
**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

DECEMBER 22, 2015

1. CALL TO ORDER

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

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

Staff present: City Planner Brandon McCabe.

Members absent: Jeff Bartelt.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

Motion made by Novak to approve the minutes of the EDA meeting held on Monday, October 19, 2015, second by Babcock. Motion carried 4-0 (Bartelt absent).

4. OLD BUSINESS

a. Building Permit Report.

McCabe summarized his report of building permits issued through November of 2015. The report included permits issued through November of 2014 for comparison. McCabe stated that the gap in valuation between 2014 and 2015 has widened. 2015 valuation has amounted to approximately \$ 650,971.85 short of the valuation at the same time last year. Blaisdell questioned why the permit for the proposed assisted living has not been issued. McCabe stated that the proposed plans may be revised to include more land yet to be acquired.

b. Available Revolving Loan Funds.

McCabe presented the current and anticipated funds available for the Revolving Loan Fund (RLF) program. McCabe noted that the funds included the second half contributions from the County in the amount of \$ 1,960.00. Novak noted that

the total anticipated amount on January 1, 2016 was not correct in the document presented. The total amount anticipated January 1, 2016 should be \$ 13,321.36.

5. NEW BUSINESS

a. Establishment of 2016 Goals and Strategies.

McCabe stated that when looking back at City records, he could identify a few times in which the EDA or City Council has established short or long-term goals. This was not done on a regular basis and it is difficult to determine why certain goals were not accomplished. McCabe asked the EDA to identify short term goals and what steps may be taken to accomplish each goal. Each goal will be recorded and reported on a regular basis to the EDA.

Blaisdell identified the most apparent problem in Janesville is the blighted buildings within City limits and specifically within the Downtown district. The EDA spoke at length on the issue and wanted staff to first identify each property and the severity of the issues. The EDA then wants to explore how the blighted conditions could be remedied. Suggested strategies included implementing a stricter nuisance ordinance, possibly imposing design standards, and seeking grant programs or City initiated grants.

The discussion continued to also review the home occupation ordinance to see if it is possible to entice home businesses to move into commercial space. Another goal was discussed to revisit the vacant land along the north side of Hwy 14 for potential commercial, industrial, or multi-family use.

McCabe will summarize the goals discussed and any other goals presented to him before the next meeting to be reported and established by vote.

b. RK & T Development Proposed Land Conveyance.

During the October 16, 2015 EDA meeting the EDA discussed the acquisition of nineteen (19) vacant lots within the Northwood Subdivision. The consensus of the EDA was in favor of acquiring the properties to be sold at a favorable price for the development of new homes in Janesville.

Since the last meeting City staff has received and reviewed the proposal from RK & T Development. The proposal was presented to the EDA so that they are in full understanding of what each party is responsible for.

Finley noted that the documents had interchangeably gone from eighteen (18) lots and nineteen (19) lots. McCabe thought that one lot is anticipated to be sold and that may explain the difference. Finley also enquired that if the City pays off the

taxes and penalties that what percentage would be returned to the City. McCabe explained that because the lots are within the tax increment finance (TIF) district that the majority of the taxes would be returned to the City. That being said, the taxes and penalties that would need to be paid and would not be redistributed back to the City would amount to approximately \$ 130,000.

Blaisdell stated that he had spoken with Troy Schrom of RK & T Development and Schrom was interested in opening dialogue with the City, County, and School to negotiate a forgiveness of past taxes, penalties, and assessments. Blaisdell stated that there is no need to discuss this item further until it is clear what Schrom's intentions are. Blaisdell did state they he would like the TIF to be decertified regardless of who owns the land.

c. EDA Seat Change / Scheduled Meeting Change.

Mark Novak's term is due to expire December 31, 2015. Mark has elected not to reapply for the EDA. Other members of the EDA expressed their gratitude towards Mark for his service. The City Council has appointed Terry Gardner to replace Novak's seat as of January 1, 2016.

The EDA opened discussion to move its scheduled meeting from the 3rd Monday of each month to the 1st Monday of each month at the same time. The common consensus was that it would work for each's schedule.

6. ADJOURNMENT

Motion made by Blaisdell to adjourn the meeting at 5:53 p.m., second by Novak. Motion carried 4-0 (Bartelt absent).