

**CITY OF JACKSON**

**CITY COUNCIL AGENDA**

**February 8, 2016**

**6:30 P.M.**

1. **Call to Order**
2. **Roll Call/Quorum: All council members present except \_\_\_\_\_**
- 2a. **Oath of Office:**
3. **Public Hearings:**
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:**
  - 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 Approve Lowest Proposal Received for Snow and Ice Removal Services at the Library
  - B. Review and Approve Lowest Proposal Received for the General Maintenance of Bushes, Perennials, and Shrubs at Designated City Locations
  - C. Review and Approve Agreement for Professional Services with CBS Squared Inc. for Jackson City/County Transit Project
  - D. Review and Discuss Follow-Up Regarding Previously Approved Electrical Work at Central Park Gazebo
  - E. Review and Approve Res. No. 04-216 for M&O Grant Contract for Jackson Municipal Airport
  - F. Review and Approve Res. No. 05-216 In Support of Increasing LGA in the 2016 Legislative Session
8. **Other:** (1) TH 71 Bridge Project Open House with MnDOT, from 4 p.m.-6 p.m. at City Hall on Monday, February 29th; and (2) Update Regarding Financing for Sanitary Sewer Extension Project.
9. **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.*

**February 8, 2016**

**Reports/Informational**

1. Memo Regarding Proposals Received for Snow and Ice Removal Services at Library
2. Memo Regarding Proposals Received for General Maintenance of Bushes, Perennials, and Shrubs at Designated City Locations
3. Memo Regarding Agreement with CBS Squared Inc. for Jackson City/County Transit Project
4. Monthly Power/Stats Report
5. Park Board Minutes – January 12, 2016
6. Special Finance Committee Minutes – December 22, 2015
7. Memo Regarding Finance Committee Recommendation to Purchase a New Pay Loader
8. Memo Regarding Estimate for Inspection and Maintenance of Well No. 6
9. Memo Regarding Hiring of Additional Part-Time Liquor Store Clerk
10. Copy of Winter 2016 City Newsletter
11. Copy of Rating Report Issued by Moody’s Investors Services for Electric Enterprise Revenue Bond
12. Memo Regarding Pay Estimate No. 6 & Final for 2013 Street Improvements Project
13. Memo Regarding Pay Application No. 6 for Library Expansion and Renovation Project
14. Memo Regarding Quote for Purchase of Transformer and Pad Box
15. Memo Regarding Electrical Work at Gazebo at Central Park
16. Copy of Overtime Report for 2015
17. Memo Regarding Maintenance and Operation Grant Contract for Jackson Municipal Airport
18. Memo Regarding Resolution in Support of Increased LGA for 2017
19. Information from Coalition of Greater MN Cities about Legislative Action Day at the Capitol on Mar. 16<sup>th</sup>
20. Memo Regarding Financing Update for Sanitary Sewer Extension Project (To be distributed on Monday)
21. Finance Committee Meeting Minutes – January 25, 2016
22. Monthly Building Report – January 2016
23. Memo Regarding Proposal Request No. 8 for Jackson Library Project (To be distributed on Monday)

**6. Consent Agenda Items**

- A. Approval of Minutes – January 19, 2016
- B. Bills List – February 8, 2016
- C. Finance Committee  
**FINANCE COMMITTEE RECOMMENDATION:** Approve the purchase of a new pay loader for the Street Department from Ziegler CAT through the State Cooperative Purchasing Venture in the amount \$162,020, and using budgeted funds to do so.
- D. Public Utilities Commission  
**PUC RECOMMENDATIONS:** (a) Approve a quote from Thein Well Company to pull, inspect, and reinstall Well No. 6 at a cost up to \$29,587.12, and using budgeted funds to do so. (b) Approve the purchase of an electric transformer and box pad from Border States Electric in the amount of \$7,800, and using budgeted funds to do so.

- E. Hiring of Additional Part-Time Liquor Store Clerk  
**STAFF RECOMMENDATION:** Authorize the hire of Amber Rhubee as a part-time liquor store clerk for the Jackson Liquor Store at the hourly rate of \$11.38, contingent upon the successful completion of a background check.
- F. Pay Estimate No. 6 and Final  
**ENGINEER'S RECOMMENDATION:** Approve Pay Estimate No. 6 and Final to Holtmeier Construction in the amount of \$42,395.99 for work completed on the 2013 Street Improvements Project. (This payment closes out the project and releases all retainage as the contractor has submitted all of the necessary paperwork to do so.)
- G. Pay Application No. 6 – Jackson Library Expansion and Renovation Project  
**ARCHITECT'S RECOMMENDATION:** Approve Pay Application No. 6 to Salonek Concrete & Construction in the amount of \$110,411.06 for work completed in conjunction with the Jackson Library Expansion and Renovation Project.
- H. Maintenance and Operation Grant Contract for Jackson Municipal Airport  
**STAFF RECOMMENDATION:** Authorize the Mayor and City Administrator to execute the Airport Maintenance and Operation Grant Contract for the Jackson Municipal Airport for State Fiscal Years 2016 and 2017 in the amount of \$58,530 (total for both years - \$29,265 for FY2016 and \$29,265 for FY2017).
- I. Dance Permit for the Jackson Fire Department and Ambulance Service  
**STAFF RECOMMENDATION:** Approve Dance Permit and waive the fee for the Jackson Fire Department's annual Fireman's Dance on March 18, 2016 at 8:30 p.m. to March 19, 2016 at 12:30 a.m. at the Jackson National Guard Armory.
- J. Liquor License Matters  
**STAFF RECOMMENDATIONS:** (1) Approve the American Legion's application for a One-Day Temporary On-Sale Liquor License for March 5, 2016 at the Jackson National Guard Armory for the Des Moines Valley Chapter of the Minnesota Deer Hunters Association's annual banquet. (2) Approve the American Legion's application for a One-day Temporary On-Sale Liquor License for the annual Jackson Firemen's Dance to be held at the National Guard Armory on March 18, 2016.
- K. Proposal Request No. 8 for Library Expansion and Renovation Project  
**ARCHITECT'S RECOMMENDATION:** Approve Proposal Request No. 8 for the Jackson Library Project in the amount of \$998.00, using contingency funds included as part of the project budget.