

Jackson Economic Development Authority
Meeting Minutes
Tuesday, November 14, 2023, 12:00 p.m., Jackson City Hall

Voting Members: Mike Brinkman, Brandon Finck, Tim Olson, Vice Chari; Rocky Siler, Chair; and Arlene Vew, Secretary/Treasurer

Staff: Matt Skaret, City Administrator, and Dave Schmidt, EDA Director

Absent: Kent Bargfrede, and Marcus Polz, Mayor

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

1. Agenda Changes

* Motion made by Mike Brinkman, seconded by Brandon Finck, to approve the agenda as presented.

2. Consent Agenda

a. Oct 10th meeting minutes

* Motion made by Mike Brinkman, seconded by Arlene Vee, to approve all consent items.

Reports

b. EDC Report (Attachment A)

Workforce Housing:

Dave Schmidt reported on the following on the Economic Development Coordinator's Report:

Dave expressed his gratitude to everyone who attended the Belmont Heights Groundbreaking ceremony on November 1st. DBS is currently working on leveling the road for the apartment pad while the road and utility work is still in progress. However, the speed of progress is subject to change depending on the weather conditions. The Liquor Store intersection has a promotional sign for the property, but the board members have agreed that additional signage is needed to market the property better. The proposed sign could say "Future Site of Belmont Heights Housing Coming Soon," accompanied by an architectural rendering of the building as a graphic. Who would bear the cost of installing the sign? Dave has taken up the responsibility of looking into the expense of an additional sign.

SCDP: Dave shared that qualified contractors are difficult to find due to the red tape through DEED, making it unattractive for many experienced contractors despite the availability of residential funds. The City Administrator emphasized the need to streamline the SCDP program by reducing bureaucratic hurdles.

UCAP Spec Home: Dave thanked Mike and Brandon for joining him on the tour of UCAP homes. He said EXIT Realty has posted photos and information about the properties on its website. Both houses are expected to be completed by the end of this week. EXIT Realty is planning an open house to promote the properties. UCAP has enough funds to

construct two more homes if one of the current properties is sold before spring. UCAP will be informed in mid-December if they are awarded grant funds to proceed with the building of homes. The new houses will be built north of the existing ones. If UCAP receives the necessary funds, UCAP will proceed with construction on the western row and then move to the middle lots.

JEDC: Dave mentioned that they are submitting an LRIP grant application for Kuhl Avenue. The City Administrator revealed that if the grant worth 1.5 million gets approved, it would only cover the cost of the road and not the infrastructure. Therefore, the City of Jackson would need to bear the infrastructure cost of \$1.5 million. To finance this, the city would have to go out and bond. The project would begin in 2025.

- The multi-tenant building has two prospective tenants interested in the vacant spaces.
- Jackson has been included in the list of potential sites for a new industrial project.

JBDC: Dave reported that the Jackson Business Challenge has been approved and will begin a month later than planned due to a delay in approval.

The timeline is:

- **Phase 1 - Business Concept Due:** January 31, 2024 (Wed)
 - Announcement of those advancing to Phase 2: February 5, 2024 (Mon)
- **Phase 2 - Business Plans Drafts Due:** February 23, 2024 (Fri)
 - Business Plans Due: March 1, 2024 (Mon)
 - Announcement of those advancing to Phase 3: March 8, 2024 (Fri)
- **Phase 3 - Final Proposal Presentations:** Personal Interview will be scheduled for the weeks of March 11, 2024 – March 29, 2024
- Announcement of the Grand Prize Winner: April 8, 2024 (Mon)
- New business must be opened by October 1, 2024.

Rebuilding Together: Dave said that the Rebuilding Together committee has already completed eight projects within the City of Jackson, and they wish to continue doing more. However, the shortage of volunteers is causing a problem. The committee believes the best course of action is to spread the projects over several days instead of finishing them in one day.

Foundation: Dave said the Mayor and JEDC members have discussed creating a community foundation to fund community projects.

CEDA Contract: Dave said the current CEDA contract is set to expire on December 31, 2023, but it can be extended on a month-to-month basis. Dave shared that the City of Jackson employees will now manage the Economic Development department. Furthermore, Dave wants to ensure that all ongoing projects are passed on to board members for smooth continuation. He has prepared a spreadsheet that lists all the projects and their respective point of contact. These files are available on Google Drive and will be handed over to the City of Jackson. Dave also mentioned that he will continue to work with CEDA.

- c. **Financial Reports:** (Attachment B) The financial reports were delayed due to the late receipt of necessary documents and will be approved at the next meeting.
- d. **City Loan Fund Report:** Attachment * **The reports do not require any action at this meeting.**

3. Other Business

a. **Project Transition**

- b. Dave requested that each board member select a project that he is currently working on so that he can provide them with an update on the current progress of each project. This will help to maintain the momentum of the projects even after he leaves and ensure a smooth transition. It is important to take action now to guarantee the success of the projects.

c. **Miscellaneous**

- The Wild Flower is officially open and will provide classes for the local community.
- The nuisance abatement project for the Prairie Winds Motel has been put on hold due to legal actions taken by the property owner. The owner met the deadline of November 6th by paying their fee and submitting the necessary paperwork, which is now being reviewed by the Minnesota Court of Appeals. Meanwhile, the City of Jackson is in the process of hiring a specialized attorney for property abatement. As a result, the project will remain on hold until further notice.
- The City of Jackson is selling the Alamo property.
- Level 10 Fitness has been closed, and its exercise equipment is now under a lien.
- Midwest Eco-Mercantile business operational hours are:
 - Monday - Closed
 - Tuesday - Closed
 - Wednesday - Closed
 - Thursday - 1 to 5 p.m.
 - Friday - Closed
 - Saturday - 10 a.m. to 1p.m.
 - Sunday - Closed

It was suggested that the Business Challenge Committee mandate a minimum number of operational hours for all winners.

- A and B Laser moved their business outside the Jackson City Limits. A letter was sent to A & B Laser requesting that \$2,500 be returned to the Business Challenge program.
- The Leach building owner is considering opening a laundromat.
- Elite Jewelers is a new business located at 413 2nd Street that sells a lot of second-hand items, jewelry, and watches.
- The property formerly known as Coast to Coast is owned by Mitch Jasper. The City of Jackson has made an offer to purchase it; however, the Tusa family would like to use the location for their business.
- Enchanted Flowers is up for sale.
- The Accent building is presently vacant.
- Dave mentioned that the lack of viable storefronts presents a challenge, with Enchanted Flowers being the only feasible option for the next business venture.

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

The next meeting is Tuesday, December 12, 2023, at 12 p.m.

Respectfully submitted,

Shelley Pohlman _____

Sign

Date