

**Jackson Economic Development Authority
Meeting Minutes
Tuesday, January 9, 2024, 12:00 p.m., Jackson City Hall**

Voting Members: Kent Bargfrede, Mike Brinkman, Tim Olson, Vice Chair; Rocky Siler, Chair, Marcus Polz, Mayor; Joe Pell, councilmember;

Staff: Wendy Anderson, EDA Interim Director, Matt Skaret, City Administrator, and Shelley Pohlman, EDA Assistant

Absent: Arlene Vee, Secretary

Call to order

Rocky Sieler, Chair, called the EDA meeting to order at 12:05 p.m.

He warmly welcomed the latest additions to the EDA board, Joe Pell and Wendy Anderson, and the other board members followed suit by introducing themselves to Wendy. In addition, Council Member Joe Pell from Ward 2 was cordially welcomed to the board.

1. Agenda Changes

The motion made by Mike Brinkman, seconded by Kent Bargfrede, to approve the agenda as presented. The motion was approved unanimously.

2. Consent Agenda

- a. Dec 12th meeting minutes

The Motion was made by Kent Bargfrede, seconded by Mike Brinkman, to approve all consent items. The motion was approved unanimously.

3. Reports

a. Economic Development Director's Report:

Wendy provided the following updates to the board:

- No workforce housing updates at this time.
- Business owners who applied for the Jackson Small Cities Development Program Commercial Rehabilitation funds are concerned about the shortage of contractors available to do the required work. Wendy spoke with UCAP, who assured her they addressed the business owners' concerns.
- She is creating a traffic analysis report for potential future development.
- The JEDC 6:30 a.m. meeting was canceled this morning due to the weather, so she had no updates for the board. She is working with the board chair regarding the Local Road Improvement Program (LRIP) grant. She said she will provide updates to the board as soon as available.

- The City Administrator said the road identified in the grant is Kuehl Ave. The road would run between Torgerson and Prospect Lane to provide additional lots to develop. 1.5 million has been requested. The grant was submitted in December, and we should receive an update in March or possibly April. He said this is a significant undertaking for the City of Jackson as the City. We would have to provide the infrastructure, such as curb and gutter, water, sewer, and so forth, and that would be a 1.5 million financial obligation. If awarded, the project wouldn't begin until 2025 at the earliest.
 - Wendy provided an update, indicating that two applications have been submitted for the UCAP homes.
 - She met with two prospective buyers or leases for the Multi-Tenant building.
 - She said she attended the Jackson Business Development Committee (JBDC) on January 4th. Due to their workload, the Board would like to request a change in the timeline for the Business Challenge. Once the JBDC Board finalizes the timeline, they will provide an updated copy to the EDA Board.
 - She said she met with Corey of the Jackson Area Chamber of Commerce to collaborate on some ribbon cuttings, small business marketing, training opportunities, presentation of a certificate to the business challenge recipient, and more.
- b. Financial Report - December 2023 EDA Financial Report. The report is delayed by one month due to a workload transition.
- c. City Loan Fund Report - December 2023 EDA Financial Report. The report is delayed by one month due to a workload transition.

Motion made by Joe Pell, seconded by Mike Brinkman, to approve all reports. The motion was approved unanimously.

4. Consider amending EDA Bylaws from 7 members to 8 members.

In 2024, Mayor Polz reassigned council board members to new committees. As part of this decision, he appointed council member Pell to the EDA board while removing Finck from the board. The primary goal of the Mayor's action was to offer every board member an opportunity to serve on other boards to gain experience. However, Council Member Finck expressed his desire to continue serving as a member-at-large on the board representing Bank Midwest. In response, Chair Sieler pointed out that according to the bylaws, only two council members can serve on the board. The board took no action, so the EDA board remains with seven members.

5. Other Business

- a. Update a request for a change of dates for the Business Challenge. Due to their workload, the JBDC Board would like to request a change in the timeline for the Business Challenge. Once the JBDC Board finalizes the timeline, they will provide an updated copy to the EDA Board.

- b. JBDC requests \$500.00 for operating expenses.

Motion made by Mike Brinkman, seconded by Mayor Polz, to approve \$500.00 operations request. The motion was approved unanimously.

- c. A & B update - Matt,

The City Administrator, provided board members with a brief update regarding A&B Laser:

A&B Laser was the recipient of 5K in the Business Challenge. The award is a forgivable loan on the condition that the business remains open in the City of Jackson for 24 months. However, the loan amount should be paid back if the business closes. The business closed, so the City Attorney sent a letter to A&B Laser, stating that they must return the loan amount of \$2,500 to the City of Jackson. A&B Laser requested to prorate the loan amount to 18 months, which comes to \$1,250.00, as they claimed to be open for only six months in the second year.

The Lusk family purchased the Alamo building in downtown Jackson to expand their business. They purchased the building from Tom Holthe. They planned to build apartments above the business, but the old Alamo building needed to be demolished before they could do that. The City of Jackson approved a loan to tear down the building but later took the loan back. As a result, the City of Jackson paid the \$30,000 fee. Svoboda Excavating took the building down, and Blue Earth Environmental removed the debris. The building posed a threat to the community's safety, and it had to be demolished. The City of Jackson now owns the Alamo lot. Also, A&B Laser paid the property 4 thousand dollars in back taxes. A small portion of the property is in the flood zone, requiring insurance.

Tim Olson said going forward; we need to do a better job of communicating and documenting things better so we don't have a he-said-and-she-said situation. Grant recommendations requirements need to be made clear.

Chair Sieler said that in light of all the circumstances and miscommunications and the payment of back taxes, it is appropriate to help A&B Lusk out. He underscored the importance of the EDA Director's responsibility to educate the Business Challenge participants about the regulations. Specifically, the winners must be informed that they must keep their businesses operational for 24 months. Failure to do so will result in them being required to repay the funds they received.

Tim Olson motioned to recommend that the Jackson City Council amend our previous recommendation from \$2,500 to \$1,250 with payments over six months. Mayor Polz seconded the motions for discussion purposes.

After a brief discussion, the board agreed to reduce the amount from \$2,500 to \$1,250. Kent Bargfred also requested that A&B Laser confirm receipt of payment of the back taxes to the City Administrator. If A&B Laser paid the \$4,000 in back taxes, it would prove their contractual investment in the project.

Kent Bargfred made a friendly amendment to the motion. Upon confirmation that the back taxes for the Alamo Building have been paid, the City Attorney will be instructed to send a severance agreement to A&B Laser. The agreement will request the repayment of \$1,250 to the City of Jackson, with payments made over six months. A 1099 miscellaneous form will be filed with the IRS. The motion was approved unanimously.

Kent Bargfede suggested the City of Jackson to file a miscellaneous 1099 form regarding the \$1,200.00 debt forgiveness with the IRS.

d. Mary Muir lot purchase - Matt,

The City attorney is drawing up the easement for the waterline and the potential road with the 30-foot easement. She has agreed to pay for all expenses, including abstract, recording, attorney, and other fees if the City of Jackson constructs a road in the area.

All the remaining lots in West Ridge Estates were purchased by Mary Muir, Paul Mohns, Marcia Bahr, and John Myers, as all the lots have been sold.

e. 2024 EDA Budget - Matt,

The City Administrator presented a summary of the 2024 budget. After the presentation, the board members did not have any questions. Kent Bargfrede remarked that the EDA budget saw an increase of \$16K. Mayor Polz said \$12,500 has been allotted to the Jackson Area Chamber of Commerce to work with the EDA.

f. UCAP Housing sale update:

The interim director of EDA spoke with Lee Porter from Exit Reality, who expects to sell his two applications.

g. Apartment construction update:

The City Administrator said DBS is working on financing the project. Mayor Polz said he met with DBS and is working with businesses to secure financing. DBS is hoping to break ground in March.

Website updates

Shelley requested that the website be updated with Joe Pell's name and a meeting date change. The request was approved.

h. Election of officers - Terms are five-year

The City Administrator said the City of Jackson does not keep track of board member terms; however, City ordinances state the term is one year. If a board member wishes to continue serving, they may do so.

Tim Olson made a motion and Mike Brinkman seconded to approve Rocky Sieler as Chair and Tim Olson as Vice Chair. The motion was approved unanimously.

- i. Arlene Vee's resignation - Housing Redevelopment Authority
No action taken at this time.

6. Adjourn

Motion made by Tim Olson, seconded by Mike Brinkman, to adjourn the meeting. The motion was approved unanimously.

The meeting was adjourned at 1:05 p.m.

Respectfully submitted,
Shelley Pohlman

Sign

Date

The next meeting will be held on Tuesday, February 13th, 2024 at 12:00 pm.