

---

**Economic Development Authority Members:  
Stacey Babcock, Jeff Bartelt, Cliff Blaisdell, Mike Finley, Mark Novak**

---

MINUTES OF THE CITY ECONOMIC DEVELOPMENT AUTHORITY

CITY OF JANESVILLE, WASECA COUNTY, MINNESOTA

**JULY 20, 2015**

1. CALL TO ORDER

Mark Novak called the meeting to order at 5:00 p.m.

Members present: Cliff Blaisdell, Jeff Bartelt, and Mark Novak

Staff present: City Planner Brandon McCabe.

Members absent: Mike Finley and Stacey Babcock

2. APPROVAL OF AGENDA

Motion made by Bartelt to approve the agenda, second by Blaisdell. Motion carried 3-0 (Babcock and Finley absent).

3. APPROVAL OF MINUTES

Motion made by Blaisdell to approve the minutes of the EDA meeting held on Monday, May 18, 2015, second by Bartelt. Motion carried 3-0 (Babcock and Finley absent).

4. OLD BUSINESS

a. Building Permit Report

McCabe gave his report of permits issued through the first half of 2015 which includes the total permits issued through the first half of 2014 for comparison. McCabe stated that the total valuation of work done within the City was noticeably down by \$346,956.85 from the same time the previous year. This is largely due to the difference of two (2) new homes constructed at this time in 2014 opposed to zero (0) so far in 2015. No action required by the Authority.

b. Available Revolving Loan Funds

McCabe gave an overview of the funds available in the Revolving Loan Fund (RLF) Program. Currently the City has \$37,594.65 available and expects \$38,871.78 to be available as of August 1, 2015.

McCabe stated that in June the City had received the first half contribution from Waseca County totaling \$1,960.00. The total contribution from the County at

years end will be \$3,920.00. This will fall short of the \$5,000 the City had anticipated. No action required by the Authority.

c. Levy Tax for Economic Development Activities

McCabe stated that the City will begin the process to levy a tax to benefit the Economic Development Authority. The process involves the City to pass a resolution stating the amount of levy increase, a public hearing (after proper notice), and publication of resolution authorizing the increase. The public will also have an opportunity to contest the levy by petition which would force a referendum. The amount requested is 0.0183% of the estimated market value. The taxable market value for the City has a whole in 2015 is \$115,402,800.00. The maximum expected benefit to the Authority would be \$20,922.53. McCabe gave a summary of the potential uses of the funds allocated to the Authority.

McCabe stated that if approved the Authority would operate under its own budget. A budget summary was presented to the Authority for review. The budget included funds to be used towards a Revolving Loan Fund contribution, a Façade Improvement Program, City promotional materials, and funds to be held for a reserve balance for future use. Blaisdell suggested that the Authority set aside funds to for the enforcement or removal of blighted nuisances. Bartelt and Novak agreed that it may be beneficial to have a reserve fund for emergency or non-compliant properties with blighted conditions. Blaisdell also questioned if a further contribution to the Revolving Loan Fund “would really make a difference” of the programs effectiveness. McCabe stated the contribution would be small but allows the Revolving Loan Fund to replenish itself to the full funds allowed per request more rapidly. The contribution to the Revolving Loan Fund was not removed from the budget.

The Authority gave McCabe direction to move forward using the proposed budget and include a fund available for the enforcement and removal of blighted properties. A final budget has not yet been approved by the Authority.

## 5. NEW BUSINESS

a. Façade Improvement Program

The Authority had previously discussed a program that would help fix blighted properties in the Downtown district. Several Cities have similar programs that offer matching grant funding or low interest loan programs. The Small Cities Development Program will no longer be offered after this year and, after securing financing for the program through and EDA levy, the Authority may take it upon themselves to offer such a program. McCabe had given the example from the City of Wells’ *Commercial Building Enhancement Program* which offers a 50%

grant of total cost for rehabilitation projects or demolition of blighted properties.

The Authority discussed the program and would like it to be eligible for all commercial properties and to not place restrictions on benefiting properties. The Authority supported the potential program and directed McCabe to pursue the program upon securing financing.

b. Maintenance of Commercial Properties

McCabe stated that he had been approached regarding the maintenance and cleanliness of commercial properties within the City and if the Authority can address the issue. The Authority did not have the specific concerns of the complaint and could not discuss the issue.

6. ADJOURNMENT

Motion made by Blaisdell to adjourn the meeting at 5:50 p.m., second by Bartelt. Motion carried 3-0 (Babcock and Finley absent).