

Jackson, Minnesota  
January 2, 2019

The Jackson City Council met in regular session in the Council Chambers of City Hall at 6:30 p.m. on Wednesday, January 2, 2019 with the meeting called to order by Mayor Wayne Walter. On the roll call, the following persons were present: Mayor Wayne Walter, Aldermen Matt Madden, Larry Anderson, Brandon Finck, Jeffrey Gay, Donnie Schoenrock and Dave Cushman, City Administrator Matt Skaret, Street Superintendent Phil Markman, Park Board Chairman and Jackson Fire Department Training Officer Michael Haeffner, Jackson First Assistant Fire Chief Dave Bond, 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. (A quorum of the City Council was present.) (The regular City Council meeting was held on Wednesday, January 2, 2019 due to Tuesday, January 1<sup>st</sup> being the New Year's Day holiday.)

#### **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 there was a quorum with all Councilmembers present.

#### **OATH OF OFFICE FOR MAYOR WAYNE WALTER AND WARD TWO ALDERMEN JEFFREY GAY, DAVE CUSHMAN AND WARD ONE ALDERMAN LARRY ANDERSON**

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City Administrator Matt Skaret administered the Oath of Office to Wayne Walter as Mayor for the term commencing in 2019.

Skaret then administered the Oath of Office to First Ward Alderman Larry Anderson and Second Ward Aldermen Dave Cushman and Jeffrey Gay for terms also commencing in 2019. (Oaths of Office attached)

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

## **CONSENT AGENDA**

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**ANDERSON/MADDEN moved and it was carried to approve the Consent Agenda as presented. The vote was unanimous on all Consent Agenda Items except Consent Agenda Item 6(I).**

**Alderman Brandon Finck abstained from voting on Consent Agenda Item 6(I) to designate Bank Midwest, United Prairie Bank, Fulda Area Credit Union, Farmers and Merchants State Bank of Alpha and RBC Wealth Management as Depositories for City Funds.**

**Aldermen voting in favor of Consent Agenda Item 6(I) included Aldermen Matt Madden, Larry Anderson, Jeffrey Gay, Donnie Schoenrock and Dave Cushman.**

**There were no Unscheduled Guests who attended the meeting.**

### **Council Discussion Items**

#### **RESOLUTION NO. 01-0119 DESIGNATING AN AUTHORIZED REPRESENTATIVE FOR THE CITY OF JACKSON AS A MEMBER OF THE MISSOURI BASIN MUNICIPAL POWER AGENCY d/b/a MISSOURI RIVER ENERGY SERVICES**

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City Administrator Matt Skaret explained the City Council needs to approve a resolution appointing representatives to the Missouri Basin Municipal Power Agency doing business as Missouri River Energy Services. He said in the past it's been the City Administrator and one of the Councilmen as an alternate. Skaret said former Councilmember Ken Temple had been the alternate so a new Councilmember needs to be appointed.

Councilmember Matt Madden volunteered to serve as an alternate.

**SCHOENROCK/FINCK moved and it was unanimously carried to approve Resolution No. 01-0119 designating and appointing City Administrator Matt Skaret as the Representative of the City of Jackson and appointing Alderman Matt Madden as an alternate to the Missouri Basin Municipal Power Agency d/b/a/ Missouri River Energy Services.**

**RESOLUTION NO. 02-0119 DESIGNATING AN AUTHORIZED REPRESENTATIVE TO THE WESTERN MINNESOTA MUNICIPAL POWER AGENCY (WMMPA)**

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**SCHOENROCK/FINCK moved and it was unanimously carried to approve Resolution No. 02-0119 authorizing and appointing City Administrator Matt Skaret as the representative of the City of Jackson, to represent the Municipal Utility in the business of WMMPA and to authorize and appoint Alderman Matt Madden as the alternate representative to the WMMPA.**

**LIQUOR STORE PROJECT PAY APPLICATION NO. 3**

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Skaret reported the City has received a pay application for the liquor store project in the amount of \$145,751.97 from Ankeny Builders. He said the Liquor Committee was supposed to meet on Thursday, December 27<sup>th</sup> with the architect and the contractor to discuss the status of the project but unfortunately the winter storm in the Alexandria area prevented the architect to attend. Skaret said the meeting was postponed and hasn't been rescheduled yet.

Skaret said he stopped by the new liquor store on Monday, December 31<sup>st</sup> and looked at the project. He said there are some questions about the lighting that need to be addressed; primarily the cables the light fixtures are hanging from. Skaret said the project is coming along and it's starting to look like a store.

Finck said if a motion is made by the City Council to approve the pay application, he would like to make the approval subject to the Liquor Committee meeting and signing off on it. He said there are a couple things that need to be addressed before the pay application is granted. Finck noted the Liquor Committee was going to meet following the Council meeting to discuss those items.

Cushman said as the liquor store project nears completion, the Liquor Committee should probably be doing more walk-throughs on a timely basis so if issues arise they can be immediately addressed. He said the project is getting close to completion and now is the time to go through the checklist every week.

Finck suggested having the Liquor Committee meet every Friday at noon to walk through the building during the final weeks of construction. He said we're getting to that critical phase in the project and it's easier to address an issue right away instead of trying to change something after the fact.

Finck and Cushman encouraged Councilmembers to walk through the new liquor store during the day and if they have any questions about something to let the Liquor Committee members know.

Finck said it would be good for all the Councilmembers to take a look at the new liquor store.

**SCHOENROCK/GAY moved and it was unanimously carried to approve Liquor Store Project Pay Application No. 3 of \$145,751.97 to Ankeny Builders with the stipulation that approval first be granted by the Liquor Committee to release the funds.**

## **COUNCIL CHECKLIST**

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Skaret said as the new year gets started he believes it's always beneficial to look ahead and establish some goals and priorities for the next year and preferably the next two years. He said former City Clerk Steve Walker used to have the Council Members write down a list of goals and priorities for the year and present them at the next Council meeting.

Schoenrock recalled Walker would have the Mayor and Councilmembers each submit five goals. He said Walker would then take each Councilmember's list of goals and compare them and determine which goals were reoccurring. Schoenrock said Walker then compiled a list of five goals with the top item mentioned the most at the top of the list and so forth. He said halfway through the year, Walker would then give an update on the progress of the goals that were listed.

Skaret noted some towns have a checklist that's included in every Council packet for every meeting. He said it's a working list and throughout time gives a status on items and projects that have been brought up. Skaret noted he included a sample of a check list from another community in the Council's packet. He explained the check list shows the item, who initiated it, who's responsible to carry it out, what the status is and when completion is expected. Skaret said it helps keep the Council on task and makes sure the Council is accomplishing what they want to accomplish for the citizens.

Skaret invited the Mayor and Councilmembers to email items to him that they think should be goals and priorities. He asked the Mayor and Councilmembers to each write down their top five goals or priorities and email them back to him by the end of the week. Skaret said he will then prepare a master list for the next City Council meeting that can be reviewed and discussed.

Cushman said he likes the idea of the worklist of the projects. He said sometimes everyone gets so focused on one item and we lose site of the 12 things around it and forget about them. Cushman said it's nice to see the list and noted it's a big list of things coming up during the year. Cushman mentioned the benefits of the list of projects that the City/County Joint Power Committee has every quarter. He said such a list is helpful.

Skaret asked Councilmembers to email their list of five goals to him by the close of business on Friday, January 4<sup>th</sup>.

Cushman noted goals are important, but you also have to be flexible in case something unexpected comes up. He pointed out the Council still needs to be prepared to make a shift if something occurs.

Schoenrock said Cushman makes a good point. He said the list makes it easier for the Council and the public to see the progress and the goals that have been accomplished. Schoenrock noted the underground electric project to bury all the electric lines in the City of Jackson. He said that was a huge goal and this year it will be accomplished. He said the list is a good thing.

Skaret said the Council needs to be flexible and also needs to be able to juggle multiple items at one time. He said this year will be a very busy year project-wise. Skaret noted the City will have their South Highway Reconstruction Project going on, the Water Storage Tank Project is going to be ongoing and hopefully completed next year, the Lift Station Reconstruction Project, and hopefully the Memorial Park Phase One Project and some different components associated with that. Skaret said it's going to be a busy year and it's a lot to keep track of.

**Other:**

**Jackson Healthcare Foundation**

Schoenrock reported the Jackson Health Care Foundation recently approved granting just over \$60,000 back to the public. He said the grants ranged from some improvements to the baseball fields in Lakefield, improvements to the fitness program at the high school, improvements to the weight training equipment at the middle school along with other programs in the community.

On another issue, Schoenrock said the Healthcare Foundation met with Dawn Schnell, Senior Director at the Sanford Jackson Medical Center. He said Dr. Okoghode is leaving Jackson which leaves the community basically doctorless.

Schoenrock said to find a doctor is very difficult. He pointed out there was a nearby City that looked for five years until they found a doctor. Schoenrock noted Schnell said the list is hundreds long in the Sanford Network of places that are looking for doctors. Schoenrock said Sanford Health is offering \$5,000 to anyone as a finder's fee. He explained if somebody knows a doctor living somewhere else who would move to Jackson and sign a contract with Sanford to serve as a doctor for three to five years, the person who referred the doctor to Jackson would receive \$5,000 from Sanford Health.

Schoenrock explained the Healthcare Foundation was started by Dr. Maitland to assist the Jackson hospital when it was City owned.

Schoenrock explained the Healthcare Foundation Board felt the idea of the finder's fee fell in line with the mission that Dr. Maitland originally established the Healthcare Foundation for. With that in mind, Schoenrock said the Board approved giving \$20,000 towards the finder's fee. He said right now the finder's fee is up to \$25,000 if somebody finds a doctor to sign a contract at the hospital. Schoenrock said they want to try and get the finder's fee up to near \$40,000 in trying to find a doctor to come to Jackson.

Schoenrock said he doesn't know what the City can do or how the City can help. He said healthcare is an integrate part of our City and it's important in making sure we have a doctor at the hospital especially now since the Sacred Heart Mercy Health Care Center has closed.

Schoenrock said he didn't know if there's anything the City can help with. He said getting a doctor in Jackson is important to our town. Schoenrock said the City Council needs to be hand-in-hand with Sanford in trying to figure out how we can get a doctor to Jackson.

Skaret said he would call Dawn Schnell at Sanford Health.

## **ADJOURNMENT**

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**With no further business, FINCK/SCHOENROCK moved and it was unanimously carried to adjourn the meeting at 6:53 p.m.**

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**David A. Maschoff, Council Secretary**

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**Wayne Walter, Mayor**

