

**Jackson Economic Development Authority**  
**Meeting Minutes**  
**Tuesday, November 8, 2022, 12:00 p.m., Jackson City Hall**

**Attendance: Mike Brinkman, Brandon Finck, Tim Olson, Vice Chair; Rocky Sieler, Chair; Arlene Vee, Secretary/Treasure; and Wayne Walter, Mayor**

**Staff: Dave Schmidt and Matt Skaret**

**Absent: Kent Bargfrede,**

---

**1. Agenda Changes**

\* Motion made by Tim Olson, seconded by Brandon Finck, to approve the agenda as presented. Motion carried unanimously

**2. Consent Agenda**

- a. August and October meeting minutes

\* Motion made by Wayne Walter, seconded by Mike Brinkman, to approve all consent items. Motion carried unanimously

**3. Reports**

- a. EDC Report (Attachment A)  
The 2023 Jackson Business Challenge overview and application link.  
[https://www.cityofjacksonmn.com/vertical/sites/%7BF3D1701B-7B85-48F8-8964-A7A738030D91%7D/uploads/Jackson\\_Business\\_Challenge\\_2023.pdf](https://www.cityofjacksonmn.com/vertical/sites/%7BF3D1701B-7B85-48F8-8964-A7A738030D91%7D/uploads/Jackson_Business_Challenge_2023.pdf)
- b. Financial Report (Attachment B)  
Dave reported that he expects to receive four facade applications before the end of the year.

**4. Other Business**

- a. JBDC Business Building Improvement Program Guidelines (Attachment C)

Dave explained to the board the JBDC changes to the Business Facade Program. Firstly the program's new name is 'Business Building Improvement Program'. The expanded program will now include the entire structure, which means any improvement to the business, mechanical and structural. An application deadline was also added to the program. All applications need to be received by the end of February. The JBDC will review all the applicants in March and make recommendations to the EDA; then, the board will review and forward applicants to the City Council. Dave said once the new plan has been approved, he will visit every downtown business personally to make every business owner aware of the program.

Rocky asked if the business owner must hire a licensed professional to complete the work. Dave said he would visit with the City inspector and ask if the business owner could finish the project and then have it inspected.

**Jackson Economic Development Authority**  
**Meeting Minutes**  
**Tuesday, November 8, 2022, 12:00 p.m., Jackson City Hall**

**Attendance: Mike Brinkman, Brandon Finck, Tim Olson, Vice Chair; Rocky Sieler, Chair; Arlene Vee, Secretary/Treasurer; and Wayne Walter, Mayor**

**Staff: Dave Schmidt and Matt Skaret**

**Absent: Kent Bargfrede,**

---

Dave also shared that business owners also need assistance with the match funding. The board felt the amount should be capped at \$5,000 and to have a robust discussion about the loan at a later date.

**\* Motion made by Wayne Walter, seconded by Mike Brinkman, requested that City Council approve the 2023 Business Building Improvement Program.**

b. 2023 Goals and Direction

Dave asked what are the goals of this board?

Rocky Sieler requested a goals spreadsheet so the board can monitor progress of projects. Dave said he will create a spreadsheet and will seek input from the board.

**5. Adjourn**

**\*Motion made by Brandon Finck, seconded by Wayne Walter to adjourn the meeting. Motion carried unanimously**

**Next scheduled meeting is Tuesday, December 13, 2022 at 12 p.m.**