

**June 18, 2024  
Jackson, Minnesota**

**The Jackson City Council met in regular session in the Council Chambers of City Hall and also by Teleconference and Zoom at 6:00 p.m. on Tuesday, June 18, 2024 with the meeting called to order by Mayor Marcus Polz. On the roll call, the following persons were present in-person, Mayor Marcus Polz, Alderwoman Sara Mix and Aldermen Mark Titus, Chris Naumann, Brandon Finck, Nathan Peterson and Joe Pell. Also attending in-person were City Administrator Shelley Oltmans, City Attorney Brad Anderson, Public Works Director Tony Oxborough, Jackson Ambulance Director Grant Landbo, Luke Ewald of Des Moines Valley Health and Human Services, MRES Jackson Distribution Maintenance Foreman Tony Nitchals, Engineer Troy Nemmers of Bolton and Menk, Engineer Gabe Laber of HDR, John Weland of the Jackson County Animal Protection Society, Jackson Chamber of Commerce Director Corey Christopher, Carl Clark of Contegrity Group, Bill Henning, Seth Lintelman, Pastor Ted Carnahan of Our Savior’s Lutheran Church in Jackson, Lori Bonin of Rebound Partners, Jeff Anneke of the DBS Development Group, City Clerk/Council Secretary Dave Maschoff and Mathew Grisham of KKOJ/KUXX Radio. Joining the meeting via Zoom and Teleconference was Jackson EDA Administrative Assistant Shelley Pohlman and Justin Lessman of the Jackson County Pilot. (A quorum of the City Council was present.)**

**PLEDGE OF ALLEGIANCE**

---

Mayor Polz announced the Pledge of Allegiance would be recited before the City Council meeting was called to order. All those attending in-person and by Zoom and Teleconference recited the Pledge of Allegiance.

**CALL THE MEETING TO ORDER**

---

Mayor Polz called the regular meeting of the Jackson City Council to order. He said the roll call showed all Councilmembers were present except Councilman Nate Peterson who will be arriving later during the meeting.

**There were no Bid Lettings or Open Forum.**

## Unscheduled Guests:

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

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

Mayor Polz asked for a third time if there were any unscheduled guests in the audience.

Seeing and hearing no unscheduled guests, Mayor Polz said the Council would move onto the Consent Agenda.

## CONSENT AGENDA

---

Mayor Polz entertained a motion to approve the Consent Agenda.

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

## Council Discussion Items

### **REQUEST FROM THE JACKSON COUNTY FAIR BOARD TO PLACE A SIGN PROMOTING THE JACKSON COUNTY FAIR NEAR THE WATER PLANT SIGN ALONG HIGHWAY 71 (SAME REQUEST AS 2023)**

---

City Clerk and Jackson County Fair Board member Dave Maschoff said he was speaking on behalf of the Fair Board. He explained the Fair Board was again requesting to place a sign promoting this year's Jackson County Fair near the Water Plant similar to what was done in 2023.

Maschoff said the Fair Board appreciates the Mayor and City Council's help.

**MIX/FINCK moved and it was unanimously carried to approve the Jackson County Fair Board placing a sign near the City Water Plant along Highway 71 promoting the 2024 Jackson County Fair.**

Maschoff thanked Mayor Polz and Councilmembers.

**PEDDLER’S PERMIT REQUEST FOR A FOOD TRUCK/TRAILER FROM THE CUP N’ SAUCER IN SHERBURN, MINNESOTA**

---

Mayor Polz welcomed Seth Lintelman of the Cup N’ Saucer Café in Sherburn.

Lintelman said he’s the chef and owner of the Cup N’ Saucer in Sherburn. He explained they are currently in the process of building a food trailer and looking to periodically bring it to Jackson to serve food. Lintelman said he was looking to get approval of his Peddler’s Permit application so he could do business in Jackson.

Maschoff said Lintelman had submitted his application and paid the permit fee.

Titus asked Lintelman what type of cuisine they would serve.

Lintelman said they will serve a lot of different menu and fun food items.

**MIX/PELL moved and it was unanimously carried to approve the Peddler’s Permit for a Food Truck/Trailer for the Cup N’ Saucer of Sherburn, Minnesota.**

Lintelman thanked Mayor Polz and Councilmembers.

**REQUEST TO CLOSE EAST HALF OF SIXTH STREET FROM SHERMAN TO WHITE STREET FOR CONSTRUCTION AT THE NEW COUNTY GOVERNMENT/LAW ENFORCEMENT CENTER**

---

Carl Clark of Contegry Group, the Project Superintendent for the new Jackson County Government and Law Enforcement Center Project, requested closing the east half of Sixth Street. He explained new sidewalk and curb is being installed along the east side of Sixth Street.

Clark said in order to facilitate concrete deliveries and other factors, it would be a safer situation to block off the northbound lane of Sixth Street between White and Sherman Streets.

Clark said their request to close the northbound lane would be for a maximum of two weeks-time and not necessarily a consecutive two weeks. He said it would be dependent on scheduling and weather.

Clark noted with the northbound lane closed by the fence, there will still be room for parking on the west side of Sixth Street and also still room for one lane of traffic. He said the street will still be usable.

Clark said if work is delayed, the fence will be set back to open the northbound lane and will also be set back on the weekends so it's not in the way.

**PELL/TITUS moved and it was unanimously carried to approve the request to close the east half of Sixth Street from Sherman Street to White Street for construction at the new Jackson County Government/Law Enforcement Center.**

Clark thanked Mayor Polz and Councilmembers.

(Alderman Nathan Peterson arrives)

### **CONSIDER DECLARING A COMMUNITY FESTIVAL FOR JUNE 20<sup>TH</sup> CRUISE-IN**

Mayor Polz entertained a motion for the City Council to declare a Community Festival for the June 20<sup>th</sup>, 2024 Cruise-In.

**PETERSON/MIX moved and it was unanimously carried to declare a Community Festival for the vehicle Cruise-In event on June 20, 2024.**

### **APPROVAL FOR AMBULANCE DIRECTOR AND CITY ADMINISTRATOR TO SIGN A CONTRACT BETWEEN THE JACKSON AMBULANCE SERVICE AND ECP SERVICES**

Jackson Ambulance Director Grant Landbo noted at a previous Council meeting, he requested moving forward with contract negotiations with ECP Services. He said ECP Services will provide billing services for the Ambulance Department. Landbo provided highlights of the proposed contract.

Landbo noted that he and City Administrator Oltmans are the authorized officials between the City and Medicare. He said it would be reasonable to have both Oltmans and himself sign and it also helps ensure continuity should one of them leave working for the City so someone that had knowledge of the contract is still here. Landbo said he was just looking for Council approval to have both Oltmans and himself sign the contract.

Landbo said the contract between the City and ECP Services would take effect on August 1<sup>st</sup>. He said the City's last day with the current provider would be July 31<sup>st</sup>.

**MIX/PETERSON moved and it was unanimously carried to approve having Ambulance Director Grant Landbo and City Administrator Shelley Oltmans sign a contract between the Jackson Ambulance Service and ECP Services.**

Landbo thanked Mayor Polz and Councilmembers.

## **PRESENTATION BY JEFF ANNEKE WITH DBS GROUP AND LORI BONIN WITH REBOUND PARTNERS ON THE BELMONT HEIGHTS PROJECT**

---

Jeff Anneke with the DBS Development Group said the presentation for the Mayor and Councilmembers is a general project overview of the Belmont Heights housing project.

Lori Bonin of Rebound Partners thanked Mayor Polz and Councilmembers for the opportunity to share an update with them on the Belmont Heights project. Bonin thanked the City, community members and businesses who have been working with them to reach this milestone.

Using the Council Room's Smart Screen, Anneke showed an aerial view of the property to be developed for housing and outlined Phase One-A of the project. He said the financing that has been secured is for Phase One-A which will be in the final plat. Anneke said Phase One-A will consist of a 41-unit apartment building and eight townhome units. He also pointed out the proposed future phases outside of Phase One-A were left in the preliminary plat to allow for adjustments in future development.

Anneke said they will be mobilizing in late August and groundbreaking for Phase One-A is scheduled on or before September 3<sup>rd</sup>. He said over the winter, they will pre-lease apartments and townhome units on their website. Anneke said in the summer of 2025, tenants will be occupying the townhomes. He said in late summer or the early fall of 2025, the apartments will be complete and occupied.

Anneke said in 2026, they will be completing the second set of townhomes and starting construction on the second apartment building. He noted beyond 2026, the construction sequence may go faster or slower depending on market need.

Mix asked Bonin and Anneke what the average rents for the apartments and townhomes would be.

Bonin said right now rent for a one-bedroom apartment would be \$1,400 per month and rent for a two-bedroom apartment would be \$1,700 per month including utilities. She said rent for the townhomes would be \$2,000 per month or a little bit higher than that, which would include utilities.

Peterson asked if DBS would be the long-term managers of the apartments and townhomes after they are built.

Bonin said they would manage the apartments and townhomes. She said they are personally investing in the project and will be responsible for their success. Mayor Polz thanked Bonin and Anneke for their presentation.

## **CITY OF JACKSON/BELMONT HEIGHTS GP LLC DEVELOPMENT AND LOAN AGREEMENT**

---

City Attorney Brad Anderson explained there was some updated language and clarification in the City of Jackson and Belmont Heights GP LLC Development Loan Agreement. He said he wanted to review the updates with the entire City Council.

Attorney Anderson then proceeded to outline the updates and clarifications in the agreement.

Following Attorney Anderson's explanation of the updates, clarifications and answering questions of Councilmembers, the Council took action to approve the loan agreement.

**FINCK/NAUMAN moved and it was unanimously carried to approve the City of Jackson and Belmont Heights GP LLC Development and Loan Agreement.**

## **PUBLIC HEARING ON THE BELMONT HEIGHTS SUBDIVISION FINAL PLAT AT 6:30 P.M.**

---

Mayor Polz said the purpose of the public hearing is to approve the Final Plat of the Belmont Heights Subdivision.

Mayor Polz noted the final plat has been reviewed to ensure it follows State Codes, City Ordinances and contains the appropriate easements providing for future development that follows best practices and street layouts prioritizing safety.

Mayor Polz said the Final Plat has been reviewed with suggestions by the City Attorney, Bolton and Menk Engineers, the Public Works Director, EMS Director, MRES Distribution Maintenance Crew Leader, Jackson County GIS Technician, DBS Group and the City Administrator. He said City Administrator Oltmans also spoke to Jackson County Sheriff Shawn Haken and Jackson Fire Chief Dave Bond.

Mayor Polz asked for a motion to open the Public Hearing on the Belmont Heights Subdivision Final Plat.

**FINCK/PETERSON moved and it was unanimously carried to open the Public Hearing on the Belmont Heights Subdivision Final Plat at 6:40 p.m.**

Mayor Polz said the Public Hearing was now open and asked if there were any members of the public present to comment or ask questions regarding the final plat of the Belmont Heights Subdivision.

Hearing and seeing no one from the public to comment or ask questions, Mayor Polz entertained a motion to close the public hearing.

**PELL/PETERSON moved and it was unanimously carried to close the Public Hearing on the Belmont Heights Subdivision Final Plat at 6:42 p.m.**

### **APPROVE FINAL PLAT FOR BELMONT HEIGHTS**

---

Mayor Polz asked for a motion to approve the Final Plat for the Belmont Heights Subdivision.

**MIX/NAUMANN moved and it was unanimously carried to approve the Final Plat for the Belmont Heights Subdivision.**

### **AMENDING THE CITY COUNCIL AGENDA**

---

Finck noted the City Council needed to take action regarding approving the DP4 Note and JEDC Housing Loan. He said Council action was needed and said he didn't see it on the City Council's agenda.

City Administrator Oltmans said the Council's agenda would need to be amended.

Mayor Polz asked for a motion to amend the City Council's agenda to add the JEDC agreement regarding the DP4 note and JEDC housing loan.

**FINCK/PETERSON moved and it was unanimously carried to amend the City Council Agenda to add the agenda item Approving the DP4 Note and JEDC Housing Loan.**

Oltmans noted the DP4 Note and JEDC Housing Loan was placed on the June 18<sup>th</sup> City Council's Consent Agenda and thus had already been approved by the Council earlier in the meeting when the Consent Agenda was approved.

Finck asked City Attorney Brad Anderson to outline the details of the DP4 Note and JEDC Housing Loan.

Attorney Anderson explained the DP4 Note and JEDC Housing Loan is an agreement between the Jackson Economic Development Corporation and the City of Jackson. He proceeded to provide the history and revisions of the agreement that have taken place over the years as developments have occurred. Attorney Anderson outlined provisions and details of the agreement.

Mayor Polz noted approving the DP4 Note and JEDC Housing Loan had already been approved by the Council when they approved the Consent Agenda.

#### **JACKSON BELMONT HEIGHTS PAY APPLICATION NO. 4**

---

Mayor Polz explained the Jackson Belmont Heights Pay Application No. 4 covers the work done from April 30<sup>th</sup> to May 31<sup>st</sup>, 2024 in the amount of \$212,082.19 payable to Holtmeier Construction of Mankato.

Mayor Polz asked for a motion to approve Jackson Belmont Heights Pay Application No. 4.

**PETERSON/PELL moved and it was unanimously carried to approve Jackson Belmont Heights Pay Application No. 4.**

#### **HDR ENGINEER CONTRACT – GABE LABER**

---

Mayor Polz welcomed Gabe Laber to the City Council meeting to discuss a proposed HDR Engineering Contract between the City and HDR.

Laber said he was following up on discussions he had a month and a half ago with Councilmembers and City Staff regarding an engineering agreement between the City and HDR. He said he was attending the Council meeting to answer any follow-up questions.

Peterson asked if the engineering contract is for water and sewer engineering.

Laber said it was for water and sewer. He went on to outline what the Master Services Agreement between HDR and the City would include.



**PETERSON/TITUS moved and it was unanimously carried for the City to enter into a contract with HDR Engineering for the water and sewer study capping the spending limit for the Study at \$10,000.**

Mayor Polz thanked Laber for attending the Council meeting.

### **FINAL PAY APPLICATION FOR 2022 DOWNTOWN ALLEY IMPROVEMENTS**

---

Engineer Troy Nemmers of Bolton and Menk provided a quick wrap-up of the Downtown Alley Improvements Project. He said Jensen Excavating has completed all of the work. Nemmers noted all of the punch-list items have been completed.

Nemmers noted there was some modifications and slight downsizing of the project. He said the bid contract price was \$732,000 and the final construction cost was about \$13,000 under that at \$719,000.

Nemmers said he recommended approval of the final pay request of \$21,732.88 to Jensen Excavating.

**MIX/PELL moved and it was unanimously carried to approve the Final Pay Application of \$21,732.88 payable to Jensen Excavating for the 2022 Downtown Alley Improvements Project.**

### **EDA RECOMMENDATION: SELL SUNSET VIEW CENTER/MIDDLE LOTS FOR \$1 TO SPEC HOME BUILDERS**

---

EDA Administrative Assistant Shelley Pohlman reported the EDA (Economic Development Association) met and it was proposed by EDA Director Wendy Anderson to sell the Sunset View center and middle lots for \$1 in order to stimulate interest in developing those lots. She said the \$1 lots would be offered only to spec builders and not offered to private residents. Pohlman said the \$1 lot program would be revisited in six months to determine how the program is going. She said the middle lots in the Sunset View Addition have not generated much interest. Pohlman said this is just an effort to generate interest and maybe get some duplexes and single-family homes built.

Finck said he's in favor of the \$1 lot sale program for the center and middle lots in the Sunset View Addition. He asked about opening up the \$1 lot offer to everyone instead of just spec builders.

Pell noted the cities of Lakefield, Fairmont and Luverne have had a similar program and have had success with it. He said they wanted to offer the program just for spec builders, not developers. Pell said they want to try it for six months and see if any spec builders want to come in and build a house. He said after April 1<sup>st</sup>, 2025, they will re-evaluate the program and see if it's working or not. Pell said if the program is not working, then they may open it up to the public.

Finck noted there's been people who have built a new house, then decided to live in it and sell their former home. He said those people are speculating when they build a new house and that someone will purchase their former home. Finck pointed out people in Jackson who have done that several times, and in essence, he considers them spec home builders. He said those people have done a great job.

Mayor Polz asked Finck what his definition of a spec home builder is.

Finck said the person who builds a new house is speculating whether they will sell the new home they just built, or sell the house they've been living in and move into the new home. He noted those people are speculating and could be considered spec home builders. Finck said a new house will generate utilities revenue and taxes and someone will live in it.

Mix said she thinks the \$1 lot program is a fantastic idea to get some spec builders to Jackson and is very needed. But on the other hand, Mix said a house is a house. She said if someone comes with plans to build a house in less than 12 months and the person wants to pay a dollar, why would the City turn that away?

**NAUMANN/FINCK moved and it was unanimously carried to approve the EDA's recommendation to sell Sunset View Center/Middle lots for \$1 for Spec Home Builders.**

Finck said "hats off" to the EDA for creating the one-dollar lot program.

## **PRESENTATION BY LUKE EWALD REPRESENTING THE FRIENDS OF JACKSON TRAILS**

---

Luke Ewald explained his presentation is in regards to the Bike Friendly Community application. He said the Bike Friendly Community designation has to be renewed every four years and it's time for it to be renewed. Ewald said the application is due on June 25, 2024.

Ewald said the Friends of the Jackson County Trails Committee would like the Jackson City Council to approve the Bicycle Facility Design Resolution to help support their Bike Friendly Community application.

Ewald outlined the history of the Jackson Bike Friendly Community efforts and what their future goals are for the Jackson community and other communities in Jackson County. He said the Bicycle Friendly Community Program application incorporates engineering, engagement, education, encouragement, evaluation/planning, equity and accessibility.

### **RESOLUTION NO. 25-0624 TO ADOPT BICYCLE FRIENDLY FACILITIES**

---

Mayor Polz entertained a motion to approve Resolution No. 25-0624 to adopt Bicycle Friendly Facilities to help support the Bicycle Friendly Community application.

**MIX/PETERSON moved and it was unanimously carried to approve Resolution No. 25-0624 adopting Bicycle Friendly Design Principals to continue the City of Jackson’s Bicycle Friendly Community Designation.**

Ewald thanked Mayor Polz and Councilmembers.

### **LIQUOR STORE ELECTRONIC SIGN**

---

Mayor Polz explained the Liquor Committee met on Wednesday, May 22nd. He said the Committee discussed three quotes for an LED outdoor sign to be placed on the pole underneath the current outdoor Liquor Store sign. Mayor Polz said at the Liquor Committee meeting, a motion was moved by Mix and seconded by Naumann to recommend to the City Council to approve spending up to \$40,000 for a new 3-foot tall by 10-foot long L.E.D. sign pending seeing what a rendering of the new sign would look like placed underneath the existing outdoor Jackson Liquor Store sign. Mayor Polz asked MRES Jackson Distribution Maintenance Foreman Tony Nitchals to explain what wiring would be needed to power the sign.

Nitchals explained a new electric line would have to be bored from the liquor store to the sign in order to power the new L.E.D. sign. He said the new sign could not be tapped off the electric line that operates the current sign. Nitchals said a circuit also needed to be added in the liquor store's electric panel box inside the store. Nitchals said a ballpark estimate to install the new wiring and addition to the panel box would be approximately \$6,000. He said there will also be some cement work to be done during the boring because of the sidewalk.

**MIX/NAUMANN moved and the motion was approved on a 4 to 2 vote for the City to purchase and install a new 3-foot tall by 10-foot long outdoor L.E.D. sign for the Liquor Store to be placed underneath the current outdoor Jackson Liquor Store sign.**

**Voting in favor of the motion was Alderwoman Sara Mix, Alderman Mark Titus, Alderman Chris Naumann and Alderman Nathan Peterson.**

**Voting against the motion was Alderman Joe Pell and Alderman Brandon Finck.**

## **BANNERS OVER HIGHWAY 71**

---

MRES Jackson Distribution Maintenance Foreman Tony Nitchals explained the cement poles on the south end of Jackson on Highway 71 have taken quite a beating with the race banners that have been hung from the poles in the past. He noted last year the Electric Department personnel had to untangle the banners two or three times. Nitchals said he would like to put another line across Highway 71 to hold the bottom portion of the banners but he's afraid it will cause the banner to act as a sail and catch the wind. He said the wind shear on the banner could possibly take one of the poles holding up the banner down.

Nitchals said he can't find any information regarding the poles of when they were purchased, when they were installed or any engineering information on how much force the poles can take. He said he's hesitant about putting banners back up on those poles just for safety reasons. Nitchals said the wind will flow through the Christmas decorations but not the race banners.

Pell suggested looking at the vertical feather signs that can be stuck into the ground. He said those types of signs could be used instead of using the banners over Highway 71. Pell said the vertical feather signs can be very attractive.

Nitchals suggested instead of hanging the banners over Highway 71, maybe permission could be sought from the school to hang the banner on the fence that faces Highway 71 at Riverside Elementary School.

Finck said information could be gathered on what the cost would be for signage for the races to be placed along Highway 71.

Mix said it would be nice to have signage lining Industrial Parkway welcoming racing fans to the Jackson Nationals.

Mayor Polz said the banners over Highway 71 was an informational item on the Council's agenda.

### **COMPLETE LIGHTING UPGRADE FOR THE CITY HALL**

---

Mayor Polz noted that a light recently quit working in the front office of City Hall and it cost \$170 to replace.

Mayor Polz said the City received a quote from M&H Electric to upgrade the remaining lighting in City Hall from fluorescent to L.E.D. lights. He said the upgrade would replace 70 lights in the City Hall building at a cost of \$2,355. Mayor Polz noted July through December, there's a 50 percent rebate making the final cost \$1,180.

**MIX/PELL moved and it was unanimously carried to approve the quote of \$2,355 from M&H Electric to replace the remaining 70 lights in City Hall from fluorescent bulbs to L.E.D. lights.**

**Other:**

#### **Alderman Mark Titus**

Alderman Mark Titus asked for an update regarding the former Prairie Winds Motel property.

City Attorney Brad Anderson said a court hearing regarding the former Prairie Winds Motel property is scheduled for Thursday, June 20<sup>th</sup>. He said the Judges will probably make a decision at that time. Attorney Anderson said the Judges can reject it or make a decision on the whole case. He said June 20<sup>th</sup> is hopefully the day the City finds something out.

### **Alderman Nathan Peterson**

Alderman Nathan Peterson said he wanted to thank all the City Departments and employees that participated in the Public Works Day in Ashley Park on June 4<sup>th</sup> for all the children. He was it was a good event.

### **Alderwoman Sara Mix**

Alderwoman Sara Mix asked Public Works Director Tony Oxborough if everything was good for the City of Jackson regarding water quality, sewer and any potential problems in case of flooding. She noted Iowa communities that have been having difficulties with sewer backups or releasing sewers into lakes.

Oxborough said at this point everything was looking good as far as river levels. He said river stage levels at Windom and Jackson are the same. Oxborough said Jackson is doing fine.

Oxborough said the City of Jackson is not discharging into the Des Moines River. He said the water is being moved to the City's lagoon ponds so the water can be cleaned up in case there needs to be a discharge outside the City's discharge window.

Oxborough said the City of Jackson is doing alright. He said it's nice to see Jackson is not in the flood warning like the Twin Cities metro area is.

Mayor Polz said thanks to all the Water Department personnel monitoring the lift stations and keeping an eye on everything.

Oxborough said he would pass along the Mayor's appreciation.

### **Alderman Joe Pell**

Alderman Joe Pell noted the Liquor Store roof was mentioned earlier in the Council meeting. He asked if corrugated steel could be used for roofing instead of shingles.

City Administrator Shelley Oltmans said she could gather cost estimates regarding steel roofing for the liquor store.

Mayor Polz said installing a steel roof on the liquor store is an item that could be discussed by the Liquor Committee.

Finck noted that shingles that were damaged or blown off at the liquor store may also be covered by insurance.

### **City Administrator Shelley Oltmans**

City Administrator Shelley Oltmans noted City Hall would be closed on Wednesday, June 19<sup>th</sup> in honor of Juneteenth.

### **ADJOURNMENT**

---

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

**MIX/FINCK moved and it was unanimously carried to adjourn the Jackson City Council meeting at 7:53 p.m.**

---

**David A. Maschoff, Council Secretary**

---

**Marcus Polz, Mayor**

