unless other arrangements have been made with the city.
- B. Location. All accessory off-street parking facilities required herein shall be located as follows:
1. Spaces accessory to one-family and two-family dwellings shall be on the same lot as the principal use served.
 2. Spaces accessory to multiple-family dwellings shall be on the same lot as the principal use served. Parking as required by the Americans with Disabilities Act (ADA) for the disabled shall be provided.
 3. Spaces accessory to uses located in the commercial and industrial districts shall be on the same lot as the principal building. Parking as required by the Americans with Disabilities Act (ADA) for the handicapped shall be provided.
 4. Spaces accessory to multiple-family dwellings or commercial or industrial uses shall be set back ten feet from any street right-of-way or any property line.
- C. General provisions.
1. Existing off-street parking spaces and loading spaces upon the effective date of the ordinance from which this development code is derived shall not be reduced in number unless said number exceeds the requirements set forth herein for a similar use.
 2. Ninety-degree parking spaces shall not be less than nine feet wide and 18 feet in length exclusive of an adequately designed system of access drives. Parking lots that separate vehicles based on size may be designed with

parking spaces less than or greater than nine feet wide and 18 feet in length depending upon the size of the vehicle, as long as adequate space is provided for easy and safe ingress and egress for the vehicle. Proposed reductions in or additions to the parking space size must be submitted in a dimensioned site plan with size of vehicle to use parking spaces indicated for review and approval. Signs specifying the vehicle size to use the parking space shall be required. Parking spaces for the handicapped shall be in accordance with the Americans with Disabilities Act (ADA). Parallel parking spaces shall be at least eight feet wide, and a minimum length of 20 feet in length. Forty-five-degree parking shall be a minimum of nine feet in width and 19 feet in length.

3. Off-street parking facilities for a combination of mixed buildings, structures or uses may be provided collectively in any district (except residential districts) in which separate parking facilities for each separate building, structure or use would be required, provided that the total number of spaces provided shall equal the sum of the separate requirements of each use during any peak hour parking period.
4. When required accessory off-street parking facilities are provided elsewhere than on the lot in which the principal use served is located, they shall be in the same ownership or control, either by deed or long-term lease, as the property occupied by such principal use, and the owner of the principal use shall file a recordable document with the county requiring the owner and his heirs and assigns to maintain the required number of off-street parking spaces during the existence of said principal use.
5. Required off-street parking space in any district shall not be utilized for open storage of goods or for the storage of vehicles that are inoperable, for sale or for rent.
6. For every 12 parking spaces in a row, a landscape island or infiltration basin shall be provided. Each required landscape island is to contain at least one tree; and is required to be a minimum size of nine feet by 18 feet. Additional landscaping may be provided, but each required island shall be at least nine feet by 18 feet in size. No interference between on-site utilities and landscaping is permitted, including, but not be limited to, fire equipment or on-site lighting. Requests for modifications to this requirement shall be approved by City Council.
7. Off-street parking spaces required shall be as follows:

Single-family detached and duplex dwellings	Two spaces per dwelling unit. The first two spaces of a home shall be fully enclosed; either detached or attached to the
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	principal structure. Additional parking spaces are not required to be enclosed.
Multiple-dwelling units	Two spaces per dwelling unit. At least one-half of the required spaces shall be enclosed.
Place of worship and other places of assembly	One space for each three seats or for each five feet of pew length. Based on maximum design capacity.
Offices	One space for each 200 square feet of gross floor space.
Hotel, motel	One space per unit, plus one space per employee.
Schools, preschool or daycare centers	One space for each 450 square feet of floor area.
Schools, elementary and junior high	Three spaces for each classroom.
Schools, high school through college	One space for each four students based on design capacity plus three additional spaces for each classroom.
Community residence/assisted living center	One space for each bed plus one space for each three employees other than doctors.
Health and/or fitness club	One space for each 200 square feet of floor area.
Bowling alley	Six spaces for each alley, plus additional spaces as may be required for related uses such as a restaurant.
Motor vehicle service station	Two spaces plus three spaces for each service stall.
Motor vehicle sales	One space for each 450 square feet of floor area.
Convenience store	One space for each 200 square feet of gross floor area.
Retail store	Five spaces for each 1,000 square feet of gross floor area.
Small animal hospital or clinic	One space for each 300 square feet of floor area.
Medical or dental clinic	Six spaces per doctor or dentist at maximum build out of the facility; but limited to the maximum number of doctors or dentists able to work on a single shift.
Drive-in or drive-through restaurant	At least one parking space for each 15 square feet of gross floor space in building allocated to drive-in operation.
Restaurants (sit down), cafes, bars, taverns or nightclubs	One space for each 2 1/2 seats, based on capacity design.

Funeral homes	Eight spaces for each chapel plus one space for each funeral vehicle maintained on the premises. Aisle space shall also be provided off the street for making funeral procession.
Furniture store, wholesale, auto sales, repair shops	Three spaces for each 1,000 square feet of gross floor area. Open sales lots shall provide two spaces for each 5,000 square feet of lot area, but not less than three spaces.
Manufacturing	One space for each 1,000 square feet of floor area for buildings under or equal to 10,000 square feet of floor area, One space per 1,500 square feet of floor area for those buildings larger than 10,000 square feet.
Industrial, warehouse, storage, handling of bulk goods	One space for each two employees on maximum shift or one for each 2,000 square feet of gross floor area, whichever is greater.
Uses not specifically noted	As determined by the Administrator.

- a. Parking spaces for uses outlined above may be reduced if a detailed parking analysis is provided and approved by the Administrator.
- b. When one building is planned to contain multiple uses, the minimum required parking shall be determined by calculating the separate floor area for each use.

D. Design and maintenance of off-street parking areas in all commercial and industrial districts.

1. Parking areas shall be designed so as to provide adequate means of access to a public street. Such driveway access widths shall be in accordance with the state highway department standards, but in no case shall they exceed 32 feet in width or less than 24 feet in width. Driveway access shall be so located as to cause the least interference with traffic movement.
2. When the calculation of the number of off-street parking spaces required results in a fraction, such fraction shall require a full space.
3. All lighting used to illuminate an off-street parking area shall be in accordance with the requirements of this Code. In addition, all parking lot lighting shall be full cut off and downward facing. Lighting plans shall be submitted showing a light loss factor of 1.0, and shall have no light spillage onto adjacent properties.
4. All open off-street parking areas designed to have head-in parking along the property line shall provide a bumper curb not less than ten feet from the property line.

5. When a required off-street parking space for six or more cars is located adjacent to a residential district, a fence or screening not less than four feet in height shall be erected along the residential district property line.
6. All off-street parking spaces shall have access from driveways and not directly from the public street.
7. No parking space shall be closer than ten feet to any building.
8. Fire access lanes shall be provided as required by the building or fire code.
9. Maintenance of off-street parking space. It shall be the joint and several responsibility of the operator and owner of the principal use, uses and/or building to maintain, in a neat and adequate manner, the parking space, access ways, landscaping and required fences.
10. Handicap accessible parking shall be provided in accordance with all requirements of the Americans with Disabilities Act (ADA).
11. No vehicles for display or sale shall be located in a parking lot where the intended purpose of the lot is not vehicle sales.
12. Campers, trailers and similar recreational living quarters shall not be permitted as residences within commercial and industrial zoning districts unless these areas are depicted on the approved site plan submitted for a project.

E. Design and maintenance of off-street parking areas in all residential districts.

1. Motor vehicles over one-ton capacity bearing a commercial license and commercially licensed trailers shall not be parked or stored on residential properties except when loading, unloading, or rendering service.