
**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

OCTOBER 19, 2015

1. CALL TO ORDER

Mike Finley called the meeting to order at 5:00 p.m.

Members present: Stacey Babcock, Cliff Blaisdell, and Mike Finley.

Staff present: City Planner Brandon McCabe.

Members absent: Jeff Bartelt and Mark Novak.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

Motion made by Blaisdell to approve the minutes of the EDA meeting held on Monday, August 17, 2015, second by Babcock. Motion carried 3-0 (Bartelt and Novak absent).

4. OLD BUSINESS

a. Building Permit Report

McCabe gave his report of building permits issued through the 3rd quarter of 2015. The report included permits issued through the 3rd quarter of 2014 for comparison. McCabe stated that the total estimated valuation has remained short of the total estimated valuation at this same time last year due to the lack of new homes constructed 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 \$ 6,728.62 available. It is anticipated that \$1,534.54 will be contributed on November 1, 2015. Recently \$40,000 was distributed to PF Holdings, LLC for the construction of a new commercial structure on S Main Street. No action required by the Authority.

5. NEW BUSINESS

a. Acquire / Selling Land and TIF Decertification

McCabe explained that recently local officials have been approached to consider the acquisition of land in the Northwood Subdivision. McCabe attempted to summarize what may or may not be appropriate actions to take.

If the land goes into tax-forfeiture the City will receive another opportunity to acquire the land after extended processes by the County. A city may acquire tax-forfeited land through outright purchase for the land's appraised value or may acquire the land at no cost if the city agrees to use the land for a public purpose (park, trails, roads, public parking, community centers, etc.) That public purpose must be in place within three (3) years of obtaining the deed.

If the land was acquired by the EDA, the Authority is not permitted to sell the land without holding a public hearing. The City is not restricted from a public hearing. I am in the understanding that competitive-bidding laws is not required for the sale of land.

The EDA discussed the land acquisition. The consensus was that the EDA was in favor of the acquiring the land to promote a reduced sale price and entice new home development.

Upon the request for the City to acquire the remaining lots, the EDA was requested to revisit the TIF requirements of the Northwood Subdivision. Upon tax-forfeiture the taxes will not be collected by the City. Will the TIF requirements restrict any development in the subdivision?

The consensus of the EDA was that they would attempt to sell the lots as TIF and would revisit decertifying if it is found to be problematic.

Motion made by Blaisdell to recommend the land acquisition, second by Babcock. Motion carried 3-0 (Bartelt and Novak absent).

b. Storefront Enhancement Program

McCabe stated that the City has passed the proposed EDA Levy which will allow the EDA to function under a budget for the first time. The Storefront Enhancement Program will be the first program proposed and funded by the EDA. The budget approved for this program is \$ 4,000.00. McCabe presented the policy and procedures.

EDA reviewed the proposed program's policy and procedures. No recommendations were given to modify the program.

Motion made by Blaisdell to approve the policy and procedures of the Storefront Enhancement Program, second by Babcock. Motion carried 3-0 (Bartelt and Novak absent).

6. ADJOURNMENT

Motion made by Blaisdell to adjourn the meeting at 5:56 p.m., second by Finley. Motion carried 3-0 (Bartelt and Novak absent).