

July 5, 2022
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, July 5, 2022 with the meeting called to order by Mayor Wayne Walter. On the roll call, the following persons were present in-person, Mayor Wayne Walter and Aldermen Michael More, Jerome Palmer, Brandon Finck, Nathan Peterson, Marcus Polz and Dave Cushman. Also attending in-person were City Administrator Matt Skaret, City Attorney Brad Anderson, Street Superintendent Phil Markman, Water/Wastewater Superintendent Tony Oxborough, Shannon Sweeney of David Drown Associates, Jackson Fire Chief Dave Bond, First Assistant Fire Chief and Park Board Chairman Michael Haeffner, Community and Business Development Specialist Dave Schmidt of Community and Economic Development Associates, Lee Porter, Joe Pell and City Clerk/Council Secretary Dave Maschoff. Joining the meeting via Teleconference and Zoom were Christopher Rose, Josh Schuetz of the Jackson County Pilot and Mathew Grisham of KKOJ/KUXX Radio. (A quorum of the City Council was present.)

PLEDGE OF ALLEGIANCE

Mayor Walter announced the Pledge of Allegiance would be recited before the City Council meeting was called to order. All those attending the meeting recited the Pledge of Allegiance.

CALL THE MEETING TO ORDER

Mayor Walter called the regular meeting of the Jackson City Council to order. He said the roll call showed all Councilmembers were present.

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

CONSENT AGENDA

Mayor Walter entertained a motion to approve the Consent Agenda.

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

Unscheduled Guests:

Mayor Walter asked if there were any unscheduled guests in the Council Chambers.

Mayor Walter again asked if there were any unscheduled guests in the Council Chambers.

Seeing none, Mayor Walter said the meeting would proceed with Council Discussion items.

Council Discussion Items

LEE PORTER – HOT DOG NIGHT ON AUGUST 17TH AND PARKING IN FRONT OF LAUNDROMAT ON ASHLEY STREET

Lee Porter explained this year they would like to hold Hot Dog Night in conjunction with the Hauler Parade through downtown as a kickoff to the Jackson Nationals at the Jackson Motorplex. Porter said the Hauler Parade will be held around 6:30 p.m. on Wednesday evening, August 17th.

Porter said last year the Hot Dog Night festivities were held for about two hours until the Haulers arrived. He said this year they are planning to hold Hot Dog Night from 4:30 p.m. to 6:30 p.m. Porter said they were requesting the City Council's permission to close down Second Street (Main Street) from Bailey Street to Sheridan Street. He said if there's a certain block where there's no businesses or organizations participating in Hot Dog Night, the request to close Second Street from Bailey to Sheridan Street may be modified.

PETERSON/POLZ moved and it was unanimously carried to close Second Street from Bailey Street to Sheridan Street from 4:30 p.m. to 6:30 p.m. on Wednesday, August 17, 2022.

Porter said all the tables and other items will be removed from Second Street prior to the Hauler Parade starting around 6:30 p.m.

Parking in front of Laundromat on Ashley Street

Porter said he opened a new laundromat in June on Ashley Street. He noted there are signs posted on both sides of Ashley Street that prohibit parking from 2 a.m. to 6 a.m.

Porter explained the laundromat is open 24 hours a day. Porter said he spoke with the Sheriff and the Sheriff's Department doesn't plan to enforce the no parking restriction from 2 a.m. to 6 a.m. at this time.

Porter said his concern is mainly for the general public who actually want to follow the rules and won't park there from 2 a.m. and 6 a.m. He said because there's no parking signs posted; people may carry their laundry for a block. Porter said he's had, on average, one or two and maybe three people a week that are doing their laundry after 1 a.m. in the middle of the night. Porter explained he's not requesting for parking to be allowed all night long. He said the current signs have only two-hour parking allowed from 8 a.m. to 2 a.m. and from 2 a.m. to 6 a.m. there is no parking allowed. Porter said he would propose having two-hour parking allowed 24 hours a day.

Porter also noted on the south side of Ashley Street, across from his laundromat, there are three parking spaces in between Second Street and the alley and on the north side of Ashley Street there are only two parking spaces. He said a year or two ago, a parking space was lost towards the west on the north side of the street between the alley and the rear of his building. Porter said he's not sure why there's one less parking space on the north side of that block. He asked the City Council if the parking on the north side of Ashley Street in front of the laundromat could be re-evaluated to open up an extra parking space. Porter said it would be appreciated.

Porter said the community has been very supportive of the new laundromat.

Skaret noted plans are to restripe the parking spaces downtown after the sealcoating is completed later this summer. He said Street Superintendent Markman could take a look at the parking spaces in front of the laundromat.

PETERSON/MORE moved and it was unanimously carried to change the signage and allow two-hour parking 24 hours day on both sides of the street in the 200 block of Ashley Street between Second Street and Highway 71 contingent upon approval from the Jackson County Highway Engineer.

Porter thanked Mayor Walter and Councilmembers.

RESOLUTION NO. 39-0722 – A RESOLUTION PROVIDING FOR THE COMPETITIVE NEGOTIATED SALE OF \$3,005,000 GENERAL OBLIGATION STREET RECONSTRUCTION AND UTILITY REVENUE BONDS, SERIES 2022A

Financial Consultant Shannon Sweeney of David Drown Associates said the City has awarded a contract for a street and utility construction project along with evaluating some work to be done at the Water Treatment Plant that's estimated to cost about \$670,000. He said the total project costs for the 2022 street and utility reconstruction project is just under \$3.5 million. Sweeney said there are total project costs of engineering, administration, finance and issuance costs associated with a bond issue of \$4,258,985.

Sweeney noted there are proceeds remaining from the 2020A bonds that were issued because there were favorable soil conditions on that project and the engineer has indicated there should be \$569,000 in proceeds remaining from that bond issue that can be applied to this project.

Sweeney said the intention is for the City to make another \$300,000 cash contribution along with \$347,408 in ARPA Funds. He said the City is significantly buying down the cost of the project by roughly \$1,250,000 in order to reduce the amount of money the City borrows.

Sweeney said debt service payments are estimated at about \$216,000 per year over a 20-year term. He said that would be split between a tax levy of about \$40,000 which would be more than offset by new tax base that's coming onto the system as the result of the City's large development TIF District that comes off line at the end of this year. Sweeney said there's a lot of tax base the City has captured for a period of time for companies, like American Fabrication, the diesel parts business as well as a Co-op project and a couple of others. He said there's roughly between \$70,000 and \$80,000 in tax base that's going to come out of the TIF District that will now contribute to the tax base of the City.

Sweeney said if the City did nothing with their rate, but increased their levy by roughly the \$40,000, the City would actually still see a decrease in the rate because it's not all being applied to this bond issue.

Skaret explained the reason the City is able to do that is because the last project, the North Highway and South Street projects, ended up coming in under budget by about \$569,000. He said the remaining balance is being applied to this bond which also helps the City's Street Reconstruction Authority. Skaret said that helps the City down the road for future projects and opens up a little bit more debt capacity.

Sweeney said David Drown Associates currently projected the interest rate on a competitive sale at about 3.87 percent. He said most of the bonds that David Drown Associates have issued in the last three months have been by negotiated bank placement. Sweeney said the reason for that is they're able to essentially fix an interest rate within a couple of days of City Council authorization. He said if a competitive bond sale is done, which normally has been the case and has been done in the past, an offering document is prepared, a credit rating is secured at a cost of \$13,750 and an underwriter is being paid approximately 1.3 percent of the par amount of the bond issue. Sweeney said those costs add roughly \$45,000 to the cost of issuance, but competition is being created among recognized underwriters that buy bonds and resell them and that competition usually serves the City very well.

Sweeney said what has been working against that scenario the past few months is inflation and interest rates that have been marching up almost every week. He said since the first of the year, interest rates are almost up 2 percent on a 20-year term. Sweeney said he told Skaret it would be worthwhile to discuss with the City Council the option of pursuing the bank placement. He said he's had discussions with an underwriter that serves as a placement agent underwriter that has purchased the City's bonds in the past. Sweeney said that underwriter has secured a proposal now at 3.85 percent that they have already credit approved and the City could lock in an interest rate in the next couple of days. Sweeney said what he indicated to that placement agent is that he thought it was important for the placement agent to also contact local banks to see if there's an interest locally in the purchase of the issue before the City proceeded with any bank placement. Sweeney said the placement agent indicated he would be able to do that.

Sweeney said the question before the City Council is the method of sale that best serves the City.

Sweeney explained the resolution he prepared that's before the City Council that starts the competitive sale process and greater issuance cost that ultimately creates the competition that's often desired when \$3 million in bonds is being sold. But Sweeney noted that it would be four weeks before an interest rate can be fixed. He said under the current environment, interest rates are typically going up three-tenths to five-tenths percent each week. Sweeney said if interest rates go up a full .1 percent, that's almost \$50,000 in extra interest. He said small movements right now on \$3 million turn into a lot of additional interest expense.

Sweeney said he's happy to pursue whichever alternative the City Council feels is best for the City.

Sweeney said most of the deals that David Drown Associates has sold in the last three months, nearly all with the exception of some Redwood Falls projects, have gone by bank placement including in May, a \$20 million drainage project with Nobles and Jackson Counties. He said a competitive bond sale was going to be held for the drainage project until they received a really good bank placement offer and it was accepted instead of doing a competitive bond sale.

Sweeney said it's a strange market these days, but ultimately, he wanted to make the City Council aware of all options for selling bonds and the method of sale that's been used most recently. Sweeney said ultimately, he's here to help make the City Council decide the best way to do this.

Councilmembers asked Sweeney questions regarding the competitive sale of bonds verses a bank placement offer.

Cushman asked about the City borrowing funds for the project at the Water Plant which hasn't been bid yet. He noted what if the bids come in higher than the estimate?

Sweeney said Cushman had a good question. He said the City hasn't ever borrowed money on a project that hasn't been bid yet, but in this instance, fixing the interest rate on the larger street and utility project was important. Sweeney noted the City Council could choose to still throw out the bids and rebid the project at the Water Plant again during the winter and still try to take advantage of changes in the economy or whatever else might happen. He said the City has some time to hold the funds and rebid the project if that's determined to be appropriate.

Finck asked Sweeney to again review the cash flow and repayment information.

Sweeney said the City will have a \$216,000 debt service payment, a levy of approximately \$40,000 a year, the water utility will be responsible for about \$105,000 a year, sanitary sewer revenues of \$65,000 a year and storm sewer revenues which is ultimately tax levy of about \$17,000 a year. He said the tax levy, with the storm sewer portion of the project, is about \$56,000/\$57,000. Sweeney said the City has approximately \$78,000 coming out of the TIF District. He said the City has almost 40 percent more than what the City is needing to pay the debt service. Sweeney said being released from a TIF District, if the City doesn't increase the levy for any other purpose, would ultimately result in a little bit of a reduction in everybody's tax rate.

Finck noted the City's Water Fund continues to decrease according to the audits. He asked will the City need to increase water rates to fund the project.

Sweeney said the sewer fund was doing fine. Sweeney said water was the only utility that he thought required an increase. He suggested an increase of 3 percent over the next two years, either 1.5 percent each year for the next two years or 3 percent for next year. Sweeney said ultimately between inflation and operating costs and what's needed to pay debt service, he estimated the increase in water rates to be about 3 percent. He said the City Council could wait to see where they end up close to the end of this year before making a decision on what the real increase in water rates will be. Sweeney noted he might have been a bit high at 3 percent, but it's not known what inflation will be doing to the City's operating costs which are relatively low for the size of the utility. He said the sanitary sewer fund is in good shape even with recent projects. Sweeney said when he factored those recent projects out, it looked like there was enough of a surplus to cover the debt service that's required.

Sweeney informed the City Council the decision they would make if they wanted to proceed is either they would approve a resolution to do a competitive bond sale a month from now or, by motion, would give David Drown Associates direction to work on a bank placement and fix an interest rate in the next week or so.

Peterson asked Sweeney if his recommendation is the bank placement.

Sweeney said that would be his recommendation just because David Drown Associates hasn't had a bank placement perform worse than a competitive sale held a month later. He said they've had a competitive sale perform much worse than a bank placement option. Sweeney said it's because of timing.

Finck said he thinks the bank placement option is the right way to go.

PETERSON/CUSHMAN moved and it was approved on a vote of 5 to 0, with one abstaining, to have David Drown Associates seek a bank placement option for the 2022 Street Reconstruction and Utilities Project.

Voting in favor of the motion were Aldermen Michael More, Jerome Palmer, Nathan Peterson, Marcus Polz and Dave Cushman.

Abstaining was Alderman Brandon Finck.

Sweeney thanked Mayor Walter and Councilmembers.

EDA COORDINATOR'S UPDATE AND REPORT – DAVE SCHMIDT

Community and Business Development Specialist Dave Schmidt of Community and Economic Development Associates (CEDA) gave an update on some of the economic development projects underway in Jackson.

Schmidt said the strip mall project along Industrial Parkway is nearing completion. He said the outside of the building is almost done. Schmidt said some of the siding on Cabin Coffee is expected to be completed in the next couple of weeks. He said once that's completed, the second lift of asphalt will be applied after the use of heavy equipment on the project is completed. Schmidt said it's expected the strip mall building will be turned over to the JEDC at the end of July. He said then the Cabin Coffee and Subway portions of the building will be, at that point, sold to those entities.

Schmidt reported the walls are up for Cabin Coffee, sheet rocked, ceilings are installed, electrical and plumbing is installed. He said the interior of Subway has a contractor that finishes the interiors of all of their stores and that will be turned over to that contractor to finish the inside of Subway.

Schmidt said Cabin Coffee and Subway are targeting to open for business sometime during the first full week of September.

Schmidt said there have been a number of conversations with a number of potential tenants interested in locating in the middle spaces of the new strip mall but nothing that can be reported on at this time. He said a lot of interest has been generated by interested potential tenants with the construction of the strip mall.

Schmidt said the Family Dollar/Dollar Tree Store has broken ground for their 10,500 square foot facility. He said the new Family Dollar/Dollar Tree store is anticipated to open in February of 2023.

As far as housing goes, Schmidt said the City's Small Cities Development Grant Program application has been submitted. He said the Economic Development Office should find out in July if the City has been awarded the residential and commercial funds for that. Schmidt said if the funds are awarded to the City of Jackson, then applications for residents will be available this fall and funds will be available to be disbursed for those who fill out the application. He said funds should be available by the end of the year.

Schmidt said the application for UCAP's project in the Sunset View addition is due next week. He said he's talked with UCAP and even with the increase in interest rates and other issues, UCAP has contacted contractors and have everything lined up. Schmidt said if the grant is awarded, the project will move forward in the spring of 2023. He said more about the grant and the project will be known this fall.

Regarding workforce housing, Schmidt said a development is still being looked at on the north side of Jackson, east of Eagle Ridge. He said with some of the changes that have occurred in both the construction market and in interest rates, some of the interest by developers has cooled a bit. Schmidt said there is another contractor that uses funds that need to be reinvested. He said that contractor is very interested in the workforce housing project in Jackson and will look at the area next week. Schmidt said that contractor would potentially build apartments, townhomes and twin homes. He said that contractor is looking at the whole development and hopefully will have a better idea on any plans by the end of July.

Schmidt said one of the biggest things right now is infrastructure projects. He said the JEDC has a lot of land in the industrial park that's available but just not buildable right now. Schmidt said Prospect Lane needs to be straightened, a road needs to be developed to get into the proposed housing development area and ideally get Keul Avenue expanded to open up access to some lots. He said he's probably getting at least one call a week from someone who would like to build, and with what they want to build, the JEDC doesn't have land that's accessible right now. Schmidt said he has discussed possible funding options with City Administrator Matt Skaret. He said some of those options may be the funding from the State, the BDPI Program, or the LRIP Program that fund projects like that. Schmidt said the programs are still out there, but there's no funding so the City can't really apply for those at this point. He said hopefully the State Legislature will appropriate funding for those programs during the next Legislative Session. Schmidt said he has sent letters to State Legislators to inform them how important it is for the Legislature to fund those programs.

Schmidt said the Economic Development Office is working with entities on a couple major building sales in Jackson. He said the former Accent Building is for sale and will be going up for an online auction July 12th through the 14th. Schmidt said Jackson County is also selling their building along Industrial Parkway that they had purchased from the Coop four or five years ago. He said the County is accepting sealed bids for that property with bids due by August 1st.

Schmidt said the Economic Development Office is also updating some of their marketing materials. He said some of the materials were generated four or five years ago and are now outdated. Schmidt said the new updated materials are being produced in-house so they can be easily updated and kept fresh. Schmidt said year five of the Jackson Business Challenge is coming up and the guidelines for the Business Challenge are currently being reviewed if any changes are needed. He said the other programs that may help businesses are also being reviewed.

Mayor Walter thanked Schmidt for his report.

Schmidt thanked Mayor Walter and Councilmembers.

UCAP SINGLE FAMILY HOUSING PROJECT IN-KIND SUPPORT CLARIFICATION

Skaret said there is a clarification that's being sought from the City Council regarding the UCAP Single Family Housing Project in-kind support from the City. He explained back on April 19th when the UCAP Housing Proposal was presented to the City Council, the Council had approved as a City in-kind donation, the 10 lots in the Sunset View Addition for the five single family homes along with waiving the building permit fees. Skaret said there's a lot of different things included under the umbrella of the building permit fees. He explained the City has the general building permit fees so on a home value of \$250,000 the permit fee would be just over \$2,000. Skaret said there's the Plan Check Fee which would be \$501.08, the mechanical permit fee of \$20 and the plumbing permit fee of \$20 which would be part of the building permit fees.

Skaret said he's asking for clarification regarding the water and sewer hookup fees. He said those are each \$500 for a total of \$1,000. Skaret said he was looking for clarification from the City Council if it was the Council's intent to also forgive the water and sewer hook-up fees.

Palmer said he wasn't in favor of the City's in-kind contribution in the first place and he wouldn't be in favor of waiving these permit fees. Besides that, Palmer said what does the City tell the next person that wants to build a house.

Skaret said he only brought up these questions because UCAP was asking because they needed a formal letter from the City to accompany their application to show everything that was included from the City's in-kind contribution.

To answer Palmer's question, Schmidt said the way he looks at this it's a separate project. He noted UCAP is building five homes that are spec homes to sell. Schmidt said it's not an individual party that's coming in to put in a house. He said the way he looks at it, this is a special project and that's why it's being looked at. Schmidt said he's not necessarily advocating for it. He said obviously he would love if the water and sewer hookup fees were included in the City's in-kind contribution because it just strengthens the position in getting the loan and making the UCAP project work. Schmidt said he by no means is saying that it's something that has to be done.

Finck asked Skaret if he was looking for clarification. He noted the UCAP Project has already been approved.

Skaret said he was looking for clarification to see if it was the City Council's intent to waive the water and sewer hookup fees.

Finck said his thoughts was that the City was just waiving the building permits. He didn't consider the water and sewer hookup fees.

Cushman said he agreed with Finck. He understood the City was just waiving the building permit fees.

Peterson said he understood that just the building permit fees would be waived.

Cushman said the City's in-kind contribution is still an attractive deal. He said there's 10 twin home lots being donated. Cushman said if \$1,000 is a deal breaker, then we have a problem.

Mayor Walter said if the City Council is not going to include the water and sewer hook-up fees as part of the City's in-kind contribution, no motion was needed to be considered by the Council. He said City Administrator Skaret has received his direction from the Council.

Skaret said he has his direction from the Council.

RESOLUTION NO. 38-0722 AUTHORIZING FUND TRANSFERS JULY, 2022

Skaret explained this agenda item pertains to house keeping with the funds from the 2020-2021 Street and Utilities Improvements Project. He said there was \$14,000 set aside in the City's Capital Reserve Fund to help pay for the City Hall parking lot paving project.

Skaret said with the Water Plant parking lot paving recently completed and included in the last pay application, he was recommending moving the estimated balance of \$34,483.81, along with the \$14,000 in the City's Capital Reserve Fund, to reimburse the 2020-2021 Street and Utilities Improvements Project Fund.

FINCK/PALMER moved and it was unanimously carried to approve Resolution No. 38-0722 authorizing fund transfers effective July 6, 2022.

RESOLUTION NO. 40-0722 APPOINTING ELECTION JUDGES FOR THE AUGUST 9, 2022 SPECIAL DISTRICT 1 CONGRESSIONAL GENERAL ELECTION AND AUGUST 9, 2022 MINNESOTA PRIMARY ELECTIONS AND NOVEMBER 8, 2022 GENERAL ELECTION

Skaret said election time is approaching. He said the Primary Election, along with the Special District 1 Congressional General Election, will be held on August 9th. Skaret noted the General Election will be held on November 8th.

Skaret said City Clerk Maschoff has been busy asking people to serve as election judges.

PETERSON/MORE moved and it was unanimously carried to approve Resolution No. 40-0722 appointing Election Judges for the August 9, 2022 Special District 1 Congressional General Election and August 9, 2022 Minnesota Primary Elections and November 8, 2022 General Election.

POLICY AND APPLICATION FOR SWIMMING POOL OR SKATING RINK FILLING

Skaret said very occasionally the City receives a request to fill a swimming pool or provide water for a skating rink. He said when the City does get such a request, it would be good to have an actual policy and application in place so the person making the request and the City knows what is expected of each. Skaret referred to the simple registration form that was included in the Mayor and City Councilmembers' informational packets. He said the policy basically describes what the Water Superintendent's role would be and if the Fire Department is needed.

For planning purposes, Skaret said the policy also talks about visiting the property before the request is fulfilled to determine the most practical way to fulfill the request. He said it's basically what's being done now. Skaret said this policy formalizes it. He said the policy also talks about paying for the water based on the water fee rates in the City's fee schedule plus any labor costs.

Skaret said the policy also reminds the person making the request what they need to do on the day they're getting water. He said if the person is filling a pool, they need to make sure the pool is open, clean and ready to fill and if they have any pets, make sure they're secured and not going to fight or bite the City staff filling the pool. Skaret said the policy also says the person making the request needs to have a clear path for the hose to fill a pool or skating rink.

Skaret the policy doesn't really change current practice that much. He said the policy, really more or less, formalizes it and puts it in writing.

FINCK/PETERSON moved and it was unanimously carried to approve the Policy and Application for swimming pool or skating rink filling.

RESOLUTION NO. 35-0722 APPROVING DESIGNATION OF AUTHORIZED REPRESENTATION IN THE BUSINESS OF WESTERN MINNESOTA MUNICIPAL POWER AGENCY

Skaret said Western Minnesota Municipal Power Agency is kind of a branch of Missouri River Energy Services for financing under Minnesota Statutes. He said Resolution No. 35-0722 would update the authorized representatives from the City of Jackson. He said the previous resolution was updated in 2015 and those representatives are no longer affiliated with the City. He said himself and Michael More would be the City's representatives.

CUSHMAN/FINCK moved and it was unanimously carried to approve Resolution No. 35-0722 approving Alderman Michael More and City Administrator Matt Skaret as the City of Jackson's authorized representatives in the business of the Western Minnesota Municipal Power Agency.

Mayor Walter thanked More and Skaret for volunteering to serve as the City's representatives.

OLD 'ALAMO' BUILDING

Skaret said the owner of the building referred to as old Alamo building does not have any plans to do anything with the building. Skaret noted the walls are starting to cave in. He said the owner has offered to give the building to the City. Skaret said the Finance Committee discussed the building owner's offer.

Skaret said before moving forward with the building owner's offer, the City would have an environmental company look at the building and do an assessment of any hazardous materials that may be present.

Skaret said he's spoken to environmental assessment companies, Blue Earth Environmental from Mankato and MAAC Environmental from Montevideo regarding doing an assessment of the old Alamo building.

Skaret said an environmental assessment would cost from \$700 to \$800. He said both companies charge about the same. Skaret said both companies would provide estimates on what it would cost to abate any hazardous materials. He said Blue Earth Environmental also offered to provide a quote and list of specifications they would follow if they were going to tear the building down. Skaret said Blue Earth Environmental's package proposal is a little bit more comprehensive.

Skaret noted Blue Earth Environmental has done work in Jackson in the past. He said they were the company that tore down the old power plant years ago.

Skaret said he wanted to find out if the City Council wanted to proceed with having an environmental assessment done of the old Alamo building. He said the City Council would not be committing to taking the building, but just having an environmental assessment done and getting some information on what the City might be looking at.

Palmer asked who owns the building.

Skaret said Tom Holthe owns the building.

Finck said spending \$700 to see what the City may be getting into seems to make sense.

Cushman said something needs to be done with the old Alamo building.

City Attorney Brad Anderson suggested before spending any money, it would be good to do a quick search to make sure there are no tax liens or judgements or anything against the property.

Skaret said he knows taxes are not current on the building.

Cushman suggested notifying the property owner who has a lean-to to the Alamo building to make them aware of what's occurring.

POLZ/PALMER moved and it was unanimously carried to have Blue Earth Environmental do an environmental assessment of the Old Alamo Building in Jackson contingent upon a title search of the property.

EMPLOYEE SAFETY MANUAL

Skaret said under the Minnesota Occupational Safety Act of 1990, certain work places, including the City of Jackson, are required to have what's called a Workplace Accident and Injury Reduction Program, also known as a Safety Program.

Skaret said the City currently contracts through MMUA and has done so for many years. But Skaret said the City didn't have an updated safety training manual. He said fortunately, there is now a safety training manual available that's about 260 pages in length.

Skaret said the City had been working with Brad Gunderson, the City's Safety Coordinator and also with the City's Safety Committee in getting the safety training manual updated so at least the City has an updated copy on file. He said it doesn't really change any practices and procedures, but just puts it in writing so the City is up to code in compliance.

Peterson asked if the City's safety training manual can be amended at any time.

Skaret said it can be amended.

Mayor Walter asked for a motion regarding the City's Employee Safety Manual.

PALMER/CUSHMAN moved and it was unanimously carried to approve the City's Employee Safety Manual.

Other:

Alderman Nathan Peterson

Peterson said he just wanted to inform everyone the Ambulance Department is looking for help. He said to contact Ambulance Director Chris Burban if anybody would like to take their EMT or EMR training. Peterson said more help is needed for the Ambulance Department.

City Administrator Matt Skaret

Skaret said he will be on vacation starting on Thursday afternoon, July 7th and will be gone through Monday, July 11th and back in the office on July 12th.

Splashpad update

Skaret reported the splashpad is still not in operation. He said the computer that was broken before has been fixed and is working. However, a major water leak then developed.

Street Superintendent Phil Markman explained there was a plastic component that split. He said the City is waiting for parts from Minneapolis. He said they tried to find parts in Jackson, but nothing matches what is needed. Markman said the part that was leaking is located in a critical area that could cause damage to electronic equipment if it leaks resulting in bigger problems.

Heavy Rain

Skaret asked Markman for an update following the heavy rain that fell during the afternoon of July 5th in Jackson.

Markman said the City received so much rain in a short amount of time. He said nothing was plugged, but the water intakes just couldn't keep up. Markman said there was water across the road on Springfield Parkway near Riverside Elementary and Jackson Cycle. He said there was also water across the road on Highway 71. Markman said that water has all drained away. He said there were a few manhole covers that popped up from the water pressure, but those have all been put back in place.

Markman said there were no downed tree branches or anything. He said the river would have to rise another four feet before there would be any issues. Markman said depending on how much rain fell north of Jackson, there may be an uptick in the river level, but the City is sitting in good shape regarding the level of the river.

Mayor Wayne Walter

Mayor Walter said he had a gentleman come to him last week to talk to him about being the Mayor of Jackson.

Mayor Walter said the gentleman said he would like to file to run for Mayor and wanted to know what he thought about him running. They discussed it and Mayor Walter told the gentleman what he had done and didn't do.

Mayor Walter said the gentleman was still interested in running for Mayor after their discussion.

Mayor Walter said Alderman Marcus Polz is going to file to run for Mayor. Mayor Walter said he thinks Polz would do a fine job as Mayor.

CLOSED SESSION FOR ATTORNEY/CLIENT PRIVILEGE PURSUANT TO MN CHAPTER 13D.05, SUBD 3(3)

Mayor Walter entertained a motion for the City Council to go into Closed Session. He announced there would be no Council action following the Closed Session.

FINCK/PETERSON moved and it was unanimously carried for the City Council to go into Closed Session at 7:34 p.m. for Attorney/Client Privilege pursuant to Minnesota Chapter 13D.05, Subd. 3(3)

COMING OUT OF CLOSED SESSION

POLZ/FINCK moved and it was unanimously carried for the City Council to go out of Closed Session at 7:42 p.m.

Mayor Walter announced the City Council was out of Closed Session.

ADJOURNMENT

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

PETERSON/MORE moved and it was unanimously carried to adjourn the Jackson City Council meeting at 7:43 p.m.

Mayor Walter thanked everyone for attending.

David A. Maschoff, Council Secretary

Wayne Walter, Mayor

