

Jackson Economic Development Authority
Meeting Minutes
Tuesday, August 13, 2024, 12:00 p.m.,
Jackson City Hall

Quorum: 4

Voting Members:

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

Staff/Guest: Richard Almrich and Shelley Pohlman

Call the meeting to order.

Rocky Sieler, Chair, called the meeting to order at 12:07 p.m.

1. Agenda Changes

Motion made by Tim Olson, seconded by Joe Pell, to approve the agenda as presented. The motion passes unanimously.

2. Consent Agenda

July 9th meeting minutes

Motion made by Michelle Eckert, seconded by Mike Brinkman, to approve all consent items. The motion passes unanimously.

3. Financials (Attachment A)

Shelley provided a brief update on the active loans in the EDA office. Three loans have been paid off, and the Pillars and Cabin Coffee loans have been referred to the RLF committee for further discussion.

Shelley updated the Building Improvement Program board, with Deputy Registrar 50 / Kim Church as the latest recipient. Deputy Registrar 50 updated their parking lot and entrance.

Tim Olson inquired about the \$4,790.74 awarded to Royal Treatment in 2023 and is wondering why the funds have not been utilized yet. Shelley mentioned that she would contact Royal Treatment to inquire about the project's status.

The Wayfinding signs account has a balance of \$12,949.84. Wayfinding signs are public signs installed in various locations to help people navigate unfamiliar areas. One location identified in the past was the Fairgrounds. The Wayfinding signs is a EDA/JBDC project.

Motion made by Marcus, seconded by Michelle, to approve the financials. The motion passes unanimously.

4. Other Business

a. UCAP North Pond Drive Update – Tim Olson

Tim has updated the board with UCAP houses and reported that they are progressing nicely. Additionally, he mentioned that he talked with Mr. Thaemlitz about potentially purchasing the additional Sunset View lots for \$1.00. He indicated that he would consider the opportunity at a later date. EXIT Realty has the property listed on its website. Tiffany said that UCAP wants to continue building in Jackson.

The board members reached a consensus that getting the property on the tax rolls would provide significant benefits to the City of Jackson.

According to Rich Almrich, when the Economic Development Authority (EDA) collectively decides on matters, such as the sale of lots for \$1, as a professional courtesy, the EDA should submit a report to the council. Furthermore, the EDA should refrain from seeking a recommendation unless the board specifically requires further guidance.

After much discussion, the board agreed that the sale of the lots, whether we are selling one or three, would not be decided on a case-by-case basis. Selling lots for green space for additional green space is not an option.

- b. Update on the Prairie Winds Hotel – Brad Anderson
Brad informed the members that the City of Jackson is waiting until September 23, 2024, to receive confirmation from the courts that all of the owner's appeals have been exhausted. Also, the City of Jackson has sent a letter to the owner requesting the removal of all personal items from the property.
- c. Update Belmont Heights Housing project – Marcus
Marcus confirmed that all of DBS permits for Belmont Heights have been secured and they plan to break ground on September 3rd.
- d. Flood Recovery Effort Update – Almrich
The City Administrator Almrich mentioned that FEMA has set up in the City Council Chambers to help residents with their flood claims. Additionally, the SBA is located at the local Technical College, providing assistance to businesses and residents in accessing low-interest loans. Almrich emphasized the importance of ensuring that residential buildings are habitable according to the flood zoning ordinance. If they are uninhabitable, FEMA does have a buy-out program. He also mentioned that further updates will be provided by FEMA and SBA at a later date.
- e. Coast to Coast Building (MN Historical Society Application / DEED Application)
Almrich mentioned that there are funds available for historical restoration to refurbish the building. He also stated that he plans to contact a friend's firm, even though the friend has passed away, to discuss the building. Council member Pell mentioned that the roof had collapsed onto the main floor, while the mayor stated that he had been collaborating with the Minnesota Historical Society on the removal of the building from the historic listing. Shelley said she would contact the Minnesota Historical Society regarding the status of the Coast to Coast being removed from the historical register.
- f. Sunset View Lots – Proposed duplex development – Almrich
Almrich stated that Wendy suggested collaborating with a developer from Springfield to build duplexes on the vacant lots. However, he was uncertain about the identity of the developer. He assured the board that he would ascertain the name of the company and provide that information at a later time.
- g. JBDC Business Challenge Program – Pohlman
Pohlman mentioned that the JBDC Business Challenge will conclude on September 30th, and she will keep the board updated on the Challenge's progress.
- h. Accent Building – Pohlman
Pohlman said the owner called the office and requested assistance on promoting the sale/lease of the building.

- i. Employee Head Count / Jackson County Profile – Pohlman (Attachment B)
Shelley provided the board with a copy of Jackson County's economic development profile, containing data for making future decisions.
- j. COVID Loans
Shelley reported that a local business in Jackson is closing after 40-plus years of service. The company has received a COVID loan. The business owner mentioned that they intend to repay the loan but will continue making payments while finalizing all business/customer transactions.
- k. Pocket Parks – No discussion
- l. EDC New Coordinator – Rocky
The Mayor stated that we must clearly define the community's needs, estimate the time required to fulfill those obligations and establish an organizational reporting structure.
- m. Update and general discussion regarding EDA Operations, including staffing issues. Polz, Sieler, Almrich, Pohlman, and others.
- n. Rocky has expressed a desire to review the EDA bylaws to define an organizational chart and responsibilities. This chart would clarify reporting relationships, areas of accountability, writing performance evaluations, and decision-making authority. A representative from the Economic Development Agency EDA, and City Council, and the City Administrator should be part of this discussion to update the bylaws.

5. Adjourn

The EDA meeting was adjourned by Rocky Seiler, Chair at 1:28 p.m.

The next meeting is Tuesday, September 10, at 12 p.m.

Date: _____ **Respectfully Submitted** _____