

April 18, 2023
Jackson, Minnesota

The Jackson City Council met in regular session in the Council Chambers of City Hall and also by Teleconference and Zoom at 6:00 p.m. on Tuesday, April 18, 2023 with the meeting called to order by Mayor Marcus Polz. On the roll call, the following persons were present in-person, Mayor Marcus Polz, Alderwoman Sara Mix and Aldermen Mark Titus, Chris Naumann, Nathan Peterson and Joe Pell. Also attending in-person were City Administrator Matt Skaret, City Attorney Brad Anderson, Street Superintendent Phil Markman, Water/Wastewater Superintendent Tony Oxborough, Luke Ewald of Des Moines Valley Health and Human Services, Helen Mekosch of the Jackson Senior Center, Engineer Eric Hanson of HDR, Community and Business Development Specialist Dave Schmidt of Community and Economic Development Associates (CEDA), Jackson County Sheriff Shawn Haken, Bill Brandt of the Riverside Farmers and Makers Market, Cay Gjertsen of the Jackson Center for the Arts, Jackson County Assessor Karla Ambrose, Taylor Dunker of the Jackson County Assessor's Office, Whitney Bretzman of the Jackson County Assessor's Office, Mitch Jasper, Dennis Hunwardsen, Joe Carr, Jim Hatten, Alan Stammer, John Weland, City Clerk/Council Secretary Dave Maschoff, Justin Lessman of the Jackson County Pilot and Matthew Grisham of KKOJ/KUXX Radio. Joining the meeting via Teleconference and Zoom was Engineer Troy Nemmers of Bolton and Menk and Shelley Pohlman of Community and Economic Development Associates (CEDA). (Alderman Brandon Finck was absent.) (A quorum of the City Council was present.)

PLEDGE OF ALLEGIANCE

Mayor Polz announced the Pledge of Allegiance would be recited before the City Council meeting was called to order. All those attending the meeting in-person and by Teleconference and Zoom recited the Pledge of Allegiance.

CALL THE MEETING TO ORDER

Mayor Polz called the regular meeting of the Jackson City Council to order. He said the roll called showed all Councilmembers were present except for Alderman Brandon Finck.

There were no Public Hearings, Bid Lettings or Open Forum.

Unscheduled Guests:

Mayor Polz asked if there were any unscheduled guests in the Council Chambers.

Mayor Polz again asked if there were any unscheduled guests in the Council Chambers.

Mayor Polz asked for a third time if there were any unscheduled guests in the audience.

Seeing and hearing no unscheduled guests, Mayor Polz said the Council would move onto the Consent Agenda.

CONSENT AGENDA

Mayor Polz entertained a motion to approve the Consent Agenda.

Skaret noted there were typographical errors on Consent Agenda (N). He said the pay grade for the Public Works Director should be 15.12 and not 14.12 and it should be Grade 15.13, not 14.13 effective August 1, 2023 contingent upon satisfactory performance review.

PETERSON/TITUS moved and it was unanimously carried to approve the Consent Agenda as presented with the correction of the typographical errors in Consent Agenda Item (N).

BOARD OF APPEAL AND EQUALIZATION

Mayor Polz welcomed members of the Jackson County Assessor's Office.

Jackson County Assessor Karla Ambrose introduced herself and Whitney Bretzman and Taylor Dunker who are appraisers for the City of Jackson. She said Bretzman and Dunker were attending to assist with any questions that may be asked during the Board of Appeal and Equalization meeting.

Just as a reminder, Ambrose said during the Board of Equalization, they are available to discuss values, not taxes. She said the Assessor's staff can't answer any questions on taxes. Ambrose said values on properties are the values that would have been received on the notices that were sent to property owners outlining the values for the payable year of 2024.

Ambrose referred to the informational handouts she distributed to Mayor Polz and Councilmembers. She explained each year there's a sales study. Ambrose said it's a 12-month sales study so this study would be from October 1st, 2021 through September 30th, 2022. She said that's the period they use for information regarding sales. Ambrose said the County Assessor Office's estimated market value needs to be within 90 to 105 percent according to the Minnesota Department of Revenue. She explained if it does not fall in the 90 to 105 percent compared to the sale prices, then the Assessor's Office either needs to make an increase to hit in that range or move to a decrease. Ambrose said unfortunately, this year once again, the market was very strong so there will be an increase Countywide.

Ambrose provided an overview of Jackson County. She said for the ag property, which would be tillable land, there were 59 qualified sales for the 2023 sales study compared to 35 qualified sales in 2022. Ambrose said ag land was very much a hot commodity this last go round. She said the median sales ratio was 59.13 percent which did not meet the 90 percent to 105 percent ratio to be compliant with the State, so the Assessor's Office had to do an increase.

Ambrose said once again this year, the State had implemented a time trend again because the sales are so high statewide. She said it's not just Jackson County that received time trends. Ambrose said she had to do at least a 32 percent increase on all ag land. She said there were four townships that stood alone which means they had six-plus sales. Ambrose explained you take just their jurisdiction and they have to fall between the 90 to 105 percent sales ratio which ended up being Delafield, Enterprise, Sioux Valley and Wisconsin townships. She noted Delafield Township had actually taken a 48 percent value increase, Enterprise a 40 percent value increase, Sioux Valley a 78 percent value increase and Wisconsin a 60 percent value increase. Ambrose said that does kind of fall in line with some of the surrounding counties. She noted Cottonwood County's ag land had 60 to 75 percent increases, Nobles County ag land had 46 to 63 percent increases and Martin County was a little bit lower at a 41 to 44 percent increase. Ambrose said ag land is high everywhere around Jackson County.

Ambrose pointed out the total averages for each township in Jackson County. She said the average total sale price per acre of ag land in Jackson County is now at \$10,794 which compares to average total sale price of \$7,955 which shows how much ag land has really increased in sales.

Ambrose said looking at the 2023 Countywide commercial sales, there were no value changes made on commercial property. She said there were four sales Countywide, two in Jackson and two in Lakefield but there was no change in values on those.

Ambrose said there were 14 rural residential sales in 2023 in Jackson County. She said the Minnesota Department of Revenue implemented a time trend of 17 percent for all residential. Ambrose said she had to do at least a 17 percent increase which wasn't enough to get into the 90 to 105 percent ratio. She said all townships for the 2023 assessment payable in 2024 had a 36 percent value increase on all rural residential. Ambrose said that value increase includes the 17 percent trended increase set by the Department of Revenue.

Taking a look at the cities, Ambrose said Heron Lake had only three sales for a 74.50 percent sales ratio. She said there was a 17 percent value increase to meet the Department of Revenue's compliance. Ambrose said the City of Jackson had 46 sales for a 79.17 percent sales ratio. She said there was a 20 percent value increase to meet compliance. Ambrose said the increase included the State time trend. She noted there had been 62 sales in Jackson the prior year.

Ambrose said there were some phone calls to the Assessor's Office from people who asked questions and were concerned that their property taxes were going to go up 20 percent, but that's not the case. She said that's not exactly how it works. Ambrose said most people that called in just received the 20 percent increase but if they had new construction, they're going to see the 20 percent increase plus the value increase of the new construction. She said some people may have seen a larger increase due to that.

Ambrose said the City of Lakefield had a 21 percent increase. She said there were 29 sales with a 76.61 percent sales ratio. Ambrose said there was a 21 percent value increase to meet the State compliance. She said this included the State ordered time trend.

Ambrose said the City of Okabena did not have six sales, but they still ended up with a 30 percent value increase because for the last five years they've running at 50 to 65 percent. She said after five years in a row, the State Department of Revenue says have to show a little more to have things fall into line.

Ambrose said the City of Wilder had 1 sale with an 83.96 percent sales ratio. She said a 17 percent value increase was made due to the State ordered time trend.

Ambrose noted the last page of her informational hand-out showed the Countywide market changes. She noted for the City of Jackson there is a 13.74 percent increase in total value from 2022 to 2023.

Ambrose said the assessment total estimated market value of Jackson County increased 32 percent from 2022 to 2023.

Mayor Polz noted there were several people in the Council Chambers and invited them to speak to the Board of Appeal and Equalization.

Joe Carr

Joe Carr explained he purchased property last fall for \$12,750 per acre and now it's appraised at \$38,800 an acre. He noted in six months, it's gone up 260 percent and thought that was a significant increase. Carr said the land that's located along the Industrial Parkway is considered as ag.

Assessor Ambrose reviewed Carr's property tax valuation statement. After further review, Ambrose suggested referring Carr's questions to the County Board of Equalization that will be held on June 13th at 7 p.m.

Mayor Polz said Carr's questions will be referred to the Jackson County Equalization Board on June 13th.

Dennis Hunwardsen

Dennis Hunwardsen said he was objecting to the current appraisal of his home located on Springfield Parkway. He said he didn't object last year when the appraisal went up \$67,000 or 23.3 percent. Hunwardsen said this year it's proposed to go up another \$65,500 which is 18.4 percent. He said the value is up 45.9 percent over two years ago. Hunwardsen said he doesn't believe his house went up in value that much in two years in Jackson. He said this isn't Rochester or Mankato, it's rural Minnesota. Hunwardsen said he doesn't think his home is properly assessed within reason of market prices. He said he knows the valuation is based on past sales.

Assessor Ambrose and the Assessor's Office staff reviewed Hunwardsen's valuation statement. Ambrose told Hunwardsen the Assessor's Office would be calling him as they further reviewed his property valuation.

Mayor Polz referred Hunwardsen's appeal to the County Board of Equalization so it can be reviewed and considered at the County Board of Equalization meeting on June 13th.

Hunwardsen thanked Ambrose and the Assessor Office's staff and Mayor Polz and City Council for their time.

Mayor Polz thanked Hunwardsen.

Mitch Jasper

Mitch Jasper said he was present to talk about the former Coast to Coast store building that he owns located at 502 Second Street. He said the Assessor's Office has the building appraised at \$61,000. Jasper said that is ridiculous. He said he would like a new appraisal on the building. Jasper said he thinks it's worth a dollar. He said in his opinion, the Assessor's Office is 61,000 percent off on their appraisal. Jasper said he does not want to go to another County meeting. He said he wanted a motion from the Jackson City Council to lower the appraisal to what they believe is a fair value.

Mayor Polz informed Jasper that legally, the City Council can only lower by one percent within the evaluation.

Jasper said he was hoping for better than that. He asked if he's going to be referred to the County Board of Equalization as well.

Mayor Polz said unfortunately the City Council can't make an adjustment of more than one percent and then that has to reflect the valuation of the buildings around it.

Jasper said he would take the one percent reduction. Jasper said if there was motion to lower his valuation by one percent, he would take it right now.

Ambrose said the Assessor's Office had looked at the building and lowered the valuation down on the former Coast to Coast building. Ambrose said the Assessor's Office can take another look at Jasper's building and refer it to the County Board of Equalization. She said the Assessor's Office would contact Jasper.

Jasper thanked Ambrose and the Assessor's Office staff and Mayor Polz and Councilmembers.

Mayor Polz asked if there was anyone else who had questions on their property valuations.

PARCEL ID NUMBER 23.565.0190 (84 Becky Drive) AND PARCEL ID NUMBER 23.647.0070 (109 Dewey Street)

Ambrose said she did have two appeals to be approved. She said the property owners had called the Assessor's Office. Ambrose said the Assessor's Office staff went and looked at the properties and there was a couple of changes made on those properties.

Ambrose said the first property was Parcel ID Number 23.565.0190 located at 84 Becky Drive in Jackson. She said due to some of the conditions in the property, the Assessor's Office did lower the value. Ambrose said the previous value was \$220,700 and the Assessor's Office is asking to approve it to be adjusted to \$195,406 which is a difference of \$33,300 and that's due to some conditions of the property.

Ambrose said the other property is Parcel ID Number 23.647.0070 located at 109 Dewey Street in Jackson. She said the valuation is requested to be lower due to some conditions of that property. Ambrose said the valuation was at \$220,716 and the proposed valuation is \$194,322, so the change is a difference of \$26,394. She said the higher valuation was because the Assessor's Office has some things on the valuation that were probably a little too high.

Mayor Polz asked for a motion to recommend the adjustments in valuations as outlined by Ambrose.

PETERSON/MIX moved and it was unanimously carried to approve the property valuation adjustments for Parcel ID Number 23.565.0190 located at 84 Becky Drive from \$220,700 to \$194,406 and Parcel ID Number 23.647.0070 located at 109 Dewey Street from \$220,716 to \$194,322.

Mayor Polz thanked Ambrose, Bretzman and Dunker.

Ambrose thanked Mayor Polz and Councilmembers.

CLOSE THE BOARD OF APPEAL AND EQUALIZATION

Mayor Polz asked for a motion to close the Board of Appeal and Equalization.

MIX/NAUMANN moved and it was unanimously carried to close the City of Jackson's Board of Appeal and Equalization at 6:30 p.m.

Mayor Polz said the Board of Appeal and Equalization was now closed.

SENIOR CENTER NEEDS

Helen Mekosch of the Jackson Senior Center said the Senior Center is really needing some updates and repairs. She said the kitchen needs a new floor, new cupboards, new counter and a new stove. Mekosch pointed out there's also been water leaks around the windows in the Senior Building. She said in order for the Senior Building to stay, there needs to be some repairs done.

Mekosch noted the Senior Center has received some help from the City with the installation of a new door and painting.

Mayor Polz asked Mekosch if she has received any estimates on the work that needs to be taken care of.

Mekosch said the Senior Center has not received any estimates.

Skaret asked Mekosch about the need for a new stove. He noted the meals for the Senior Dining Program are not prepared at the Senior Dining Center in Jackson.

Mekosch said the meals for the Senior Dining Program are not prepared in Jackson, but the Senior Building is rented out and people use the oven. She said she believes the current stove has been at the Senior Center since the Center was built in 1982 or 1983. Mekosch said there's been really nothing done in that building besides painting and the installation of the new door. She said she really thinks something needs to be done.

Peterson asked Mekosch how often does the Senior Center get rented.

Mekosch said someone rented the building during the weekend of April 15th and 16th and someone will be renting it for April 29th and 30th. She said the Senior Center building gets rented.

Mayor Polz said in January, a Senior Advisory Committee was formed. He asked Skaret if Mekosch's concerns would be appropriate for the Advisory Committee to review.

Skaret said Mekosch's list of items would be appropriate for the Senior Advisory Committee to review. He said the meeting could be held at the Senior Center building.

Mayor Polz said that would be fantastic.

Mekosch agreed that would be good.

Mayor Polz told Mekosch if there are some people who would be interested in joining the Senior Advisory Committee, they would be welcome to join.

Mekosch noted Luke Ewald would be a member of the Senior Advisory Committee.

Mayor Polz said he would have Mekosch's list of items referred to the Senior Advisory Committee who will have their first meeting at the Senior Center building.

Mekosch said the Senior Center would really appreciate the City's help.

Skaret noted the exterior of the Senior Center building needs some maintenance also.

OLD ALAMO UPDATE AND POSSIBLE SHORT-TERM LOAN

Community and Business Development Specialist Dave Schmidt reported the Alamo building has been sold. He said the new owner wants to tear the Alamo building down and wants to move forward. Schmidt said the new owner is running into a little bit of a snafu with financing to buy the lot next to the Alamo and to get the funding to tear the building down. He said all the banks want to finance the entire project, not just part of it.

Schmidt explained what is being proposed is getting the Revolving Loan Fund Committee together to come up with a short-term loan to get the new owners the money they need to get the land, tear the building down and get that done. He said then they can start working on their design for a new building. Schmidt said when the new owners can get the financing to do the entire project, they would pay off the loan from the Revolving Loan Fund.

Schmidt said in the essence of time, rather than waiting until May 2nd to get approval from the City Council, the Council is being asked to approve the Revolving Loan Fund Committee working with A.J. and Bridget Lusk to come up with something that works for them on a short-term note to get this project taken care of and moving forward.

Mayor Polz asked Schmidt what was the dollar amount that was being requested for a loan from the Revolving Loan Fund.

Schmidt said in talking with A.J. Lusk, it's probably somewhere between \$50,000 and \$60,000. He said it's known what the cost of the land is and what the cost of the demolition of the Alamo building is, but there's still some questions on the actual disposal of the materials and how much that's going to be. Schmidt said if it's according to the quote that A.J. Lusk currently has, the cost is probably closer to \$60,000 for everything. He said it's hoped that figure can be lowered.

Schmidt said the Economic Development Office also plans to apply for a Redevelopment Grant through DEED (Minnesota Department of Employment and Economic Development). He said the Alamo property would be eligible but the application period doesn't open until August. Schmidt said plans are to apply for the Redevelopment Grant and hopefully that would help offset some of the demolition costs and that money would come back to the City to help pay the Revolving Loan Fund off. He said again this is being looked at as a short-term loan. Schmidt explained the thought is the loan would be for no more than 12 months to allow A.J. and Bridget Lusk to get their project underway, get the Alamo building down before it comes down on its own and allow them to move forward with their project.

PETERSON/TITUS moved and it was unanimously carried to authorize the Revolving Loan Fund Committee, on behalf of the City, to negotiate with A.J. and Bridget Lusk the terms and agreement for a short-term loan from the Revolving Loan Fund for demolition and cleanup of the Alamo Building at 101 West Ashley Street in Jackson.

Schmidt said he would schedule a meeting of the Revolving Loan Fund Committee.

BILL BRANDT – FARMERS MARKET AND AUTHORIZATION FOR USE OF SHELTER HOUSE IN ASHLEY PARK

Bill Brandt and Cay Gjertson representing the Jackson Center for the Arts were present to discuss plans for this year's Farmers and Makers Market in Ashley Park. Brandt said this will be the second year the Jackson Center for the Arts will be sponsoring the market.

Brandt said he was attending the City Council meeting to request the use of Ashley Park and also the shelter house. He said last year he received a key to get into the shelter house for the music and activities at the market. Brandt said he would request having a key again. He said it's easier and things went well last year.

Brandt said the Farmers and Makers Market have also updated their sign and was seeking permission to post it again this year at the Water Plant. He noted the market is called the Riverside Farmers and Makers Market.

Brandt said the Farmers and Makers Market will have new hours of operation this year from 3:30 p.m. to 6:30 p.m.

Brandt said also this year, with the help of the Jackson Center for the Arts, they will have a working committee that works strictly with the Riverside Farmers and Makers Market. He said the committee members include Cay Gjertson, Dave Schmidt, Arts Center Executive Director Ferman Woodberry, Luke Ewald, Matt Skaret and Bill Brandt.

Brandt said the Farmers and Makers Market will be starting three new food programs this year. He said one of those is called the Power of Food Club. Brandt said it's a Jackson Center for the Arts Food Program which is sponsored by businesses from Jackson and the surrounding area. He said currently they have approximately \$2,000 to be used for this food program. Brandt explained the food program is going to be a two-dollar token system. He said the Farmers and Makers Market is targeting individuals of all ages, basically age 3 all the way up to seniors. He said an individual can get \$10 of tokens to be purchased at the Market.

Brandt said they also have another target group which is families. He said families are at least three people and they are going to get \$30 to buy food products from the vendors who sell at the Riverside Farmers and Makers Market. Brandt said the products eligible to be purchased are all food products under the Federal SNAP Food Program. He explained that opens it up to everything. Brandt said a lot of the programs are for fresh fruits and vegetables. He said that program is going to start this summer.

Brandt said opening day for the Riverside Farmers and Makers Market is going to be on Thursday, May 25th. He said that will be the first day that food tokens will be handed out. Brandt said the other days that are scheduled for tokens to be handed out are June 29th, July 27th, August 31st and September 28th. He said the program runs until they run out of money.

Brandt said the second and third food programs are run through the Minnesota Department of Agriculture and the Federal Food Assistance Program. He said that's called the Farmers Market Nutrition Program. Brandt said one program is for seniors and the other program is for WIC (Women, Infants and Children). He said the Riverside Farmers and Makers Market will be working with the Department of Health, both in Cottonwood and Jackson Counties, who will find the people that are under the Farmers Market Nutrition Program. Brandt said the first thing he has to do as a Market Manager is to have the Riverside Farmers and Makers Market become an authorized market to take the checks that are in increments of five dollars. He explained if a person is a WIC participant, they get \$30 from the State of Minnesota and if a person is a Senior, they get \$50. Brandt said the checks come in increments of five dollars and it's strictly for fruits, vegetables and cut herbs.

Brandt said he's the one in charge and is in the process of getting trained. He said he also has other vendors to be trained. Brandt said he thinks they have met all the requirements and will find out in a week from State of Minnesota. He said he believes those programs he just outlined will also run at the same time as the Power of Food.

Brandt said as a vendor, the five-dollar checks are then taken to your local bank in the terms of the cash. He said it's a program that's currently taking place in Iowa and has been in effect for many, many years. Brandt said the program has also been in effect in Minnesota, but not for Greater Minnesota. He said this year it's a push to get Greater Minnesota involved. Brandt said if the Riverside Farmers and Makers Market is an authorized market, then they'll be able to accept the checks that are made available through the State programs. He said people from other Counties would also be able to use their checks at the Market in Jackson. Brandt said there is no other authorized market to take these checks to help people buy fresh fruits, vegetables and cut herbs.

Brandt said plans are to continue to add more services next year. He said the Riverside Farmers and Makers Market is adding more things and trying to bring more people to the Market and meet the needs of all incomes and make a better market.

Mayor Polz asked what do senior citizens need to do to qualify for the \$50 from the State of Minnesota.

Brandt said that program is set up through the State of Minnesota. He said senior citizens are taken care of through the food shelves and it would be whoever qualifies for the \$50 through the food shelves. Brandt said the WIC program is handled through the Minnesota Department of Health.

Cay Gjertsen said the Jackson Center for the Arts has been offering concerts to help the Farmers and Makers Market increase their business. Gjertsen said there are four concerts scheduled for this summer. She said the first concert is on June 22nd which is in coordination with the Chamber of Commerce's auto event downtown. Gjertsen said on July 13th, Humble Town is scheduled to perform. She said no band is scheduled yet for August 10th. Gjertsen said on September 14th, a nine-piece band from Minneapolis that performs Hispanic-Latino music will be featured. She said they performed last year at the Farmers and Makers Market and were amazing. Gjertsen noted it just so happens that National Hispanic-Latino month begins on September 15th so the band from Minneapolis is a great kick-off for that. She pointed out the concerts are free.

Mayor Polz asked if the Riverside Farmers and Makers Market request was to waive the \$50 shelter house rental fee.

Gjertsen said was correct.

MIX/NAUMANN moved and it was unanimously carried to waive the \$50 Shelter House rental fee at Ashley Park for this year's Riverside Farmers and Makers Market.

Naumann said the Farmers and Makers Market is fantastic and to keep it growing.

Mayor Polz thanked Brandt and Gjertsen for their time and said he appreciates the Market staying open extra hours this year.

Brandt asked if he could pick up a key for the shelter house and have permission to put up the sign at the Water Plant.

Skaret said Brandt has permission to get the key and put up the sign.

AIRPORT TAXIWAY AND APRON PAVING BID AWARD

Engineer Eric Hanson of HDR said bids were opened for the airport taxiway and apron construction project on Thursday, April 13th. He said two bids were submitted.

Hanson said the FAA (Federal Aviation Administration) stipulated the project be broken down into a whole bunch of alternates. He explained bids were received for both asphalt and concrete for the parallel taxiway and the connecting taxiways that travels to the apron and the apron itself. Hanson said there were actually four alternate bids.

Hanson said there were two contractors that submitted bids. He said the low bid was from Svoboda Excavating, Incorporated of Jackson. Hanson said the low bid for base bid, plus alternate 1 which was for asphalt surfacing, alternative 3 for taxi-lanes B & C and alternate 4 for the apron was from Svoboda Excavating in the amount of \$3,444,964.25. He said when all the alternates are involved, the concrete bid was \$800,000 more. (The other bid received was from Duininck, Incorporated. Their bid for the same was \$5,007,274.49.

Hanson said the Airport Commission met on April 17th and recommended the bid be awarded to Svoboda Excavating.

PETERSON/PELL moved and it was unanimously carried to approve the low bid from Svoboda Excavating, Incorporated of Jackson, Minnesota for the Airport Taxiway and Apron Paving in the amount of \$3,444,351.00.

OWNER-ENGINEER AGREEMENT JACKSON CONSTRUCTION SERVICES WITH HDR FOR PARALLEL TAXIWAY AND APRON

Engineer Eric Hanson of HDR said also for consideration by the Council is an agreement from HDR to do the on-site construction observation, all the FAA documentation, construction administration, soil testing and surveying for the project at the airport. He said the project is slated for 135 calendar days spread between 2023 and 2024. Hanson said the contract with HDR is for \$470,000. He said \$135,000-plus of that is HDR's subconsultant's fee for materials testing. Hanson said HDR will take care of everything as they have done with the new runway project.

PETERSON/TITUS moved and it was unanimously carried to approve the Owner-Engineer Agreement Jackson Construction Services with HDR for the Airport Parallel Taxiway and Apron Project.

Hanson noted the FAA (Federal Aviation Administration) is going to give the City of Jackson in Federal fiscal years 2021, 2022 and 2023, \$9.4 million worth of Federal money to do the airport project in Jackson. He explained the federal money is not general fund dollars. Hanson said the money is from Aviation Trust Fund dollars which is generated airline ticket taxes, aviation fuel taxes.....it's a user fee. He said if a person does not fly, they are not paying any part of that \$9.4 million. Hanson said of that \$9.4 million, the total local cost share for the airport project is five percent, or \$472,000. He said the City is getting a lot going on at the airport for a small percentage of local money. Hanson said it's pretty exciting.

Skaret said for the entire project at the airport, the City is essentially getting over \$10 million worth of work for \$500,000 in local money.

Hanson said that was correct. He noted the \$9.4 million is the federal grant portion, or 90 percent. He said the FAA did pay 100 percent for the purchase of the land and a few things. Hanson said it over \$10 million dollars worth of work for less than \$500,000, less than five percent of the entire cost. (Five percent of the project is being paid for by the Minnesota Department of Transportation Aeronautics Division)

Hanson said it's been a long road but certainly it's very rewarding and hopefully by this time next year, everything should be pretty close to being completed.

Hanson thanked Mayor Polz and Councilmembers.

Mayor Polz thanked Hanson.

DBS DESIGN/BUILD AGREEMENT

Skaret said the City Council has been presented with an agreement from DBS. He noted at the April 4th City Council meeting, the Council agreed to enter into an agreement with DBS Development Group as a developer for a housing project in Jackson. Skaret said as it was talked about, the next phase was the so-called "right-sizing" of the project. He explained that's basically going through and doing the leg work to determine what exactly is going to be built. Skaret said to be determined is how many apartment buildings and how many twin-homes and townhouses will be built. He said another determination is how much infrastructure will actually have to be put in especially for Phase One.

Skaret said it's assumed that this will be a multi-phased project. He said DBS has presented a Design/Build Agreement for this next phase. Skaret said most of the agreement is OK. He said there are a few parts of the agreement where he and City Attorney Brad Anderson had some concerns to iron out. He said there probably is nothing that's a "show stopper" though.

Skaret said he would recommend having the City Council approve the agreement between the City and DBS contingent upon the City Attorney's final review and agreement.

Titus asked if there were any concerns relative to the dollar amount.

City Attorney Brad Anderson said one of the main concerns during earlier discussions is that it was always understood that the City was going to get a product that's going to be a design concept for the housing project and that design concept would be the City's property so if DBS went away, the City would still have something they could use. He said the Design/Building Agreement requires DBS to pay for that. Attorney Anderson said he thinks that's one thing Skaret already has worked out with DBS. He said that was the main concern along with some other minor items.

Mayor Polz asked for a motion to approve the DBS Design/Build Agreement contingent upon the City Attorney's review and modifications.

PELL/PETERSON moved and it was unanimously carried to approve the DBS Design/Build Agreement between the City of Jackson and DBS contingent upon the City Attorney's review and modifications.

DOWNTOWN ALLEY CHANGE ORDER NO. 2

Engineer Troy Nemmers of Bolton and Menk said originally plans were to install a cement pad just off of White Street in Memorial Park for an ice-skating rink. He said the cement pad was an alternate that was part of the contract that was awarded in June of 2022 for the Downtown Alley Project.

Nemmers said over the winter there was quite a bit of discussion about what that area was ultimately going to be. He said there were questions as to whether or not the concrete pad was the right decision at this time and the right location for that amount of money. Nemmers said he thinks it was decided by the City Council to hold off on the really expensive option that was discussed over the winter as well as the concrete option that was originally bid with the Downtown Alley Project.

Nemmers explained Change Order No. 2 is removing the add alternate for that concrete work that was bid. He said the bid amount was \$146,652. Nemmers said Change Order No. 2 removes that from the original contract and changes the new contract price to \$692,633.25.

Nemmers said City Council approval is being sought for Change Order No. 2.

**PETERSON/PELL moved and it was unanimously carried to approve
Downtown Alley Project Change Order No. 2.**

DOWNTOWN ALLEY CHANGE ORDER NO. 3

Engineer Troy Nemmers of Bolton and Menk explained with Change Order No. 2 that removes the plans to install a cement pad, there was still hope to improve the skating rink area in Memorial Park. He said Bolton and Menk designed a plan to do a little bit of grading at the existing ice-skating rink area to level that area off to better accommodate the EZ Ice Rink System that the City has already purchased.

Nemmers said Bolton and Menk has put together a plan that does require a little bit of storm sewer work. He said a quote was received from the contractor (Jensen Excavating and Trucking LLC) that's doing the Downtown Alley Project. Nemmers said the plan was reviewed and thus Downtown Alley Change Order No. 3 was submitted for the grading and storm sewer work which would increase the contract by \$18,430 for that work. He said the total contract would then total \$711,063.25.

Nemmers said approval is being sought for Downtown Alley Change Order No. 3 to authorize the contractor to do the grading and storm sewer work at the existing ice-skating rink. He asked if there were any questions.

Peterson asked if there was a guarantee on the hydroseed.

Nemmers noted there's a three-year guarantee in the contract.

Mayor Polz asked if the work was determined to be out of the scope for the City of Jackson in that the City doesn't have the equipment, manpower or time for the City to do the work on their own.

Skaret said this is the best way to do it especially since the contractor is already here in town.

TITUS/NAUMANN moved and it was unanimously carried to approve Downtown Alley Change Order No. 3.

FIRST CONSIDERATION – ORDINANCE NO. 129 AMENDING THE CITY’S FEES, RATES AND CHARGES FOR 2023

Skaret said a couple of Council meetings ago, Councilmember Pell brought up the issue of the Council addressing the \$50 per day rental fee for the Ashley Park Shelter House and the \$20 fee for putting community announcements on the Community Electronic Message Board located along Highway 71.

Skaret said the Ashley Park Shelter House fee was referred to the Park Board for discussion. He said the rental fee has been \$50 a day for the shelter house while the other smaller open shelters are \$25 a day. Skaret said the reason for the higher fee for the Ashley Park shelter house is that people are getting more value for the shelter house than the other shelters and that the City Park Staff must check that the Ashley Park Shelter House is clean after every rental, especially when it’s booked and used on Saturdays and Sundays.

Skaret said the Park Board took a look at the fees and recommended the City charge \$25 per day to be consistent with the other park shelters plus a \$25 cleaning deposit that would be given back if the shelter house is left in satisfactory condition after the rental.

Skaret said the Park Board’s other recommendation pertains to the fee for the usage of the Community Message Board. He said the fee has been \$20 for many, many years probably since the City first installed the sign back in 2005. Skaret said the Community Message Board is for non-profit community messages. He noted it’s not for businesses, individuals, political parties or other people to advertise on. Skaret said it’s always been for community messages by non-profit organizations.

Skaret said if the City Council decided on waiving the \$20 fee, he would still recommend the City keep the Community Message Board for announcements by non-profit organizations.

Pell said what he would like to add to Ordinance No. 129 is that the change in the Ashley Park Shelter House fee be retroactive for anybody who has already reserved the shelter house for this year, even if it had been already reserved back in January. He suggested the new fee be retroactive to January so there's no hard feelings if someone had already reserved the shelter house earlier this year.

Titus noted there's a deposit for both the shelter house and the Senior Citizens' building which the person renting the facility will get back if everything is left in satisfactory condition. He asked if the City had a list of what "satisfactory condition" looks like or what it means. Titus noted at bed and breakfast facilities, the guest gets a two-page list of what the expectations are on how you leave the property when your stay is completed. He said it may be good if the City makes the expectations of what is satisfactory crystal clear.

Skaret said it is clear on the rental agreement on what needs to be done when someone rents the Senior Citizens building or the Ashley Park Shelter House.

Titus said that was good.

Mix said she was curious why the City charges \$25 to rent the shelter house. She said if the shelter house is an amenity in Jackson and if you are a Jackson resident, why is the City charging Jackson residents to come out and be active in our community.

Skaret said the \$25 fee is if you reserve the shelter house. He said if you don't reserve the shelter house, it's free.

Mix said same question, why charge Jackson residents to use the shelter house.

Street Superintendent Phil Markman explained since the City remodeled the shelter house, it's kept locked to prevent vandalism.

Mix said she understands the reason for people having to reserve the shelter house, but why is the City charging Jackson residents to use it.

Markman said the charge is to recoup the cost for the City's on-call person or seasonal help that checks and locks up the shelter house after it's used.

Markman noted the City of Lakefield charges for the use of their big shelter house which is a higher rental fee than the City of Jackson's shelter house rental fee. He said other communities also charge for the use of their shelter houses.

Mix said she was just curious. Mix noted that the City is getting people active and out in the community and they're Jackson residents.

Mayor Polz said Mix can make a motion however she wants.

Mix said she would make a motion that if you're a Jackson resident the City doesn't charge you a rental fee to use the shelter house.

Skaret asked how do you prove the person wanting to reserve the shelter house is a Jackson resident.

Mix said the person could show their driver's license or a utility bill.

Skaret said not everyone has a driver's license and not everyone has a utility bill.

Mix asked how many people are going to be actively renting the shelter house that aren't Jackson residents.

Skaret said he was just saying.

Mix said she was just asking. She said she doesn't know because she's never been on the rental part.

Markman noted he's seen a lot of names on the rental list he's not familiar with.

Mix said people would still have to pay the \$25 deposit but they would get that deposit back if everything was left in satisfactory condition. She asked don't we want people out using the City's amenities.

Pell pointed out a lot of shelter houses are first come-first served just like the shelter house near his home. But Pell said if people want to make sure they have the shelter house reserved for an event, they come down to City Hall and pay the \$25.

Peterson said then the person reserving it has a leg to stand on that it's reserved for a certain date and someone is using it.

Mix said she just thinks that the more proactive the City is in getting people out and about using the City's facilities is good.

Skaret said he thinks there's also the argument that if you pay something, even a nominal amount, you're more than likely going to take better care of it and you're more than likely going to show up. He said if it's free someone might be more likely not to show up while someone else could have used it.

Mayor Polz noted if there is no rental charge, the person reserving the shelter house would still have to come to City Hall to make their \$25 deposit and still return to get it back if everything was satisfactory after they used the shelter house.

Mix said if the person is a no-show to use the shelter house when they reserved it, the rule could be that they forfeit their deposit.

Pell also said if a person puts down a \$25 deposit but then they don't show up after they reserved it, the person loses their deposit.

Mix said she was fine either way on what's decided. She said it was just a question.

Mayor Polz said he doesn't imagine the shelter house is a huge part of the income for the City of Jackson.

Titus asked what the common practice is for cities around the area regarding rental fees for use of shelter houses in their parks.

Skaret said most cities charge more than \$25.

Pell said when the rental fee was discussed at the Park Board meeting, it was noted because the Ashley Park Shelter House is a little bit nicer, that's why the Park Board recommended the \$25 rental fee and the \$25 deposit. He said with the other shelter houses in the City, if people want it, they're going to reserve it for \$25 or they're just going to show up and get it.

Mix said that makes sense.

NAUMANN/PELL moved and it was unanimously carried for the City Council to approve First Reading of Ordinance No. 129 amending the City's Fees, Rates and Charges for 2023 to accept the Park Board's recommendation to set the rental fee for the Ashley Park Shelter House at \$25 and a \$25 deposit which will be returned if the shelter house is left in satisfactory condition and that the new fees be retroactive to January 1, 2023 and to also allow community messages by non-profit groups to be posted for free on the Community Electronic Messaging Board located along Highway 71.

PARK BOARD RECOMMENDATION: SAFETY FIRST PLAYGROUND IMPROVEMENT QUOTES FOR PATTERSON AND SUNSET PARKS

Skaret explained the Park Board has been on a five-year capital improvement plan to update the playgrounds in the City's parks particularly geared towards safety. He said there are two parks left for playground improvements which are Sunset and Patterson Parks. Skaret said the Park Board would like to move forward and install new playground equipment in those parks.

Skaret noted the entire capital improvement plan for the parks has been based on a safety assessment done by Safety First Playground Maintenance in 2019.

Skaret said old playground equipment is not simply being taken out of the parks. He said some playground equipment, like merry-go-rounds and metal slides and so forth, had to be taken out but the City is trying to put new playground equipment in the parks as well. Skaret said the merry-go-rounds are being replaced with the red Ten Spins. He said in Patterson Park, the Park Board is proposing to install some climbing equipment. Skaret said studies show children are lacking upper body strength these days. He said the Park Board would really like to help be a solution to the problem and install some climbing equipment in Patterson Park. Skaret said the climbing equipment is included in the quote. He said the Park Board would like to install some pull-up or chin-up bars which is also included in the quote.

Skaret said the quotes include the wood chips, wood borders, the rubber safety mats and making the parks ADA compliant which has been another goal of the Park Board. He noted thanks to the Street and Parks crew some of the work has already been completed which is reflected in the quotes. Skaret said the playground equipment that has been required to be taken out to meet insurance standards has been done. He said the swing set seats, chains and clips on the swings have also been updated and replaced.

Skaret said the quotes for the improvements total \$44,842 for Patterson Park and \$26,248.46 for Sunset Park. He said these projects are paid for out of the Parks Capital Reserve Fund and a little bit out of the City's General Fund.

PETERSON/MIX moved and it was unanimously carried to approve the Park Board's recommendation to accept the quotes of \$44,842 for Patterson Park and \$26,248.46 for Sunset Park for the purchase of new playground equipment from Safety First Playground Maintenance.

ANIMAL CONTROL COMMITTEE

Mayor Polz said he was looking for volunteers to serve on an Animal Control Committee. He said Alderman Joe Pell would be a member of the Committee. Mayor Polz said John Weland from the public will also be a part of the Committee.

Mayor Polz said Alderman Mark Titus has indicated an interest in serving on the Committee also.

Skaret asked Sheriff Shawn Haken if he would serve on the Committee.

Haken said he served on the previous Animal Committee and would serve on this Committee as well.

Skaret and Luke Ewald indicated they would also be members of the Animal Control Committee.

Mayor Polz said from past discussions about cats, dogs and animals, animal control is going to be a need within the community. He explained the Animal Control Committee will evaluate what those needs are so the City can look at whether the City should have an Animal Control Officer, enforcement opportunities, ordinances or animal shelters.

Peterson asked if the discussion by the Animal Control Committee would be separate from the archery deer hunting in the City limits.

Skaret said it would be.

Skaret said there's a lot of things to consider with animal control. He said there's been a lot of time spent talking about it at Council meetings, not only with this Council but previous City Councils. Skaret said there isn't an easy fix or else it would have been solved already. He said part of the problem is determining what animals is the City trying to control. Skaret said is it just cats, or is dogs and cats or other animals as well. He said the other matter is having a holding shelter. Skaret said the City doesn't have an animal shelter. He said that's probably the City's biggest hurdle right now. Skaret said the cats can be trapped. He the Sheriff's Department has traps that they're more than willing to loan out to trap cats. However, Skaret said people trap cats but there's nowhere to take them. He said that's probably the biggest hurdle.

Skaret said if the cats are trapped, then there needs to be discussion about having an animal control type person, someone to take care of the cats at the pound and also go out and help trap cats or other animals. He said those are just a few things to look at along with dollars and budget.

Skaret noted there are also certain State laws the City would have to follow.

Titus said one of the ironies is the Council talks about the archery season because of the overabundance of deer, but the City has no ordinance against the feeding of deer. He said among the issues in discussing an ordinance is defining what is considered wild and what's considered not wild. Titus also mentioned the legality issues with ordinances on how they are enforced. He said you can certainly feed your own cats on your property but can you feed cats on other people's properties or City properties. Titus said there's a lot of moving parts and obviously a very high profile in terms of a lot of interest and a lot of public attention.

Skaret said there should be a motion to approve establishing an Animal Control Committee.

PETERSON/MIX moved and it was unanimously carried for the City to establish an Animal Control Committee.

Naumann thanked John Weland for the history regarding past efforts pertaining to cats in the City.

STRATEGIC PLAN CHECKLIST

Skaret noted he included an updated Strategic Plan Checklist in the City Councilmember's informational packets. He said some of the City Councilmembers have submitted their top five priorities that were being requested. Skaret said he has received a top five priorities list from some of the Councilmembers but not from everyone. He said when he receives all the Councilmembers' priority lists, he will compile them into a document.

Skaret announced Jackson's local access channel, Channel 71, is back up and running. He thanked City Clerk Maschoff for getting Channel 71 back on the air.

Maschoff thanked Dave Schrader of Jackson and also Lee Untiedt at Southwest Minnesota Broadband for their help in getting Channel 71 back on the air. He said it's good to have that item off the Strategic Planning List.

Skaret said on everyone's list is blight and community beautification. He said City Attorney Brad Anderson, himself, Deputy Trevor Anderson from the Sheriff's Department and Maschoff will be meeting to review the City's nuisance related ordinances. Skaret said they will talk about what's working, what's not working and what the barriers are for enforcement. He said then it will be brought before the City Council to review those ordinances and talk about what changes, if any, need to be made. Skaret noted it gets to be a gray area on a lot of things. He said it isn't necessarily black and white.

Other:

Alderman Chris Naumann

Alderman Chris Naumann reported work is underway at the library repairing the windows along with other items. He said progress is being made.

Alderman Joe Pell

Alderman Joe Pell said if the City is going to pursue addressing blighted properties, efforts should begin on First Street and a blighted property at the corner of First Street and White Street. He noted eliminating blighted property on those streets would help take care of part of the City's downtown animal problem.

City Administrator Matt Skaret

City Administrator Matt Skaret said beginning Wednesday afternoon, April 26th through Friday, April 28th, he will be out of the office attending the Minnesota City Managers Association Conference.

CLOSED SESSION PURSUANT TO MN STATUTES CH. 13D.05 SUBD. 3(B) FOR ATTORNEY-CLIENT PRIVILEGE

Mayor Polz asked for a motion for the City Council to go into Closed Session pursuant to Minnesota Statutes Chapter 13D.05 Subd. 3(b) for Attorney-Client Privilege.

PETERSON/TITUS moved and it was unanimously carried for the City Council to move into Closed Session at 7:26 p.m. pursuant to Minnesota Statutes Chapter 13D.05 Subd. 3(B) for Attorney-Client Privilege.

COMING OUT OF CLOSED SESSION

Mayor Polz entertained a motion for the City Council to go out of Closed Session.

PETERSON/NAUMANN moved and it was unanimously carried for the City Council to go out of Closed Session and return to Open Session at 8:03 p.m.

Mayor Polz said the City Council was now out of Closed Session.

(There was no City Council action following the Closed Session)

ADJOURNMENT

With no further business, Mayor Polz asked for a motion to adjourn the meeting.

MIX/PETERSON moved and it was unanimously carried to adjourn the Jackson City Council meeting at 8:04 p.m.

David A. Maschoff, Council Secretary

Marcus Polz, Mayor