

February 7, 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 6:30 p.m. on Tuesday, February 7, 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 and Nathan Peterson. Also attending in-person were City Administrator Matt Skaret, City Attorney Brad Anderson, Street Superintendent Phil Markman, Peggy Markman, Water/Wastewater Superintendent Tony Oxborough, Jackson Fire Chief Dave Bond, Minnesota West Community and Technical College President Terry Gaalswyk, Tina Polz, Sandy Honnette, City Clerk/Council Secretary Dave Maschoff and Josh Schuetz of the Jackson County Pilot. Attending the meeting via Zoom and Teleconference were Alderman Joe Pell, Aaron Kaderabek, Engineer Troy Nemmers of Bolton and Menk, Engineer John Glatzmaier of SEH, Engineer Richard Parr of SEH and Levi Lucht. (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 call showed all Councilmembers were present except for Alderman Brandon Finck. Mayor Polz noted Alderman Joe Pell was attending the Council meeting via Zoom from Beauvais, France.

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 no unscheduled guests, Mayor Polz said the Council would move on to the Consent Agenda.

CONSENT AGENDA

Mayor Polz entertained a motion to approve the Consent Agenda.

PETERSON/MIX moved to approve the Consent Agenda as presented.

Mayor Polz explained since Alderman Joe Pell was attending the meeting virtually, the Council would need to do a roll call vote.

On the roll call vote by Mayor Polz, Alderwoman Sara Mix, Alderman Nathan Peterson, Alderman Chris Naumann, Alderman Mark Titus and Alderman Joe Pell all voted in favor of approving the Consent Agenda as presented.

There were no Councilmembers opposed.

Council Discussion Items

MINNESOTA WEST PRESIDENT GAALSWYK

Mayor Polz welcomed Minnesota West President Terry Gaalswyk to the City Council meeting.

Gaalswyk thanked Mayor Polz and Councilmembers for allowing him to provide some updates regarding Minnesota West Community and Technical College.

Gaalswyk noted it's a pleasure and it's been a period of time since he's spoken to the Jackson City Council. He said what the College has been doing since the recent elections is re-establishing connections as there's been a number of leadership changes in the communities that Minnesota West serves both at the School District level, County level, City Councils and so forth. Gaalswyk said Minnesota West has been spending some time making sure they have those connections in the communities that they serve to allow them to advance their mission in those communities.

Gaalswyk said he is in his eighth year of serving as President of Minnesota West. He said he grew up in the Sibley area of Northwest Iowa and married his high school sweetheart. Gaalswyk said he's been married for over 30 years and he and his wife have a 12-year-old daughter. He said they live in Worthington and his wife works for Worthington School District 518 in special education services.

Gaalswyk distributed informational materials to Mayor Polz and Councilmembers that provided an overview of Minnesota West Technical and Community College and the educational services they provide.

Gaalswyk said Minnesota West serves over 7,000 students annually across the portfolio of what they do as a comprehensive community college. He said Minnesota West has locations in Jackson, Worthington, Luverne, Pipestone, Canby, Granite Falls and Marshall. Gaalswyk said Minnesota West also has a number of other types of services across the region that reach into their producer circles as well as into their high school partnerships.

Of the 7,000 students Minnesota West services, Gaalswyk said roughly 4,500 of those are credit students and the others are non-credit students. He said the non-credit students are those working in some workforce training type initiatives that Minnesota West does with their industry partners.

Gaalswyk said when the College is looked at as a whole, Minnesota West is sometimes thought of as a traditional college. He said about 47 percent of Minnesota West's students are age 22 or older, so about half of the College's student audience are working adults. Gaalswyk said Minnesota West has about 1,800 students that are involved in the College's high school relationship models. He said they work with over 50 high schools across Southwest Minnesota in Minnesota West's service area extending as far east as Fairmont.

Gaalswyk said in some of the school districts, students can take enough courses to actually graduate with an Associate's Degree either through P.S.E.O. or concurrent enrollment.

Gaalswyk also talked about Minnesota West's Farm Business Management Program. He explained Minnesota West has about 24 faculty that work with area farmers in Southwest Minnesota to talk about the profitability of their operations. Gaalswyk said these faculty members work as far east as Fairmont. He said Minnesota West recently acquired the Ridgewater Program from Willmar and brought five to six faculty on board to Minnesota West. Gaalswyk said collectively, the Farm Business Management Program is serving over 750 farmers in Southwest Minnesota with the portfolio programming that they do. He noted it's a very strong connection for the College to do the financial analysis of the farms and then work with the marketing plans and considerations of the farmers that Minnesota West works with. Gaalswyk said Minnesota West also has a Lamb and Wool Program that's located off of the Pipestone campus. He said those producers are located primarily within Minnesota, Iowa, South Dakota and Nebraska. Gaalswyk said the Lamb and Wool Program just celebrated it's 50th year in operation this past fall.

Gaalswyk said 21 percent of Minnesota West students are students of color and the College sees that as leading into their mission. He said more importantly, 83 percent of Minnesota West's graduates stay, live, work and raise their families in the communities of Southwest Minnesota. Gaalswyk said when you think economic development and social mobility, the graduates of Minnesota West stay within our communities and raise their families. He said Minnesota West is very proud of that.

Gaalswyk reported the Jackson campus of Minnesota West has about 320 fulltime equivalent students associated with it. He said the Jackson campus is the largest career technical education campus out of the four campuses that Minnesota West has. Gaalswyk said Minnesota West's four career technical education campuses are in Jackson, Granite Falls, Canby and Pipestone. He said the Worthington campus is more of a junior college type of setting, primarily arts and science.

When looking at enrollment at the Jackson campus, Gaalswyk said enrollment is up 24 percent since 2018 and has fully recovered since the pandemic. He said Minnesota West is very proud of that. Gaalswyk said it's a testament to the faculty and staff that work on the campus. He said the faculty and staff are known for taking care of each student, each day in very unique ways. Gaalswyk said when a student visits the Jackson campus of Minnesota West, they interact with the faculty and staff and come to school in Jackson. He said there's just no question about it. Gaalswyk said he's very proud what that team does.

Gaalswyk said student life is centered on what they do as a Jackson campus at Minnesota West. He said the students are pulled together with student activities, student government and the faculty and staff provide for their well-being by making sure they have social activities.

Gaalswyk said Minnesota West has built out some services to better serve their students within the campuses including food pantries that are easily accessible. He said the food pantries are stocked using resources of the College and students are welcomed to help themselves as needed.

Gaalswyk said Minnesota West provides mental wellness services to their students free of charge. He said those services are available on campus as well as through a computer.

Gaalswyk said the College also provides transportation from the Worthington to Jackson campus. He said it's something Minnesota West started about five years ago. Gaalswyk explained it's difficult to replicate the types of career technical programs that they have on the Jackson campus. He noted Minnesota West knows there's a number of first generation students living in the Worthington community that simply don't have transportation and they want to be in the power line program or they want to be cosmetologists or they want to be in the electrical program.

Gaalswyk noted there are also students on the Jackson campus that want to participate in Minnesota West sports. He said those student athletes also make use of the transportation services to travel to the Worthington campus for athletics.

Gaalswyk pointed out Minnesota West is leading the state in regards to career technical education. He said in particular with the partnerships that Minnesota West has with school districts, whether that's career technical education in the school district, or other types of arrangements with the school districts. Gaalswyk said 57 percent of the students in Southwest Minnesota that are in high school are taking some type of career technical education through program relationships with Minnesota West. He said those relationships vary with many different types of partnerships with the school districts relative to career technical education. Gaalswyk said the importance of that can't be understated.

Gaalswyk referred to the information he distributed to Mayor Polz and Councilmembers outlining the vast number of programs available to students at each of the Minnesota West locations.

Gaalswyk said each fall, Minnesota West hosts a "Pizza with the President" event where students are asked how their college experience is going. He said this fall, students were asked what else can be done in the communities that Minnesota West serves to keep them in those communities. Gaalswyk said Minnesota West wants these young individuals who have skills to stay and work in our communities. He said the message from students was very clear. Gaalswyk noted students said amenities in the community are important. He said students also mentioned having affordable housing, access to housing, wages and employers are important. Gaalswyk said when the City Council thinks about what the City could do to keep this talent here locally, it's those type of things that the student body and Minnesota West talked about this past fall.

Gaalswyk also outlined areas of concern. He said since the post-pandemic era, there are some things that are being witnessed right now that are a little concerning in regard to the careers that students are choosing. Gaalswyk said first and foremost, enrollments in health-related careers are some of the lowest enrollments he's ever seen in his 20-plus years of being involved in education. He said Minnesota West is also seeing less students enroll in education fields to become teachers. Gaalswyk said the third field that's experiencing enrollment loss right now is public peace officers, law enforcement.

Gaalswyk then fielded questions from Councilmembers regarding programs at Minnesota West.

Mayor Polz asked Gaalswyk if he sees a need for student housing in Jackson.

Gaalswyk said housing for students is a challenge in the Jackson community in being able to find apartments and being able to find rental units that are affordable. He said a far majority of the students attending the Jackson campus commute. Gaalswyk said Minnesota West has a housing partnership on the Worthington campus called the “Blue Jay Villas” that’s been open for four years. He said there’s 106 to 108 beds in that housing complex and it’s filled every fall.

Mayor Polz asked Gaalswyk if he had an idea of what the need for housing would be for students in Jackson.

Gaalswyk said Minnesota West could ask the student body about housing needs. He said from his experience, 48 beds would probably fill up very quickly in the Jackson community.

Skaret noted Minnesota law prohibits Minnesota West from building actual on-campus or dormitory housing.

Gaalswyk explained Minnesota West doesn’t have bonding authority as a college to actually do a revenue bond and then construct a building and pay the revenue bond back over a period of time. He said there are universities that have that type of model. Gaalswyk explained the model on the Worthington campus is where a developer actually came and built housing on the Minnesota West campus. He said the developer owns and operates that building. Gaalswyk said Minnesota West participated with some of the improvements around the building like parking lots, landscaping and those types of things around the building. He said the City of Worthington participated with a 25-year loan for the developers. Gaalswyk noted the developers also qualified for a Workforce Development Grant through the State that offset some of the costs of building on State land. Gaalswyk said it was a very creative project.

Mayor Polz thanked Gaalswyk for his presentation.

Gaalswyk said to please contact him anytime if there’s opportunities for Minnesota West to be part of conversations that would be beneficial to the community.

EMILY STREET ELECTRIC WIRE QUOTE

Skaret said the Electric Department is looking at purchasing some wire and other electric materials in relation to the Emily Street Project that will be taking place this summer. He said the quote from Wesco Incorporated for the materials and supplies totals \$19,582.41.

Mayor Polz asked for a motion to approve the quote from Wesco Incorporated.

TITUS/PETERSON moved to approve the quote of \$19,582.41 from Wesco Incorporated for electric materials and supplies for the Emily Street Project.

On the roll call vote by Mayor Polz, Alderwoman Sara Mix, Alderman Nathan Peterson, Alderman Chris Naumann, Alderman Mark Titus and Alderman Joe Pell all voted in favor of approving the quote of \$19,052.41 from Wesco Incorporated for electric materials and supplies for the Emily Street Project.

There were no Councilmembers opposed.

FINANCE COMMITTEE RECOMMENDATION: APPROVE WATER DEPARTMENT SKIDLOADER QUOTE

Skaret said the Finance Committee met on January 24th to talk about the Water Department purchasing a new skid loader. He said Water/Wastewater Superintendent Tony Oxborough has been budgeting to replace the Water Department's 1998 skid loader which has had to have a lot of repairs done on it.

Skaret said Oxborough had received a quote for a new skid loader from Ziegler in the amount of \$65,989 based on a state bid.

Mayor Polz asked for a motion to approve the quote from Ziegler to purchase a new skid loader for the Water Department.

PELL/PETERSON moved to approve the quote of \$65,989 from Ziegler to purchase a new skid loader for the Water Department.

On the roll call vote by Mayor Polz, Alderwoman Sara Mix, Alderman Nathan Peterson, Alderman Chris Naumann, Alderman Mark Titus and Alderman Joe Pell all voted in favor of approving the quote of \$65,989 from Ziegler to purchase a new skid loader for the Water Department.

There were no Councilmembers opposed.

WATER PLANT MEDIA FILTER AND BACKWASH TANK REHABILITATION PROJECT: APPROVE PLANS AND SPECIFICATIONS AND AUTHORIZE THE ADVERTISING FOR BIDS

Skaret noted Engineers Richard Parr and John Glatzmaier from SEH were joining the City Council meeting via Zoom. Skaret said Parr and Glatzmaier are the two lead engineers pertaining to the project.

Skaret said the project has a history going back to early last year when it was known that the media filter at the Water Plant needed to be replaced. He said the media filter was last replaced in 2002. Skaret said the lifespan on media filter is about 20 years. Skaret said a pilot study was done to determine what the optimal media and media depth to enhance operation, removal of the excess ammonia and manganese in the water and ensure long filter run times.

Oxborough said the media that's inside the Water Plant's iron filter tank needs to be replaced. He said right now the filter takes care of removing iron and manganese from the water. Oxborough said in order to, not only get the same water quality the City currently has, the upgrade will provide a better version of it. He said the upgrade will cost around just over \$700,000. Oxborough said it's a line item that will benefit the entire community and not just a certain part of it. He said the Water Plant would be down for basically a month as the media filter is changed. Oxborough said the project will also include the automation of the backwash sequence which will provide for more efficiency and be maintenance free. Oxborough said the Minnesota Department of Health has approved the plans and specifications for the project.

Engineers John Glatzmaier and Richard Parr described details of the media filter project and the materials that will be used to filter the water and improve water quality.

Glatzmaier said the proposed schedule is to bid the project this spring with construction starting late this spring or early summer and continuing to the fall of this year. He said the maximum duration of replacing the media filter will be 35 days.

Skaret noted during the 35 days to replace the media filter, the City's residents will still have water that meets Department of Health standards, but essentially it's going to be different.

Oxborough said he plans to compile information about the project and what will be taking place to educate the public before the project begins.

Skaret said at the end of the project, the City's residents will notice a difference. He said the City will have better quality water with less manganese and less ammonia. Skaret said the ring that sometimes is seen around the toilets and coffee cups will be less.

Oxborough said it will be a higher quality of water, absolutely.

Skaret said to pay for the project, funds were included in the 2022A Street and Utilities Improvements Project Bond for the street projects that began last summer.

Mayor Polz asked for a motion to approve the plans and specifications and advertise for bids on the project.

MIX/NAUMANN moved to approve the plans and specifications and advertise for bids for the Water Plant Media Filter and Backwash Tank Rehabilitation Project.

On the roll call vote by Mayor Polz, Alderwoman Sara Mix, Alderman Nathan Peterson, Alderman Chris Naumann, Alderman Mark Titus and Alderman Joe Pell all voted in favor to approve the plans and specifications and advertise for bids for the Water Plant Media Filter and Backwash Tank Rehabilitation Project.

There were no Councilmembers opposed.

UTILITIES COMMISSION RECOMMENDATION: APPROVE GIS PROPOSALS FROM BOLTON AND MENK

Skaret said the last couple of years there's been a lot of modernization within the City primarily with the AMI metering project for electric and water utilities. He noted other modernization projects have included moving forward with the GoGov app to improve communications and updating the City's website. Skaret said another upgrade is starting with a GIS proposal. He said GIS has been discussed for a couple of years.

Skaret explained the City relies on paper maps within the City's Departments and it's proposed to go to a GIS portal to start digitizing the City's maps and have the system online. He said once the GIS portal is implemented, it will be easier for City Staff to retrieve information and enable the City to better serve their customers by having all the information available at your fingertips instead of digging through old paper maps that may or may not be able to be found.

Skaret said there's a lot of opportunities to grow and expand the GIS module. He said there's also a citizen's complaint venue that can be explored where citizens can use the GIS to report potholes or problems elsewhere in the community.

Skaret said the Utilities Commission received three GIS proposals and viewed two presentations. He said at their January 30th meeting, the Utilities Commission voted to recommend the City Council approve the GIS proposal from Bolton and Menk at a price of \$39,901.

Peterson asked how long it would take to gather information and have the GIS portal online.

Engineer Troy Nemmers of Bolton and Menk said the gathering of information would begin this summer and will take a couple of months. He said it would then take a couple of months to assemble the information and the GIS system should be up and running by the end of the year.

PETERSON/TITUS moved to approve the GIS proposal from Bolton and Menk at a price of \$39,901 as recommended by the Utilities Commission.

On the roll call vote by Mayor Polz, Alderwoman Sara Mix, Alderman Nathan Peterson, Alderman Chris Naumann, Alderman Mark Titus and Alderman Joe Pell all voted in favor to approve the GIS proposal from Bolton and Menk at a price of \$39,901 as recommended by the Utilities Commission.

There were no Councilmembers opposed.

**PERSONNEL COMMITTEE RECOMMENDATION: APPROVE PUBLIC WORKS
DIRECTOR POSITION JOB DESCRIPTION**

Skaret said the Personnel Committee is recommending a restructuring of the Water and Street Departments. He explained essentially what that means, the jobs really don't change. Skaret said it's really going out and advertising for a Public Works Director to oversee both the Street and Water Departments. He said the idea is to have more of a leadership type position to help lead, manage, plan and coordinate the activities of both departments.

Skaret said it's expected the Public Works Director will be key in planning as the City figures out where they're going for growth into the future. He also noted the expected growth within the City's Park and Recreation Department in regards to the potential ballfield complex to be located east of the liquor store and also the pool and potentially the City having more of a role in the day-to-day management of the pool. Skaret said there's a lot of different areas where the City's Parks and Recreation will be expanding and that would also be under the umbrella of the Public Works Director.

Skaret said the Personnel Committee has met and reviewed the job description and job announcement. He explained if the Council approves, the City would start advertising by the end of the week both internally and externally and have an application deadline in early March. Skaret said during the month of March, the candidates to be interviewed would be determined, interviews conducted and a recommendation made to the City Council either at the last meeting in March or first meeting in April. He said the new person hired would then begin their duties in late spring, probably in May.

Mayor Polz said this agenda item also segues into setting the salary range and authorizing advertising to fill the position of Public Works Director.

Titus asked how common is the position of Public Works Director in communities the size of Jackson.

Skaret said it's kind of a mixed bag. He said a lot of times there's a Public Works Director, but then there's actually a person that works underneath that is like a Street Superintendent or Water Supervisor or Water Superintendent that reports to the Public Works Director. Skaret said it's not uncommon. He said it would be uncommon in a City the size of Jackson to have a Public Works Director as the immediate supervisor.

Titus asked if all the different Departments within the City would report to the Public Works Director and is it anticipated that someone would still be the supervisor of the Street Department and someone supervisor of the Water Department.

Peterson said the superintendents of the streets and water would report to the Public Works Director.

Naumann asked if the job descriptions of the Street Superintendent and Water Superintendent have been looked at or tweaked at all.

Mix said they would probably look at the new Public Works Director to really make decisions in right-sizing the Departments. She said the City wants the Public Works Director to be in the role to look at Jackson and look at all of the City's future plans to really develop a long-term strategy for the City of Jackson. Mix said as it stands, the City has boots on the ground but we don't have a lot of growth opportunities. She said the City can basically get our day to day duties done, but we want someone that can basically say, ok, I've got my boots on the ground doing their job, but I'm also looking five to ten years out for what we need to be doing and I'm setting the table to make sure the City has the resources and we've planned far enough out to do all of those things.

Peterson pointed out the intent of hiring a Public Works Director is not to eliminate any positions. He said that needs to be made clear.

Mayor Polz said that was correct. If anything, he said he would anticipate the City will need more help, not less.

Pell said he's glad Peterson brought that issue up. He said he's received emails and phone calls regarding that so it's good to clarify that the City is not doing a reduction in force and the City is just going to hire one more person to be a Public Works Director. Pell said he thinks some people were misinformed. He said, in his opinion, the City wasn't really transparent. Pell said a lot of people misunderstood it, so just to keep that clear, the City is not reducing force.

Mix said the City is not reducing bodies, but there may be some restructuring of those bodies and there may be the addition of more bodies based on the new director and what Jackson needs to grow.

Mayor Polz asked for a motion to approve the Public Works Director position job description.

PELL/MIX moved to approve the Public Works Director Position Job Description as recommended by the Personnel Committee.

On the roll call vote by Mayor Polz, Alderwoman Sara Mix, Alderman Nathan Peterson, Alderman Chris Naumann, Alderman Mark Titus and Alderman Joe Pell all voted in favor of approving the Public Works Director Position Job Description as recommended by the Personnel Committee.

There were no Councilmembers opposed.

PERSONNEL COMMITTEE RECOMMENDATION: SETTING SALARY RANGE AND AUTHORIZING ADVERTISING TO FILL THE POSITION OF PUBLIC WORKS DIRECTOR

Skaret said for a salary range for the position of Public Works Director, it would basically equate to between \$78,000 and \$109,000 annually. He said it's a pretty competitive salary range. He said the City should be able to draw some quality applicants.

Mayor Polz entertained a motion setting the salary range and authorizing advertising to fill the position of Public Works Director.

TITUS/PETERSON moved to approve setting the salary range of \$78,000 to \$109,000 annually and authorizing advertising internally and externally to fill the position of Public Works Director.

On the roll call vote by Mayor Polz, Alderwoman Sara Mix, Alderman Nathan Peterson, Alderman Chris Naumann, Alderman Mark Titus and Alderman Joe Pell all voted in favor of approving setting the salary range of \$78,000 to \$109,000 annually and authorizing advertising internally and externally to fill the position of Public Works Director.

There were no Councilmembers opposed.

POOL TASK FORCE

Skaret said following the February 2nd joint City Council/Schoolboard meeting, the Council should formally select their three members that will serve on the pool task force.

Peterson said he would like to serve on the task force.

Titus said he would also serve on the task force.

Skaret noted Peterson and Titus are both representatives on the Pool Board.

Mayor Polz said Alderman Brandon Finck had made the statement he would be interested in serving on the task force. He said Pell also offered to serve.

Mayor Polz suggested tentatively appointing Finck to the task force and if Finck isn't available to serve, then have Pell as an alternate to fill the third position on the task force.

Pell said that would be fine.

Mayor Polz said it also needs to be determined how many community members will be a part of the task force.

Skaret said at the February 2nd meeting, it was talked about having three community members. He said since then, there's been talk about having up to four community members or down to two members.

Peterson asked who will pick the community members for the task force.

Mayor Polz said he thinks it should be up to the task force to choose the individuals to represent the community.

Titus agreed with Mayor Polz.

Mayor Polz said it will be up to the task force to determine the number and who will represent the community.

Mix asked if the task force will have a mediator.

Mayor Polz said the pool issue was brought up at the February 7th JEDC meeting. He said it sounded like the JEDC would be willing to help finance a third party facilitator so there would be a neutral party. Mayor Polz said he felt that was a good idea. He said Brandon Finck also felt it was a good idea. Mayor Polz said JCC Superintendent Barry Schmidt did not necessarily feel it was a good idea. He said Schmidt wanted to know how there would be a third-party facilitator that was neutral. Mayor Polz said he thinks from the standpoint of the City, they very much want that third-party facilitator, somebody that can serve as a centralized repository for documents and things so the School or City aren't waiting for documentation from one entity or the other.

Titus said he liked the idea of having a facilitator.

Mix said the third party person's job would be to keep things moving towards that end target and remain neutral.

Mayor Polz entertained a motion.

PETERSON/TITUS moved to approve the City's Pool Task Force members of Peterson, Titus, Finck and Pell as an alternate and also sending a letter to the JEDC from the City Council supporting the JEDC's offer to have a third-party facilitator for the Pool Task Force.

On the roll call vote by Mayor Polz, Alderwoman Sara Mix, Alderman Nathan Peterson, Alderman Chris Naumann, Alderman Mark Titus and Alderman Joe Pell all voted in favor to approve the City's Pool Task Force members of Peterson, Titus, Finck and Pell as an alternate and also sending a letter to the JEDC from the City Council supporting the JEDC's offer to have a third-party facilitator for the Pool Task Force.

There were no Councilmembers opposed.

RESOLUTION NO. 08-0223 DESIGNATING MMUA REPRESENTATIVES

Skaret explained with the turnover on the City Council, the Council needs to update their resolution designating the City's representatives as voting members for any business for members of the Minnesota Municipal Utilities Association. He said the duties of that position are typically very, very light.

Skaret said he, as City Administrator, has typically been recognized as the City's representative and the City Council has typically had a Councilmember as an alternate in case he, or whoever the City Administrator is, is not able to attend a meeting as a voting member.

Skaret said former Alderman Michael More had been the City's alternate representative. He noted More had also been the Council's representative on the Utilities Commission and that's why the previous Council had selected More to be the City's alternate MMUA representative.

Mayor Polz asked for a volunteer.

Mix said she would volunteer.

Mayor Polz asked for a motion.

PETERSON/NAUMANN moved to approve Resolution No. 08-0223 designating City Administrator Matt Skaret and Alderwoman Sara Mix as the alternate as the City of Jackson's Minnesota Municipal Utilities Association representatives.

On the roll call vote by Mayor Polz, Alderwoman Sara Mix, Alderman Nathan Peterson, Alderman Chris Naumann, Alderman Mark Titus and Alderman Joe Pell all voted in favor designating City Administrator Matt Skaret and Alderwoman Sara Mix as the alternate as the City of Jackson's Minnesota Municipal Utilities Association representatives.

There were no Councilmembers opposed.

RESOLUTION NO. 07-0223 DESIGNATING MRES REPRESENTATIVES

Skaret said Resolution No. 07-0223 is basically the same thing as the previous agenda item except it's to designate the City's Missouri River Energy Services (MRES) representatives. He said former Alderman Michael More was the City's alternate MRES representative.

Alderman Joe Pell said he could serve as the MRES alternate representative. Mayor Polz asked for a motion.

PETERSON/TITUS moved to approve Resolution No. 07-0223 designating City Administrator Matt Skaret and Alderman Joe Pell as the alternate as the City of Jackson's Missouri River Energy Services representatives.

On the roll call vote by Mayor Polz, Alderwoman Sara Mix, Alderman Nathan Peterson, Alderman Chris Naumann, Alderman Mark Titus and Alderman Joe Pell all voted in favor of designating City Administrator Matt Skaret and Alderman Joe Pell as the alternate as the City of Jackson's Missouri River Energy Services representatives.

There were no Councilmembers opposed.

CITYWIDE CLEAN UP DAYS

Skaret said he's talked with Waste Management and their schedule is pretty open. He said under the current contract with Waste Management, the City gets one clean-up days. Skaret said typically Waste Management will pick up items on the west side of the river on one Saturday and then pick up on the east side of the river the following Saturday. He said last year Jackson's Clean Up Days were held on June 11th and 18th.

Mayor Polz said he's had a lot of people ask him about adding a second set of Clean-up Days. He said he thinks it's an asset to the community. Mayor Polz said he understands the cost to have a second clean-up days is \$10,000. He said he thinks there's a lot of value of having a second Clean-up Days. Mayor Polz asked Skaret if it would be possible to have a second Clean-up Days.

Skaret said it wasn't budgeted for this year. He said funding could probably be found if that's something the Council really wants to do.

Councilmembers discussed possible dates for Clean-up Days.

PETERSON/NAUMANN moved to approve having two Clean-up Days in Jackson with the first one on April 29th and May 6th and the second one on September 16th and September 23rd, 2023.

On the roll call vote by Mayor Polz, Alderwoman Sara Mix, Alderman Nathan Peterson, Alderman Chris Naumann, Alderman Mark Titus and Alderman Joe Pell all voted in favor of having two Clean-up Days in Jackson with the first one on April 29th and May 6th and the second one on September 16th and September 23rd, 2023.

There were no Councilmembers opposed.

BOARD OF EQUALIZATION ON TUESDAY, APRIL 18TH – START AT 6 OR 6:30 P.M.?

Skaret asked if the Councilmembers had a preference in starting the Board of Equalization meeting on April 18th at 6 p.m. or 6:30 p.m. He noted last year they started the meeting at 6 p.m.

PETERSON/PELL moved to start the Board of Equalization meeting on Tuesday, April 18th, 2023 at 6 p.m.

On the roll call vote by Mayor Polz, Alderwoman Sara Mix, Alderman Nathan Peterson, Alderman Chris Naumann, Alderman Mark Titus and Alderman Joe Pell all voted in favor of starting the Board of Equalization meeting on Tuesday, April 18th at 6 p.m.

There were no Councilmembers opposed.

Other:

Alderwoman Sara Mix

Jackson Motorplex

Mix said with spring coming up, she would like it if the City would reach out to the Jackson Motorplex to show the City's appreciation of the Motorplex being in town and ask if there's anything the City can do to support them. She said she thinks the Motorplex is a really strong business in Jackson. Mix said there's always rumblings, but she's heard the Motorplex doesn't feel they are supported in Jackson. She said she wants to make sure the Jackson Motorplex understands that they are supported and if there's anything the City can do to support them, to let the City know.

Skaret noted a committee has been formed to assist with community events during the Nationals.

Peterson, a member of the Nationals Committee, said there are 10 members of the Committee with three members representing the Chamber of Commerce.

Peterson suggested Skaret compose a letter stating the City's support of the Jackson Motorplex. He said each City Councilmember could sign it at the next Council meeting.

Strategic Planning Sessions

Mix asked if the Council wanted to wait in having their Strategic Planning Sessions until the new Public Works Director is hired. She also pointed out that February 22nd is Ash Wednesday.

Mix said she didn't know how the rest of the City Council felt about waiting until a Public Works Director is hired to be a part of the Strategic Planning Sessions. Mix said she personally feels strongly that person's advice should be included in talking about future plans for Jackson.

Mayor Polz asked what Skaret and the rest of the Councilmembers felt.

Skaret said he would suggest doing the Strategic Planning Sessions sooner rather than later. He said there's always going to be change. Skaret noted there's a lot that goes into the Strategic Planning and it doesn't just revolve around one position, although it is important. He suggested doing the Strategic Planning Sessions sooner than later, but that's just his thoughts.

Peterson said to move forward with the Strategic Planning and get it done. Titus also agreed to get it done.

Skaret said he would reach out to facilitator Marcy Douglas to see what dates she may be available to reschedule the Strategic Planning Sessions.

Blighted Houses

Mix said she had someone request that the City start doing something about the houses that are blight in Jackson.

Mayor Polz noted the City of Pipestone started a program a few years ago with City funding to assist in tearing down and cleaning up blighted properties.

Skaret said typically blighted houses have been dealt with on a case by case basis. He said if there's a public health and safety issue, then the City can take enforcement action. Skaret explained the property owner has to be given due process to get the property fixed or cleaned up. He said if the property owner doesn't comply, then the City can take enforcement action including, but not limited to, having the house demolished and the cost assessed to the property owner's taxes.

City Attorney Anderson said sometimes the City has contacted the landowner and they have actually deeded the property over to the City which is the least expensive and quickest way to clean up a property. He said sometimes the property owner gets cited by the Sheriff's Office and the property owner gets charged with a petty misdemeanor and are encouraged to clean up their mess. Attorney Anderson said things like lawns can be mowed by the City and the cost then assessed back to the property owner. He said there's various ways to do it.

Attorney Anderson said in the past, there's been a City Council tour and areas identified that needed help. He said he and City Administrator Skaret have also driven around town and have tried to identify properties that needed help and determine the best path to follow to accomplish the goal of getting it cleaned up.

Skaret said there are cities that have developed an incentive program where property owners that are adjacent to a dilapidated property and purchase that property and tear down a building and clean it up will be reimbursed by the City for a part of the demolition costs. He said it's typically cheaper if someone from the private sector tears down a building verses the public sector doing it.

Mix asked if she can bring a list of blighted houses or how to go about it.

Attorney Anderson said to give a list to Skaret if there's some areas that Mix thinks need help. He said the City can send the Sheriff's Office to look at the property or the City can contact the property owner to start the process.

Mayor Polz suggested possibly setting something up in the City budget to assist with cleaning up blight similar to what the City of Pipestone is doing.

Skaret noted the situation has to typically be public health or public safety related, not because something is ugly.

Mix thanked Skaret and Attorney Anderson for the clarification.

Alderman Nathan Peterson

Emerald ash borer

Alderman Nathan Peterson noted a community just north of Jackson has found Emerald ash borer. He said he knows that Emerald ash borer has been discussed by the Jackson City Council in the past. Peterson asked if funds have been budgeted to address the Emerald ash borer if it's ever detected in Jackson.

Skaret said money is set aside in the City's Capital Reserve. He said there's about \$28,000 or \$30,000 that was set aside years ago for Emerald ash borer for either taking down trees or planting new ones and diversifying the City's tree population.

Peterson said the Emerald ash borer problem is something he was made aware of. He said he wanted to make sure the City had money set aside to address the Emerald ash borer problem.

Mayor Polz noted former Alderman Jerry Palmer talked about and recommended funding be set aside for Emerald ash borer last year.

Peterson suggested, going forward, maybe the Finance Committee needs to look at the funding for dealing with Emerald ash borer if it's detected in Jackson.

Update on new Platform Fire Truck

Peterson said Fire Chief Dave Bond said assembly of the new Platform Fire Truck is on schedule.

Bond said two weeks ago he talked to the salesman who the Fire Department worked with in purchasing the new truck. He said the frame of the truck cab is built and the interior work still needs to be done. Bond said the truck will soon be on the assembly line. He said it's still projected for the new platform truck to arrive late this summer or early fall.

Peterson noted the Fire Department is also currently conducting a raffle fundraiser.

Peterson said tickets are available from any of the firemen or he also has tickets available to purchase.

Alderman Mark Titus

Snow removal in the business district

Alderman Titus asked if the City has ever taken on sidewalk snow removal in the business district especially with the vacant store fronts. Titus said he's taken on a half a block of removing snow from the downtown sidewalks himself.

Skaret said the City has taken on removing snow from the downtown sidewalks involuntarily. He said the Street Department crew will shovel a downtown sidewalk and then bill the property owner.

Titus said he was simply asking the question with all the vacant buildings. He said somebody could be hired to remove the snow, but to him a more efficient process would be obviously if it was a City function.

Skaret said the City sends a letter at the start of every winter to all of the business and property owners downtown reviewing the snow removal procedures and reiterating that property owners are responsible and what happens if they don't remove the snow from their sidewalks. He said as a City, the City doesn't remove snow from the sidewalks in the downtown business district.

Mix asked Titus how many sidewalks there are that don't have the snow removed from them.

Titus said there's a lot. He said it's just a hodgepodge of sidewalks that get shoveled or it doesn't get done for three days. He said it's very hit and miss and becomes a safety issue when the snow gets packed down. Titus said he realizes it's a staffing issue for the City and it costs money.

Mix asked if a reminder letter could be sent to the businesses in the downtown area to say that they need to clear their sidewalks of snow.

Skaret explained the downtown businesses and property owners are informed in the letter at the beginning of the season that this will be the only letter they will be receiving and if they don't remove the snow from their sidewalks, the City will do it and charge them for it.

Street Superintendent Phil Markman noted there's a couple business sidewalks that the Street Department has cleared the snow from this year.

Mix asked if it's the same property owners over and over again or different ones.

Markman said it varies.

Alderman Joe Pell

Skating Rink

Alderman Pell said thanks to Street Superintendent Phil Markman and the Street Department crew for getting the ice skating rink up and going. He said it looks good.

Council Chamber painting

Alderman Pell said he was curious with where the City was at in getting bids for getting the walls in the Council Chambers repainted.

Skaret said he's trying to get a meeting scheduled with an interior decorator.

Pell asked if a color has been decided upon.

Skaret said he was going to wait for the interior decorator's recommendation.

Pell said no pressure. He was just wondering when the painting may be done.

Skaret said he's trying to get a meeting scheduled with the interior decorator, but it's in progress.

City Administrator Matt Skaret

Strategic Planning Sessions

Skaret said with the Strategic Planning Sessions being held from 5 p.m. to 8 p.m., he asked Mayor Polz and Councilmembers if they would like to have some supper provided and if they had a preference on what should be ordered.

Councilmembers indicated pizza or sub sandwiches would be fine.

Skaret said pizza will probably be ordered for one of the sessions and sub sandwich box lunches for the other session.

ADJOURNMENT

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

PETERSON/TITUS moved to approve adjourning the Jackson City Council meeting at 7:52 p.m.

On the roll call vote by Mayor Polz, Alderwoman Sara Mix, Alderman Nathan Peterson, Alderman Chris Naumann, Alderman Mark Titus and Alderman Joe Pell all voted in favor of adjourning the Jackson City Council meeting at 7:52 p.m.

There were no Councilmembers opposed.

Mayor Polz said the Council meeting was now adjourned. He thanked everybody for attending.

David A. Maschoff, Council Secretary

Marcus Polz, Mayor

