

**March 6, 2024
Jackson, Minnesota**

The Jackson City Council met in regular session in the Council Chambers of City Hall and also by Teleconference and Zoom at 6:00 p.m. on Wednesday, March 6, 2024 with the meeting called to order by Mayor Marcus Polz. On the roll call, the following persons were present in-person, Mayor Marcus Polz, Alderwoman Sara Mix and Aldermen Mark Titus, Chris Naumann, Nathan Peterson and Joe Pell. Also attending in-person were City Administrator Matt Skaret, City Attorney Brad Anderson, Jackson Chamber of Commerce Executive Director Corey Christopher, Luke Ewald of Des Moines Valley Health and Human Services, Public Works Director Tony Oxborough, Engineer Troy Nemmers of Bolton and Menk, Mark Saker, Ferman Woodberry, Mike Schwartz, Mark Tusa, City Clerk/Council Secretary Dave Maschoff and Justin Lessman of the Jackson County Pilot. Joining the meeting via Zoom and Teleconference were Jackson Economic Development Director Wendy Anderson and John Weland of the Jackson County Animal Protection Society. (Alderman Brandon Finck was absent.) (A quorum of the City Council was present.)

PLEDGE OF ALLEGIANCE

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

CALL THE MEETING TO ORDER

Mayor Polz called the regular meeting of the Jackson City Council to order. He said the roll call showed all Councilmembers were present except for Alderman Brandon Finck.

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

Mayor Polz entertained a motion to approve the Consent Agenda.

Alderman Mix pointed out the Personnel Committee had not reviewed Consent Agenda Item (H) which was a Staff Recommendation to approve the updated Economic Development Administrative Assistant job description and Consent Agenda Item (I) which would add one more hour per week to EDA Assistant Shelley Pohlman's hours.

Mix asked that Consent Agenda Items (H) and (I) be sent to the City's Personnel Committee for review.

MIX/PELL moved and it was unanimously carried to approve the Consent Agenda as presented minus Consent Agenda Items (H) and (I).

Regarding the Consent Agenda, City Administrator Matt Skaret said he wanted to note the Jackson Healthcare Foundation Grants the City received for the sand volleyball courts and for the new refrigerator and AED for the Senior Citizens Building. He also noted the Healthcare Foundation Grant for some trail grooming equipment for wintertime recreation.

Skaret thanked Luke Ewald who played a big part in helping to write those grants.

Council Discussion Items

CHANGE IN THE COUNCIL AGENDA

Mix said she would like to make a motion to move Council Discussion items (G) Nolan Ambrose Proclamation and (H) Mark Saker Proclamation to the top of the Council's agenda.

MIX/PETERSON moved and it was unanimously carried to move Council Discussion items (G) Nolan Ambrose Proclamation and (H) Mark Saker Proclamation to the top of the Council's agenda.

MARK SASKER PROCLAMATION

Mayor Polz thanked Mark Saker for attending the City Council meeting.

Mayor Polz said he had a proclamation to read congratulating and thanking Saker for his years of service to the community. He said he had a Mayor's Proclamation in honor of Mark Saker.

Mayor Polz read:

WHEREAS, *Jackson is proud and honored to recognize Mark Saker's service and dedication to the Jackson Fire Department; and*

WHEREAS, *Mark retired January 1, 2024 after 37 years of service to the Jackson Fire Department; and*

WHEREAS, *Mark served the Fire Department in many capacities over the past 37 years including being Fire Chief from 1996-1997 and 2010-2014; and*

WHEREAS, *In addition to her stints as Chief, Mark dedicated countless hours of time as a volunteer member on the Department and was still a leader and mentor to many firefighters; and*

WHEREAS, *In addition to running his own business, Mark took it upon himself to mentor and help train the next generation of volunteer firefighters to help ensure the future viability of the Department;*

WHEREAS, *Countless present and past members of the Fire Department owe much of their knowledge and expertise to Mark's mentorship; and*

WHEREAS, *Because of Mark's leadership and mentorship the Fire Department has a reputation as an organization that people want to be a part of and dedicate countless hours to, ensuring that this critical service will continue to be provided for our community; and*

NOW THEREFORE, I, Mayor Marcus Polz, congratulate and commend Mark Saker for his 37 years of dedication, leadership, and mentorship to the Jackson Fire Department; and wish him all of the best in his retirement.

Signed this 6th day of March, 2024.

Marcus Polz, Mayor

Saker was given a round of applause from Mayor Polz, Councilmembers and those attending the City Council meeting following the reading of the Mayor's Proclamation.

Saker thanked Mayor Polz and Councilmembers. He said he enjoyed serving on the Fire Department and couldn't have imagined not having the Fire Department in his life.

Mayor Polz and Councilmembers each shook Saker's hand congratulating him for his years of service to the Jackson Fire Department.

NOLAN AMBROSE PROCLAMATION

Mayor Polz said he had a Proclamation in honor of Nolan Ambrose.

Mayor Polz read:

WHEREAS, Jackson is proud and honored to have Nolan Ambrose as a student at Jackson County Central Schools and member of our community; and

WHEREAS, Nolan is the son of Kassie and Jeremy Ambrose; born May 11, 2006; and

WHEREAS, On Saturday, March 2, 2024, Nolan won the Class A 145-pound State Championship at the Excel Energy Center in St. Paul, Minnesota; and

WHEREAS, Nolan is the first wrestler in Jackson County history to win four individual state titles; and

WHEREAS, Nolan "pinned" his way through the tournament, which is a very rare feat; and

WHEREAS, Nolan finished the 2023-2024 season with a record of 57-1, setting the County's record for most wins in a season; and

WHEREAS, Nolan finished his wrestling career at JCC Schools with a career record of 212-26, ranking sixth in career wins for Jackson County Central, and

WHEREAS, Nolan also had 142 career "falls", including 42 this season and

WHEREAS, Nolan not only excels on the wrestling mat, but also in the classroom; and

***WHEREAS,** Nolan has also been named to the Minnesota Wrestling Coach's All-State Academic Individual Wrestling Team in 2023 and 2024; and*

***NOW THEREFORE,** I, Mayor Marcus Polz, congratulate Nolan Ambrose for his excellence on and off the wrestling mat; commend him for his contributions to the JCC wrestling program and for being an excellent role model for his teammates and fellow JCC students.*

Signed this 6th day of March, 2024

Marcus Polz, Mayor

EDA COORDINATOR'S UPDATE

Mayor Polz welcomed EDA Director Wendy Anderson who was joining the Council meeting via Zoom.

Anderson pointed out there will be two new houses built this year on UCAP's (United Community Action Partnership) lots seven and eight in the Sunset View Addition.

Anderson noted Michelle Eckert replaced Arlene Vee on the EDA Board. She said Eckert is the Operations Manager of the Jackson Housing and Redevelopment Authority.

Anderson said the Economic Development Office has been working on loan applications and grant applications. She noted she's attended several meetings with the U.S.D.A. (United States Department of Agriculture). Anderson said the U.S.D.A. has a lot of programs available that are designed to help smaller communities like Jackson.

Anderson said she has met with UCAP (United Community Action Partnership) providers to discuss processes and paperwork flow coordination for loan processing.

Anderson said she has met with City Clerk/Zoning Administrator Dave Maschoff and Public Works Director Tony Oxborough regarding available lots for housing development which will be a continuous focus. She said the Economic Development Office also helped set up and sent invitations for the meet and greet for the City Administrator finalists. Anderson said the EDA Office also answered an inquiry on a listed property for sale on the City of Jackson's website. She said he also meet with Minnesota DEED (Department of Employment and Economic Development) officials on redevelopment grants and loan options.

Anderson reported the JBDC (Jackson Business Development Committee) has approved a settlement with A & B Photography and is waiting on signatures. She said new board members to the JBDC Board include Councilman Mark Titus and Mary Brandt from Smokin' Java. Anderson said the Little Huskies Learning Center funding request was approved. She said the Economic Development Office has also been assisting the JBDC on the development of a business survey to the community.

Anderson said the Economic Development Office has also been working with the JEDC (Jackson Economic Development Corporation) on potential lease proposals for the Multi-Tenant building. She said they have also fielded requests from potential businesses for other site locations in Jackson.

Anderson said a legislative meeting was held with State Senator Bill Weber that was very informative. She said Senator Weber provided contacts for the Economic Development Office to reach out to.

Anderson said the Economic Development Office prepared an ad for the Jackson County Visitor's Guide and is updating the Growing Jackson website.

Mayor Polz thanked Anderson for her update.

CHAMBER OF COMMERCE UPDATE – COREY CHRISTOPHER

Jackson Chamber of Commerce Executive Director Corey Christopher reported the Jackson Farm and Home Show was held on February 24th. He said the number of exhibitors participating in this year's Show grew by roughly 15 bringing the total number of exhibitors at over 75. Christopher said the Chamber was very happy with the number of exhibitors and a very good crowd attended the Farm and Home Show. He said planning is already underway for next year's Show.

Christopher said the Chamber's Summer Fun kick-off will be held on Saturday, June 1st at the Jackson Motorplex. He said the Summer Fun event will include a bar-b-que contest, car show, concert and fireworks that evening.

Christopher reported the Summer Shopping Extravaganza will be taking place in June where the Jackson retail businesses are highlighted.

Christopher said Jackson Days and the Jackson Nationals will be held August 14th through August 17th. He said planning is underway and the Chamber is working to make this year's parade even better than last year. Christopher said there are some things already scheduled that would make for a really fun parade.

Christopher said there is something exciting coming up for Holiday Fest this year. He said Holiday Fest will again be held on Friday and Saturday after Thanksgiving. Christopher said the Chamber received a lot of positive comments following last year's Holiday Fest that was held during the Thanksgiving weekend. He said the crowd for the Holiday Fest events and parade was exceptional. He explained one of the things the Chamber looks at is the number of parade entries. Christopher said in previous years the number of entries was in the 25 to 30 range. He said this past year, the number of Holiday Fest Parade entries was between 50 and 55. Christopher said the only thing the Chamber can credit that back to is the change in the date for Holiday Fest. He said people were really excited to have something to do that weekend in Jackson. Christopher said this year's Holiday Fest will also feature a show by Shawn Johnson's Big Band Experience who will do a holiday show on Friday, November 29th at the Jackson County Central High School Performing Arts Center.

Regarding the JBDC (Jackson Business Development Committee), Christopher said the JBDC will be meeting on Thursday, March 7th. He said Mary Brandt of Smokin' Java has joined the JBDC. Christopher said in his four-and-a-half years of working as Chamber Director, he's really excited. He said there is a really solid group that makes up the membership of the JBDC. Christopher said Molly Fransen is the President of the JBDC and Councilman Mark Titus is also a member.

Christopher said he's excited because he thinks the JBDC has the right combination of people and a pretty clear vision of where they want to go. He said that's really good and thinks it will yield some positive results.

Christopher said the deadline closed at the end of February for the Building Improvement Program. He said there were two applicants which the JBDC will review at their meeting on March 7th.

Christopher said the Jackson Business Challenge deadline has been pushed back. He said the deadline used to be in the spring but now has been moved back to the fall just for the logistical part of getting a business started and all the things that play into that. Christopher said it's felt having a deadline in the late fall is probably a better opportunity than having a business getting going in the spring. He said so far there are two, possibly three applicants already for the Business Challenge. Christopher said hopefully there will be several more applicants before the deadline this fall.

Christopher said he's really excited about AGCO's new Fendt Lodge and what that will mean for the community. He said the establishment of the Fendt Lodge is going to be a direction altering event for the City of Jackson. Christopher said it's going to be very, very positive. He said AGCO is right on schedule with the development of the Fendt Lodge. Christopher said the Fendt Lodge will start hosting private events on April 20th. He said the Fendt Lodge will be open to the public starting on May 2nd.

Christopher explained the Fendt Lodge is going to be the North American headquarters for Fendt. He said that's a really cool thing for Jackson, Minnesota to be the North American headquarters for Fendt. Christopher said when you think about the number of people that will be coming to the Fendt Lodge in Jackson, not only from North America but from all over the world, it's amazing. He said Jackson will be host and hostess to a lot of different people and the chance to highlight all the good things that we have.

Christopher said the Fendt Lodge will consist of two areas. He said there will be a showroom where there will project displays, touch screens, cab simulators, innovation displays, some history about the AGCO to Fendt transition and merchandise. Christopher said the other area of the Fendt Lodge is going to be the hospitality area where AGCO will entertain dealers, customer groups, cater and host events.

Christopher said it's exciting to know that the opening of the Fendt Lodge is close and we're only a couple months away from everybody being able to go take a look and see all the really fun, cool things that will be going on there.

Regarding housing, Christopher said he's been working with the DBS Group. He said overall the team is confident and continues to be confident in the viability of the project and the support for housing in Jackson. Christopher said at this point, about 85 percent of the required sources of the \$12.1 million for the project have been committed. He said 15 percent is equity in the process that's still being identified and commitments finalized. Christopher said about 85 percent of everything required is there.

Christopher said a lot of things have happened in the last 60 days. He said the development team has connected with 50-plus members of the community including potential investors, bankers and businesses. Christopher said the developers have had eight days of in-person meetings, Zoom calls, emails and phone calls. He said the developers also had a good presence at the Jackson Farm and Home Show and visited with a lot of people.

Christopher said the documents for the housing development arrived at City Hall on March 6th. He said bank financing and preparations for closing are in the process and the appraisal is complete. Christopher noted legal and organizational documents are also complete.

Christopher said for the next 30 days it really comes down to finalizing that last 15 percent of equity, continue the closing preparations and the pre-development activities including a time line when the project will get underway.

Christopher said he certainly has enjoyed working with the developers. He said it's been a pleasure and it's nice to know that we're in such a positive position going down the stretch for the project.

Naumann asked about a group getting together regarding the Jackson Nationals.

Mix noted there had also been discussion about advertising and doing a better job of showing visitors it's very clear that the City of Jackson is very supportive of the Jackson Nationals with banners and items like that. She noted Alderman Peterson has been working on that.

Christopher explained there are three members from the Chamber of Commerce that work with a group of community members who are what he calls a racing booster club. He said the group met several times last year and have met once this year and will be meeting again in two weeks. If Councilmembers have ideas they would like to see enacted for the Jackson Nationals, Christopher invited them to contact Peterson or himself and they will bring those ideas to the racing group. Christopher said he also thinks there's some positive momentum regarding the Jackson Nationals. He said the racing group made some good headway last year and they're looking to capitalize on that again and make it better this year.

Christopher thanked Mayor Polz and Councilmembers.

Mayor Polz thanked Christopher for the Chamber update.

WATER PLANT MEDIA FILTER REHAB UPDATE

Public Works Director Tony Oxborough reported a change order that he approved was for basically \$4,000 for a valve that needed to be updated at the Water Plant.

Oxborough said the rehab at the Water Plant has been going along great. He said what was supposed to take an entire week of control updates was pretty much completed on March 6th.

Oxborough said the Water Plant will be going through the backwash cycle on March 7th which is basically just cleaning the filter. He said SEH will be in Jackson on Tuesday, March 12th to set up the Water Plant's new chemical dosages and those working on the Water Plant's controls will then come back.

Oxborough said he decided to move forward in purchasing the valve because the Water Plant could potentially receive it by March 8th, and if not, by March 15th. Oxborough said he wanted to order the valve because he thinks it's important to meet the deadline at the end of March to have the City's Water Plant up and running. He said there will be a change order coming before the City Council that they will need to approve at a later date.

Oxborough said the rehab project at the Water Plant is going well.

WORKERS COMPENSATION INSURANCE QUOTE

City Administrator Matt Skaret said it's that time of the year for the Worker's Compensation Insurance renewal through the League of Minnesota Cities Insurance Trust. He said the estimated quote for the renewal is \$65,659.

Skaret said the League of Minnesota Cities Insurance Trust actually audits the City and the City's Workers Compensation Insurance rate will be adjusted either upwards or downwards depending on what the City's actual salaries ended up being. He said the quote of \$65,659 is actually down a little bit from last year. Skaret said the City's Experience Mod Factor is at 1.0 which is exactly where the City wants to be either at 1.0 or below. He said the last couple of years the City has been a little bit higher in their factor. Skaret said the Mod Factor is based off of safety and workers compensation claims as a City. He said safety and a reduction in workers compensation claims is paying off in more than one way. Skaret said "hats off" to City staff.

MIX/NAUMANN moved and it was unanimously carried to approve the Workers Compensation Insurance quote of \$65,659 from the League of Minnesota Cities Insurance Trust.

RESOLUTION NO. 10-0324 APPROVING FEDERAL GRANTS AND AWARDS POLICY

Skaret said Resolution No. 10-0324 Approving Federal Grants and Awards Policy is something that needs to be in place because of the millions of dollars in federal grants the City has been receiving particularly with the airport. He noted the City has received over \$9 million dollars in federal grants. Skaret said the City needs to have an official Grants and Awards Policy to ensure that the City is complying and following the rules and regulations of the grants.

Skaret said the proposed Federal Grants and Awards Policy is based off of a model policy that the City’s auditors had provided and modified to fit the City of Jackson. He said the City’s auditors have also strongly recommended the City approve a Federal Grants and Awards Policy.

TITUS/PETERSON moved and it was unanimously carried to approve Resolution No. 10-0324 approving a Federal Grants and Awards Policy.

SECOND CONSIDERATION OF ORDINANCE NO. 141: AN ORDINANCE AMENDING 94.28 OF THE CODE OF ORDINANCES PERTAINING TO “WEEDS” AND OWNERS RESPONSIBLE FOR TRIMMING, REMOVAL AND THE LIKE

Skaret noted there was extensive conversation regarding Ordinance No. 141 at the City Council’s February 20th meeting.

Mayor Polz entertained a motion to approve the Second Consideration of Ordinance No. 141.

MIX/PETERSON moved and it was unanimously carried to approve Second Consideration of Ordinance No. 141 amending 94.28 of the Code of Ordinances pertaining to “Weeds” and owners responsible for trimming, removal and the like.

Other:

Alderman Mark Titus

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

City Attorney Brad Anderson reported the City's brief was filed with the Court. He said the owner of the property has two weeks to respond to the City's brief and then hopefully the City will hear something. Attorney Anderson said he thought the City's brief was an excellent brief and dealt with all the issues with the property and included a lot of pictures that will be meaningful for the Court to review.

Alderman Chris Naumann

Alderman Chris Naumann asked when the City's pre-development agreement expires with GrandStay motels.

Skaret said the agreement ends on March 31st.

Alderman Nathan Peterson

Alderman Nathan Peterson thanked City Administrator Skaret for providing the FEMA (Federal Emergency Management Agency) access which assisted the Jackson Fire Department in applying for a DNR grant and another grant.

Peterson said new Ambulance Director Grant Landbo will be starting his duties in Jackson on April 1st.

Peterson also reminded the Mayor and Councilmembers there will be a joint City Council and Jackson County Central Schoolboard meeting regarding the swimming pool on March 18th.

Skaret noted the meeting on March 18th will begin at 6:30 p.m. at the Jackson County Central High School Auditorium. He said the City's Financial Consultant Shannon Sweeney will attend along with Duane Wepking of Burbach Aquatics.

City Administrator Matt Skaret

City Administrator Matt Skaret said he wanted to thank City Clerk Dave Maschoff and his team for all their hard work on March 5th for the Presidential Nomination Primary. He said it was a good job and the polling place operates as a well-oiled machine. Skaret said there's a lot of work that goes into preparing and conducting the voting for the Presidential Nomination Primary.

Maschoff thanked Skaret and said he has a good team of Election Judges and thanked them for their work.

Mayor Polz said thank you to everyone who worked on the March 5th Presidential Primary Election.

CLOSED SESSION AS PERMITTED BY MINNESOTA STATUTE CHAPTER 13D.05 SUBD. 3C (3) PERTAINING TO THE POSSIBLE PURCHASE OF REAL ESTATE

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

PETERSON/PELL moved and it was unanimously carried for the City Council to go into Closed Session at 6:32 p.m. as permitted by Minnesota Statute Chapter 13D.05 Subd. 3C(3) pertaining to the possible purchase of real estate.

COMING OUT OF CLOSED SESSION

Mayor Polz asked for a motion for the City Council to go out of Closed Session.

PETERSON/MIX moved and it was unanimously carried for the City Council to go out of Closed Session at 8:04 p.m.

APPRAISAL OF LAND OWNED BY MITCH JASPER

MIX/PETERSON moved and it was unanimously carried for the City to move forward with an appraisal of land along First Street in Jackson being offered for sale by Mitch Jasper.

ADJOURNMENT

With no further business, Mayor Walter asked for a motion to adjourn the City Council meeting.

PETERSON/TITUS moved and it was unanimously carried to adjourn the Jackson City Council meeting at 8:06 p.m.

David A. Maschoff, Council Secretary

Marcus Polz, Mayor

