

**CITY OF HANOVER
ECONOMIC DEVELOPMENT AUTHORITY MEETING
NOVEMBER 12, 2015 – OFFICIAL MINUTES**

Call to Order

Chair Todd Bartels called the regular EDA meeting of November 12, 2015 to order at 8:08 a.m. Present were Todd Bartels, Jim Hennessey, Keith Ulstad, Matt Hanson, and Ken Warpula. Randy Whitcomb and John Vajda were absent. Also present were City Administrator Brian Hagen and EDA Consultant Heidi Peper.

Approval of Agenda

MOTION by Hennessey to approve the agenda as amended, seconded by Hanson. **Motion carried unanimously.**

Approval of Minutes from October 8, 2015 Regular Meeting

MOTION by Hanson to approve minutes as presented, seconded by Hennessey. **Motion carried unanimously.**

Approval of Accounts Payable and Financial Reports

Hennessey projects that the operating fund will have a balance of approximately \$120,000 at year end 2015. Annually there is a budgeted \$15,000 transfer, but suggested 2015 transfer of \$35,000. On another note, the outstanding loans are being paid off on a consistent basis. Ulstad recommended a future discussion of EDA investment options.

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

Unfinished Business

JS Stewart

Bartels explained that he has been working with Jim Stewart through the land purchase and building design/construction phases. Bartels explained that it has been challenging finding engineers to assist with this building when himself or Jim Stewart are not the most familiar with the requirements. Bartels suggested advertising some firms that could assist business owners through the development process.

Discussion continued on the next steps of the process. Hagen explained that the purchase agreement and the site plan can be discussed concurrently in order to move the process along. Ulstad cautioned against this strategy as it does not identify clear expectations for both parties. Ulstad provided a brief chain of events that typically happen through a process of this nature. Ulstad further suggested, for the benefit of both parties, that a purchase agreement be put in place before any other step of the process moves forward.

PHS West

Pepper explained that Mr. Cummings has 6,300 square feet of office and warehouse space available for \$5,100 per month. His desire is to rent the space to one tenant, but would split amongst multiple renters and may negotiate price depending on dedicated space amounts.

Greenhouse Project

Hagen stated that the site plan has been approved. The landscaping and lighting plan do need final approval yet. Next steps are building permit application and construction.

Plug Technologies

Pepper stated that DEED has toured the facility as well as reviewed various documents. Plug Technologies has met or exceeded their requirements for the funding. There are still some available funds, which are anticipated to be drawn on in 2016. The business has already discussed expansion ideas. The EDA will remain in contact with them for that opportunity.

New Business

11218 Church St. NE

Bartels and Hagen met with the realtor and owner's son to discuss plans for the site. They were informed that it has been marketed both as a residential use and a commercial use. In the past a plan was submitted to the City for multiple townhomes to be constructed on the site, but it was not supported by Council. Bartels and Hagen offered to advertise the property on the EDA website if the realtor provided information to Hagen.

Downtown Parking

Hagen provided an aerial image of downtown Hanover. There is portion of grassy area directly east of the River Inn and north of the old Fire House Auto building that has been discussed as potential parking. Hagen estimates eight parking spaces could be constructed in that location and maybe more depending on configuration. The current owner Brian Reitzner would be approached for a potential partnership.

Reports

Hennessey – informed the board of his and his wife's decision to begin the process of downsizing their home. They are preparing to list their home for sale in the coming year. He further stated that his term on the EDA is complete at the end of 2015 and has decided he would not reapply. He thanked the board members for his experience and complimented everyone on their abilities as a group. The board encouraged Hennessey to begin a new term and then resign when he moves away from Hanover.

Adjournment

MOTION by Hennessey to adjourn at 9:49 a.m., seconded by Warpula. **Motion carried unanimously.**

ATTEST:

Brian Hagen, City Administrator