

Jackson Economic Development Authority
Meeting Minutes
Tuesday, June 13, 2023, 12:00 p.m., Jackson City Hall

Voting Members: Kent Bargfrede, Mike Brinkman, Tim Olson, Vice Chai, Arlene Vee,
Secretary/ Treasurer

Staff: Dave Schmid and Matt Skaret

1. Agenda Changes

- a. b.

* Motion made by Kent Bargfrede, seconded by Mike Brinkman, to approve the agenda as presented. The motion passes unanimously.

2. Consent Agenda

- a. May 9th meeting minutes

* Motion made by Mike Brinkman, seconded by Arleen Vee, to approve all consent items. The motion passes unanimously.

3. Reports

- a. EDC Report (Attachment A)

Dave summarized his report to the board, and he answered the following questions to the board.

- A member inquired about the expenses involved for homeowners who wish to participate in the Rebuilding Together program. Dave clarified that there are no costs for eligible homeowners and that this is determined during the application process.

Matt shared that more volunteers are needed.

- b. Financial Report (Attachment B)

- Dave reviewed the report with members.

- c. City Loan Fund Report (Attachment C)

* Motion made by Kent Bargfrede, seconded by Mike Brinkman, to approve all reports. The motion passes unanimously.

- Dave reviewed the report with members.

4. Other Business

- a. UCAP 2024 Spec Home project (Attachment D)

Dave reported there are currently four available lots for sale on West Ridge Estates. Two of the lots are odd sizes. During previous discussions, it was recommended that the two properties be merged into a single lot but that has not been done yet.

He said in Sunset View properties block 2 lots 7/8/9/10 earmarked for the Spec Home Project. Block 3 lots 3 through 20.

Dave asked members if they want to continue to work with the UCAP Spec Home Project in the upcoming year. However, in order to proceed, there are certain tasks that need to be completed. Firstly, the EDA needs to recommend the Jackson City Council draft a letter of support regarding the donation of lots and a waiver of building permit fees.

During the discussion, Dave proposed using lots 7, 8, 9, and 10 for two of the homes. The question that arose was whether we should utilize the lot in the middle if we decide to build four homes. On the other hand, Tim suggested that we keep lots 7-10 available for purchase and allocate lots 2 through 9 to UCAP. Tim wants to begin construction in the center.

After discussing the matter and receiving more information, it has been determined that the state grant contribution will assist in offsetting the costs of new construction within the City limits of Jackson. During the board meeting, the members gained a better understanding of how UCAP operates. As a result, it has been decided that the state grant funding will help cover the expenses of constructing new buildings within the City Limits.

*** Motion made by Kent Bargfrede, seconded by Arlene Vee, to recommend the City Council partner with UCAP for 4 spec homes to be built in 2024 in block 3 lots 2 through 9. The motion passes unanimously.**

b. New housing south of Sunset View

SEH was supposed to provide information for review by the board, but they have not yet done so. As a result, the item has been postponed until next month.

Dave shared he intends to apply for a State grant for new single-family construction and promised to keep the board informed as more information becomes available.

c. Westridge lots

Dave suggested to the board that we offer discounts on these lots in order to encourage new construction. The City Council has authorized the EDA to offer discounts on the Westridge lots with the aim of adding them to the tax roll.

The board has suggested merging lots 1 and 2 in block one after examining the map. The current price for these lots is \$8,250, while the rest are priced at \$7,250. Dave mentioned that these lots are listed with local retailers and on the City's website. One of the board members proposed advertising the discounted lots in multiple newspapers. Board members Vee suggested discounting the lots to \$1K.

Dave said that he plans to promote the new property price through advertising in the local newspapers, reaching out to the City of Jackson, and collaborating with realtors.

*** Arlene Vee made a motion, which was seconded by Kent Bargfred, to recommend to the City Council selling the remaining four lots in West Ridge Estates for \$1,000 each with new construction starting in one year and must meet all other convents. The motion passes unanimously.**

d. North Pond Drive center lots

The board has decided to postpone the discussion for now.

e. Jackson Business Challenge

During the meeting, Dave provided an update on the Level 10 Fit business. It was confirmed that the business will close on Saturday, June 17, 2023. Following a conversation with the owner, Dave stated that the owner had fulfilled all the requirements of the Business Challenge.

Mindy Rowe - Fett who owns Jacked Up Nutrition also owns Level 10 Fitness, and she has used the equipment from Level 10 Fitness as collateral for the Jacked Up Nutrition business.

Dave inquired with the board about reviewing the Business Challenge bylaws, specifically regarding signage and operational hours. Dave said he would email the board members the guidelines of the 'Business Challenge' guidelines for the board to review.

Following a productive discussion, it was decided that the City Finance Committee will review the current requirements, then a Business Challenge Committee be formed from EDA and JBDC members to update the guidelines.

- Kat Hertz's new business, 'Anything But Ordinary', specializes in stained and blown glass art and is located at 812 3rd Street in Jackson and is now open for business. Anything But Ordinary participated in the Business Challenge competition.
- A & B Photography/Laser Engraving a Business Challenge winner is relocating their business to the former Alamo property.
- Taylor Fields, business owner of Taylor's Pet Spaw is reviewing locations to open a dedicated business site. Taylor's Pet Spaw participated in the Business Challenge competition.
- The 2023 winner of the Jackson Business Challenge, The Wild Flower, is currently busy planning the opening of her business this fall. She'll be sharing space with Cosmos and Clover.

f. Workforce Housing Development name

During the meeting, Tim Olson recommended the name "Meadows on Fall Brook Lane" for the new development. The board agreed to discuss and possibly finalize the name at their next meeting.

5. Adjourn

The next scheduled meeting is Tuesday, July 11, 2023, at 12 p.m.

***Respectfully submitted,
Shelley Pohlman***

Sign

Date

Economic Development Coordinator's Report

Major Work Items

EDA

- **Workforce Housing**
 - DBS project moving forward and on schedule for fall groundbreaking.
- **Single Family Housing Land** - Scheduling a meeting with Wade and Diane.
- **SCDP** - UCAP is collecting applications. They will start scheduling site visits later this month (w/o June 26).
- **UCAP Spec Homes** - Construction will begin soon. UCAP has several interested parties on a waitlist for purchase. Once they have appraised values, they will officially list for sale.
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JEDC

- Multi-Tenant Commercial Project
 - In discussion with multiple potential tenants
- Reviewing potential road projects in DP4 and funding opportunities

JBDC

- Met with Brad and Matt regarding possible incorporation.
- Planning a meeting with RETHOS staff in Jackson later this summer (July/August).

Rebuilding Together

- Jackson Rebuilding Together Day was on June 3rd. Six projects were completed. A recap/debrief meeting is scheduled for July.
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Miscellaneous.

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Meeting/Events Attended

- **May 10th - Rebuilding Together**
- **May 11th - SEH - Sunset subdivision planning**
- **May 11th - Jackson HRA**
- **May 12th - Darlene - MRE**
- **May 12th - DBS employer visits**
- **May 15th - KDOM Kaleidoscope**
- **May 15th - Coast building meeting**
- **May 15th - City DBS planning meeting**

Economic Development Coordinator's Report

- May 16th - JEDC
- May 16th - Jackson Rebuilding Together
- May 17th - DBS meeting
- May 17th - CEDA virtual training
- May 18th - City safety training
- May 19th - RETHOS meeting
- May 23rd - Jackson City Council
- May 25th - Virtual Downtown History Tour meeting
- May 26th - DBS infrastructure financing meeting
- May 31st - DBS meeting
- June 1st - JBDC
- June 6th - JEDC
- June 6th - CEDA virtual training
- June 6th - MnHousing
- June 6th - Jackson City Council
- June 8th - Greenseam virtual meeting
- June 12th - JBDC
- June 12th - City Strategic Planning follow-up
- June 13th - EDA
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Upcoming Events/Meetings

- June 14th - Rebuilding Together
- June 20th - JEDC
- June 27th - CEDA Annual meeting in Cannon Falls
- June 28th - CEDA Annual training in Red Wing
- July 3rd - Dave is out of the office
- July 4th - 4th of July - Office closed
- July 6th - JBDC
- July 11th - EDA
- July 26-28th - CGMC Summer Conference in Thief River Falls