

Jackson, Minnesota
January 7, 2020

The Jackson City Council met in regular session in the Council Chambers of City Hall at 6:30 p.m. on Tuesday, January 7, 2020 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, 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 Foreman Jeremy Boogerd, Jackson Ambulance Department Director Michael Muchlinski, Engineer Greg Mitchell of Bolton and Menk, Jackson County Sheriff's Department Chief Deputy Kelly Mitchell, Jackson Fire Chief Dave Bond, First Assistant Fire Chief and Jackson Park Board Chairman Michael Haeffner, Pastor John Scheutz of Our Redeemer Lutheran Church in Jackson, City Clerk/Council Secretary Dave Maschoff and Justin Lessman of the Jackson County Pilot.

CALL THE MEETING TO ORDER

Mayor Wayne Walter called the regular meeting of the Jackson City Council to order. He noted the roll call showed all Councilmembers were present except for Alderman Brandon Finck. Mayor Walter noted a quorum was present.

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

CONSENT AGENDA

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

Unscheduled Guests:

Mayor Walter asked twice if there were any unscheduled guests in the audience.

There were no unscheduled guests at the meeting.

Seeing none, Mayor Walter said the Council would proceed to the Council Discussion Items on the agenda.

Council Discussion Items

UTILITY COMMISSION RECOMMENDATION – ARC FLASH STUDY NON-ELECTRIC DEPARTMENT PROPOSAL

Skaret explained in 2012, the City entered into an agreement with the City's electrical engineer, DGR, to do what's called an "Arc Flash Study".

Skaret said the Arc Flash Study studies the voltage and the safety requirements that are needed for people who are doing any electrical work on the City's facilities. He explained when DGR does the study they will put a symbol next to the electrical boxes that indicate what level of protection is required for people doing electrical work.

Skaret said the study has been done on the City's electrical system but it's also recommended that an Arc Flash Study be done on other City facilities to meet OSHA requirements. He said MRES Jackson Distribution Maintenance Foreman Jeremy Boogerd has reviewed the City's properties list and in working with the City's engineers has identified the properties in which studies should be done. Skaret said some of the properties include the new Municipal Liquor Store, the Fire Hall, most of the Lift Stations and the Water Plant.

Skaret said the Utility Commission has recommended to the City Council that the City move forward and have an Arc Flash Study done on the City's non-Electrical Department Facilities. He said it's strongly encouraged from a safety standpoint. Skaret the study does help the City with some potential liability claims should something ever happen.

Boogerd explained it's not a Federal law to have the Arc Flash Study done, but it's an OSHA requirement.

Boogerd said the study pertains to the electric panels inside a facility such as the Lift Stations and the Water Plant. He explained DGR executes the study which determines an Arc Flash Study rating for the appropriate clothing and personal protective equipment for anyone working inside an electrical panel while it's energized. He said DGR will supply the appropriate sticker to put on all the electrical panels. Boogerd said that way if an electrician has to work on electric panels it's clearly stated on the stickers what clothing the electrician needs to wear to work on that energized equipment. He said if the electrician decides not to wear the protective clothing as stated on the sticker, the electrician was forewarned and notified as per OSHA standards.

Skaret said the cost for the Arc Flash Study is \$16,600 and would be paid for from the City's Electric Fund.

Boogerd said he believes there would maybe be 20 City facilities that would be studied.

Skaret said the study would include nine Lift Stations, three Water Booster stations and wells, the Water Plant, Fire Hall, Library and Liquor Store.

Cushman asked when the study would start.

Boogerd said he anticipates DGR would start the Arc Flash Study on the City's facilities before the end of February. He said all the facilities would be studied all at one time. Boogerd said DGR will gather information such as transformer size, transformer impedance and breaker sizes at all the facilities. He said DGR will then take all the information and run it through their computer and provide a printout. Boogerd noted DGR said they would provide all the stickers to put on the electrical panels.

MADDEN/CUSHMAN moved and it was unanimously carried to approve the Utilities Commission's recommendation for the City to move forward with having DGR conduct an Arc Flash Study of the City's electrical facilities at a cost of \$16,600.

DECLARE WATER PLANT REBAR FROM WATER STORAGE TANK CONCRETE BASE SURPLUS PROPERTY AND AUTHORIZE THE SOLICITATION OF BIDS

Skaret said the City has some rebar at the Water Plant. He explained the original plan for the new water storage tank at the Water Plant was for a concrete base with rebar.

However, Skaret said when the magnitude of the artesian well was discovered, a change order for a steel base was approved. He said unfortunately the rebar had already been delivered and it can't be returned. Skaret explained the rebar is custom made for what it was going to be used for so it's something that couldn't be returned.

Skaret said the City has unused new rebar at the Water Plant that the City Council needs to decide what to do with it. He said at least one person has expressed in interest in buying the rebar. Skaret said because it's considered public property, it needs to be open to the public to have an opportunity to bid on it.

SCHOENROCK/ANDERSON moved and it was unanimously carried to declare the rebar surplus property and authorize the solicitation of bids.

AMBULANCE BY-LAWS AND JOB DESCRIPTION UPDATE 2020

Ambulance Director Michael Muchlinski explained the Ambulance Department updated their by-laws and job descriptions. He said the updates included minor changes.

Skaret referred to the changes outlined in red in the copies of the Ambulance By-Laws and Job Description that were included in the Council's information packets. He said there wasn't any major changes but adding clarification on some items.

Muchlinski said the biggest change is the requirement that the Ambulance Department is supposed to have someone designated as Medical Director. He said prior to that, the Ambulance Department did not have a designated Medical Director. Muchlinski said the designation of someone as Medical Director has now been added along with an adjustment of the job descriptions for himself and Assistant Ambulance Director Carey Simmons.

CUSHMAN/GAY moved and it was unanimously carried to approve the changes to the By-Laws and Job Descriptions for the Ambulance Department.

RESOLUTION 01-0120 APPROVING EMPLOYEE D.O.T. DRUG AND ALCOHOL TESTING POLICY FOR CDL DRIVERS

Skaret explained Resolution 01-0120 is due to new Federal regulations that went into effect on Monday, January 6th.

Skaret said new Federal Motor Carrier Safety Administration (FMCSA) requirements went into effect that impact the City, City positions that require CDL driver's licenses and the MMUA Drug and Alcohol Testing Consortium that the City belongs to. As a result, Skaret said the City's Alcohol and Drug Testing Policy for CDL license holders needs to be amended.

Skaret said the Federal Motor Carrier Safety Administration has developed an information Clearinghouse to better ensure that drivers cannot conceal drug and alcohol violations by moving on to another job, perhaps in a different state. He explained violation records maintained in the Clearinghouse will follow the driver. Skaret said employers, or prospective employers, will be required to query the Clearinghouse. Skaret said this requirement applies to all drivers who hold a CDL and use it for their job, or may be required to use it on the job.

Skaret said the new requirement also requires the City to query every year all of the City's employees who have CDL licenses to make sure the employees haven't had any infractions the City doesn't know about over the last year.

As a result of the new requirements, Skaret said the City has to amend the City's employee alcohol and drug testing policy for CDL license holders to reflect the new Federal regulations that are now in effect.

City Attorney Brad Anderson informed Mayor Walter and the Councilmembers to be aware that the policy basically could be interpreted to be understood and read that if you have a .02 or less alcohol concentration, you could technically be at work. Attorney Anderson said he thinks it's probably the policy of the City that there's no acceptable level of alcohol during work hours for a City employee.

Attorney Anderson explained what he's referring to specifically is prohibited conduct which says if you have a .02 but less than a .04 blood alcohol concentration, you're supposed to be escorted home and be off-duty for 24 hours. He noted the policy also implies that a person could have up to a .02 blood alcohol concentration and be working.

Attorney Anderson said he thinks the City wants to make sure it's clear to all City employees that no alcohol level in your system is permitted or tolerated. He said he's pretty sure the City has zero tolerance for alcohol.

Attorney Anderson said he just wants to make sure it's clear that we're not changing our City Policy that no alcohol is permitted or allowed while a person is on duty working for the City of Jackson.

Cushman asked if the City's zero tolerance would still be in place with the new policy.

Skaret said the zero-tolerance policy would still be in place.

Attorney Anderson said the new Federal Motor Carrier Safety Administration requirements is more of a policy geared for CDL's and using the CDL for sensitive work. He explained it's a system that's been created so the driver's record will go with them and can be easily accessed by future employers as well as current employers. Attorney Anderson said he just wanted to make sure that there was a clear distinction.

Mayor Walter thanked Attorney Anderson for the explanation.

ANDERSON/MADDEN moved and it was unanimously carried to approve Resolution 01-0120 approving the Employee D.O.T. Drug and Alcohol Testing Policy for CDL Drivers.

APPROVE 2020 CITY BOARDS, COMMISSIONS AND COMMITTEES

Skaret said there was an updated roster that was emailed out to the Mayor and City Councilmembers with the amended January 7th Council agenda.

Skaret said the updated roster pertained to the Law Enforcement Liaison Committee. According to the renewed Law Enforcement Contract between the City and the County, Skaret said it says the City should have three representatives on the Liaison Committee. He said Mayor Walter and Alderman Jeff Gay are on the Committee. Skaret said the agreement doesn't stipulate that the third City representative has to be a Councilmember. He said the agreement states that just one other representative needs to be a City Councilmember.

Skaret said Mayor Walter is recommending Don Kuehl as the City's third representative on the Law Enforcement Liaison Committee.

Mayor Walter said he talked with Don Kuehl who said he would serve on the Committee.

Skaret also noted Alderman Schoenrock pointed out Marcus Polz would serve as an alternate representative for the year instead of Alderman Jeff Gay as a voting delegate to the Southwest Minnesota Broadband Board.

Schoenrock said Polz does IT work for a Jackson company and is familiar with that technology.

Skaret said a new member is being sought to fill a vacancy on the Planning and Zoning Commission since the retirement of Chairman Randy Ringquist from the Commission. He said the Planning Commission will need to select a new Chairman at their next meeting and then there will be a vacancy to fill on the Commission.

Mayor Walter noted there is also a vacancy on the Housing Advisory and Appeals Board since one of the Board's members passed away.

Mayor Walter said two people are needed to fill vacancies. He said he would like to have volunteers to fill those vacancies.

Skaret noted the Housing Advisory and Appeals Board is a committee that doesn't meet very often.

ANDERSON/GAY moved and it was unanimously carried to approve the 2020 City Boards, Commissions and Committees.

YEAR-END REVIEW AND 2020 PREVIEW

With the conclusion of 2019 and the start of a new year, Skaret said he included in the Council's information packets a brief overview of some of the highlights of the past year. He said it's sometimes good to reflect back over the previous year and look at some of the major highlights and take a look on what's anticipated in the year ahead.

Skaret highlighted some of the items on the list. During the past year, Skaret said the City has hired some new personnel and Alderman Jeff Gay completed his first year on the City Council.

Skaret said the weather always greatly impacts the City's operations. He said as a City, we had a cold, snowy late winter and spring. Skaret noted the City declared a snow emergency regarding parking in February which was extended through March. He pointed out the heavy rain on top of the big snowpack on March 13th that kept Street Superintendent Phil Markman and the Street Department personnel busy unthawing and keeping storm sewers open.

Skaret said there was really high water in the river all year due to the excessive wetness. He said it seemed we were always just one big rain away from another flood. Skaret noted there was sandbagging back in March when the river got high and kept creeping higher and higher above what was forecast.

Skaret noted straight line winds associated with thunderstorms in July and August resulted in tree and branch clean up by the Street Department. He said Ambulance and Fire Department personnel were also called out to help with some tree removal. Skaret mentioned the April ice storm in which Jackson came through well with the electric system.

Skaret said the City did have some nice Community Betterment and Beautification projects. He noted the new downtown banners and Christmas decorations and the demolition of a blighted house at 120 East Maple Street which was major improvement for that neighborhood. Skaret pointed out the Downtown Storefront/Facade Program that was launched which several businesses have participated in. He also mentioned the ongoing Small Cities Development Grant Program with the housing fix-ups.

Skaret said probably one of the biggest milestones of the year was the opening of the brand-new liquor store on March 14th. He noted preliminary sales were up eight percent in 2019 with the new store. Skaret also pointed out the Water Storage Tank Project, South Highway and Lift Station No. 4 reconstruction, the underground electric project, the Memorial Park Project and the Dewey Street Trail connection were all completed.

Skaret said a new pumper/tanker truck for the Fire Department and new dump/plow truck for the Street Department were ordered in 2019.

Skaret there was a lot of future project planning. He said the planning for the 2020 Street projects was initiated at the Street Committee meeting on January 6th. Skaret said last year the City Council made the decision to move forward with the AMI Metering Project for the water and electric meters.

Skaret pointed out there was a lot of planning for the Splashpad and construction is anticipated to take place in the spring. He said there was planning for the new traffic lights at the intersection of Highway 71 and Sherman Street with that project going to bid in November of 2020.

Skaret said the housing and hotel studies were completed in 2019 to help recruit future developers.

Overall Skaret said 2019 was a busy year with ongoing projects and planning for new projects.

Skaret said 2020 is going to be a real busy year. He noted the North Highway and South Street reconstruction projects. Skaret said Highway 71 is going to be resurfaced by MnDOT from the golf course north past the City limits towards Windom.

Skaret said other projects for 2020 will include the AMI water and electric metering deployment project, the Ashley Park Shelter House renovation, Ashley Park playground improvements, splashpad construction and planning for street projects beyond 2020. He said there's a lot to do and the Street Committee is going to be very busy during the next year.

Skaret said the City's airport runway project is going to be ramping up hopefully with some agreements for the purchase of land and easements going forward.

Skaret said it will be a busy year for elections in 2020 with the Presidential Primary, regular Primary and General Election.

Skaret said the City will also continue to work on the animal control problem.

Skaret said that's just a quick thumbnail sketch of where we've been and where we anticipate going in the upcoming year. He said of course any suggestions are welcome.

Mayor Walter said it's not realized how much was accomplished until it's all compiled on a list.

Mayor Walter thanked Skaret for the report. He also thanked all the City's employees for all the good work they've done this past year. Mayor Walter said it's been a busy year.

Skaret thanked Mayor Walter and the City Councilmembers for all of their support as the City goes through these projects. He said the Council makes the big decisions and authorizes them to go forward. Skaret said he thinks we have a forward-thinking City Council and it's certainly borne out on this list.

ANIMAL COMMITTEE MEETING UPDATE

Alderman Jeff Gay said the Animal Committee had a good first meeting. He said everyone remained calm and both sides of the issue really brought some good ideas to the table.

Gay said the biggest thing that was looked at was developing a bookkeeping system for PAWS as well as applying for designation as a 501C-3 in order to be able to seek grants to fund a facility to house animals. He said another meeting is scheduled for Wednesday evening, January 8th at the Pizza Ranch. Gay said Sheriff Shawn Haken will be attending the meeting to talk more about the issue.

Gay said they showed the Sheriff's slideshow and overall had a great first meeting. He said people volunteered to do some research to bring information forth at the next meeting. Gay said he told the group that they have 30 days to get a plan developed and they will have to push.

Anderson asked Gay how many people attended the first meeting.

Gay said 15 people attended. He said at the suggestion of Mayor Walter, Gay said he put the meeting notices on a couple of Facebook sites and have received a lot of comments on there about different things. Gay said people are active in thinking about it and positive as far as moving forward in making it more toward a countywide facility than just the City of Jackson.

Skaret said he's seen a lot of discussion on Facebook and there's definitely a community conversation going on which he thinks is beneficial.

Gay said that's what it's all about getting conversation started and then maybe we'll get something going here.

Gay said the next meeting will be held on Wednesday evening, January 8th, at 5:30 at the Pizza Ranch and everyone is invited to attend.

Mayor Walter thanked Gay for his update.

Other:

City Administrator Matt Skaret

Street Committee Meeting

Skaret said the Street Committee had a really good meeting on January 6th. He said Engineer Greg Mitchell brought in enlarged maps of South Street and North Highway. Skaret said a lot of details were taken care of at the meeting.

Skaret said Mitchell will be incorporating those details into the final plans. He said Mitchell will bring those revised plans back and provide an overview of the final plans before the City Council gives their final approval and authorize seeking bids for the 2020 street projects. Skaret said at some point the City will also need to have a public informational meeting for those residents who are going to be affected by the project and keep that communication open.

Schoenrock asked Skaret about outlining some of the changes to the plans that were discussed at the January 6th Street Committee meeting to ensure the rest of the Council is in favor of the changes before Mitchell revises the plans.

Skaret said probably the biggest item of discussion was on the sidewalk/trail extension on North Highway. He said right now there is a sidewalk going up North Highway from Highway 71 all the way up to the Sanford-Jackson Medical Center where it stops on the north side of the street.

Skaret said what was looked at and talked about as one option was continuing the sidewalk in the right-of-way along the side of North Highway going around the curve all the way down to Sayles Drive. He said it was noted that the slope, especially going around the corner, is pretty steep. Skaret said that would probably require some type of retaining wall that would add an estimated \$15,000 to the project.

As an alternative, Skaret said the Street Committee looked at bringing a sidewalk from the hospital kind of down the backside of the Jackson Pines and then meeting up with Sayles Drive. He said that alternative would probably save some costs because a retaining wall would not be needed. Skaret said it also does enhance safety by not having people walk along the street. He said it also provides a little different venue for people to walk. Skaret said you can walk on sidewalks all over town right next to the street, but this would provide a little bit of variety for people to walk and perhaps provide for a more peaceful walk.

Skaret said the Street Committee also had a pretty good discussion about the width of South Street. He said right now South Street is 34 feet wide. Skaret said there was discussion on whether to widen it to 36 feet. He explained if South Street was widened to 36 feet, most likely the added width would come from the north side of the street. Skaret said either way, there's going to be some utility infrastructure issues, especially for the electric utility, to work around. He said also approximately 44 trees would have to be removed if South Street was realigned to the north about two feet.

Skaret said the Street Committee decided to keep the width of South Street at 34 feet and plan on allowing parking on the north side of South Street only. He said that will be a change for the residents because parking is currently allowed on both sides of the street. Skaret explained allowing parking on both sides of the street creates a really narrow passageway when there's two lanes of traffic trying to get through the street especially for emergency vehicles when they need to get through. He also noted in the wintertime when the snowbanks get wide the street gets narrower and that poses a problem.

Skaret said those were the two biggest issues that were discussed.

Schoenrock noted the other item was having sidewalk along the entire south side of South Street and removing the sidewalk that's currently on the north side of South Street.

Markman pointed out there's a lot of intermittency along South Street where there are sections of no sidewalk so it's not a through sidewalk on the north side of the street anyway. He said there's currently the equivalent of about three or three-and-a-half blocks of existing sidewalks along the north side of South Street. Markman said there's only two blocks where sidewalk is currently missing on the south side of the street. He said it was opted to continue those two blocks with sidewalk on the south side of the street so there will be sidewalk from Fourth Street all the way to Dewey Street.

Schoenrock said he just wanted to make sure the City Council was good with those changes before the final plans are prepared.

Airport Runway Project

Skaret noted a presentation by Engineer Eric Hanson of HDR on the Airport Runway Project was given at the December 17th City Council meeting. He said he wanted to clarify what was presented. Skaret said the message may have been conveyed that the landowners adjacent to the airport have agreed to the runway project plan. He pointed out the landowners haven't agreed to anything. Skaret said the communication about the plan has been opened with them. He said the landowners are open to discussing the plan but nobody has agreed to anything. Skaret said he just wanted to make sure that was clear that nobody has agreed to anything and no one has signed anything. Skaret said communications have been opened and discussions are ongoing and will be continuing.

EDA Coordinator Update

Skaret noted Tom Nelson was going to attend the January 7th City Council meeting to give an EDA update as indicated on the initial Council agenda that was sent out. Skaret explained it turned out Nelson had a meeting on the evening of January 7th in Blue Earth and will give an economic development update at the City Council's January 21st meeting.

ADJOURNMENT

With no further business, SCHOENROCK/ANDERSON moved and the City Council meeting was adjourned at 7:06 p.m.

David A. Maschoff, Council Secretary

Wayne Walter, Mayor

