

**June 6, 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 6, 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 Chris Naumann, Brandon Finck, Nathan Peterson and Joe Pell. Also attending in-person were City Administrator Matt Skaret, City Attorney Brad Anderson, Public Works Director Tony Oxborough, Jackson County Sheriff Shawn Haken, Jackson Fire Chief Dave Bond, Janice Lepinski of PAWS (Precious Animals Worth Saving), Catherine Koppen, Community and Business Development Specialist Dave Schmidt of Community and Economic Development Associates (CEDA), Luke Ewald of Des Moines Valley Health and Human Services, John Weland of the Jackson County Animal Protection Society (JCAPS), Street Department Senior Operator Jared Spaeth, Engineer Troy Nemmers of Bolton and Menk, Jeff Johnson of the Sanford Tri for Health, Robert Moore, Dave Hargan, City Clerk/Council Secretary Dave Maschoff, Joshua Schuetz of the Jackson County Pilot and Mathew Grisham of KKOJ/KUXX Radio. Joining the Council meeting remotely via Zoom was Alderman Mark Titus from 3131 Oak Island, Oak Island, Minnesota, 56741. Also joining the meeting via Zoom was Justin Rudquist, Director of Chick-fil-A Ear of Corn of Rochester, Minnesota. (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 Mark Titus who was attending the meeting virtually.

**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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Mayor Polz said if there were no questions, he would entertain a motion to approve the Consent Agenda.

Skaret noted Consent Agenda Item 7(J) regarding the latest State Demographer's Population and Household Estimate for 2022. He said the latest population estimate shows the City of Jackson grew. Skaret said the City's population is up to 3,360 according to the State Demographer's Office. He said the population number for Jackson from the 2020 census was 3,323.

Mayor Polz said that was a good note.

**PETERSON/FINCK moved and it was unanimously carried on a roll call vote to approve the Consent Agenda as presented.**

**Voting in favor of the motion on the roll call vote by Mayor Polz were Alderman Joe Pell, Alderwoman Sara Mix, Alderman Nathan Peterson, Alderman Brandon Finck, Alderman Chris Naumann and Alderman Mark Titus.**

**There were no dissenting votes.**

## Council Discussion Items

### ALDERMAN JOE PELL

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**PELL/MIX moved and it was carried on a roll call vote to approve limiting debate on Council Discussion items to three minutes.**

Mayor Polz asked if there was any further discussion on limiting debate on discussion items.

Finck asked what was the intent of limiting the debate. He said he's doesn't know what is going to be debated. Finck said he wants to make sure the City Council is getting through the process of everything that needs to be heard and said. He said he just wants to be cautious regarding that.

Pell explained he wants to limit the discussion on Council Discussion Item "E" (Second Consideration of Ordinance No. 130) because the Council has talked about that agenda item a lot.

Finck asked if Pell's motion to limit discussion to three minutes could be made specific to Council Discussion Item "E"?

Mix agreed with Finck.

Finck said there are a lot of other items on the Council's agenda and he didn't want to limit discussion on all the agenda items.

Finck asked if limiting discussion on Council Discussion Item "E" is because there's been a lot of past discussion. He noted he has been absent at some recent Council meetings due to softball.

Pell said that was correct.

**PELL/MIX moved and it was carried on a roll call vote to amend Pell's motion and to limit discussion to three minutes on Council Discussion Item "E" (Second Consideration of Ordinance No. 130).**

**Voting in favor of the motion on the roll call vote by Mayor Polz were Alderman Joe Pell, Alderwoman Sara Mix, Alderman Nathan Peterson, Alderman Brandon Finck, Alderman Chris Naumann and Alderman Mark Titus.**

**There were no dissenting votes.**

Following the roll call vote, Mayor Polz said the motion carried to limit debate to three minutes on Council Discussion Item "E". (Second Consideration of Ordinance No. 130).

**JUSTIN RUDQUIST, DIRECTOR OF CHICK-FIL-A EAR OF CORN OF ROCHESTER,  
MINNESOTA-REQUEST FOR PEDDLER’S LICENSE FOR CHICK-FIL-A FOOD TRUCK**

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Mayor Polz welcomed Rudquist to the Council meeting.

Justin Rudquist, Director of Chick-fil-A Ear of Corn of Rochester, Minnesota explained Chick-fil-A was requesting a peddler’s license to operate a food truck in Jackson. He said they are super-excited about operating in Jackson. Rudquist asked if there were any questions.

Skaret asked Rudquist where and when the Chick-fil-A food truck was going to operate in Jackson.

Rudquist said they have contacted Sunshine Foods and are planning to operate in their parking lot on Friday, June 23<sup>rd</sup>.

Mayor Polz said he would entertain a motion to approve the Peddler’s Permit for the Chick-fil-A food truck to operate in Jackson.

Peterson asked Rudquist if the Chick-fil-A Food Truck would be visiting Jackson more than once.

Rudquist said he’s sure they will be.

**FINCK/PETERSON moved and it was unanimously carried to approve the Peddler’s/Transient Merchant’s License for the Chick-fil-A Food Truck.**

**Voting in favor of the motion on the roll call vote by Mayor Polz were Alderman Joe Pell, Alderwoman Sara Mix, Alderman Nathan Peterson, Alderman Brandon Finck, Alderman Chris Naumann and Alderman Mark Titus.**

**There were no dissenting votes.**

Rudquist thanked Mayor Polz and Councilmembers.

**ROBERT MOORE – REQUEST FOR PEDDLER’S LICENSE FOR FOOD TRUCK BBQ  
CATERING AND CONCESSIONS**

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Mayor Polz welcomed Robert Moore to the City Council meeting.

Moore said he’s the co-owner of Roland’s Barbeque Catering and Concessions. He explained they sell barbequed ribs, brisket, beef brisket, pulled pork, hot wings and peach cobbler and blueberry cobbler.

Moore said he and his wife came to Jackson eight-and-a-half years ago. He said it’s a beautiful town and he loves it. He said unfortunately, his wife passed away this past January.

Moore said he's seeking a Peddler's License to operate in Jackson. He said he's employed at HitchDoc and has received permission to have his food truck set up at HitchDoc on the weekends. Moore said he's also talked with the Liquor Store who said they would be happy to have him operate in the Liquor Store's parking lot as well.

City Clerk Maschoff reported Moore has paid the fee and submitted all the necessary paperwork to City Hall. Maschoff thanked Moore for submitting all the required paperwork.

Skaret asked Moore when he plans to start his food truck business in Jackson.

Moore said hopefully he would like to start operating within the next week or two.

**PETERSON/FINCK moved and it was unanimously carried to approve a Peddler's/Transient Merchant's License for Robert Moore's Roland's Barbeque Catering and Concessions food trailer.**

**Voting in favor of the motion on the roll call vote by Mayor Polz were Alderman Joe Pell, Alderwoman Sara Mix, Alderman Nathan Peterson, Alderman Brandon Finck, Alderman Chris Naumann and Alderman Mark Titus.**

**There were no dissenting votes.**

Mayor Polz congratulated and thanked Moore.

Moore thanked Mayor Polz and Councilmembers.

### **JEFF JOHNSON-SANFORD TRI-FOR-HEALTH ON JUNE 9<sup>TH</sup>**

Johnson said the Tri-For-Health event will be held on Friday evening, June 9<sup>th</sup>. He said Sheriff Shawn Haken has already been contacted about traffic control on Springfield Parkway during the Tri-For-Health. Johnson said he was seeking the City Council's blessing for the traffic control because the kids participating will ride their bicycles on Springfield Parkway during the Tri-For-Health.

Johnson said there will also be a porkchop feed Friday evening at the Tri-For-Health. He said they will be serving porkchops on a stick. Johnson said New Fashion Pork has donated porkchops for that event as a fundraiser. If the Mayor and Councilmembers weren't participating in the Tri-For-Health, Johnson invited them to volunteer in helping to grill the porkchops beginning at 6 o'clock Friday evening. Johnson said it would be great if any City Councilmember could potentially help with the grilling.

Mix asked how many people have signed-up so far to participate in this year's Tri-For-Health.

Johnson said there's currently about 70 who have signed up. He said there's usually about 100 people who participate. Johnson noted eight years ago there were about 300 who participated. He said there so many other triathlons and events that take place nowadays. Johnson pointed out an obstacle event has been added during the Jackson County Fair and about 150 to 200 are expected to participate in that.

Johnson noted it's the sponsorships that helps to make the Tri-For-Health what it is.

Skaret asked what the hours will be for the Tri-For-Health on June 9<sup>th</sup>.

Johnson said the event will start around 6 o'clock and they will probably be done around 8:30 or 9 o'clock. He said Springfield Parkway will be opened back up to traffic as soon as the bicycling portion of the Tri-For-Health is completed.

Mayor Polz asked Johnson how many years the Tri-For-Health has been held.

Johnson said this is the 14<sup>th</sup> annual Sanford Tri-For-Health.

**FINCK/PETERSON moved and it was unanimously carried to approve the closure of Springfield Parkway on Friday, June 9<sup>th</sup> from approximately 6 p.m. to 9 p.m. for the Sanford Tri-For-Health event.**

**Voting in favor of the motion on the roll call vote by Mayor Polz were Alderman Joe Pell, Alderwoman Sara Mix, Alderman Nathan Peterson, Alderman Brandon Finck, Alderman Chris Naumann and Alderman Mark Titus.**

Mayor Polz thanked Johnson and the volunteers for hosting the Sanford Tri-For-Health.

## **JANICE LEPINSKI**

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Mayor Polz welcomed Janice Lepinski to the City Council meeting. He noted Lepinski was attending the meeting regarding a Council discussion item.

Lepinski stepped up to the podium in the Council Chambers and said:

*As most of you know, my name is Janice Lepinski. I am one of the founders and volunteers at PAWS, Precious Animals Worth Saving. Since many are recent additions to the Council, I wanted to let you know a few facts about PAWS.*

*First of all, PAWS is a completely separate entity from JCAPS. PAWS and its unpaid volunteers have been rescuing from the streets of Jackson for over 13 years. I only had time to go back 10 years in the following statistics. And those TNVR'd are not included, only those who have been re-homed or are still with us until they find their home.*

*Downtown area only: 158 cats in the past 10 years. 58 of those are in the past two years. Elsewhere in Jackson City limits: 53 cats in the past 10 years. Outside of Jackson (surrounding towns/country): 42 cats in the past 10 years. Dogs in the past 10 years: 31.*

*We have also successfully reunited both dogs and cats with owners after the state-mandated five-day stray hold was up when Dr. Fell was still acting as the pound, and they would have otherwise been euthanized if we hadn't found fosters for them.*

*Since Dr. Fell retired, I receive MANY calls and emails regarding animals – both dogs and cats – where all I can do is post them on Facebook as lost or found. PAWS has been advocating for a no-kill animal shelter for well over ten years, and especially in the time since Dr. Fell retired a few years ago.*

*Jackson desperately needs a shelter where animals can be brought when lost. But a terminal pound is not the answer. The state-mandated five days is not nearly enough. We had one dog claimed three MONTHS after he was lost. PAWS does not currently have the resources to take in those who are impounded, so unless JCAPS is able to take them in...I hope that is factored in during the discussion about a terminal pound that was discussed at the last meeting.*

*Ordinance 130, which has its second "reading" tonight – prohibits the feeding and sheltering of cats in the downtown business district. Two years ago, PAWS was given permission to enact TNVR – trap-neuter-vaccinate-return – by the City Council.*

*Removing food and shelter for the cats downtown goes against everything TNVR is about. A large part of TNVR is feeding and monitoring of those cats who have been fixed, vaccinated and ear-tipped. The cats downtown are exceptionally healthy. They have not been found to have fleas, ticks, ear mites, FIV or feline leukemia, or upper respiratory infections, with the exception of those known to have been abandoned there. This is not the case for strays without care in other areas of the City.*

*The removal of food will force them to dig in existing business dumpsters. This seems counterproductive for the downtown business owners, as does wildlife moving in because the human food left by many people is no longer removed twice daily by the person feeding nutritional food on private property with permission. She has stated that if this ordinance passes, she will no longer be feeding. None of us can afford to be fined, any amount. Money is needed to continue caring for the animals currently in our care.*

*Thank you for listening.*

Mayor Polz thanked Lepinski for her time and what she is doing with the animals.

Mayor Polz said he also wanted to let Lepinski know that he's been in touch with Sheila Willink. He said as the City moves forward with the process, Willink will be a voice on the Animal Committee as well. Mayor Polz said he just wanted to let Lepinski know that PAWS will be represented.

## **SECOND CONSIDERATION: ORDINANCE NO. 130 PROHIBITING THE FEEDING AND HOUSING OF CATS IN THE DOWNTOWN BUSINESS DISTRICT**

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Mayor Polz entertained a motion to approve Second Consideration of Ordinance No. 130 prohibiting the feeding and housing of cats in the Downtown Business District.

**MIX/PELL moved and it was unanimously carried to approve the Second Consideration of Ordinance No. 130 Prohibiting the Feeding and Housing of Cats in the Downtown Business District.**

**Voting in favor of the motion on the roll call vote by Mayor Polz were Alderman Joe Pell, Alderwoman Sara Mix, Alderman Nathan Peterson, Alderman Brandon Finck, Alderman Chris Naumann and Alderman Mark Titus.**

**There were no dissenting votes.**



## **ENGINEER TROY NEMMERS OF BOLTON AND MENK UPDATE – TURF RESTORATION**

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Engineer Troy Nemmers of Bolton and Menk said he wanted to speak to the Mayor and Councilmembers regarding the sod on South Street. He said there have been several complaints made to the City. Nemmers said he wanted to provide a little background regarding the sod, the history, what's required, what the contract for the South Street project said and to have some discussion on what direction the City Council would like to proceed regarding the sod on South Street.

Nemmers said the sod specifically on South Street was installed in October of 2021. He said as far as Bolton and Menk's records can show, sod was placed on all of the locations that sod was supposed to be placed. Nemmers noted under the construction contract, the contractor has 30 days that they're required to maintain the sod which includes watering and weeding if there are any weeds. He said after 30 days, the care of the sod is kind of turned over to the property owner.

Nemmers said the challenge with this, the challenge with any restoration of sod or seeding, is the follow-up maintenance to the homeowner that's required, especially with sod. Nemmers said sod is more challenging, he thinks, to really get started and does take a little extra water that homeowners probably aren't necessarily prepared for.

Mix said not everything was sodded. She said she lives on South Street and at the end of the street the contractor had ran out of time and they did not get sod.

Nemmers asked if sod had been placed in the spring at her residence.

Mix said it was not. She said there were several houses, several blocks where that was the case in which sod did not get placed.

Peterson noted they ran out of time and a straw mat was put down and they threw seed on top of it.

Mix said they threw seed and called it a day.

Nemmers asked how many locations did that occur at.

Peterson said there's a lot. He said you can see it when you drive up and down South Street.

Pell asked Nemmers if the homeowners were given a notice saying that the contractor would take care of the sod for 30 days, but after that, it would be the property owner's responsibility.

Mix said no.

Public Works Director Tony Oxborough explained this is the first project the City has ever done that they have actually placed sod after construction. He said "yes", there is something on the City side of things that the City needs to do a better job letting our residents know that they need to maintain the sod after those 30 days.

Nemmers said that's one thing that's included in the newsletters, Emily Street specifically, and was included in the front-end newsletter that was previously discussed. He said it had also been discussed about sending a follow-up reminder when the sod goes down because it's a little bit of an ask for the homeowners to go out and water it and maintain it to make sure it gets well established. Nemmers said a little better communication with the residents at the time the sod is installed would certainly help.

Nemmers said he wasn't aware that there was a lot that was matted and seeded. He said again it would be a similar discussion about trying to get grass established. Nemmers noted there were a couple steep slopes and that's probably where the mat was installed. He said he would have to go back and look. Nemmers said he didn't see the problems with the sod or seeding in the pictures he found in Bolton and Menk's records. He said maybe those locations where there were problems weren't photographed. Nemmers said he could take a look at those areas that had problems with sod and seeding.

Peterson said most of the pictures that Nemmers distributed to the Mayor and Council are showing the south side of South Street. He said it's the north side of South Street where there are problems with the sod and grass seeding.

Skaret asked Nemmers, at this point, does the City have anything to go back on the contractor.

Nemmers said that conversation can be held. He said the contract for the project has warranty requirements for a lot of the infrastructure pieces. Nemmers said sod is one of those that's pretty hard to ask a contractor to warranty something for two years. He explained that's why they put the 30-day MNDOT (Minnesota Department of Transportation) standard language warranty period.

Nemmers said some cities do extend that warranty period just because of this issue to try and help the homeowners to get sod or grass established. He said right now it would really be a conversation with the contractor to see if they would be willing to share in some of the costs. Nemmers said the contractor is probably not going to pay for all of it. He said maybe they would help share in some of the replacement costs.

Nemmers said the one question is replacement verses a seeding process, like a grain drill, where it would cut through the sod where it's dead. He said it's called slit seeding where you try and get seed through the sod. Nemmers said he knows there's at least one property where the sod is pretty much all burned up and just a dead mat of grass. He explained the slit seeding would be where you would try and cut through the dead sod to get some seed down and re-establish it. Nemmers said another option is go through and determine what's good and what's not and tear it out and replace it. But he said he thinks in the end, it's going to be hard. Nemmers said best case, you may be able to get the contractor to share in some of the costs.

Peterson asked Nemmers if the dead sod or grass would be torn out and the affected area hydro-seeded. He asked if that would make a difference verses replacing the dead area with sod.

Nemmers said you could. He said it comes down to the same thing of maintenance.

Nemmers said he can talk with the contractor and see what might be possible. He asked if the City Council had a preference as far as sod or seeding. He said if you replace the dead grass areas now, it's smaller areas to cover. Nemmers said hydro-seeding would be an option. He noted the trick with hydroseeding is when it rains and there's no grass established, you have a mess. Nemmers said that's the good thing about sod in avoiding a mess, but it is a challenge.

Peterson said he would just like to see the most cost-effective option.

Nemmers said some pricing can be put together on different options. He said he can ask the contractor to provide pricing for slit seeding to see if that's an option that's relatively non-invasive and see how it goes.

Finck asked if an option is chosen to replace the grass that's dead, is it the homeowner's responsibility to water the new grass or will the contractor take care of watering for another 30 days?

Nemmers said it would be a negotiation as part of the conversation on whether the contractor would come back to water the grass.

Mayor Polz said he assumes this would be something that would want to be figured out sooner than later as the beginning of August is probably not an ideal time for grass.

Skaret noted it didn't help that the last two summers have been hot and dry.

Nemmers said the hot and dry weather doesn't help. He said all the hills facing the south are the ones that are impacted more than the hills facing north.

Nemmers said he will get quotes regarding re-sodding or seeding.

Skaret said there will be some firm pricing available to bring back to the City Council at their next meeting.

Nemmers said a couple different options will be looked at to see what's the most economical. He said Bolton and Menk will also do some additional measuring of the affected area. Nemmers said he did some rough estimates based on the pictures that were taken. He said they'll maybe walk it and do a little bit more targeted observation to see what the quantity is they're dealing with.

## **DOWNTOWN ALLEY PROJECT PAY APPLICATION NO. 2**

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Engineer Troy Nemmers of Bolton and Menk said the Downtown Alley Project is moving along well. He said the sewer and water lines were installed in the southern most alley adjacent to the Pizza Ranch. Nemmers said the contractor has two more alleys prepared ready for the concrete crew who will be coming in on Thursday, June 8<sup>th</sup> to continue pouring concrete. He said the contractor will also be working to button up the first two alleys that were paved to get the connection edges completed to the existing buildings. Nemmers said they will also be getting work started on the water main in the east alley. Nemmers said new water main is going to be installed in the alley from Bailey to White Street.

Nemmers said the Downtown Alley Project is moving along pretty well. He said it seems to be on schedule.

Nemmers said the Downtown Alley Project Pay Request No. 2 is in the amount of \$182,225.68 and he's recommending approval.

**PETERSON/MIX moved and it was unanimously carried to approve Downtown Alley Project Improvements Pay Application No. 2 in the amount of \$182,225.68 payable to Jenson Excavating and Trucking.**

**Voting in favor of the motion on the roll call vote by Mayor Polz were Alderman Joe Pell, Alderwoman Sara Mix, Alderman Nathan Peterson, Alderman Brandon Finck, Alderman Chris Naumann and Alderman Mark Titus. There were no dissenting votes.**

### **2022 STREET AND UTILITY IMPROVEMENTS – PAY ESTIMATE 3**

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Engineer Troy Nemmers reported some paving has been completed on Riverside Street. He said the first lift of asphalt has been put down along with the installation of curb and gutter on Northridge and Westridge. Nemmers said work will begin on Emily Street. He said the contractor has started some of the removals on top of the hill on Emily Street. Nemmers said access newsletters were sent to the property owners regarding access to their property. He said access is going to be fairly limited for the next couple weeks due to the way the contractor is moving the utilities on top of the hill. Nemmers said workers are just wrapping up all the utilities basically from Highland Street down the hill. He said the grading crew is coming in to start grading the road base starting at State Street and working their way up the hill.

Nemmers said the Pay Estimate 3 request is for \$498,943.40 and he recommends approval.

Skaret said it's going to be a rough couple of weeks for the residents living on the east end of Emily Street and Highland Street.

Nemmers agreed. He said access is going to be a challenge and residents will be parking out on Cush Street and having to walk into their residences probably more often than not. Nemmers said the contractor is working to get access, at least at the minimum, for emergency vehicle access. He said the contractor is going to do what they can to get access into the residences in the evenings for people so they can drive in or try to coordinate with residents. Nemmers said they've received a few phone calls from people going on vacation and don't want to haul everything down to Cush Street. He said they're trying to coordinate with everyone.

Mix asked Nemmers if the people living on the streets where the residents from Emily and Highland Streets are going to park have been notified. She said when the South Street project was underway, people living on neighboring streets were upset when other people were parking on their street because they had nowhere else to go to park. Mix said that was something that wasn't done during the South Street Project. She said it would be nice to let residents on the various neighboring streets to Emily and Highland know that they may see increased parking because work is being done on Emily Street. Mix said it may take away some of the frustration of residents to know there is increased parking on their street due to the construction work on Emily Street.

Finck asked Skaret if that information could be distributed through the City's Facebook page and the City's app.

Mix thanked Skaret for distributing that information.

Mayor Polz entertained a motion to approve 2022 Street and Utility Improvements Pay Estimate Number 3.

**PELL/NAUMANN moved and it was unanimously carried to approve 2022 Street and Utility Improvements Pay Estimate Number 3 in the amount of \$498,943.40 payable to Duininck, Incorporated.**

**Voting in favor of the motion on the roll call vote by Mayor Polz were Alderman Joe Pell, Alderwoman Sara Mix, Alderman Nathan Peterson, Alderman Brandon Finck, Alderman Chris Naumann and Alderman Mark Titus.**

**There were no dissenting votes.**

#### **DOWNTOWN ALLEY IMPROVEMENTS PROJECT CHANGE ORDER NO. 4**

Engineer Troy Nemmers said there are two parts of Change Order Number 4 regarding the Downtown Alley Improvements Project. He said one item is addressing a change from the plans on the existing sanitary manhole connection.

Nemmers said they were able to reuse the existing manhole and just make some adjustments to the riser at the top of the structure so that actually saved some costs. He said the other item was a storm sewer section by the Pizza Ranch that they were hoping to salvage during the sanitary installation but it was just too close to the sanitary line so they had to remove that storm sewer and reset the storm sewer after the sanitary line was done. Nemmers said the big chunk of the cost was for removing and replacing the storm sewer in that alley.

**PETERSON/PELL moved and it was unanimously carried to approve Downtown Alley Project Improvements Change Order No. 4 in the amount of \$17,482.58.**

**Voting in favor of the motion on the roll call vote by Mayor Polz were Alderman Joe Pell, Alderwoman Sara Mix, Alderman Nathan Peterson, Alderman Brandon Finck, Alderman Chris Naumann and Alderman Mark Titus. There were no dissenting votes.**

#### **A & B PHOTOGRAPHY LOAN – OLD ALAMO BUILDING DEMO AND LOT PURCHASE**

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City Administrator Skaret noted the old Alamo Building is gone and the rubble has been hauled away.

Skaret said at the April 18<sup>th</sup> City Council meeting, as the east wall of the Alamo Building was caving in, the Council had authorized the Revolving Loan Fund Committee to negotiate the terms of a short-term loan with the new owners of the lot where the Alamo Building stood.

Skaret said the Revolving Loan Fund Committee met a couple times and ultimately decided this was not a loan they thought was in their purview. So, he said the short-term loan application came back to the City Council. Skaret said the building has been demolished. He said it is a unique situation. Skaret said normally with the Revolving Loan Committee, the loans are gap financing. He said there's normally a primary lender funding the bulk of the project and then the Revolving Loan Committee steps in and fills in the gap, whatever's there.

Skaret said there is no primary lender on this project yet. He explained the banks did not want to fund just a building demolition and the purchase of a vacant lot next door. Skaret said the plans are for a building to go up there on both lots but the details are not finalized yet.

Skaret said there's a demolition bill of almost \$30,000 and then the cost of the adjacent lot next door which is about \$13,500.

Community and Business Development Specialist Dave Schmidt said the cost for the adjacent lot will be just over \$14,000 including closing costs. He said if his memory served him right, the total loan request is for \$44,125.

Skaret said it's anticipated there could be some State funds available to help with the demolition part of the project but the applications for that program do not open until August 1<sup>st</sup>.

Schmidt noted it was stated as August 1<sup>st</sup>, but the State fund applications to assist with the demolition costs were supposed to be open starting on June 1<sup>st</sup>, but they're not out yet. He said as soon as the applications are out, the City will apply.

Skaret said it's proposed to do a short-term note with A.J. and Bridget Lusk, the owners of A & B Photography, so they can have money to finish the details of the lot and demolition costs.

Schmidt explained the short-term note will cover the cost of the demolition of the Alamo Building and give A.J. and Bridget Lusk the ability to purchase the lot next to it while they finalize what exactly their building is going to look like. He said right now, the Lusk's are looking at three retail spaces, one for the photography, one for laser engraving and a third space that they would lease out with the possibility of two or three apartments on top for additional revenue and housing. Schmidt said the Lusk's are trying to work through what exactly that's going to look like, what exactly their project wants to look like. He said the Lusk's plan right now is to start construction on their building in August/September. Schmidt said they want to be able to get it framed up so they can finish it up over the winter and have it open in the spring at the latest.

Councilmembers discussed aspects of the loan request from A.J. and Bridget Lusk and whether it fit the scope of the Revolving Loan Fund Program.

Finck said the Lusk's loan application was submitted to the Revolving Loan Fund Committee prior to City Council approval. Finck, who said he's a member of the Revolving Loan Fund Committee, said the Committee requested additional information that was not provided yet. He said the City Council took action before the Revolving Loan Fund Committee could take action.



Finck said the City Council needs to be careful about what order in which things are done. Finck said to be honest, this loan request ended up being outside the scope of what the Revolving Loan Fund funds are set-up to do. He said the Revolving Loan Fund Committee decided not to move forward. Finck said the loan request just doesn't fit in the box of what the Revolving Loan Funds are for. He said one of the suggestions was to send it back to the City Council to do a City note or assess the property for the demolition. Finck said he didn't understand that the short-term loan would also include the purchase of the adjacent lot to the Alamo Building in addition to the demolition costs of the Alamo.

Mix said she was confused because when the loan request came in front of the City Council, it was her understanding that it was under the condition that the Lusk's were waiting for bank financing and that was something that was coming.

Peterson said the Revolving Loan was approved for the demolition costs and never for the purchase of the second lot.

Mix said the loan was approved for demolition and was based on the understanding that the Lusk's were between financing and it wasn't that there was no financing.

Schmidt said the last time the matter was brought before the City Council, the Lusk's were looking at demolition and clean-up looked a lot higher in cost than what it ended up being. He said it was brought to the Revolving Loan Fund Committee who wanted more information. Schmidt said the information was being gathered, but at that point, it was thought there wasn't time to wait for the next City Council meeting, so the Council was asked to basically do that step first regarding demolition and if the Revolving Loan Fund Committee could come to an agreement, they would move forward with that note. Schmidt said the Revolving Loan Fund Committee felt it was outside their scope. He said the process is currently being reviewed to make sure this doesn't happen again. But at the end of the day, Schmidt said it ended up being a benefit because the Lusk's cost for cleanup was considerably less than the road they were going down. He said the building is cleaned up and the Lusk's have a bill from Blue Earth Environmental that they need to pay. Schmidt explained what they're trying to do is to find a way to help the Lusk's in the interim and when they get their financing, the City would be paid off and this would be part of their project costs.

Peterson said his thought was when the City approved this, it was for demolition only, so that's what the City Council was looking to approve. He said now the purchase of the second lot has been added for the loan which should be financed through the bank for the Lusk's new project. Peterson said that was his understanding when it was first brought before the City Council.

Schmidt said he knows the Lusk's issue was they needed help with the demolition and cleanup. He said the Lusk's could not get financing from a financial institution to purchase the adjacent lot. Schmidt said the banks and the financial institutions the Lusk's had talked to wanted the full project, not just those portions. He said the Lusk's were having trouble finding financing and that's where the City was trying to come in and do the gap financing. Schmidt explained if the Lusk's can't get that second lot, this project is dead. He said the benefit to the City is, at least now, there's a cleaned-up lot on the corner.

Mix asked if the City has a history of lending for the purchase of a lot from the Revolving Loan Fund.

Finck said no, not as a City, not in the 10 years he's been with the City. He said the only thing the City has done is tear down dilapidated properties and assessed the cost back to the property owner.

City Attorney Brad Anderson said the only thing the City has done, that's kind of similar, is borrow money for other development purposes to private groups, for example, like the JEDC to purchase the Torgerson property.

Finck asked as a City, not as the Revolving Loan Fund Committee, can the City lend money, taxpayer money, for the purchase of property?

City Attorney Anderson pointed out the City is not giving the Lusk's anything, and the City is not giving anything away. He said this is being done for a multitude of reasons and it has to be paid back to the City.

Pell said he worries about the City setting a precedent. He said if the City is loaning the Lusk's money in the amount of \$14,000 to purchase a lot, it's setting a precedent. Pell asked if he wants to buy his neighbor's lot, but doesn't have the money to do it, can he come to the City Council to get the money?

City Attorney Anderson said no because one of the reasons for making a loan to the Lusk's is for business development in our downtown area. He said that should be an economic boom hopefully for our community if the Lusk's do what they say they're going to do.

Finck said probably a better example would be the former Coast to Coast building. He said if someone decides they want to buy that building and wants to tear it down, there's your precedent. He said the buyer could say to the City you did that for XYZ project over here, why wouldn't you do the same for me for my XYZ project.

Pell said that's kind of why he asked the question so it's in the minutes so they can go back and see that the City Council had this conversation so there's no misinformation in the future about it.

During further discussion, Finck suggested making two separate loans to the Lusk's. He said one loan would be for the demolition costs only and the other would be a 90-day loan for \$14,000 for the purchase of the two lots. Finck also outlined clauses that would be included in the loans from the Revolving Loan Fund.

Peterson suggested tabling action on the A & B Photography Loan until more information was available.

**PETERSON/PELL moved to table action on the A & B Photography Loan regarding the old Alamo Building demolition and lot purchase until more information is available and the clauses suggested by Alderman Brandon Finck are included in the terms of any proposed loan agreements.**

**On the roll call vote by Mayor Polz, voting in Favor of the motion were Alderman Joe Pell, Alderman Nathan Peterson and Alderman Mark Titus.**

**Voting Against the motion were Alderwoman Sara Mix, Alderman Brandon Finck and Alderman Chris Naumann.**

**In breaking the 3 to 3 tie vote, Mayor Marcus Polz voted against the motion to table action.**

**MIX/FINCK moved and it was unanimously carried to approve a Revolving Loan Fund loan to A.J. and Bridget Lusk in the amount of \$29,800 at 5.75 percent interest for a 12-month period with a balloon payment at the end of the term to pay for the demolition costs only of the Alamo Building subject to a mortgage with the clauses that are needed to avoid foreclosure in the event the City has to go that route.**

**Voting in favor of the motion on the roll call vote by Mayor Polz were Alderman Joe Pell, Alderwoman Sara Mix, Alderman Nathan Peterson, Alderman Brandon Finck, Alderman Chris Naumann and Alderman Mark Titus.**

**There were no dissenting votes.**

**FINCK/PETERSON moved and it was unanimously carried to approve a separate 90-day loan for \$14,000 at the same terms and conditions with the lots cross-collateralized with the same default range at an interest rate of 5.75 percent interest for the purchase of two lots by A.J. and Bridget Lusk to give the Lusk's time to find a private lender for those lots.**

**Voting in favor of the motion on the roll call vote by Mayor Polz were Alderman Joe Pell, Alderwoman Sara Mix, Alderman Nathan Peterson, Alderman Brandon Finck, Alderman Chris Naumann and Alderman Mark Titus.**

**There were no dissenting votes.**

## **RESOLUTION NO. 23-0623 AUTHORIZING FUND TRANSFERS**

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City Administrator Matt Skaret explained the City is incurring upfront engineering expenses for the DBS workforce housing project. To pay those bills, Skaret said he would recommend setting up a Project Fund, which is in the process of being set up, and then transferring some money from the City's Electric Fund into the Project Fund.

Skaret said the engineering expenses for the design plans are projected to be about \$240,000. He said he would recommend transferring money from the Electric Fund into the new Project Fund.

Regarding the Water Plant Media Filtration and Backwash Tank Improvement Project, Skaret noted at the May 16<sup>th</sup> City Council meeting, the Council authorized doing essentially a \$280,000 grant from the Electric Fund to the Water Fund to pay the difference between what was bonded for last year and what the actual costs will be based on the bids. He said Resolution No. 23-0623 would make that transfer.

Skaret said the City's GIS Project is well underway. He said there was a budgeted transfer of \$48,000 out of the Electric Fund to the Street, Water and Sewer Funds to pay for that project. Skaret reported the actual costs will be about \$8,000 under the transferred amount of \$48,000. He said he's recommending reducing that transfer from \$48,000 to \$40,000.

**PETERSON/FINCK moved and it was unanimously carried on a roll call vote to approve Resolution No. 23-0623 authorizing the fund transfers.**

**Voting in favor of the motion on the roll call vote by Mayor Polz were Alderman Joe Pell, Alderwoman Sara Mix, Alderman Nathan Peterson, Alderman Brandon Finck, Alderman Chris Naumann and Alderman Mark Titus.**

**There were no dissenting votes.**

## **OPTION ON FORMER COAST TO COAST BUILDING**

Skaret explained about 90 days ago, the City had entered into a 90-day option to purchase the former Coast to Coast building in Jackson for a dollar. He said the City is at the end of that 90 days and the owner of the building wants to know what the City is going to do.

Skaret said the City is still trying to determine what is the best course of action with that building.

Skaret said it's the recommendation from himself and City Attorney Brad Anderson that the City move forward while it still has the chance and get control of the property. He said then the City can finalize the details of what's going to be done with the building. Skaret said if the City doesn't move now, the City may not get that chance to have a "say" over what goes on with that property.

Peterson asked if the purchase price for the building is \$1.

Skaret said the purchase price is a dollar along with paying the back taxes.

City Attorney Anderson said the total cost would be roughly about \$2,000 for the option costs, the back taxes and the one dollar. He said that's a close ballpark figure.

Finck asked at this moment, does the City have a plan for the former Coast to Coast lot or an organization that wants to use the building?

Mayor Polz said no.

Pell said personally he thinks it would be a good purchase because that way the City can take a look at the building and see what could be done with it. He said if the building is too far gone, then the building could be taken down which he would hate to do. Pell said knocking the building down would be used as a last resort. He said he don't like tearing down buildings unless the City absolutely has to. Pell said if the building had to be taken down, maybe the City could put some type of complex on the property such as a place for bands or some type of venue.

Naumann asked if it got to that point, what would the cost be for tearing the building down?

Skaret said he doesn't know. He said he's reached out to a structural engineer to see if they would give the City a proposal to do an assessment so the City has a qualified opinion on what it would cost to bring the former Coast to Coast building up to par. Skaret said by having a structural engineer's assessment of the building, it will provide the City with some sound justification showing it can be repaired, that it's going to cost too much to repair or that it's going to be more feasible to knock it down and turn it into a green space or another type of venue.

Mix said she thought the City already had a structural engineer take a look at the building.

Skaret said the City's Building Inspector Harry Jenness looked at the building.

Finck noted that current building owner Mitch Jasper claimed he had a structural engineer look at the building.

City Attorney Anderson said Jasper claimed he has a structural engineer look at the building but the City has never seen a report.

Public Works Director Tony Oxborough asked if it's worth getting the building tested for hazardous materials prior to the purchase. He said he believes it has asbestos in it.

Finck said just assume it does.

Skaret said the City assumes it does.

Mayor Polz said the facts that are known is if the City doesn't purchase the former Coast to Coast building, there is an individual that will be purchasing it and it will be a private sale to another individual. He said the other thing that's known is the cost to replace the roof is roughly \$150,000.

Community and Business Development Specialist Dave Schmidt said he just wanted to clarify that both the JEDC and the JBDC are not opposed to the City purchasing the building. He said there's just too many questions on the integrity of the building, is it something that's fixable and what would be the scope of the project. Schmidt said the JEDC and JBDC wants some of those answers before they commit to being a part of this.

Mayor Polz said so what the City Council is facing is option A, to have the building sold to a private entity purchaser and there's greater than a 90 percent chance that the building would become more dilapidated than it is now and basically be a collection facility of junk and nothing happens. He said in which case then, in the future, it costs the City more in abatement to address it as opposed to purchasing it now and doing something for a dollar. He asked if that was a correct statement.

Peterson agreed with Mayor Polz.

Finck said if the City is going to purchase the building, there needs to be a concerted effort to come to a conclusion of either the City is doing something with the building or it's going to be torn down. He said some conclusion should be determined in the next 90 days. Finck said he has no interest in the City buying the former Coast to Coast building unless the City has a plan that be put together quickly.

Mayor Polz said he agrees with Finck. He said he's not a big proponent of the City being involved in real estate, period.

Pell said a lot of that is going to depend on what the structural engineer says too.

Finck agreed, but he doesn't want the issue of the building dragging out, and to be honest, he doesn't want it to become another situation like the pool. He said the City could go on for years with conversations on this thing and we have a really run down building in the middle of the issue.

Naumann asked what the time frame would be to have a structural engineer look at the building.

Finck said 90 days should be no issue. He said the City Council should be able to make a decision regarding the building within that time.

Skaret said it should be no issue. He said by the next City Council meeting, the City Council should be able to have a proposal for a structural engineer to inspect the building.

Mix said she thinks the City Council needs a subcommittee to make sure the Council is managing that and looking at the options. She noted there's stuff the JBDC and JEDC are currently busy with. Mix said there's things the City could potentially do on their own, for example, like maybe having a contest where the City could provide assistance to bring a business to town.

Finck agreed with Mix. He suggested first getting through the inspection by the structural engineer. Finck said then the Mayor could be asked to form a Council Committee and members from the JBDC and JEDC could be a part of the Committee. He said first the City Council needs to find out from the structural report if there's anything worth saving.

Mix asked if the structural engineer could provide the City with demolition costs or does someone else have to provide that information so the City knows what they're walking into?

Skaret said he can ask the structural engineer if they can provide information regarding demolition costs.

Mix, Finck and Peterson all said the structural engineer might as well provide what the demolition costs would be as well.

Mix said she hopes the City doesn't have to go the route of demolition of the building.

Mix asked City Attorney Anderson when the City would close on the purchase of the former Coast to Coast building.

City Attorney Anderson said the closing would take place on June 7<sup>th</sup>.

**MIX/PETERSON moved and it was unanimously carried on a roll call vote for the City to move forward and exercise the City's option to purchase the former Coast to Coast Building in Jackson for \$1, plus back taxes.**

**Voting in favor of the motion on the roll call vote by Mayor Polz were Alderman Joe Pell, Alderwoman Sara Mix, Alderman Nathan Peterson, Alderman Brandon Finck, Alderman Chris Naumann and Alderman Mark Titus.**

**There were no dissenting votes.**

## **RESOLUTION NO. 21-0623 APPROVING SALES TAX SPECIAL LAW**

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Skaret said the City of Jackson was able to get their local sales tax request approved through the State Legislature. He said the next step in the process is where the City Council has to approve the special law that was enacted by the Governor and the State Legislature. Skaret explained once the City Council approves the Sales Tax Special Law, it will be filed with the Minnesota Secretary of State. He said then it will go to the voters in Jackson at the next General Election which will be held in November of 2024.



Finck asked Skaret if the bonding bill was also approved by the Legislature or just the sales tax request.

Skaret said there was Legislative approval for just the sales tax.

Finck said it's pretty hard to move forward with the proposed outdoor athletic recreation complex without the bonding part of it. He said there's no way the City could afford to proceed with the project.

Finck asked Skaret when the City will hear from the State regarding the bonding from the State.

Skaret said the City did not submit a bonding request from the State Legislature.

Finck said he thought the City had submitted a bonding request for the project.

Skaret said the City was actually discouraged from submitting a bond request for the proposed outdoor athletic recreation complex by the City's Financial Advisor Shannon Sweeney and also by the State Legislators that he and Economic Coordinator Dave Schmidt had talked to. He said it was explained the State Legislature prioritizes such things as water and wastewater projects, roads and bridges and law enforcement projects for bonding.

Mayor Polz noted Sweeney said pools and recreation complexes would be at the very bottom of the State Legislature's priority list.

Peterson asked Skaret how long does the City Council have to approve Resolution No. 21-0623 before it has to filed with the Secretary of State's Office.

Skaret said the filing deadline is June 16th, 2023. He noted the next City Council meeting is June 20<sup>th</sup>.

Finck asked how much did the City apply for to cover in sales tax for the proposed outdoor athletic complex.

Skaret said it was for \$5.7 million in sales taxes which would have covered half of the project. He said the project would be funded by the sales tax, a City contribution, outside funding such as grants and maybe fundraising. Skaret explained the \$5.7 million was based off an estimate the City had received from Mammoth Sports which was pretty elaborate. He pointed out the City can scale the project back and still use the \$5.7 million for the proposed outdoor athletic recreation complex.

**MIX/PELL moved to approve Resolution No. 21-0623 approving the Sales Tax Special Law.**

**On the roll call vote by Mayor Polz, voting in favor of the motion were Alderman Joe Pell and Alderwoman Sara Mix.**

**Voting against approving Resolution No. 21-0623 were Alderman Nathan Peterson, Alderman Brandon Finck, Alderman Chris Naumann and Alderman Mark Titus.**

**Mayor Polz said the motion to approve Resolution No. 21-0623 failed on a vote of 4 to 2.**

Mayor Polz said the vote sounds like it effectively kills the proposed outdoor athletic recreation complex project.

Finck said it does in some levels today.

Finck said without the State bonding piece of the project he doesn't see how the City can afford the project with what else the City has going on.

Skaret noted even with the state bonding piece, the City would have to come up with 50 percent.

Finck said the project could have been scaled back if the bonding wasn't for \$5 million.

Skaret said the City was told the project was not a good project to request State bonding for.

Finck said he doesn't disagree at all and is not arguing that.

Titus said there needs to be a much better and well defined project before it's brought before the voters to approve a sales tax to pay for it. He said that was his problem of having a sales tax pay for the project without it being well defined.

Skaret explained not every detail of a project has to be defined in the resolution. He said the City's resolution to the State defined it as an outdoor athletic recreational complex.

## **LEGISLATIVE UPDATE**

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Skaret said along with other legislative action during the 2023 State Legislative Session, there were some wins.

Skaret reported Local Government Aid (LGA) increased by \$80 million. He said for the City of Jackson, that means about a 15.4 percent increase in the City's LGA or about a \$230,000 a year increase, which is good. Skaret said LGA currently represents about 40 percent of the City's General Fund Budget.

Skaret said there's going to be some Public Safety Aid coming to the City of Jackson that was approved by the State Legislature as one time funding. He said it's not known yet how much the City will be receiving.

Skaret said Small Cities Street Assistance was approved. He explained that's a program that's been funded on and off again for the last seven or eight years. Skaret said the Small Cities Street Assistance Program received permanent funding. He said it's unknown at this time how much the City of Jackson may be receiving from that. Skaret said the Program is actually being funded through a new fee on the so-called Amazon delivery surcharge and sales tax on auto parts. He said the City hasn't been informed yet on how much they will be receiving from the Small Cities Street Assistance Program. He said the funding from the Program will be going towards roads.

Skaret said the State Legislature approved recreational marijuana. He said the City will be learning more about that. Skaret said City staff have already received questions from people wanting to come in and sell recreational marijuana. He explained those who want to operate marijuana dispensaries will have to be licensed through the State. Skaret said the State is not going to have their licensing system set up until most likely 2025.

Skaret said those were the main highlights of the 2023 State Legislative Session.

Mayor Polz thanked Skaret for the legislative update.

## **SECOND CONSIDERATION: ORDINANCE NO. 131 AMENDING CHAPTER 116.05 REGARDING PUBLIC CONSUMPTION OF ALCOHOL IN PUBLIC PLACES**

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Skaret said this was the Second Consideration of Ordinance No. 131 that would allow alcohol in the City's parks for special exception cases upon prior City Council approval.

Finck asked about the communication stream if someone is, for example, going to have a family reunion at one of the City's parks and have received permission from the City Council to have beer in the park. He asked if those using the park will be issued a permit or how it will be policed.

Sheriff Shawn Haken said he thinks it's an easy process as the City Clerk would send an email to the Sheriff's Office before an event that the City Council had issued a permit to a group to have beer in the park.

Finck said he just wanted to make sure the lines of communication were open so the Sheriff's Department's team knows what's taking place.

**MIX/PELL moved and it was unanimously carried on a roll call vote to approve Second Consideration of Ordinance No. 131 amending Chapter 116.05 regarding Public Consumption of Alcohol in Public Places.**

**Voting in favor of the motion on the roll call vote by Mayor Polz were Alderman Joe Pell, Alderwoman Sara Mix, Alderman Nathan Peterson, Alderman Brandon Finck, Alderman Chris Naumann and Alderman Mark Titus.**

**There were no dissenting votes.**

## **LOCAL 49 UNION MEMORANDUM OF UNDERSTANDING – JUNETEENTH AND INDIGENOUS PEOPLES DAY**

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Skaret explained the State Legislature moved up the implementation of Juneteenth which was originally supposed to take place in 2024. He said the Legislature implemented Juneteenth as an official State Holiday effective in 2023 so Juneteenth has to be a City holiday this year.

Skaret said the Legislature also required the observance of Columbus Day to be now called Indigenous Peoples Day in October.

Skaret said the Memorandum of Understanding reflects the changes pertaining to Juneteenth as an official State Holiday and changing Columbus Day references in the list of the City's holidays as Indigenous Peoples Day.

**NAUMANN/FINCK moved and it was unanimously carried on a roll call vote to approve the Local 49 Union Memorandum of Understanding regarding Juneteenth and Indigenous Peoples Day.**

**Voting in favor of the motion on the roll call vote by Mayor Polz were Alderman Joe Pell, Alderwoman Sara Mix, Alderman Nathan Peterson, Alderman Brandon Finck, Alderman Chris Naumann and Alderman Mark Titus. There were no dissenting votes.**

### **COUNCIL CHAMBER UPGRADE REVISED QUOTE**

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Skaret said the Committee consisting of Aldermen Joe Pell, Nathan Peterson and himself met with Interior Designer Melissa Brunk on May 30<sup>th</sup> and reviewed the work that's recommended.

Skaret said Brunk presented a revised quote. He said one of the things that was discussed the most was the chairs. Skaret said Brunk initially proposed re-upholstering the chairs but came back with information that it's much less expensive to purchase new chairs. He said things are on hold right now regarding the chairs. Skaret said the Committee asked Brunk to provide some more options with chairs that have a higher weight limit. He said Brunk was supposed to send the Committee a revised proposal but that information has not yet been sent.

Instead of replacing all of the audience chairs, Skaret said the Committee recommends replacing 24 of the 40 audience chairs with the others to be done in another phase of the project.

Skaret said a second phase of the project is anticipated for the next year that would include improving the video and sound for the Council Chambers along with doing the hallway and other updates in the building. He said also added to the quote was updating the window shades in the front office of City Hall so the shades in the Council Chambers and front office match when people are driving on Ashley Street past City Hall. Skaret explained that way there aren't window shades of one style on one side of the building and another style of window shades on the other side.

Naumann asked if it makes more sense to do the audio and video upgrades first because that's a way of communicating the business of the City Council out to the public before beautifying the Council Chambers.

Skaret said there will be coordination with the sound company that provided a quote and the sound company will be at City Hall while the painting and remodeling is underway so they can map out where the holes will be in the ceiling for the audio and video upgrades.

Peterson said the remodeling would be set up to accommodate Phase Two.

Mayor Polz explained the reasoning for the phases of remodeling is due to budgeting purposes.

Pell mentioned the Committee's discussion also included adding a second television on the west wall of the Council Chambers because it's difficult for Councilmembers sitting on the east side of the Council desk to see the current television screen on the east wall when a presentation is being made. He said the second television would be factored into the upgrades to the sound and video in the Council Chambers. Pell noted wireless televisions could be installed to eliminate any wires.

Mayor Polz said essentially Phase One is necessary to facilitate Phase Two because the electricians are coming in to do work.

Mix asked what color the walls in the Council Chambers would be painted.

Pell said a color for the walls in the Council Chambers hasn't been decided yet because the lights have to be redone first so an accurate determination of the colors can be made according to the new lighting.

Skaret said the color will probably be some sort of off-white shade and it would be a uniform color. He said the current color on the wall at the front of the Council Chambers will be removed and the City of Jackson logo will be placed on the wall at the front of the Council Chambers.

Skaret noted the lighting and the carpet will also be updated in the Council Chambers.

Mix said she thinks the City Hall's entry is not very inviting and suggested considering repainting the front entry since painters will already be at City Hall working on the Council Chambers. She noted we want it to be inviting when people walk into City Hall. Mix said the Council Chambers will be upgraded to look great but a majority of the City's citizens will never see the Council Chambers.

Pell said the Committee discussed that a little bit and that's why it was decided to wait. He said it's not a matter where they're going to wait two or three years, but things will be budgeted for next year.

Skaret pointed out when Public Works Director Tony Oxborough and his crew have a rainy day, they are going to paint the outside entry way of City Hall.

**PELL/FINCK moved and it was unanimously carried on a roll call vote to approve the updated quote for the Council Chamber upgrades minus the Council Chairs.**

**Voting in favor of the motion on the roll call vote by Mayor Polz were Alderman Joe Pell, Alderwoman Sara Mix, Alderman Nathan Peterson, Alderman Brandon Finck, Alderman Chris Naumann and Alderman Mark Titus.**

**There were no dissenting votes.**

Mix asked when the upgrades to the Council Chambers would begin.

Skaret said the upgrade work would begin at the end of August and is estimated to take three weeks. He said August is very convenient because there's an extra week between City Council meetings. Skaret said it may be necessary to move a Council meeting off site. He said they'll have to see how things go.

## **MAINTENANCE OF ALLEYS**

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Skaret said Alderman Pell requested the maintenance of alleys be placed on the agenda.

Pell said this pertains to an alley between First and Second Avenue. He said it's an alley the City owns but doesn't maintain. Pell explained when South Highway was reconstructed, the apron leading into the alley off of South Highway comes 24 feet into the alley. He said at the end of the apron it drops off a little bit, where in the past, it had been even with the street.

Pell said a resident asked if the City could put some gravel at the end of the apron to take care of the dip. He said the residents along that alley are not worried about snow removal. Pell said one of the residents takes care of that during the winter.

Pell said the residents are just worried about the drop when they drive off the edge of the apron.

Public Works Director Tony Oxborough provided information regarding the past maintenance of the alley between First and Second Avenue. He said he would like some extra time to review the maintenance of that alley along with the other alleys in Jackson.

Following further discussion by Councilmembers and Oxborough regarding what's considered as an alley or a utility easement, how each should be maintained and developing a policy regarding maintenance, Mayor Polz suggested referring the matter to the Street Committee to evaluate and make a recommendation.

### **QUARTERLY STRATEGIC PLANNING SESSION REMINDER: MONDAY, JUNE 12<sup>TH</sup> AT 5:30 P.M.**

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Skaret said the City Council's quarterly Strategic Planning Session will be coming up on Monday, June 12<sup>th</sup> at 5:30 p.m.

Skaret said Marcy Douglas will be facilitating the session. He said Douglas anticipates the session will last for about two hours.

Skaret said representatives have been invited from the other organizations in Jackson including the Chamber of Commerce, Jackson Economic Development Corporation, the Jackson Business Development Committee and Jackson Economic Development Authority.

Peterson asked about inviting a representative from the Fire Department to attend as well.

Skaret said an invitation would be extended to the Fire Department to send a representative as well to the Quarterly Strategic Planning Session.

### **FIRST COUNCIL MEETING IN JULY**

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Skaret said the first City Council meeting in July would occur on July 4<sup>th</sup>. He asked Mayor Polz and Councilmembers when they would like to meet for their first meeting of July. Skaret said the Council can meet any day of the week as long as the meeting date is posted.

Councilmembers discussed possible dates when they could meet. Following a review of the calendar, Peterson made a motion for the City Council to meet on Thursday, June 29<sup>th</sup> at 6:30 p.m.



**PETERSON/PELL moved and it was unanimously carried on a roll call vote for the City Council to hold their first Council meeting for the month of July on Thursday, June 29<sup>th</sup>, 2023 at 6:30 p.m. in the Council Chambers of City Hall due to the July 4<sup>th</sup> holiday falling this year on the first Tuesday of the month.**

**Voting in favor of the motion on the roll call vote by Mayor Polz were Alderman Joe Pell, Alderwoman Sara Mix, Alderman Nathan Peterson, Alderman Brandon Finck, Alderman Chris Naumann and Alderman Mark Titus.**

**There were no dissenting votes.**

**Other:**

### **Alderman Joe Pell – Ordinance updates**

Pell said it's been talked about in the past about updating City ordinances, maybe two to three per meeting. He asked what the feeling of the Mayor and the rest of the Councilmembers was regarding that.

Mayor Polz said he and Skaret have had a discussion regarding updating ordinances.

Skaret said he has discussed updating the City ordinances with Mayor Polz. He said right now the ordinances are reviewed as issues come up.

Mix suggested setting a schedule to start going through each of the ordinances and review a few of the ordinances each month. She suggested creating a yearlong calendar so each year, for example every January and so forth, certain ordinances come up before the City Council for review. Mix said that way the Council is annually looking at the City's ordinances because we are trying to grow Jackson and the City's ordinances need to reflect that. She said hopefully after they're all updated, it's a simple review. Mix noted it's going to take some work in the beginning.

### **Out of town**

Pell said he would not be attending the June 20<sup>th</sup> City Council meeting as he will be out of town.

## **Topic of misinformation**

Pell said he wanted to address the topic of misinformation. He said *a lot of misinformation has been posted on social media lately about how and why we're doing something. I have examples, but for the sake of time, I will not list them all. Please don't pass judgement until all the **correct** facts are given. If you have questions on anything you see on social media, don't hesitate to contact a Councilperson, Mayor or City Administrator either by phone or email. We're here anytime. I would again, as I previously stated, that the public is welcome to attend a City Council meeting via Zoom or in person. Council minutes are available for the public to view anytime. Just a note, minutes are posted after the following meeting. For example, tonight's Council meeting will be posted June 21<sup>st</sup> after they are approved at the meeting on June 20<sup>th</sup>. Along with that, ordinances are posted on the City website to view anytime. If you have questions on how to find them or questions about them, contact the people I mentioned earlier. Lastly, I'm just going to ask the public just to be nice, whether it's the folks at the Street Department or the Water Department or if you're visiting City Hall. They're just doing their job so just be nice to them. We're all in this together. Thanks.*

Mayor Polz thanked Pell.

In regards to the City ordinances, Mayor Polz asked Skaret now that the City has the mobile app, can the City just make a shortcut button on the front page of the City's app to lead directly to the City ordinances.

Skaret said that can be added.

## **Alderwoman Sara Mix**

Mix noted the City Councilmembers are still receiving handwritten financial records and she would like to see the City no longer have anything handwritten.

Mix said she thinks given the resources the City has, that everything should be in Excel format and Report format and she would like to see the City no longer have anything handwritten.

Skaret asked if Mix was referring to the monthly Liquor Store report.

Mix said she's referring to everything. She said it shouldn't be handwritten. Mix said if someone needs help or the City needs to figure out a resource for that area, then the City needs to do that. She said she doesn't see a need in 2023 to have anything handwritten.

Mix said she thinks having things handwritten is a liability and thinks it's an audit issue. She noted she comes from a finance background and having things handwritten is like a huge no no. Mix said if they don't have the resources, we want to make sure they do and if someone needs help, the City needs to get them help so it can be more audited. She said handwritten paperwork also takes up too much time.

Mayor Polz said that's something the Technology Committee could look at if there's a need. He said he doesn't know of any examples that come to mind.

Mix said she doesn't either, but doesn't want to see things handwritten anymore. She said she would like to find the resources for that person to be more successful using the technology that's available.

### **Alderman Nathan Peterson**

Alderman Peterson reported the assembly of the new platform fire truck is on schedule in South Dakota. He said the ladder was put on. Peterson said the lights are being added and items on the truck are being finished up.

### **Alderman Brandon Finck**

Alderman Finck asked Economic Coordinator Dave Schmidt to provide an update on the houses that are going to be built by UCAP (United Community Action Partnership) in the Sunset View Addition.

Schmidt said they're just waiting to break ground. He said everything is ready to go and everything has been transferred.

Finck said he thought construction of the houses were going to begin in May.

Schmidt said the original plan was they were going to start by the first of June. He said he hasn't had the opportunity to talk with UCAP officials and hopes to talk with them tomorrow (June 7<sup>th</sup>) to verify where the project is at.

Finck asked Schmidt if he could send out an email when he receives information about the project. He said he's received questions about the new UCAP houses.

Schmidt said he would send out an email with an update tomorrow (June 7<sup>th</sup>). Mayor Polz thanked Schmidt.

### **Alderman Chris Naumann**

Alderman Naumann asked Skaret to give a follow-up on the Rebuilding Together Minnesota event that took place in Jackson on Saturday, June 3<sup>rd</sup>.

Skaret said a very successful Rebuilding Together Minnesota event was held on June 3<sup>rd</sup>. He said it's a project that goes back two or three years when the Cities of Windom, Jackson and Worthington got together and made a connection with a group called Rebuilding Together Minnesota. He explained Rebuilding Together is a national organization. Skaret said they have a Minnesota office in the Twin Cities.

Skaret said Rebuilding Together was looking at expanding and they were able to get them to expand into Southwest Minnesota. He said Rebuilding Together opened up an office in Windom which has a coordinator. Skaret said the goal of the organization is basically to recruit volunteers to do home repairs for people who are in need.

Skaret said Rebuilding Together Minnesota does projects throughout the year. He noted they had Rebuilding Cottonwood County because Rebuilding Together Minnesota serves Cottonwood, Nobles and Jackson Counties. Skaret said last year, Rebuilding Together had a rebuilding day where they had a big push and rounded up a bunch of volunteers and had a number of projects. He said they did projects in Cottonwood County and Nobles County last year.

Skaret said on June 3<sup>rd</sup>, Rebuilding Together Minnesota did a day of Rebuilding Jackson County. He said that consisted of six homes in the City of Jackson where volunteers were rounded up for the projects.

Skaret said he and Dave Schmidt serve on the Rebuilding Together Minnesota Steering Committee.

Skaret explained for the projects in Jackson, there were project coordinators for each site and then each project site had volunteers. Skaret said he worked on a sheet rocking project. He said other projects that took place on June 3rd included windows, doors, siding and that type of thing. Skaret said it was really of a first of its kind for Jackson County. He said it was a pretty big day. Skaret said there were some very appreciative people.

Naumann said he wanted to thank Skaret and all of the citizens that volunteered their time on a Saturday to do that stuff. He asked how does Jackson get more of the Rebuilding Together Minnesota events. Naumann also asked how do people get on the list to have projects done at their home?

Skaret said Rebuilding Together Minnesota is always looking for projects. He said the projects don't have to be done just on Rebuilding Day. Skaret said he and Schmidt have the contact information. He said Galen Kauffman of Rebuilding Minnesota works out of the Windom office and they do projects throughout the year.

Skaret said anyone with questions or seeking information about the Rebuilding Together Minnesota Program can contact himself or Dave Schmidt.

### **Alderman Mark Titus**

Alderman Titus said he would like to see a prioritization of improving the electronics in the Council Chambers. Titus said while joining the City Council meeting on Zoom, he could hear most of the conversation during the Council meeting, but at times the volume faded completely out. He said improving the electronics should be a priority moving forward.

### **City Administrator Matt Skaret**

Skaret said he wanted to invite everyone to the open house tomorrow (June 7<sup>th</sup>) from 4 to 7 p.m. at the Belmont County Park to see the new off-road mountain bike track. He said there's been a lot of volunteer hours put in by the Trails Committee and others to develop and open the track. Skaret said the off-road mountain bike track project dates back to 2017. He said it's a pretty big deal for our area to have an off-road mountain bike track in Southwest Minnesota.

## **Gone on vacation**

Skaret said he would be gone on vacation on Friday, June 9<sup>th</sup> and on Monday, June 12<sup>th</sup>.

## **Alderman Brandon Finck**

Alderman Finck said he and Alderman Pell have talked and Pell has agreed to take the lead role in serving on the Pool Task Force Committee. He said he's going to move down to be the alternate.

Finck noted he's missed a few Pool Committee meetings and is kind of out of the loop so Pell is going to take the lead on that Committee.

## **Alderman Chris Naumann**

Alderman Naumann said it's a busy week in Jackson. He pointed out Hot Dog night along with the Cruise In will be held on Thursday evening, June 8<sup>th</sup>.

## **City Administrator Matt Skaret**

Regarding the swimming pool, Skaret said work still continues with Burbach Aquatics who are trying to coordinate with their mechanical people. He said it's a busy time of the year for those working with swimming pools with all the pools starting up. Skaret said Burbach Aquatics is working on getting Jackson on their schedule.

## Mayor Polz

Mayor Polz said he and Alderman Pell had been talking about the restrooms at the Splashpad. He said there were questions about locking those restrooms up at night. Mayor Polz said it was reported that the restroom lights are on all the time and the doors stay open all the time and it attracts June bugs. He said everyday someone has to cleanup numerous June bugs that were attracted to the bathroom lights. Mayor Polz said it was asked if it was a possible to have those bathrooms locked up at night.

Skaret said the bathrooms at the Splashpad are not the City's, but the School's.

Mayor Polz noted it was the School who had made the request to lock up and turn off the lights in the restrooms at the Splashpad.

## ADJOURNMENT

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

**FINCK/NAUMANN moved and it was unanimously carried on a roll-call vote to adjourn the Jackson City Council meeting at 8:30 p.m.**

**Voting in favor of the motion on the roll call vote by Mayor Polz were Alderman Joe Pell, Alderwoman Sara Mix, Alderman Nathan Peterson, Alderman Brandon Finck, Alderman Chris Naumann and Alderman Mark Titus.**

**There were no dissenting votes.**

Mayor Polz said the City Council meeting was now officially adjourned. He thanked everyone.

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**David A. Maschoff, Council Secretary**

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**Marcus Polz, Mayor**





