

## **A G E N D A**

### **CITY OF HANOVER ECONOMIC DEVELOPMENT AUTHORITY**

**Wednesday, April 10, 2013**

**Hanover City Hall**

**Todd Bartels, Chair  
Jim Hennessey  
Joe Kaul  
Keith Ulstad  
John Vajda  
Ken Warpula  
Randy Whitcomb**

- 1. Call to Order (8:00 A.M.)**
- 2. Approval of:**
  - a. Agenda**
  - b. Minutes of March 14, 2013 Regular Meeting**
  - c. Accounts Payable and Financial Report; March, 2013**
- 3. Old Business**
  - a. Follow-up on Green House Assisted Living Project**
  - b. Plug Technologies Update**
  - c. PHS West**
  - d. Follow-up on Power Outages**
- 4. New Business**
  - a. Hanover Housing Opportunities LLC**
  - b. Astro Engineering Update**
- 5. EDA Board and Staff Reports**
- 6. Adjournment**

**To: President Bartels & Members of the Hanover EDA**

**From: Bob Derus, Interim City Administrator**

**Date: April 2, 2013**

**Re: Review of Wednesday, April 10, 2013 Meeting**

***Please note: meeting has been changed to Wednesday!!!***

1. **Call to Order (8:00 A.M.)**
2. **Approval of:**
  - a. **Agenda**
  - b. **Minutes of March 14, 2013 Regular Meeting - See enclosed**
  - c. **Accounts Payable and Financial Report; March, 2013 - See enclosed**
3. **Old Business**
  - a. **Follow-up on Green House Assisted Living Project** – *Enclosed is a copy of the concept plan that is the basis for the sale of the property to Brad Bass. We are still working on the purchase agreement. We will update at the meeting.*
  - b. **Plug Technologies Update** - *Staff will update at the meeting.*
  - c. **PHS West** – *Planner Cindy Nash and I met with Mr. Cummings at his office – I also observed the drainage issues on the site recently when water was flowing.*
  - d. **Follow-up on Power Outages** – *Enclosed is a copy of an email from Scott Johnson, Xcel Energy, addressing the reliability of power in Hanover and there is also a list of power outages the last 3 years.*
4. **New Business**
  - a. **New Senior Housing Project on 5<sup>th</sup> Street** – *Joe Kaul Staff/Joe Kaul will update at the meeting. We have enclosed an aerial photo of the site.*
  - b. **Astro Engineering Update** – *Heidi will update at the meeting.*
5. **EDA Board and Staff Reports**
6. **Adjournment**

**CITY OF HANOVER  
ECONOMIC DEVELOPMENT AUTHORITY MEETING  
MARCH 14, 2013 – DRAFT MINUTES**

**Call to Order**

President Todd Bartels called the regular EDA meeting to order at 8:00 a.m. Present were Todd Bartels, Joe Kaul, Jim Hennessey, Keith Ulstad. Randy Whitcomb and Councilor Ken Warpula. Also present were City Administrator Bob Derus, City Accountant/Deputy Clerk Annita Smythe, Administrative Intern Brian Hagen, and EDA Consultant Heidi Peper. Councilor John Vajda was absent.

**Approval of Agenda**

Before approving the agenda Administrator Derus asked to add a discussion under New Business. He briefly explained that a business is interested in moving to the Industrial Park in Hanover. Consultant Peper also stated she had a potential new business for Hanover that she would like to discuss under New Business. Items 4.b. and 4.c. were added under New Business for discussion.

**MOTION** to approved amended agenda by Hennessey, seconded by Whitcomb. Motion carried unanimously.

**Approval of Minutes**

Member Hennessey corrected the minutes in the Green House Assisted Living project to state that the entrance should be near the Bridges welcome sign in order to eliminate traffic lights shining in resident's windows. Member Kaul also wanted to eliminate discussion in the PHS West section where it stated information about the business's relationship with the previous administrator. EDA members agreed because facts are not known about their relationship.

**MOTION** to approve the amended minutes by Kaul, seconded by Whitcomb. Motion carried unanimously.

**Approval of January 2013 Accounts Payable and Financial Report**

**MOTION** to approve the report by Kaul, seconded by Whitcomb. Motion carried unanimously.

EDA members took some time to introduce themselves on who they are, where they live, and their career backgrounds to Councilor Warpula. Councilor Warpula, City Accountant/Deputy Clerk Annita Smythe, and Administrative Intern Brian Hagen also introduced themselves to the EDA members.

**Old Business**

**Follow-up on Green House Assisted Living Project**

Consultant Peper explained that City Planner Nash, Administrator Derus, Engineer Messner, Planning Commission member Reid Rabon and herself met at the site to look it over and discuss possibilities. Engineer Messner noticed some challenges that he was going to research from the engineer's notes when the development was originally planned. City Planner Nash wanted to read the ordinances again to determine if special permits are needed due to potentially being a multi-family or a business site. Peper also explained there is no definite timeline yet and they are also waiting on getting the property title finalized. Member Kaul asked why there is a hold up on the timeline. Administrator Derus and Peper explained this is what is slowing it down because there are minor questions about how to split the land. Members Bartels and Kaul were concerned if it was the city's fault for slowing the process down. Administrator Derus stated this is an unusual process. Normally, the applicant is moving the process along. He is waiting for a concept plan from the City, which is backwards; also splitting the land and getting an appraisal was taking some extra time. Peper also added they have to determine the buildable land on the property and where to place the building. Member Bartels stated we need to make a timeline in order to keep this process moving forward. Member Ulstad stated the appraisal and the title finalizing

can happen simultaneously, and member Hennessey suggested we put a formal agreement together to have Mr. Bass approve it so we can put it in front our Hanover's Planning Commission and Council. Member Whitcomb stated the city has become the developer in this situation and should be the ones pushing the project forward. Member Bartels suggested a deadline for the concept site plan of March 22, 2013. The purchase agreement would then be able to be completed by March 29, 2013. Items including the land appraisal, platting, title work, and abstract can all be started immediately.

### **Plug Technologies Update**

Consultant Peper informed the EDA that Plug Technologies closed on the property on March 13, 2013. She stated they are happy with how the process played out. Peper stated there was a minor delay with the ordinances. She stated Plug Tech. had to receive a Conditional Use Permit due to what the Zoning Ordinances allow in the Industrial Park. Administrator Derus suggested the EDA should formally recommend the Council to address ordinance requirements in the Industrial Park because as it reads the Industrial park does not allow "Light Manufacturing."

**MOTION** by Kaul to recommend that the City Council amend the Zoning Ordinances to have light industrial be a permitted use in the Industrial Park, seconded by Hennessey. Motion carried unanimously.

### **New Business**

#### **PHS West**

Administrator Derus briefly explained his recent meetings with Dan Cummings of PHS West since it first started at the EDA Happy Hour. He stated he is attempting to improve the relationship between PHS West and the city. In the past PHS West has been told the drainage issue on their property is their problems and the city would not get involved. This has been a concern of PHS West's and they have thought about moving their business elsewhere. Administrator Derus has also been informed the PHS West was not happy with the city and how it offered a former demo landfill site for them to build on. Member Kaul stated he understood that PHS West had originally over thought their expansion on the site offered to them was no longer a concern. Member Hennessey stated he has also heard from PHS West in the past ask for help with the drainage issue they face. Administrator Derus stated PHS West commented that their best option is still to expand their business where they are currently located, but they would like the drainage issue to be addressed and the City has to be flexible on some of the site and building issues if they are to be able to expand.

**MOTION** by Hennessey to recommend that the City Council address the drainage issues on River View Road as it relates to PHS West and seconded by Kaul. Motion carried unanimously.

#### **Urgent New Business**

Administrator Derus explained he was recently contacted by a business that produces metal fabricated items. They stated they are outgrowing their current building and are looking at a property in Hanover's Industrial Park. Member Bartels has also been in contact with this company and he stated they cannot afford to shut down so they want to make this move quickly. Peper stated she has discussed this option with the company and they are going the financing currently and hope to be moved and operating in Hanover by April 19, 2013.

#### **Potential New Business**

Peper informed members that she has been in contact with a potential business. This business is looking for a building approximately 5,000 sq. ft. Hanover does not have one in this size range but she is presenting an option of a 3,000 sq. ft. building that could be expanded. Member Bartels suggested this may be a good time to think about the rest of the Industrial Park and how that can be set up to attract potential businesses.

**EDA Board and Staff Reports**

**Joe Kaul** reported on the following items:

- Stated Hanover Youth Ball is still looking for sponsors;
- He also stated Bryan Reitzner is still looking for small businesses to fill office space in a strip mall he hopes to build.
- Kaul also wanted the EDA to think about the power outage issue Hanover faces on a regular basis. He stated it happened on a Friday evening and Hanover Wine and Spirits among other businesses in the city lost business as a result. Administrator Derus informed Kaul that the power issues are a matter for the power company to solve, but the city can act as a motivator to the company to resolve the issue.

**Motion** by Kaul to have Administrator Derus research the power outage issue, seconded by Whitcomb. Motion carried unanimously.

**Bob Derus** suggested a ribbon cutting ceremony be held with Plug Technologies Inc. and all other new businesses to the city as an appreciation to them, and to be able to promote growth to other potential businesses.

**Adjournment**

**MOTION** to adjourn by Warpula, seconded by Hennessey, to adjourn at 10:03 a.m. Motion carried unanimously

APPROVED BY:

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Todd Bartels, Chair

ATTEST:

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Bob Derus, Interim City Administrator

**CITY OF HANOVER**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING MARCH 31, 2013**

**EDA SPECIAL REVENUE FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>					
201-31010	PROPERTY TAXES-CITY	.00	.00	44,927.00 ( 44,927.00 )	.00
201-31011	TREEHOUSE TAX ABATEMENT	.00	.00	4,000.00 ( 4,000.00 )	.00
	<b>TOTAL TAXES</b>	<b>.00</b>	<b>.00</b>	<b>48,927.00 ( 48,927.00 )</b>	<b>.00</b>
<u>MISCELLANEOUS REVENUE</u>					
201-36230	INTEREST EARNINGS	.00	.00	1,100.00 ( 1,100.00 )	.00
	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>1,100.00 ( 1,100.00 )</b>	<b>.00</b>
	<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>50,027.00 ( 50,027.00 )</b>	<b>.00</b>

**CITY OF HANOVER**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING MARCH 31, 2013**

**EDA SPECIAL REVENUE FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>BOARDS &amp; COMMITTEES</u>					
201-41330-107 BRDS & COMM: MEETINGS	.00	.00	2,880.00	2,880.00	.00
201-41330-437 EDA: DISCRETIONARY MISC	100.00	300.00	7,500.00	7,200.00	4.00
<b>TOTAL BOARDS &amp; COMMITTEES</b>	<b>100.00</b>	<b>300.00</b>	<b>10,380.00</b>	<b>10,080.00</b>	<b>2.89</b>
<u>STAFF EXPENSES</u>					
201-41435-308 STAFF: CONTRACTED SERVICES	.00	3,468.38	18,000.00	14,531.62	19.27
<b>TOTAL STAFF EXPENSES</b>	<b>.00</b>	<b>3,468.38</b>	<b>18,000.00</b>	<b>14,531.62</b>	<b>19.27</b>
<u>PURCHASING</u>					
201-41570-215 PURCH: SUPPLIES	.00	500.00	1,100.00	600.00	45.45
201-41570-320 PURCH: DUES/SUBSCRIPTIONS	250.00	250.00	500.00	250.00	50.00
201-41570-322 PURCH: POSTAGE	.00	.00	500.00	500.00	.00
<b>TOTAL PURCHASING</b>	<b>250.00</b>	<b>750.00</b>	<b>2,100.00</b>	<b>1,350.00</b>	<b>35.71</b>
<u>CITY ATTORNEY</u>					
201-41610-304 ATTORNEY: LEGAL FEES	.00	.00	500.00	500.00	.00
<b>TOTAL CITY ATTORNEY</b>	<b>.00</b>	<b>.00</b>	<b>500.00</b>	<b>500.00</b>	<b>.00</b>
<u>BOARDS &amp; COMMITTEES</u>					
201-48205-811 ABATEMENT: TREEHOUSE/REIMB	.00	1,815.15	4,000.00	2,184.85	45.38
<b>TOTAL BOARDS &amp; COMMITTEES</b>	<b>.00</b>	<b>1,815.15</b>	<b>4,000.00</b>	<b>2,184.85</b>	<b>45.38</b>
<u>BOARDS &amp; COMMITTEES</u>					
201-49360-810 TRANSFER OUT: BUSINESS INCENT	.00	.00	15,000.00	15,000.00	.00
<b>TOTAL BOARDS &amp; COMMITTEES</b>	<b>.00</b>	<b>.00</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>.00</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>350.00</b>	<b>6,333.53</b>	<b>49,980.00</b>	<b>43,646.47</b>	<b>12.67</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>( 350.00 )</b>	<b>( 6,333.53 )</b>	<b>47.00</b>	<b>( 6,380.53 )</b>	<b>( 13,475.60 )</b>

**CITY OF HANOVER**  
**REVENUES / EXPENDITURES COMPARED TO BUDGET - SUMMARY**  
**FOR THE 3 MONTHS ENDING MARCH 31, 2013**

**EDA SPECIAL REVENUE FUND**

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
<b>REVENUE</b>					
TAXES	.00	.00	48,927.00	48,927.00	.0
MISCELLANEOUS REVENUE	.00	.00	1,100.00	1,100.00	.0
<b>TOTAL FUND REVENUE</b>	<u>.00</u>	<u>.00</u>	<u>50,027.00</u>	<u>50,027.00</u>	<u>.0</u>
<b>EXPENDITURES</b>					
BOARDS & COMMITTEES	100.00	300.00	10,380.00	10,080.00	2.9
STAFF EXPENSES	.00	3,468.38	18,000.00	14,531.62	19.3
PURCHASING	250.00	750.00	2,100.00	1,350.00	35.7
CITY ATTORNEY	.00	.00	500.00	500.00	.0
BOARDS & COMMITTEES	.00	1,815.15	4,000.00	2,184.85	45.4
BOARDS & COMMITTEES	.00	.00	15,000.00	15,000.00	.0
<b>TOTAL FUND EXPENDITURES</b>	<u>350.00</u>	<u>6,333.53</u>	<u>49,980.00</u>	<u>43,646.47</u>	<u>12.7</u>
<b>NET REVENUE OVER EXPENDITURES</b>	<u>( 350.00 )</u>	<u>( 6,333.53 )</u>	<u>47.00</u>	<u>6,380.53</u>	<u>1475.6</u>

# CITY OF HANOVER

BALANCE SHEET

MARCH 31, 2013

## EDA SPECIAL REVENUE FUND

### ASSETS

201-11000 CASH	81,038.85	
TOTAL ASSETS		81,038.85

### LIABILITIES AND EQUITY

#### FUND EQUITY

201-29100 FUND BALANCE	87,372.38	
REVENUE OVER EXPENDITURES - YTD	( 6,333.53 )	
TOTAL FUND EQUITY		81,038.85
TOTAL LIABILITIES AND EQUITY		81,038.85

**CITY OF HANOVER**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING MARCH 31, 2013**

**BUSINESS INCENTIVE FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>MISCELLANEOUS REVENUE</u>					
205-36230 INTEREST EARNINGS	86.28	353.94	3,000.00	( 2,646.06 )	11.80
TOTAL MISCELLANEOUS REVENUE	<u>86.28</u>	<u>353.94</u>	<u>3,000.00</u>	<u>( 2,646.06 )</u>	<u>11.80</u>
<u>MISCELLANEOUS REVENUE</u>					
205-39200 TRANSFERS IN	.00	.00	15,000.00	( 15,000.00 )	.00
TOTAL MISCELLANEOUS REVENUE	<u>.00</u>	<u>.00</u>	<u>15,000.00</u>	<u>( 15,000.00 )</u>	<u>.00</u>
TOTAL FUND REVENUE	<u><u>86.28</u></u>	<u><u>353.94</u></u>	<u><u>18,000.00</u></u>	<u><u>( 17,646.06 )</u></u>	<u><u>1.97</u></u>

**CITY OF HANOVER**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING MARCH 31, 2013**

**BUSINESS INCENTIVE FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>EDA BIF EXPENSES</u>					
205-46520-810 EDA BIF: RENT REIMBURSEMENT	.00	2,400.00	7,200.00	4,800.00	33.33
TOTAL EDA BIF EXPENSES	.00	2,400.00	7,200.00	4,800.00	33.33
<u>EDA BIF EXPENSES</u>					
205-49310-318 EDA BIF: MATCHING GRANT	.00	.00	3,000.00	3,000.00	.00
TOTAL EDA BIF EXPENSES	.00	.00	3,000.00	3,000.00	.00
TOTAL FUND EXPENDITURES	.00	2,400.00	10,200.00	7,800.00	23.53
NET REVENUES OVER EXPENDITURES	86.28	( 2,046.06 )	7,800.00	( 9,846.06 )	( 26.23 )

**CITY OF HANOVER**  
**REVENUES / EXPENDITURES COMPARED TO BUDGET - SUMMARY**  
**FOR THE 3 MONTHS ENDING MARCH 31, 2013**

**BUSINESS INCENTIVE FUND**

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
<b>REVENUE</b>					
MISCELLANEOUS REVENUE	86.28	353.94	3,000.00	2,646.06	11.8
MISCELLANEOUS REVENUE	.00	.00	15,000.00	15,000.00	.0
<b>TOTAL FUND REVENUE</b>	<u>86.28</u>	<u>353.94</u>	<u>18,000.00</u>	<u>17,646.06</u>	<u>2.0</u>
<b>EXPENDITURES</b>					
EDA BIF EXPENSES	.00	2,400.00	7,200.00	4,800.00	33.3
EDA BIF EXPENSES	.00	.00	3,000.00	3,000.00	.0
<b>TOTAL FUND EXPENDITURES</b>	<u>.00</u>	<u>2,400.00</u>	<u>10,200.00</u>	<u>7,800.00</u>	<u>23.5</u>
<b>NET REVENUE OVER EXPENDITURES</b>	<u>86.28</u>	<u>( 2,046.06 )</u>	<u>7,800.00</u>	<u>9,846.06</u>	<u>( 26.2 )</u>

# CITY OF HANOVER

BALANCE SHEET

MARCH 31, 2013

## BUSINESS INCENTIVE FUND

### ASSETS

205-11000	CASH	136,188.38	
205-12200	LOAN RECEIVABLE	<u>64,513.47</u>	
	TOTAL ASSETS		<u>200,701.85</u>

### LIABILITIES AND EQUITY

#### FUND EQUITY

205-29100	FUND BALANCE	202,747.91	
	REVENUE OVER EXPENDITURES - YTD	<u>( 2,046.06 )</u>	
	TOTAL FUND EQUITY		<u>200,701.85</u>
	TOTAL LIABILITIES AND EQUITY		<u>200,701.85</u>

Report Criteria:

Account.Acct No = 20100000-20549310319  
Actual Amounts  
Summarize Payroll Detail

Date	Journal	Ref No	Payee or Description	GL Acct No	Debit Amount	Credit Amount	Balance			
CASH			1/1/2013 ( 00/13 ) Balance	201-11000			88,395.88			
11/30/2012	CA	15	Cash Allocation-Created: 01/25/13 10:52			1,915.15 -				
			1/31/2013 (01/13) Period Totals and Balance		.00 *	1,915.15 - *	86,480.73			
11/30/2012	CA	17	Cash Allocation-Created: 02/14/13 13:12			2,495.90 -				
2/28/2013	CA	25	Cash Allocation-Created: 02/27/13 13:11			100.00 -				
			2/28/2013 (02/13) Period Totals and Balance		.00 *	2,595.90 - *	83,884.83			
11/30/2012	CA	3	Cash Allocation-Created: 03/12/13 09:58			2,495.98 -				
11/30/2012	CA	11	Cash Allocation-Created: 03/20/13 15:40			350.00 -				
			3/31/2013 (03/13) Period Totals and Balance		.00 *	2,845.98 - *	81,038.85			
INTEREST RECEIVABLE			1/1/2013 ( 00/13 ) Balance	201-12100			.00			
			3/31/2013 (03/13) Period Totals and Balance		.00 *	.00 *	.00			
LOANS RECEIVABLE			1/1/2013 ( 00/13 ) Balance	201-12200			.00			
			3/31/2013 (03/13) Period Totals and Balance		.00 *	.00 *	.00			
DUE FROM OTHER GOVT UNITS			1/1/2013 ( 00/13 ) Balance	201-15000			.00			
			3/31/2013 (03/13) Period Totals and Balance		.00 *	.00 *	.00			
ACCOUNTS PAYABLE			1/1/2013 ( 00/13 ) Balance	201-21000			1,023.50 -			
1/17/2013	AP	44	Summary Transactions from AP System			1,915.15 -				
1/31/2013	AP	110	Summary Transactions from AP System			2,495.90 -				
1/22/2013	CDA	28767	Kaul Design Group, LLC		100.00					
1/22/2013	CDA	28783	Treehouse Child Care		1,815.15					
			1/31/2013 (01/13) Period Totals and Balance		1,915.15 *	4,411.05 - *	3,519.40 -			
2/12/2013	AP	49	Summary Transactions from AP System			100.00 -				
2/27/2013	AP	95	Summary Transactions from AP System			1,472.48 -				
2/5/2013	CDA	28811	River Inn		500.00					
2/5/2013	CDA	28812	Short Elliott Hendrickson, Inc		1,995.90					
2/19/2013	CDA	28841	Kaul Design Group, LLC		100.00					
			2/28/2013 (02/13) Period Totals and Balance		2,595.90 *	1,572.48 - *	2,495.98 -			
3/14/2013	AP	63	Summary Transactions from AP System			350.00 -				
3/5/2013	CDA	28876	Short Elliott Hendrickson, Inc		2,495.98					
3/20/2013	CDA	28903	Initiative Foundation		250.00					
3/20/2013	CDA	28905	Kaul Design Group, LLC		100.00					
			3/31/2013 (03/13) Period Totals and Balance		2,845.98 *	350.00 - *	.00			
DEFERRED REVENUE			1/1/2013 ( 00/13 ) Balance	201-22000			.00			
			3/31/2013 (03/13) Period Totals and Balance		.00 *	.00 *	.00			
FUND BALANCE			1/1/2013 ( 00/13 ) Balance	201-29100			87,372.38 -			
			3/31/2013 (03/13) Period Totals and Balance		.00 *	.00 *	87,372.38 -			
PROPERTY TAXES-CITY			1/1/2013 ( 00/13 ) Balance	201-31010			.00			
			3/31/2013 (03/13) Period Totals and Balance		.00 *	.00 *	.00			
YTD Encumbrances		.00	YTD Actual	.00	Total	.00	YTD Budget	44,927.00 -	Unearned	44,927.00
TREEHOUSE TAX ABATEMENT			1/1/2013 ( 00/13 ) Balance	201-31011			.00			
			3/31/2013 (03/13) Period Totals and Balance		.00 *	.00 *	.00			
YTD Encumbrances		.00	YTD Actual	.00	Total	.00	YTD Budget	4,000.00 -	Unearned	4,000.00

Date	Journal	Ref No	Payee or Description		GL Acct No	Debit Amount	Credit Amount	Balance
MV CREDIT			1/1/2013 ( 00/13 ) Balance		201-33410			.00
			3/31/2013 (03/13) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrances		.00	YTD Actual	.00 Total	.00	YTD Budget	.00 Unearned	.00
GRANTS			1/1/2013 ( 00/13 ) Balance		201-36218			.00
			3/31/2013 (03/13) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrances		.00	YTD Actual	.00 Total	.00	YTD Budget	.00 Unearned	.00
INTEREST EARNINGS			1/1/2013 ( 00/13 ) Balance		201-36230			.00
			3/31/2013 (03/13) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrances		.00	YTD Actual	.00 Total	.00	YTD Budget	1,100.00 - Unearned	1,100.00
BRDS & COMM: MEETINGS			1/1/2013 ( 00/13 ) Balance		201-41330-107			.00
			3/31/2013 (03/13) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrances		.00	YTD Actual	.00 Total	.00	YTD Budget	2,880.00 Unexpended	2,880.00
DUES/SUBSCRIPTIONS			1/1/2013 ( 00/13 ) Balance		201-41330-320			.00
			3/31/2013 (03/13) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrances		.00	YTD Actual	.00 Total	.00	YTD Budget	.00 Unexpended	.00
EDA: DISCRETIONARY MISC			1/1/2013 ( 00/13 ) Balance		201-41330-437			.00
1/17/2013 AP	26		Kaul Design Group, LL	564		100.00		
			1/31/2013 (01/13) Period Totals and Balance			100.00 *	.00 *	100.00
2/12/2013 AP	25		Kaul Design Group, LL	564		100.00		
			2/28/2013 (02/13) Period Totals and Balance			100.00 *	.00 *	200.00
3/14/2013 AP	35		Kaul Design Group, LL	564		100.00		
			3/31/2013 (03/13) Period Totals and Balance			100.00 *	.00 *	300.00
YTD Encumbrances		.00	YTD Actual	300.00 Total	300.00	YTD Budget	7,500.00 Unexpended	7,200.00
STAFF: CONTRACTED SERVICES			1/1/2013 ( 00/13 ) Balance		201-41435-308			.00
1/31/2013 AP	78		Short Elliott Hendric	1042		1,995.90		
			1/31/2013 (01/13) Period Totals and Balance			1,995.90 *	.00 *	1,995.90
2/27/2013 AP	77		Short Elliott Hendric	1042		1,472.48		
			2/28/2013 (02/13) Period Totals and Balance			1,472.48 *	.00 *	3,468.38
			3/31/2013 (03/13) Period Totals and Balance			.00 *	.00 *	3,468.38
YTD Encumbrances		.00	YTD Actual	3,468.38 Total	3,468.38	YTD Budget	18,000.00 Unexpended	14,531.62
PURCH: SUPPLIES			1/1/2013 ( 00/13 ) Balance		201-41570-215			.00
1/31/2013 AP	77		River Inn	975		500.00		
			1/31/2013 (01/13) Period Totals and Balance			500.00 *	.00 *	500.00
			3/31/2013 (03/13) Period Totals and Balance			.00 *	.00 *	500.00
YTD Encumbrances		.00	YTD Actual	500.00 Total	500.00	YTD Budget	1,100.00 Unexpended	600.00
PURCH: DUES/SUBSCRIPTIONS			1/1/2013 ( 00/13 ) Balance		201-41570-320			.00
3/14/2013 AP	33		Initiative Foundation	518		250.00		
			3/31/2013 (03/13) Period Totals and Balance			250.00 *	.00 *	250.00
YTD Encumbrances		.00	YTD Actual	250.00 Total	250.00	YTD Budget	500.00 Unexpended	250.00

Date	Journal	Ref No	Payee or Description		GL Acct No	Debit Amount	Credit Amount	Balance
PURCH: POSTAGE			1/1/2013 ( 00/13 ) Balance		201-41570-322			.00
			3/31/2013 (03/13) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrances		.00	YTD Actual	.00	Total	.00	YTD Budget 500.00	Unexpended 500.00
ATTORNEY: LEGAL FEES			1/1/2013 ( 00/13 ) Balance		201-41610-304			.00
			3/31/2013 (03/13) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrances		.00	YTD Actual	.00	Total	.00	YTD Budget 500.00	Unexpended 500.00
ENG: ENGINEERING FEE			1/1/2013 ( 00/13 ) Balance		201-41950-303			.00
			3/31/2013 (03/13) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrances		.00	YTD Actual	.00	Total	.00	YTD Budget .00	Unexpended .00
EDA: REAL ESTATE TAXES			1/1/2013 ( 00/13 ) Balance		201-48205-325			.00
			3/31/2013 (03/13) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrances		.00	YTD Actual	.00	Total	.00	YTD Budget .00	Unexpended .00
REFUNDS/REIMBURSEMENTS			1/1/2013 ( 00/13 ) Balance		201-48205-810			.00
			3/31/2013 (03/13) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrances		.00	YTD Actual	.00	Total	.00	YTD Budget .00	Unexpended .00
ABATEMENT: TREEHOUSE/REIMB			1/1/2013 ( 00/13 ) Balance		201-48205-811			.00
1/17/2013	AP	37	Treehouse Child Care	1154		1,815.15		
			1/31/2013 (01/13) Period Totals and Balance			1,815.15 *	.00 *	1,815.15
			3/31/2013 (03/13) Period Totals and Balance			.00 *	.00 *	1,815.15
YTD Encumbrances		.00	YTD Actual	1,815.15	Total	1,815.15	YTD Budget 4,000.00	Unexpended 2,184.85
TRANSFER OUT: BUSINESS INCENT			1/1/2013 ( 00/13 ) Balance		201-49360-810			.00
			3/31/2013 (03/13) Period Totals and Balance			.00 *	.00 *	.00
YTD Encumbrances		.00	YTD Actual	.00	Total	.00	YTD Budget 15,000.00	Unexpended 15,000.00

(201) EDA SPECIAL REVENUE FUND Totals:

No. of Transactions: 26 No. of Accounts: 25

Totals: 13,690.56 13,690.56 - .00

Date	Journal	Ref No	Payee or Description	GL Acct No	Debit Amount	Credit Amount	Balance	
CASH			1/1/2013 ( 00/13 ) Balance	205-11000			133,665.50	
11/30/2012	CA	4	Cash Allocation-Created: 01/18/13 10:05			1,316.84 -		
11/30/2012	CA	16	Cash Allocation-Created: 01/25/13 10:52		757.61			
			1/31/2013 (01/13) Period Totals and Balance		757.61 *	1,316.84 - *	133,106.27	
2/28/2013	CA	3	Cash Allocation-Created: 02/01/13 12:54		489.30			
2/28/2013	CA	26	Cash Allocation-Created: 02/27/13 13:11		1,083.29			
			2/28/2013 (02/13) Period Totals and Balance		1,572.59 *	.00 *	134,678.86	
11/30/2012	CA	4	Cash Allocation-Created: 03/12/13 09:58		1,140.66			
3/31/2013	CA	18	Cash Allocation-Created: 03/25/13 15:18		368.86			
			3/31/2013 (03/13) Period Totals and Balance		1,509.52 *	.00 *	136,188.38	
ACCOUNTS RECEIVABLE			1/1/2013 ( 00/13 ) Balance	205-12000			.00	
			3/31/2013 (03/13) Period Totals and Balance		.00 *	.00 *	.00	
INTEREST RECEIVABLE			1/1/2013 ( 00/13 ) Balance	205-12100			.00	
			3/31/2013 (03/13) Period Totals and Balance		.00 *	.00 *	.00	
LOAN RECEIVABLE			1/1/2013 ( 00/13 ) Balance	205-12200			69,082.41	
1/4/2013	CR	2	Maris Ehlers EDA Loan Pmt - Princ			296.31 -		
1/4/2013	CR	4	Roy C Inc EDA Loan Pmt - Princ			547.49 -		
1/4/2013	CR	5	CP Properties EDA Ln Pmt - Princ			163.22 -		
1/25/2013	CR	20	Miller Prop - EDA Loan Pmt - Princ			149.98 -		
1/25/2013	CR	26	Roy C - EDA Loan Pmt - Princ			551.48 -		
			1/31/2013 (01/13) Period Totals and Balance		.00 *	1,708.48 - *	67,373.93	
2/1/2013	CR	3	CP Properties - EDA Loan Pmt - Princ			163.49 -		
2/1/2013	CR	4	HWS - EDA Loan Pmt - Princ			274.72 -		
2/27/2013	CR	20	Miller Properties - EDA Ln Pmt - Princ			155.15 -		
2/27/2013	CR	22	Roy C Inc - EDA Ln Pmt - Princ			551.65 -		
2/27/2013	CR	24	Maris Ehlers - EDA Ln Pmt - Princ			292.21 -		
			2/28/2013 (02/13) Period Totals and Balance		.00 *	1,437.22 - *	65,936.71	
3/12/2013	CR	3	M Ehlers - EDA Ln Pmt - Princ			634.70 -		
3/12/2013	CR	7	Cp Properties - EDA Ln Pmt - Princ			163.08 -		
3/12/2013	CR	8	HWS - EDA Ln Pmt - Princ			286.59 -		
3/22/2013	CR	14	Miller Prop - EDA Ln Pmt - Princ			338.87 -		
			3/31/2013 (03/13) Period Totals and Balance		.00 *	1,423.24 - *	64,513.47	
ACCOUNTS PAYABLE			1/1/2013 ( 00/13 ) Balance	205-21000			.00	
1/3/2013	AP	15	Summary Transactions from AP System			2,400.00 -		
1/9/2013	CDA	28719	Aaron, Roger		2,400.00			
			1/31/2013 (01/13) Period Totals and Balance		2,400.00 *	2,400.00 - *	.00	
			3/31/2013 (03/13) Period Totals and Balance		.00 *	.00 *	.00	
FUND BALANCE			1/1/2013 ( 00/13 ) Balance	205-29100			202,747.91 -	
			3/31/2013 (03/13) Period Totals and Balance		.00 *	.00 *	202,747.91 -	
CONTRIBUTIONS & DONATIONS			1/1/2013 ( 00/13 ) Balance	205-36224			.00	
			3/31/2013 (03/13) Period Totals and Balance		.00 *	.00 *	.00	
YTD Encumbrances		.00	YTD Actual	.00	Total	.00	YTD Budget	.00
						.00	Unearned	.00
INTEREST EARNINGS			1/1/2013 ( 00/13 ) Balance	205-36230			.00	
1/4/2013	CR	2	Maris Ehlers EDA Loan Pmt - Int			29.37 -		
1/4/2013	CR	4	Roy C Inc EDA Loan Pmt - Int			25.69 -		
1/4/2013	CR	5	CP Properties EDA Ln Pmt - Int			21.08 -		
1/25/2013	CR	20	Miller Prop - EDA Loan Pmt - Int			34.45 -		
1/25/2013	CR	26	Roy C - EDA Loan Pmt - Int			21.70 -		
			1/31/2013 (01/13) Period Totals and Balance		.00 *	132.29 - *	132.29 -	
2/1/2013	CR	3	CP Properties - EDA Loan Pmt - Int			20.81 -		
2/1/2013	CR	4	HWS - EDA Loan Pmt - Princ			30.28 -		

Date	Journal	Ref No	Payee or Description	GL Acct No	Debit Amount	Credit Amount	Balance
INTEREST EARNINGS (Continuation of Account)				205-36230			
2/27/2013	CR	20	Miller Properties - EDA Ln Pmt - Int			29.28 -	
2/27/2013	CR	22	Roy C Inc - EDA Ln Pmt - Int			21.53 -	
2/27/2013	CR	24	Maris Ehlers - EDA Ln Pmt - Int			33.47 -	
			2/28/2013 (02/13) Period Totals and Balance		.00 *	135.37 - *	267.66 -
3/12/2013	CR	3	M Ehlers - EDA Ln Pmt - Int			16.66 -	
3/12/2013	CR	7	Cp Properties - EDA Ln Pmt - Int			21.22 -	
3/12/2013	CR	8	HWS - EDA Ln Pmt - Int			18.41 -	
3/22/2013	CR	14	Miller Prop - EDA Ln Pmt - Int			29.99 -	
			3/31/2013 (03/13) Period Totals and Balance		.00 *	86.28 - *	353.94 -
YTD Encumbrances		.00	YTD Actual 353.94 - Total	353.94 - YTD Budget	3,000.00 -	Unearned	2,646.06
TRANSFERS IN				205-39200			
			1/1/2013 ( 00/13 ) Balance				.00
			3/31/2013 (03/13) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrances		.00	YTD Actual .00 Total	.00 YTD Budget	15,000.00 -	Unearned	15,000.00
EDA BIF: RENT REIMBURSEMENT				205-46520-810			
			1/1/2013 ( 00/13 ) Balance				.00
1/3/2013	AP	11	Aaron, Roger 1315		2,400.00		
			1/31/2013 (01/13) Period Totals and Balance		2,400.00 *	.00 *	2,400.00
			3/31/2013 (03/13) Period Totals and Balance		.00 *	.00 *	2,400.00
YTD Encumbrances		.00	YTD Actual 2,400.00 Total	2,400.00 YTD Budget	7,200.00	Unexpended	4,800.00
LOAN PRINCIPAL PAYMENTS				205-47100-601			
			1/1/2013 ( 00/13 ) Balance				.00
			3/31/2013 (03/13) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrances		.00	YTD Actual .00 Total	.00 YTD Budget	.00	Unexpended	.00
LOAN INTEREST PAYMENTS				205-47100-611			
			1/1/2013 ( 00/13 ) Balance				.00
			3/31/2013 (03/13) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrances		.00	YTD Actual .00 Total	.00 YTD Budget	.00	Unexpended	.00
EDA BIF: MATCHING GRANT				205-49310-318			
			1/1/2013 ( 00/13 ) Balance				.00
			3/31/2013 (03/13) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrances		.00	YTD Actual .00 Total	.00 YTD Budget	3,000.00	Unexpended	3,000.00
EDA: LOANS				205-49310-319			
			1/1/2013 ( 00/13 ) Balance				.00
			3/31/2013 (03/13) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrances		.00	YTD Actual .00 Total	.00 YTD Budget	.00	Unexpended	.00

(205) BUSINESS INCENTIVE FUND Totals:

No. of Transactions: 37 No. of Accounts: 14 Totals: 8,639.72 8,639.72 - .00

Grand Totals:

No. of Transactions: 63 No. of Accounts: 39 Totals: 22,330.28 22,330.28 - .00

Report Criteria:

Account.Acct No = 20100000-20549310319  
 Actual Amounts  
 Summarize Payroll Detail

**CITY OF HANOVER**  
**COMBINED CASH INVESTMENT**  
**MARCH 31, 2013**

COMBINED CASH ACCOUNTS

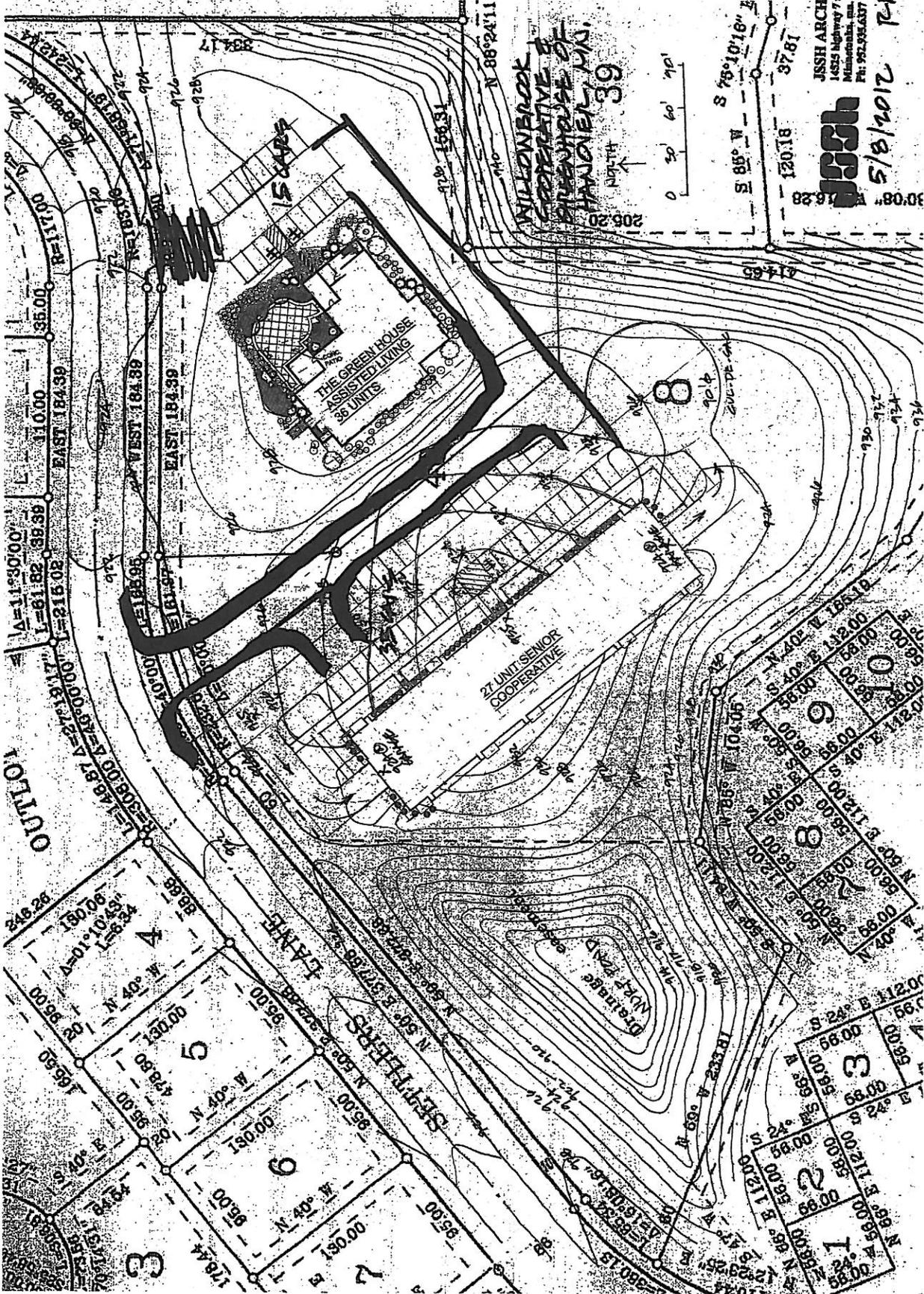
001-11000	CASH	5,991,921.13
	TOTAL COMBINED CASH	5,991,921.13
001-11111	CASH ALLOCATED TO OTHER FUNDS	( 5,991,921.13 )
	TOTAL UNALLOCATED CASH	<u>.00</u>

CASH ALLOCATION RECONCILIATION

100	ALLOCATION TO GENERAL FUND	415,058.47
105	ALLOCATION TO CAPITAL OUTLAY STREETS FUND	( 44,911.25 )
107	ALLOCATION TO FIRE DONATIONS (& GRANTS) FUND	16,570.27
110	ALLOCATION TO GENERAL DONATION FUND	20.61
201	ALLOCATION TO EDA SPECIAL REVENUE FUND	81,038.85
205	ALLOCATION TO BUSINESS INCENTIVE FUND	136,188.38
309	ALLOCATION TO 2004 G.O. STREET IMPROV BOND	26,729.61
310	ALLOCATION TO 2006A G.O. IMPROVEMENT BOND	( 840,289.19 )
311	ALLOCATION TO 2008A G.O. C.I.P. REFUNDING	33,932.88
312	ALLOCATION TO 2009A G.O. IMP REFUNDING BOND	14,516.66
313	ALLOCATION TO 2010 G.O. E.C. I.	( 30,517.96 )
314	ALLOCATION TO 2011A G.O. IMPR CRSSVR REF BND	1,166,489.67
401	ALLOCATION TO GEN CAPITAL PROJ FUND	554,207.19
402	ALLOCATION TO PARKS CAP PROJ FUND	241,416.84
403	ALLOCATION TO FIRE DEPT CAP PROJ FUND	108,781.82
404	ALLOCATION TO HISTORICAL CAP PROJ FUND	74,196.13
407	ALLOCATION TO T.I.F. (REDEV DIST #1-1) FUND	3,217.56
408	ALLOCATION TO 8TH STREET CAP PROJ FUND	5,524.49
411	ALLOCATION TO CITY HALL CAP PROJ FUND	121,401.47
412	ALLOCATION TO CROW RIVER CROSSING PROJ FUND	45,431.92
416	ALLOCATION TO RIVER ROAD RECONSTRUCTION FUND	6,343.01
417	ALLOCATION TO EQUIPMENT CAPITAL FUND	30,166.49
418	ALLOCATION TO STREET CAPITAL PROJ FUND	100,554.98
601	ALLOCATION TO WATER ENTERPRISE FUND	593,591.88
602	ALLOCATION TO SANITARY SEWER ENTERPRISE FUND	223,760.66
603	ALLOCATION TO STORM WATER UTILITY FUND	76,228.02
611	ALLOCATION TO WATER CAP IMP FUND	390,003.35
612	ALLOCATION TO SEWER CAP IMP FUND	1,503,984.02
613	ALLOCATION TO STORM SEWER CAP PROJ FUND	536,545.11
804	ALLOCATION TO SCHENDEL'S FIELD ESC FD	15,515.89
808	ALLOCATION TO CROW RIVER HEIGHTS 3RD ESC FD	51,154.85
809	ALLOCATION TO BRIDGES AT HANOVER ESC FD	( 13,230.82 )
811	ALLOCATION TO EROSION CONTROL ESCROW FD	222,421.35
815	ALLOCATION TO LANDSCAPE ESCROW FUND	72,325.41
817	ALLOCATION TO INFRASTRUCTURE ESCROW FUND	15,088.35
818	ALLOCATION TO MISCELLANEOUS ESCROWS FUND	8,399.30
820	ALLOCATION TO BRIDGES AT HANOVER TOWNHOMES	3,435.94
821	ALLOCATION TO QUAIL PASS 2ND ADD ESCROW FUND	11,457.27
822	ALLOCATION TO CRHW 2ND ADDITION ESCROW FUND	15,171.65

CITY OF HANOVER  
COMBINED CASH INVESTMENT  
MARCH 31, 2013

TOTAL ALLOCATIONS TO OTHER FUNDS	<u>5,991,921.13</u>
ALLOCATION FROM COMBINED CASH FUND - 001-11111	<u>( 5,991,921.13 )</u>
ZERO PROOF IF ALLOCATIONS BALANCE	<u><u>.00</u></u>



**JSSH ARCHITECTS INC.**  
 14525 Highway 7 mile 270  
 Mansfield, Mo. 65446  
 Ph: 937.936.6377 Fax: 937.936.6878



5/8/2012 RFF

## Bob Derus

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**From:** Johnson, Scott D [scott.d.johnson@xcelenergy.com]  
**Sent:** Wednesday, March 27, 2013 3:07 PM  
**To:** 'Bob Derus'  
**Subject:** FW: Hanover Outages

I sent this yesterday, so I am not sure you received this.

In regards to reliability. Our system is designed so that there is an outage, the outage is identified and located. Once located, we isolate the issue, then do the appropriate switching to get the majority customers back in power, then fix the problem. So we can backfeed areas that do not have the power outage.

FYI: It usually takes longer to find an underground outage issue because cannot be seen like an overhead issue.

Please give me a call if you have any questions.

Thanks

### Scott Johnson

#### Xcel Energy | Responsible By Nature

Manager, Community Relations and Economic Development

8701 Monticello Lane, Maple Grove, MN 55369

P: 763-493-1631 C: 612-750-8557 F: 612-573-9171

E: [Scott.D.Johnson@Xcelenergy.com](mailto:Scott.D.Johnson@Xcelenergy.com)

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[XCELENERGY.COM](http://XCELENERGY.COM)

Please consider the environment before printing this email.

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**From:** Johnson, Scott D  
**Sent:** Tuesday, March 26, 2013 10:35 AM  
**To:** 'cityhall@ci.hanover.mn.us'  
**Subject:** FW: Hanover Outages

FYI- Please send to Bob, Thanks

### Scott Johnson

#### Xcel Energy | Responsible By Nature

Manager, Community Relations and Economic Development

8701 Monticello Lane, Maple Grove, MN 55369

P: 763-493-1631 C: 612-750-8557 F: 612-573-9171

E: [Scott.D.Johnson@Xcelenergy.com](mailto:Scott.D.Johnson@Xcelenergy.com)

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[XCELENERGY.COM](http://XCELENERGY.COM)

Please consider the environment before printing this email.

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**From:** Johnson, Scott D  
**Sent:** Tuesday, March 26, 2013 10:33 AM  
**To:** 'bobd@ci.hanover.mn.us'  
**Subject:** FW: Hanover Outages

Bob, [Here is the history of the power outages over the last three years.](#)

There have been 9 outage events to this customer in the last 36 months (7 sustained & 2 momentary).

9 March '13 (131 min)- A pole fire caused the primary to fall down along 109th & Jounquil. The pole was replaced & the wire put back up.

6 August '12 (249 min)- There was a splice connector failure caused by salt corrosion which caused the primary to fall down along John Deere Ln. This connector and several others in the general vicinity were replaced.

13 July '12 (81 min)- There was a splice connector failure caused by salt corrosion which caused the primary to fall down along John Deere Ln. The connector was replaced & the conductor put back up.

20 May '12 (0 min)- There was a momentary trip & reclose on the main feeder. A patrol of the feeder was made however no cause was identified. Typically the cause of this type of event (squirrels, birds, etc that come into momentary contact with an energized part of the system) are never known unless someone actually sees it happen & calls it in.

24 August '11 (0 min)- A tree fell through a tap line causing the conductor to come down. The tap fuse kept this customer from seeing a sustained outage, however the main feeder had one momentary trip & reclose while the tap fuse was blowing.

15 September '10 (82 min)- A tap stepdown transformer failed & caused the #4 mainline sectionalizing switch to open. The tap was opened by trouble crews so power could be restored to the mainline & the transformer was replaced several hours later restoring power the remaining customers.

17 July '10 (177 min)- A tree along Hassan Pkwy fell through the main feeder during a storm. The tree was removed & the line put back up. Subsequent tree trimming was done, however trees knocked over by storms can still be a problem as we typically only trim the trees in the near vicinity of the line however trees outside the line maintenance corridor can still reach the line if they blow over.

25 June '10 (119 min)- A tree along Hassan Pkwy fell through the main feeder during a storm. The tree was removed & the line put back up.

11 June '10 (109 min)- A lightning strike caused the #4 mainline sectionalizing switch to open. No permanent damage was sustained so the switch was closed restoring power.

Thanks

**Scott Johnson**

**Xcel Energy | Responsible By Nature**

Manager, Community Relations and Economic Development

8701 Monticello Lane, Maple Grove, MN 55369

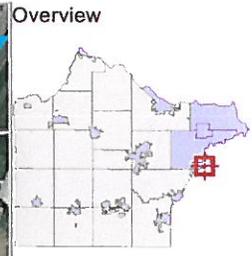
P: 763-493-1631 C: 612-750-8557 F: 612-573-9171

E: [Scott.D.Johnson@Xcelenergy.com](mailto:Scott.D.Johnson@Xcelenergy.com)

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[XCELENERGY.COM](http://XCELENERGY.COM)

Please consider the environment before printing this email.



- Legend
- Roads**
- CSAHCL
  - CTYCL
  - MUNICL
  - PRIVATECL
  - TWPCCL
- City/Township Limits**
- c
  - t
  - Parcels

<b>Parcel ID</b>	108500362102	<b>Alternate ID</b>	n/a	<b>Owner Address</b>	n/a
<b>Sec/Twp/Rng</b>	36-120-24	<b>Class</b>	957 - MUNICIPAL LAW ENF,FIRE,ADMIN		
<b>Property Address</b>	11250 5TH ST NE HANOVER	<b>Acreage</b>	4.90		
<b>District</b>	n/a				
<b>Brief Tax Description</b>	Sect-36 Twp-120 Range-024 UNPLATTED LAND HANOVER 4.90 AC S325FT OF E1/2OF NW1/4 LY W OF CTY RD 19CITY HALL				
	<i>(Note: Not to be used on legal documents)</i>				

Last Data Upload: 4/2/2013 10:07:20 AM

## Bob Derus

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**From:** Heidi Peper [hpeper@sehinc.com]  
**Sent:** Thursday, March 21, 2013 5:45 PM  
**To:** Ted LaFrance, WCEDP  
**Cc:** Bob Derus  
**Subject:** Re: Astro Relocation

Thanks for coordinating this Ted!

Sent from my iPhone

On Mar 21, 2013, at 3:28 PM, "Ted LaFrance, WCEDP" <[tlafrance@whe.org](mailto:tlafrance@whe.org)> wrote:

Hi Sue,

I look forward to connecting again this afternoon. I have cc'd Heidi Peper with the City of Hanover on this conversation to ensure we are all on the same page. Heidi and Sue, I'll work to keep everyone up to date to ensure we can help Astro along with the relocation as efficiently as possible.

- Astro has crafted a plan to wrap up their Contract for Deed on the building/business purchase in order to relocate the business to Hanover—Sue, could you provide more detail on the new plan?
- Astro has a purchase agreement on the building in Hanover—Sue, was the closing pushed back?
- Astro is working with the SBA on an equipment appraisal (if equipment appraisal falls short, expectedly, there will be about a \$100k gap in funding to make the move, pay off the CFD, down payment on building, etc.)
  - This is where the City of Hanover and WCEDP can likely play a role. Our funds can be used for a variety of purposes but require a primary lender, full disclosure of financials/information from the primary lender, and a security of some fashion (equipment, AR, inventory, etc.)
- Moving costs worksheet
  - Sue and I made a motion to gather more precise estimates on the moving costs as well as identify which costs on the worksheet could be covered under an SBA loan program to loosen up existing cash for the actual move and operating. Our logic here is to ensure Astro is financing where appropriate and utilizing existing cash where appropriate. How is this process coming along, Sue?
- Adjustment of expenditures (future financial projections) at new location—showcasing the move as a relief on cash flow in the amount of \$8k+
- Whom is Astro's primary lender at this point?

As it stands, Astro is moving forward with working out the financial pieces of the puzzle with their lender and will identify a gap more precisely as we move forward. Currently, the shortfall for the entire project is around \$100k.

This should sum everything up. Sue, if I have spoken out of turn please let me know. We are excited and happy to help Astro Engineering and Manufacturing relocate to Hanover and Wright County.

Thanks,

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