

**Jackson Economic Development Authority**  
**Meeting Minutes**  
**Tuesday, May 14, 2024, 12:00 p.m., Jackson City Hall**

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**Quorum: 4**

**Voting Members:** Kent Bargfrede, Mike Brinkman, Tim Olson, Vice Chair  
Joe Pell Council Member Ward2, Treasurer, Marcus Polz, Mayor,  
Rocky Sieler, Chair

**Absent:** Michelle Eckert - Secretary

**Staff:** Wendy Anderson, EDA Director and Shelley Oltmans, City Administrator

**Call the meeting to order**

Chair Rocky Sieler called the meeting to order at 12:06 p.m. He welcomed Jackson's new City Administrator, Shelley Oltmans, to her first EDA meeting.

**1. Agenda Changes**

**Motion made by Kent Bargfrede, seconded by Joe Pell, to approve the agenda as presented. The motion passed unanimously.**

**2. Consent Agenda**

March 12th meeting minutes  
April 1st meeting minutes  
April 17th meeting minutes

**Motion made by Marcus Polz, seconded by Joe Pell to approve all consent items. The motion passed unanimously.**

**3. Financials**

**Wendy presented the financials to the board. (Attachment A)**

**Motion made by Joe, seconded by Mike Brinkman, to approve the financials as presented. The motion passed unanimously.**

**4. Other Business**

**a. Sunset View Lot Sale Update**

Wendy reported the sale of three lots (tax parcels 23.571.0290, 23.571.0300, 23.571.0310) to Linda Voss in the Sunset View First Addition. Mrs. Voss asked that the lots be identified so she knows where her property ends. The deed still needs to be recorded at the courthouse. Green Acres ([www.greenacresnewhomes.com](http://www.greenacresnewhomes.com)) instructed Mrs. Voss to make all housing decisions by June 1, 2024, so they could break ground in the fall of 2024.

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**b. SCDP Loan approval - \$5,110.00 - Classic Hair**

Wendy said the Small Cities Development Program approved Classic Hair for commercial building rehabilitation. The loan for \$20,440 will be used to repair the roof of her business located at 309 ½ 2nd Street, Jackson, MN. Classic Hair requests a \$5,110.00 loan from the EDA/City of Jackson to meet the loan's matching requirement.

Wendy said the approved SCDP loan for \$20,440 has an amortization schedule indicating a 12-year loan term at an interest rate of 2%.

Chair Sieler stated that the interest rate should be set at prime for the \$5,110.00 loan, and underwriting guidelines should stipulate that the rate is based on prime for this loan and all others going forward.

The City Administrator said she would review her records to determine if underwriting guidelines already exist.

**The motion was made by Marcus Polz and seconded by Tim Olson to approve the Classic Hair Loan, contingent upon setting the interest rate at prime. The motion passes unanimously.**

**c. Baptist church land**

Wendy said she spoke with Nathan Janzen of the First Baptist Church about selling their five lots. Mr. Janzen told her he would discuss it with his board and inform her of their decision.

**d. Incentives for builders**

Wendy inquired about offering incentives for builders, mentioning developers interested in developing in Jackson. Can we consider reduced lot pricing?

Rocky said we could offer gap financing up to \$50K and pay the construction interest for the first six months with a cap limit.

Rocky proposed selling a lot for \$1 if the completed home meets the \$400K criteria determined by a pre-construction appraisal.

The Mayor said the County of Jackson offers an abatement.

The City Administrator said the City of Newton, Iowa offers a new build incentive of \$10,000 for a home valued at \$240,000 or more, net of the land value, homebuyers will receive a \$10,000 cash incentive.

Rocky also mentioned the importance of considering our local developers who are building homes valued at \$310,000.

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Kent said to build a home with a two-car garage and basement; the house will most likely be appraised at \$400K. The City of Lakefield offers a tax abatement. We should check to see what their EDA is offering for incentives.

The City Administrator asked whether we could waive the permitting fees for builders. The Mayor expressed concern that waiving the cost for one builder could create an inequitable situation.

Tim mentioned that the City of Jackson already offers a reduced rate on the available lots.

**Kent made a motion to table the incentive discussions for further research. Markus seconded the motion. The motion passed unanimously.**

**Other**

Wendy asked the board to clarify where the 10 UCAP lots are located. Tim Olson said no specific lots have been identified for UCAP.

Wendy shared a request from a Pond Drive resident to add to his home. Rocky said the lots are for new home construction, not additions to existing homes. Wendy's said she would contact the homeowner with the EDA decision.

Tim Olson asked Wendy about the Coast-to-Coast demolition for insurance purposes. Wendy said she is working with the Historical Society regarding the demolition, and the Society needs to know every business that did business in that building. Marcus advised her to contact Mark Titus. She said the application due date for a grant is due soon.

Joe Pell expressed a desire to preserve the building facade, an idea that will be considered as we move forward with the Coast to Coast demolition.

Tim stated that he would like to transform the area into a green space.

**5. Adjourn:**

**A motion was made by Tim Olson, seconded by Marcus Polz to adjourn the meeting at 12:41 p.m. The motion passed unanimously.**

**The next meeting is Tuesday, June 14, at 12 p.m.**

**Respectfully Submitted**

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**Signature**

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**Date**