

Jackson Economic Development Authority (EDA)
Meeting Minutes
Tuesday, December 10, 2024, 12:00 p.m.,
Jackson City Hall

Quorum: 4

Attendance: Mike Brinkman, Tim Olson, Vice Chair; Marcus Polz, Mayor; Michelle Eckert, Secretary; and Joe Pell, Council Member and Treasurer

Absent: Rocky Sieler, Chair

Staff: Shelley Pohlman, EDA Assistant, and Rich Almich, Interim City Administrator

Guests: NA

Call the meeting to order.

1. Agenda Changes

- a. no additions or corrections b. no additions or corrections

Joe Pell, seconded by Michelle Eckert, moved to approve the agenda as presented. The motion passed unanimously.

2. Consent Agenda

November 12, 2024, meeting minutes

A motion was made by Marcus Polz, seconded by Joe Pell, to approve all consent items. The motion passed unanimously.

3. Financials

Shelley presented the November/December EDA financials to the board, highlighting that the reports offer a monthly overview of all active loans and outstanding principals.

Joe Pell inquired about the budget amount of \$12,949.89 allocated for the wayfinding signs. Shelley explained that these funds are designated for installing wayfinding signs at various locations in Jackson, including near the fairgrounds. These signs are designed to provide visitors with visual cues to help them navigate the area more easily. An example is Windom, MN, which has wayfinding signs near Toro.

Joe proposed purchasing new "Welcome to Jackson" signs or improving the existing ones.

Michelle Eckert suggested that having consistent signs would be a nice enhancement. She also mentioned that Snick's Signs could provide a quote and proposal with artist renderings for discussion at the January meeting.

Joe agreed to contact Snick's to obtain a proposal.

Shelley noted that the Wayfinding funds could be used for other signage, but the City Administrator should be consulted.

Shelley requested reformatting the financial spreadsheets to save time. She assured the board that all data would be included in the new format. Rocky suggested that the proposed format be presented to the board in January when the board would provide their feedback.

Tim Olson inquired about the Pillars loan. Shelley mentioned that the loan assignment is now a Contract for Deed.

Tim inquired about Dr. Kruse's loan, and Shelley confirmed that it had been fully paid.

Motion made by Tim Olson, seconded by Joe Pell, to approve the financials. The motion passed unanimously.

4. EDA Interim Coordinators Report:

Shelley mentioned that the EDA Office is actively involved in the Coast-to-Coast demolition project. The EDA Office, along with the City Administrator and the Public Works Department, is dedicating time to planning and preparing for the demonstration. Meetings were held with the public and contractors on December 9, 2024.

Rich Almich announced that the bid opening date has been extended by two weeks due to abatement. The land's future use remains uncertain; it could become a green space or a parking lot. A suggestion for painting a mural on the exposed brick could be considered at a later date

Joe Pell said Anytime Fitness had many questions, which Josh Turnball of SEH answered. Anytime Fitness plans to remain open during the demolition.

5. EDA Budget - Update

The City Administrator, Rich Almich, presented an updated budget to the board, recommending the continuation of independent contractors Dave Lovell and Kent Bargfrede. He noted a new budget line item, 'an incentive program,' is still being considered.

The Mayor said the Chamber allocation should be adjusted to \$1,250 per month for a total of \$15K. The City Administrator said he would make the adjustment to the EDA budget.

6. Other Business

Business Challenge: Shelley said the JBDC had selected a Business Challenge winner. She told board members to stay tuned to local media for an announcement. Mike Brinkman was a judge for the Challenge; he described the experience as interesting and enjoyable.

7. Adjourn

Michelle Ekert, seconded by Tim Olson, moved to adjourn the meeting. The motion passed unanimously. The EDA meeting was adjourned at 12:58 p.m.

The next meeting is Tuesday, January 8, 2025, at noon.

Respectfully Submitted

Date
