

**Jackson, Minnesota
Special City Council Meeting
December 21, 2023**

The Jackson City Council met in Special Session in the Council Chambers of City Hall and also by Teleconference and Zoom at 5:00 p.m. on Thursday, December 21, 2023 with the meeting called to order by Mayor Pro tem Nathan Peterson. On the roll call, the following persons were present in-person, Mayor Pro tem Nathan Peterson and Aldermen Mark Titus, Chris Naumann, Brandon Finck and Joe Pell. Also attending in-person were City Administrator Matt Skaret, City Attorney Brad Anderson, Jackson Fire Chief Dave Bond, City Financial Consultant Shannon Sweeney of David Drown Associates, Jeff Anneke of the DBS Development Group and City Clerk/Council Secretary Dave Maschoff. Lori Broin of the DBS Development Group joined the meeting via Teleconference and Zoom. (Mayor Marcus Polz and Alderwoman Sara Mix were absent.) (A quorum of the City Council was present.)

PLEDGE OF ALLEGIANCE

Mayor Pro tem Nathan Peterson announced the Pledge of Allegiance would be recited before the Special City Council meeting was called to order. All those attending in-person and by Zoom recited the Pledge of Allegiance.

CALL THE MEETING TO ORDER

Mayor Pro tem Peterson called the special meeting of the Jackson City Council to order. He said the roll call showed all Councilmembers were present except for Alderwoman Sara Mix and Mayor Marcus Polz.

Council Discussion Items

HIRING OF SHELLEY POHLMAN AS PART-TIME ECONOMIC DEVELOPMENT OFFICE ADMINISTRATIVE ASSISTANT

City Administrator Matt Skaret said applications for the position of part-time Economic Development Office Administrative Assistant were due December 21st.

Skaret reported there were four applicants. He said Shelley Pohlman has been the current contracted part-time assistant through CEDA (Community and Economic Development Associates). He said the Personnel Committee recommends keeping Pohlman on board and offer her the position at a starting wage of \$20.52 on Step 1 of the City's pay schedule effective on January 1st, 2024.

TITUS/NAUMANN moved and it was unanimously carried to hire Shelley Pohlman as the part-time Economic Development Office Administrative Assistant.

QUOTES FOR MOBILE RADIOS FOR THE FIRE AND AMBULANCE DEPARTMENTS

Skaret explained the City of Jackson is receiving some one-time Public Safety Aid from the State of Minnesota that should be arriving on December 26th. He said the City will be receiving about \$145,000.

Skaret said both the Fire and Ambulance Departments are in dire need of radios. He said the current radios that both Departments have were purchased about 10 years ago and parts are getting hard to find.

Skaret said the Public Safety Aid from the State would be an excellent source of funding to make this large purchase. He said the purchase of radios would take care of a lot of needs.

Skaret said the quote for the purchase of radios for the Ambulance Department totals \$50,204.68 and for the Fire Department the quote for radios is \$104,150.08. He said that adds up to \$154,354.76. Skaret noted there was \$10,000 already budgeted by the Fire Department for the purchase radios.

Skaret thanked Peterson for compiling the information to make the purchase of radios for the Fire and Ambulance Departments a reality.

Mayor Pro tem Peterson asked for a motion to approve the quotes for the mobile radios for the Fire and Ambulance Departments.

PELL/FINCK moved and it was unanimously carried to approve the quote of \$104,150.58 from West Central Communications of Willmar, Minnesota for the purchase of radios for the Fire Department and approve the quote of \$50,204.68 from West Central Communications of Willmar, Minnesota for the purchase of radios for the Ambulance Department.

BELMONT HEIGHTS HOUSING DEVELOPMENT LOAN AGREEMENT

Skaret noted Jeff Anneke from the DBS Development Group was present at the Council meeting.

Skaret said the Loan Agreement is one critical piece of the financing for the Belmont Heights Phase One Subdivision. He explained before the City Council for consideration is a Development and Loan Agreement with the entity Rebound Partners also known as Revocity. Skaret explained it's basically a \$500,000 low interest loan for 10 years. Skaret said payment would be due January 1st, 2034. He said it's a pretty straight forward agreement. Skaret noted the City Council already approved a Loan Letter of Intent some time ago and the Loan Agreement is really the next step in the process that fills in more of the details.

City Attorney Brad Anderson asked if the berm would not be included in the property outlined in the agreement.

Finck said the City will maintain control of the berm property so the City can keep it maintained and clean.

Skaret said that was his understanding as well.

Finck said the berm itself will stay under the City's control.

Skaret said if there were no further questions, he would recommend a motion to approve the Belmont Heights Housing Development Loan Agreement contingent on any final revisions between the City Attorney, Finance Committee and the DBS Development Group.

FINCK/TITUS moved and it was carried for the City to approve the Belmont Heights Housing Development Loan Agreement with the DBS Development Group contingent on any final revisions between the City Attorney, Finance Committee and the DBS Development Group.

Voting in Favor of the motion was Alderman Mark Titus, Alderman Chris Naumann and Alderman Joe Pell.

Abstaining was Alderman Brandon Finck.

ADJOURNMENT

With no further business, Mayor Pro tem Peterson entertained a motion to adjourn the Special City Council meeting.

PELL/FINCK moved and it was unanimously carried to adjourn the Special Jackson City Council meeting at 5:08 p.m.

Mayor Pro tem Peterson said the meeting was adjourned.

David A. Maschoff, Council Secretary

Nathan Peterson, Mayor Pro tem

