

Jackson, Minnesota
April 2, 2019

The Jackson City Council met in regular session in the Council Chambers of City Hall at 6:30 p.m. on Tuesday, April 2, 2019 with the meeting called to order by Mayor Wayne Walter. On the roll call, the following persons were present: Mayor Wayne Walter, Aldermen Matt Madden, Larry Anderson, Brandon Finck, Donnie Schoenrock and Dave Cushman, City Administrator Matt Skaret, City Attorney Brad Anderson, Community and Economic Development Associates Community and Business Development Specialist Thomas Nelson, Engineer Karen Cavett of SEH, Engineer Greg Mitchell of Bolton and Menk, Bill Brandt of the Riverside Farmers Market, Jackson County Sheriff Shawn Haken, Jackson Assistant Fire Chief Dave Bond, Street Superintendent Phil Markman, Water/Wastewater Superintendent Tony Oxborough, MRES Jackson Distribution Maintenance Foreman Jeremy Boogerd, Helen Mekosch, Shirley Miller, Luke Ewald, Paul Hargus, Interim Pastor Bob Stover of Our Savior's Lutheran Church in Jackson, City Clerk/Council Secretary Dave Maschoff, Justin Lessman of the Jackson County Pilot and Dave Schmidt of KKOJ/KUXX Radio. (Alderman Jeffrey Gay was absent.) (A quorum of the City Council was present.)

CALL THE MEETING TO ORDER

Mayor Wayne Walter called the regular meeting of the Jackson City Council to order. He noted the roll called showed all Councilmembers present except Aldermen Jeffrey Gay.

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

CONSENT AGENDA

SCHOENROCK/FINCK moved and it was unanimously carried to approve the Consent Agenda as presented.

There were no unscheduled guests who attended the meeting.

HELEN MEKOSCH REGARDING SENIOR DINING

Helen Mekosch asked the Mayor and City Council about progress regarding the Senior Dining site. She asked if there was any information about moving the Senior Dining site to a new building or repairing the current building. Mekosch inquired about what the City is planning on doing.

Skaret said the Street Department personnel have been fixing the ceiling tiles in the current Senior Dining building. He said the new ceiling tiles are consistent with the Minnesota Department of Health regulations.

Street Superintendent Markman said replacing the ceiling tiles is the only thing the Street Department has been notified about doing at the Senior Dining building.

Mekosch asked if the City has thought about moving the Senior Dining to a different building. She noted the empty building along Industrial Parkway.

Markman pointed out the County owns that building.

MeKosch asked about making use of that building. She noted it has a nice parking lot and suggested making it into a Jackson Community Center.

Mayor Walter noted there's not enough parking around that building to use it as a community center. He pointed out there wouldn't be enough parking for an event that had a couple hundred people attending. Mayor Walter said that there's not enough land around the building to add parking spaces either.

Cushman said he's not sure the building is for sale. He said he doesn't know if the County has the building for sale or not.

Cushman said it's hard for him because he's heard two sides of the story. Cushman said he understands the need of a building, but he also hears from people that are really happy with the current Senior Dining site building. He said it gets hard when he hears conflicting stories. Cushman said he hears what Mekosch is saying. He said there's a camp that likes the current Senior Dining site and there's a camp that would like to see it moved. Cushman asked how do we go forward or how do we improve what we have to buy us some time.

Mekosch said there's a lot of people that will not come down to the current Senior Dining site because of the parking. She said some people have walkers and canes and they can hardly get up the curb onto the sidewalk. Mekosch said there must be something we can do.

Mekosch said she didn't know if the information was true, but she heard there had been an offer of land along First Street that someone was going to donate for Senior Dining.

Cushman said there was an offer of a parcel of land by the owner of the property if the City built a community center. He said that offer was made about a year or so ago.

Mekosch pointed out the parking that's already available in the adjacent municipal lot if a Jackson Community Center plus having the Senior Dining site is located there. She suggested not calling it a Senior Dining site because they want everyone down there. Mekosch said a Community Center could host Kiwanis meetings and any kind of meeting they wanted to have at the Center. She said people could eat down there. Mekosch noted the meals are listed in the Jackson County Pilot of what's going to be served each day. Mekosch said the dining site needs to bring more people in to keep the senior dining site going.

Schoenrock said he's not sure it's a topic that can be figured out at the April 2nd City Council meeting regarding a community center, but in the short term, he asked Mekosch if the City could get a list of immediate needs for the existing building for now. Regarding the parking issue, Schoenrock asked if something could be coordinated with the Community Action bus where people could park at the City parking lot and then be driven right to the door of the Senior Dining site. He said after the meal or activity, people could then be taken on the bus from the Senior Dining site back to their vehicles in the City lot. Schoenrock said that was an idea he had. He said the Dining Site is a great service for senior citizens and we want to keep it going.

Mekosch said she just didn't want the needs of the Senior Dining site to be forgotten. She said senior dining service is needed in this community.

As far as immediate repairs, Skaret asked Mekosch to submit a list to him. He noted the last time Mekosch and representatives from the Senior Dining site came to the City Council meeting, the City had the plumber and HVAC repair people at the Senior Dining building and repaired the toilet and the furnace. Skaret said the Department of Health visited the Senior Dining site and the City is fixing the water stained ceiling tile.

Mekosch said there could be a lot of repair done in the kitchen part of the building as well.

Skaret said the City needs to know what those repairs are.

Mekosch said she will get a list submitted to him.

Schoenrock commented the City can then work towards taking care of the Senior Dining Site's needs and also continue the discussion of what can be done in the future.

Mekosch said that's why she attended the City Council meeting because she didn't want the needs to be forgotten. She said the Senior Dining Site is really needed in this community because there's the next generation coming up.

Schoenrock thanked Mekosch for fighting for it.

Mekosch thanked Mayor Walter and the City Council.

BILL BRANT WITH RIVERSIDE FARMERS MARKET

Bill Brandt explained plans are to hold the Riverside Farmers Market again this year in Jackson. He said he was asking the City Council's permission to again have the Farmers Market at Ashley Park. Brandt said the hours would be the same from 2:30 p.m. to 5:30 p.m. on Thursdays. He said he was also asking permission to put the Riverside Farmers Market sign that they purchased last year on the municipal water plant sign at the curve along Highway 71. Brandt said the sign would be put up a few days before they open up for the season the last Thursday in May and they will take it down after the first or second Thursday in October.

Cushman noted there will be a lot of activity at the water plant this year due to the upgrades. He asked if that would pose a problem with the sign.

Oxborough said the sign would pose no problem. He said the Riverside Farmers Market does a good job in taking care of their sign.

Brandt said there's been outside interest for new vendors for this year's Farmer's Market. He said they hope to continue the Farmer's Market on a yearly basis.

Madden asked if the Farmer's Market would be pretty much the same as previous years.

Brandt said it would.

MADDEN/FINCK moved and it was unanimously carried to approve the use of Ashley Park for the Riverside Farmer's Market, to waive the park fee and grant permission to put the Riverside Farmer's Market sign on the municipal sign near the water plant along Highway 71.

Brandt thanked Mayor Walter and the City Council.

CHRISTMAS DECORATIONS

Luke Ewald, a member of the Christmas Decorations Committee, explained he had been communicating with a marketing representative from Northern Lights Display of Becker, Minnesota. He said Northern Lights Display was willing to extend a sales offer which will be close in price to the \$7,500 in the budget for Christmas decorations. Ewald said the cost for 30 three-foot forked snowflake decorations would be \$7,286.68 including mounting hardware. He noted he didn't know if that included garland as shown in the advertising literature.

Ewald said the Committee is also requesting an additional \$2,600 for two new swags to go over Highway 71. He said the existing swags are in rough shape and most likely will not survive another winter.

Ewald said the Christmas Decorations Committee is also requesting an additional \$7,500 for 2020 to continue the decorations project. He explained with the additional \$7,500 they would also be able to have decorations for the street lights on the side streets downtown and on Ashley Street. Ewald said funding to help assist with the purchase of additional Christmas decorations in 2020 may be available through a Jackson Community Foundation Grant.

FINCK/ANDERSON moved and it was unanimously carried for the City to purchase 30 three foot Deluxe Forked Snowflake Christmas decorations from Northern Lights Display of Becker, Minnesota for \$7,286.68.

Boogerd said the purchase of the Snowflake Christmas decorations and the two new swags would give First Street and Main Street a nice look. He said the issue could then be revisited of how many more snowflake decorations the City may want to purchase in the future for that additional funding.

CUSHMAN/FINCK moved and it was unanimously carried for the City to purchase two new swags to go over Highway 71 for a cost of \$2,600.

Skaret said there should be a motion to authorize applying for a Jackson Community Foundation Grant to go towards the cost of the Christmas decorations.

FINCK/ANDERSON moved and it was unanimously carried to authorize the City to apply for a Jackson Community Foundation Grant to go towards the cost of the Christmas decorations.

DOWNTOWN ELECTRIC RELAY REPLACEMENT QUOTE

MRES Jackson Distribution Maintenance Foreman Jeremy Boogerd referred to the quotes that were included in the Council's information packet. Boogerd said it's the same thing that was done in 2018 in the downtown electric substation.

Boogerd explained the materials will be used to update some circuit relays to new equipment. He said the current relays are probably 30 to 40 years old and are original to the substation and power plant. Boogerd said the new circuit relays will give the Electric Department more electric system information and provide for better relay control. He noted the breakers will also be reprogrammed to function with the all new underground electric system. Boogerd said the Electric Department replaced four breakers in 2018 and will be replacing three breakers this year.

MADDEN/ANDERSON moved and it was unanimously carried to approve the downtown electric relay replacement quote from Utilities Plus of Eveleth, Minnesota in the amount of \$37,877.00.

WATER STORAGE TANK CHANGE ORDER NO. 6

Engineer Karen Cavett of SEH explained it's been discovered that there is inadequate material to support the pipe for the ceiling in the older part of the Water Plant building. Cavett said the existing structure is a good structure, but not strong enough to support the pipe. She said an additional beam is needed to support the pipe.

Cavett noted with the additional pipe support, the ramp location will need to move three feet closer to a step. She said the total cost for this change order is \$2,550.70.

Cavett updated the Mayor and Council on the progress of the work at the Water Plant. She said the contractor has been doing great. Cavett said moving forward some of the pumps in the pump room will be changed.

Cavett said once the river level goes down, excavation work will begin to install the ground storage tank. She said the river level needs to go down before excavation work can begin so that may be delayed a bit until the river stage goes down.

Cavett also provided a summary to the Mayor and Council regarding the change orders for the project.

Cavett outlined the costs for the Ground Storage Project and improvements at the Water Plant. She noted \$2.163 million was put aside for the total project cost. She noted \$1.864 million was put aside for construction of the project which does not include engineering costs.

Cavett reported right now with these change orders, one through six, the project cost is just a little bit over \$1.8 million. She said currently the total change orders are a negative change order in the City's favor of \$37,642 so we're on the negative side which is nice.

Looking at the total budgeted cost, Cavett said the project is still almost \$60,000 under budget.

SCHOENROCK/FINCK moved and it was unanimously carried to approve Water Storage Tank Change Order No. 6 in the amount of \$2,550.70.

CEDA CONTRACT AMENDMENT/PART-TIME ADMINISTRATIVE ASSISTANT

Community and Business Development Specialist Thomas Nelson of Community and Economic Development Associates (CEDA) said he was presenting the addendum to the contract for CEDA to the Mayor and City Council. He explained what is being added to the contract is a 20 hour week for an administrative assistant. Nelson said this was something that was discussed with the City's Finance Committee at the end of the budgeting year last year.

Nelson said the 20 hours per week for an Administrative Assistant would fit within the City's contract with CEDA for 2019. He said the annual rate for the Administrative Assistant would be \$19,321 which would be for the entire year. Nelson noted the contract for the Administrative Assistant would begin on April 9, 2019 and continue through December 31, 2019. He pointed out this year's contract amount would be prorated and would amount to approximately \$13,376.

Nelson said CEDA has gone through the hiring process and has found a suitable candidate. Nelson said interviews with candidates were held with himself, CEDA Vice President Chris Giesen and CEDA President and CEO Ron Zeigler. Nelson said representatives from both the Jackson EDA and JEDC and City Administrator Matt Skaret were involved in the final interview after CEDA extended an offer of employment to an individual.

Nelson said the Administrative Assistant will allow the EDA Office to move forward in meeting with businesses in the community. He said the Administrative Assistant will help in preparations for meetings, filing and office reception.

SCHOENROCK/MADDEN moved and it was unanimously carried to approve the CEDA Contract Amendment/Addendum for 20 hours per week for an Administrative Assistant in the Jackson Economic Development Office.

Nelson announced that Trisha Porter from Jackson is the person who has been hired as the Administrative Assistant. Nelson said Porter has worked in the past at the Jackson Chamber of Commerce as well as in other positions in the community. Nelson said he's excited about Porter beginning her duties as Administrative Assistant next week.

MEMORIAL PARK STATE GRANT AGREEMENT

Skaret said the City is approaching the date where bids will be opened on Phase One of the Memorial Park Redevelopment Project. He said the bid opening will be held on Monday, April 8th at 1:30 p.m. Skaret said the bids will be reviewed by the Park Board on April 9th and a recommendation to the City Council is expected at the Council's April 16th meeting.

Skaret said the City was awarded \$290,000 in State Grant Matching Dollars in the form of State bonding money. He said the City is required to have the same amount in local matching dollars. In order for the City to receive the funding from the State, Skaret said the City is required to have a grant agreement with the State.

Skaret pointed out the grant agreement with the State that was enclosed in the City Council's information packet. He said it's very similar to what the City had to do to receive the State grant funding for the Library Renovation Project a few years ago.

Skaret explained the Grant Agreement basically stipulates the financial responsibilities of the State and the City for the project. He said the agreement stipulates the ownership of the park; that the City owns the park and is not looking to sell the park or lease out part of the park to make money. Skaret said the agreement also stipulates that the City is going to keep insurance on the park and those kinds of things. He said the agreement with the State is part of the process.

Skaret said if by chance the City would go over their allotted budget, the City would still receive the \$290,000 from the State and the City would just have to put in more of the local match.

CUSHMAN/ANDERSON moved and it was unanimously carried for the City to enter into the Memorial Park Project State Grant Agreement.

STREET COMMITTEE MEETING RECAP

Skaret said a Street Committee meeting was held just before the City Council meeting. He said the City's streets really took a beating this winter and spring. Skaret said the frost is coming out of the ground and there's a lot of frost boils. He said the City has a lot of aging streets in general, a lot of bad curb and gutter and underground infrastructure that needs attention.

Skaret said the Street Committee is intent on doing a project in 2020. He said the Street Committee is aware of the severity of the conditions of the City's streets. For the most immediate needs of the streets, Skaret said Street Superintendent Phil Markman is aware of the huge frost boils and has a list three or four pages long of all of the immediate frost boil areas. Skaret explained the hold up right now to patching those is waiting for the hot mix plant to open up in Worthington. He said the hot mix plant is supposed to be opening in the next week or so and as soon as that happens, the Street Department will be repairing those spots in the streets.

Going forward, Skaret said the Street Committee knows the City will need to be more aggressive in tackling their streets and underground infrastructure. He said the Street Committee had a very good discussion regarding the list of streets and underground infrastructure that were identified back in 2016. Skaret said there is a very large dollar amount on that list of projects estimated at \$12 million. He noted there are projects that are not even on that list that will need to be addressed.

Skaret said the City will be working with the City's Financial Consultant Shannon Sweeney to develop a financing plan on how to tackle these needs in the relative near future. He said certainly part of this is doing a street project in 2020. Skaret said the City does have some available debt service that will be opening up in 2021 with a bond coming off the books which will help. He said the City will need all of that bond capacity and then some to do street projects not only in 2020 but going forward in years following. Skaret said unfortunately the City doesn't have a lot opening up before 2026 as far as debt service on existing street debt or tax abatement capacity. He said the City will have to do some bonding and it will likely increase the levy.

Skaret said the City has basically been living on borrowed time for a lot of years. He pointed out a lot of the infrastructure in Jackson, such as the streets and the like, was constructed in the 1940's, 50's and 60's back when Jackson and a lot of other towns were expanding and installing infrastructure. Skaret said we've been basically living off that infrastructure and it's at or approaching the end of its life expectancy. He said you're dealing with infrastructure that's 50, 60, 70, 80 years old or even older in some cases.

Skaret said the Street Committee is aware that the City needs to be more aggressive and it's going to cost money. He said the Street Committee is going to be coming forward with a plan in the upcoming months to start addressing these challenges.

Schoenrock said the City knows that citizens are frustrated about the potholes in the streets and understands that. He said until the hot mix plants open, the frost is gone and the ground dries out, there's nothing that can be done today. Schoenrock pointed out Street Superintendent Markman, the Street Department and the Street Committee are aware of the potholes in the streets and the City will get aggressive with them as soon as possible. Schoenrock said today there is nothing the City can do.

BOARD OF EQUALIZATION MEETING ON APRIL 9, 2019 AT 6:30 P.M. AT CITY HALL

Mayor Walter reminded the Councilmembers that the Board of Equalization meeting will be held on Tuesday, April 9th at 6:30 p.m. at City Hall.

Skaret noted Councilmembers Cushman and Madden are officially certified for the City's Board of Equalization so at least Cushman or Madden have to attend in order to conduct the meeting.

Mayor Walter said having the full Council attend would be nice.

Other:

Race Banners over Highway 71

Cushman noted putting up race banners across Highway 71 to welcome race fans to Jackson was talked about a month ago.

Skaret said Jackson Chamber Executive Director Shannon Henning is working on them.

Pedestrian Trail Crossing across Highway 71 near Asa Auto Plaza

Madden said he's had some people mention to him about the trail crossing light that doesn't work half of the time as it lights up and blinks when no one is there to cross the highway.

Boogerd explained the solar powered crossing light was installed by MnDOT and then turned over to the City. He said the sensor that indicates someone is about to cross the highway is turned down as low as it can go but still sense a human body. Boogerd said any debris, rabbit or whatever goes past the sensor will activate the flashing lights. He explained when you put a pile of snow there; the sensor is supposed to learn that's a stationary object and not activate the lights. But, Boogerd said when animals or a plastic bag blows by the sensor hard enough it activates the flashing lights.

Boogerd said he has contacted the subcontractor who installed the lights. He said the subcontractor was going to reach out and try getting a phone number to contact someone about getting a push button to activate the lights that would be compatible with a solar powered system. Boogerd explained that was the route he was going to go to try and fix that problem.

Madden said half the time when you travel through there the lights are flashing but no one is using the crosswalk. He said motorists may begin not to pay attention to look for pedestrians when they travel across that crosswalk.

Boogerd said he will try and contact the subcontractor once again and try to get information about installing a push button that is solar powered. He reiterated the flashing lights for the trail crosswalk are not hooked up to electricity, but are solar powered.

Thank-you to everyone who helped with the flood prevention efforts

Skaret said he wanted to thank Street Superintendent Phil Markman, Water/Wastewater Superintendent Tony Oxborough and everyone who helped out with the flood prevention efforts. He said it was fortunate the City did not have serious damage. Skaret noted there was a sandbagging effort a couple of Sundays ago.

Summary of the Flood Prevention efforts

Markman said on Friday, March 22nd, there were 1,500 sandbags filled and put on pallets ready to go.

Markman said he and Jared Spaeth were called out at 2 a.m. on March 23rd by the Sheriff's Office because one of the City's pumps had frozen up and the river level had risen. He said they put in another plug and pumped the water down at that location.

Markman said they continued to monitor the situation through the day on Saturday, March 23rd. He said Jackson County Emergency Management Director Tawn Hall called him on Saturday night informing him the river was expected to crest at 14.5 feet which would have been six-tenths higher than the river's peak last year.

Markman said he arranged to have the Street Department personnel come into work at 10 a.m. Sunday, March 24th and had the Jackson Fire Department paged out to help. He said three crews put into place 900 sandbags in about an hour. Markman said everything worked like clockwork.

Markman said the river ended up cresting at 14.08 feet. He said the sandbaggers were finished with their work by noon and the Street Department personnel stayed on duty and reestablished the dike protection along Dan Pike's business and Jackson Cycle and monitored the pumps as needed.

Markman said there wasn't any damage to any buildings from river water. He said there may have been some homes that were affected by ground water again as in the past but they were able to keep the river where it should be. Markman said as of the last time he checked it today, the river level was at 12.5 feet.

Markman said the other issue they have now is a beaver that's wreaking havoc down in the ballfields. He said the beaver has started working on five trees. Markman said there's also been a beaver working along the Nelson Creek trail. Markman said he's been conferring with the Sheriff's Department and they have to wait for the ground to firm up. He said they are looking at options to possibly relocate the beaver if at all possible.

All in all, Markman said everything went as good as it could and we're heading in the right direction right now.

Mayor Walter thanks everyone that helped with flood prevention

Mayor Walter said he wanted to personally thank all the City crews, the Fire Departments that came to help, the Sheriff's Department and anybody that helped with the flood prevention in Jackson.

Markman commented this town is amazing when it comes time to helping out. He said they have people come out of the woodwork.

Mayor Walter said thanks to everyone.

ADJOURNMENT

With no further business, ANDERSON/MADDEN moved and it was unanimously carried to adjourn the meeting at 7:14 p.m.

David A. Maschoff, Council Secretary

Wayne Walter, Mayor

