

Jackson, Minnesota  
January 15, 2019

The Jackson City Council met in regular session in the Council Chambers of City Hall at 6:30 p.m. on Tuesday, January 15, 2019 with the meeting called to order by Mayor Wayne Walter. On the roll call, the following persons were present: Mayor Wayne Walter, Aldermen Larry Anderson, Brandon Finck, Jeffrey Gay, Donnie Schoenrock and Dave Cushman, City Administrator Matt Skaret, City Attorney Brad Anderson, Street Superintendent Phil Markman, Water/Wastewater Superintendent Tony Oxborough, MRES Jackson Distribution Maintenance Foreman Jeremy Boogerd, Engineer Maria Tiegs of SEH Incorporated, Jackson Fire Department First Assistant Chief Dave Bond, Park Board Chairman and Jackson Fire Department Training Officer Michael Haeffner, Luke Ewald of Des Moines Valley Public Health and Human Services, Jackson Chamber of Commerce Executive Director Sharon Henning, Ken Temple, Karen Temple, Paul Hargus, Scott Hargus, Pastor John Schuetz of Our Redeemer Lutheran Church in Jackson, City Clerk/Council Secretary Dave Maschoff, Justin Lessman of the Jackson County Pilot and Dave Schmidt of KKOJ/KUXX Radio. (Alderman Matt Madden was absent.) (A quorum of the City Council was present.)

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

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Mayor Wayne Walter called the regular meeting of the Jackson City Council to order. He noted the roll call showed Alderman Matt Madden was absent.

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

#### **RECOGNITION OF RETIRING WARD TWO ALDERMAN KEN TEMPLE**

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Mayor Walter said it was his honor to recognize retiring Ward Two Councilman Ken Temple for his 24 years of service as a City Councilperson.

Temple explained he first served on the City Council starting in 1994 and served for four years. He said he then was off the City Council for a few years as he was busy teaching and serving as the Emergency Medical Services Coordinator in the area before again returning to serve as a Councilperson.

Mayor Walter said it was with great honor that he was presenting a plaque on a behalf of the City to Temple in appreciation for his 24 years of service on the Jackson City Council.

Mayor Walter told Temple it's been an honor and privilege to serve with him on the City Council.

Temple thanked Mayor Walter and said it has been good to serve with the Mayor and all the Councilmembers.

Temple was given a round of applause by all those attending the meeting. Temple shook hands with Mayor Walter, City Councilpersons and City staff.

## **CONSENT AGENDA**

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

### **Council Discussion Items**

#### **JACKSON ACTIVE LIVING PLAN UPDATE AND RESOLUTION SUPPORTING BICYCLE GOALS – LUKE EWALD**

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Ewald explained he wanted to give the Mayor and City Council an update on the public health's Active Living Programs focusing on the trails. He said he wanted to point out what's been accomplished and what's planned for 2019 in the City of Jackson.

Ewald outlined what the Statewide Health Improvement Partnership (SHIP) is about. He said SHIP has been around for over a decade. Ewald noted SHIP's new focus is creating communities that age in place where people want to live, learn work and play. He said they are working to create Jackson as a place where kids grow up in Jackson, maybe go off to college, but then they want to come back to Jackson to work and then retire.

Ewald said the current SHIP strategies in Jackson include active living, worksite wellness, healthcare with the hospitals, tobacco-free communities in Jackson, Cottonwood and Nobles Counties, school wellness and Safe Routes to Schools.

Ewald also outlined the organizations involved in the Jackson Active Living Partnerships which include the City of Jackson and Jackson County Departments.

Ewald went on to explain the 6 “E’s” of the Active Living Program which includes health equity, engineering, education, encouragement, enforcement and evaluation and planning. He said these are the elements that are used to create the bicycle and walk friendly communities and are tied into the active living plan that Jackson has.

Ewald mentioned the availability of mini-grants for new projects. He outlined some of the highlights in 2018 such as Jackson, Cottonwood and Nobles being the only rural counties invited to the Bike and Walk Minnesota Conference in Rochester in April to make a presentation, the Bike Friendly Community Award presented to Jackson, the local Southwest Region League Cycling Instructors and the Trail Count reports at the schools.

Ewald also updated the Mayor and Council on the Bike Friendly Community program and the request for the City Council to support a resolution supporting bicycle goals.

Luke said for the Active Living Focus for 2019, they are really going to focus on the education, the community encouragement to get more people bicycling and walking and evaluation such as trail counts and other surveys. He said some of the other feature items they will be doing will include creating bicycle friendly businesses, conducting a walk-audit in the spring and look at doing a walk-friendly community. He said they are also hoping to rollout the new bike fix-it station and bike share system along with a wayfinding system in 2019. Ewald said there may also possibly be community active living surveys conducted because the latest survey results are about five years ago. He said finding some new goals to work on might be good.

Ewald said in the near future a presentation will be given to the City Council about a proposal to put a mountain bike trail system in Belmont Park. He said the cost is estimated at between \$217,000 and \$229,000. Ewald said grants are currently being looked at to help fund the project. He said it would be a five to six mile trail. Ewald said an open house was held about the proposed project and no concerns or opposition was stated about the proposal. He said it’s hoped to have Minnesota State High School League Bicycling competitions in Jackson.

Ewald said there are currently no bicycling competitions in Southwest Minnesota. He said the closest one is in Austin. Ewald said a mountain bike trail could be beneficial for the location economy and tourism.

Skaret pointed out to the Mayor and Council maps that had been distributed in the Council's packets outlining the proposed path for a mountain bike trail.

Ewald noted the resolution for consideration by the Council affirming the bicycle friendly community goals and strategies for the City of Jackson. Ewald said grants will be sought to help fund the mountain bike trail proposal.

Skaret pointed out the resolution does not commit the City Council to anything but is a resolution of support.

**SCHOENROCK/CUSHMAN moved and it was unanimously carried to approve Resolution No. 05-0119, a resolution of the City Council of the City of Jackson, Minnesota affirming bicycle friendly community goals and strategies.**

## **WATER STORAGE TANK PROJECT PAY APPLICATION NO. 2**

Engineer Maria Tiegs with SEH explained the photos presented to the Mayor and Council showing the work underway for the new Water Storage Tank Project. Tiegs noted the photos showing the Well #6 waterline trench and existing ground storage reservoir and old well foundation and the Well #6 waterline in casing that will be between the two ground storage reservoir tanks. She also explained the photos depicting the Well #6 waterline through the building, Well #6 waterline in the building, the temporary bypass that blew apart, the high zone header that was removed, the raw waterline columns, temporary bypass and demo of the third pump and HZ distribution line and the HZ distribution and ground storage reservoir waterline through the building.

Tiegs pointed out one photo that showed the buildup of mineral deposits in an 8 inch pipe in the water plant that reduced the water flow down to 4 inches. She said that may be an indication that there may be a lot of mineral buildup in the other pipes in the water plant.

Tiegs said Pay Application No. 2 for the Water Storage Tank Project is for the amount of \$83,286.62 payable to Magney Construction.

**CUSHMAN/FINCK moved and it was unanimously carried to approve Water Storage Tank Project Pay Application No. 2 in the amount of \$83,286.62 payable to Magney Construction.**

## **GROUND STORAGE RESERVOIR CHANGE ORDER NO. 4**

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Tiegs explained the change order is for two items. She said when insulation was removed; a cast iron pipe was discovered just outside the water plant. Tiegs said it was thought the pipe was PVC and had not been scheduled to be replaced. Tiegs said with it being a cast iron pipe, it should be replaced. She explained a cast iron pipe is not typical in a water plant and can be brittle and hard to connect to because it can crack. Tiegs said the cost for that would be \$5,031.

Tiegs said the other part of the change order pertains to the replacement of a portion of pipe to a gate valve inside the Water Plant garage. She said the cost for that change order is \$1,914.50.

Tiegs said the total proposed change order is \$6,945.50 for a total contract price of \$1,799,416.

**SCHOENROCK/GAY moved and it was unanimously carried to approve Ground Storage Reservoir Change Order No. 4 for a total of \$6,945.50.**

## **AMR WATER AND ELECTRIC METER PRESENTATION**

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MRES Jackson Distribution Maintenance Foreman Jeremy Boogerd said he and Water/Wastewater Superintendent Tony Oxborough have been gathering information for the past year and meeting with various vendors to see what system would work for the City of Jackson.

Boogerd noted the City of Jackson currently has a “postcard” system where electric and water utility customers have to read their own meters each month and write down the readings and send or bring them into City Hall.

Boogerd said a presentation about AMI was made in December to the City of Jackson’s Utilities Commission.

To get to the finish line, Boogerd said he and Oxborough would like to seek two firm bids from the two vendors the City would work with to determine what it would cost to deploy an AMI system.

Boogerd said the Water and Electric Departments would like to move forward with the AMI. He said they know it can't be implemented all in one year. Boogerd said they don't have the manpower to switch out all the meters in one year and the cost to do it all in one year would be approximately \$700,000. He said they would like to start with the infrastructure such as the collectors and routers to take in the information from the meters and to get everything set up at City Hall by the end of 2019. Boogerd said they would also like to include about 200 to 300 electric meters and whatever could be fit into the budget for water meters. He said it would then be a yearly phase-in process to ramp up the new system. Boogerd said it's anticipated the system could be phased-in over a four year period.

Boogerd went on to explain the system using the City Council room's Smart Screen.

Boogerd said it's felt it's time for the City to move forward and discuss AMI which stands for Advanced Metering Infrastructure reading. He explained essentially each meter in town, both water and electric meters, talk to each other and then report their readings to a head-end network which is the collector where all the information goes to. He said there would probably be two collectors installed for redundancy along with possibly a few repeaters to get the signal from low areas in town. Boogerd said that information is fed on a fiber optic cable that plugs into the internet. Boogerd said the staff at City Hall or at the Electric Department can then log into the internet on a separate computer and retrieve the reading off any meter anytime of the day.

Boogerd said the Electric Department probably commits a total of about 25 to just over 30 hours monthly to metering due to re-reading meters, stuck meters or people just transposing numbers on their reading. He said once a month it takes about a full day to read electric meters or knocking on doors to get the water meter reading of those that don't read their meters.

Boogerd said the City office staff spends approximately 25 to 30 hours each month for manual input of the readings for billing purposes and phone calls to get readings. He said that 25 to 30 hours would probably get cut down to a total of about two to three hours per month. Boogerd said the exceptions would be if there was a bad meter he'd have to address. He said the AMI would also help with non-reads and estimations of readings especially for water meter readings.

Boogerd said the AMI would also help when someone purchases a house or for rental property so the beginning and end readings could be easily retrieved without City staff having to be on location to read the meters.

Boogerd pointed out AMI would also eliminate time spent on reading industrial and commercial meters.

Boogerd said the AMI system would also immediately notify City Hall exactly when a meter quit working and the latest reading information would be captured.

Boogerd said the Water and Electric Departments would like to move forward with the AMI. He said they know it can't be implemented all in one year. Boogerd said they don't have the manpower to switch out all the meters in one year and the cost to do it all in one year would be approximately \$800,000. He said they would like to start with the infrastructure such as the collectors and routers to take in the information from the meters and to get everything set up at City Hall. Boogerd said they would also like to include about 200 to 300 electric meters and whatever could be fit into the budget for water meters. He said it would then be a yearly phase-in process to ramp up the new system.

Boogerd explained in 2025, the electric industry nationally is going to really be pushing for time of use rates and have the capability of changing those rates daily. He said what that means is that electricity at 4 p.m. in July will have a different rate than electricity used at 1 a.m. in July during the summer. Boogerd said details of that time-of-use rate schedule are still being discussed but you need AMI technology in order to do that. He said if a City doesn't have the AMI system and the company the City buys power from fluctuates their rates, the City will have to try and pick a rate to either try to be in the middle of the rate structure or be above it so you don't lose revenue. Boogerd said with the AMI technology the City's rates would fluctuate as the wholesale power that comes in fluctuates. For example, Boogerd said with time-of-use rates, if someone runs their dishwasher at 9 p.m. rather than 6 p.m. twenty times a month, they can save \$100 a year in energy usage on that one appliance.

Boogerd said customers would also have the option of installing a load control device so the City could shut off a customer's air conditioning or electric water heater during peak demand times. He said participating in the load control program would be voluntary and customers would get a credit on their bill each month for participating in the program. He said it would be similar to the load control program Federated Rural Electric uses.

Boogerd explained additional benefits of AMI include leak detection, tampering and low voltage detection. He noted if a customer has low voltage, the Electric Department's computer will indicate a problem so it can be immediately checked out. Boogerd said the Electric Department will also be notified by the computer if there's an outage so it can be addressed immediately instead of someone having to call it in when it's discovered. He said it will reduce the length of an outage without having a dedicated 24 hour dispatcher.

Oxborough explained the AMI would benefit the Water Department because a lot of people read their own water meters. He said some people don't even read their meters and some people just put 2,000 gallons down every single month. Oxborough said he tried to go and read water meters but it's difficult to catch people at home in order to physically read their meters. He said a lot of the City's water meters are outdated. Oxborough said after 20 years, water meters start to wear out and the City is losing revenue. He said he would like to update the City's system and replace the water meters and wanted to know if the Utilities Commission was interested in updating the system. Oxborough said the Water Department could piggyback off the Electric Department's AMI system by installing an antenna on the water meter which will send a signal to the Electric Meter and then send the information to another source and then to City Hall. He said the AMI is a proactive approach. Oxborough said if someone would take out their water meter, the system would raise a red flag. He said there have been instances where people have taken out their water meters and flipped them around. Oxborough said it would also be a savings by not having the postcard system for the Water Department. He said it would also immediately detect leaks instead of a leak being noticed almost two months later.



Also with the AMI, Boogerd said the electric and water usage billing would be for the usage during the past month instead of the current system where the usage billed is for what was used two months ago. He said it would eliminate confusion over billing.

Skaret noted this fall in September and October when customers had questions about their high electric bills, but it was actually July's usage.

Boogerd noted in November, when the weather is nice, people are getting their bill for September's usage which is the last month of the summer rate charge. He said air conditioning was still being used in September because it was hot outside. Boogerd said AMI would speed up the billing in connection with the usage. Boogerd said if a customer had a question, City office staff could provide the customer, for example, a bar graph chart showing what their daily electric usage was.

Boogerd said the infrastructure to get started is estimated at around \$80,000. He said meters would then also need to be purchased to incorporate into the system. Boogerd said they wouldn't purchase all the needed meters at one time, just what would be allowed in the budget. Boogerd said purchasing the meters would be the expensive part of the project. He said the new meters would then be phased-in by neighborhood.

Boogerd said he wants to install the AMI system slowly, but in a timely manner, so the City doesn't have to go through the process of any rate increases or anything like that for a major project like this.

Regarding the AMI request from Boogerd and Oxborough, Skaret said that the City Council is not being asked to commit to the system, but basically just giving the authorization to go ahead and continue pursuing this.

On the electric side, Skaret said new meters has been discussed in the past but were put on the back burner because there were other priorities such as getting the City's electric infrastructure underground. He noted that this summer will be the final year of the five year plan for the underground electric project and the City should be looking ahead at future projects.

Boogerd explained once a commitment is made to purchase the AMI's collectors and routers infrastructure, the lead time for delivery on that equipment is 20 weeks. He said that's why they are starting now so maybe a year from now they can start to deploy the equipment.

Finck commented it's time for the City to modernize. He said the system makes a lot of sense.

Cushman commented the AMI system could provide efficiencies and savings for both the customer and the City in the long run. He said it seems like it would be a win-win. He said there are enterprise funds that could help get the program started. Cushman said a portion of those funds could be used.

Skaret said to get started the City has cash in the enterprise funds. Going forward, Skaret noted the City is going to be having an electric rate study done this year. He said also with the water and sewer rates, the City will need to evaluate those due to revised costs for the reconstruction on South Highway and reconstruction of Lift Station No. 4. Skaret said the City will need to consult with the City's financial consultant Shannon Sweeney and incorporate the AMI project into the analysis if it's desired to go forward.

Boogerd noted that this will be the final year of the underground electric project. He said there will be time to roll out the project.

As with any new program, Gay asked how the general public will be educated so they know what it is, why it is, how it works and why it benefits them as well as the City.

Boogerd said the big benefit for the public is that they won't have to read their meter anymore.

Gay asked if there's a plan in place to educate the public.

Boogerd said that was a good question but hadn't been thought about.

Gay said he would like to educate people so they know what the program is all about.

Paul Hargus asked if AMI was similar to what Federated Rural Electric uses.

Boogerd said it is a similar system.

Finck asked if there was any City Council action needed.

Skaret said the City Council could approve a motion authorizing Boogerd and Oxborough to seek bids on the initial AMI infrastructure.

**FINCK/SCHOENROCK moved and it was unanimously carried to authorize MRES Jackson Distribution Maintenance Foreman Jeremy Boogerd and Water/Wastewater Superintendent Tony Oxborough to seek bids for the initial infrastructure for the AMI system and to report the bid information to the City Council.**

## **CHRISTMAS/HOLIDAY DECORATIONS**

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Jackson Chamber of Commerce Director Sharon Henning said at some point, the City probably needs to look at replacing the holiday decorations in Jackson. Henning said at this time she currently doesn't have the capacity in the Chamber office to help with the process of seeking new holiday decorations.

Boogerd commented the holiday decorations that cross the highway have served their life purpose. He said the decorations could probably be used for another year or two, but possibly a committee could be formed now to begin looking at purchasing new decorations. Boogerd said he would work with the committee so the new decorations selected are the type that can be hung over the highway in Jackson.

Skaret informed the Mayor and Councilmembers that there's about \$7,500 that's set aside in the 222 Council Unallocated Fund for Christmas decorations. He said the funds were set aside a number of years ago so there are some funds available if it's something the Council wants to move forward with.

Henning noted the City of Mountain Lake replaced their decorations this year that cost around \$15,000. She said the cost depends on how much the City wants to do.

Cushman asked if there were catalogs or brochures of Christmas decorations the Council could look at to get some ideas.

Henning said she had catalogs that could be looked at.

Finck asked if the Chamber office could be the sounding board to get the word out about forming a committee for those interested to look into replacing the Christmas decorations.

Henning asked the members of the local media attending the City Council meeting to get the word out. She said people interested in serving on a committee could contact the Chamber of Commerce Office to get the group together.

Gay asked if there was a target date to have a recommendation regarding the new Christmas lights.

Boogerd noted it takes about six months to for Christmas decorations to arrive once they're ordered.

Henning said if a committee is formed and can make some decisions in the next couple of months, decorations could be ordered by June and July and arrive in time for the holidays this year if that's the Council's goal and the funds are available. Henning said if the Council wants to redo all the Christmas decorations to white snowflakes, it will probably be a bigger bill than if the just the decorations were replaced on Highway 71.

Cushman said it would be important to get Boogerd's input regarding any new decorations to make sure they will work for how they are hung and whether electric power was available on the poles.

Boogerd said the current Christmas decorations will work for another year so if funding wasn't available for the 2019 Holiday season or the City wanted to wait another year, new decorations could be sought for the 2020 holiday season.

Cushman said he would rather do it right than fast. He said as a starting point, Henning could see what response she receives in people joining a committee to look into replacing the Christmas decorations and what ideas they come up with.

Henning said she can follow up with the City Council in a couple of months.

## **MEMORIAL PARK AMENDED PLANS**

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Skaret said following the presentation of the Memorial Park plans by SEH engineer Bob Kost to the City Council on December 18<sup>th</sup>, City staff took a closer look at the functionality of the proposed park plans.

Following the December 18<sup>th</sup> City Council meeting, Skaret said Street Superintendent Phil Markman, Water/Wastewater Superintendent Tony Oxborough and Electric Superintendent Jeremy Boogerd had some very relevant concerns about the layout of Memorial Park.

Skaret explained he, Markman, Oxborough and Boogerd had a teleconference with Bob Kost of SEH and were able to resolve the concerns relating to the splashpad and maintaining access for City water staff to get to the well house and sanitary sewer pit that would have otherwise been inaccessible. He said the trail off of First Street will be widened to 12 feet and reinforced to allow a truck to have access to the well house and gravel trap. Skaret noted those updates are shown on the revised plan for Memorial Park that was distributed to the Mayor and City Councilmembers.

Skaret said there were also some concerns regarding the hook up for the splashpad regarding the water connection. He said that has been revised. Skaret explained they initially planned to use a water line that was close by but that is actually a raw water line and they don't want to use that water for the splashpad. He said that has also been revised.

Skaret pointed out the Electric Department had major concerns with the placement of the Veterans Memorial as there is underground electrical infrastructure located in that area.

Skaret said Markman also had concerns about the placement of the skating rink.

Skaret explained the group met with the Park Board on January 8<sup>th</sup> who shared many of the concerns that had been outlined. He referred to the revised plans for the park that were distributed to the Mayor and City Councilmembers for review.

Skaret said the Park Board recommends moving the Veterans Memorial to the north to be located in the green space off East Ashley Street. He said that alleviates the possibility of any memorial being damaged if the electric lines have to be dug up in the future. Skaret also pointed out that location provides greater exposure to East Ashley Street and makes the memorial area more of its own park. He said it was also brought up that there is some confusion over whether the park is going to be Memorial Park or Veterans Memorial Park.

Skaret explained the Park Board also recommended that are to the east of White Street, where the veterans memorial was originally planned be made into a parking lot which would be gravel to start with. He said this would alleviate some of the parking concerns addressed at the earlier Council meeting.

Skaret explained the Park Board recommends that the skating rink and warming house be relocated to the open green space south of the end of East White Street. He noted there is a hydrant in that area that could be hooked up to help fill the rink and the Park Board believes it is in general a better space for the skating rink.

Skaret said the final change would have the future parking area on the west side of the park south of White Street be converted to gravel so there is additional parking right away rather than wait until a future phase and dig up the grass then.

Skaret said the Park Board is recommending the City Council approve the revisions.

Markman said he wanted to convey with his concerns was to develop the park right the first time.

Alderman Anderson explained the Park Board discussed moving the Veterans Memorial to the north end of the park near Ashley Street giving it more visibility. Regarding the parking issue, Alderman Anderson noted the City parking lot will be just across the street for people to go 50 feet to the Veterans Memorial. He said the Veterans Memorial should be the focus. Alderman Anderson pointed out the electric lines located where the Veterans Memorial was originally planned to be placed. He said if something happened and the electric wires had to be repaired in that location, the Veterans Memorial may have to be disturbed to make the repairs. Alderman Anderson said once the Veterans Memorial is put in place you don't want to tear it up to make a repair.

Alderman Anderson said the revisions to the plan made really good sense and it was a unanimous decision by the Park Board to recommend to the City Council to approve the revisions.

Park Board Chairman Michael Haeffner also mentioned the Park Board's discussion about changing the verbiage on Veterans Park. He explained there's some confusion about Memorial Park being all about the veterans and dedicating an area that's Veterans Plaza in Memorial Park. Haeffner explained the whole park is Memorial Park but the Veterans section will be Veterans Plaza, a part of Memorial Park.

Skaret added that the idea of having a parking area at the end of White Street where the Veterans Memorial was originally slated to go will help separate the Veterans Plaza from the rest of the park. He said it would eliminate confusion on the verbiage as Haeffner pointed out.

Gay noted the difficulty a lot of Veterans that are aging and may have in walking any distance from the City parking lot to the Veterans Plaza. He said that was something to keep in mind.

Cushman noted the parking lot at the end of White Street to help alleviate the distance that someone may have to walk to Veterans Plaza.

Markman said it would be basically repaving what's already at the end of White Street and possibly extend a curb line.

Cushman commended the group for their work regarding the revisions.

Henning asked if the location of the bathrooms and drinking fountain still would meet the State's health code requirements with the relocation of the splashpad. Henning said there was no problem with the relocation of the splashpad but wanted to make sure the requirements would still be met.

Cushman said that would be good to find out.

Skaret said there should be a motion from the Council to approve the revised plan.

**ANDERSON/FINCK moved and it was carried on a vote of four in favor and one abstaining to approve the revised Memorial Park Plan.**

**Alderman voting in favor of the motion included Alderman Larry Anderson, Brandon Finck, Donnie Schoenrock and Dave Cushman.**

**Alderman Jeffrey Gay abstained.**

## **MEMORIAL PARK ENGINEERING SERVICES AGREEMENT AMENDED – ELECTRICAL ENGINEERING FOR SPLASH PAD**

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Skaret explained the amended agreement for electrical engineering is specifically to install electrical service to the splash pad. He said this was not included in the original scope of work with SEH. Skaret said now that the finer details have been discussed with the Park Board and it's been determined what will best serve the City; SEH has come up with a figure for the electrical engineering which is \$5,700. He said that would include engineering related to the removal and replacement of the electric service panels at the existing restroom building and to accommodate the proposed splashpad equipment, drafting of the related construction plans, the specifications for the contractor and inspections.

Boogerd explained the additional electrical engineering came about because initially all the pump equipment for the splashpad was going to be housed in the backside of the existing restroom building. He said with the new location of the splashpad, the existing restroom building is too far away for the pumps to operate correctly so the pumps will be placed next to the splashpad. Boogerd said the transformer for the power will still be located by the restroom building.

Boogerd said he asked to keep that transformer located by the restroom building because it's better for the City. He explained the transformer can be used not only to power the splashpad but also three single family homes, a fourplex and one business in that vicinity. Boogerd said the City would get more use from that transformer. He said the electrical equipment will stay in the existing bathroom, but pumps won't be. Boogerd said the wire has to be sized to get the power over to the splashpad where the pumps will be. He noted that's the reason for the engineering fees to figure that out.

Cushman asked if the pumps would be sheltered next to the splashpad.

Henning said it was her understanding that the pumps will be shelter in an unobtrusive enclosure. She said the Splashpad Committee is not asking for the City to pay the additional engineering costs and is willing to add that to their fundraising efforts. But, Henning also said the Splashpad Committee would not object if the City wanted to pay the additional \$5,700.

Cushman noted the transformer will serve a multipurpose. He said why would the Splashpad pay for the transformer that they will use for three months out of the year while the City uses it for 12 to serve a City block.

Finck agreed with Cushman that the City will also get use out of the transformer.

**CUSHMAN/GAY moved and it was unanimously carried for the City to pay the cost for the electrical engineering for the splashpad and for the City's use in the amount of \$5,700.**

## **RESOLUTION APPROVING NON-GENERAL FUND BUDGETS**

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Skaret explained said the resolution is a break-down of the City's various funds. He noted the Council approved the General Fund budget back in December.



Skaret said the General Fund budget is the budget that most people pay the greatest amount of attention to because that where most of the City's property tax levy comes into and what is used to fund the City's basic services such as administration, law enforcement, fire, parks, streets and so forth.

Skaret said there's a number of other funds the City has. He said a lot of them are TIF funds and also Tax Abatement is included so they are really more pass-through funds. Skaret pointed out there are other funds also such as the City's enterprise funds such as the water, sewer and electric, liquor fund, airport and EDA. He said those funds, especially the liquor, water, sewer and electric are self-supporting and are supported by user fees through the monthly utility bills or if a person patronizes the municipal liquor store. Skaret noted those funds aren't reliant on tax dollars. He said this is really just a general guideline. Skaret said these funds are project driven throughout the year based on needs that come up. Skaret said sometimes they are unforeseen.

On the revenue, Skaret said the City tends to be conservative on the revenue side and tend to pad the expense side a little bit.

Skaret said one thing to note on the expense side for some of these funds, especially utility funds, there is depreciation that's factored into the expense side. He explained it doesn't show up as an expense out of the checkbook so to speak but the depreciation has to be accounted for in the City's budget and balance sheets. Skaret said the depreciation makes the deficits under the balance look worse than they really are.

Skaret said the Finance Committee reviewed the budgets at their meeting on Monday, January 14<sup>th</sup>. He said a motion was needed from the City Council on the resolution approving the non-general fund budgets.

**FINCK/SCHOENROCK moved and it was unanimously carried to approve Resolution No. 06-0119 adopting the 2019 "Non-General Funds" budgets.**

### **SELECTING AN ACTING MAYOR/PRO TEM**

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Mayor Walter said he had spoken with Alderman Matt Madden about serving as Mayor/Pro Tem in 2019 and Madden said he would.

**FINCK/ANDERSON moved and it was unanimously carried to approve the Mayor's appointment of Alderman Matt Madden as Mayor/Pro Tem for 2019.**

Alderman Anderson thanked Mayor Walter for attending each Council meeting in 2018 while he served as Mayor/Pro Tem.

## **COUNCIL GOALS REVIEW**

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Skaret said he summarized the goals that were submitted to him by the Councilmembers. He noted the list included in the Council's packet.

Skaret pointed out there was a wide variety of goals that were submitted. He said some overlapped and some were on the same topic but more elaborate. Skaret said he compiled them into a simple list.

Skaret the top five goals listed included upgrade infrastructure/streets; improve transparency in City Government, upgrading the water/electric meters, recruit new businesses and the Memorial Park project. Skaret said he also listed other goals submitted. He said some of those were related or overlapped with the top five that were mentioned.

Schoenrock said he likes the top five goals. He said recruiting businesses for the Industrial Park should be among the top goals.

Regarding the goal of improving transparency in City Government, Schoenrock pointed out the City Hall is always open and the City Council meetings are public meetings, people can also pick up the newspaper and listen to the radio and can look at the City's Facebook page. As far as transparency goes, Schoenrock said he's not quite sure how the City Government could be much more transparent. He said for the City to improve on the transparency of local government, you're only as transparent as people want to come into City Hall and seek information. Schoenrock said we're always here, we're always available and City staff is always available. He said if the public ever has a question, City staff and the Council are available. Schoenrock said that's what we're here for. He said if anyone has a question from the public, they can ask the City Councilmembers or City staff and they will do their best they can to answer people's questions. Schoenrock said he doesn't know if improve transparency in City Government should be in the Council's top five goals because he thinks the City Council and City staff do a good job on that already. He said the transparency is as good as people will come and seek to find the information they want to find. Schoenrock said in his opinion, that goal almost puts the City Government in a negative light saying it's something the City isn't doing, but he thinks the City is already doing that. He said in the top five goals he would rather see listed recruiting businesses for the Industrial Park because that's that creates jobs in Jackson and really helps people, employs people and brings more children into the school district.

Gay said in principal he agrees with Schoenrock's comments, but noted he runs across so many negative comments that he runs across downtown. Gay said he tells them the Council meetings are open to the public and to attend but they don't so people then don't get the information a lot of times and create their own view of an issue and that's what they pass on to others in town.

Gay said the increasing transparency he would see is if there was, for example, a town hall meeting periodically in order to get information out to these people rather than to allow them to go ahead and make their own misguided judgements on what's going on and so forth with some of the things done by the City.

Finck said he agreed with Schoenrock 100 percent. He said every committee meeting is public and every City Council meeting is public. Finck said the information is out there. He said if people want to be a part of this they can. Finck said it's a choice. He said he's in 100 percent agreement. Finck said he doesn't see how transparency is really a top five goal for the City.

Finck said the City wants to improve the Industrial Parkway businesses but he doesn't know how the City Council makes that a goal. He said that's a goal he would challenge a little bit. Finck said it's a goal of the JEDC and EDA to bring in projects and the City Council can help figure out how to fund them or make the projects work financially.

Finck said he doesn't see transparency in City Government as a goal because this is transparent. He said the City Government is transparent. Finck said there's nothing that goes on that's not public information. He said people have to be willing to come get it. Finck said it's the people's choice. He said that's his take on it. Finck added he doesn't know what the other goal should be.

Cushman said he doesn't think there's right or wrong answers on this list of goals. He noted these are ideas that six or seven people had. Cushman mentioned he said two weeks ago that list changes. He said that list might change next week and might change tomorrow. Cushman said the City Council needs to be flexible and can't get themselves backed into a corner that they're going to do this regardless.

Cushman said making the list of goals is easy. He said goals have a process that you go through to implement a goal. He said the next step gets tough in determining how to implement a goal, set priorities and what's the action plan.

Schoenrock agreed with Cushman. He noted the presentation earlier in the meeting about changing the water and electric meters and now is on his priority list. Schoenrock said Cushman was correct in that the Council has to be fluid with their list of goals. He said he agreed with all the goals on the list, but in his opinion thought approving the goal regarding transparency in City Government puts the City in a negative light.

Gay said he doesn't think the goal of transparency puts the City in a negative light. He said it just shows the City Council wants to go forward to make sure the people that don't know about what's going on or don't take the time to know, are informed so they don't have the wrong ideas all the time and pass it along. Gay said he doesn't disagree with Schoenrock.

Alderman Anderson said he thinks "improve" is the wrong word and think it's "continue" the transparency and educate the people and let them know the City Council meetings are open. He said if someone wants to know more about City Government and what the City Council is doing, come to a meeting. Alderman Anderson said a person doesn't have to say anything, just sit and observe.

Gay agreed educating is something he always looks at. He said in Jackson education is so important to get people to understand what we have in this community. Gay noted there are a lot of programs out there that nobody on Main Street or in town knows about because they haven't dealt with them. He pointed out about educating the community more about those programs as well as putting a spin onto educating people about City government also.

Cushman noted the City of Windom holds "Coffee with the Council" every Saturday. He said a few years ago it was real active, but now it's gotten to the point where it's hard for them to get the Council involved because it's the same conversation over and over again. Cushman said it's a great idea but it loses steam after a while.

Finck noted the City of Windom televises their City Council meetings. He asked if the City of Jackson had that capability to televise their Council meetings.

Schoenrock said the City of Jackson does have the capability to broadcast their City Council meeting. However, he said the question of televising the Council meetings on the cable system was put out to the public and a majority of the public voted it down. Schoenrock said the technology is available to do so.

Gay said the question about televising the City Council meetings could change six months from now depending on what's going on.

Alderman Anderson mentioned to Justin Lessman from the Jackson County Pilot and Dave Schmidt from KKOJ/KUXX that people are listening to the radio and reading the newspaper to find out what's happening at the City Council meetings through them. He noted that he thinks Lessman and Schmidt have done a wonderful job of covering everything that the Council finds important to cover and thanked them. Alderman Anderson said people are reading and listening for what happens at the City Council meetings.

Mayor Walter said he thinks the City Council has their list of goals.

#### **SPECIAL CITY COUNCIL MEETING ON JANUARY 22, 2019 AT 5 P.M. AT CITY HALL**

Skaret explained the special City Council meeting will be a joint session with the Jackson County Commissioners in closed session to talk about the litigation regarding the Public Works Facility.

Mayor Walter said they need as many Councilmembers as possible to attend the special meeting.

Cushman encouraged Councilmembers going to the Public Works Facility to see for themselves what is being talked about pertaining to the litigation.

Schoenrock asked about having the special meeting at the Public Works Facility.

Finck agreed to have the meeting at the Public Works Facility.

Markman pointed out there is a conference room available at the Public Works Facility.

Skaret said he would check with Jackson County to see if they would be agreeable to meet at the Public Works Facility. He said he would let the Mayor and Council know where they will meet.

**There were no unscheduled guests who attended the meeting.**

## **Other:**

### **Public Utilities Commission**

Skaret mentioned volunteers are still being sought to fill a vacancy on the Utilities Commission. He noted the Utilities Commission meets the last Monday of the month at 4 p.m. at City Hall. He said the call for someone interested to serve has been posted on the City's Facebook page, website and local cable access channel.

### **Racing Season at the Jackson Motorplex**

Schoenrock noted that it will be another busy racing season at the Jackson Motorplex. He said driver Tony Stewart will be racing one night during the Jackson County Fair. Schoenrock said another famous race car driver is also being scheduled to race in Jackson.

Schoenrock pointed out there will be a lot of people attending the races and visiting Jackson and it's an opportunity for the City and businesses to welcome visitors and boost the local economy. He said he wanted the City Council to be aware of the big race season this summer and to get behind helping to promote if they have the ability to do so. Schoenrock said he thinks the large racing weekends benefits the entire community.

Schoenrock noted an estimated 25,000 to 30,000 people may be visiting Jackson during the big racing weekends.

Henning said the Chamber of Commerce is working with Jackson Motorplex Manager Doug Johnson for racing banners in Jackson during the Jackson Nationals. She said there will also be a hauler parade through downtown Jackson the Wednesday night before the Jackson Nationals begin. Henning noted the World of Outlaws will be racing in Jackson.

Schoenrock said he's been told that there's \$7.5 million dollars of extra revenue, not spent at the track, but in the community of Knoxville, Iowa through camping, lodging, restaurants and businesses during the Knoxville Nationals.

## **MRES hosted Legislative Meeting**

Skaret said he recently attend a meeting hosted by Missouri River Energy Services in Fairmont to outline some of their legislative priorities with State Representative Bob Gunther and State Senator Julie Rosen. Skaret said it was a very informative discussion about electric utilities and the possible changes on the regulatory side with the change of legislative power in the Minnesota House and new Governor taking office.

Skaret said there may hopefully be some modernization to the CIP (Conservation Improvement Program) where it's mandated that the City come up with 1.5 percent in energy savings over the prior year each year. Skaret said the City of Jackson is not meeting that requirement and there are, to his knowledge, no communities that reaching that goal. He said there's some modernization that's needed as far as the CIP program. Skaret said which direction that goes remains to be seen but there's a good chance there will be some changes.

Skaret said there was also far ranging discussion about electric vehicles and charging stations and who pays for all that. He said it was very informative and he had a good meeting with State Representative Gunther and State Senator Rosen.

## **Southwest Minnesota Broadband Board Appointment**

Gay mentioned he has other meeting commitments on Thursday nights when the Southwest Broadband Board regularly meets and it's difficult for him to attend at the City's representative. Gay asked if someone on the City Council would consider trading appointments with him.

Schoenrock said he would serve as the City's representative if an alternate could also be appointed and also become familiar with the issues being discussed at the Southwest Minnesota Broadband meetings. He said the Board does require an alternate from the City to attend the Broadband meetings.

Finck said he would be willing to attend a meeting with Schoenrock to see was the Broadband meetings were about and what it involves. He said he's not going to commit to it but will attend a meeting to see what it all entails. Finck said he has a lot of other committee meetings and commitments and doesn't have the time.

Mayor Walter asked if Schoenrock would take the appointment to the Broadband Board and Gay could serve on the Airport Commission instead of Schoenrock.

Schoenrock agreed to serve as the City of Jackson's representative on the Southwest Minnesota Broadband Board for 2019.

#### **ADJOURNMENT**

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**With no further business, FINCK/SCHOENROCK moved and it was unanimously carried to adjourn the meeting at 8:10 p.m.**

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**David A. Maschoff, Council Secretary**

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**Wayne Walter, Mayor**



