

**December 20, 2022  
Jackson, Minnesota**

**The Jackson City Council met in regular session in the Council Chambers of City Hall and also by Teleconference and Zoom at 6:30 p.m. on Tuesday, December 20, 2022 with the meeting called to order by Mayor Wayne Walter. On the roll call, the following persons were present in-person, Mayor Wayne Walter and Aldermen Jerome Palmer, Brandon Finck, Marcus Polz and Dave Cushman. Also attending in-person were City Administrator Matt Skaret, City Attorney Brad Anderson, Engineer Wes Brown of Bolton and Menk, Project Manager Troy Nemmers of Bolton and Menk, Water/Wastewater Superintendent Tony Oxborough, Street Superintendent Phil Markman, Community and Business Development Specialist Dave Schmidt of Community and Economic Development Associates (CEDA), Jackson First Assistant Fire Chief and Park Board Chairman Michael Haeffner, Mark Titus, Sara Mix, Chris Naumann, City Clerk/Council Secretary Dave Maschoff, Pastor Russ Steele of the United Methodist Church in Jackson, Joshua Schuetz of the Jackson County Pilot and Mathew Grisham of KKOJ/KUXX Radio. Alderman Nathan Peterson attended the meeting via Teleconference and Zoom. (Alderman Michael More was absent.) (A quorum of the City Council was present.)**

#### **PLEDGE OF ALLEGIANCE**

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

#### **CALL THE MEETING TO ORDER**

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Mayor Walter called the regular meeting of the Jackson City Council to order. He said the roll call showed Aldermen Michael More and Nathan Peterson were absent.

## **TRUTH IN TAXATION PUBLIC HEARING**

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Mayor Walter asked for a motion to open the Truth in Taxation public hearing.

**FINCK/PALMER moved and it was unanimously carried to open the Truth in Taxation Public Hearing.**

Mayor Walter said the Truth in Taxation public hearing was now open. He asked if anyone had any questions or comments.

Mayor Walter again asked if anyone had any questions or comments for the Truth in Taxation public hearing.

Hearing no questions or comments, Mayor Walter entertained a motion to close the Truth in Taxation public hearing.

**CUSHMAN/POLZ moved and it was unanimously carried to close the Truth in Taxation Public Hearing.**

Mayor Walter said the Truth in Taxation public hearing was closed.

**There was no Bid Letting or Open Forum.**

## **CONSENT AGENDA**

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Mayor Walter entertained a motion to approve the Consent Agenda.

**FINCK/PALMER moved it was unanimously carried to approve the Consent Agenda as presented.**

## **Council Discussion Items**

## **MINNESOTA WEST – PARTNER LETTER OF SUPPORT**

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City Administrator Matt Skaret said Minnesota West is requesting a letter of support from the City of Jackson to be sent to the State Legislature in support of Minnesota West Community and Technical College's funding request.

Skaret noted the State of Minnesota has a \$17 billion budget surplus. He said there's a lot of funding needs. Skaret said the funding for Minnesota West does have a direct impact on the Jackson community. He said having a strong Community Technical College with strong programs benefits the community as a whole.

Skaret said Minnesota West President Terry Gaalswyk believes a letter of support from the City of Jackson will send a message to the State Legislature that the City cares about Minnesota West in our community.

**FINCK/POLZ moved and it was unanimously carried to authorize the City to send a Letter of Support to the Minnesota State Legislature on behalf of Minnesota West's funding request.**

### **TONY OXBOROUGH – BURNING PERMIT REQUEST ON HIS PROPERTY ON RIVER STREET**

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Tony Oxborough explained he was seeking approval for a burning permit from the City to burn brush at his property located on River Street in Jackson. He said he would plan to burn the brush during the daytime hours.

**POLZ/FINCK moved and it was unanimously carried to approve a Burning Permit for Tony Oxborough to burn brush on his property on River Street.**

### **ECONOMIC COORDINATOR DAVE SCHMIDT - UCAP HOUSING PROJECT UPDATE**

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Economic Coordinator Dave Schmidt said he wanted to update Mayor Walter and Councilmembers on the UCAP (United Community Action Partnership) Housing Project.

Schmidt noted he spoke to the City Council about the UCAP project last spring. He said at that time, UCAP was applying for a grant to build five or six spec homes in Jackson. Schmidt said UCAP applied for the grant and the Jackson Economic Development Office was notified last week that the grant was approved. He said with the cost of the project and everything that's gone on with the economy, rather than five homes, the grant was approved to construct three homes. Schmidt said UCAP is planning on starting the project this spring and are hoping to break ground in April.

Schmidt said there were 10 twin-home lots that had been plotted on North Pond Drive on the west side of the street between the two townhomes that are currently there. He explained those were the five lots that, in essence, the City agreed to donate to UCAP for this project. Schmidt said those are the lots where these houses will be constructed. He said it can be determined which lots houses will be constructed on as UCAP starts the project. Schmidt said, as was discussed at the time, these houses will not be low-income housing. He said these will be market-rate houses. Schmidt said the houses to be built by UCAP will match the valuation and the aesthetics as close as they can to that neighborhood. He said they're not going to be cheap homes and are going to be nice homes.

Schmidt noted he presented a picture right after the December 6<sup>th</sup> City Council meeting showing what the houses would look like. He said the houses will be three-bedroom, two-bathroom, slab-on-grade with a garage.

Schmidt said he wanted to give the City Council an update that the grant has been approved. He noted UCAP is currently working on some of the things on their end but they're expecting to break ground in the spring. Schmidt said at some point, probably in either January or February, UCAP will have information available regarding the new homes. He pointed out there's already a list of people that have expressed an interest in purchasing these homes, or at least, are inquiring about them.

Schmidt noted when UCAP did their last two housing projects in Marshall, Minnesota, all of the homes they were going to build were sold before they broke ground. He said the Economic Development Office and UCAP is optimistic that same scenario will happen in Jackson. Schmidt said the other benefit of the project is that there's an outside entity, such as UCAP, that's willing to come and develop properties in our town and help prove Jackson's housing market. He said by UCAP coming in, and if these properties do sell right away, it's basically an open letter to every developer and contractor that Jackson is a market that you can build a house and people are going to buy it. Schmidt said that's going to make housing projects on the Economic Develop Office's end a lot easier.

Cushman asked Schmidt if the City of Jackson will retain ownership of the lots that UCAP will not be using?

Schmidt said yes. He said just the lots that UCAP would be using to build the houses would be the lots that the City would be donating to them. Schmidt said the lots not being constructed on would stay with the City.

Schmidt explained there is an option if this first project by UCAP in Jackson goes well, a reapplication can be made to construct more homes next year. He said the additional homes may be built on lots elsewhere in town that would be a good fit for those lots. Schmidt said for now, three lots on North Pond Drive will be used by UCAP for the new homes scheduled for this coming spring and the other two lots would come back to the City.

Skaret noted the lots on the west side of North Pond Drive where the UCAP houses are going to be built are lots the Economic Development Office hasn't received inquiries on for the traditional construction of a new house.

Schmidt said really the only other outside lot on Pond Drive was sold and construction of a new house is currently underway. He pointed out the lots in the center area of North Pond Drive and the lots on the west side of North Pond Drive are still available. Schmidt said the lots on the west side of North Pond Drive were plotted for twin-homes so they weren't really marked for single family homes. He said that's kind of being shifted to selling a double lot to accommodate a single home. Schmidt said there hasn't been a lot of interest in any of the lots on the west side of North Pond Drive from an outside party. He said the UCAP Project provides an opportunity to build some pretty nice houses on those lots and get some development going.

Finck suggested constructing the new UCAP homes on the lots from the old addition and continue to work towards the north. He said the new UCAP homes will fill in the gap in a nice orderly fashion between the two current twin homes on North Pond Drive from the old addition to the new addition in Sunset View.

Schmidt said he agreed with Finck to start with the lot on the south and work towards the north. He noted there are also other lots in Jackson that might work for future UCAP house projects.

Cushman asked who will own the property after the houses are constructed.

Schmidt said UCAP will own the three lots that they will build houses on, the other lots come back to the City.

Finck asked Schmidt if there's an income limit for those who want to purchase the property and houses constructed by UCAP.

Schmidt said he believes the income limit is 115 percent of AMI. He explained a buyer is still going to have to qualify to buy a house. Schmidt said UCAP is making it more affordable through the concessions and donations of the land from the City and the grant which lowers the cost of the house. He said the house may still be valued as a \$300,000 house, but it might sell for \$200,000. Schmidt said it's making it more affordable for some of those middle-income families to get a nice family home.

Finck and Mayor Walter thanked Schmidt for his update.

Schmidt thanked Mayor Walter and City Councilmembers.

### **SKATING RINK PROJECT TASK ORDER**

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Skaret said the Mayor and City Councilmember know the City has had to retool the Skating Rink Project that was originally tied in with the Downtown Alley Project. He said there's a new engineering team of Wes Brown and Troy Nemmers of Bolton and Menk. Skaret said Nemmers will gradually be taking on more and more work in Jackson.

Brown introduced Nemmers to Mayor Walter and City Councilmembers. He said Nemmers had previously served as Public Works Director for the City of Fairmont and prior to that was in the consulting business. Brown said Nemmers joined Bolton and Menk a few weeks ago and will be helping out with projects in Jackson going forward.

Brown noted the Skating Rink Project Task Order for consideration by the Council is to do a design of the proposed skating rink. He said soil borings of the site have been completed and there's recommendations for that as far as doing soil corrections and bringing in granular fill to support the cement slab. Brown said they also need to look at drainage considerations and other things as far as putting an updated plan together that can be put out for bids. He said the costs for the proposed project are now higher and are not part of the original contract.

Cushman asked what the engineering costs would be for redoing the design of the proposed skating rink.

Brown said the cost would be \$39,000.

Cushman asked what the City paid for engineering for the first go around for the proposed skating rink.

Skaret explained the engineering for the skating rink on the first go around was not as a separate task order. He said it was lumped in with the Downtown Alley Project.

Brown noted there really wasn't any design put into the first plan of the cement slab for the skating rink. He said all the work that was done for the Downtown Alley Project from an engineering standpoint was for the alleys themselves and it was kind of just added on for a concrete slab.

**CUSHMAN/FINCK moved and it was unanimously carried to approve the Skating Rink Project Task Order with Bolton and Menk for \$39,000.**

**FINANCE COMMITTEE RECOMMENDATION: DO NOT APPLY FOR DNR GRANT FOR SKATING RINK CEMENT PAD AND MOVE FORWARD WITH THE PROJECT**

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Skaret said at the December 6<sup>th</sup> City Council meeting, the Council approved moving forward with applying for the DNR Grant with the thought that if the City applies for the grant, it's due March 31<sup>st</sup> and the City would be notified this spring. He said if the City was successful in getting the DNR grant, that could pay for up to half of the project. Skaret said right now, it's expected the Skating Rink Project will cost more than \$450,000. He said the City doesn't have a more detailed cost estimate yet. Skaret said a better handle of what the cost will be will be known when the design work is completed.

Brown said the design work will detail the exact dimensions of the cement pad and other things that need to be done and there will be a cost estimate associated with that.

Skaret said approval was given to go ahead at the last City Council meeting. But in further discussion, Skaret explained there is risk associated with applying for the grant. He said if the City doesn't get the grant, the project is set back basically a year and the project may not get to be done until 2024.

Brown explained the DNR grant application is due at the end of March. He said the results of the grant awards are typically announced in June. Brown said the City would find out in June and generally the DNR grant has some strings attached to it such as prevailing wage rates and some environmental review requirements that would take some time to go through.

Brown said by the time the City knew they were receiving the grant and got through the environmental review, it would be into a time period where it's getting kind of late to get it built in 2023. Brown said the City may be bidding the project in the fall of 2023, but really construction would take place in 2024.

Brown said if the DNR grant didn't come through in June and if plans were ready to go out for bids at that time and the grant wasn't there, the City could go ahead and bid it. He said it would be a late June or July bid, but the project could potentially get done in 2023.

Skaret said that was the discussion that was held on December 20<sup>th</sup>. He said when the DNR grant was discussed at the Finance Committee meeting on December 14<sup>th</sup>, the thought was there wouldn't be time and if the City was unsuccessful in being awarded the grant, then a year would have been lost and the cost would have gone up.

Brown noted there are some additional costs to be aware of with the awarding of the DNR grant due to strings attached such as paying the prevailing wage which would increase the construction costs slightly, an environmental review and additional things that would need to be done.

Finck explained what they talked about at the Finance Committee meeting, what he understood, is that the likelihood of getting approved for a DNR grant is a lot smaller for a project of this size. He said he understood the DNR likes to award grants for projects that are in the \$10,000, \$20,000 to \$30,000 range. Finck said the scope of this ice-skating rink project is a lot bigger than what traditionally it would be.

Skaret said it's a big project.

Regarding grants for \$10,000 to \$20,000 projects, Brown noted a trail project in Fairmont a couple of years ago where the City received a DNR Trail Grant for \$150,000 for roughly a \$300,000 to \$400,000 project which would be of similar scale as the proposed ice-skating rink in Jackson. Not saying that the City of Jackson would or wouldn't get it, but Brown said the DNR awards grants up to the maximum of \$350,000. Brown said 50 percent of \$350,000 is how the program he's familiar with is set up.

Finck said so knowing now that the project could potentially still happen either way in 2023, so the City should just keep moving forward and apply for the DNR grant.



Skaret said the project could potentially be done either way in 2023. He said the City should just be moving forward. Skaret said the project could still be done next year if the City doesn't receive the grant.

Cushman said concern at the Finance Committee was that the project was going to be delayed a year and maybe not get the grant anyway and then be faced with a higher cost project.

Brown said the only thing he would add, and nobody can exactly put their finger on what it will look like, but a later June or July bid, depending on how busy contractors are, could change the bidding environment verses bidding in a March timeframe. But Brown said there's no way to quantify what that is or if it would be a factor.

Finck said there's potential to get the project done. He said forecasts are the economic times looking ahead may be a little bit slower in the construction side and there's probably better potential there than was a year ago in the way he looks at it.

Finck said he would make a motion to deny the Finance Committee's recommendation and continue with applying for the DNR grant.

Polz said there may be an opportunity to capitalize on the mobilization that the City will have for the Downtown Alley Project next year and that the contractor may submit a bid for the skating pad.

Skaret said by treating the skating rink as a separate project and having a separate bid for it rather than lumping it into the Downtown Alley Project and one bidder basically having the say over the price, the City would be competitively bidding the skating rink project and hopefully get better prices in theory.

**FINCK/POLZ moved and it was unanimously carried to deny the Finance Committee's recommendation to not apply for the DNR Grant for the Skating Rink Cement Pad and continue to move forward with the project.**

## **DOWNTOWN ALLEY PROJECT CHANGE ORDER 1**

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Engineer Wes Brown of Bolton and Menk said the contractor that's doing the Downtown Alley Project obviously did not get that project done or even started this year so the project will go into next year. He explained the original contract completion date was on October 28<sup>th</sup>, 2022.

Brown said it was known that the Downtown Alley Project was going to get pushed into 2023. He said after speaking with the contractor and settling on a completion date the contractor was comfortable with, the Downtown Alley Project Change Order No. 1 will formally extend that completion date to July 28, 2023 with a final completion date of August 18, 2023.

Brown noted there will need to be another Change Order moving the cement slab that was originally going to be the skating rink from the original contract. He said Change Order No. 1 is just a completion date extension for the Downtown Alley Project at this point.

Mayor Walter said a motion was needed to accept the Downtown Alley Project Change Order No. 1.

**FINCK/POLZ moved and it was unanimously carried to accept Downtown Alley Project Change Order No. 1**

## **FIRE SERVICES CONTRACT FOR 2023 TO 2028**

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Skaret said the City has a fire contract with the Jackson Area Fire Protection District which encompasses all or parts of Belmont, Christiania, Des Moines, Enterprise, Kimball, Middletown, Petersburg and Wisconsin Townships. He explained this contract has typically been six years in length. Skaret said the current contract expires December 31<sup>st</sup>, 2022. He said the City does the billing to the townships. Skaret said the townships basically pay two different fees. He said there's a flat fee per section depending on how many sections are covered in each township or parts of a township that are in the fire district. Skaret said the townships also pay a flat fee per section and right now that fee is \$264 per section. He explained in the previous contract, that fee went up five dollars a year. Skaret said in the new six-year contract, the price per section will go up incrementally ten dollars per section each year. He said in 2023, the fee will be \$274 per section and by 2028 the fee will be \$324 per section. Skaret said there's also a fee each time the Fire Department gets called out to a fire out in the townships. He said in 2022, that fee was \$520 per call which will go up \$30 per year so in 2023, that fee will be \$550 per fire and then going up \$30 per year and eventually be at \$700 per fire.

Skaret said he met with the township representatives and went over the proposed price changes. He said the township representatives thought the fee increases were reasonable.

Skaret said the only part of the contract that would change from the previous contract is the yearly prices. He noted the Finance Committee also recommended approval of the new contract.

Mayor Walter asked for a motion and a second on the Fire Services Contract for 2023 to 2028.

**POLZ/CUSHMAN moved and it was unanimously carried to approve the new Fire Services Contract with the Jackson Area Fire Protection District for the years 2023-2028.**

#### **BUSINESS ASSOCIATES AGREEMENT AND HOLD HARMLESS AGREEMENTS BETWEEN AMERICAN ACCOUNTS ADVISORS AND THE CITY OF JACKSON FOR COLLECTIONS**

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Skaret noted a couple of Council meetings ago, the City Council approved contracting with a collection agency for unpaid accounts for the Ambulance Service. He said it's being proposed to do the same thing for unpaid accounts for fire calls with the same collection agency. Skaret said in order to do the same for fire calls, the City Council needs to approve the two agreements in order for the collection agency to try and collect on the unpaid accounts for fire calls.

Peterson asked if there are a lot outstanding unpaid accounts for fire calls.

Skaret said there's about a half a dozen accounts or so. He said some of them are vehicle fires, car accidents and people where the unpaid bill can't be certified to taxes.

**POLZ/FINCK moved and it was unanimously carried to approve the Business Associates Agreement and Hold Harmless Agreements between American Accounts Advisors and the City of Jackson for collections.**

## **FINANCE COMMITTEE RECOMMENDATION – JACKSON COUNTY ANIMAL PROTECTION SOCIETY (JCAPS) FUNDING**

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Skaret said the City Council touched on this subject at the December 6<sup>th</sup> City Council meeting about providing up to \$2,000 per year as a reimbursement to both JCAPS (Jackson County Animal Protection Society) and PAWS (Precious Animals Worth Saving). He noted the City has been reimbursing PAWS at \$145 per cat for spay and neutering.

Skaret said JCAPS also spays and neuters animals, particularly strays, not animals that are surrendered by owners who no longer want their animals. He said there's a public benefit for the City to have stray animals spayed and neutered.

Skaret reported the Finance Committee met and recommended that for 2023, the City provide JCAPS the same agreement the City has for PAWS. He said they also recommended that going forward in 2024 and beyond, maybe the City would have one pot of money at \$4,000, or whatever the City Council sets aside, and basically it would be used on a first-come, first-served basis by both PAWS and JCAPS. Skaret said whichever organization serviced the most animals would get the most money.

Finck noted it was beneficial for John Weland from JCAPS to meet with the Finance Committee with a presentation about JCAPS and explain how the organization goes about their business. He said the Finance Committee tasked JCAPS to come back with a program for 2024 on how the funds can be used for the biggest benefit to the community for animal control and so forth. Finck said Weland and the JCAPS Board, along with maybe a Councilmember, are going to meet during the summer to try and figure that out and really organize an ongoing program versus just allocating \$2,000 to spay and neuter.

Skaret said JCAPS would like a City Council representative on their Board. He said that would be something for the next City Council to consider doing.

Mayor Walter asked for a motion to approve the Finance Committee's recommendation regarding funding for the Jackson County Animal Protection Society (JCAPS).

**CUSHMAN/POLZ moved and it was unanimously carried to approve the Finance Committee's Recommendation for the Jackson County Animal Protection Society (JCAPS) funding.**

## **SECOND CONSIDERATION OF ORDINANCE NO. 127 – CITY FEES, RATES AND CHARGES FOR 2023**

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Skaret said Ordinance No. 127 was discussed at the City Council's December 6<sup>th</sup> meeting.

To recap, Skaret noted Ordinance No. 127 includes the water rate increase. He said the water rate base charge will go from \$9.95 to \$10.95 per month and the usage fee will go from \$7.71 to \$8.11 per 1,000 gallons used.

Skaret said the garbage rates will increase by 3 percent per the City's contract with Waste Management.

Skaret said the Ambulance fees will increase. He explained in talking further with the City's billing agent for the Ambulance Service and after taking a closer look at the finances of the ambulance, the billing agent thought the fees could be increased to what was proposed at the December 6<sup>th</sup> City Council meeting. Skaret said that would be increasing the base charge for the ambulance an additional \$50 for both the BLS and ALS base fees.

Skaret said Ordinance No. 127 also includes a new application fee for utility customers who wish to install wind and solar energy devices. He said the fee amount was suggested by NOVA which is the company the City has contracted with to administer any applications. Skaret said the City is starting to get some interest in wind and solar. He explained there's actually a pretty extensive process for a utility customer to go through to connect to the City's electric grid with wind or solar power. Skaret said NOVA provides a uniform process for everybody to go through. He said there are a lot of other Missouri River Energy Services customers that are with NOVA. Skaret said the City approved contracting with NOVA earlier this year. He said NOVA recommended a fee of \$500 to start the process for a utility customer wanting to connect to the electric grid with wind or solar power.

Otherwise, Skaret said there was just some minor housekeeping details included in Ordinance No. 127.

**POLZ/FINCK moved and it was unanimously carried to approve the Second Consideration of Ordinance No. 127 pertaining to the City's fees, rates and charges for 2023.**

**RESOLUTION NO. 67-1222 APPROVING A FINAL TAX LEVY FOR TAXES COLLECTIBLE IN 2023**

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Skaret explained Resolution No. 67-1222 is tied-in with the Truth in Taxation Public Hearing that was held at the start of the City Council's meeting. He said the City Council needs to approve a final tax levy for 2023.

Skaret noted the City Council set a preliminary tax levy back in September at the maximum amount. He explained from that point, the City Council could lower the levy, but could not raise it. Skaret said the preliminary tax levy was raised by 7.5 percent in September. He explained the Finance Committee had already done a lot of the hard work by September. Skaret noted at the start of that Finance Committee meeting to discuss the levy, the proposed increase was at 15 percent. He said the Finance Committee did the hard work and cut the proposed levy increase down to 7.5 percent. Skaret said normally between the preliminary and the final tax levy, the Finance Committee tries to trim that number even further. He explained the Finance Committee met last week and really had a hard conversation and poured over the budget. Skaret said with all the things the City has going on and some of the things that aren't even budgeted for yet that are kind of unknowns that the City might have to take on, the Finance Committee did not feel comfortable going any lower than 7.5 percent. He said this is first time in many years that the City Council approved a final tax levy that wasn't lower than the preliminary levy.

Skaret said that does not mean that everyone's property taxes will go up 7.5 percent. He noted the City had a TIF (Tax Increment Financing) District that ended and freed up about a \$120,000 in tax capacity. Skaret said the City Council should also keep in mind the City started with about a 3.5 percent levy increase at the beginning of working on the budget due to the street project the City has going on. He explained without doing anything because of the added debt service the City was at about 3.5 percent up out of the gate.

Skaret pointed out the pie did grow bigger because of the TIF District that came off the books and also because of valuations due to new construction and the general increase in valuations. He said most people saw a pretty substantial increase on their tax statements. Skaret said that's just reflective of the market value increases that's being seen in the sale of homes especially in the last year.

Finck said the Finance Committee was able to keep things lower than what he believed the County was able to do regarding their final tax levy. He said that's always been kind of a goal for the City to stay below the County's final tax levy increase. Finck said it was a difficult year. He said the Finance Committee has prided itself over the past seven or eight years of trying to stay in the three to four percent increase, but streets and equipment are wearing out and so forth and it's a challenge to keep up.

Skaret said it's a challenge to keep up and inflation has hit the City hard too.

Cushman said the other thing the Finance Committee realized is that there's not a lot of room for error in 2023. He said it's a tight budget.

Skaret agreed it's a tight budget. He said there's not a lot of cushion built into the budget.

Finck said realistically it's about a \$20,000 cushion for a budget of this size.

Cushman said there's not a lot of wiggle room.

Skaret noted it's in the budget and there's money in the Street Equipment Fund to replace a 1988 CAT loader and also for a used snow blower that was ordered last year.

Mayor Walter asked for a motion to approve Resolution No. 67-1222.

**POLZ/PALMER moved and it was unanimously carried to approve Resolution No. 67-1222 approving a Final Tax Levy for Taxes Collectible in 2023.**

#### **RESOLUTION NO. 68-1222 APPROVING THE 2023 GENERAL FUND BUDGET**

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Skaret said Resolution No. 68-1222 is tied in with the City's Tax Levy. He explained normally the City has a little bit of cushion in the General Fund Budget.

Skaret said the 2023 General Fund Budget looks a little worse than it really is because a substantial transfer is planned from the General Fund to the Capital Equipment Fund where the City will be paying for a new aerial fire truck. He said the Fire Department has been doing some fundraising for it and there's been some grants and donations made towards the purchase of the new truck. But Skaret said a large part of paying for it will be coming out of City coffers.

Skaret said the total cost of the truck is about \$1.349 million. He said the City has about \$300,000 in the Fire Equipment Fund but there's about a million dollars, give or take, that the City is going to have to account for. Skaret said the Fire Department is sure hoping for any and all donors to come forward, but realistically the City is planning for about a million-dollar cost that's about to come out of the General Fund.

Skaret said the City is projected to run a deficient, on paper anyway, of about \$982,000.

For clarification, Skaret said the official number is General Fund Revenues of \$3,726,063 and the General Fund Expenses, including that large transfer, is \$4,708,144 for a difference of \$982,081.

Mayor Walter asked for a motion to approve Resolution No. 68-1222.

**FINCK/CUSHMAN moved and it was unanimously carried to approve Resolution No. 68-1222 approving the 2023 General Fund Budget.**

#### **RESOLUTION NO. 69-1222 SUPPORTING INDUSTRIAL PARKWAY TRAIL CONNECTOR ACTIVE TRANSPORTATION GRANT APPLICATION**

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Skaret said the City is applying for a MnDOT Active Transportation Grant for development of a trail on the south side of Industrial Parkway. He explained the proposed trail would run from AGCO's south driveway and go all the way along the south side of Industrial Parkway to Prospect Lane. Skaret said the trail would then continue down the west side of Prospect Lane and go behind the new Family Dollar/Dollar Tree store and strip mall and connect with the existing trail where it crosses Highway 71 over towards Asa Auto Plaza.

Skaret said the City is applying for a grant for up to \$500,000. He said anything beyond that amount has to be matched by the City.

Skaret said the grant application is due by December 31<sup>st</sup>, 2022. He said the preliminary application and letter of intent was due earlier this fall. Skaret said that came back very favorably from MnDOT. He noted this has been a high priority for the Trails Committee for a long time.



Skaret explained the estimated cost for the project is \$614,278. He said there is money in the City's Capital Improvement Fund for trail development that's set aside every year. Skaret said that would cover about \$75,000 of the overage above the \$500,000, assuming the City would get funded the full amount through the MnDOT grant. He said it just depends on where the bids come in.

Skaret explained with the City of Jackson having a population of less than 5,000 people, the County actually has to be the City's sponsoring agency. He said Jackson County will apply for the MnDOT grant in the City's name. Skaret noted the County has been a sponsoring agency for the City on past trail projects as well.

Finck asked Skaret if the pathway of the proposed trail is conducive to proposed future housing projects in that area of the City.

Skaret said it is. He said the Trails Committee feels the proposed trail will match up very nicely with a future housing development project in that area of town.

Polz asked if the estimated cost to the City for the proposed trail will be about \$55,000.

Skaret said that would probably be the amount the City currently doesn't have for the proposed trail.

Polz asked about plans for snow removal all year long and what the long-term maintenance costs may be associated with the proposed trail.

Skaret explained the long-term maintenance costs associated with any trail includes crack filling, fog sealing, general maintenance and snow removal if it's decided to do snow removal on that portion of the trail. He said the City is looking at snow removal on the trails year by year. Skaret noted the City has expanded their menu as far as snow removal on the trails.

Finck said he hopes the trail will be designed to accommodate maintenance equipment on it for snow removal. He said in the past some of the trails were not necessarily designed to have maintenance equipment on it. Finck said if the City is going to go down that path to remove snow from the trails, they should be designed to fit the maintenance machines and also accommodate the weight of those machines.

Skaret said it would be designed as a 10-foot-wide trail.

Cushman asked when the grant would be awarded.

Skaret said the grant would be awarded this spring.

Peterson asked if the MnDOT grant is an all or nothing or partial grant.

Skaret said it's 100 percent of the \$500,000.

**POLZ/FINCK moved and it was unanimously carried to approve Resolution No. 69-1222 supporting the Industrial Parkway Trail Connector Active Transportation Grant Application.**

**Other:**

### **Alderman Dave Cushman**

Alderman Cushman noted this was his last City Council meeting after about 10 short years. He said it's been an honor to serve on the City Council and has enjoyed being a part of the process. Cushman said it's been great, fulfilling for him personally.

Cushman said he had some advice for the new Councilmembers and for the new Mayor. He said he couldn't let his opportunity pass without giving a couple of thoughts.

Cushman's said if you study, prepare and understand the issues, do your homework, it will all come together. He said in creating a dialogue as a group, the Councilmembers usually came up with the best results.

Cushman said his favorite piece of advice, you're not here to make friends. He went on to say you're not here to make enemies either and "by God, I've made both I think". He said don't be afraid to say "no", you can't satisfy everybody.

Cushman said if you do this job right, it will feel like work when you're done and for him it has felt like work and he's enjoyed it.

Cushman said thank-you to Mayor Walter and City Administrator Matt Skaret. He said he's had the opportunity to work with two great City Administrators and one Mayor and a bunch of good guys at the Council table. He said thank-you for the opportunity.

## **Alderman Brandon Finck**

Alderman Finck noted he's had the pleasure of working with Alderman Cushman for eight years. Finck said the best thing that he can say to Cushman is that it's been one of the best challenges he's been involved with. He noted they haven't agreed on everything and he thinks that has made them better.

For the new City Councilmembers coming on board, Finck said this isn't about having the right answer, it's about coming up with the right answer. Finck said it's OK, noting that he and Cushman have walked out of quite a few meetings agreeing to disagree and that's a respect thing.

Finck said it has been a wonderful challenge getting to know Cushman and getting to work with him on the City Council. He said "hats off" to Cushman. Finck said Cushman has done a lot of things for the community that the community doesn't know, along with the time he's invested into this City and he should be commended for that.

Cushman said he appreciated Finck's comments.

## **City Administrator Matt Skaret**

City Administrator Skaret said he wanted to thank Councilmembers Dave Cushman, Jerry Palmer, Michael More and Mayor Walter. He said we've really had a great team. Skaret said he's really enjoyed working with this Council and all it's members.

Skaret said to piggyback on what Cushman and others have said, it's not necessarily agreeing all the time or agreeing with a City Administrator's perspective.

Skaret said Cushman is one of his favorite Councilmen that he has worked with in his 16-plus year career. Skaret said it's not because Cushman agreed with him all the time or said "yes" to everything that he proposed or recommended, it's just that Cushman is very thoughtful and does his homework. He said Cushman does the job right. Skaret said Cushman keeps him on his toes and asks the right questions and sometimes, often times, makes him think how he approaches something too.

Cushman said a lot of people don't realize this, but the City Administrator every two years gets a new workforce. He said now imagine being at your job nearly two years and getting new workers you have to train, mentor and show how this process works. Cushman said none of us came here knowing what to do here. He said we've learned as we went. Cushman said we didn't have an agenda. He said we were going to help our community and we didn't know what that all meant. Cushman said Skaret has to take all new workers and start fresh every two years. He told Skaret he thinks it's amazing that he has the ability to do that. Cushman said kudos to Skaret.

Skaret thanked Cushman for those kind words. He said he looks forward to working with the new City Councilmembers.

Speaking to Alderman Jerry Palmer, Skaret said he's enjoyed working with him. He said Palmer does his homework, asks the right questions and will be missed.

Skaret said Alderman Michael More will also certainly be missed.

Skaret said Mayor Walter has been a force of strong, steady leadership and has done a great job.

## **Mayor Wayne Walter**

Mayor Walter thanked Skaret for the kind words.

Mayor Walter said he's enjoyed working with this group. He said it's been a privilege and an honor to work with all of them and with two fantastic City Administrators and a short time with former City Administrator Pat Christopherson, who was good. Mayor Walter said City Clerk Maschoff has been fantastic. He said former City Clerk/Council Secretary Steve Walker was the one that took him under his wing to guide and show him the ropes. Mayor Walter said during his first two years as Mayor, Walker guided him on what he needed to do. He told Polz that Maschoff and Skaret will guide him on what he needs to do as Mayor.

Mayor Walter told incoming Mayor Polz and the new Councilmembers that they are under good leadership. He said he's looking forward to seeing what the new City Councilmembers can do with some of the problems the City is looking at in the coming years. Mayor Walter said there's some big ones out there.

Mayor Walter thanked Councilmembers and everyone for the time and effort that they put into everything. He said he appreciates it a lot.

Finck noted the steadiness of the Mayor. He said eight years ago, some of us were appointed to the Council and weren't elected. Finck said Mayor Walter's steady hand of knowing when to interject into a conversation and when to let the debate continue has been a pleasure to be part of. He said Mayor Walter's guidance in the committees has been instrumental to getting the City to where it is. Finck noted going through the hiring process with Mayor Walter's guidance when former City Administrator Jennifer Bromeland left and current City Administrator Matt Skaret was hired and the things that Mayor Walter had to step up and do. Finck said again he doesn't think the community quite understands what this job entails and how much time and effort have to be put in to make this work. He thanked Mayor Walter for his time and efforts.

Mayor Walter thanked Finck.

Cushman recalled when Mayor Walter called him 10 years ago that there was an open seat on the City Council and no one had filed to run for that seat. He said he told Mayor Walter that he would think about it. Cushman said his wife urged him to take the position. He said he remembered the phone call from Mayor Walter distinctly.

Mayor Walter said he was short a Councilman and needed help from Cushman and Finck both.

Cushman said his involvement on the City Council started as a write-in campaign.

Finck said he was also elected as a write-in when he first started serving on the City Council.

Mayor Walter pointed out the City Councilmembers and City workers have made him look good. He said "Wayne does not look good on his own, it's the people that he had behind him".

Mayor Walter noted when he ran for Mayor 12 years ago, he said there is no "I" in team and it just goes to show if you have the team there, everything's great.

Mayor Walter said "thanks again guys".

Cushman told Mayor Walter he was welcome.

Skaret said Mayor Walter has been the leader of the team, very firm, steady leadership.

Mayor Walter said he appreciated all the kind words.

Skaret noted Mayor Walter hand-picked a few of the City Councilmembers over the years when he needed people to step up and serve, but that also goes for the City's boards and commissions too. He said there are really some good people serving on the City's boards and commissions.

Mayor Walter said there's been a good group of people serving on the City's boards and commissions as well.

Mayor Walter noted that he and the current Councilmembers will need to start the January 3<sup>rd</sup> City Council meeting to accept Polz's resignation from his Ward Two City Council seat then swear him in as the new Mayor along with administering the oath of office to the new City Councilmembers. He said otherwise there wouldn't be quorum to start the meeting without the current Councilmembers available.

### **Alderman Nathan Peterson**

Alderman Nathan Peterson thanked Mayor Walter and Aldermen Jerry Palmer, Michael More and Dave Cushman for their years of service on the City Council.

With the upcoming winter weather in the forecast, Alderman Peterson asked the local newspaper and radio station if they could remind residents who have fire hydrants located in front of their homes to shovel the snow away from them so the Fire Department can have access to them in case of a fire.

### **Plaque Presentations**

City Administrator Matt Skaret presented a plaque to retiring First Ward Alderman Jerry Palmer thanking him for his service on the City Council from April 5<sup>th</sup>, 2022 to January 3<sup>rd</sup>, 2023.

Palmer thanked Skaret.

Skaret presented a plaque to retiring Second Ward Alderman Dave Cushman thanking him for his service on the City Council from January 1st, 2013 to January 3<sup>rd</sup>, 2023.

Skaret presented a plaque to retiring Mayor Wayne Walter commemorating his service as Mayor of the City of Jackson from January 1<sup>st</sup>, 2011 to January 3<sup>rd</sup>, 2023.

Mayor Walter thanked Skaret.

Skaret invited Mayor Walter, Councilmembers and those attending the meeting to enjoy a cupcake before leaving for the evening.

## **ADJOURNMENT**

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With no further business, Mayor Walter entertained a motion to adjourn.

**CUSHMAN/FINCK moved and it was unanimously carried to adjourn the Jackson City Council meeting at 7:31 p.m.**

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**David A. Maschoff, Council Secretary**

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**Wayne Walter, Mayor**

