

**Jackson Economic Development Authority
Meeting Minutes
Tuesday, January 10, 2023, 12:00 p.m., Jackson City Hall**

Voting Members: Kent Bargfrede, Brandon Finck, Tim Olson, Vice Chair; Rocky Sieler Chair; Arlene Vee, Secretary/Treasurer; and Marcus Polz, Mayor

Staff: Dave Schmidt, and Matt Skaret

Absent: Mike Brinkman

The meeting was called to order by Chairman Sieler at 12:01 p.m., who welcomed Mayor Marcus Polz to the EDA board.

1. Agenda Changes

*** Motion made by Brandon Finck, seconded by Tim Olson, to approve the agenda as presented.
The motion passed unanimously.**

2. Consent Agenda

- a. December meeting minutes

*** Motion made by Kent Bargfrede, seconded by Tim Olson, to approve all consent items.
The motion passed unanimously.**

3. Reports

- a. EDC Report (Attachment A)

Dave reported that the Maxfield report shows that 60 to 70 additional units are needed in Jackson but also projects the population decreasing. However, he believes Jackson will continue to grow and draws that conclusion from the U.S. Census and local labor market needs.

He said he is working with DBS and SEH regarding the next steps. He will forward the Maxfield report to them. So DBS is ready to proceed and will meet with Wendy of SEH.

Maxfield does offer a complete housing market study for a cost of \$15-18K range. However, the report we received cost \$5,200, and Dave is negotiating the fee as he feels the information in the reports needed more details.

The City of Jackson signed an initial agreement with United Community Action Partnership (UCAP) and Small Cities Development Program (SCDP) the Mayor signed. Jeff confirmed with him that they did receive the agreement. He said a public meeting would be held in either March or April, with funding and applications made available.

Dave said he would email the program eligibility criteria for residents and businesses to board members so they could answer questions from residents. He thought that the average median income (AMI) was around \$90K.

Regarding Spec homes, Dave reported that (UCAP) received the grant to build the houses. They anticipate breaking ground in the spring of 2023, with the units completed in the fall.

Dave said one positive change to the program is that the entire City of Jackson is eligible.

Dave said he plans to send a press release to promote the program.

Dave shared that the Family Dollar combo store will complete the exterior build on February 1, 2023. After that, they will start the interior buildout, which is anticipated to take 45 days, with an opening date in late March. The contractor is Spectra out of Carroll, Iowa.

Dave said we are seeking tenants for the Multi-Tenant building. The JEDC is considering building out one of the units and reviewing road projects in DP4. In addition, Bolton and Menk are working on artist renderings and estimates of the Prospect Land and Kuel Avenue areas. That information will be used to seek funding opportunities.

Dave reported that the JBDC did not receive any applications for the Business Challenge, so the application period has been extended to February 28, 2023.

Dave reported that he has an interested entrepreneur that would like to apply for the business challenge if they could open their business in November instead of September.

He said this entrepreneur has an existing business in another community. They will submit their application and concept this week.

The JBDC also elected new officers. Robert Redman was elected president, Kim Church was elected vice president, Rachelle Neal was elected secretary, and Molly Fransen was elected treasurer.

Dave shared that he attended an informal meeting with the City Administrator and finance committee members Wade Wacker and Diane Kruppiak regarding selling the land south of Sunset View to be used for a housing project. Diane said she would like a buffer zone to include many trees and extend the hiking trail from Nelson Creek to the new development.

Matt Skaret, the Jackson City Administrator, said the City is considering purchasing about 102 acres in sections. He said this is an excellent opportunity for the City of Jackson to grow.

b. Financial Report (Attachment B)

Dave gave an update on the EDA financial report and said 20K was allocated for the facade program, for which \$7,500 was approved, which means about \$13K will be returned to the City.

4. Other Business

a. Election of 2023 Officers

The following officers were elected to serve another one-year term:

Rocky Sieler - Chair
Tim Olson - Vice Chair
Arlene Vee - Secretary and Treasurer

*** Motion made by Kent Bargfrede, seconded by Finck, to approve the proposed officers.
The motion passed unanimously.**

b. GMNP Invoice (split with JEDC) (Attachment C)

Dave reported the JEDC voted to approve splitting the GMNP membership fee for 2023 with the EDA.

*** Motion made by Tim Olson, seconded by Brandon Finck, to renew membership in the GMNP for \$250.
The motion passed unanimously.**

c. Jackson Business Challenge,

The board agreed to extend the Business Challenge deadline to February 2023.

d. Midwest Eco-Mercantile

After a brief discussion about the economic impact of the Midwest Eco-Mercantile, the board would like Midwest Eco-Mercantile to have visible signage, increase business hours, and post the hours at the business location. Dave agreed to meet with the business owner to discuss how adding signage, increasing operational hours, promoting the business's website, and growing social media activity will significantly improve foot traffic in the downtown area.

Dave said he would meet with the JBDC board regarding adding language (signage and posting business hours are mandatory) to the competition requirements.

e. 2023 Goals and Direction

- Purchase land to build single-family housing.
- Develop a plan to increase workforce housing.
- Keep moving forward on the three UCAP homes.
- Continue to work toward the sale of the Kruppiak property.
- Work with SEH and DBS on potential projects.
- Arlene would like to develop a five-year strategic plan and would like to meet with JBDC to create the plan. She also emphasized the need for senior living housing.

f. Pay Maxfield Invoice

***Motion made by Kent Bargfrede, seconded by Tim Olson, to pay Maxfield \$2,600.
The motion passed unanimously.**

g. Finance Committee Draft Proposal

***Motion made by Kent Bargfred, seconded by Brandon Finck to work with the finance committee to draft a proposal for the Kruppiak property.
The motion passed unanimously.**

5. Adjourn

Chairman Sieler adjourned the meeting at 1:06 p.m.

Action Items

- **Keuppiak Agreement**
- **DBS and SEH Agreements**
- **Spec Home Agreement**
- **Meet with Midwest Eco-Mercantile**
- **Dave will email Maxfield's report to the board.**
- **Send an email to the board regarding the criteria for the program.**

*Respectfully submitted,
Shelley Pohlman*

Sign

Date

The next scheduled meeting is Tuesday, February 14, 2023, at 12 p.m.