

March 15, 2022  
Jackson, Minnesota

The Jackson City Council met in regular session in the Council Chambers of City Hall and also by Teleconference and Zoom at 6:30 p.m. on Tuesday, March 15, 2022 with the meeting called to order by Mayor Wayne Walter. On the roll call, the following persons were present in-person, Mayor Wayne Walter and Aldermen Michael More, Chris Vee, Brandon Finck, Nathan Peterson, Marcus Polz and Dave Cushman. Also attending in-person were City Administrator Matt Skaret, City Attorney Brad Anderson, Street Superintendent Phil Markman, Jackson Fire Chief Dave Bond, Jackson Fire Department Assistant Fire Chief and Park Board Chairman Michael Haeffner, Jackson County Sheriff Shawn Haken, Khamoune Chanthalangsy, Ryan Hargan, City Clerk/Council Secretary Dave Maschoff, Pastor John Schuetz of Our Redeemer Lutheran Church in Jackson, Joshua Schuetz of the Jackson County Pilot and Mathew Grisham of KKOJ/KUXX Radio. (A quorum of the City Council was present.)

#### **PLEDGE OF ALLEGIANCE**

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

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

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

#### **PUBLIC HEARING ON THE 2022 STREET RECONSTRUCTION PLAN**

Mayor Walter entertained a motion to open the public hearing on the City's 2022 Street Reconstruction Plan.

**PETERSON/FINCK moved and it was unanimously carried to open the Public Hearing on the City's 2022 Street Reconstruction Plan.**

Mayor Walter said the public hearing was now open.

City Administrator Matt Skaret said the public hearing is required as part of the funding for the City's upcoming street projects this summer. He said those projects include the Emily Street project and the Riverside Drive project from State Street to the north entrance of Ashley Park.

Skaret explained since the City isn't doing special assessments as part of the funding mix for these projects, the City has to pay for the project using cash or through General Obligation Street Reconstruction Bonds.

Since the City has elected to fund the projects with General Obligation Street Reconstruction Bonds, Skaret said the City Council is required to hold a public hearing on the adoption of Street Reconstruction Plan which is required to proceed with the issuance of bonds.

Mayor Walter asked if there were any questions or comments from anyone.

Skaret noted after March 15<sup>th</sup>, and assuming the City Council approves the resolution on the Street Reconstruction Plan, it is subject to a reverse referendum. He explained there's a 30-day window where citizens could petition to have a vote on the bond. Skaret said the City has gone through this process before and have never had citizens petition to have a vote on the bond. He noted that's not saying it can't happen.

With no questions or comments from anyone, Mayor Walter asked for a motion to close the public hearing.

**POLZ/MORE moved and it was unanimously carried to close the Public Hearing on the City's 2022 Street Reconstruction Plan.**

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

## **CONSENT AGENDA**

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Mayor Walter asked for a motion to approve the Consent Agenda.

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

## **Unscheduled Guests:**

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

Seeing none and hearing none, Mayor Walter said the City Council would proceed with Council Discussion items.

## **Council Discussion Items**

### **PEDDLER'S LICENSE APPLICATION FOR FOOD TRUCK – KHAMOUNE CHANTHALANGSY**

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Khamoune Chanthalangsy introduced himself to Mayor Walter and City Councilmembers.

City Clerk Maschoff asked Chanthalangsy to explain what his plans are for his food truck.

Speaking on behalf of Chanthalangsy, Ryan Hargan explained he's been assisting Chanthalangsy in getting his food truck ready to use. Hargan said Chanthalangsy want to be able to park his food truck in town and sell food. He said they have contacted the Jackson Motorplex about possibly selling food at the racetrack during the Nationals. Hargan said Chanthalangsy's food truck would be similar to the food truck that's been parked in the past at Schwalbach's Ace Hardware in Jackson.

Hargan said Chanthalangsy also plans to take orders and deliver food to such places as AGCO and HitchDoc. He said Chanthalangsy has already talked to private businesses for permission to park at their facilities. Hargan said Chanthalangsy was appearing before the City Council to obtain his Peddler's License from the City.

Maschoff asked if Chanthalangsy would be serving Asian type food items.

Hargan said the food would be mainly Asian with kind of a little American twist to it. He said it's really fantastic.

Maschoff asked Chanthalangsy if the Department of Health has inspected his food truck.

Hargan said he and his wife have been helping Chanthalangsy with that process. He said Chanthalangsy is licensed by the State of Minnesota. Hargan said Chanthalangsy has a really nice truck that he purchased in Sioux Falls and has gone through everything. He said the truck features all stainless steel. Hargan said Chanthalangsy has already been inspected for the electrical and ventilation and everything that needs to be approved.

Maschoff mentioned having Chanthalangsy submit the Peddler's License application to City Hall and paying the \$100 annual fee.

Hargan said that would be fine.

**POLZ/FINCK moved and it was unanimously carried to approve the Peddler's License Application for Khamoune Chanthalangsy to operate a Food Truck in Jackson.**

Mayor Walter congratulated Chanthalangsy on his new food truck.

Chanthalangsy thanked Mayor Walter and the City Council.

Maschoff thanked Chanthalangsy and thanked Hargan for explaining details of the food truck.

Maschoff also thanked Mayor Walter and Councilmembers for allowing him to ask questions regarding Chanthalangsy's food truck.

## **RESOLUTION NO. 15-0322 ADOPTING AMENDED STREET RECONSTRUCTION PLAN**

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Skaret said following the public hearing that was held earlier in the meeting, Resolution No. 15-0322 pertains to adopting the amended Street Reconstruction Plan for a five-year period. He noted the City Council adopted a Street Reconstruction Plan in 2020 when reconstruction work was planned for the North Highway and South Street projects.

In information included in the Mayor and Councilmember's informational packets, Skaret pointed out the City's Financial Consultant, Shannon Sweeney, has it broken down as far as the City's available debt capacity for streets. He noted it's basically 3 percent of the City's 2022 taxable market value. Skaret said that's essentially a debt limit for streets of \$6,610,920. He noted water, sewer and underground infrastructure is not included in that figure, just streets.

Skaret said the 2022 Street Projects to reconstruct Emily Street and Riverside Drive from State Street to the north entrance of Ashley Park eats up about a million dollars of that. He said in comparison, the North Highway and South Street projects ate up about \$2.6 million of that. Skaret said there will be almost \$3.8 million left in the debt limit for streets. He said the debt limit changes as the City pays down the bonds every year. Skaret said the City's next bonds to be coming off the books means in around 2024-2025 is when the City can gear up to do another large street reconstruction project kind of on the scale similar to North Highway and South Street.

Skaret pointed out Resolution No. 15-0322 does not obligate the City to issue bonds for a project if the bids come in extremely high. He said it just allows the City to move forward if the bids come in favorably. Skaret explained it's one of the steps in the process.

Skaret said the City Council would need to approve Resolution No. 15-0322 to continue to move forward.

**PETERSON/VEE moved and it was unanimously carried to approve Resolution No. 15-0322 adopting the amended Street Reconstruction Plan.**

### **DOWNTOWN STREETS CRACK REPAIR QUOTES**

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Skaret noted other than a couple seal coats and a little bit of crack filling, there really hasn't been a lot of maintenance done on the downtown streets. He said there are some pretty wide cracks in the downtown streets. Skaret said the cracks the are too wide for the City's Street Department Staff to seal properly.

Skaret said quotes have been received from two different contractors to seal the cracks with a special method called a "mastic seal". He said the "mastic seal" was recommended by Engineer Greg Mitchell of Bolton and Menk.

Skaret said about 23-and-a-half blocks of downtown streets would be involved with having cracks filled using the "mastic seal" process.

Skaret said the City received quotes from Bargaen, Incorporated and M & R Paving which were very close. He said Bargaen's quote was \$88,125 to \$93,750 and M & R Paving's quote was from \$92,825 to \$98,750. Skaret explained the reason for the variation in the quotes is because it depends on actually how much material is used. He said the contractors won't know exactly how much material will be used until they actually start sealing the cracks, but they will be within those ranges regarding the price.

Street Superintendent Phil Markman said Bargaen, Incorporated has been to Jackson three times to look at the cracks in the downtown streets and are very aware of the situation. He noted the Street Department has worked with Bargaen, Incorporated on a couple other smaller projects in the past. Markman said Bargaen's is one of the few companies in the area that do this particular type of repair. He said once the downtown crack repairs are completed, plans are to sealcoat the downtown streets to even everything out. Markman said the Street Department will then have to restripe the downtown streets.

As far as paying for the downtown crack sealing, Skaret said the City received \$59,000 in Small Cities Street Assistance Funds from the State back in 2021 that were not used and transferred over to the Capital Equipment and Improvement Fund. He said the \$59,000 will be utilized along with \$45,000 in the unused seal coat funds from last year that were also transferred over to the Capital Equipment and Improvement Fund. Skaret said between those two amounts there should be enough to fund the downtown street crack sealing.

Skaret also pointed out the City budgeted \$45,000 for seal coating in 2022 to take care of the seal coating of the downtown streets after the crack sealing is completed.

Mayor Walter asked if the seal coating would be completed this summer as well.

Markman said it would.

Mayor Walter asked for a motion.

**CUSHMAN/MORE moved and it was unanimously carried to approve the quote from Bargaen, Incorporated for \$88,125 to \$93,750 for the Downtown Streets Crack Repair.**

## **COVID UTILITIES SHUT-OFFS – AGREEMENTS AND LOAN REPAYMENTS**

Skaret said back in October, 2021, the City Council extended the special Covid Utilities Repayment Plans and Revolving Loan Fund loan repayment deferments through the end of April, 2022.

Skaret explained for planning purposes, especially on utility billing, City staff needs to know soon whether the City Council wishes to extend the deferment provisions again for utility bills and the Revolving Loan Fund loan repayments.

Skaret said currently there are five utility customers utilizing the Covid Agreement pertaining to utility repayments. He noted four of the five are renters.

Polz asked if programs are still available for those who need assistance with paying their utility bills.

Skaret said there are all kinds of programs available to help those that need assistance.

Finck said there was a lot of uncertainty regarding the economy when the City Council implemented the special Covid utility and loan repayment plans and extended those programs. He said now it appears we're on the backside of the Covid pandemic. Finck said he would be comfortable with the City going back to their normal policy and procedures regarding payments.

Polz asked what kind of timeline is needed for the City to inform people that the City's Covid repayment programs are going to end.

Skaret said if a decision could be made at the March 15<sup>th</sup> City Council meeting, that would allow plenty of time to inform the public by the end of April.

Peterson asked how many Revolving Loan Fund loans would be affected by ending the Covid Repayment Deferment Program.

Skaret said he didn't have an exact number, but he didn't think there were that many.

Finck said those with loans should all be aware of the deadlines that were set when the Council extended the repayment loan deferment programs.

Cushman noted the City had been pro-active when the Covid pandemic struck. He said it's probably time to step up and put the program behind us.

Skaret said obviously if there's another severe outbreak of Covid or things change for the worse, the City Council can always reimplement or re-evaluate the repayment program.

**POLZ/PETERSON moved and it was unanimously carried to let the Covid Payment Program and the Revolving Loan Fund loan deferments expire effective April 30, 2022.**

## **SECOND CONSIDERATION: ORDINANCE NO. 121 ADJUSTING WARD AND PRECINCT BOUNDARIES**

Skaret explained every 10 years along with the census, the City has to evaluate the way the City's Wards are split.

Skaret said Ward Two has increased in population by about 127 people over Ward One. He said in an effort to even the populations in Ward One and Ward Two, it's proposed to take the west two blocks on White Street and moving those over to Ward One. Skaret said the dividing line would go up Morrison Avenue and catch Sherman Street. He said Sherman Street would continue to be the dividing line between the two Wards all the way to Fourth Street. Skaret said then the dividing line swings down to Ashley and then Ashley Street to the east end of town. He noted adjusting the Ward boundaries doesn't displace any City Councilmembers. Skaret said it's not a very radical change.

Mayor Walter asked for a motion.

**VEE/FINCK moved and it was unanimously carried to approve Second Consideration of Ordinance No. 121 adjusting the City's Ward and Precinct Boundaries.**

## **RESOLUTION NO. 14-0322 DESIGNATING MRES REPRESENTATIVES**

Skaret said for Missouri River Energy Services (MRES), the City needs to have two representatives designated to vote on any MRES business matters such as at MRES's annual meeting or any other special meetings they may call.

Under the current resolution, Skaret said he's the primary designee and Matt Madden was the alternate. He said with Matt Madden no longer serving on the City Council or the Utilities Commission, the City should probably have a different representative as the alternate.



Mayor Walter asked who the City Council representative currently is on the Utilities Commission.

Skaret said Councilman Michael More is the current Council representative.

More said he would volunteer to be the City's alternate MRES voting representative.

Mayor Walter thanked More for volunteering for the position.

**FINCK/POLZ moved and it was unanimously carried to approve Michael More as the City's alternate MRES voting representative.**

Mayor Walter congratulated More.

### **AIRPORT TREE CUTTING PROJECT – PAY APPLICATION NO. 1**

Skaret said work has been underway removing over 200 trees at the Meneely property north of the airport. He said the trees had to be cut down because of the airport project and the height obstruction requirements by the FAA (Federal Aviation Administration).

Skaret said the City is working with the Meneely's on a Tree Replanting Plan which is all 100 percent funded through the FAA.

Skaret said the trees have been taken down but the stumps are still there. He said Thate's Tree Service plans to come back and remove the stumps when the ground thaws.

Skaret said the City has received a Pay Application from Thate's Tree Service in the amount of about \$36,000.

**POLZ/PETERSON moved and it was unanimously carried to approve Pay Application No. 1 for Thate's Tree Service.**

### **AUTHORIZATION TO ENROLL IN PEIP BLUE CROSS VISION PLAN**

Skaret said the City has been informed that there will be a new voluntary supplemental vision insurance plan available through the City's PEIP group health insurance plan effective on May 1, 2022.

Skaret explained with health care plans, the routine eye exam is covered but there's no coverage for things like glasses and contacts. He said this supplemental vision insurance plan covers those items. Skaret said City employees can sign up with very reasonable premiums. He said for single coverage the monthly rate is \$6.41 and for family coverage it's \$15.33 per month. Skaret said there has been some interest shown in the insurance coverage among City employees. He said there needs to be a minimum of two employees in order for the City to participate. Skaret said it appears there will more than two employees participating. He noted the premiums would be paid 100 percent by the employee and there would be no cost to the City.

**FINCK/VEE moved and it was unanimously carried to authorize City employees to have the option of enrolling in the PEIP Blue Cross Blue Shield Vision Plan.**

#### **RESOLUTION NO. 16-0322 RE-ESTABLISHING PRECINCTS AND POLLING PLACES**

Skaret explained by resolution, the City Council has to approve the precincts which were spelled out in Ordinance No. 121 which the Council just approved. He said the City's precincts are Wards One and Two. Skaret said the City Council also has to designate the City's polling place again which is still at the same location as in the past at the Good Shepherd Hall at 1015 Sherman Street. He said the Good Shepherd Church has agreed to allow the City to continue using the Good Shepherd Hall as a polling place.

Skaret noted there will be a special Congressional Primary Election on May 24<sup>th</sup> due to the vacant Congressional seat. He said there are multiple candidates who have filed to run from both the Republican and Democrat-Farmer-Labor parties along with some third-party candidates.

Skaret said a motion is needed to approve Resolution No. 16-0322.

**PETERSON/CUSHMAN moved and it was unanimously carried to approve Resolution No. 16-0322 re-establishing Precincts and Polling Places in Jackson, Minnesota.**

## **PARK BOARD RECOMMENDATION: APPROVE DUMONT PARK IMPROVEMENTS**

Skaret said the Park Board has been on a program for the past several years on improving the City's parks. He said improvements have been made at Ashley Park and Central Park and are moving on to Dumont Park.

Skaret said the Park Board's plan for Dumont Park for this year includes installing wood chips, the timber interlocking borders and rubber safety mats to make Dumont Park ADA compliant and also comply with the recommendations made by the City's insurance company. He said the improvements also include removing an older free-standing slide and an older composite play system and monkey bar set, things that are considered no-no's primarily by the insurance companies.

Skaret said City staff can do some of work in removing the older play equipment and other work associated with the improvements. He said he updated the quote regarding what the City staff can do and have already done as far as replacing the swing assemblies and seats. He said those things have already been done.

Skaret said there's the work by Safety First which amounts to \$23,483. He said the Park Board wants the City to be mindful that the play equipment that's removed from Dumont Park also needs to be replaced. Skaret said a quote has been received from Safety First which is connected with a variety of different play equipment companies. He said the Park Board has recommended that since a slide is being removed, a slide should be installed that's compliant along with a disc swing. Skaret said there's basically two quotes. He said there's the Safety First quote of \$23,483 which includes installing the new play equipment. Skaret said the quote from St. Croix Recreation Fun Playgrounds for the slide and the disc swing is \$14,877. Skaret noted by allowing the City to go through the vendor directly, there was some savings in overhead fees.

Skaret said it's a little bit more expensive but between the City's Operating Budget and money in the City's Capital Funds he thinks it can be funded without a problem.

Vee thanked Street Superintendent Phil Markman and the Street Department staff for helping reduce the costs of the Dumont Park improvements by doing some of the work at Dumont Park ahead of time.

Mayor Walter also extended thanks to Markman and the Street Department.

**FINCK/VEE moved and it was unanimously carried to approve the Park Board's recommended improvements at Dumont Park.**

**QUOTE FOR LMCIT WORKER'S COMPENSATION COVERAGE: CITY OF JACKSON**

Skaret noted it's insurance renewal time for Workers Compensation coverage. He said the City received a quote from the League of Minnesota Cities Insurance Trust for the upcoming year of \$76,737. Skaret said that's about \$2,000 more than what the City paid last year.

Skaret explained there's a lot of things going on regarding Workman's Comp. He said the LMCIT is having a lot of increased claims from the insurance pool, not necessarily from the City of Jackson, but from pool on PTSD (Post Traumatic Stress Disorder) especially with law enforcement and emergency personnel. Skaret said there's also some Covid related claims.

Skaret explained each City is given a Mod Experience Factor. He said a factor of "one" and below is what the City wants to strive for because the lower the number, the more of a cost break the City gets on their premiums. Skaret said the City's Mod Experience Factor is a little bit high at 1.17. He said the City is working with the Safety Program to reduce that number. Skaret noted the City has a new Safety Director that has been working with the City for several months. He said the City has seen improvement in their safety programs and hopefully that will start showing benefits in the upcoming years. Skaret explained the LMCIT takes an average of the claims submitted the previous three years. He said if the City has claims from a few years ago, those claims are still showing up on the record and the City is still penalized for them.

**FINCK/MORE moved and it was unanimously carried to approve the quote of \$76,737 from the League of Minnesota Cities Insurance Trust for Worker's Compensation Coverage for the City of Jackson.**

## **GIS PRESENTATION SPECIAL MEETING**

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Skaret noted the City has done a lot of modernization in the past couple of years primarily with the AMI metering project. He noted the electric AMI metering is pretty much done. Skaret said the installation of the AMI water meters is on hold for now. He explained the City has the water meters, but are waiting for antennas. Skaret said there are about 350 water meters that have been installed. He said the Water Department is waiting for antennas which are being held up by the supply chain problems that the City and everyone else is experiencing. Skaret said it's not known when the antennas will arrive. He said utility customers who got both their AMI electric and water meters installed are very, very happy.

Skaret said another thing regarding modernization is the Geographic Information Systems (GIS) program. He explained as far as underground infrastructure and streets, the City relies a lot on old paper maps dating back to 1905 and older. He said it would be nice to not have to rely so much on the paper maps and instead have all the information digitalized and onto a computer so a person could look at the computer and all the information would be there.

Skaret said it is an expensive time-consuming process. He said he's been compiling some estimates on what it would cost to digitalized the City's streets, water, sewer and storm sewer information. Skaret said including the electric utility information is kind of a wild card. He said even with leaving the electric out of the GIS program, it's a large price tag at an estimated \$130,000 to do all that. Skaret said there might be some money in federal legislation that's known as the Bipartisan Infrastructure Law for that type of project that's called asset management. He said the details of how the Bipartisan Infrastructure Law will be implemented have been slow to come out.

Skaret said GIS is hard to describe without a visual presentation. He asked the City Council if they would like to have a special meeting where a vendor would come in and give a presentation about GIS so the Councilmembers can see what it's like before they make any decisions on it.

Polz asked who the vendor would be that would give the presentation.

Skaret said the presentation would be given by an engineer from SEH. He said most engineering companies have some kind of GIS program. Skaret said there is so much information regarding GIS, it's difficult to cover it all in a 10 to 15 minute presentation at a regular City Council meeting. He said a special meeting regarding GIS would possibly be 45 minutes to an hour in length.

Polz asked if the GIS would basically be used to map out all the utilities.

Skaret said that would be the purpose for the GIS program.

Polz said he would be willing to accept the Utilities Commission's recommendation regarding GIS and suggested having the Utilities Commission hear the presentation instead of the City Council.

Skaret said that would be fine. He said a GIS presentation could be presented to the Utilities Commission.

Cushman asked if a motion was needed.

Skaret said no motion was needed by the Council. He noted there is direction to refer the GIS presentation to the Utilities Commission.

## **Other:**

### **Alderman Nathan Peterson**

Alderman Nathan Peterson said Fort Belmont would like to move their sign at the Fort and was wondering if they could get assistance from the City in moving the poles.

Street Superintendent Phil Markman said that would be a question for the Electric Department. He said he would pass that question along to Missouri River Energy Services Electric Distribution Superintendent Jeff Becthold.

Peterson also asked Markman if he had an opportunity to take a look at a parking situation the corner of South and Fourth Streets at the end of the block.

Markman said he had looked at the situation. He said he was going to talk to the property owners at that intersection about parking their cars away from the corner to avoid congestion for other motorists. Markman said he thinks the situation should be resolved by reaching out to the homeowners at that corner.

## **City Administrator Matt Skaret**

Skaret said he wanted to let the Mayor and City Council know the City's auditors are scheduled to give their 2021 audit presentation at the City Council's April 5<sup>th</sup> meeting.

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

Mayor Walter entertained a motion for the City Council to go into Closed Session.

**PETERSON/FINCK moved and it was unanimously carried for the City Council to go into Closed Session at 7:12 p.m. for Attorney/Client Privilege pursuant to Minnesota Chapter 13D.05, Subd. 3(3).**

### **COMING OUT OF CLOSED SESSION**

**PETERSON/POLZ moved and it was unanimously carried for the City Council to go out of Closed Session at 8:17 p.m.**

Mayor Walter announced the City Council was out of Closed Session. He said at this time there was no Council action that needed to be taken.

### **ADJOURNMENT**

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

**FINCK/POLZ moved and it was unanimously carried to adjourn the Jackson City Council meeting at 8:18 p.m.**

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**David A. Maschoff, Council Secretary**

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**Wayne Walter, Mayor**

