The Jackson City Council met in regular session in the City Council Chambers of City Hall at 6:30 P.M. on Tuesday, October 20, 2015 with the meeting called to order by Mayor Wayne Walter. On the roll call, the following persons were present: Mayor Wayne Walter, Aldermen Bern, Handevidt, Finck, Temple and Cushman, City Administrator Jennifer Bromeland, City Attorney Steve Handevidt, Jackson Economic Development Coordinator Sue Pirsig, Pastor Steve DeKok of the First Baptist Church in Jackson, Engineer Greg Mitchell of Bolton and Menk, Cathleen Amick with Western Community Action, Rich Koch, Teresa Burgoyne, City Clerk/Recording Secretary Dave Maschoff and Justin Lessman of the Jackson County Pilot. (Alderman Donnie Schoenrock was absent.) (A quorum of the City Council was present.)

Scheduled Guests:

**CATHLEEN AMICK WITH WESTERN COMMUNITY ACTION: BUS GARAGE REQUEST**

Cathleen Amick, Transportation Director with Community Transit of Western Community Action, noted that Rich Koch, a board member of Western Community Action was joining her in presenting information to the Mayor and Council.

Amick distributed information providing an overview of the transportation services that Community Transit provides. (See attached) She noted Community Transit provides transportation services to five counties through their transit program. Amick said funding is provided mainly through the Minnesota Department of Transportation, but they have a lot of local supporters. She explained Community Transit provides services for the Human Service Agencies in the area and also a lot of other service providers.
Amick provided information about transportation services specific to Jackson County. She pointed out Community Transit’s accomplishments of projects in 2014 and 2015. Regarding funding, Amick explained Community Transit has a contract with the Minnesota Department of Transportation that covers 85% of their public transportation expenses whereas 15% has to come from local match. Regarding the cities and the counties, Amick said Community Transit has a general agreement with the counties that they also help cover 15% of the match if the fares do not cover those. She went on to explain Community Transit’s vehicle procurement. Amick said vehicle procurement is a different contract agreement with MnDOT that includes 80% funding from MnDOT and 20% funding provided by the local share. She said it’s been a general understanding with the City of Jackson and Jackson County to split the costs for the capital of the vehicles. Amick explained basically MnDOT owns part of the vehicle and the local cities and counties own part of the vehicle. She explained if anything should ever happen to Western Community Action, at least the cities and counties would still have the capital go back to them to be able to continue operations or supporting transportation in the area. She said it’s hoped nothing ever happens to Western Community Action, but that’s how the transportation program was perceived when the transportation program was started back in 1990 with the first vehicle that was purchased for Jackson County.

Amick said since transportation services were started in 1990, they are up to three vehicles that are operated in Jackson County and one back-up vehicle. She also noted Western Community Action has a program that’s called the 5310, the Southwest Mobility Management Initiative. She explained that’s not really a program that provides rides, but a program that helps people find rides and those hard to serve people. Amick said Community Transit works with those people and finds the transportation gaps in the area. She said they also have created a Regional Coordination Council. She said the Regional Coordination Council brings in stakeholders from private transportation providers, public transportation providers in the area and all the stakeholders such as human services providers, job services, disabled councils and similar organizations that talk together about transportation needs.
Amick said that not only covers the immediate five counties, but they also bring stakeholders in from the other four counties in Southwest Minnesota, Pipestone, Nobles, Murray and Rock Counties to discuss what is needed and to continue to move transportation across county lines with their partners.

Amick said she came to the Jackson City Council meeting to discuss what Community Transit has for bus storage options. She said they have been storing their buses for a long period of time at Snick’s signs in Jackson. Amick said since 2005, Community Transit has been looking at what they will do for bus storage in the future and if they expand. She said currently they are not able to get all four buses in the garage at Snick’s Signs. Amick said Community Action is also struggling with security and safety issues to meet new upcoming regulations. She said they have talked with Troy Schneekloth about retrofitting the current garage building, but it’s just not feasible.

Amick said Community Transit has been looking for a location for a new bus garage for the past year. She explained a committee was created consisting of City and County members and have talked about all the options in Jackson County. Amick said one of the options was to see if Troy Schneekloth would be willing to construct a bus garage for Community Transit. She noted they have also been working with several developers in the community to see what options that they could come up with and nothing has been brought forth. Amick reported she also issued a public notice in July informing the community that Community Transit is looking for storage facilities and the specifications needed to meet the new transportation security regulations. But she said they still haven’t received any responses.

Amick said Community Transit has spoken with the County and the County engineers who developed a plan to possibly construct a new building at the City/County Maintenance Facility that will meet their transportation storage needs for up to five buses and allow for expansion if necessary. She said that location would be ideal for snow removal since Community Transit begins their services at 6:30 a.m. and operate until 6 p.m. Amick said having snow removal available would allow the buses to leave on time and return to the garage at the end of the day. Amick also noted the convenience of bus washing and currently fueling at the City/County Maintenance Facility.
Amick said the other thing to keep in mind is the local share for Community Transit’s operating dollars. She said currently their fares cover the 15% that’s needed to match the MnDOT funding. However, Amick explained if for some reason Community Transit is not able to meet that and their expenses continue to go up, they would have to come to the cities and the counties to help subsidize that or the other option would be to cut services. She said anytime Western Community Action is looking at shared expenses, this is an opportunity for them.

Amick pointed out one of the things Western Community can bring to the table is that they can provide monthly rental dollars, or a yearly contract. She explained there is a “ballpark figure” for a building of $250,000, but noted that was not finalized yet. Amick reported the Minnesota Department of Transportation sent a letter to Jackson County assuring the City and the County they are going to be strong supporters of public transportation in Jackson County for the years to come. Amick said Western Community Action would be looking at a possible 20 year service agreement which is still in the negotiation stages and a review of that agreement in five year increments after that. She explained that’s where the discussions currently are at.

Bern asked if the need for security and control of the bus garage are driven by new government regulations.

Amick explained new regulations will require knowing who has access to the vehicles and if the vehicles are secured from any other vehicles and facilities. She said those security measures are not available at the current building used to store the buses because the garage is also open to other renters.

Responding to another question from Bern, Amick said Schneekloth was not interested in investing any more into the current building then he already has.

Bromeland asked when Western Community Action would need a commitment from the City to support the City’s 50% cost share.

Amick said to complete a bus garage project in 2016, the County would need to know by the end of November 2015.
Bern noted Western Community Action has done a lot for the County and the City of Jackson helping the elderly and providing them with transportation. He also noted Western Community Action’s help with community events, such as transportation for Rhythm of the River. Bern said they are a very important part of the community.

Cushman also noted the number of trips and the various ages of people served by Community Transit in Jackson. Cushman said another committee meeting has been scheduled to discuss the proposed project. He said following that, there may be a recommendation to be brought forth to the City Council.

Mayor Walter noted he has made use of Community Transit in the past and said they provide a great service.

Amick noted that Bonnie Nielsen coordinates the Community Transit service. Temple asked about the amount of money a 50-50 split would represent.

Amick explained for the purchase of the vehicles, buses for 2016 are purchased off of the state bus procurement and they are ranging in price around $74,000. She said 20% of that would be about $14,000 and 50% of that would be approximately $7,400. Amick noted a lot is being invested into the vehicles and Western Community Action wants to make sure the vehicles are protected for the long term.

Bern thanked Amick for attending the Council meeting and explaining their services and proposed plans.

Mayor Walter also thanked Amick for her presentation.

**TERESA BURGOYNE REGARDING LETTER RECEIVED ABOUT BUILDING**

Teresa Burgoyne said she was speaking to the Mayor and City Council regarding a letter she received from the City at the first of October regarding a City Councilman’s concern about the condition of her building a 312 River Street. She explained she has a large block building that has been there for approximately 100 years. Burgoyne said she obtained a building permit when one corner of the building had been struck by a truck and it has been repaired. She explained another building permit was obtained when a trailer went through a wall and that has also been repaired. Burgoyne said there is a crack in the building, but the wall leans in and is not going to fall on the sidewalk. She said it’s an issue she’s working on.
Burgoyne said she thinks the letter is a personal issue brought about by someone else. She if the Council or someone wants to look at her building, they are welcome to do so. Burgoyne said she has an active building permit and she is working on the building. She said it shouldn’t be an issue.

Bern asked what she has done to fix the building.

Burgoyne said one corner of the building has been replaced with cement and blocks.

Bern asked about what was done to repair the cracking.

Burgoyne explained that was all replaced with all new.

Bern asked about the west wall of the building.

Burgoyne said that wall was struck by the trailer. She explained studding and wood were installed so if it’s struck again, the repairs will be much less expensive.

Bern asked about the crack on the southwest corner of the building.

Burgoyne explained it has been braced along the inside of the wall. She said as they repair, everything moves. Burgoyne said an all new cement foundation has been installed on the part that’s been completed so it’s different than the old part of the building. She reiterated it’s been braced in the inside of the building and they are working on it.

Bern asked how long the crack has been in the building.

Burgoyne said it has been within the last year.

Bern commented he thought it’s been longer than a year. Bern asked what building inspector Bill Boltjes had to say about the building.

Maschoff replied Boltjes looked at the building, but did not inspect the inside of it.

Burgoyne said Boltjes is welcome to inspect the building if he would like to.

Bern said that’s what he would like done to make sure the building is safe. He said the concern came from him and it was not a personal vendetta. Bern said he was concerned about the crack in the building and safety with people walking on the sidewalk next to the building.

Burgoyne said Boltjes would be welcome to inspect the building.

Bern asked about when the roof on the building would be completed.
Burgoyne said currently a building permit has been obtained to put an
addition to her son’s house two doors down, so they are keeping busy.
Bern said building inspector Bill Boltjes will stop by to inspect the shed.
Burgoyne replied he can stop by anytime.
Bern thanked Burgoyne.

(Burgoyne leaves the meeting)

There were no unscheduled guests at the meeting.

CONSENT AGENDA

TEMPLE/HANDEVIDT moved and it was unanimously carried to approve the
Consent Agenda as presented.

Council Discussion Items

REVIEW AND APPROVE QUOTE TO INSTALL GUARDRAIL AND LADDER ABOVE
ELECTRICAL TESTING ROOM AT CITY/COUNTY MAINTENANCE FACILITY

Bromeland explained per a meeting with Jackson County Engineer Tim Stahl
and Jeff Bechtold with Missouri River Energy Services (MRES) at the City/County
Maintenance Facility, a guardrail and ladder are required above the City’s electric
meter testing room, as per OSHA safety rules. She said currently, there are items
being stored above the electric meter testing room, even though there are no
guardrails or attached ladder.

Bromeland said according to Contegritity Group, the contractor that worked on
the City/County Maintenance Facility Project, the cost to install a guardrail and
ladder is $5,757.

Bromeland provided two pictures to the Mayor and Council, one showing the
space above the City’s electric meter testing room, and one showing a guardrail
and ladder above a County space at the City/County Maintenance Facility. She
also noted a quote from Contegritity Group was included.
Bromeland explained a motion would be necessary from the Council to approve expending $5,757 to install a guardrail and ladder above the City’s electric meter testing room. She said the expense would be paid for using Electric Funds.

BERN/FINCK moved and it was unanimously carried to approve expending $5,757 to install a guardrail and ladder above the City’s electric meter testing room.

REVIEW AND DISCUSS FOLLOW-UP REGARDING REQUEST FOR ADDITIONAL “DO NOT ENTER/WRONG WAY” SIGNS IN DOWNTOWN AREA

Bromeland updated the Mayor and Council on a request that was received by Councilman Bern at the October 6th City Council meeting concerning the posting of additional “Wrong Way/Do Not Enter” signs in the downtown business area. She explained for the purposes of providing background, the request was made due to a recent uptick in the number of vehicles traveling the wrong way on blocks marked as being one-way. Bromeland said per Street Superintendent George Tauer, six (6) additional signs will be ordered at a cost of approximately $50 per sign, plus installation, totaling about $1,000 to complete the project. She said Tauer indicated the signs would be posted before the end of November 2015. Bromeland said the signs will be paid for using funds budgeted in line item #101-43140-2226 in the Sidewalks and Crosswalks budget.

Bromeland noted no Council action was necessary as the item was included on the Council agenda for the purpose of providing follow-up to the entire City Council.

REVIEW AND APPROVE 2016 ELECTRICAL ENGINEERING CONTRACT

Bromeland provided copies of the Engineering Agreement from DeWild Grant Recker and Associates (DGR) for the 2016 Electric Distribution Project. She also provided copies of Task Order “0” for ongoing miscellaneous services not otherwise covered by another agreement when requested by the City of Jackson, and Task order No. 1: for the 2016 Electric Distribution Conversion.
Bromeland explained DGR has worked with Jeff Becthold and Jeremy Boogerd with MRES to identify the scope of the project for 2016. She noted the cost for engineering services for the upcoming project will be $56,000, and will be paid for using monies allocated in the 2016 budget for this purpose. Bromeland explained the 2016 project is scheduled to include converting from overhead to underground on South Sverdrup Avenue, Hilltop Avenue, Ray Avenue and Springfield Parkway.

Bromeland said due to DGR wanting to begin design work yet this fall for a spring 2016 bid opening, the Engineering Agreement is being presented to the City Council at their October 20th meeting for review and approval. She noted under normal circumstances, the agreement would be presented to the Public Utilities Commission first for their review and approval.

Bromeland informed the Council a motion was necessary to approve entering into a contract with DGR for engineering services for the 2016 Electric Distribution Conversion Project.

TEMPLE/FINCK moved and it was unanimously carried to have the City enter into a contract with DGR for engineering services for the 2016 Electric Distribution Conversion Project.

**REVIEW AND DISCUSS ADOPT-A-TRAIL PROGRAM**

Bromeland informed the Mayor and Council that included in the goals section of the City’s Active Living Plan, which was recently completed in May of 2015, was a recommendation that an Adopt-a-Trail Program be established to help ensure trail maintenance during the warmer months. She explained as a result, the City applied for and received funds through a Statewide Health Improvement Program (SHIP) mini-grant to purchase signs and posts to create an Adopt-a-Trail program. She said Adopt-a-Trail volunteers are asked to visit their respective adopted trail section at least twice a month during the warmer months to make note of any sticks, rocks, or other debris or vandalism or safety concerns that need to be addressed. Bromeland said all concerns are to be reported directly to City Hall; volunteers would not be expected to clear the trail of debris or address any safety or vandalism concerns directly.
Bromeland explained the only cost to the City for the program is the expense associated with replacing Adopt-a-Trail signage as turnover in volunteers occurs. She said the initial cost for the signs and posts were covered by the SHIP mini grant. She said no action was necessary by the Council since it was included on the agenda for informational purposes.

Cushman asked if interested individuals could volunteer to adopt-a-trail and pick up trash and that sort of thing to keep them neat.

Bromeland said they would welcome to do so.

Bern asked about if someone discovered a washout along the trail. He noted if individuals or organizations volunteer, they should receive a guideline of what they need to do, or be aware of.

Bromeland said the Street Department would then take care of matters such as a washout and guideline information would be distributed to those that volunteer to adopt-a-trail.

**MAYOR'S PROCLAMATION FOR JACKSON MANUFACTURING WEEK**
**(OCTOBER 19-OCTOBER 23): MAYOR AND EDC**

Reading from a prepared document (attached), Mayor Walter proclaimed the week of October 19 to October 23, 2015, as Jackson Manufacturing Week in the City of Jackson.

**REVIEW AND APPROVE CITY OF JACKSON SQUAD CAR REPLACEMENT RECOMMENDATION**

Bromeland informed the Mayor and City Council that Sheriff Roger Hawkinson had sent a letter regarding a recommendation to purchase a new squad car, specifically, a 2016 Ford Explorer 4x4 in the total amount of $36,570.95 which includes the cost for equipment and installation in the new squad. She explained, as Sheriff Hawkinson alluded to in his letter, there is approximately $137,679 in the Capital Equipment Fund for the City of Jackson for future capital purchases such as vehicles and equipment. Bromeland said the Capital Equipment Fund is funded using unspent City budgeted funds for law enforcement services at year end. She said to date, the $137,679 is comprised of unused funds set aside by the City in its budget for law enforcement services for years 2012, 2013 and 2014.
Bromeland noted according to Sheriff Hawkinson, the 2016 Ford Explorer will replace either the 2010 Chevrolet Tahoe or the 2011 Ford Crown Victoria. She said since the City initially purchased these vehicles before contracting with the County for law enforcement services, the City can re-acquire one of the vehicles at no additional cost for use at the airport as an airport courtesy car.

Bromeland said a motion would be necessary to accept Sheriff Hawkinson’s recommendation that 2016 Ford Explorer 4x4 be purchased in the amount of $36,570.95 to replace either the 2010 Chevrolet Tahoe or 2011 Crown Victoria, and using Capital Equipment Funds to do so.

Finck asked if the Sheriff’s Department had checked for vehicles at the local dealership. He said the City needs to show their support to shop local and to check to see if the local dealership would have a vehicle they could offer at a competitive price.

Bromeland asked if it was the consensus of the Council to have the Sheriff’s Office check the local dealership for a vehicle for pricing before a decision is made.

It was the consensus of the Council

Regarding whether to use the Chevrolet Tahoe or the Crown Victoria as an airport courtesy car, Cushman said the Tahoe would probably have a greater resale value and the Crown Victoria would have good value to use as an airport courtesy car.

Bromeland said she would follow up with the Council regarding what the Sheriff’s Office finds out regarding asking the local dealership about a vehicle at the next City Council meeting.

REVIEW AND DISCUSS STATUS OF EAST ASHLEY STREET AKA “EROSION HILL” SETTLEMENT REPAIRS

Bromeland provided a memo to the Mayor and City Council to provide an update as to the status of the East Ashley Street “Erosion Hill” settlement repair as the City has been contacted by property owners who live along that street wondering when the repair will be completed. She explained per her inquiry to the City’s engineer with Bolton and Menk, Greg Mitchell, Civil Ag Group (CAG) completed the original work on East Ashley Street.
Bromeland went on to say since that time, CAG was bought by Hoffman Concrete, and Hoffman Concrete has agreed to replace the concrete that has settled in the area referred to as “Erosion Hill”. She said also, per Greg Mitchell, Hoffman Concrete has indicated that they will complete the work yet this season in 2015, although they haven’t given a specific timeframe.

For the purposes of providing background, Bromeland said Street Superintendent George Tauer obtained a quote from BKC Construction in July of 2015 in the amount of $8,847.75 to make the necessary repairs, and this quote was approved by the City Council. She said since that time, Mitchell has been in contact with Hoffman Concrete to try and work out an arrangement in which the City is only responsible for a portion of the corrective action versus the entire amount. Bromeland said according to Mitchell, the City will be responsible for cost sharing the cost for concrete material and for hauling away excess concrete material. Other than that, she said it isn’t anticipated that the City will be responsible for any other costs associated with the repair.

Bromeland said no action was necessary by the Council as this item was included on the agenda for informational purposes.

Other

**Economic Development Coordinator Report**

Jackson Economic Development Coordinator provided an update of the JEDC’s activities over the past month. She reported there are currently 14 business leads the Economic Development Office has been in contact with. Pirsig said the leads come from suggestions from JEDC Board members, citizens in the community, and people who contact the Economic Development Office inquiring about starting a business.

Pirsig said the JEDC has been working with City Administrator Bromeland and engineer Greg Mitchell to review the completed Jackson Crossing Infrastructure project to make sure what City pays for is what JEDC needs for development purposes in the future and everyone is satisfied with what’s been done.
Pirsig reported the JEDC is working toward the completion of their annual business visits. She explained herself, a staff person and several of the JEDC Board members visit each of the Industrial Park businesses during the course of a year. Pirsig said this year they will probably get more of those visits completed than in the recent past. She said they try to keep that connection with the City's industrial partners and the large employers in the Industrial Park so they know who to talk to when they need help or something is happening with their business that the JEDC and the Economic Development Office can help with.

Pirsig said during Manufacturers' Week, the JEDC and the Jackson Chamber of Commerce provide cookies for employees of each of the partners in the Industrial Park. She said the City provides the transportation to deliver the cookies. Pirsig said it's made known to the businesses and their employees how important they are to making Jackson prosperous. She added the businesses are presented a certificate from the State of Minnesota thanking them for operating a business in the Jackson community and the State. Pirsig also noted other aspects of Manufacturing Week including the Mayor's Proclamation and a trivia contest on KKOJ/KRAQ radio in Jackson about local businesses with those answering the question correctly winning a prize from the radio station.

**Women of Today Monster Dash – Use of the Trails**

Bromeland noted the Jackson Women of Today will be hosting their annual Monster Dash on October 24, 2015 and will make use of the trails on Springfield Parkway and Sunset View. She said the Women of Today wanted to inform the Mayor and Council of the event as a courtesy. Bromeland noted proceeds from the Monster Dash go towards community projects.

**Councilman Dave Cushman**

Cushman asked if City staff could look into getting a podium for the Council Chambers. He said it would allow guests speaking to the Council to be more comfortable and offer a place for them to set their papers when speaking to the Mayor and City Council.

Bern added the podium could have the Jackson logo on it.
Councilman Fred Bern

Councilman Bern asked if there were plans by the developers of the Eagle Ridge Townhomes regarding landscaping to make it more personable.

Pirsig said she believes they will landscape the property to make it inviting.

Finck asked if the question about landscaping could be passed along to Rick Goodemann of the Southwest Housing Partnership, the developers of the project.

Pirsig said she would pass along that question to Goodemann.

**ADJOURNMENT**

FINCK/BERN moved and it was unanimously carried to adjourn.

[Signature]
David A. Maschoff, Council Secretary