

# CITY OF JACKSON

## CITY COUNCIL AGENDA

AMENDED

March 15, 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:**
  - 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 Credit Application to Purchase Wholesale Aviation Fuel for Resale at the Airport
  - B. Review Notice of Informational Meeting for Jackson County JD No. 18, 73, and Private Ditch (Mayor Walter)
  - C. Review and Approve Resignation from Street Superintendent George Tauer
  - D. Review and Approve Adopt-A-Trail Program Guidelines and Waiver Form
  - E. Review and Approve Promissory Note and First Amendment to Promissory Note with SMBS
8. **Other:** Economic Development Coordinator Report
9. **Executive Session:** (1) The meeting will be closed as permitted by the attorney-client privilege (section 13D.05, subdivision 3(b)) to discuss pending litigation involving the City's electric utility and an undercharge billing matter; and (2) The meeting will be closed as permitted by section 13D.05, subdivision 3(c), to determine the asking price for City-owned land located along Ballard Avenue.
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.*

## March 15, 2016

### Reports/Informational

1. Memo Regarding Liability Coverage Waiver Form
2. Memo Regarding Purchase of Pickup for Water Department
3. Memo Regarding Airport Farmland and Exploratory Work to Determine Tiling Needs
4. Monthly Building Report – February, 2016
5. Finance Committee Minutes – March 2, 2016
6. Finance Committee Minutes – February 23, 2016
7. Liquor Committee Minutes – February 22, 2016
8. Memo Regarding Credit Application to Purchase Aviation Fuel for Airport
9. Information from Jeff Gladis with SCDP
10. Park Board Minutes – March 8, 2016
11. Memo Regarding Ambulance EMT Resignation
12. Memo Regarding State of MN DNR Lease Agreement for Storage Space at the Airport
13. Memo Regarding Community Foundation Grant Application for Dumont Park
14. Airport Commission Minutes – February 24, 2016
15. Memo Regarding Letter of Resignation from Street Superintendent
16. Letter from County Assessor Regarding City Parcel with Electric Substation
17. Memo Regarding Adopt-a-Trail Program Guidelines and Waiver Form
18. Memo Regarding Promissory Note and First Amendment to Promissory Note with SMBS
19. Memo Regarding Notice of Informational Meeting for Jackson Co. JD No. 18, 73, and Private Ditch Project
20. Rental Housing Committee Minutes – March 7, 2016

### 6. Consent Agenda Items

- A. Approval of Minutes – February 29, 2016
- B. Bills List – March 15, 2016
- C. Finance Committee  
**FINANCE COMMITTEE RECOMMENDATION:** Authorize the Water Department to purchase a 2016 GMC Sierra 3/4 ton pickup from Nelson Auto Center Fleet Department in Fergus Falls via the State of Minnesota purchasing contract in the amount of \$26,635.50, and using 601 funds to do so.
- D. Airport Commission  
**AIRPORT COMMISSION RECOMMENDATION:** Approve hiring Svoboda Excavating to perform exploratory work in the spring of 2016 for the purpose of determining what tiling work is needed for a portion of the City’s airport farmland at a cost not to exceed \$2,500.
- E. Liability Coverage Waiver Form from League of Minnesota Cities Insurance Trust  
**STAFF RECOMMENDATION:** Based upon past practice, it is recommended that the City Council “does not waive” the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.
- F. Resignation of Ambulance Department EMT  
**AMBULANCE RECOMMENDATION:** Accept the resignation of Brynn Muir as an EMT for the Jackson Ambulance Service.

- G. State of Minnesota DNR Lease Agreement for Storage Space at the Jackson Municipal Airport  
**STAFF RECOMMENDATION:** Authorize entering into a lease agreement with the State of Minnesota for a period of one year, commencing on July 1, 2016, and continuing through June 30, 2017, with \$1,080 due and payable in equal quarterly installments of \$270 from the State of Minnesota to the City of Jackson for leased premises (Hangar #1, Unit #1) at the Jackson Municipal Airport.
- H. Submittal of Jackson Community Foundation Grant Application Form  
**STAFF RECOMMENDATION:** Authorize City staff to submit a grant application to the Jackson Community Foundation in the amount of \$750.00 for the purpose of obtaining funding to acquire a new piece of playground equipment for Dumont Park.