
**Economic Development Authority Members:
Stacey Babcock, Jeff Bartelt, Cliff Blaisdell, Mike Finley, Terry Gardner**

MINUTES OF THE ECONOMIC DEVELOPMENT AUTHORITY
CITY OF JANESVILLE, WASECA COUNTY, MINNESOTA

SEPTEMBER 13, 2016

1. CALL TO ORDER

Mike Finley called the meeting to order at 5:30 p.m.

EDA Members present: Stacey Babcock, Cliff Blaisdell, Mike Finley, & Terry Gardner.

EDA Members absent: Jeff Bartelt.

Staff present: City Planner Brandon McCabe.

2. APPROVAL OF AGENDA

Motion made by Blaisdell to approve the agenda, seconded by Babcock. Motion carried 4-0 (Bartelt absent).

3. APPROVAL OF MINUTES

Motion made by Blaisdell to approve the minutes of the EDA meeting held on Thursday, July 14, 2016 seconded by Babcock. Motion carried 4-0 (Bartelt absent).

4. OLD BUSINESS

There was no Old Business.

5. NEW BUSINESS

a. 2017 EDA Budget;

McCabe presented a report of the budget proposed to 2017. The report included the approved 2016 budget as well as the actual dollars anticipated by the end of the year.

McCabe explained that the EDA had set aside \$4,000 in the line item titled Blight Enforcement & Removal. The EDA had not used these funds in 2016. McCabe thought an appropriate use for the funds may be to fund or partially fund an engineer's report for the dilapidated properties in the downtown district. This could potentially be used to entice prospected buyers of the properties by skirting some of the costs to renovate. McCabe thought it was appropriate to continue to

budget in the same line item to do this in 2017. The EDA had no changes to the proposed 2017 budget.

Motion made by Blaisdell to approve the EDA's 2017 operating budget seconded by Gardner. Motion carried 4-0 (Bartelt absent).

b. Housing Incentives;

McCabe presented the Authority with the two housing incentive programs that were approved to be offered for 2015 and 2016 calendar years. The Housing Tax Abatement Refund program and the New Home Purchaser Rebate program. As of the date of the meeting no property was eligible for either program. Both programs are due to expire at the end of 2016. McCabe asked if the programs should continue to be offered. Specifically asking if there is a need for the programs.

After short discussion, common consensus of the EDA was that the programs are needed to maintain competitive to surrounding housing markets.

Motion made by Blaisdell to approve the renewal of the Housing Tax Abatement Refund and New Home Purchaser Rebate programs beyond 2016 seconded by Babcock. Motion carried 4-0 (Bartelt absent).

c. Incoming Storefront Enhancement Grant Requests;

McCabe stated that after the EDA had awarded all the grant funds towards the Storefront Enhancement Grant program, several additional requests came into City Hall. McCabe asked the EDA for direction on how to handle the incoming requests. The policy does not specify if the requests should be logged, prioritized, or closed until funds are available.

After short discussion, EDA consensus was to close the application process until funds are available. All those who have applied and did not receive funds would have to re-apply next year. This would allow the EDA to change the Storefront Enhancement Grant policy between grant sessions as needed.

Motion made by Blaisdell to close the Storefront Enhancement Grant program until funds are available seconded by Gardner. Motion carried 4-0 (Bartelt absent).

6. REPORTS AND ANNOUNCEMENTS

a. Building Permit Report;

McCabe presented the Building Permit Report for permits issued through August of 2016. The report included permits issued through August of 2015 for comparison. Finley asked if the report included numbers from the assisted living facility. McCabe stated that it did. The valuation is plus \$ 2,487,410.18 from where it was at this time last year.

McCabe stated the expected completion date for the assisted living facility is anticipated for March 2017. McCabe did not have a date expected to open the doors for operation.

b. Available Revolving Loan Funds.

McCabe presented the current and anticipated funds available for the Revolving Loan Fund (RLF) program. In the report it was noted that as of September 7, 2016 the fund currently has \$56,751.76 available. It is anticipated that after the October 1, 2016 contributions, there will be \$58,661.10 in the fund. No discussion was held

c. Construction Update: Old Hwy 14 & Assisted Living Facility;

McCabe stated that crews will be preparing the remaining portion of 1st Street for pavement the week of the Sept. 12 – 16. At the end of the week the far eastern intersection will be closed until mid-October. Concrete paving will begin the week of Sept. 19. Installation of curb and sidewalk will follow.

An updated on the assisted living facility was provided earlier in the meeting. No further discussion was held.

d. EDA Terms to Expire;

McCabe presented a short report summarizing EDA members and when terms are to expire. It was noted that Stacey Babcock's term was to expire on December 31, 2016.

7. ADJOURNMENT

Motion made by Blaisdell to adjourn the meeting at 6:05 p.m., seconded by Gardner.
Motion carried 4-0 (Bartelt absent).