

**CITY OF HANOVER
ECONOMIC DEVELOPMENT AUTHORITY MEETING
DECEMBER 10, 2015 – OFFICIAL MINUTES**

Call to Order

Chair Todd Bartels called the regular EDA meeting of December 10, 2015 to order at 8:02 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 and EDA Consultant Heidi Peper. Duane Northagen from WEDP was a guest present.

Approval of Agenda

Item 4.f. was added to discuss EDA Consultant rate for 2016.

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

Approval of Minutes from November 12, 2015 Regular Meeting

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

Approval of Accounts Payable and Financial Reports

Hennessey stated that all loans continue to be present. He further stated that it continues to look like approximately \$35,000 in surplus funds will be available after the close of 2015. He suggested an additional transfer to the Business Incentive Fund be considered in early 2016. Another option would be to consider adding additional assistance programs. Peper stated that the focus should remain on job creation, while Whitcomb reminded everyone that the board needs to remain careful to determine a true gap in funding for these programs.

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

Unfinished Business

JS Stewart

Hagen stated the purchase agreement has been started by the attorney. The City has approved a topographical survey for their half, and plan to extend the same company to JS Stewart in order to capitalize on a better rate for both parcels.

Bartels wanted to walk through the development steps. He stated that first focus is the purchase agreement. Second coming the boundary and topographical survey, and third will come site plan, grading, construction. Bartels asked how this works together. Hagen stated that these items are separate, however, can be worked on simultaneously. Ulstad suggested that a site development agreement be put in place to describe expectations of both parties.

PHS West

Peper stated the site is yet to be placed on the County's website, but will continue to work on that. She also was unsure if PHS West and Hoffman Designs were able to make contact with each other.

New Business

Duininck Pit Future

Hagen stated that a company has contacted WEDP searching for a large parcel to construct a 30,000 square foot building and have 30 acres of exterior storage. Both Hagen and Peper felt that the Duininck Pit could be an option, however, this size of a business and the shipping traffic of their goods may not be suitable for Hanover given the location of available large parcels. The EDA did agree that it is still worth pursuing the company to at least gain a better understanding of what they require.

Northagen stated this company does intend to create 40 jobs with half being truck drivers. This company is ideally seeking a location adjacent to a railway, but is willing to consider other options depending on distance to a railway.

EDA Business Social

The consensus of the board was to request Maverick Construction to host the event on January 14, 2016 beginning at 5 p.m. Additionally the board was in favor of River Inn providing appetizers as well.

MOTION by Hennessey to set a \$750 budget for food, seconded by Whitcomb. **Motion carried unanimously.**

Hanover Open Streets

Hagen stated that Sandy Greninger, from FYCC, had asked if Hanover would be interested in having an open streets event. The event would show case local businesses via booths out in the streets. Vajda stated that a similar event was attempted in the past with little success. The board was favorable to inviting Sandy to the January meeting for further details.

Annual Transfer of Funds

Hagen suggested that at this point the board could transfer the budgeted amount of funds. After year-end closing, the remaining surplus of funds could be transferred.

MOTION by Hennessey to transfer \$15,000 to the Business Incentive Fund, seconded by Warpula. **Motion carried unanimously.**

2016 EDA Consultant Rates

Peper stated that the hourly rate is proposed to have a \$2 per hour increase from 2015. In comparison, there was no rate increase from 2014 to 2015.

MOTION by Warpula to approve rate increase, seconded by Hennessey. **Motion carried unanimously.**

2016 Final Budget and Levy

Hagen stated there were no changes from the Preliminary Budget and Levy.

MOTION by Warpula to approve 2016 Budget and Levy, seconded by Whitcomb. **Motion carried unanimously.**

Reports

The board suggested adding a discussion item for the bank owned parcel of land adjacent to the river in Hennepin County between the two bridges.

Adjournment

MOTION by Warpula to adjourn at 9:21 a.m., seconded by Vajda. **Motion carried unanimously.**

ATTEST:

Brian Hagen, City Administrator