Jackson Economic Development Authority
Meeting Minutes
Tuesday, December 12, 2023, 12:00 p.m., Jackson City Hall

Voting Members: Mike Brinkman, Barndon, Finck, Time Olson, Vice Chair, and Rocky Sieler, Chair,

Staff: Dave Schmidt, Development Specialist; and Matt Skaret, City Administrator

Absent: Kent Bargfrede, Marcus Polz, Mayor; and Arlene Vee, Secretary/Treasurer

Guests: Tony Oxborough and Joe Pell

At 1:00 p.m., Chair Siler called the meeting to order

1. **Agenda Changes**

*** Motion made by Brandon Finck, seconded by Brinkman to approve the agenda as presented. The motion passed unanimously.**

2. **Consent Agenda**
   a. November 14th meeting minutes

*** Motion made by Mike Brinkman, seconded by Brandon Finck, to approve all consent items. The motion passed unanimously.**

3. **Reports**
   a. EDC Report (Attachment A) Dave reported on the following:

Workforce Housing: In December, work started on creating architectural drawings and ordering transformers and other electrical equipment. There will be an investor meeting in the near future to finalize funding. Additionally, the plan is to begin construction of buildings in the Spring.

SCDP: Some commercial projects have already been finished, but some remaining projects still need to be started. One of the reasons for the delay is that they are having difficulty finding contractors, possibly due to the necessary paperwork. Roof work will be completed in the Spring.

UCAP: Both homes have been completed. Exit Realty held a realtor-only open house, with plans for a public open house soon. UCAP shouldl inform us whether we have been approved for four more homes yet this month.

LRIP: The City Administrator, Matt Skaret, submitted the Local Road Improvement Plan (LRIP) grant for Kuel Ave. The cost is 1.4 million for a quarter-mile length. If Kuel Ave. is built, it would connect Torgerson to Prospect. The City of Jackson would be responsible for the underground utilities.
Multi-Tenant: Dave mentioned that he is currently working on several potential leads to fill the three vacant spaces.

Downtown Building Improvement Program: The Downtown Building Improvement Program will begin accepting applications in January, with a February 28 deadline. Molly Fransen, from the JBDC board, will serve as the program's primary point of contact.

Rethos: The JBDC board will work with Rethos to review downtown revitalization in January, with Jenna Schwartz as the point of contact.

Rebuilding Together: Seven rebuilding projects were completed in Jackson, and two Safe@Home installations were completed in 2023. There are plans for one roof and one window replacement in Spring of 2024.

Accent Building: Two individuals interested in purchasing the Accent Building were given a tour and were introduced to the current owner.

Miscellaneous: The CEDA contract will end on December 29, 2023. Dave's last workday is Friday, December 22nd, but he will be available by email and phone. Shelley's last workday is December 29th.

Wendy Anderson, from Springfield, Minnesota, will be the interim director and will work two days per week. The contract is for a year with a 30-notice clause.

There is currently a job listing for a part-time EDA assistant.

b. **Financial Report:** (Attachment B) This is November's report. Please note that there is no December report available yet, as the City of Jackson is still in the process of closing out the financials for that month.

c. **City Loan Fund Report:** Little Huskies has received an additional $50,000. Cosmos and Clover received a facade improvement payment of $2,750. Pillars and Cabin Coffee loans have been modified, with Pillars starting again in November and Cabin Coffee starting again in October.

*** Motion made by Tim Olson, seconded by Brandon Finck, to approve all reports. The motion passed unanimously.**

4. **Other Business**
   a. Westridge lot - Mary Muir

Dave provided the following update on the Westridge lots:

- In July, the EDA and Jackson City Council visited three vacant lots.
- The EDA and the City Council have determined that two lots need to be more suitable for construction.
- The neighboring individuals were approached to inquire if they were interested in purchasing the two lots.
- The lot on the west side was divided in half and sold to Paul Mohns and Marsha Barr for $500 each.
- Two lots were combined and sold to John and Connie Myer, who plan on building a house on the site.
- The Jackson City Council meeting heard Mary Muir express her interest in purchasing the remaining lot, which Dick Anderson is not interested in buying. Tony Oxborough is interested in acquiring the remaining lot for a future project in the City of Jackson, such as installing a water

main or building an alternative exit road. If we sell the lot for 1K, we must include a 30-foot utility easement, allowing the City of Jackson to exercise its options.

- The easement for a road right-of-way is 66 feet wide, according to the City Administrator. After a brief discussion, if Ms. Muir is willing to pay the easement fees and related expenses, including legal fees, they will be ready to sell the lot to her.

*** Motion made by Brandon Finck, seconded by Mike Brinkman, to recommend the City Council sell the lot to Mary Muir for $1,000 with easement and related expenses. The motion passed unanimously.**

b. A&B Laser Engraving Business Challenge proposal
A&B Laser and Engraving came in second place in the Business Challenge and were awarded $5,000 as part of the agreement. The agreement stated that the business must remain open for at least two years. However, A&B Laser closed their store near the Jackson Liquor store and moved it back to the farm after a year and a half. As a result, they must return $2,500.00 of the prize money. The City of Jackson's attorney sent them a letter to request the $2,500.00. A&B Laser requested that the amount be adjusted to $1,250.00 due to being open for six months. After a brief discussion, the board members reached an agreement that A&B Laser should return $2,500. The board wanted to avoid setting a precedent.

*** Motion made by Tim Olson, seconded by Mike Brinkman, to reject accepting $1,250 proposal from A&B Laser Engraving for failure to comply with terms of the Business Challenge and require the full $2,500 payment. The motion passes with Rocky Sieler abstaining.**

c. Project Transition Assignments

DBS - Brandon Finck
SPEC - Tim Olson
SCDP -

d. Little Huskies: The City Administrator mentioned that the board, comprising Mark Titus, Nathan Peterson, and Matt Skarat, is actively monitoring the budget while making efforts to increase enrollment. The board has applied for several programs, and if awarded, Little Huskies will be sustainable. Southwest Initiative Foundation is developing a marketing plan to promote its center.

Adjourn: The meeting was adjourned at 1:00 p.m.

The next meeting is Tuesday, January 9, 2024, at 12 p.m.
Respectfully submitted,
Shelley Pohlman _____ _____
Sign ***Date***