

MINUTES OF THE ECONOMIC DEVELOPMENT AUTHORITY

CITY OF JANESVILLE, WASECA COUNTY, MINNESOTA

MAY 16, 2016

1. CALL TO ORDER

Mike Finley called the meeting to order at 5:07 p.m.

EDA Members present: Cliff Blaisdell, Mike Finley, and Terry Gardner.

EDA Members absent: Stacey Babcock & Jeff Bartelt.

Staff present: City Planner Brandon McCabe

2. APPROVAL OF AGENDA

Motion made by Blaisdell to approve the agenda, seconded by Gardner. Motion carried 3-0 (Babcock & Bartelt absent).

3. APPROVAL OF MINUTES

Motion made by Blaisdell to approve the minutes of the EDA meeting held on Tuesday, April 5, 2016 seconded by Gardner. Motion carried 3-0 (Babcock & Bartelt absent).

4. OLD BUSINESS

There was no Old Business.

5. NEW BUSINESS

There was no New Business.

6. REPORTS AND ANNOUNCEMENTS

a. Building Permit Report.

McCabe presented the Building Permit Report for permits issued through April of 2016. The report included permits issued through April of 2015 for comparison. McCabe stated that the valuation between 2016 and 2015 decreased by an estimated \$147,797.82, noting that in 2015 a significant amount of reroof permits were issued. Also noted was that as of May 12, 2016 an additional ten (10)

permits were issued totaling an additional \$225,056.00 in valuation beyond what was recorded for April 2016.

b. Available Revolving Loan Funds.

McCabe present the current and anticipated funds available for the Revolving Loan Fund (RLF) program. In the report it was noted that as of May 12, 2016 the fund currently has \$36,911.30. It is anticipated that after the June 1, 2016 contributions, there will be \$38,577.23 in the fund with a potential for \$71,708.57 in the fund if a settlement of a delinquent account can be settled.

c. Home Occupation Notice

McCabe stated that previously the EDA had directed him to attempt to catalogue all of the in-home business in Janesville. This is in an effort to assist those business for further growth. McCabe presented the EDA with a letter that was attached to the City newsletter which was distributed to all utility customers within Janesville. Finely asked if McCabe had been approached by any businesses. McCabe stated that he had not.

d. Community EDA Symposium & B.E.S.T. Entrepreneur Programs.

McCabe gave a brief review of the Community Economic Symposium he and Intern Dillon Petrowitz had attended on April 29, 2016. McCabe was pleased with the symposium and found that it was beneficial in regards to researching City policy on work-force housing.

McCabe stated that he had volunteered to be a part of an entrepreneur committee hosted by B.E.S.T. of Waseca. The committee would focus on guiding local entrepreneurs, assisting in new entrepreneur interests, and helping direct those entrepreneurs to resources to further grow their business.

7. DOWNTOWN WALK-THROUGH

a. The EDA broke the meeting for a walk-through of the downtown properties at 5:17 p.m. The EDA wished to establish a list of blighted issues to address for each property. The following was noted during the walk-through:

- i. 101 N Main Street: remove weeds;
- ii. 107 N Main Street: Paint exterior, cover sign, and power wash;
- iii. 108 N Main Street: Paint exterior;
- iv. 112 N Main Street: Repair/remove awning and paint windows;

- v. 115.121 N Main Street: Paint boarded up window above door and place a cigarette butt receptacle;
- vi. 118 N Main Street: Paint exterior and windows;
- vii. 120 N Main Street: Remove boards over door or place sign over;
- viii. 122 N Main Street: Replace broken glass and paint exterior;
- ix. 123 N Main Street: Re-do wood exterior;
- x. 124 N Main Street: Remove lights from awning, replace front door, clean windows, and address spots of water damage;
- xi. 125 N Main Street: Paint exterior and remove all signs not in use;
- xii. 132 N Main Street: Paint exterior and conduct tuck-pointing;
- xiii. 133 N Main Street: Paint exterior, remove awning, and address block wall on north side;
- xiv. 138 N Main Street: Building is in good repair except the crumbling pillars at the base;
- xv. 102 W 1st Street: Address cracks in the brick;
- xvi. 204.206 N Main Street; replace carpet into entrance;
- xvii. 215 N Main Street: Address block wall on north side, tuck-pointing, and paint exterior;
- xviii. 219 N Main Street: Power wash exterior and paint doors and signage;
- xix. 220 N Main Street: Paint exterior, replace windows/door, and repair crumbling façade. Ask the building official to visit property to determine if building is in hazardous condition;
- xx. 228 N Main Street: Paint exterior;
- xxi. 230 N Main Street: Paint windows and address crumbling brick.

8. ADJOURNMENT

Motion made by Blaisdell to adjourn the meeting at 6:15 p.m., seconded by Gardner.
Motion carried 3-0 (Babcock & Bartelt absent).