

June 20, 2023  
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, June 20, 2023 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 and Nathan Peterson. Also attending in-person were City Administrator Matt Skaret, City Attorney Brad Anderson, Jackson Fire Chief Dave Bond, Jackson Fire Department First Assistant Chief and Park Board Chairman Michael Haeffner, Justin and Brandi Fletcher, Bridget Kolander-Gilbert, John Weland of the Jackson County Animal Protection Society, Stephen Foster, Community and Business Development Specialist Dave Schmidt of Community and Economic Development Associates (CEDA), Engineer Eric Hanson of HDR, Transportation EIT Cody Woessner of HDR, Engineer Troy Nemmers of Bolton and Menk, Catherine Koppen, City Clerk/Council Secretary Dave Maschoff and Mathew Grisham of KKOJ/KUXX Radio. Joining the meeting via Zoom was Administrative Assistant Shelley Pohlman of Community and Economic Development Associates (CEDA). (Second Ward Alderman Joe Pell was absent.) (A quorum of the City Council was present.)

#### **PLEDGE OF ALLEGIANCE**

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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 recited the Pledge of Allegiance.

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

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Mayor Polz called the regular meeting of the Jackson City Council to order. He said the roll call showed all Councilmembers were present except for Alderman Nathan Peterson who was anticipated to be arriving late to the Council meeting and Alderman Joe Pell who is absent.

**There were no Public Hearings, 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**

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Finck asked to have Consent Agenda Item 7(E) pulled for further discussion regarding the Street Committee's recommendation to deny Mitch Jasper's alley improvements request to be included in the Downtown Alley Improvements Project. He said he wanted to wait until Alderman and Street Committee member Nathan Peterson arrived at the Council meeting.

**FINCK/MIX moved and it was unanimously carried to approve the Consent Agenda as presented except for Consent Agenda Item 7(E) regarding the Street Committee's recommendation to deny Mitch Jasper's alley improvements request to be included in the Downtown Alley Improvements Project.**

## Council Discussion Items

### **BRIDGET KOLANDER-GILBERT: APPROVE TEMPORARY LIQUOR LICENSE FOR RHYTHM OF THE RIVER ORGANIZATION FOR THE RHYTHM OF THE RIVER EVENT AT FORT BELMONT ON FRIDAY, JULY 14<sup>TH</sup> FROM 4 P.M. TO 12:00 A.M. AND ON SATURDAY, JULY 15<sup>TH</sup>, 2023 FROM 12:00 P.M. TO 12:00 A.M.**

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Mayor Polz welcomed Kolander-Gilbert to the City Council meeting.

Kolander-Gilbert said she was attending the Council meeting to ask for permission to serve alcohol on July 14<sup>th</sup> and 15<sup>th</sup> on a contractual basis with the Rhythm of the River organization under the Rhythm of the River's Temporary Liquor License.

**FINCK/NAUMANN moved and it was unanimously carried to approve the Temporary Liquor License for the Rhythm of the River organization for the Rhythm of the River event at Fort Belmont on Friday, July 14<sup>th</sup> from 4 p.m. to 12 a.m. and on Saturday, July 15<sup>th</sup>, 2023 from 12:00 p.m. to 12:00 a.m.**

Kolander-Gilbert thanked Mayor Polz and Councilmembers.

(Alderman Nathan Peterson arrives)

### **JUSTIN AND BRANDI FLETCHER – CANNABIS DISPENSARY PRESENTATION**

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Brandi Fletcher thanked Mayor Polz and Councilmembers for meeting with her and Justin.

Brandi Fletcher said their goal is to start establishing a cooperative relationship with Jackson and the local body of government. She said they would like to provide as much information as they can at this point. Brandi Fletcher said there's still a lot of things that are changing and nothing is really set in stone as everything is in its beginning stages regarding cannabis dispensaries in Minnesota. She said they wanted to gather any concerns the City Council may have as they move forward.

Brandi Fletcher said she and Justin are looking to establish a cannabis micro-business in Jackson County. She explained if they're granted a micro-business license by the State, they are looking to use the license to open a retail store. Fletcher said what that includes is the sale of cannabis flour, cannabis concentrates and cannabis edibles to adults over the age of 21 providing proper identification and meeting security requirements.

Brandi Fletcher said what does this mean for the City Council as the local government? She said while the State Committee is responsible for issuing licenses, local government plays a large role. Fletcher said a cannabis dispensary cannot open a retail store without consent and retail registration from the local government.

Fletcher explained there must be one retail registration for every 12,500 residents. She said in Jackson County, there was a population in 2022 estimated at 9,893 residents. Fletcher said that means a retail store is pretty much obligated to open somewhere in Jackson County. She said she and Justin would like to open a cannabis micro-business retail store in Jackson.

Fletcher said the City government can also prohibit the cannabis business from operating within a thousand feet of schools and 500 feet from daycares, residential treatment facilities or attractions at parks that are regularly used by minors such as playground equipment and athletic fields.

Fletcher said local governments can also prohibit sales of operation. She explained there's certain periods that a cannabis business is allowed to be open. Fletcher said the local government can also help control periods from 9 p.m. until 2 a.m. the following day. She said a local government can restrict that as they so wish. Fletcher said local governments can also restrict hours of operation between 8 a.m. and 10 a.m. Monday through Saturdays. She said on Sundays, a cannabis retail store is not allowed to open before 10 a.m. according to State's regulations.

Fletcher said if a cannabis retail store is allowed to open and operate, it operates according to the local government's requirements. She said prior to the licensing being issued, prior to it even being allowed to apply, the cannabis retail store operator must uphold local ordinances. Fletcher said that includes fire ordinances and any kind of safety ordinances that are in place by the local government. She said the City of Jackson can do the compliance checks themselves. Fletcher said it's not an outside entity that works for the State that has to come in and do the compliance checks. She said local government is allowed to benefit. Fletcher said if there is a cost for compliance checks, the fee collected goes to the local government.

Fletcher said yearly compliance checks are also required. She said law enforcement has to comply with yearly compliance checks. Fletcher said law enforcement would have someone over the age of 17, but under the age of 21, try and come in and see if the cannabis retail operator is only selling what's allowed by the State government. Fletcher said the cannabis retail store cannot sell anything that's outside the scope of what's being allowed.

Fletcher said once the cannabis business submits an application, the local government is given that application to review. She said at that time, the local government can express their concerns, for example, are there any ordinances being violated or anything the City Council has questions about. Fletcher said the local government has 30 days to return that to the State Committee that's currently being organized.

Fletcher said the City Council also has the right to issue initial fees for someone to operate a cannabis retail store. She the City can charge registration fees for that licensing and also charge renewal fees for licensing at the time that the business license is applied for and granted. Fletcher explained every year the cannabis store operator has to renew their license with the State of Minnesota. She said that's also the City's opportunity to charge renewal fees.

Fletcher said applications to operate a cannabis business aren't even beginning until late 2024. She said she and Justin are coming before the Mayor and City Council now because they would prefer to work in cooperation with the City that they plan to open a cannabis business in. Regarding the location of the business, Fletcher said they have looked at two different existing businesses, but they don't know if either one of those locations is up to code for operating a cannabis business. She asked the Mayor and City Councilmembers if they had any recommendations. Fletcher noted that's also part of the City's right to regulate where a cannabis retail business is located.

Justin Fletcher said if the City didn't want to have the cannabis retail store in the City limits, they would also be willing to buy a plot of land outside of town and build a building or something along that line.

Mayor Polz noted compliance and regulations haven't been issued yet.

Brandi Fletcher said the State hasn't issued the compliance and regulations at this point. She said they wanted to speak to the City Council to provide them information. Fletcher said before they even start looking for a site, they want everyone to be informed. She said they don't want to invest in something and find out later it wouldn't be a suitable site.

Brandi Fletcher said they want their cannabis micro-business retail store to be a good cooperative thing and not a situation where it's an out-of-state operator. She said she and Justin live in the Jackson area. Fletcher said the money generated from the business is meant to stay local and it's not going to leave.

Mayor Polz thanked Brandi and Justin Fletcher for their time.

Brandi and Justin Fletcher thanked Mayor Polz and Councilmembers.

**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 2022)**

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**FINCK/PETERSON moved and it was unanimously carried to approve the request from the Jackson County Fair Board to place a sign promoting the Jackson County Fair near the Water Plant sign along Highway 71 as long as they work with Public Works Director Tony Oxborough to where it's placed similar to 2022.**

**AIRPORT RUNWAY RECONSTRUCTION PAY APPLICATION NO. 5 – HDR ENGINEER ERIC HANSON**

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In addition to Eric Hanson, Mayor Polz welcomed EIT Cody Woessner of HDR to the City Council meeting regarding Airport Runway Reconstruction Pay Application No. 5.

Woessner explained he's been the on-site engineer for the runway construction underway this summer at the airport. He said for the Council's consideration is Airport Runway Reconstruction Pay Application No. 5 payable to Svoboda Excavation in the amount of \$1,212,232.44. Woessner said the majority of that cost is the concrete paving that's been underway this summer. He said that portion is just under a million dollars. Woessner said about two-thirds of the paving is completed.

Woessner said Pay Application No. 5 also includes some seeding and electrical items.

Mayor Polz pointed out the City's cost share in the airport project is still five percent with the Federal Government's share at 90 percent and the Minnesota Department of Transportation's share at five percent. He noted the Federal and State funding comes from taxes collected from those buying airline tickets, airline fuel and things of that nature.

Woessner said that was correct.

**PETERSON/FINCK moved and it was unanimously carried to approve Airport Runway Reconstruction Pay Application No. 5 payable to Svoboda Excavation in the amount of \$1,212,232.44.**

### **THE PINES SIDEWALK AND RAIL QUOTE**

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Mayor Polz welcomed Engineer Troy Nemmers of Bolton and Menk.

In providing some background, Nemmers said when the North Highway Project was underway, there was a sidewalk connection that was made on the far west end of North Highway. He said at the time, there were some negotiations with The Pines assisted living facility to allow the sidewalk to connect through on their property. Nemmers said part of the agreement was that the City would install a sidewalk connection from The Pines facility out to the new sidewalk that's running on their property.

Nemmers said three contractors were contacted to get some quotes on installing the sidewalk and some handrail along the sidewalk.

Nemmers said the low quote was just under \$18,000 out of the three quotes received. He said he was recommending accepting the quote from Beltline Construction of Worthington for that sidewalk installation.

**TITUS/PETERSON moved and it was unanimously carried to approve the low quote of \$17,430.00 from Beltline Concrete, Incorporated of Worthington, Minnesota for installation of The Pines sidewalk and handrails.**

### **SOUTH STREET TURF RESTORATION**

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Following the June 6<sup>th</sup> City Council meeting, Engineer Troy Nemmers of Bolton and Menk said measuring was done on South Street trying to identify approximately how much sod should be removed and replaced. He said they came up with a little over 1,600 square yards.

Nemmers said that 1,600 square yards total was used to try and get some pricing from a couple different contractors. He said he received estimated costs from the contractor that worked on the project as well as another landscaping contractor. Nemmers said he's waiting for a quote from another contractor that wasn't able to look at the site until June 21<sup>st</sup>.

Nemmers said roughly speaking, the estimated costs were in the \$20,000 range for replacement. He said the options that could be looked at include sod replacement which is a little less than \$20,000 depending on removal costs. Nemmers said the second option would be removing the sod and adding some topsoil since the yards are a little low when they have sod on them. He said you would have to add a little topsoil and then seed and hydro mulch on top of that. Nemmers said both options are in the range of \$20,000 right now.

Nemmers asked the City Council if they're comfortable with moving ahead with a \$20,000 expense and then discussing the watering. He said right now, those quotes don't really include the follow-up of having a contractor water the sod. Nemmers said one of the contractors noted, depending on how you do it, the right way to do it requires a lot of water to get the sod established. He said that could easily add \$5,000 or more to the project. Nemmers said then we're in the \$25,000 range.

Nemmers said he just wanted to have the conversation to see if the Council is comfortable moving forward with trying to better fine-tune those numbers. He said another quote will probably be received on Thursday, June 22<sup>nd</sup>. Nemmers said he wanted to make sure the Council is comfortable with those dollar amounts. He said the numbers can then be fine-tuned to see who appears to have best pricing.

During discussion, Peterson asked what was easier for the homeowner, sod or seeding.

Finck said he would take seeding over sod.

Nemmers said he thinks that's the consensus of the landscapers that seeding is a little bit easier to manage. He said sod takes some extra care and depending on where the sod was raised, there could be different soil conditions. Nemmers noted there's a lot of other factors with sod. He said it seems to be that seed is the preferred method for getting a yard established. Nemmers said the challenge comes from a stormwater perspective and an erosion control perspective. He said when you do these large construction projects, you have all this dirt exposed.



Nemmers said even after the area is seeded, a heavy rainfall can cause the dirt and seed to wash right into the street. He said that's the challenge that engineers have on the reconstruction side of things. Nemmers said sod looks nice and gets established and you don't have that erosion challenge, but sod probably is a little bit more maintenance intensive.

Naumann asked if the contract for the South Street Construction Project was fulfilled for what was supposed to be done. He said if wasn't fulfilled, he said he doesn't think the City should pay for redoing the sodding or seeding.

Peterson said the grass seed was put down. He noted the City paid the contractor.

Nemmers said he would say the contractor believes they have fulfilled the contract.

Finck asked if the conversation could be held with the contractor about whether the contract was fulfilled, where are the records of the watering, and does the contractor consider the sod or seeding established.

Nemmers said he thinks the contractor thinks it's established. He said he can check to see if the contractor has records on watering.

Finck said he would like to hear that from the contractor before the City Council goes down the road of who's responsible. He requested asking the contractor what they consider established. Finck asked for data to be gathered for the next City Council meeting and to ask the contractor if they truly feel what they did was acceptable or not.

Mayor Polz asked if the Council wanted to table the topic until the next Council meeting.

Finck noted there's also another quote coming in.

Mayor Polz suggested having the topic tabled to the July 18<sup>th</sup> Council meeting since the Council will be already meeting on June 29<sup>th</sup> because of the Fourth of July holiday.

Titus said whatever is done, we need to maximize the chances of success this time around so the Council don't have to go down this road again.

**PETERSON/TITUS moved and it was unanimously carried to table action on the South Street Turf Restoration and revisit the issue at the City Council's July 18<sup>th</sup>, 2023 meeting.**

Mayor Polz thanked Nemmers.

## **JACKSON FIRE DEPARTMENT – SELLING OF ENGINE 3**

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Jackson Fire Chief Dave Bond said information was distributed to different Fire Departments that the Jackson Fire Department was looking to sell Engine 3, a 2002 International truck.

Bond said at first, there was a lot of interest in the truck and the Fire Department thought they could sell Engine 3 for \$60,000. He said a lot of the interested Fire Departments came back and said they didn't have the funds to purchase the truck or had other needs they needed to take care of like putting a new roof on their fire hall. Bond said Alderman Peterson also reached out to several fire departments in South Dakota, but there was no response.

Bond said representatives of the Darfur Fire Department came and looked at Engine 3. He said they offered the Jackson Fire Department \$35,000 for the truck. Bond said during the Jackson Fire Department's meeting, it was asked if Darfur would consider buying Engine 3 for \$45,000. He said the Darfur Fire Department said they would be willing to purchase Engine 3 for \$40,000. Bond said right now the Darfur Fire Department is in need of a truck.

Bond said the members of the Jackson Fire Department feel comfortable about selling Engine 3 to the Darfur Fire Department for \$40,000 and helping them out.

**PETERSON/MIX moved and it was unanimously carried to approve the Jackson Fire Department selling Engine 3, the 2002 International, for \$40,000 to the Darfur, Minnesota Fire Department.**

Bond thanked Mayor Polz and Councilmembers.

**EDA RECOMMENDATION: APPROVING REDUCING THE PRICE OF THE REMAINING LOTS IN THE WESTRIDGE ADDITION AT \$1,000 WITH THE COVENANT THAT CONSTRUCTION START WITHIN 12 MONTHS OF PURCHASE AND EDA RECOMMENDATION: APPROVING PARTNERING WITH UNITED COMMUNITY ACTION PARTNERSHIP (UCAP) TO BUILD 4 ADDITIONAL SPEC HOMES IN 2024 BY DONATING LOTS 2 THROUGH 9 (CENTER OVAL) IN THE SUNSET VIEW FIRST ADDITION AND WAIVING BUILDING PERMIT FEES, PLAN CHECK, MECHANICAL AND PLUMBING PERMIT FEES**

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Community and Business Development Specialist Dave Schmidt of Community and Economic Development Associates (CEDA) said last month, the EDA approved reducing the price of the lots in Westridge as well as the lots in Sunset View. He said the City Council approved the EDA's recommendation to reduce the price of the lots.

Schmidt reported at the EDA's meeting last week, basically the conversation was that UCAP is building either three or four spec homes in Sunset View this year. He said the reason the numbers are not known at this time is because they are waiting on the appraised value. Schmidt said if there's enough funds, UCAP (United Community Action Partnership) is going to build four houses and if there aren't enough funds, UCAP is going to build three.

Schmidt said UCAP has been getting a lot of interest and have people on a waiting list. He said it looks like once UCAP gets an appraised value, the houses are going to sell fairly quickly so UCAP wants to build another four new houses in Jackson next year. Schmidt said in order to do that, the City would need to send a Letter of Support by July 15<sup>th</sup> in order for UCAP to apply for a grant in order to build houses in Jackson again next year. Schmidt said as part of their meeting, the question came up does the EDA want to have UCAP build houses in Jackson again next year. He said the EDA voted "yes", they do want to do this again, but the EDA's recommendation was to leave the two lots that had already been approved on the west to be sold and to take basically eight twin lots on the west side of the center lots and use those lots for the spec homes. Schmidt said the EDA also recommended reducing the price of the lots on Westridge to \$1,000 a lot with the hopes of trying to spur some kind of development on Westridge.

Finck said he's a member of the EDA and missed the meeting Schmidt was talking about because he was attending a corporate meeting.

Finck said he sent an email to the EDA members. He said Skaret, Schmidt and the Mayor were also sent the same email message.

Finck said moving to the center lots in Sunset View to build without finishing the lots that have already been allocated doesn't make sense to him. He suggested using the two lots in Sunset View that had already been allocated plus using the remaining lots in Westridge which are lots the City has already available. Finck noted Westridge is a nice neighborhood and UCAP could build houses on the available lots in Westridge. He said it would be no problem. Finck said that's what he would like to see next regarding the UCAP housing projects.

Finck said moving the UCAP housing project to the center lots in Sunset View starts limiting how many single-family house lots the City has available. He said it takes the number of available lots down to 13. Finck said the City has not secured land yet to start a new development. He noted two to three houses are being built in Jackson yearly. Finck said he told this to the EDA, that Jackson has about a four-to-five-year supply of lots and that's it and then we're out of lots in the community if you do the math on that.

Finck also said the center in Sunset View has to be re-platted and the utilities have to be redone for single family homes.

Schmidt said that's not any different than the lots we have right now.

Finck said we were told the last time we looked at this, that we had to redo the utilities because they are not lined up for single family homes, but they're for twin homes. He said that's when the EDA looked at it at during the time when Benda's were building their house. Finck said the EDA was told the utilities have to be redone. He said that's what he recollects.

Schmidt said that's not what he understands, but that could be.

Finck said he doesn't see putting income-based housing right next to what's probably a \$600,000 home. He said it just doesn't make sense.

Finck said when we, originally as a Council approved the UCAP housing project, it was between the twin homes because it kind of fit into that concept that was there by using those lots.

Finck said he's against using the center lots in Sunset View for the UCAP Housing Project. He said he'll just be right up front about that. Finck said he sent his email and he spoke his piece. He said he just doesn't think the City is being fiscally responsible with the land the City has available to build houses on right now. Finck said if the City had a new development started, he might have a different opinion, but we don't.

Schmidt said when we talked about this last year, that was the main topic of discussion is putting these spec homes from UCAP between the two twin homes. He said they're going to match the aesthetics.

Finck said they're going to blend in very well.

Schmidt the spec homes will fit in really well there. He said there's going to be a question if you put the spec homes across the street. Schmidt said this isn't going to look right sitting next to Benda's.

Finck said it isn't and asked are you going to get the rest of that development filled? He said finish what has been approved.

Schmidt explained the thought process from the EDA Board was nobody wants to be the first one to build in the middle lots, so if the EDA puts a spec home in the middle first, now they've started the ball rolling and maybe that would get more people interested in buying lots.

Finck said he thinks the middle lots in Sunset View will fill because the last lot on the outer ring has been sold. He said the middle lots need to be re-plotted so they can be sold and make sure the utilities are proper.

Schmidt said regarding the replotting, the EDA looked at replotting the center lots last year and the reason they didn't is because there's a cost to replot it. He said if you build a structure over the property line, it automatically turns it into one lot.

Finck said that was correct, but if the City is really going to try and market the lots, they should be plotted. He said his concern is making sure everything fits. Finck said someone should look at that corner in the middle to make sure everything fits because you don't want to get stuck with wedges. He said he would still like to go through the exercise of replotting the middle lots. Finck said he understands there might be a \$3,000 to \$4,000 cost to do that, but let's make sure we've got 12 to 13 lots and then redraw the map and start marketing the lots for single family homes, not twin homes.

Finck said the City is running out of lots. He said it's a good problem. Finck said don't get me wrong, this is great. He said it's what it was intended to do. But he said if two to three new houses are built per year, the next new housing development won't be developed in time when the current Sunset View addition is filled. He said that's his big concern.

Schmidt said with all the things that are going on in Jackson, there could be more development and the number of available lots for housing could run out in two or three years as opposed to four years.

Mayor Polz asked for what has been approved, are we covered with enough lots for this year's UCAP housing project?

Finck said for this year, we are covered with the five lots. He said UCAP wants to start applying for grants for 2024 and they want a financial commitment from the City of the lots.

Schmidt explained UCAP wants a letter from the City saying the City is willing to donate lots and what the value is. He said last year the City agreed to waive the building permit fees. Schmidt said that's why UCAP wants a letter from the City. He said July 15<sup>th</sup> is the date that the grant application is due.

Finck noted the lots are there to give to UCAP. He said the City can approve that they will give UCAP three more lots. Finck said he would suggest the lots in Westridge are used. He said it doesn't mean the City couldn't charge their minds down the road. Finck said this isn't in stone but let's use the Westridge lots for now, at least for the application and if we need to, have further discussion. He said that's where he's at. Finck said he's one voice, there's six votes here.

Schmidt noted UCAP is an outside organization that is spending their money building houses in Jackson.

Finck said he took the advice of Mayor Polz and drove through the Westridge Development. He said constructing houses in Westridge would finish out the Westridge Development and it would look completed. Finck said just like he's saying about the construction between the two twin homes in Sunset View, building houses in Westridge would give it that finished look.

Schmidt said in the conversations he's had with Tiffany Kibwota at UCAP, it sounds like we're getting demand from retirement age people regarding new housing. He said that age group is looking for homes that are slab on grade, three bedroom, two bath, exactly what they're looking for if they want to downsize and get something more accessible.

Finck noted no stairs and if someone has a walker, wheelchair or any issues, that type of home is perfect.

Mayor Polz said the Sunset View Addition is a great area for homes that are built slab on grade because it avoids the issues of water in the basement. He noted in the Westridge Addition, if someone builds a home with a basement, there's no water in the basement because the Westridge Addition is on top of a hill.

Finck said if you think about it, at \$300,000 a home, we're looking at UCAP investing about \$2.4 million in our community.

Schmidt said it's costing UCAP \$350,000 to build a house and they're assuming the appraised value is going to be \$300,000.

Finck said when you put utilities, taxes and everything that's included, the City will recapture the City's cost of the lot in about 8 years according to past calculations. He said if you think of a 100-year life of a house, you get roughly 92 years of value out of it. Finck said that's not a bad value.

Mayor Polz noted it also fits right in there with the home values.

**FINCK/TITUS moved and it was unanimously carried that UCAP complete building houses on the five lots the City has already donated and the City will tentatively approve donating four lots for the construction of three houses in the Westridge Development if UCAP approves. If UCAP does not accept using the lots in Westridge, the issue will be brought back to the City Council for further discussion. Also, the building, mechanical and plumbing permit fees will be waived.**

Finck thanked Schmidt for all the work he has put into this project. He said this has been a big project for almost two years. Finck said Schmidt has put a lot of sweat equity into this project and thanked him.

Schmidt said he will talk with UCAP about combining Lots 1 and 2 in Westridge into one lot. He said if it's feasible, the lots will be combined and if that's not feasible, then the City will have one extra lot.

## **ECONOMIC DEVELOPMENT COORDINATOR'S REPORT**

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Economic Development Coordinator Dave Schmidt said he wanted to give the Mayor and City Council an update on some of the things the Economic Development Office has been working on.

Regarding housing, Schmidt said the City's workforce housing project continues to move forward. He said a timeline was received on June 20<sup>th</sup> from DBS. Schmidt said DBS had a few questions. He said mainly they were looking for street names on what the City wants to call all the streets in the area of the Workforce Housing Project and the direction they want the streets to flow. Schmidt said basically DBS is on schedule to deliver their preliminary plat and preliminary engineering drawings by June 30<sup>th</sup>. He said the preliminary plat is scheduled to go to the Planning and Zoning Commission for approval on July 10<sup>th</sup>.

Regarding the UCAP spec homes, Schmidt said two of the lots are staked out. He said the last time he talked with UCAP, which was on June 15<sup>th</sup>, they have turned everything over to the contractors. Schmidt said the plan is each of the contractors would build one house, and then each of the contractors will build another house on another two lots that UCAP will take over.

Schmidt said we are reaching the end of the 60-day period for the Small Cities Development Grant. He said UCAP has received a number of applications and anticipates this Small Cities Development Grant will close pretty quickly. Schmidt said anyone that filled out a pre-survey gets first crack at the grant. He explained those that filled out the pre-survey are at the front of the list and then UCAP will approve grant funding for everyone else. Schmidt said that is moving forward. He said it's anticipated that UCAP will be coming to Jackson to look at properties that have applied for grant funding through the Small Cities Development Grant. Schmidt said there were a lot more residential surveys that were submitted than commercial. He said there were only two commercial surveys submitted and neither one of those commercial operators actually applied for grant funds. Schmidt said work is anticipated to begin next month on the homes that were approved for the Small Cities Development Grant funding.

Regarding downtown, Schmidt said he talked to Kim Henning, the winner of this year's Business Challenge. He said the name of Henning's business will be the Wild Flower. Schmidt said Henning is starting to get equipment. He said she has her coolers, cases and everything already in Jackson. Schmidt said her plan is to open her business around November 1<sup>st</sup>. He said Henning is booked with servicing weddings through the end of October in the Iowa Great Lakes area. Schmidt said when Henning is done with her schedule of weddings, she will move everything to Jackson. He said that's still on schedule and very exciting.



Schmidt said the JBDC and EDA are reviewing the Business Challenge guidelines. He said there's been a couple of issues that have popped up and the JBDC and EDA wants to make sure they're looking at everything right. Schmidt said as a City, their giving \$10,000 of City money to the winner of the Business Challenge Program and the JBDC and EDA wants to make sure they're covering all of their bases and are looking at things they need to.

Schmidt said the JBDC is a member of a group known as Rethos which is also Minnesota Main Street. He said Rethos is an organization that's part of the Minnesota Historical Society and their soul purpose is to work with smaller towns in redeveloping main streets. Schmidt said efforts are underway to bring the Rethos group to Jackson to have some workshops with business owners, the downtown community and walk through downtown. He noted the former Coast to Coast building. Schmidt said Rethos takes buildings like the former Coast to Coast building and turns them into a usable space. He said Rethos has some different funding options and avenues to obtain funds to make something happen.

Regarding the multi-tenant building, the Economic Development Office is currently in discussions with at least five businesses. He said some of the discussions are very preliminary and some are a little bit further down the road. Schmidt said there a lot of discussions regarding the multi-tenant building. He said grants are also being applied for to develop Prospect Lane and Keul Avenue. Schmidt thanked Mayor Polz and Councilmembers for approving, on their Consent Agenda, the Economic Development Office applying for housing grants for the DBS project as well as for future additional single family housing land.

Mayor Polz thanked Schmidt for his update.

## **FORMER COAST TO COAST BUILDING ASSESSMENT**

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Skaret said the City is in the process of acquiring the former Coast to Coast building for a dollar plus back taxes. He said the City doesn't have a group right now that is willing to take on the project for renovation. Skaret said there's talk of starting a new group that might be interested.

Skaret said before anyone can start making plans and having some serious conversations of what may or may not be possible with the building, the City needs to have an assessment done by a special engineer regarding what all needs to be done and how much it's going to cost. He said there also needs to be an environmental assessment done to look at what there is in the building for hazardous materials because that's going to be a large piece of the puzzle. Skaret said that's going to, in part, drive the cost on whether the building is torn down or it will also be a key factor on whether it's feasible to renovate the building.

Skaret said he reached out to a structural engineer the City has used before with SEH to come to Jackson and do the special condition assessment and the asbestos inspection. He noted that information was included in the City Council's amended informational packet.

Skaret said the cost for the assessment is an hourly fee estimated to be \$13,500 to do both of those parts of the survey. He said as far as an actual demolition estimate, SEH recommended the City contact a local contractor. Skaret noted SEH said the local contractor might be able to give the City a better estimate regarding demolition than what they can. Skaret said he will reach out to local contractors to get an estimate on what demolition of the building would cost.

Mix asked if it was known what the timeline would be for the assessment to be done.

Skaret said once SEH is contacted, they will schedule a time for the inspection. He said the lab samples would be a five-to-ten-day turnaround and a report would be issued within two weeks of the lab results.

**PETERSON/FINCK moved and it was unanimously carried to move forward with the structural and hazardous materials assessment by SEH of the former Coast to Coast building at 502 Second Street for an hourly fee estimated to be \$13,500 including expenses and equipment.**

## **FIRST CONSIDERATION: ORDINANCE NO. 132 – PLUMBING PLAN REVIEW**

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Skaret said Alderman Finck requested Ordinance No. 132 be put on the agenda.

Skaret explained right now for non-single family residential projects, whether it be commercial buildings, schools or for pretty much anything that's non-single family residential, the plumbing plans for those projects have to be submitted to the State for review which can be a timely process.

Finck said the review process can take anywhere from about six weeks to three months depending on how the plans fall in the State's schedule. He said a professional building inspector approved by the State can review the plumbing plans for a developer in two weeks so timely reviews of plumbing plans can be completed. Finck pointed out there's no commitment that the City has to use a private firm, but it's another option for contractors and developers. He noted with the housing project by DBS and the short time frames, waiting for 60 or 90 days for a plumbing review could be detrimental to a winter build. Finck said Ordinance No. 132 would give the contractors and developers another option to speed-up the process of reviewing plumbing plans.

Skaret said professional building inspector Andy Schreder, who has been approved by the State, would only be utilized for reviewing plumbing plans that require State approval if developers so chose to do so. He said the City's current building inspector Harry Jenness would still be used for other building official services.

Finck said it's just nice to have another option for builders and developers.

Skaret said Ordinance No. 132 would amend the City's Code of Ordinances to allow the City to offer this type of service for plumbing plan reviews and to also establish a plumbing plan review fee. He said the fees that are proposed are basically the State fees. Skaret said the City wouldn't be making money on the deal and it would just be a pass through to the State. He said the fee would be the same as if the contractor or developer was going through the State for review of their plumbing plans.

Mayor Polz entertained a motion for First Consideration of Ordinance No. 132.

**FINCK/MIX moved and it was unanimously carried to approve First Consideration of Ordinance No. 132, the Plumbing Plan Review.**

**FIRST CONSIDERATION: ORDINANCE NO. 133 – ESTABLISHING A PLUMBING PLAN REVIEW FEE**

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**MIX/PETERSON moved and it was unanimously carried to approve First Consideration of Ordinance No. 133 establishing a Plumbing Plan Review Fee.**

**RESOLUTION NO. 28-0623 HRA APPOINTMENT OF JEN EICHOLZ TERM EXPIRING 2027**

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Skaret said the HRA is the Housing and Redevelopment Authority within Jackson. He explained the HRA largely operates as a separate entity but the City Council does have a liaison on the HRA Board. Skaret said the HRA meets monthly and Alderman Mark Titus is the Council's representative.

Skaret said the HRA is a separate entity and in some Cities the HRA is wrapped in with City government, but in Jackson, the HRA is a separate entity other than there is a Council liaison and the Council does appoint the HRA Board members. He said the Jackson HRA has a five-member executive board and a HRA Director which is Linda Loewen. Skaret said Loewen is director of both the Jackson and Windom HRA's.

Skaret said in Jackson, the HRA oversees the high-rise apartments on State Street and roughly 24 homes scattered throughout the community that the HRA also owns and manages.

Skaret said current HRA Board member Doug Bartz is having to resign due to health reasons and the HRA is recommending that Jen Eicholz be appointed to complete the remainder of Bartz's term which goes through February 1<sup>st</sup> of 2027.

**PETERSON/NAUMANN moved and it was unanimously carried to approve the appointment of Jen Eicholz to the HRA Executive Board with a term expiring February 1<sup>st</sup>, 2027.**

**STRATEGIC PLANNING QUARTERLY REVIEW FOLLOW UP**

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Skaret said he included the final document in the Mayor and Councilmembers' informational packets from MRES Facilitator Marcy Douglas regarding the Strategic Planning Quarterly Review that was held on June 12<sup>th</sup>.

Finck asked Economic Development Coordinator Dave Schmidt what feedback he had received from the organizations in the City that were included in the June 12<sup>th</sup> Strategic Planning Quarter Review.

Schmidt said every one of the organizations were appreciative that they were included in the Strategic Planning Quarterly Review. He said all of them were “shocked” at everything the City is doing and everything that’s going on here. Schmidt said they were very impressed with what’s going on. He said he spoke with three of the JEDC members on June 20<sup>th</sup> and all three said they think it’s phenomenal that the City is doing the Strategic Planning. Schmidt said Craig Peters of Minnesota West also said if there is anything the City wants to work with the college on, they are more than willing to come and sit on any group or be a part of any discussion.

Finck noted to invite a representative from Minnesota West and Southwest Minnesota Broadband to the City’s next Strategic Planning Review. He said hat’s off to Skaret and Mayor Polz for putting the Strategic Planning Sessions together. Finck said the City has never done this in the 10 years he has served on the City Council. He said this is the first go-round of what he would call true strategic planning, not just the City but everybody pulling in the same direction. Finck said it is very appreciative in seeing what that can do. He said even for us as a Council, just understanding what’s all going on, it was a good exercise.

Peterson said he thinks the Strategic Planning has been a great asset.

Schmidt said Marcy Douglas is really good as a facilitator.

Finck said the City couldn’t have found a better strategic planner. He said Douglas handles a room full of people very well.

Peterson said Douglas gets everybody involved.

Finck said Douglas has done a nice job.

Mayor Polz said the next Strategic Planning Quarterly Review will be held in October.

## **ORDINANCE REVIEW CHAPTERS 10-11 OF THE CITY CODE OF ORDINANCES**

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Skaret said at the June 6<sup>th</sup> City Council meeting, the Council requested some time be spent during each meeting reviewing current City Ordinances. He said the review is basically starting at the front of the Ordinance book, minus the City Charter, and working through it until they’re done.

Skaret said the first ordinance is the City Charter. He explained to update the City Charter, the Charter Commission would need to be resurrected. Skaret said it has been a couple decades since Jackson had an active Charter Commission and is probably something that needs to be updated. He said the City needs to reassemble the Charter Commission at some point.

Skaret said looking at the first two chapters of the City's Code, a lot of Chapter 10 ties really nicely with the City's Strategic Planning Follow Up. He said basically the administrative procedures for addressing nuisances and other things administratively, rather than criminally, is a lot of what Chapter 10 is about. Skaret said we'll probably be ready to talk more about updating the City's abatement procedures at the next Council meeting. He said the group that has been working on the issue of streamlining the nuisance abatement process needs to get together one more time before it's brought before the City Council.

Skaret asked City Attorney Brad Anderson if he noted any changes that needed to be made in Chapters 10 or 11.

Attorney Anderson said he didn't see anything in those Chapters that the City Council really needs to address or tend to at this time.

## **Other:**

### **Aldерwoman Sara Mix**

Mix asked if there was any update regarding the former Prairie Winds Motel property.

City Attorney Anderson said a court hearing was held this morning (June 20<sup>th</sup>). He said the defendant did not show up at the hearing. Attorney Anderson said he had a monologue with the Judge for about 20 or 25 minutes. He said when he was finished talking to the Judge, the Judge said she was going to take the matter under advisement to review all of the affidavits and she would issue her order.

Attorney Anderson said he received an email from the Court Administrator in the afternoon that the defendant showed up at the Courthouse four hours later. He said the defendant somehow communicated with the Judge and the Judge granted her a re-hearing on the matter on Monday, June 26<sup>th</sup> at 2 o'clock.

## **Alderman Mark Titus**

Alderman Mark Titus asked about the Council going back to act on Consent Agenda Item 7(E) regarding the Street Committee's recommendation to deny Mitch Jasper's alley improvements request to be included in the Downtown Alley Improvements Project.

Mayor Polz thanked Titus for bringing that to his attention. He said Alderman Finck pulled that item from the Consent Agenda until Alderman and Street Committee member Nathan Peterson arrived at the City Council meeting.

Finck said he wanted to get the background on the Street Committee's recommendation.

Peterson said Skaret could explain the Street Committee's recommendation.

Skaret said Jasper's request was discussed quite extensively at the Street Committee's meeting on June 14<sup>th</sup>. He said there's several issues that come into play regarding Jasper's request. Skaret said there's the question of who's the primary beneficiary of the improvements. He noted is it a public improvement or is it more of an improvement that primarily benefits a certain individual. Skaret said there's also the aspect of the only alleys the City is repaving with the project are the alleys that were torn up with the Underground Reconstruction Project. He said there's also the aspect that the City isn't paving any alleys that weren't paved before. Skaret said the City is only paving or redoing alleys that already had existing hard surface. He said those were the three main areas that were looked at by the Street Committee.

Peterson said another aspect was the alleys that are being repaved now have utilities and the alley Jasper requested to have paved does not.

**FINCK/TITUS moved and it was unanimously carried to approve Consent Agenda Item 7(E) approving the Street Committee's recommendation to deny Mitch Jasper's alley improvements request to be included in the Downtown Alley Improvements Project.**

## **City Administrator Matt Skaret**

Skaret said he just wanted to say a “shout out” to the residents of our community. He said before the City Council meeting, there was a ribbon cutting event at the Disc Golf Course. Skaret said there was a nice turnout for the ribbon cutting.

Skaret said it’s really amazing what the Disc Golf Course Project turned out to be. He said it turned out to be bigger and better than what he expected and he was very enthusiastic about the project from the beginning. Skaret said it’s gotten to be one of the premier disc golf courses in Southwest Minnesota and it has a lot of people coming to Jackson to play. He said he thinks usage of the disc golf course is only going to grow over time.

Skaret said the Disc Golf Course is a perfect example of a community driven project. He pointed out it was a project where there was a group of dedicated and interested core constituents from in town and out of town that have a passion for disc golf, or whatever project it is, and the City can provide support, land and resources. But Skaret said it was the volunteers that really rolled up their sleeves and committed countless hours. He noted Bill Swan, who was the developer, really drove the project and has donated over 1,000 hours over the last three years. Skaret said Swan also has an army of about a couple dozen volunteers, give or take, that have really, really done an amazing job at the disc golf course.

Skaret said he also needs to thank the City’s staff. He said the City’s staff helped a lot too. Skaret said this was a citizen driven project. He said kudos to all those that were involved.

Skaret said there have been several other citizen driven projects in recent years such as the Splashpad and the Community Gardens.

Skaret said he just wanted to say thank-you to our community. He said all these things create amenities that people really look at when they’re picking out a place to live.

Naumann commented a new teacher moving to Jackson is extremely excited about all the stuff that Jackson has going on. He said he’s really happy with that, it’s exciting.

Finck said a lot of people are playing at the Disc Golf Course.



Mayor Polz said he talked with someone from outside Jackson that's a member of a Disc Golf Course League and said Jackson is one of the nicest courses in the area and they always look forward to coming here to play. He said that's neat to hear.

**City Attorney Brad Anderson**

City Attorney Anderson noted items on the City Council's Consent Agenda regarding donations that were made by Donita Sue Soucek to the Fire Department and a donation from the Jackson County Conservation League to the Ambulance Department.

**ADJOURNMENT**

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

**FINCK/PETERSON moved and it was unanimously carried to adjourn the Jackson City Council meeting at 7:54 p.m.**

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**David A. Maschoff, Council Secretary**

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**Marcus Polz, Mayor**

