

# CITY OF JACKSON

## CITY COUNCIL AGENDA

January 19, 2016

6:30 P.M.

1. **Call Meeting to Order**
2. **Roll Call/Quorum:** All council members present except \_\_\_\_\_
3. **Public Hearing:**
4. **Bid Lettings**
5. **Open Forum:** The Open Forum is a portion of the Council meeting where a maximum of three persons will be allowed to address the Council on a subject which is not a part of the meeting agenda. Persons wishing to speak must register in person with Dave Maschoff, Council Secretary, prior to the meeting. Unscheduled guests are limited to two minutes each. The Council may not take action or reply at the time of the statement but will give direction to staff at the end of the meeting regarding investigation of the concerns expressed.
  - A. **SCHEDULED GUESTS:**
    - I. Bob Cohrs, Jacque Gamet, and Eric Hanson with Short Elliot Hendrickson (SEH): Airport Master Plan Update and Next Steps
  - B. **UNSCHEDULED GUESTS:**
6. **Consent Agenda:** All items listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion and an affirmative vote of a majority of the members present. There will be no separate discussion of these items unless a Council member so requests, in which event the item(s) will be removed from the Consent Agenda and considered separately by the Council under “8” below. These Consent Agenda items will also include motions approved by committees, commissions and boards of the City Council.
7. **Council Discussion Items**
  - A. Review and Discuss Flag Request
8. **Other:** Economic Development Coordinator Report
9. **Executive Session:** The meeting will be closed as permitted by section 13D.03 to discuss the City’s labor negotiation strategy related to the City’s negotiations with Local 49.
10. **ADJOURNMENT**

*Jackson is a welcoming community that promotes a healthy, active lifestyle for all ages; that values its youth; that celebrates cultural diversity; that experiences and nurtures a learning environment; and that capitalizes on the interstate to expand its manufacturing, ag services and emerging technologies base and to attract people to its vibrant downtown and unique attractions.*

January 19, 2016

**Reports/Informational**

1. Planning and Zoning Commission Minutes – December 14, 2015
2. Memo Regarding Audit Engagement Letter for Year Ended 2015
3. Street Committee Minutes – January 5, 2016
4. Memo Regarding Special Rate Class Recommendation
5. Memo Regarding Fluoridation Variance Request
6. Letter from Ambulance Director
7. Utilities Commission Minutes – January 4, 2016
8. Liquor Committee Minutes – December 14, 2015
9. Memo Regarding Purchase of Digital Electric Meters
10. Memo Regarding Purchase of Replacement Valves for the Water Department
11. Memo Regarding Amendment to Loan Guidelines
12. Airport Handout from Airport Consultants
13. Memo Regarding Library Proposal Request No. 7
14. Sheriff's Report for December 2015

**6. Consent Agenda Items**

A. Approval of Minutes – Jan. 5, 2016

B. Bills List – Jan. 19, 2016

C. Public Utilities Commission

**PUC RECOMMENDATIONS:** (1) Approve establishing a special rate class for electric customers whose peak demand exceeds 40KW, but whose usage is for sports facilities where lighting is only used after 6:00 p.m., during off-peak hours. These customers would be served under the Seasonal Off Peak rate instead of the regular Large Power rate. For 2016, the Special Rate will be set at \$0.17 per KW hour, with a monthly service charge of \$24; the monthly service charge and per KW charge will be reviewed annually. (2) Approve amending the Energy Efficient Loan Program Guidelines so that the amount available to be loaned annually is capped at \$10,000, and that City staff work with legal counsel to establish criteria for the loans to be adequately secured to protect the City in the event of a default. (3) Approve a request by the Water Department to submit an application to the Minnesota Department of Health for a discretionary variance to Minnesota Rule 4720.0030 on behalf of the Jackson Water Supply. The variance will allow the Jackson Water Supply to maintain a lower optimal fluoride concentration in its drinking water, at an average of 0.7 mg/L within the range of 0.5 to 0.9 mg/L.

D. Chamber of Commerce Requests to Use City Streets and Parks and Misc. Requests for 2016 Events

**STAFF RECOMMENDATIONS TO APPROVE THE FOLLOWING:**

1. June 23<sup>rd</sup> – “Franks A Lot” Night- use of 2<sup>nd</sup> Street, from the intersections of Sheridan to West Ashley Street (3 blocks, leaving West Ashley open for cross traffic), and from West Ashley Street, to White Street from 4 p.m. until 9 p.m., and to include the use of approximately 24 orange cones from the Street Department, and the use of 22 picnic tables for the downtown area.
2. June 24<sup>th</sup> – Sanford Kids Triathlon (swim, bike and run) at the JCC High School. Racing starting at 6 p.m. Route to be determined by the Race Directors and Tri for Health Committee.
3. June 25<sup>th</sup> – Sanford Adult Triathlon (swim, bike and run) at the JCC High School. Racing starting at 8 a.m. Route to be determined by the Race Directors and Tri for Health Committee.

4. June 25<sup>th</sup> – Town and Country Days Parade at 11 a.m. Line up begins at 10 a.m. using North Highway, and Dewey Street going South for staging of floats and parade entries. Parade to run East on North Highway, across Highway 71 to Second Street, South on 2<sup>nd</sup> Street to Bailey Street and disperse. Sheriff's Reserve to maintain the Ashley Street intersection and Highway 71 for emergency traffic needs. Waive parade permit fee. (Parade route subject to change)
5. June 25<sup>th</sup> – use of Ashley Park for Inflatable Carnival. Attractions will be available from 12 to 6 p.m. Park entrance will need to be blocked to prevent vehicles from entering due to pedestrian traffic at these times. Set-up will take place approximately 10 a.m. to 12 p.m.
6. June 26<sup>th</sup> – use of Ashley Park for Community Church Service, followed by picnic lunch.
7. July 8<sup>th</sup> – Family Night Out (Holiday Fest Fundraiser) use of Ashley Park from 4 p.m. to 9 p.m.
8. July 8<sup>th</sup> and 9<sup>th</sup> – use of Ashley Park for Rhythm of the River Festival. Waive all associated fees.
9. December 3<sup>rd</sup> – Holiday Fest Parade line up in Ashley Park. Route is State Street to 2<sup>nd</sup> Street, south to West Ashley Street, then east to City Hall parking lot. Waive Holiday Fest parade permit fee.
10. December 3<sup>rd</sup> – Fireworks to be displayed as part of the Holiday Fest celebration. Waive fireworks permit fee.
11. Approve gambling permit for the Jackson Area Chamber of Commerce Fundraisers in 2016 and approve a gambling permit for Fort Belmont fundraisers (January-September 2016) I.e. the Black Powder Rifle Raffle and General Raffle.

E. Audit Engagement Letter for Auditing Services for Year Ended 2015

**STAFF RECOMMENDATION:** Authorize the Mayor to sign the Audit Engagement Letter for Auditing Services for Year Ended 2015 with Eide Bailly. (The total cost for audit will be \$35,600.)

F. Ambulance Department Requests

**AMBULANCE DIRECTOR RECOMMENDATION:** (1) Approve increasing the hourly EMT pay from \$17.00 to \$20.00, and the hourly EMR pay from \$12.00 to \$15.00, for the purpose of retention and recruitment; and (2) Approve increasing the EMS Manager's pay from \$18.00 per hour to \$20.00 per hour.

G. Proposal Request No. 7 for Library Expansion and Renovation Project

**ARCHITECT'S RECOMMENDATION:** Approve Proposal Request No. 7 for the Jackson Library Project in the amount of \$1,142.00, using contingency funds included as part of the project budget.

H. Planning Commission

**PLANNING COMMISSION RECOMMENDATION:** Approve Conditional/Interim Use Permit for Troy Schneekloth for the placement of one 8' by 40' conex box storage unit at Snick's Signs located at 960 Highway 71 North in Jackson and that it, according to City Code, be placed and maintained in compliance with setback requirements for permanent structures, anchored according to the Minnesota State Building Code and manufacturer's specifications and be maintained so that all exterior surfaces are covered with paint of the same color, with no bare metal exposed to the elements.

I. Electric Department Meters

**STAFF RECOMMENDATION:** Approve purchasing 288 digital meters from Irby at a cost of \$8,928, and using budgeted funds to do so.

J. Water Department Valves

**STAFF RECOMMENDATION:** Approve purchasing two replacement valves from Hydro Tech Service at a cost of \$8,140, and using budgeted funds to do so.

