

**March 1, 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 1, 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, Water/Wastewater Superintendent Tony Oxborough, Jackson Fire Chief Dave Bond, Jackson Fire Department Assistant Fire Chief and Park Board Chairman Michael Haeffner, Missouri River Energy Services Electric Distribution Superintendent Jeff Bechthold, Luke Ewald of Des Moines Valley Health and Human Services, 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. Joining the meeting via Zoom were Engineers John Glatzmaier and Richard Parr of SEH. (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.

There was no Public Hearing, Bid Letting or Open Forum.

CONSENT AGENDA

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

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

Council Discussion Items

APPROVE ENGINEERING DESIGN AGREEMENTS WITH BOLTON AND MENK, INC. FOR THE 2022 STREET AND UTILITIES IMPROVEMENT PROJECTS

City Administrator Skaret suggested discussing this agenda item when Engineer Greg Mitchell of Bolton and Menk arrives at the meeting.

Mayor Walter said this agenda item would be discussed later in the meeting.

SET STREET RECONSTRUCTION PLAN PUBLIC HEARING FOR MARCH 15, 2022 AT 6:30 P.M.

City Administrator Skaret explained with the City's method of financing for the upcoming street project by borrowing under the Street Reconstruction Authority, the City is required to have a public hearing on the City's Street Reconstruction Plan.

Skaret said the City's Financial Consultant, Shannon Sweeney, has sent the notice of the public hearing scheduled for March 15th to the newspaper for publication.

Skaret said after the public hearing, under the Street Reconstruction Borrowing Authority, there's 30 days for the public to petition against the project before the City can award a contract.

Ideally, Skaret said if the City Council can hold the public hearing on March 15th, then that 30-day window would end on April 15th. He said that should not interfere with the bid-letting and awarding of contracts for the project.

Mayor Walter asked for a motion to set the public hearing for March 15th at 6:30 p.m.

CUSHMAN/FINCK moved and it was unanimously carried to set the Street Reconstruction Plan public hearing for March 15th, 2022 at 6:30 p.m. at City Hall.

WATER PLANT MEDIA FILTER REPLACEMENT PROJECT ENGINEERING AGREEMENT

Skaret said Engineers John Glatzmaier and Richard Parr of SEH were joining the City Council meeting via Zoom.

Skaret said the City has reached the point where it's time to move forward with the design and engineering for the Water Plant Media Filter Replacement Project.

Skaret said SEH completed the Filter Pilot Study back in July of 2021. He said SEH has also done additional inspection on the Water Plant's backwash tank. Skaret pointed out the Media Filter Replacement is the project that would help reduce the ammonia and manganese in the City's water and provide for better water quality. He noted the last time the Media Filter was replaced was back in 2002.

Skaret explained we're up to the point to begin design on the Media Filter Replacement Project. He said there's an agreement for design services in front of the City Council for consideration. Skaret said SEH would prepare the bid documents, do the plans and specifications, and lead and guide the City through the project.

Skaret said the Media Filter Project is anticipated to cost about \$515,000. He said the plan was to wrap the cost of the Media Filter Project into the bond for the Riverside Drive and Emily Street reconstruction projects.

Skaret said the Utilities Commission has discussed the Media Filter Project multiple times and has recommended moving forward with it.

Skaret asked SEH Engineers John Glatzmaier and Richard Parr if they had anything they would like to mention regarding the Engineering Services Agreement or the project in general.

Glatzmaier said in addition to the Media Filter replacement to improve the removal of manganese, the scope of the project includes filter rehab and replacement. He said it also includes some additional automation of the filter operation, the addition of a manganese analyzer and backwash tank improvements to pull out reclamation of some of the backwash water.

Glatzmaier said the Engineering Services Agreement proposal being presented to the City Council includes the design services and support during the bidding service phase of the project.

Regarding the proposed schedule for the project, Glatzmaier said SEH would start working on the Media Filter Project after a contract and agreement is approved. He said he would anticipate that would occur this month. Glatzmaier said he anticipated the design for the project would be completed in August so the project could be bid in September of this year.

Skaret asked Glatzmaier if a lot of the construction for the Media Filter Project is indoor construction so bidding the project in the fall won't affect doing the construction work throughout the fall and winter.

Glatzmaier said that was correct. He said there shouldn't be a lot of outdoor excavation or work outside. Glatzmaier said any outdoor work should be minimal. He said he thinks a lot of the work should be able to be done into the fall and winter without being impacted by the cold weather. Glatzmaier said certainly any exterior work that would need to be done would involve a small area. He said that exterior area would be protected to prevent it from freezing if the weather turns cold. Glatzmaier said for instance, if concrete had to be poured when the weather was cold, it would be protected to keep it from freezing. He said he thinks everything would be fine.

Mayor Walter asked if any of the Councilmembers had questions for Glatzmaier or Parr.

Peterson asked if the project is bid in September, is it projected that the Media Filter Project will be completed by the spring of 2023?

Oxborough said it's projected the project would be completed by spring.

Polz asked if the life expectancy of the new Media Filter is 20 years.

Oxborough said yes.

Parr said he wanted to add, that in addition to the design and bidding services, SEH will be submitting the plans to the Minnesota Department of Health for approval. He said he would envision a quick approval for the type of project that's going to be done, but you never know. Parr noted it's not known what the Department of Health's approval time may be so there could be a small delay. Parr said they will know more as they move forward with the project. He said he wanted to give the Mayor and Councilmembers a heads up that there could be a small delay while waiting for approval from the Department of Health.

Oxborough said when he first proposed the Media Filter Project to the City Council for the Pilot Study, it was noted the cost was \$158,000 just to replace the Media Filter to get the City back to the same water quality the City has now. He explained now we're talking about updating the City's water system as a whole for just over a half-million dollars. Oxborough said that way there's a better product at the end of the day and better automation. He said automation will allow a Water Department staff member to be out in the community improving other aspects of the City's water system. Oxborough said it also allows the system at the Water Plant to be built up and allow for an easier transition in operating the system when Water Department staff members retire in the future. Oxborough said it's just time.

Mayor Walter asked for a motion.

FINCK/PETERSON moved and it was unanimously carried to approve the Water Plant Media Filter Replacement Project Engineering Agreement with SEH.

Mayor Walter thanked Engineers Glatzmaier and Parr of SEH for attending the meeting via Zoom.

Glatzmaier and Parr thanked Mayor Walter.

DECLARE FIRE DEPARTMENT TRAILER SURPLUS PROPERTY AND AUTHORIZE THE SOLICITATION OF BIDS

Fire Chief Dave Bond explained back in 2005, the Fire Department purchased an enclosed trailer that was going to be used to store water rescue equipment. He said at that time, the Fire Department's Rescue Truck was not large enough to carry all the equipment. Since then, Bond said the Fire Department has a new Rescue Truck and all their equipment is properly on their truck.

Bond said the Fire Department is not using the trailer anymore. He said the trailer is just sitting around and is more or less currently being used for storage. Bond said the Fire Department would like to sell the trailer. He said if the Fire Department has the approval, they would like to put the proceeds from the sale of the trailer towards the purchase of the Fire Department's new aerial platform truck.

Bond said the trailer was purchased using money from the Fire Department's donation account back in 2005. He it's a little cargo trailer that's 10 or 12 feet long that has some shelving in it. Bond said the Fire Department just doesn't have a need for it anymore.

Polz asked Skaret if there were any limitations as far as the funds from the sale of the trailer going back to the Fire Department's fund for the purchase of the aerial platform truck.

Skaret said there no limitations.

POLZ/FINCK moved and it was unanimously carried to declare the Fire Department's cargo trailer as surplus property and authorize the solicitation of bids with the proceeds from the sale of the trailer going into the Fire Department's fund for the purchase of an Aerial Platform Truck.

Bond thanked Mayor Walter and City Councilmembers.

Mayor Walter thanked Bond.

MISSOURI RIVER ENERGY SERVICES DISTRIBUTION MAINTENANCE AGREEMENT RENEWAL

Missouri River Energy Services (MRES) Electric Distribution Superintendent Jeff Bechhold said the current five-year contract that MRES has with the City of Jackson will be expiring on May 30th, 2022. He said MRES is looking at renewing the contract for another five years with the City. Bechhold noted City Attorney Brad Anderson and City Administrator Matt Skaret have both seen the proposed new contract and questions and changes from them have been addressed.

Bechhold said over the past five years, he thinks Missouri River Energy Services has done a pretty good job and have watched their costs. He noted when MRES started to also serve the City of Lakefield two years ago, the City of Jackson experienced savings using a combined MRES crew to serve both communities. Bechhold said he doesn't expect to see that change at all.

Bechhold said MRES is currently advertising to fill the vacancy for the Jackson Distribution Maintenance Foreman's position formerly held by Jeremy Boogerd. He said applications are being accepted until March 11th and then interviews will begin.

Bechhold said Missouri River Energy Services is looking for approval from the City Council to renew a five-year contract with MRES to provide electric services to the City. Bechhold noted he met with the Utilities Commission on February 28th and the Utilities Commission recommended renewing the contract with MRES for another five years.

Skaret said he thinks it's been a very good arrangement between the City and MRES. He pointed out that MRES has provided the City with electric services for about 15 years. Skaret said the MRES staff works pretty seamlessly with the City staff.

As far as an electrical system, Skaret said he thinks the City of Jackson has benefited by being a part of MRES and having their crews work in the City. He also noted MRES's guidance as the City has undertaken a lot of projects in the last five to seven years. Skaret noted projects such as moving the overhead electric lines to underground, doing other upgrades to the system and assisting with the implementation of the City's new AMI electric metering system. He said overall the City's electric utility has been run very well both in manpower and financially.

Cushman said he would echo Skaret's comments.

CUSHMAN/POLZ moved and it was unanimously carried to renew the City's Distribution Maintenance Contract with Missouri River Energy Services for June 1, 2022 to May 31, 2027.

REQUEST FOR ELECTRIC SUPPLIES

Missouri River Energy Services Electric Distribution Superintendent Jeff Bechhold said a new store is going to be built in Jackson near the Interstate. He said the Electric Department has gone through their inventory to see what they had on hand and what's needed for the new store. Bechhold said the Electric Department is a little short on wire. He said they do have a transformer on hand. Bechhold said the Electric Department needs to order a base for that transformer and some three-phase junctions to be ready to also serve the other lots in that area besides the new store that's going to be built.

Bechhold said a couple different three-phase junctions were bid. He said one of the junctions wouldn't be available until February or March of 2023. Bechhold said wire will be coming into Irby's warehouse in April of this year. He said the total cost of the materials is about \$35,000.

Becthold said three-phase transformers aren't available for delivery for about a year. He noted the cost for a three-phase transformer two years ago was about \$5,000 to \$7,000. Becthold said the price for those transformers has now gone up to \$30,000. He said he's thankful the Electric Department has a transformer in stock.

Becthold said in order to get the project for the new store rolling, he needs to start ordering materials now in order for them to arrive on time.

Skaret said a motion is needed to approve the quote for electrical materials from Irby.

Becthold noted Irby's quote was the low bid.

PETERSON/FINCK moved and it was unanimously carried to approve the low bid of \$35,000 from Irby for electrical materials for the Electric Department.

Mayor Walter thanked Becthold.

UPDATED AIRPORT CAPITAL IMPROVEMENT PLAN

Skaret said with the federal legislation commonly known as the Bipartisan Infrastructure Law, the airport is poised to get an additional \$110,000 annually in federal entitlement funds for the next five years. He said the FAA (Federal Aviation Administration) has requested that the City update their Capital Improvement Plan for the airport to reflect this by April 1st, 2022.

Skaret said he and Engineer Eric Hanson of HDR have updated the airport's Capital Improvement Plan. He said there's really not a lot of change in the plan. Skaret said there are different components of the runway project detailed. He said they did move up the replacement of the snowplow at the airport. Skaret said that's gotten to be a little bit more of a serious situation. He said they're going to try and get the airport's snowplow replaced in 2023. Skaret said the replacement of the snowplow had to be moved up on the airport's Capital Improvement Plan.

Skaret said as they go further out on the Capital Improvement Plan, the picture gets a little foggier. He said the Plan gets more into pavement maintenance once the new runway is built. Skaret said the Plan also outlines rebuilding the entrance road to the parking lot of the airport and so forth.

Skaret said just because the projects are on the Capital Improvements list doesn't necessarily mean the City is committed to those projects. But Skaret said the City can't do the projects if they're not on the list. He said the projects are all fluid and they're all subject to change, but they have to be on the Airport Capital Improvements list in order to be considered eligible for funding at some point.

POLZ/FINCK moved and it was unanimously carried to approve the updated Airport Capital Improvements Projects Plan.

FIRST CONSIDERATION OF ORDINANCE NO. 119 AMENDING RENTAL HOUSING ORDINANCE PERTAINING TO LIABILITY INSURANCE REQUIREMENTS

Skaret explained there's a situation that recently came up that required City staff to look at the insurance requirements of the City's Rental Housing Ordinance. He said the Ordinance requires that the landlord provide proof of liability insurance but it doesn't say how much. Skaret said neither he nor City Attorney Anderson are experts on liability insurance. He said they checked around with people who know more about liability insurance.

Skaret said \$1 million dollars in liability insurance per incident was strongly suggested by local insurance agents. He said that would provide a little more specificity to the City's Rental Housing Ordinance.

Skaret said liability insurance is important because it helps protect both the tenant and the landlord in case of an unforeseen accident such as someone slipping on the ice or falls due to a broken step or some other unforeseen accident that happens on the property where the landlord could be liable.

Skaret said the cost of this type of liability insurance is fairly negligible in the grand scheme of things.

Skaret said Ordinance No. 119 would basically just add the stipulation that landlords provide proof of a minimum of \$1 million per occurrence in liability insurance. He said this requirement would be going forward and would not be for landlords who have already registered. Skaret said it would be just going forward with landlords who are renewing their rental license and new registrants.

City Attorney Anderson said from the insurance agents he's talked to, the cost of a million dollars verses \$100,000 in liability coverage is almost nothing. He said the agents say there's no reason to go with a lesser amount because the million dollars is probably the minimum accepted level in the insurance industry anyway.

Attorney Anderson said the inquiry was made as to a lesser amount of liability coverage, but the insurance agent said it doesn't make any sense to buy the cheaper amount.

Cushman asked what would be the consequences for a landlord who doesn't meet the requirement of having a million dollars in liability coverage.

Attorney Anderson said he supposes the landlord could lose their rental housing license to rent their property. He noted that would start the enforcement process to remove the tenant if the landlord is not willing to have the property properly licensed.

Finck asked what the cost would be for a landlord to have a million dollars in liability coverage.

City Attorney Anderson said the insurance agent he spoke with said the cost of a million dollars in liability insurance would be approximately \$250 a year.

City Attorney Anderson said he and Skaret talked about the million dollars in liability coverage at length. He said it's probably overkill, but at the same token if a person can get that extra coverage for little or nothing, it wouldn't make much sense not to do it.

Finck asked if it was known what surrounding communities require regarding the amount of liability coverage a landlord must have.

Skaret said he did some checking and some communities don't require anything and some are like Jackson requiring the landlord to show proof of having liability insurance.

Finck asked if there was a reason for wanting to change the current Rental Housing Ordinance.

Skaret said the proposed change is due to an incident where a landlord said they weren't going to get insurance because they're self-insured. He said that got City Staff looking into the matter and whether to require that landlord to provide a letter of credit from a bank. However, Skaret said apparently obtaining a letter of credit from a bank is difficult to do.

Attorney Anderson said obtaining a letter of credit from the bank is probably a lot more expensive. He said there was also discussion about having the landlord provide a cash bond but then who is responsible of holding the bond or controlling it. Attorney Anderson said that would probably mean more paperwork for City Staff and probably be more expensive. He said that's when insurance agents were contacted to find out what the cost is for liability insurance. Attorney Anderson said insurance agents said a million dollars in liability coverage is standard and the cost difference in premiums between a million dollars in coverage and a lesser amount is insignificant. He said the insurance agents said the ballpark cost for a million dollars in liability coverage is \$250 a year. Attorney Anderson said he thinks it probably costs more to obtain a letter of credit and all the attending issues that would go along with that too.

Cushman asked if having a million dollars in liability coverage is really a business decision by the landlord? He asked what's the City's role in this?

Skaret said the role of the rental ordinance in general is to provide some level of protection for the tenant. He said that's really the purpose behind the Rental Ordinance in the first place and liability insurance is a part of it. Skaret said the liability insurance does provide a level of protection for actually both the landlord and the tenant in case of an unfortunate incident.

Finck asked what the City's current Rental Ordinance reads now.

Skaret said the current ordinance just reads that the landlord provides proof of liability insurance.

Cushman noted the landlord who said he was self-insured and didn't provide proof of liability insurance is already in violation of the City's Rental Housing Ordinance. He asked what does increasing the liability limit do for the City that they don't already have in place.

Attorney Anderson said what the City has in place in the current rental ordinance doesn't say how much liability insurance a landlord should have, just that the landlord is supposed to have some.

Skaret said it was thought that it would be beneficial to have a minimum requirement as a standard for consistency so landlords know the minimum amount of liability insurance coverage they would need.

Finck noted the revised rental ordinance was just implemented this past spring. He said it's only be in effect for six or eight months and the City hasn't really tested what we have. Finck said he doesn't see the need yet today to change the liability requirement. He said he also thinks this proposal to require landlords to have a million-dollar minimum in liability coverage should be referred to the Rental Housing Committee to be vetted out. Finck pointed out the City brought in those individuals to help create this document and now we're going to change it without having a discussion with the people who were at the table. He said that's his opinion on the matter.

Polz said he would also like to hear comments from landlords on what they think and provide input.

Several Councilmembers suggested the proposal be referred to the Rental Housing Committee for review.

POLZ/FINCK moved and it was unanimously carried to table action on the First Consideration of Ordinance No. 119 amending the Rental Housing Ordinance pertaining to Liability Insurance Requirements and refer it to the Rental Housing Committee for review.

FIRST CONSIDERATION: ORDINANCE NO. 120 AMENDING SCREENING REQUIREMENTS FOR ROOFTOP HVAC UNITS AND SETTING A PUBLIC HEARING FOR APRIL 5, 2022 AT 6:30 P.M.

Skaret said the issue of the screening requirements for rooftop HVAC units was discussed at the Planning Commission meeting.

Skaret said the current ordinance requires screening of mechanical and electrical equipment that is on both the rooftop and on the ground.

Skaret explained occasionally he and City Clerk Maschoff get questions from contractors, builders and developers who are doing their due diligence and reviewing the City's ordinances. He said they see the requirement about screening of mechanical equipment, especially for rooftop units, and have questions about it and what's required. Skaret said that's always a difficult question to answer because if you drive around town there are many rooftop HVAC units and other utility equipment that is not screened. He said there's very few rooftop units that are actually screened.

Skaret said it's difficult to tell a developer what the requirement is but then go ahead and say "well, we don't enforce it". He said Ordinance No. 120 is an effort to clean-up the current ordinance regarding the screening of rooftop mechanical units. He said he thinks there's definitely a justification for screening equipment that's on the ground for aesthetic and safety purposes. But Skaret said for equipment on the rooftops, the Planning Commission is of the opinion that the City can probably strike that from the City's ordinance, but also clarify that it's for privately owned equipment.

POLZ/FINCK moved and it was unanimously carried to approve First Consideration of Ordinance No. 120 amending screening requirements for rooftop HVAC Units and setting a Public Hearing for April 5, 2022 at 6:30 p.m.

FIRST CONSIDERATION: ORDINANCE NO. 121 ADJUSTING WARD AND PRECINCT BOUNDARIES

Skaret noted at the February 15th City Council meeting, it was briefly mentioned about the redistricting at the Congressional, State Legislative and County level. He said redistricting also pertains to the City.

Skaret explained with the population changes and shifts, Ward Two in the City of Jackson has gotten a little bit lopsided numerically in comparison to Ward One. He said Ward Two currently has about 127 more people than Ward One. Skaret said the City needs to adjust the boundaries of the Wards in order to make the population numbers a little bit more even.

Skaret noted the map of Wards One and Two was included in the Councilmember's information packets. He said the current boundary of the Wards basically comes in from west side of Jackson and goes up West Street to Sherman Street and then Sherman Street all the way east through town up to Fourth Street. Skaret said at Fourth Street, the boundary turns right and goes down to Ashley Street and then continues up the Ashley Street hill.

Under the proposal outlined in Ordinance No. 121, Skaret said the far western two blocks of Ward Two between Sherman and White Streets would be placed into Ward One.

City Clerk Maschoff said the two blocks in the very northwest corner of Ward Two would be placed into Ward One. He said the proposed change wouldn't affect any of the current City Council seats or anything like that. Maschoff said it would even out the population between the Wards.

Maschoff also pointed out the change would still maintain most of the current Ward boundaries. He said it's very easy to describe to people where the Ward boundaries are by having Sherman Street and Ashley Street as the boundary lines. Maschoff said the proposed change would still pretty much maintain the same boundary line between the Wards which has been in effect for the past 10 years but still even out the population numbers between Wards One and Two.

Skaret said a motion would be needed to approve first consideration of Ordinance No. 121.

FINCK/POLZ moved and it was unanimously carried to approve First Consideration of Ordinance No. 121 adjusting Ward and Precinct Boundaries.

SOUTHWEST MINNESOTA COUNCIL OF MAYOR'S WORKFORCE DEVELOPMENT GRANT PROPOSAL

Mayor Walter said about two months ago the Mayor from Worthington came to visit him also representing the Mayors of Granite Falls, Luverne, Marshall, Pipestone and Canby. He noted technical schools are located in all those communities including Jackson.

Mayor Walter said those communities are trying to implement an Incentive Program that would be funded through the Legislature for five years. He said the goal of the program is to provide \$8,000 per student for those who attend the technical schools in Jackson, Worthington, Granite Falls, Luverne, Marshall, Pipestone and Canby. Mayor Walter said the students that are provided the \$8,000 to attend those technical schools must agree to then work in Southwest Minnesota for five years after graduation.

Mayor Walter said Flaherty and Hood has been hired by the Southwest Minnesota Council of Mayor's to serve as lobbyists at the State Capital. He explained the cost to hire Flaherty and Hood as lobbyists was \$16,500. Mayor Walter said the City of Jackson's share of the cost would be \$1,229.57. He said he explained the proposed Incentive Program to the JEDC at their morning meeting on March 1st. Mayor Walter reported the JEDC approved a motion that they would pay the \$1,229.57 for Jackson's share. Because of the JEDC's motion to pay Jackson's share, Mayor Walter said he will not be requesting any funding from the City Council.

Mayor Walter said he wanted to inform the City Council about the Incentive Program. He said the Incentive Program is being modeled after a similar program in South Dakota. Mayor Walter said South Dakota officials have been pretty happy with their Incentive Program.

Polz asked if the \$8,000 is forgivable after five years.

Mayor Walter said if the student stays and works in Southwest Minnesota for five years, then the \$8,000 is forgivable.

Skaret said instead of educating students for two years and then the students going to work in the metro or somewhere else, the Incentive Program is designed to keep graduating technical college students to work in Southwest Minnesota for a while.

Polz said there's certainly a need to keep technical college graduates in Southwest Minnesota.

Mayor Walter said no action was needed by the City Council. He said his report was informational.

Cushman noted that one of the programs at the technical college is a one-year program. He asked Mayor Walter if he could check to see if a one-year program would also qualify for the Incentive Program.

Mayor Walter said he would check on that.

Skaret said there was a list of about eight technical college programs that were targeted for the Incentive Program.

Mayor Walter said the list included carpentry, plumbing, HVAC, auto tech, mechatronics, ag diesel, automotive and electrician. He said he didn't know if power lineman would also be included. Mayor Walter said he would inquire about that also.

MINNESOTA SAFE ROUTES TO SCHOOL INFRASTRUCTURE PROGRAM GRANT AWARD

Skaret reported the City of Jackson received some good news late last week. He said the City had earlier submitted a Safe Routes to Schools grant application to fill in the sidewalk gap near Patterson Park on Thomas Hill Road. Skaret explained there's a gap there in the sidewalk. He said new sidewalk would be installed in that gap and some old broken sidewalk on both sides of the new sidewalk would also be repaired. Skaret said the estimated cost was about \$120,000. He said this is 100 percent State funded with no local match.

Skaret explained the City did all of the steps regarding the Safe Routes of Schools grant application. He said the City did the Letter of Intent and received approval to go on to submit the full application and then received notice last week that the City was awarded the grant.

Skaret said this is anticipated to be a 2022 project for this summer or fall. He said this is a project where Jackson County is the engineer because the City of Jackson is a town of less than 5,000 people. Skaret said technically the County is the City's sponsor so the City will be working through them on the designing, bidding and so forth.

Skaret said he just wanted to share a bit of good news.

Mayor Walter said that's great.

CITY COUNCIL SEATING ARRANGEMENT

Mayor Walter said Alderman Polz brought up the issue of having all the City Councilmembers return to sitting at the Council desk for Council meetings.

Polz said when someone speaks to the City Council it's nice to be able to look them in the eye and not have his back facing the audience.

Mayor Walter said he wanted to get input from the rest of the Councilmembers about returning to the normal Council seating arrangement at the front of the room.

Mayor Walter said he knows Polz's thoughts about returning to the normal Council seating arrangement. He asked Aldermen Vee, Peterson, Cushman, More, Finck, City Attorney Anderson and City Administrator Skaret on what they thought.

The consensus of everyone was to return to the normal City Council seating arrangement.

Mayor Walter said the City Councilmembers will return to sitting at the front City Council desk at their March 15th meeting.

SPECIAL JOINT CITY COUNCIL/JCC SCHOOLBOARD MEETING ON MARCH 14, 2022

Mayor Walter informed the City Council that there will be a special joint City Council and Jackson County Central Schoolboard meeting on Monday evening, March 14th, at 5:30 p.m. at the JCC High School.

PURCHASE OF A SNOWBLOWER FOR THE STREET DEPARTMENT

Skaret noted the Finance Committee met just before the March 1st City Council meeting and discussed the purchase of a snowblower for the Street Department. He explained the City has been in search of a new snowblower for quite some time. Skaret said the City's current snowblower is a 1995 SnoGo snowblower. He said it's been limping along.

Skaret said we've been fortunate that we have had a pretty light and easy winter so far. He said good used equipment is very, very hard to find.

Skaret said Kayle Koep is the shop foreman at the City/County Maintenance Facility and the head maintenance person that the City shares with the County. He said Koep came across a 2007 SnoGo that's at Elbow Lake, Minnesota. He said the 2007 SnoGo is available through MacQueen which is the dealership.

Skaret said a new SnoGo costs about \$200,000. He said the 2007 SnoGo in Elbow Lake has about 200 hours on it which is very low for a snowblower of that age. Skaret said by comparison, the City of Jackson's current SnoGo snowblower has about 1,650 hours on it.

Skaret said Elbow Lake is holding the 2007 SnoGo for the City of Jackson. He said Elbow Lake officials were aware the Jackson City Council would be meeting on March 1st and giving the City first shot at purchasing their SnoGo.

Skaret said there is money set aside in the City's Street Equipment account in the Capital Improvement Fund. He noted there's about \$106,000 set aside. Skaret said going forward this year it will be tight because this was kind of an unplanned expenditure. But Skaret said it's something the City does need and it will get used eventually whether it's this year, next year or in five years. He said the SnoGo will get used at some point, we're pretty confident in that.

Polz asked if the life expectancy of the proposed 2007 SnoGo is 22 years.

Finck said that's based on getting to the same hours and condition of the City's current 1995 SnoGo. Based on a life expectancy of 22 years, the cost of the 2007 SnoGo would break down to basically about \$3,000 per year.

Polz said if there are no unexpected expenses from the Street Department for the remainder of the year, we'll be alright.

Finck noted the City is also going to hold the 1995 SnoGo snowblower until next winter season to make sure there's no issues with the 2007 SnoGo. He said if there are no issues with the 2007 SnoGo, then the 1995 SnoGo will be sold.

Mayor Walter asked if the 1995 SnoGo has some sale value.

Finck said Koep estimated the 1995 SnoGo would have about \$10,000 to \$15,000 in sale value.

Cushman noted the 1995 SnoGo should have greater value come next December.

Skaret said the City will hold onto the 1995 SnoGo until November or December.

Skaret said all total, the purchase of the 2007 SnoGo from Elbow Lake will be about \$82,000.

PETERSON/VEE moved and it was unanimously carried for the City to purchase a 2007 SnoGo snowblower from MacQueen Companies for approximately \$82,000.

APPROVE ENGINEERING DESIGN AGREEMENTS WITH BOLTON AND MENK, INC. FOR THE 2022 STREET AND UTILITIES IMPROVEMENT PROJECTS

Mayor Walter said the Council needed to return to the first agenda item as Engineer Greg Mitchell had not yet arrived.

Skaret said City Attorney Anderson and himself had been talking with Mitchell earlier in the day regarding tweaking some of the language in the contract. He said particularly the language regarding the client's responsibilities basically stipulating that the City relies on Bolton and Menk as the engineer and their expertise and knowledge of general engineering practices and clarifying that the City relies on them because the City officials are not engineers themselves. Skaret said City officials do look things over the best they can but just so there's an understanding that City officials are not engineers themselves and they don't know what the specifications are on building a new street or installing a new water main or storm sewer. He said the discussions regarding the agreement pertained to minor technical things like that.

Skaret said he knows Bolton and Menk is ready to begin work on the design and spring is going to arrive really quick. He said he spoke to Mitchell regarding project timelines. Skaret said Mitchell was planning on having the City's street and utilities projects ready to go out for bid in mid to late April.

Cushman asked if Mitchell has seen the final draft of the contract.

Skaret said that's what he and Attorney Anderson had been doing in working with Mitchell on the final draft of the contract. He said it didn't sound that there would be any problem with any of the language that had been discussed.

Attorney Anderson said he and Skaret had shared contract language with Mitchell and it sounded like Bolton and Menk would be in agreement with the language that was suggested.

Attorney Anderson said there's another part of the contract agreement that he had recommended to Skaret in which during the process of a project, Bolton and Menk will give the City different sets of plans. He said as the project moves along and gets close to the actual bid letting, Bolton and Menk will present plans that the City is supposed to review and confirm that it meets the City's approval.

Attorney Anderson said then the City will send a letter back to Bolton and Menk saying to the City's uneducated knowledge, these plans look like there acceptable but we're relying on you (Bolton and Menk) because the City doesn't have any engineers of their own. Attorney Anderson said so between the contract language that the City is suggesting that Bolton and Menk add, and with the letter from the City back to Bolton and Menk, the City wants to make it really clear moving forward that City officials don't have the expertise to say this is a correct design or not. He said the contract states that the City is relying on Bolton and Menk so if the City has a problem down the road, that should strengthen the City's position in any kind of correction matter whether it be litigation, mediation or whatever.

Attorney Anderson said he thinks Bolton and Menk uses the legal standard in the contract as to what is expected from them which is good. He said he doesn't think the City has much of a chance to change that to make it even more a higher standard because that is the legal standard. But Attorney Anderson said the City can certainly make clear on the front end and in the critical stage of design acceptance that the City is relying on Bolton and Menk's expertise. Attorney Anderson said City officials don't know if whatever the project is about is the right thing for the City and the City is relying on Bolton and Menk doing the right thing for the City.

Finck said it seems like it makes good sense.

Attorney Anderson said as far as the contract between the City and Bolton and Menk, there's some tweaking of the language.

Skaret said the City Council can approve the contract subject to City Attorney approval.

Attorney Anderson noted the City is not changing actual substance or cost of what Bolton and Menk is doing.

Skaret pointed out there are two separate agreements with Bolton and Menk. He said one agreement is for the downtown alleys and other agreement is for River Street, Emily Street and Riverside Drive.

Attorney Anderson said basically it's the same contract but two different projects. He said one contract is for the downtown alleys and the ice rink and the other contract is for the actual streets for Emily, Riverside and River Street. He said the City Council could either have two motions or include both contracts into one motion.

Polz said he had a question about Bolton and Menk charging \$9,110 to design the concrete pad for an ice-skating rink.

Skaret said he spoke with Engineer Greg Mitchell about that. He said that's something that needs to be looked at a little bit more closely. Skaret said the Park Board is probably going to have to take a closer look at that concrete pad for the ice-skating rink. He explained typically for engineering, the engineering firm charges 15 to 18 percent of the construction costs. Skaret said doing the math, you would be looking at about \$150,000 for a cement pad for the skating rink. He said that probably needs a second look and hopefully they can scale it back so it's a little bit more reasonable. He said if the City goes with a smaller concrete pad, Bolton and Menk is not going to automatically charge the City the \$9,110. Skaret explained it's basically an "up to" figure. He said if the City Council wanted to strike the concrete pad from the contract, that would be their prerogative.

Cushman said he's not opposed to keeping the concrete pad in the contract pending fact-finding. He said Polz brought up a good point that a \$9,000 engineering fee for the concrete pad seems a little steep.

Skaret said Mitchell was anticipating the concrete pad would cost about \$150,000.

Finck asked what the size would be of the proposed concrete pad.

Street Superintendent Phil Markman said it would be approximately 150 feet by 270 feet.

Finck said he calculated what it recently cost him to pour 1,500 square feet of concrete and the estimate of \$150,00 to pour a 150 by 270 foot pad is not out of line.

Cushman asked to break the downtown alleys and concrete pad and the street projects on River Street, Emily Street and Riverside Drive into two motions.

Markman noted the reason the proposed concrete pad is that large is because the Park Board wants to move the current skateboarding park out of the municipal parking lot and to the new concrete pad so it would serve a dual purpose for skateboarding and as an ice-skating rink.

Polz noted the \$9,110 in engineering fees for the concrete pad stuck out and he appreciated the clarification.

PETERSON/CUSHMAN moved and it was unanimously carried to approve the Engineering Design Agreement with Bolton and Menk for Emily Street, Riverside Drive and River Street subject to final review and approval by the City Attorney.

Regarding the downtown alleys and concrete pad project, Cushman asked if the project regarding the costs for the concrete pad can still be fine-tuned.

Skaret said the project regarding the concrete pad can still be fine-tuned and the cost figure brought down on whatever is seen to be fit.

FINCK/VEE moved and it was unanimously carried to approve the Engineering Design Agreement with Bolton and Menk for the Downtown Alleys and the concrete for the ice-skating rink pad.

Other:

Alderman Dave Cushman regarding shoveling sidewalks

Cushman said as the weather has gotten nicer and he was out this past weekend for a walk, he noticed a lot of residents had not shoveled their sidewalks following recent snowfalls. He said he would like to see those residents adhere to the City's ordinance regarding the removal of snow from sidewalks. Cushman said with the nice weather, people are encouraged to get out and about and they should be able to use the sidewalks.

Cushman said either the City enforces the snow removal ordinance or hopes that residents can follow through in clearing their sidewalks of snow.

ADJOURNMENT

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

FINCK/MORE moved and it was unanimously carried to adjourn the Jackson City Council meeting at 7:36 p.m.

David A. Maschoff, Council Secretary

Wayne Walter, Mayor

