
**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

AUGUST 17, 2015

1. CALL TO ORDER

Stacey Babcock called the meeting to order at 5:00 p.m.

Members present: Stacey Babcock, Cliff Blaisdell, and Jeff Bartelt.

Staff present: City Planner Brandon McCabe.

Members absent: Mike Finley and Mark Novak

2. APPROVAL OF AGENDA

Babcock asked to add an agenda item to discuss the cleanliness and aesthetics of the downtown district. Motion made by Blaisdell to approve the agenda with the addition of the Downtown Cleanliness and Aesthetics to old business item C, second by Bartelt. Motion carried 3-0 (Finley and Novak absent).

3. APPROVAL OF MINUTES

Motion made by Bartelt to approve the minutes of the EDA meeting held on Monday, July 20, 2015, second by Blaisdell. Motion carried 3-0 (Finley and Novak absent).

4. OLD BUSINESS

a. Building Permit Report

McCabe gave his report of building permits issued through July of 2015 which includes the total permits issued through July of 2014 for comparison. McCabe stated that the estimated valuation in 2015 is not keeping pace compared to the permits issued at the same time in 2014 due to the lack of new homes in 2015. A difference of four (4) new homes constructed at this time in 2014 opposed to zero (0) so far in 2015. The current valuation is estimated to be \$530,448.85 less than 2014. 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 \$43,887.43 available. It is anticipated that \$1,277.13 will be contributed on August 1, 2015 and \$40,000 will be

distributed. A total of \$5,164.56 is expected to be available as of August 1, 2015. No action required by the Authority.

c. Downtown Cleanliness & Aesthetics (Added Agenda Item).

McCabe opened discussion on options available for the maintenance and cleanliness of commercial properties. Specific concerns that McCabe had been approached to are in regards to weeds around the property noxious smells from the dumpsters.

Babcock added that she thought kids from the area can be brought in to help with minor maintenance issues. Bartelt thought that hiring part-time help may be an issue due to the added liability for insurance. Babcock asked if it is possible to add a screen to cover refuse containers. McCabe stated that many Cities have an ordinance that requires the refuse containers to be screened. However, space issues in Janesville's downtown district may affect the enforcement of a similar ordinance in Janesville. McCabe stated that multiple properties consume the entire lot size and do not permit additional structures or screens for refuse containers.

McCabe will research the possibility of additional, part-time, help for maintenance issues and screening ordinance language that may be used for the downtown district. No action required by the Authority.

5. NEW BUSINESS

a. Revolving Loan Fund Request; PF Holdings LLC (Gina & Bjorn Peterson)

McCabe had received an application for a request of Revolving Loan Funds to help provide financial assistance for the acquisition of land at 208 S Main Street for the purpose of constructing a new commercial structure. PF Holdings LLC is requesting a loan of \$40,000. McCabe had presented his report to the Authority.

The proposed commercial structure would be a 30' x 48' office and design studio used to house a stationary business. The total project cost is \$106,700.

According to the RLF policy, the loan would be structured as a fifteen (15) year loan of \$40,000 at two (2) percent. McCabe stated that the request was eligible for funds and the documentation submitted to City staff provided the essential financial information for issuance of the loan.

Bartelt stated that he thought the request was very well presented and was exactly what the revolving loan funds were designed to do. The Authority agreed and expressed their enthusiasm for the project.

Motion made by Bartelt to recommend approval of the request for Revolving Loan Funds in the amount of \$40,000 to the City Council, second by Babcock. Motion carried 3-0 (Finley and Novak absent).

b. Proposed Budget of Economic Development Authority

McCabe presented a proposed 2016 budget for the EDA to be used upon approval of a levy on property taxes for the Benefit of the Economic Development Authority. A public hearing is scheduled for Monday, August 24, 2015 during the City Council meeting (7:00 p.m.) to hear public comment on the proposed levy and a motion to approve the levy is anticipated.

The Authority had previously discussed the budget and it was suggested to place money into a fund to be used for a blight enforcement or removal program. The proposed budget amended and was presented as follows:

		2016	2017	2018
Revenues				
	<i>Levy</i>	\$ 20,900.00	\$ 21,000.00	\$ 21,000.00
Expenditures				
	<i>RLF Contribution</i>	\$ (5,000.00)	\$ (5,000.00)	\$ (5,000.00)
	<i>Commercial Improvement Program</i>	\$ (4,000.00)	\$ (4,000.00)	\$ (7,000.00)
	<i>Blight Enforcement & Removal</i>	\$ (4,000.00)	\$ (4,000.00)	\$ (4,000.00)
	<i>City Promotional Materials</i>	\$ (1,000.00)	\$ (500.00)	\$ (500.00)
Fund Balance				
	<i>Beginning of the Year</i>	-	\$ 6,900.00	\$ 14,400.00
	<i>Revenues</i>	\$ 20,900.00	\$ 21,000.00	\$ 21,000.00
	<i>Expenditures</i>	\$ (14,000.00)	\$ (13,500.00)	\$ (16,500.00)
	<i>End of Year</i>	\$ 6,900.00	\$ 14,400.00	\$ 18,900.00

The Authority did not have any further revisions to the budget.

Motion made by Bartelt to approve the 2016 EDA budget, second by Blaisdell. Motion carried 3-0 (Finley and Novak absent).

6. ADJOURNMENT

Motion made by Blaisdell to adjourn the meeting at 5:20 p.m., second by Bartelt. Motion carried 3-0 (Finley and Novak absent).