

**Jackson Economic Development Authority  
Meeting Minutes  
Tuesday, March 12, 2024, 12:00 p.m., Jackson City Hall**

**Quorum: 5**

**Voting Members:**

**Voting Members:** Rocky Sieler, Chair; Tim Olson, Vice Chair;  
Joe Pell Council Member Ward 2; Marcus Polz, Mayor; and Michelle Eckert

**Staff:** Wendy Anderson and Matt Skaret

**Absent:** Kent Bargfrede and Mike Brinkman

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**Call to Order:**

**Rocky Sieler, Chair, called the EDA meeting to order at 12:05 p.m.**

**1. Agenda Changes**

Rocky asked if there were changes to the agenda and then asked for a motion.

**Marcus Polz motioned to approve the agenda as presented, which was seconded by Joe Pell. The motion passed unanimously.**

**2. Consent Agenda**

Rocky asked if there were changes to the consent agenda. February 13th meeting minutes. Hearing none, he asked for a motion to approve the consent agenda.

**Michelle Eckert motioned to approve the agenda as presented, which was seconded by Tim Olson. The motion passed unanimously.**

**3. Election of new secretary.**

Rocky has asked for nominations for the positions of secretary and treasurer.

**Marcus Polz nominated Joe Pell as treasurer and Michelle Eckert as secretary to the EDA Board. Tim Olson seconded the motion, which passed unanimously.**

Board members thanked Michelle and Joe for their commitment to serve.

**4. Financials**

During the meeting, Wendy presented a financial report to the board members regarding the activity in the EDA accounts. She mentioned the current fund balance of various programs, including the Facade, Building Improvement, Revolving Loan Fund, Small Cities Development Program, and Housing program. Wendy informed the members that two RLF loans have been deferred until the fall. When Tim Olson inquired about it, Wendy clarified that this is an exception to the rule and not a common occurrence. She also confirmed that two loans under the 'Housing Fix-Up Lending Program' have been processed and approved successfully.

**Marcus Polz made the motion to approve the financials, which was seconded by Joe Pell. The motion passed unanimously.**

**5. Other Business**

**a. Coast to Coast deed for the property**

The City Administrator, Matt Skaret, said the City of Jackson purchased the Coast to Coast building on February 16, 2024. The building will be demolished, and the front facade may be saved. What will be done with the vacant space has yet to be determined. According to the engineer's study, demolishing the building could range from \$ 300,000 to \$400,000. The decision on how to use the space can affect grant funding eligibility for demolition costs. The building is in the historic district, so the city must work with the MN Historical Society. The EDA is working with MN Deed to secure funding that is available twice a year. Wendy will continue to work with MN Deed to move the project forward.

Matt continued saying the building contains asbestos, mold, and garbage. To secure it, plywood has been placed over all openings.

Joe Pell suggested preserving the building facade for historical conservation, and Matt Skaret proposed an outdoor plaza with a farmer's market.

Marcus requested that Wendy continue collaborating with the Minnesota Historical Society and MN Deed to learn about funding and how to move forward with the Historical Society's input regarding the redevelopment programs.

Wendy explained that grants can pay up to half the redevelopment costs for a qualifying site, with a 50% local match. The eligible applicants are cities, counties, port authorities, housing and redevelopment authorities, and economic development authorities. Grants can be used for the cost of public land acquisition (if necessary to facilitate redevelopment), building and site demolition, infrastructure improvements, soil stabilization, ponding, or other environmental infrastructure, and costs necessary for the adaptive reuse of buildings, such as asbestos abatement and lead paint mitigation. Grants do not cover building construction, renovation, or rehabilitation. At least half of the grant funds will be awarded to sites outside the seven-county Twin Cities metropolitan area, given that a sufficient number of eligible applications are received from outstate applicants.

<https://mn.gov/deed/government/financial-assistance/cleanup/redevelopmentgrantprogram.jsp>

**b. Prairie Winds update**

Matt said the Prairie Winds property is still in the appellate courts. Andrew Wolf from Bloomington is representing Jackson's interests in this matter.

Wendy said AAA was contacted to inform them that the hotel is closed, and they may wish to consider removing their logos from the property.

**c. UCAP Housing update - Quit Claim done**

Wendy shared that the paperwork for the Quit Claim Deed has been filed.

**d. UCAP Quit Claim DEED lots 7&8**

Wendy said she is working with Tiffany of UCAP regarding the building timeline of the two new UCAP homes. Two contractors have been identified, which means UCAP has 150 days to complete construction once the permits have been issued. Once construction begins, the homes will be listed for pre-sale. To purchase the homes, buyers must meet income guidelines. The appraisal will determine the price. Local realtors will be contacted to see if they want to list the homes.

Rocky said the smaller lots that were designed for condominiums at the Sunset View First Addition could two lots be used to build a single home. The minimum size is 1200 square feet with a two-car garage. Wendy said she had reviewed the covenants for the properties. Matt Skaret said the lots would

Marcus said the County is doing a County comprehensive abatement and asked Wendy to look into that program.

Matt said the City of Jackson does not offer an abatement program because the lots are reasonably priced, and there are no special assessments.

**e. Jeff Gladis UCAP Grant Update**

A report provided by UCAP said they are processing 10 commercial and 13 residential loans/grants to help the community.

Wendy explained that Jackson Housing Rehabilitation has received grant funds to provide 0% interest housing repair loans to 20 income-eligible homeowners living within Jackson city limits.

If an applicant can't afford to do a project, he or she can apply for a loan from Jackson Housing. The loan can be for up to \$5,000 to cover the remaining 20% of the project.

The City of Jackson has received a grant to provide housing repair loans to 25 income-eligible homeowners living within either of the target areas.

Rocky asked about the deadline date for the program funds.

**f. Historical Walking Tour: The first meeting was held on March 11th.**

Shelley informed the board that a committee has been established to work on a historical walking tour. The committee is made up of Matt Skaret, Marcus Polz, Wendy Anderson, Mark Titus, John Weland, and Shelley Pohlman.

According to her, creating a historical tour involves more than just putting together a bunch of pictures and descriptions. She believes that our tour should provide visitors with an engaging and immersive experience that will stay with them and encourage them to share their experiences with others. By making our visitors active participants in the walking tour and other interactive activities, we can ensure that they learn something new about our community, often something they were previously unaware of. The website and the first video will be available for viewing in June. She will keep the EDA board as the project progresses.

**Other Business**

Michelle reported that Linda of the Housing Authority has applied for a two-million-dollar grant to replace windows in houses throughout the community.

Tim Olson requested an update on the Jackson Lodge, which was previously known as the Econo Lodge. Matt informed us that the signage has been removed from the property, and it is currently up for sale. An interested prospective buyer has shown intent to purchase the hotel and operate it as a hotel.

**Adjourn: Michelle Eckert made a motion to adjourn, with Tim Olson seconding it. The motion passed unanimously.**

**The next meeting is Tuesday, April 9, at 12 p.m.**

Respectfully submitted,  
Shelley Pohlman

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Sign

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Date