

**AGENDA
HANOVER ECONOMIC DEVELOPMENT AUTHORITY
DECEMBER 8, 2016**

**TODD BARTELS, CHAIR
RANDY WHITCOMB, VICE CHAIR
JESSICA JOHNSON, TREASURER
KEITH ULSTAD
MATT HANSON**

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

- 1. Call to Order: 8:00 a.m.**
- 2. Approval of:**
 - a. Agenda**
 - b. Minutes of November 10, 2016 Regular Meeting**
 - c. Accounts Payable and Financial Reports**
- 3. Citizen's Forum**
- 4. Unfinished Business**
 - a. 2017 Business Social**
 - b. Downtown Redevelopment & Parking**
 - c. Industrial Park Growth**
- 5. New Business**
 - a. Heidi Peper – 2017 Contract**
- 6. EDA Board and Staff Reports**
 - a. EDA Board Reports**
 - b. Staff Reports**
- 7. Adjournment**

**CITY OF HANOVER
ECONOMIC DEVELOPMENT AUTHORITY MEETING
NOVEMBER 10, 2016 – DRAFT MINUTES**

Call to Order

Chair Bartels called the regular EDA meeting of November 10, 2016 to order at 8:02 a.m. Present were Todd Bartels, Randy Whitcomb, Keith Ulstad, Matt Hanson, Jessica Johnson, John Vajda, and Ken Warpula. Also present was City Administrator Brian Hagen and EDA Consultant Heidi Peper.

Approval of Agenda

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

Approval of Minutes from May 12, 2016 Regular Meeting

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

Approval of Accounts Payable and Financial Reports

Johnson stated there are four outstanding loans. Three are current with one behind one month on payments.

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

Citizen's Forum

None

Unfinished Business

2017 Business Social

Hagen stated he is waiting for a response from Chops Bar to determine their interest and ability to hold the event. Johnson recommended send out a save the date invite in January.

Precision Manufacturing Business Opportunity

Hagen stated the company is seeking out existing building options in Rogers.

Downtown redevelopment & Parking

Discussion revolved around determining potential properties to acquire to add off street parking. Additional discussion was held to determine to what extent the EDA should get involved with implementing additional public parking. It was suggested that the best option at this date would be to consider extending on-street parking within the public right of way.

It was also suggested to meet with business owners in the downtown area to determine their five year plans. Hagen and Peper would conduct those visits.

Industrial Park Growth

Peper identified four areas of growth to consider for future discussion. They included the Duininck Pit, Schendel Farm, along CSAH 20 heading southwest towards Rockford, and along CSAH 19 as you leave Hennepin County into Wright County. The board suggested trying to get asking price for the Duininck Pit and if the Schendel Farm will be marked again soon.

New Business

2017 Final Budget – DRAFT 1

Hagen presented the first draft of the 2017 final budget. There were no changes made from the certified preliminary budget. The 2017 levy would be set at \$49,000.

MOTION by Vajda to approve a \$49,000 2017 EDA Levy, seconded by Warpula. **Motion carried unanimously.**

Reports

None

Adjournment

MOTION by Whitcomb to adjourn, seconded by Vajda. **Motion carried unanimously.**

ATTEST:

Brian Hagen, City Administrator

HANOVER
Cash Balances
November 2016

Fund	Begin Month	GL Debits Month	GL Credits Month	Balance
100 GENERAL FUND	\$879,550.38	\$13,768.24	\$70,762.23	\$822,556.39
107 FIRE DEPT DONATIONS FUND	\$27,193.87	\$0.00	\$678.98	\$26,514.89
201 EDA SPECIAL REVENUE FUND	\$119,603.13	\$0.00	\$782.50	\$118,820.63
205 EDA BUSINESS INCENTIVE FUND	\$239,325.76	\$758.53	\$0.00	\$240,084.29
311 2008A GO CIP REFUNDING BOND	\$48,809.34	\$0.00	\$0.00	\$48,809.34
312 2009A GO IMP REFUNDING BOND	\$31,108.69	\$0.00	\$0.00	\$31,108.69
313 2010 GO EQUIPMENT CERTIFICATES	-\$13,631.64	\$0.00	\$0.00	-\$13,631.64
314 2011A GO IMP CROSSOVER REF BD	\$492,118.91	\$0.00	\$150,387.50	\$341,731.41
401 GENERAL CAPITAL PROJECTS	\$1,014,776.00	\$0.00	\$0.00	\$1,014,776.00
402 PARKS CAPITAL PROJECTS	\$209,925.53	\$0.00	\$15,053.75	\$194,871.78
403 FIRE DEPT CAPITAL FUND	\$178,856.78	\$0.00	\$0.00	\$178,856.78
404 HISTORICAL CAPITAL PROJ FUND	-\$71,111.46	\$0.00	\$3,100.00	-\$74,211.46
405 PARK DEDICATION FEE	\$1,370.00	\$0.00	\$0.00	\$1,370.00
407 TIF REDEV DIST #1	\$9,187.39	\$0.00	\$0.00	\$9,187.39
411 FACILITIES CAPITAL PROJ FUND	\$42,008.32	\$0.00	\$9,129.76	\$32,878.56
417 EQUIPMENT CAPITAL FUND	\$108,669.21	\$0.00	\$0.00	\$108,669.21
418 STREET CAPITAL PROJ FUND	\$395,608.66	\$0.00	\$3,057.60	\$392,551.06
601 WATER ENTERPRISE FUND	\$826,441.85	\$12,099.92	\$11,603.34	\$826,938.43
602 SEWER ENTERPRISE FUND	\$305,342.01	\$27,867.84	\$22,831.20	\$310,378.65
603 STORM WATER ENTERPRISE FUND	\$170,893.73	\$2,841.54	\$0.00	\$173,735.27
611 WATER CAPITAL IMP FUND	\$157,327.89	\$0.00	\$1,722.50	\$155,605.39
612 SEWER CAPITAL IMP FUND	\$1,785,528.56	\$0.00	\$0.00	\$1,785,528.56
613 STORM WATER CAPITAL IMP FUND	\$558,286.08	\$0.00	\$0.00	\$558,286.08
804 SCHENDELS FIELD ESC FUND	\$148,505.58	\$0.00	\$0.00	\$148,505.58
809 BRIDGES AT HANOVER ESC FUND	-\$13,476.50	\$0.00	\$0.00	-\$13,476.50
811 EROSION CONTROL ESCROW FUND	\$41,000.00	\$2,000.00	\$12,000.00	\$31,000.00
815 LANDSCAPE ESCROW FUND	\$43,000.00	\$2,000.00	\$10,000.00	\$35,000.00
817 INFRASTRUCTURE ESCROW FUND	\$20,000.00	\$1,000.00	\$8,000.00	\$13,000.00
818 MISC ESCROWS FUND	\$8,050.54	\$0.00	\$105.20	\$7,945.34
820 BRIDGES TOWNHOMES ESC FUND	\$3,606.26	\$0.00	\$0.00	\$3,606.26
821 QUAIL PASS 2ND ADD ESCROW FD	\$11,955.93	\$0.00	\$0.00	\$11,955.93
900 INTEREST	\$5,829.99	\$0.00	\$0.00	\$5,829.99
	\$7,785,660.79	\$62,336.07	\$319,214.56	\$7,528,782.30

HANOVER

Revenue Budget by Source - EDA

Source Alt Code	Account Descr	November 2016 Amt	2016 YTD Amt	2016 YTD Budget	2015 YTD Variance	%YTD Budget
Fund 201 EDA SPECIAL REVENUE FUND						
TAXES	R 201-31000 Property Taxes - General	\$0.00	\$26,231.86	\$49,000.00	\$22,768.14	53.53%
TAXES	R 201-31010 Tax Abatement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Source Alt Code TAXES		\$0.00	\$26,231.86	\$49,000.00	\$22,768.14	53.53%
MISC	R 201-36210 Interest Earnings	\$0.00	\$904.81	\$100.00	-\$804.81	904.81%
MISC	R 201-36215 Investment Income/Loss	\$0.00	\$833.19	\$1,100.00	\$266.81	75.74%
Source Alt Code MISC		\$0.00	\$1,738.00	\$1,200.00	-\$538.00	144.83%
INTGOVT	R 201-33410 MV Credit	\$0.00	\$29.40	\$0.00	-\$29.40	0.00%
Source Alt Code INTGOVT		\$0.00	\$29.40	\$0.00	-\$29.40	0.00%
Fund 201 EDA SPECIAL REVENUE FUND		\$0.00	\$27,999.26	\$50,200.00	\$22,200.74	55.78%
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	\$39.18	\$2,579.31	\$2,000.00	-\$579.31	128.97%
MISC	R 205-36215 Investment Income/Loss	\$0.00	\$1,962.01	\$2,000.00	\$37.99	98.10%
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		\$39.18	\$4,541.32	\$19,000.00	\$14,458.68	23.90%
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		\$39.18	\$4,541.32	\$69,000.00	\$64,458.68	6.58%
		\$39.18	\$32,540.58	\$119,200.00	\$86,659.42	27.30%

HANOVER

Expenditure Budget Report - EDA

Dept Abbrev	Account Descr	November 2016 Amt	2016 YTD Amt	2016 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	\$319.95	\$1,000.00	\$680.05	32.00%
BRDCOM	E 201-41330-310 Other Professional Service	\$582.50	\$3,896.32	\$25,000.00	\$21,103.68	15.59%
BRDCOM	E 201-41330-437 Other Miscellaneous	\$200.00	\$4,400.00	\$5,200.00	\$800.00	84.62%
Dept 41330 Boards and Commissions		\$782.50	\$8,616.27	\$34,200.00	\$25,583.73	25.19%
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		\$782.50	\$8,616.27	\$50,200.00	\$41,583.73	17.16%

Expenditure Budget Report - EDA

Dept Abbrev	Account Descr	November 2016 Amt	2016 YTD Amt	2016 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	\$1,485.00	\$7,200.00	\$5,715.00	20.63%
Dept 46500 Economic Develop mt (GENERAL)		\$0.00	\$1,485.00	\$7,200.00	\$5,715.00	20.63%
Dept 49300 Other Finanacing Uses						
OTHFINU	E 205-49300-318 EDA BIF: Matching Grant	\$0.00	\$1,500.00	\$50,000.00	\$48,500.00	3.00%
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	\$1,500.00	\$50,000.00	\$48,500.00	3.00%
Fund 205 EDA BUSINESS INCENTIVE FUND		\$0.00	\$2,985.00	\$57,200.00	\$54,215.00	5.22%

Expenditure Budget Report - EDA

Dept Abbrev	Account Descr	November 2016 Amt	2016 YTD Amt	2016 YTD Budget	2015 YTD Variance	%YTD Budget
		\$782.50	\$11,601.27	\$107,400.00	\$95,798.73	10.80%

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 2016										
PL Type G General Ledger										
Account Descr G 201-10100 Cash										
January	187		30	Journal Entry			-\$2,287.17			201
March	188		30	Journal Entry			\$852.72	Allocate 1st Quarter Inter		201
June	204		30	Journal Entry			\$681.03	Allocate 2nd Quarter Inter		201
September	214		30	Journal Entry			\$204.25	Allocate 3rd Quarter Inter		201
							-\$549.17			
Account Descr G 201-10500 Taxes Receivable-Current										
January	191		30	Journal Entry			-\$168.72	Reverse Jan Tax Settleme		201
							-\$168.72			
Account Descr G 201-20200 Accounts Payable										
January	187		30	Journal Entry			\$2,287.17			201
							\$2,287.17			
Account Descr G 205-10100 Cash										
March	188		30	Journal Entry			\$2,013.11	Allocate 1st Quarter Inter		205
June	204		30	Journal Entry			\$1,556.41	Allocate 2nd Quarter Inter		205
September	214		30	Journal Entry			\$406.32	Allocate 3rd Quarter Inter		205
							\$3,975.84			
Account Descr G 205-12400 EDA Loan Receivable										
January	8492	081202	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$174.29	EDA Loan Principal Payme	01/26/16	205
January	8475	081114	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$409.50	EDA Loan Principal Payme	01/06/16	205
January	8483	081165	10	Cash Receipt	RIVER INN		\$337.84	EDA Loan Principal Payme	01/19/16	205
February	8513	081269	10	Cash Receipt	MARIS EHLERS PHOTOGRAPY		\$766.37	EDA Loan Principal Payme	02/11/16	205
February	8503	081237	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$412.67	EDA Loan Principal Payme	02/04/16	205
February	8514	081285	10	Cash Receipt	RIVER INN		\$338.37	EDA Loan Principal Payme	02/17/16	205
March	8523	081320	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$173.52	EDA Loan Principal Payme	02/26/16	205
March	8528	081342	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$414.56	EDA Loan Principal Payme	03/04/16	205
March	8545	081392	10	Cash Receipt	RIVER INN		\$339.13	EDA Loan Principal Payme	03/18/16	205
April	8567	081443	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$174.50	EDA Loan Principal Payme	03/28/16	205
April	8568	081444	10	Cash Receipt	MARIS EHLERS PHOTOGRAPY		\$178.22	EDA Loan Principal Payme	03/28/16	205
April	8581	081479	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$411.70	EDA Loan Principle Payme	04/05/06	205
April	8586	008150	10	Cash Receipt	RIVER INN		\$339.89	EDA Loan Principal Payme	04/13/16	205

Period Name	Refer	Check Nbr	Tran Nbr	Tran Name	Search Name	Invoice	Amount	Comments	Check/Receipt Date	Fund
May	8618	081597	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$174.12	EDA Loan Principal Payme	04/26/16	205
May	8652	081724	10	Cash Receipt	MARIS EHLERS PHOTOGRAPY		\$307.58	EDA Loan Principal Payme	05/17/16	205
May	8630	081671	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$415.89	EDA Loan Principal Payme	05/04/16	205
June	8664		10	Cash Receipt	CP PROPERTIES GROUP LLC		\$174.74	EDA Loan Principal Payme		205
June	8679	081802	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$414.30	EDA Loan Principal Payme	06/06/16	205
July	8746	082004	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$175.92	EDA Principal Payment - J	07/26/16	205
July	8711		10	Cash Receipt	CP PROPERTIES GROUP LLC		\$174.10	EDA Loan Principal Payme		205
July	8732		10	Cash Receipt	MARIS EHLERS PHOTOGRAPY		\$367.58	EDA Loan Principal Payme		205
July	8720	081927	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$413.92	EDA Loan Principal Payme	07/06/16	205
August	8793	082136	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$175.32	EDA Loan Principle Payme	08/26/16	205
August	8768	082041	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$417.89	EDA Loan Principle Payme	08/04/16	205
September	212		30	Journal Entry			\$1,500.00	EDA Loan Reclass		205
September	8807	082173	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$413.27	EDA Loan Principle Payme	09/07/16	205
September	8817	003096	10	Cash Receipt	RJM SELF STORAGE		\$125.00	EDA Loan Payment - Sept	09/14/16	205
October	8834	082281	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$175.35	EDA Loan Principal Payme	09/27/16	205
October	8874	082361	10	Cash Receipt	MARIS EHLERS PHOTOGRAPY		\$361.84	EDA Loan Principle Payme	10/13/16	205
October	8854	082315	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$421.30	EDA Loan Principle Payme	10/04/16	205
October	8865	003106	10	Cash Receipt	RJM SELF STORAGE		\$125.00	EDA Loan Payment - Octo	10/13/16	205
November	8895	082418	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$176.46	EDA Loan Principal Payme	10/26/16	205
November	8911	082459	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$417.89	EDA Loan Principal Payme	11/04/16	205
November	8913	999089	10	Cash Receipt	RJM SELF STORAGE		\$125.00	EDA Loan Payment - Nov	11/15/16	205
Account Descr G 205-12400 EDA Loan Receivable							\$11,523.03			
PL Type G General Ledger							\$17,068.15			
PL Type *R Revenue										
Account Descr R 201-31000 Property Taxes - General										
January	191		30	Journal Entry			\$24.83	Reverse Jan Tax Settleme		201
January	191		30	Journal Entry			\$143.89	Reverse Jan Tax Settleme		201
January	129161		10	Cash Receipt	HENNEPIN COUNTY TREASURER		\$143.89	HC Tax Settlement - Janu		201
January	129161		10	Cash Receipt	WRIGHT COUNTY AUDITOR-TREAS		\$24.83	WC Tax Settlement - Janu		201
June	62116		10	Cash Receipt	WRIGHT COUNTY AUDITOR-TREAS		\$19,519.57	WC Tax Settlement - June		201
July	70516		10	Cash Receipt	HENNEPIN COUNTY TREASURER		\$6,712.29	HC Tax Settlement - July		201
Account Descr R 201-31000 Property Taxes - General							\$26,569.30			
Account Descr R 201-33410 MV Credit										
October	8865		10	Cash Receipt	MN DEPT OF REVENUE		\$29.40	MV Credit - 2016		201
Account Descr R 201-33410 MV Credit							\$29.40			
Account Descr R 201-36210 Interest Earnings										

Period Name	Refer	Check Nbr	Tran Nbr	Tran Name	Search Name	Invoice	Amount	Comments	Check/Receipt Date	Fund
March	188		30	Journal Entry			-\$202.19	Allocate 1st Quarter Inter		201
June	204		30	Journal Entry			-\$468.67	Allocate 2nd Quarter Inter		201
September	214		30	Journal Entry			-\$233.95	Allocate 3rd Quarter Inter		201
Account Descr R 201-36210 Interest Earnings								-\$904.81		
Account Descr R 201-36215 Investment Income/Loss										
March	188		30	Journal Entry			-\$650.53	Allocate 1st Quarter Inter		201
June	204		30	Journal Entry			-\$212.36	Allocate 2nd Quarter Inter		201
September	214		30	Journal Entry			\$29.70	Allocate 3rd Quarter Inter		201
Account Descr R 201-36215 Investment Income/Loss								-\$833.19		
Account Descr R 205-36210 Interest Earnings										
January	8492	081202	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$10.01	EDA Loan Interest Payme	01/26/16	205
January	8475	081114	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$39.73	EDA Loan Interest Payme	01/06/16	205
January	8483	081165	10	Cash Receipt	RIVER INN		\$2.04	EDA Loan Interest Payme	01/19/16	205
February	8513	081269	10	Cash Receipt	MARIS EHLERS PHOTOGRAPY		\$33.63	EDA Loan Interest Payme	02/11/16	205
February	8503	081237	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$36.56	EDA Loan Interest Payme	02/04/16	205
February	8514	081285	10	Cash Receipt	RIVER INN		\$1.59	EDA Loan Interest Payme	02/17/16	205
March	188		30	Journal Entry			-\$477.33	Allocate 1st Quarter Inter		205
March	8523	081320	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$10.78	EDA Loan Interest Payme	02/26/16	205
March	8528	081342	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$34.67	EDA Loan Interest Payme	03/04/16	205
March	8545	081392	10	Cash Receipt	RIVER INN		\$0.92	EDA Loan Interest Payme	03/18/16	205
April	8567	081443	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$9.80	EDA Loan Interest Payme	03/28/16	205
April	8568	081444	10	Cash Receipt	MARIS EHLERS PHOTOGRAPY		\$10.78	EDA Loan Interest Payme	03/28/16	205
April	8581	081479	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$37.67	EDA Loan Interest Payme	04/05/06	205
April	43116		10	Cash Receipt	PLUG TECHNOLOGIES, INC		-\$0.14	Incorrect amount posted		205
April	8586	008150	10	Cash Receipt	RIVER INN		\$0.40	EDA Loan Interest Payme	04/13/16	205
May	8618	081597	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$10.18	EDA Loan Interest Payme	04/26/16	205
May	8652	081724	10	Cash Receipt	MARIS EHLERS PHOTOGRAPY		\$12.22	EDA Loan Interest Payme	05/17/16	205
May	8630	081671	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$33.34	EDA Loan Interest Payme	05/04/16	205
June	204		30	Journal Entry			-\$1,071.09	Allocate 2nd Quarter Inter		205
June	8664		10	Cash Receipt	CP PROPERTIES GROUP LLC		\$9.56	EDA Loan Interest Payme		205
June	8679	081802	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$34.93	EDA Loan Interest Payme	06/06/16	205
July	8711		10	Cash Receipt	CP PROPERTIES GROUP LLC		\$10.20	EDA Loan Interest Payme		205
July	8746	082004	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$8.38	EDA Loan Interest Payme	07/26/16	205
July	8732		10	Cash Receipt	MARIS EHLERS PHOTOGRAPY		\$12.42	EDA Loan Interest Payme		205
July	8720	081927	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$35.31	EDA Loan Interest Payme	07/06/16	205
August	8793	082136	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$8.98	EDA Loan Interest Payme	08/26/16	205
August	8768	082041	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$31.34	EDA Loan Interest Payme	08/04/16	205

Period Name	Check Refer	Check Nbr	Tran Nbr	Tran Name	Search Name	Invoice	Amount	Comments	Check/Receipt Date	Fund	
September	214		30	Journal Entry			-\$465.41	Allocate 3rd Quarter Inter		205	
September	8807	082173	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$35.96	EDA Loan Interest Payme	09/07/16	205	
October	8834	082281	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$8.95	EDA Loan Interest Payme	09/27/16	205	
October	8874	082361	10	Cash Receipt	MARIS EHLERS PHOTOGRAPY		\$18.16	EDA Loan Interest Payme	10/13/16	205	
October	8854	082315	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$27.93	EDA Loan Interest Payme	10/04/16	205	
November	8895	082418	10	Cash Receipt	CP PROPERTIES GROUP LLC		\$7.84	EDA Loan Interest Payme	10/26/16	205	
November	8911	082459	10	Cash Receipt	PLUG TECHNOLOGIES, INC		\$31.34	EDA Loan Interest Payme	11/04/16	205	
Account Descr R 205-36210 Interest Earnings							-\$1,448.35				
Account Descr R 205-36215 Investment Income/Loss											
March	188		30	Journal Entry			-\$1,535.78	Allocate 1st Quarter Inter		205	
June	204		30	Journal Entry			-\$485.32	Allocate 2nd Quarter Inter		205	
September	214		30	Journal Entry			\$59.09	Allocate 3rd Quarter Inter		205	
Account Descr R 205-36215 Investment Income/Loss							-\$1,962.01				
PL Type *R Revenue							\$21,450.34				
PL Type -E Expenditure											
Account Descr E 201-41330-306 Dues & Subscriptions											
April	1578	031746	20	Cash Payment	INITIATIVE FOUNDATION	8933	\$300.00	Endowment Pledge (A) -	04/05/16	201	
April	1585	031757	20	Cash Payment	VISA - BANKWEST		\$19.95	Lunarpages Domain Regis	04/05/16	201	
Account Descr E 201-41330-306 Dues & Subscriptions							\$319.95				
Account Descr E 201-41330-310 Other Professional Services											
February	1561	001540	20	Cash Payment	S E H	310257	\$535.00	EDA Services - January 2	02/29/16	201	
May	1595	001586	20	Cash Payment	S E H	314002	\$965.44	EDA Services - February	05/03/16	201	
June	1620	001613	20	Cash Payment	S E H	315469	\$895.44	EDA Services - May 2016	06/07/16	201	
July	1688	001641	20	Cash Payment	S E H	316918	\$475.44	EDA Services - May 2016	07/05/16	201	
August	1688	001673	20	Cash Payment	S E H	318509	\$442.50	EDA Services - June 2016	08/02/16	201	
November	1792	001754	20	Cash Payment	S E H	322161	\$582.50	EDA Services - September	11/01/16	201	
Account Descr E 201-41330-310 Other Professional Services							\$3,896.32				
Account Descr E 201-41330-437 Other Miscellaneous											
January	1631	001501	20	Cash Payment	KAUL DESIGN GROUP, LLC	16-004	\$200.00	Priority Maintenance Pack	01/19/16	201	
February	1553	001531	20	Cash Payment	KAUL DESIGN GROUP, LLC	16-016	\$200.00	Priority Maintenance Pack	02/16/16	201	
February	1522	001521	20	Cash Payment	RIVER INN		\$700.00	EDA Social	02/02/16	201	
March	1565	001552	20	Cash Payment	KAUL DESIGN GROUP, LLC	16-038	\$200.00	Priority Maintenance Pack	03/15/16	201	
April	1591	001577	20	Cash Payment	KAUL DESIGN GROUP, LLC	16-050	\$200.00	Priority Maintenance Pack	04/19/16	201	
May	1617	001601	20	Cash Payment	KAUL DESIGN GROUP, LLC	16-076	\$200.00	Priority Maintenance Pack	05/17/16	201	
June	1641	001623	20	Cash Payment	KAUL DESIGN GROUP, LLC	16-091	\$200.00	Priority Maintenance Pack	06/21/16	201	

Period Name	Check Refer	Check Nbr	Tran Nbr	Tran Name	Search Name	Invoice	Amount	Comments	Check/Receipt Date	Fund
July	1673	031969	20	Cash Payment	HANOVER HARVEST FESTIVAL		\$1,500.00	Donation from EDA	07/19/16	201
July	1672	001651	20	Cash Payment	KAUL DESIGN GROUP, LLC	16-105	\$200.00	Priority Maintenance Pack	07/19/16	201
September	1726	001716	20	Cash Payment	KAUL DESIGN GROUP, LLC	16-142	\$200.00	Priority Maintenance Pack	09/20/16	201
September	1708	001708	20	Cash Payment	KAUL DESIGN GROUP, LLC	16-121	\$200.00	Priority Maintenance Pack	09/06/16	201
October	1760	001749	20	Cash Payment	KAUL DESIGN GROUP, LLC	16-153	\$200.00	Priority Maintenance Pack	10/18/16	201
November	1783	001774	20	Cash Payment	KAUL DESIGN GROUP, LLC	16-175	\$200.00	Priority Maintenance Pack	11/15/16	201
Account Descr E 201-41330-437 Other Miscellaneous							\$4,400.00			
Account Descr E 205-46500-810 Refunds & Reimbursements										
March	1584	031730	20	Cash Payment	FARMERS INSURANCE		\$1,485.00	Rent Reimbursement	03/15/16	205
Account Descr E 205-46500-810 Refunds & Reimbursements							\$1,485.00			
Account Descr E 205-49300-318 EDA BIF: Matching Grant										
July	1674	031988	20	Cash Payment	RJM SELF STORAGE		-\$1,500.00	EDA Grant	07/19/16	205
July	1674	031988	20	Cash Payment	RJM SELF STORAGE		\$1,500.00	EDA Grant	07/19/16	205
October	1780	032175	20	Cash Payment	RJM SELF STORAGE		\$1,500.00	Grant for Security Improv	10/18/16	205
Account Descr E 205-49300-318 EDA BIF: Matching Grant							\$1,500.00			
Account Descr E 205-49300-319 EDA BIF: EDA Loan										
July	1674	031988	20	Cash Payment	RJM SELF STORAGE		\$1,500.00	EDA Loan	07/19/16	205
July	1674	031988	20	Cash Payment	RJM SELF STORAGE		-\$1,500.00	EDA Loan	07/19/16	205
July	1696	031989	20	Cash Payment	RJM SELF STORAGE		\$1,500.00	EDA Loan	07/19/16	205
September	212		30	Journal Entry			-\$1,500.00	EDA Loan Reclass		205
Account Descr E 205-49300-319 EDA BIF: EDA Loan							\$0.00			
PL Type -E Expenditure							\$11,601.27			
Act Year 2016							\$50,119.76			
							\$50,119.76			

<u>Borrower</u>	<u>11/31/16 Principal Balance</u>	
CP Properties	\$ 4,509.01	Paid through November
Maris Ehlers Photography	\$ 3,192.51	Paid through September
River Inn	\$ -	Final Payment in April
Plug Technologies, Inc.	\$ 17,781.88	Paid through November
RJM Self Storage	\$ 1,125.00	Paid through November
Total	\$ 26,608.40	

*Maris Ehlers - check came 12/05/16 to pay up through Dec 2016

SHORT ELLIOTT HENDRICKSON INC.
Agreement for Professional Services

This Agreement is effective as of January 1, 2017, between City of Hanover, Minnesota (Client) and Short Elliott Hendrickson Inc. (Consultant).

This Agreement authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2017 EDA Services.

Client's Authorized Representative: Brian Hagen
Address: 11250 5th Street NE
Hanover, MN 55341-4101
Telephone: 763.497.3777 **e-mail:** brianh@ci.hanover.mn.us

Project Manager: Heidi Peper
Address: PO Box 1717
St. Cloud, MN 56302-1717
Telephone: 320.229.4386 **e-mail:** hpeper@sehinc.com

Scope: The Basic Services to be provided by Consultant as set forth herein is provided subject to the attached General Conditions of the Agreement for Professional Services (General Conditions Rev. 08.03.11), which is incorporated by reference herein and subject to Exhibits attached to this Agreement.

Project Goals and Objectives

The overall project goal is to work with the Hanover EDA to further economic development efforts within the City. SEH is proposing to work for the Hanover EDA, at its direction, for an hourly fee. Some of the activities that could be performed at the EDA's direction include, but are not limited to:

Marketing/Studies

- Continue to coordinate and work with senior housing developers in the City of Hanover.
- Continue to coordinate and work with existing businesses' expansions and new business developments in the City of Hanover.
- Work with site locators and commercial/industrial realtors regarding Hanover opportunities.
- Identify and promote industrial uses complementary to existing uses.
- Update the State of Minnesota MNPRO's website (contains profiles for all cities).
- Maintain inventory of available land and buildings.
- Monthly reimbursement requests and annual reporting on Minnesota Investment Fund grant for Plug Technologies, Inc.
- Update to Business Retention and Expansion visits and report.

Grant Writing

- Research grant and low-interest loans to finance projects related to economic development. This could be funds to offer businesses directly or funds for the City for community facilities/ redevelopment/etc.
- Write grant and loan applications as directed by the EDA.

Business Development

- Coordinate and complete new business deals as they arise.
- Meet with existing businesses regarding growth plans.
- Explore redevelopment opportunities.
- Assist with new business leads.

Financing/Management

- Keep EDA apprised of new and existing business development financing tools.
- Update City’s criteria and materials related to existing financial incentive programs.
- Provide financial packaging assistance to new and expanding businesses.
- Maintain progress on the EDA’s workplan.

Miscellaneous Activities as Directed by the EDA.

Payment:

SEH proposes to provide the services outlined above at an hourly rates. The cumulative annual amount is estimated to be \$25,000, including reimbursables. Rates in effect through 2016 shall be:

Sr. Community Development Specialist	\$160
Administrative Technician	\$90

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1.

This Agreement for Professional Services, attached General Conditions, Exhibits and any Attachments (collectively referred to as the “Agreement”) supersedes all prior contemporaneous oral or written agreements and represents the entire understanding between Client and Consultant with respect to the services to be provided by Consultant hereunder. In the event of a conflict between the documents, this document and the attached General Conditions shall take precedence over all other Exhibits unless noted below under “Other Terms and Conditions”. The Agreement for Professional Services and the General Conditions (including scope, schedule, fee and signatures) shall take precedence over attached Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party.

Other Terms and Conditions: Other or additional terms contrary to the General Conditions that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein:
None

\\sehsc\projects\ff\h\hanov\135432\1-genl\10-setup-cont\03-proposal\2017 letter agreement 120116.docx

Short Elliott Hendrickson Inc.

City of Hanover, Minnesota

By: 
 Heidi Peper
 Title: Principal

By: _____
 Title: _____

Exhibit A-1
to Agreement for Professional Services
Between City of Hanover (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated January 1, 2017

Payments to Consultant for Services and Expenses
Using the Hourly Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Hourly Basis Option

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment. Current billing rates shall be the Rate Table Method of Personnel Method as indicated in the Agreement.

1. **Rate Table Method** - Current billing rates for employees shall be those listed on a standard rate table submitted and approved as part of this Agreement. The employee rates in the approved rate tables shall include the cost of computers and cellular phones. The cost of other expenses and equipment shall be paid for as reimbursable expenses as identified in Paragraphs B and C of this Exhibit.

The rates in effect through 2017 shall be:

Community Development Manager	\$160/per hour
Administrative Technician	\$90/per hour

Prior to any increase in rate, SEH shall submit written notice to the Owner of such increase. SEH shall not be authorized to perform additional work or incur additional costs or expenses at any increased rate until such time as approved by the Owner in writing. Upon receipt of SEH's notice of a rate increase, the Owner shall have the right to accept or reject such increase and terminate this Agreement.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the Rate Table Method is conditioned on completion of the work within the effective period of the rate table. Should the time required to complete the work be extended beyond this period, the rates in the Rate Table shall be appropriately adjusted.

B. Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services and shall be paid for as described in this Agreement but instead are reimbursable expenses required in addition to hourly charges for services:

1. Transportation and travel expenses, billed at the IRS reimbursable rate.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.

10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

C. Equipment Utilization

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

\\sehsc\projects\ff\h\hanov\135432\1-gen\10-setup-cont\03-proposal\exhibit a1 120116.docx