

Jackson Economic Development Authority (EDA)

Meeting Agenda

Tuesday September 9, 2025, 12:00 pm

Jackson City Hall

Quorum: 4

Voting Members:

- ✓ Marcus Polz, Mayor
- ✓ Rocky Sieler, Chair
- ✓ Tim Olson, Vice Chair
- ✓ Joe Pell, Council Member Ward 2 and Treasurer
- Michelle Eckert, Secretary
- ✓ Kent Bargfrede
- ✓ Mike Brinkman

Staff: X Jack Brinkman, EDC; Dave Lovell, Interim EDC; X Kent Bargfrede, Interim EDC; X Jim Langborg, City Administrator; and X Peggy Markman, EDA, Assistant

Call the meeting to order.

Rocky Sieler called the meeting to order at 12:05 p.m. with a quorum.

1. Agenda Changes

- a. Michelle Eckert resignation June 18, 2025.

Motion made by Marcus Polz with regrets, seconded by Mike Brinkman, to approve the acceptance of Michelle Eckert's resignation. Motion passes unanimously.

Motion made by Marcus Polz, seconded by Joe Pell, to approve the agenda as presented.

2. Consent Agenda

- a. August 12, 2025 Meeting Minutes

Motion made by Joe Pell, seconded by Mike Brinkman, to approve all consent items.

3. Unfinished Business / Open Items:

- a. **Signage update – Joe**

Nothing much to update. May possibly have the one by the golf course yet this year. Asking for costs available to be able to budget next year. Rocky Sieler asked how long the estimates are good for and Joe Pell stated he will check on that.

4. Financials

Rocky Sieler asked if there was any information found for a system to be able to track loans. Peggy Markman stated that the module through Tyler would not work and the accountant had checked with the auditors and they said they would get back to her with the information. Jack Brinkman stated that he will be visiting with the Luverne EDC and will visit with them on theirs. Rocky Sieler asked if we have budgeted the costs for a new program and Jack Brinkman said he will look into this. Mike Brinkman inquired about the Covid loans on how they worked and Rocky Sieler stated that we are not out anything on those as those monies were received for the emergency.

Motion made by Joe Pell, seconded by Mike Brinkman, to approve the financials.

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5. Discussion items

a. City of Jackson EDA staffing clarification – Marcus

Marcus Polz stated that this is Clarifying the EDA Staffing Oversight and Board Composition in Accordance with the 1989 Resolution and 2014 Bylaws. As the EDA continues to grow, this memo is intended to clarify the roles and responsibilities related to the hiring and oversight of the EDA personnel. Marcus recommended we consider adopting a formal policy or Memorandum of Understanding (MOU) to define the reporting structure, clarify oversight, and support transparency and efficiency.

Recommendation to bring the Memorandum of Understanding (MOU) and Hiring Policy to the City Council for approval. After approved bring MOU to EDA Board for signing.

Motion made by Joe Pell, seconded by Mike Brinkman. Motion approved.

b. Sunset View lot interest and pricing. – Jack

Jack Brinkman stated that there previously there was a promotion for the lots at Sunset View to be sold at a discounted dollar amount of \$5,500 for the small lots and \$9,100 for the large lots. This promotion was not corrected to the original prices of \$11,000 for the small lots and \$18,200 for the large lots and there is now an interested buyer. Buyer will want to see lots staked out before committing. Asking if we should honor the discounted price. Rocky Sieler stated that it should be considered that the large lots only be sold 1 lot/person. Exceptions made on a case-by-case basis.

Recommendation to sell all lots half price of \$5,500 for the small lots and \$9,100 for the large lots.

Motion made by Marcus Polz, seconded by Mike Brinkman. Motion approved.

c. Mike Schwartz RLF application. – Jack

Jack Brinkman stated that this needs to go to the Revolving Loan Fund Committee.

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d. Jackson Business Rewards Challenge draft. - Jack

Jack Brinkman stated that this is a rough draft of the program overview, eligibility requirements, funding details and application process. Asking for review and any suggestions need to be added to the program. Rocky Sieler stated we should add the requirement of a Business Plan. Kent Bargfrede suggested adding that they are open at least 30 business hours per week. Rocky asked that the program be updated and bring to the next EDA meeting.

6. Other Business

Rocky Sieler suggested that we start the process of working on the Kruppiak land. Marcus Polz stated that he visited with Wade Wacker and Diane Kruppiak about the land about 5 years ago and they were not ready at that time. He will reach out to Wade and revisit with him to see if she is interested.

Tim Olson inquired on the update on the Belmont Heights apartments. Jack Brinkman state that he will meet with them at 1:30 for a tour and then have their meeting after that.

7. Adjourn

Motion made by Joe Pell, seconded by Marcus Polz, to adjourn the meeting at 12:59.

Next meeting, October 14, 2025