

Jackson, Minnesota
May 19, 2020

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, May 19, 2020 with the meeting called to order by Mayor Wayne Walter. On the roll call, the following persons were present, Mayor Wayne Walter, Aldermen Larry Anderson, Brandon Finck, Dave Cushman and Donnie Schoenrock and joining by teleconference and Zoom were Aldermen Jeffrey Gay and Matt Madden. Also present in the Council Chambers were City Administrator Matt Skaret, City Attorney Brad Anderson, Street Superintendent Phil Markman, John Weland, Pastor John Scheutz of Our Redeemer Lutheran Church in Jackson and City Clerk/Council Secretary Dave Maschoff. Also joining the meeting by teleconference were Luke Ewald, Nathan Peterson, Justin Lessman of the Jackson County Pilot and Dave Schmidt of KKOJ/KUXX Radio and joining via Zoom was Engineer Eric Hanson of HDR. (A quorum of the City Council was present.)

CALL THE MEETING TO ORDER

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

There were no Public Hearings, Bid Lettings or Open Forum.

CONSENT AGENDA

Alderman Cushman requested to pull Consent Agenda Item 6(I) regarding the Fire Department ISO Classification Rating Letter for further discussion.

SCHOENROCK/ANDERSON moved and it was unanimously carried to approve the Consent Agenda minus Consent Agenda Item 6(I).

Cushman said he had a question regarding the City's classification rating listed in the ISO Classification Letter and whether the rating of 04-4Y is a good or bad rating. He said he was wondering if anyone could specify what that is.

Skaret explained basically the City is given a rating on a scale of one to eight. He said the rating is based on a number of factors like the City's fire hydrants, watermains, distance and location of the fire station.

Street Superintendent and Jackson Fire Department member, Phil Markman, said the ISO Classification Rating is based on the pump capacity of the Fire Department's fire trucks to pass the pump certification every year. He said it's also based on the full capacities of the City's infrastructure, the condition of the fire hydrants, watermains and water towers and response times. Markman said all those things factor into the City's ISO Classification Rating.

Cushman asked if the City's rating went up or down or is it the same.

Skaret said he thinks the rating is the same.

Markman concurred with Skaret. He explained for the City to drop their ISO rating would be a huge undertaking. Markman said that would require major changes such as having 24-hour staffing of the fire department. He said the Fire Department has looked into what those changes would involve. Markman noted the City of Jackson has maintained their current ISO rating.

Cushman said he was just curious on how the ISO rating system works.

CUSHMAN/SCHOENROCK moved and it was unanimously carried to approve Consent Agenda Item 6(I) regarding the Fire Department's ISO Classification Rating Letter.

Unscheduled Guests:

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

There were no unscheduled guests at the meeting.

Hearing none and seeing none, Mayor Walter said the Council would proceed with Council Discussion Items.

AIRPORT HANGAR RUNWAY PROJECT ENGINEERING SERVICES AGREEMENT

Skaret said the City has been having phone calls every month with the Minnesota Department of Transportation and the Federal Aviation Administration (FAA) on the City's Airport Runway Reconstruction Project.

Skaret said the State Transportation Department and FAA threw the City a twist in the planning but it's a good twist. However, Skaret said it requires the City to scramble and move a little bit faster. Skaret said he would have Engineer Eric Hanson of HDR provide a summary and explain what the proposed agreement is all about.

Hanson explained there was a phone call with the FAA on Tuesday, May 12th regarding the Airport Runway Project. He said the FAA wants to get all the pavement work completed so there's no failing pavement. Hanson said the paving work can be completed with several sources of Federal funding. He said the new runway and apron work can all qualify for State apportionment or discretionary funding which is a different source of Federal funding.

Hanson the existing pavement in the area of the T-hangars has a pavement condition index of 55 out of 100 which puts it in the "fair" category but it's kind of deteriorating quickly. Hanson reported the FAA recommended the City move quickly in repairing the pavement in the hangar area using funding available in 2020 through the Federal CARES Act. He showed the City Council on the Council Chamber's Smart Screen the area of pavement at the airport highlighted in red that would be eligible for 100 percent Federal funding. Hanson noted MnDOT will participate in funding the area highlighted in green at 75 percent with 25 percent funded by the City. He pointed out negotiations are underway to see if the area highlighted in red may also be eligible for Federal funding.

Hanson explained to do all that, the project needs to be designed and put out for bids before September so the project could utilize 2020 Federal grant funding. He said it's assumed the construction would then take place in 2021. Hanson said the work would include either mill and overlay or some sort of other rehabilitation work. He explained they are not planning of fully reconstructing that area. Hanson said he didn't think there was enough funding available to do all that.

Hanson said there is a consultant in the area this week and next that could conduct the soil borings. He said if the contract was approved for engineering services, the soil borings could be done as soon as possible. Hanson said the surveying would then be completed along with the plans and specs. He noted bids could be sought for the rehabilitation of the pavement area as was shown on the graphic to the City Council.

Skaret explained what was being sought at the May 19th City Council meeting was approval of the agreement with HDR for professional engineering services to go forward with doing the design and having the geotechnical work done so the airport project can keep moving forward. He said approval will also allow the City to be able to utilize that 100 percent Federal matching money.

Cushman asked what the City's contribution would be towards the airport project.

Hanson said it depends on what rehabilitation ends up getting done and how much it will cost and what the FAA's participation will be. He said based on the current map he was showing the City Council at the meeting, the local share would be about nine percent of the entire project cost. Hanson said the low-end cost of the project is estimated at \$250,000 and the high end would be estimated at \$450,000. Based on that, Hanson said the City's share for the project would be some place between \$18,000 to \$40,000. He said the project would be constructed next year. Hanson noted that's subject to the FAA giving the City some more flexibility on what they would deem as federally eligible. He said it's a possibility the FAA will increase that amount because of the amount of work that needs to be done at the airport. Hanson said additional funding may be possible, but at this point, the FAA has not indicated that one way or the other.

Finck asked if the airport hangar runway project engineering services agreement with HDR was a recommendation from the Airport Commission.

Skaret said the engineering agreement with HDR hasn't gone through the Airport Commission yet. He explained this actually got sprung on the City last week after the Airport Commission had met.

Hanson explained the City's share of the engineering contract would be \$3,800. He said all that will be washed out when the grant is finally applied for probably in August. Hanson said the City's share of the entire project, at the most, would be nine percent.

Following Hanson's presentation, Mayor Walter said he would entertain a motion regarding the airport hangar runway project engineering services agreement with HDR.

FINCK/SCHOENROCK moved and it was unanimously carried to approve the Airport Hangar Runway Project Engineering Agreement Services Agreement with HDR subject to approval by the Airport Commission.

BENES PARK DISCUSSION

Skaret said Benes Park was discussed quite extensively at the last Park Board meeting on May 12th. He explained Benes Park was gifted to the City back in the mid-2000's by the Benes family. Skaret said Benes Park has since been used as the home of the City's disc golf course.

Unfortunately, Skaret said the City's disc golf course is kind of in ruins right now largely because of the constant flooding that's occurred the last few years. He noted it's in a real rough location along the river. Skaret said there are different areas of the river around Jackson that flood but a lot of it is in a slower current area. But down by Benes Park, Skaret said the current is pretty fast when the river floods. He said that's not backwater area, that's the main current that seems to run right through Benes Park.

Skaret said the Park Board has given up on the idea of resurrecting the disc golf course in that particular location. He said the Park Board is looking at a couple other locations.

Skaret said Kim Benes has approached the Park Board with interest in getting that land back if the City is not going to use it. Skaret said Benes would like to possibly use it as somewhat of a nature preserve or allow people to fish in that area or let their dogs run loose.

As far as any kind of established park though, Skaret said the Park Board has kind of given up on that idea.

Skaret explained what the Park Board is looking for is some input from the City Council to see if the Councilmembers have any ideas on what they would like to see in the Benes Park area or if the City should just pursue giving that land back to the Benes'.

Skaret said in talking with City Attorney Brad Anderson, the City would probably have to have the property put up for some kind of public sale because there was nothing in the deed that indicated that the City could gift it back to the Benes family.

Schoenrock noted the City has put a lot of local and grant funding into Memorial Park to develop and beautify it. He also pointed out progress on the improvements at the Ashley Park Shelter House that looks great. Schoenrock said there are a lot of things in the City parks that still need updating.

Schoenrock said he doesn't know if the City would need another park. He also said he doesn't know if disc golf is as popular as it used to be. Schoenrock said he doesn't know if it's worth the City to commit the time to promote and maintain the disc golf baskets at Benes Park. He asked because the City would have to put it up for sale, is there a way the City could work with the Benes' to direct utilizing the park the way the Benes' would like to see it utilized. Schoenrock said the City could keep it mowed and let people use it.

Alderman Anderson said he spoke with Greg Olson who contacted Bill Swan who is an engineer and is a disc golf enthusiast. He explained there is a group of 30 to 40 people around the Jackson area who play disc. Alderman Anderson said there are disc golf courses at Mountain Lake, Windom, Okoboji and Fairmont. He said the disc golf group has always wanted to have a disc golf course in Jackson but they didn't know how to go about helping with one.

At the Park Board meeting on May 12th, Alderman Anderson said Bill Swan indicated he would offer his engineering services and could provide a layout for a disc golf course. He said the disc golf group members would actually clear trees and brush and whatever was needed to prepare a disc golf course. Alderman Anderson said when the creation of the disc golf course was finished, then it would come down to the City to help mow or doing whatever. He noted the group is very proficient with their disc golf. Alderman Anderson said the current disc golf course at Benes Park just isn't playable with the weeds, mud and everything else. He said a lot of what's at the current course could be salvaged and put into a new course.

Street Superintendent Phil Markman noted the disc golf baskets and pads used to tee-off could be removed. He noted after the three inches of rain over the past weekend, there was a foot-and-a-half of water standing in the middle section of the current disc golf course. Markman also said the surface in Benes Park is soft and it's difficult to get a mower in there to mow.

Markman said he's in favor for whatever the City can do to give the property back to the Benes'. He said his only fear is someone else purchasing the property. Markman said he just doesn't see any other use for that property other than what Kim Benes wants to do with it. He noted Benes said there are a lot of hunters that train their dogs in that area because of the type of conditions that are there. Markman said that's what Benes wants to see it used for.

Markman said Benes also has certain kinds of trees that grow well in the area that he wants to plant along with wild grass. Markman said the Street Department can shape the road back up again because there still needs to be access. He said the sewer extension project still needs to be completed when the river level goes down. Markman noted if the property was sold, the City would need easements for access to the river. He said currently the City owns the property so access isn't an issue. Markman said there is also a lift station in that area that the City maintains.

Cushman said it seems to make sense that Benes Park is not a good location for what's it's being used for now. He said another location for the disc golf course can be found at some point. Cushman said he would agree to somehow find a way for the City to sell the property back to the Benes' based on usage. He said the Benes's gave the property to the City and asked if there's some way the City could sell it back to them.

Finck said he agreed 100 percent with everything he has heard. He asked if the City could sell the property to the Benes' and the City buy an easement to maintain the City's properties. Finck noted the City will have to pay for an easement on the property anyway.

City Attorney Anderson pointed out the City can't just give away City property. He explained there was no reservation in the conveyance to the City that if the City ever quit using the property as a City park, then it has to go back to the Benes'. Attorney Anderson said that's what he and Skaret had discussed. He said that's one issue.

Attorney Anderson noted at the same time if the City gave the property back to the Benes', what if the Benes' change their mind down the road. He said certainly, whatever the City wants to do with the property, the City wants to reserve that easement right to be able to get down to the river. He said that can be done. Attorney Anderson asked what if the City just kept the property and made it a park.

Finck asked if the City could lease the property to Kim Benes to turn the property into what Benes wants based on an agreement similar to what the railroads used to do on a 100-year lease. He said the City would still maintain the ownership and have access to the City's lift station and other areas the City needs access to.

Finck said it would give Benes basically control of that property to create what he's trying to create. He said he would like the City to be out of the property.

Skaret suggested the property could be leased to Benes' for a dollar a year.

Finck said the property could be leased to Benes for a dollar as a 100-year lease similar to a railroad lease.

Schoenrock said he thinks that would be a great idea. He said that would eliminate City staff time to maintain the property.

Attorney Anderson said the property could be leased back to Benes for a minimal amount for a certain purpose. Since the City would retain ownership of the property, Attorney Anderson noted the purposes for the property should be stated in the lease so it guarantees that something isn't done with the property in the future that would be dangerous. He said the purpose of the property could be for a nature preserve, area for training dogs and access to the river for fishing and Benes could create the environment that would promote that.

Alderman Anderson asked if the purpose for the property could be built into the lease.

Attorney Anderson said it could.

Attorney Anderson suggested referring the matter back to the Park Board. He said the Park Board could come back to the City Council and explain what Benes' usage of the property would be and how that would benefit the City and its residents. Attorney Anderson said from that, work could begin on putting together a lease.

Markman said what Kim Benes indicated at the Park Board meeting, he wants basically a large dog training area. Markman said someone suggested a dog park, but Benes said he didn't think a fence would be a good idea in that area because of the trash and what the river does. He said a fence wouldn't stand up to the elements of the river. Markman said Benes also wants to reestablish a couple different varieties of trees along with wildflowers and grass. He said Benes also wants to provide access for fishing along the river because people are using the area for fishing anyway.

Finck said the matter will be referred back to the Park Board to work on a 100-year lease agreement with a plan. He said it should be explained to Kim Benes why the City is seeking a lease.

Attorney Anderson noted to include in a long-term lease what Benes' plans are for the future or who his successor would be.

PARK BOARD: DISC GOLF AND DOG PARK UPDATES

As Alderman Anderson mentioned earlier, Skaret said the Park Board is still very interested in having a disc golf course. He said Bill Swan is very interested in helping the City design a course and pick out a location.

Skaret said a minimum of eight to 12 acres is needed for a good dog park area. He said the Park Board has identified a couple of locations. Skaret said one of the locations is the former cable TV tower hill and the other location is land that's owned by the EDA located south and west of the Good Samaritan Center and just west of the Nelson Creek Trail.

Skaret said there's pros and cons of each site. He said one of the things that's looked at is parking and access. Regarding the EDA site, Skaret said there's access from the trail and there is actually a driveway that's platted off of North Highway.

Finck asked if the disc golf group has looked at these two locations and if they have a preference.

Alderman Anderson said the disc golf group has looked at both locations. He said an email was received from Bill Swan and the disc golf group prefers the former TV tower site. Alderman Anderson said the disc golf group noted that could be an awesome disc golf course, not only up on the hillsides, but down through the trees. He said they noted fairways could be cut through the trees and provide for a challenging course. Alderman Anderson said the group has built a number of disc golf courses in the area. He noted Bill Swan has said he would gladly do the engineering for the course and draw up the design of a disc golf course.

Alderman Anderson said the disc golf group's hope and goal is to make the course big enough and nice enough to host tournaments which can get pretty big and draw a lot of people into town. He said Greg Olson and Bill Swan attended the May 12th Park Board meeting and they were very informative. Alderman Anderson said ideally, 15 acres will support an 18-hole course with no problem.

Mayor Walter asked how many acres are on the former cable TV tower hill.

According to an app that shows property lines, John Weland said it shows there's about 15 acres.

Alderman Anderson said Olson and Swan were excited about the TV tower hill as a location for a disc golf course. He said Olson and Swan said the location would offer a challenging course. Alderman Anderson noted they said it would be a real nice course at that location the way it would wind through the hills and valleys and cut through the trees.

Finck said it sounds like a matter to be referred to the Park Board.

Skaret said no decisions were being sought from the City Council at this time. He said they just wanted to inform the Council and see if the Council had any feedback or questions or specific direction for the Park Board. Skaret said the Park Board plans to revisit the matter again at their next meeting.

Alderman Anderson said if the Councilmembers have any other areas they can think of for a disc golf course on City property to let the Park Board know.

Skaret said the Park Board is still interested in having a formal dog park also. He said one location could be used for a disc golf course and the other for the dog park.

Alderman Anderson said there's been discussion about having a dog park down at Albertus Field outside of the baseball fields that are there. He said the outfield fence could be utilized as one side of the fence for a dog park and it could be located in the area between Highway 71 and the outfield fence. He said that was discussed as well.

Markman said there were a couple other places mentioned for a dog park as well, but they were so remote. He said the Park Board wanted to keep basically trail access for the dog park. Markman said a lot of people walk their dog on the trail. He said there was discussion about having a dog park on the west side and east side of town since people walk different loops of the trail. Markman said a dog park would be fenced in for the smaller dogs with gates large enough to get the City's mowers in to maintain it. He said the Park Board has been trying to figure out a site and coordinate it with the trail system.

Alderman Anderson said the disc golf course and dog park were just informational for the City Council at this time.

Skaret said the Park Board will continue to work on the disc golf course and dog park over the next several months. He said the Park Board just wanted to keep the communication open so the City Council isn't blind sided when a recommendation is made.

Alderman Anderson reported the renovation of the Ashley Park shelter house continues. He said the four new garage doors have been installed. Alderman Anderson also noted the east walk-in door and the windows to the west facing the river are installed. He said it looks really nice.

Markman noted a citizen stopped at Ashley Park and said the shelter house looked gorgeous and to tell whoever decided on the renovation plans that they did a great job.

Alderman Anderson also said the inside of the shelter house has been painted white.

Skaret noted the rafters in the shelter house have been painted white.

Alderman Anderson noted Tom Holthe's crew also cleaned up the shelter house.

Skaret said Holthe is pretty much completed with his work.

Markman said the countertop, electrical work, sink and hot water heater still need to be installed.

Cushman said it sounds good.

Mayor Walter said a big thank-you goes out the Park Board, Alderman Anderson and Street Superintendent Phil Markman.

HRA HIGHRISE APARTMENTS PARKING – RESURFACING PARKING LOT

Skaret said the HRA Board has entered into a contract to have the parking lot at the High Rise apartments resurfaced this summer. He said the resurfacing is scheduled to take place on June 25th and 26th. Skaret said of course with summer, construction and weather those dates are all subject to change.

Skaret explained the High Rise apartments are pretty locked in as far as parking. He noted there's no on-street parking allowed on State Street that runs by the apartments.

Skaret said the paving crews will need to have all the cars out of the parking lot for a couple of days when they are paving. He said the closest viable parking that the High Rise could find is right across the street in Ashley Park for the residents to park during the repaving. Skaret said that would require overnight parking. He said the High Rise is looking for an exception to the no overnight parking rule so they can direct the residents to park in the Ashley Park parking lot.

Finck said the City wants to make sure that the overnight parking doesn't continue beyond the three or four days for the paving project.

Skaret said the exception to the overnight parking rule in Ashley Park would be just for the repaving project of the High Rise parking lot and not extend into the rest of the summer or permanently.

ANDERSON/GAY moved and it was unanimously carried to allow the High Rise apartment tenants to park in the City parking lot in Ashley Park while the resurfacing of the High Rise parking lot is underway only.

SECOND READING OF ORDINANCE NO. 107 UPDATING PEDDLERS, SOLICITORS AND TRANSIENT MERCHANTS LICENSES

Skaret noted Ordinance No. 107 was discussed by the Council at their May 5th meeting. In short, Skaret said it requires peddlers, solicitors and transient merchants to come before the City Council for approval before a license is permitted.

Skaret said Ordinance No. 107 would also give City Staff, namely the City Clerk, the authority if there is misconduct when they are in Jackson solicitating, to revoke their license right away without having to wait for a Council meeting that might be two weeks away. Skaret pointed out there are also some other minor updates in Ordinance No. 107 to make it a little bit more transparent and provide a little bit more scrutiny to peddlers, solicitors and transient merchants while still allowing them due process.

SCHOENROCK/FINCK moved and it was unanimously carried to approve the Second Reading of Ordinance No. 107 updating Peddlers, Solicitors and Transient Merchants Licenses.

MEMORIAL PARK PROJECT PAY APPLICATION NO. 6

Skaret said he would recommend tabling action on Memorial Park Project Pay Application No. 6 for now. He explained there's some work in Memorial Park that still needs to be done. Skaret said there's some grass areas that aren't filled in to the City's satisfaction. He said there's also rocks and a few washout areas.

Skaret said he's been in contact with the engineer and he is working with the contractor to get these items addressed.

FINCK/ANDERSON moved and it was unanimously carried to table action on Memorial Park Project Pay Application No. 6.

POOL CONTRACT 2020 UPDATE

Skaret explained the pool contract is something the Finance Committee, School Board and Pool Board have been working on for quite a while. He said the original contract that the City had with the School District on operating the pool dates back to 1979 and hasn't had a formal update since. Skaret said a few things have changed since 1979.

Skaret said what the new contract really does is clarify that the general operations and maintenance costs are split 50/50 between the City and the School. He said the life guarding costs would be split 60 percent City and 40 percent School and would just be for this year only. Skaret said this will be revisited on an annual basis based on usage analysis and overall costs.

Skaret explained we've basically been operating kind of on auto pilot the last 40 years give or take with the pool. He said the new pool contract will allow probably a little bit more interaction and communication and better input from all parties.

Skaret said the new contract also talks about what's required of both the City and the School regarding what the maintenance responsibilities are. He said the new contract also cements the joint pool board with three members from the City and three members from the School and stipulates how often the pool board is supposed to meet. Skaret said the new contract also goes over the insurance requirements that both the City and the School need to maintain on the pool.

Skaret noted they're kind of looking at this on a year by year basis. He said the School District is going to be having an architect look over all the School's facilities for long term planning and will also be looking at the pool as well.

Skaret said it's known we have an aging pool and having a professional opinion on the pool and putting together some sort of capital improvement plan that we can look out the next five to ten years will help the City and School have an idea of what they are facing.

Skaret pointed out the pool costs for this year that the School representatives and Finance Committee approved last December. He said the City's share when you total up the operations, maintenance and the salaries is estimated to be about \$6,900 a month. Skaret said the School's share is right around \$6,000 a month. He said those costs are based on estimates. Skaret said now this year with the Covid-19, the pool has been closed since about March 15th so the pool's operating expenses are way down. But, Skaret said both the City and the School are still putting the same amount of money into the pool fund so a balance is being built. He noted one of the goals of this was so the City and the School are also adequately funding the pool so there's somewhat of a reserve that's built up for when there's large capital expenditures and there will be money available to draw from so the hat won't have to be passed around every time something big happens at the pool.

Skaret said City Attorney Brad Anderson, the League of Minnesota Cities' contract attorney and the School District's attorney have all looked at the proposed contract. He said everyone's eyes and recommendations have been incorporated into the contract in one way or another.

City Attorney Anderson said Skaret had him look at the contract. Attorney Anderson said he had some reservations with the contract and he was going to try and tweak a couple things. But Attorney Anderson said the tweaking he was going to do would not have benefited the City, so he didn't do it. Attorney Anderson said he had a concern about the contract maybe not being clear enough and definitive enough, but he thinks it's to the City's benefit, not the School's benefit. Attorney Anderson said technically he thinks it should probably be a joint powers agreement. But he noted we've operated so long and it's like a whole can of worms and we're in the middle of kind of an evaluation of the whole system to see if there's any long term needs that would need to be taken into consideration before making such a jump. So, Attorney Anderson said he just backed away from it because obviously he thinks he has a conflict of interest as City Attorney and a Schoolboard member. He explained he didn't make any changes on purpose because he didn't think it would benefit the City.

Attorney Anderson said he thought the areas of the contract that were a little bit vague and fuzzy had more of an impact on the School District than it did on the City. He said he actually doesn't really know who drafted the contract. Attorney Anderson said he didn't have anything to do with the drafting of it, just reviewing a couple of the provisions. He noted the new pool contract is much better than what the City and School District had before.

Attorney Anderson noted the proposed new pool contract has not been considered or discussed in any kind of depth or detail by the School Board yet.

Cushman asked so by the City Council approving the new contract, the City is giving their approval to the contract as written.

Skaret said that was correct. He noted the School Board will have to approve the contract. Skaret said if the School Board wanted to make some changes, then the City Council would have to reapprove it.

SCHOENROCK/ANDERSON moved and it was unanimously carried to approve the Pool Contract and send it on to the Jackson County Central Schoolboard for their approval.

MAYORAL PROCLAMATION HONORING JCC SCHOOL'S CLASS OF 2020

Mayor Walter said he had a proclamation to read honoring the JCC High School Class of 2020.

Mayor Walter read:

CITY OF JACKSON MAYORAL PROCLAMATION HONORING THE JACKSON COUNTY CENTRAL HIGH SCHOOL SENIOR CLASS OF 2020

WHEREAS, 2020 gave way to unprecedented circumstances which have prohibited typical high school celebrations, year-end activities and graduation; and

WHEREAS, Jackson County Central High School Seniors have exhibited incredible strength, resiliency and HUSKIE PRIDE; and

WHEREAS, the Class of 2020 makes our communities and school system a fantastic place to live and learn; and

WHEREAS, educators at Jackson County Central Schools work closely and passionately with our students and families to provide a wonderful education; and

WHEREAS, the Jackson County Central Class of 2020 makes our citizens proud of their commitment to responsible citizenship in the unprecedented time of COVID-19; and

WHEREAS, The Class of 2020 will be our future leaders, pioneers, creators, motivators and role models; and

WHEREAS, the City of Jackson supports and congratulates all the students who will continue to influence our community long after this current crisis has ended; and

NOW THEREFORE, I, the Mayor of the City of Jackson, do hereby proclaim Friday, May 22, 2020, a Time of Appreciation for the dedication of the Jackson County Central CLASS OF 2020 who have worked hard, persevered and risen to the challenges before them.

Dated this 19th day of May 2020
Wayne Walter, Mayor

Mayor Walter said it's been a very trying time for everyone. He said there needed to be a little bit of recognition for our senior class students and the school system.

DELINQUENT UTILITY BILLS AND RLF PAYMENT DEFERRAL EXTENSIONS

Skaret noted the delinquent utility bills are being visited by the City Council on a month by month basis. To provide an update, Skaret said as of Monday, May 18th, there were 154 combined residential and commercial accounts that were delinquent. He noted last year, for the same time period, there were 158 delinquent utility bills.

Skaret said the number of delinquent accounts is actually down a little bit from last year. He noted since Monday, May 18th, a few of those accounts have come into City Hall to pay their bill. Skaret said the City Council had also talked about the Cold Weather Rule in past meetings and extending that on a month-by-month basis allowing people to enter into an agreement to pay 25 percent of the utility bill amount that's due each month so they don't get shut-off. He said otherwise if utility customers don't come in and sign an agreement, they will be shut off.

Regarding the late fees, Skaret said the City Council needs to decide whether to keep waiving those late fees.

On the Revolving Loan Payment Deferrals with the businesses that have loans, Skaret noted the City Council had deferred those payments for 60 days back in March. He said those 60 days are up and asked if the City Council wanted to extend that further.

Finck said until the Governor opens this whole system up, his thoughts are to continue on a month-by-month basis. He said his thoughts are to extend the program one more month. Finck said people hopefully can get back to work and kind of get some cash flow going. He said maybe in June, the City won't have to extend anymore. Finck said he still thinks there's a need out there.

Alderman Anderson agreed with Finck.

Cushman also concurred with Finck.

FINCK/ANDERSON/GAY moved and it was unanimously carried to extend the delinquent utility bills as the City has been doing and extend the Revolving Loan Fund Payment Deferrals for another month.

COVID-19 FUNDING/FEMA REIMBURSEMENT

Skaret said this agenda item was an informational item for the Mayor and Council. He explained there was money included in one of the Federal CARES Acts for the states for reimbursement for Covid related expenses. As with a lot of things coming from the State and Federal government, Skaret said it's clear as mud on what is an eligible expense.

Skaret said he participated in a FEMA briefing last week where FEMA officials indicated any PPE (Personal Protective Equipment) that the City purchased or any disinfecting equipment like the ambulance has purchased would be an eligible expense. He said the ambulance has a fair amount of expenses that would be reimbursed under the FEMA formula, but the City not so much.

Skaret said there was also some discussion that expenses the City incurred due to having City employees stay home for basically three weeks could be reimbursed. He noted the City had basically broken the City crews into teams and each team ended up staying home for three weeks in order to ensure continuity of operations. Skaret said there's now some talk that those may be reimbursable expenses with City employees being paid by not being productive. He said there still needs to be some clarity provided for that.

Skaret reported the Minnesota Legislative Session ended on Sunday, May 17th. He said ultimately not much got done. Skaret said there's going to be a Special Legislative Session most likely this summer, probably in June. He said there are proposed House and Senate bills where some of the State's money would get divvied up between the local governments. Under the State Senate's Bill, Skaret said the City of Jackson would be eligible for up to \$300,000 in reimbursement and in the House Bill, Jackson would be eligible for up to about \$150,000. He said that funding would help fill in the gap with any shortfalls in property tax collections and any cuts in government aid that may or may not be coming.

Finck asked Skaret if he has received any information about Federal funding for state and local governments in legislation approved by the U.S. House, but not by the U.S. Senate yet.

Skaret said he hasn't seen any details regarding that funding legislation.

Mayor Walter thanked Skaret for the update.

FIRST READING OF ORDINANCE NO. 108 – FEE SCHEDULE UPDATE

Skaret explained this is an update based on the ordinance the City Council just passed regarding peddlers, solicitors and transient merchants. He said the City has a fee in the current ordinance for peddler's license at \$100 a year, but the ordinance doesn't have anything regarding a fee for solicitors or transient merchants. Skaret said Ordinance No. 108 would also set the fee for solicitors and transient merchants at \$100 per year.

Skaret said regarding vendors, for special designated events like the Jackson Nationals, their permit license would also be \$100.

Skaret said other updates in the fee schedule include \$25 for the accessory building exception. He explained that's the zoning ordinance update that the Planning Commission spent quite a bit of time on. Skaret explained that's in cases where if there's a vacant lot adjacent to someone who has a house and they buy that lot and want to put a garage on it, they can go through an exception process through the Planning Commission and City Council to get it approved. Skaret pointed out there's no notices or anything that has to be sent out for that, so \$25 is what's being recommended as a fee.

Skaret said occasionally people wire the City to pay utility bills and other things and there's a small fee with those services. He said the City currently doesn't have anything in their fee schedule to recoup that cost, so the actual cost was included in Ordinance No. 108 for wire transfers.

SCHOENROCK/CUSHMAN moved and it was unanimously carried to approve First Reading of Ordinance No. 108 updating the City's Fee Schedule.

RESOLUTION NO. 16-0520 APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF JACKSON, MINNESOTA ON BEHALF OF ITS CITY ATTORNEY AND POLICE DEPARTMENT

Skaret explained there's a variety of agreements the City has to approve in order to be able to use the electronic system that the State has set up for the Courts.

City Attorney Brad Anderson explained there's a joint gathering location that communicates with the Courts, the Sheriffs, City Attorneys and County Attorneys. He said the BCA, Bureau of Criminal Apprehension is in charge of the system. Attorney Anderson said they require that there be a resolution appointing the City Attorney and then having a master agreement with the BCA in order to process information. He explained when the City sends up a new ordinance it will be put into their system. Attorney Anderson said when a Sheriff's Deputy writes a ticket, it has to be registered in the BCA system. He said when the City does a formal complaint, it all goes to that system.

Attorney Anderson said for some reason this was overdue and came to the City's attention. He said the City was in contact with the BCA and they indicated these documents were required if the City is going to continue to prosecute anybody.

Attorney Anderson said the resolution basically says that City Administrator Skaret is going to be the point person for the City and the City Attorney will be the contact person to back the City Administrator up and that the City is agreeing to abide by BCA rules.

FINCK/ANDERSON moved and it was unanimously carried to adopt Resolution No. 16-050 approving the State of Minnesota Joint Powers Agreements with the City of Jackson, Minnesota on behalf of its City Attorney and Police Department.

COVID-19 CITY OPERATIONS PLAN

Skaret said with the State starting to reopen up, all businesses and local governments are supposed to have a Covid-19 preparedness operations plan in place. He explained the plan will show how the City is operating and how the City is addressing the health and safety of the City's employees and the public.

Skaret said the State has a template for these plans. He said a plan for the City was developed.

Skaret noted there really isn't anything in the plan that the City isn't already doing in one form or another. He explained the plan is really just incorporating what the City is doing and what the City has already approved into this plan.

Skaret explained the plan talks about what the City is doing to clean and sanitize, what City employees are supposed to do if they're sick and if they've been exposed or potentially exposed to Covid-19. He said the plan also includes proper hygiene and what City employees should be doing before they return to work. Skaret said the plan also outlines the handwashing and other recommendations by the Minnesota Department of Health and CDC.

Skaret said all this information has been given to the City employees before but it's also being incorporated into this plan. He said the plan also talks about social distancing and having the City Departments social distance as much as possible. Skaret said City employees have been doing a pretty good job of that.

CUSHMAN/ANDERSON moved and it was unanimously carried to approve the City of Jackson's Covid-19 Operations Plan.

OTHER:

Alderman Donnie Schoenrock

Schoenrock thanked those that placed the picnic tables outside the restaurant establishments in Jackson. He said it was a really good idea and he appreciated it.

Alderman Larry Anderson

Alderman Anderson reported additional information from the Park Board. He said the baskets, supports and back boards are all on order for the Ashley Park court.

Skaret and Markman said the equipment may have already arrived.

Alderman Anderson said the tennis posts will be removed on the north side and the baskets installed. He said the painters can lay out the courts.

Alderman Anderson explained there will be one basketball court on the north side and one tennis court on the south side with the pickleball court imbedded in it. He said they will use the same net. Alderman Anderson said the painters will paint the court at Central Park. He said there will be a crew also coming in to fix up and fill the cracks in the Dumont Park basketball court. He said things have been progressing.

Cushman noted the Park Board has been busy.

City Administrator Matt Skaret

Skaret reported construction started on the splashpad on Thursday, May 14th. He said he knows that's very exciting especially for the Committee that's been working on the splashpad project since 2017. Skaret said "hats off" again to the Splashpad Committee again for all their hard work.

Skaret said he also wanted to thank Tim Olson and United Prairie Insurance for buying the City Hall staff lunch on May 19th as their way of saying thank-you and also helping support local businesses. He said pizza and chicken was purchased from the Pizza Ranch in Jackson courtesy of Tim Olson and United Prairie Insurance.

Skaret reported City Hall is now open. He said City Hall opened on Thursday afternoon, May 14th. He said the plexiglass and hallway tape were already in place and City Staff was supportive of reopening.

Skaret said the Liquor Store opened to the public on Tuesday, May 12th. He said the plexiglass has been installed. Skaret said they have received a lot of compliments about the plexiglass not only from customers, but also from vendors who have said that's the nicest plexiglass set-up they've seen. He said vendors have commented that a lot of the plexiglass set-ups they've seen in other stores have looked tacky. Skaret said thank-you to Boekett Lumber for designing and putting the plexiglass together for the City.

Skaret said he also wanted to thank all the City staff. He said all of the Street and Water Department employees are all now at work every day. Skaret said he wanted to thank everyone for all their hard work in helping the City get through the last couple of months. He said we're not out of the woods by any means, but we're continuing to move forward and there's a lot going on out there.

Mayor Wayne Walter

Mayor Walter said City Clerk Maschoff gave him a memo from Joe Wieskus to announce that the Jackson American Legion Post 130 and Auxiliary will not be holding their annual Memorial Day Parade or Program at Ashley Park this year because of the restrictions for gatherings due to Covid-19. He said the Legion will be putting up the U.S. Flags in the downtown area and at the cemeteries for the Memorial Day weekend. Mayor Walter said the Legion asks everyone to remember our veterans this weekend.

Mayor Walter said he would personally like to thank those that put up the flags downtown and at the cemeteries. He said it's an awesome spectacle to see. Mayor Walter also wanted to thank the City crews and everyone.

City Administrator Matt Skaret

Skaret asked how the audio was for those participating in the City Council meeting via Zoom or by teleconference.

Those participating said the audio for the meeting was good.

Skaret asked if it was better than the last meeting.

Participants said the audio was better by far.

Skaret explained City Hall installed a new phone system in the Council Chambers that has four microphones that are placed around the Council room to pick up conversations better.

ADJOURNMENT

Mayor Walter said he would entertain a motion to adjourn.

With no further business, ANDERSON/GAY moved and it was unanimously carried to adjourn the City Council meeting at 7:44 p.m.

David A. Maschoff, Council Secretary

Wayne Walter, Mayor

