

Jackson, Minnesota  
May 7, 2019

The Jackson City Council met in regular session in the Council Chambers of City Hall at 6:30 p.m. on Tuesday, May 7, 2019 with the meeting called to order by Mayor Wayne Walter. On the roll call, the following persons were present: Mayor Wayne Walter, Aldermen Matt Madden, Larry Anderson, Brandon Finck, Jeffrey Gay, Donnie Schoenrock and Dave Cushman, City Administrator Matt Skaret, City Attorney Brad Anderson, Tom Olinger and Lane Kockelman of the auditing firm of Abdo, Eick and Meyers, Engineer Maria Tiegs of SEH Incorporated, Engineer Greg Mitchell of Bolton and Menk, Street Superintendent Phil Markman, Jackson Fire Department First Assistant Chief Dave Bond, Jackson County Sheriff Shawn Haken, Dave Lappe, Ed Gallagher, Pastor John Schuetz of Our Redeemer Lutheran Church in Jackson and City Clerk/Council Secretary Dave Maschoff. (A quorum of the City Council was present.)

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

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

**There were no Public Hearings, no Bid Lettings and no Open Forum.**

#### **CONSENT AGENDA**

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

**There were no unscheduled guests who attended the meeting.**

## Council Discussion Items

### **DAVE LAPPE REQUESTING A BURNING PERMIT ALONG THE RIVER ON HIS PROPERTY AT 1364 SPRINGFIELD PARKWAY**

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Lappe explained he's been working on cleaning up the grove on his property at 1364 Springfield Parkway. He said a bunch of big trees were down when they moved onto the property. Lappe said he's cut all the big trees up and the wood has been used by people for their fireplaces or heating houses.

Lappe said he has a lot of brush and instead of trying to haul the brush out he planned to make smaller piles and burn them.

Cushman pointed out the City Council has allowed similar burning requests along the river to occur in the past. Cushman asked Lappe to coordinate with the Fire Department.

Fire Chief Phil Markman said Lappe contacted him and he foresees no major issues in allowing Lappe to burn the brush.

Lappe said he would also contact the Sheriff's Department each time before he plans to start burning.

Skaret asked Lappe what he was looking at as a time frame to burn.

Lappe said he plans to burn brush during the summer.

**SCHOENROCK/ANDERSON moved and it was unanimously carried to allow Dave Lappe to burn brush on his property behind his residence at 1364 Springfield Parkway.**

Lappe thanked Mayor Walter and the City Council for their approval.

### **NICOLE NELSON – DANCE AND SHOW PERMIT FOR THE JACKSON GOLF CLUB FOR A DANCE AT THE GOLF CLUB FROM 8 P.M. TO 12 A.M. ON FRIDAY, MAY 10, 2019 (THE DANCE WILL BE HELD BEHIND THE GOLF CLUB BUILDING (WEST SIDE), BUT IN CASE OF INCLEMENT WEATHER, IT WILL BE HELD INDOORS**

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Ed Gallagher of the Golf Club said he was filling in for Nicole Nelson who was unable to attend the City Council meeting.

Gallagher explained the Golf Club will be having a dance with the Jeremy DeWall Band on Friday, May 10<sup>th</sup> from 8 p.m. to 12 midnight. He said the Golf Club doesn't allow minors so that's not an issue.

Gallagher said initially the Golf Club thought about having the dance outdoors, but they have now decided to hold the dance indoors because it's easier and the weather isn't good enough yet.

Gallagher said he spoke with City Clerk Dave Maschoff a couple of weeks ago and wanted to make sure everything was in order with the City Council for the Golf Club to host a dance.

Cushman asked if the dance is inside the golf clubhouse is a dance and show permit even necessary.

Alderman Anderson said as long as the dance is indoors he doesn't think a permit would be necessary.

Skaret said the City Council's main concern would be the noise level outside and disruptions to the neighboring properties and neighborhood. But, Skaret said if the dance is indoors, then that's not a concern.

Cushman said it sounds like the Golf Club is good to go with their dance.

Gallagher thanked Mayor Walter and the City Council.

#### **WATER STORAGE TANK PROJECT CHANGE ORDER NO. 7**

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Engineer Maria Tiegs of SEH said she had discussed with City Administrator Matt Skaret about the contractor being allowed to move forward with the change order. She explained the change order is to redo the electrical panel in the garage of the Water Plant because the panel is currently on the wall where all the electrical is going to be removed in the pump room. Tiegs said the electrical power is going to be changed from 280 to 480 volts. She said the garage work needs to be done before the electrical can be switched over to the new 480 electrical system.

Tiegs explained the reason they want to try and move quickly with the change order is because when they are at the point of switching the electrical panel, the Water Plant will be down to just one high-zone pump and one low-zone pump. She said currently there are two high-zone and two low-zone pumps. Tiegs said when they are switching electrical panels; the Water Plant will be down to one so there won't be that redundancy.

Tiegs said the Water Plant should be able to meet capacity but ideally we don't want to be having these pumps down when there's higher water flow. She explained in the spring moving into summer is when your flows start to increase. Tiegs said in the next two weeks there could be quite a bit of a flow increase.

Tiegs said the cost of the change order to relocate the electrical panel is \$5,449.50. She said the change order would still be within the project's budget.

**ANDERSON/CUSHMAN moved and it was unanimously carried to approve Water Storage Tank Project Change Order No. 7 in the amount of \$5,449.50.**

#### **WATER STORAGE TANK PAY APPLICATION NO. 6**

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Tiegs pointed out the photos provided to the Mayor and City Council shows the new water pumps that have been installed at the Water Plant.

Tiegs explained the transfer pumps that move water from the filters to the ground storage reservoir, one pump and motor is 40 years old and on the other transfer pump the motor is 40 years old, but the pump was replaced in 2013. She said typically a pump lasts for 20 years.

Tiegs said it's being recommended to replace one transfer pump completely and just replace the motor on the other transfer pump. She explained the pump is currently designed for 1,200 gallons per minute however the City only has a well capacity of about 500 to 600 gallons per minute. Tiegs said if the replacements are made the new pump motor would be seven-and-a-half horsepower instead of a 15 horsepower which would accommodate the current flows and save the City in energy costs. She said the pumps would be much more efficiently sized to what the City's needs are.

Tiegs said the reason the pumps are at 1,200 gallons per minute is because the filter is designed for 1,200 gallons per minute. However, she said it never gets to run at 1,200 gallons per minute because the City's wells only have a capacity of 500 to 600 gallons per minute and the City can only run one well at a time. Tiegs said it would require enough increase in the demand before the City would add another well before they would get to 1,200 gallons per minute.

Tiegs said she was providing this information to the Mayor and Council to see if they had any questions or concerns. She said she would present the City Council with a change order for them to review if the Council would like SEH to move forward with replacing a pump and pump motors.

Tiegs explained the change to replace these pumps is not critical to the completion of the project however SEH recommends it be done. She pointed out the pumps are old and the City has already had one pump fail and that's why one pump was replaced in 2013. She this would be a good time to replace the pumps.

Tiegs said the estimate for the changes would be roughly about \$40,000 and would still be within the total project budget.

Skaret said with the change order, the project would still be within budget.

Tiegs said if the City Council would like, SEH can present a formal change order in which the Council could still make a final decision on whether to move forward with it or not.

Cushman noted the water pumps are a major component of the project and it seems in order to get an estimate for the change order.

Skaret said a motion was needed to approve Water Storage Tank Pay Application No. 6.

**FINCK/CUSHMAN moved and it was unanimously carried to approve Water Storage Tank Pay Application No. 6 in the amount of \$377,625.**

Mayor Walter thanked Tiegs for her presentation.

## **2018 CITY AUDIT REPORT PRESENTATION AND ACCEPTANCE OF THE REPORT**

Governmental Service Partner Tom Olinger and Audit Project Manager Layne Kockelman of the auditing firm of Abdo, Eick and Meyers presented the 2018 City Audit Report to the Mayor and City Council.

Olinger explained Kockelman will review the opinions, findings and governmental funds and he would review the City's Enterprise Funds.

Kockelman and Olinger explained the Audit Opinion and Responsibility, the General Fund Results, other Governmental Funds, Enterprise Funds and ratios that may be pertinent to the City of Jackson.

Regarding the Auditor's Opinion, Kockelman explained that outlines the responsibilities of the auditors. He said the auditor's sole responsibility is to provide an opinion on the City's Financial Statement. Kockelman said they used audit sampling and various techniques to look at items that stood out throughout the year and narrowed down their focus on those items. He said the auditors looked at the City's internal control structure and what controls are in place and used that to narrow down their testing as well. Kockelman said Abdo, Eick and Meyers do not provide an opinion on the controls themselves. He explained they are not engaged to search for fraud and that's not the primary objective of audit. Kockelman said their responsibility was to provide an opinion on the financial statements themselves. He said it's the City Council's responsibility to keep the financial statements and to house those and have control over those accounts.

Kockelman said the Auditor's opinion is a clean or unmodified opinion on the City's financial statements which is good. He noted that's the same opinion the City has received on prior year audits.

Kockelman and Olinger outlined and explained the various aspects of the City's 2018 Audit and their review process.

Olinger praised the City staff in being extremely helpful in providing information for the audit. He said the Mayor and Council are welcome to contact them anytime if they have any questions. Olinger thanked Mayor Walter and the City Council for having Abdo, Eick and Meyers do the City of Jackson's audit.

Skaret said the staff from Abdo, Eick and Meyers were very good to work with and responded to questions from City staff on a timely basis.

Mayor Walter thanked Olinger and Kockelman for their presentation.

**ANDERSON/GAY moved and it was unanimously carried to accept the 2018 City Audit Report from Abdo, Eick and Meyers.**

## **RESOLUTION APPROVING AIRPORT MAINTENANCE AND OPERATIONS AGREEMENT FOR 2020-2021**

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Skaret explained the agreement for 2020-2021 extends the maintenance and operations agreement the City currently has with the State for the municipal airport.

Skaret said for the past couple of years, the State has been reimbursing the City for 75 percent of qualified regular operation and maintenance expenditures. He explained City Clerk/Council Secretary Maschoff compiles the report quarterly throughout the year. Skaret said under this contract, the reimbursement would stay at 75 percent. He said the new agreement would be for another two years. Skaret said the agreement is according to the State's Fiscal year which begins on July 1<sup>st</sup>.

**MADDEN/SCHOENROCK moved and it was unanimously carried to approve Resolution No. 21-0519 approving the Airport Maintenance and Operations Agreement for 2020-2021 between the City of Jackson and the State of Minnesota.**

### **APPROVE SALE OF THE 1997 CHEVY AND 1999 FORD TRUCKS**

Skaret explained the two trucks were declared surplus property last year in anticipation of a new truck being purchased.

Skaret said the City solicited bids and three bids were submitted on each truck.

On the 1999 Ford, Skaret said the bids ranged from \$400 to \$1,200 with Curt Sommerland submitting the high bid of \$1,200.

On the 1997 Chevy, Skaret said the bids ranged from \$500 to \$2,005 with Mark Raboin submitting the high bid of \$2,005.

Skaret said the recommendation is for the Council to accept the high bids on each of those trucks.

**SCHOENROCK/GAY moved and it was unanimously carried to accept the high bid of \$1,200 from Curt Sommerland for the purchase of the 1999 Ford pickup and the high bid of \$2,005 from Mark Raboin for the purchase of the 1997 Chevy pickup.**

### **RECAP OF THE STREET COMMITTEE MEETING ON MAY 7<sup>TH</sup>**

Skaret reported the Street Committee had a very good meeting just prior to the City Council meeting with Engineer Greg Mitchell of Bolton and Menk, Street Superintendent Phil Markman and Water/Wastewater Superintendent Tony Oxborough also attending.

Skaret said he had the City's Financial Consultant Shannon Sweeney compile a rough budget for the Street Committee to review and determine what the City can afford. He said the City has some debt service coming off the books in 2021 which means the City could do a street project in 2020.

Skaret said the City has a long list of needs regarding streets. He said the Street Committee identified about three or four different segments of streets. Skaret said some of those streets weren't even on the original list of streets that was compiled four years ago. He noted needs and times have changed since the original list was formulated.

Skaret said Greg Mitchell is going to take a closer look at those areas that the Street Committee identified as a higher high priority area. He explained the priority of what the Street Committee is recommending is looking at more of the east and west arterial streets that move the most traffic. Skaret said the Street Committee is trying to balance the need to fix the street and driving surface with the underground utility needs. He noted if the pavement is going to be removed, it's most economical to do the whole works; including the underground plumbing, water, sewer and storm sewer. Skaret said it sounds nice a lot of times to think about just resurfacing, but a lot of times it's regretted after the fact that the infrastructure wasn't replaced at the same time when the street was under construction.

Skaret said the street and infrastructure reconstruction is a very deep and complicated issue but the Street Committee has some direction now and will continue to move forward. He said the Street Committee will meet again in a few weeks or another month. Skaret said hopefully the Street Committee will have a formal recommendation for the City Council to look at as far as moving forward with a project in 2020.

#### **Other:**

#### **Schoenrock concerning letter regarding resurfacing of tennis courts**

Schoenrock asked about a letter from Donita Soucek regarding the resurfacing of the tennis courts.



Skaret said Soucek's letter has been forwarded to the Park Board Chairman. He said the Park Board will be meeting on Tuesday, May 14<sup>th</sup> and the letter will be discussed at their meeting.

Schoenrock suggested inviting Soucek to the Park Board meeting to explain her concerns regarding the resurfacing of the tennis courts.

### **City Administrator Matt Skaret**

Skaret reported the house at 120 East Maple Street has been removed. He said the contractor still needs to fill in the hole where the house once stood and complete restoration work.

Skaret said work is still underway through the City Attorney's office regarding cleanup of another property and determining ownership.

City Attorney Anderson said there has been progress regarding that property. He said the attorney representing the parties that own the property are working on taking care of it.

Mayor Walter asked about the cleanup of the property at 76 River Street.

City Clerk Maschoff updated the Mayor and Council regarding the property at 76 River Street. He said a person from Missouri has been talking to property owner Les Minter about purchasing and cleaning up the property. Maschoff also pointed out this week; Les Minter stopped into his office on May 6<sup>th</sup> and said he is going to start working to clean up the property probably on June 1<sup>st</sup>.

Schoenrock pointed out that there is a garage located at the corner of Dewey and Grant Streets where the roof has caved in and the walls are about ready to come down in the yard due to the pressure from the roof.

Regarding properties, Gay noted a couple of houses on First Street that he thinks should be condemned. He said he doesn't know if anyone lives in those houses.

Maschoff said one of the owners of the property on First Street lives in Worthington.

Mayor Walter asked Maschoff if anyone lives in those houses.

Maschoff said he wasn't sure.

## **South Highway Project**

Skaret reported there was a good informational meeting for the public on April 29<sup>th</sup> regarding the South Highway project. He said approximately 30 to 40 people attended.

Skaret said the South Highway project has started. He said the pavement has been removed and work will start to install new waterline on the west end of the project on May 8<sup>th</sup> weather permitting.

## **EDA Updates**

Skaret asked the Mayor and City Council how often they would like Community and Business Development Specialist Tom Nelson to give them updates.

Schoenrock suggested Nelson could attend the first City Council meeting of the month to give the Council an update. He said it's advantageous for the Council to have Nelson attend the meetings to provide information about economic programs that are available.

Finck said Nelson could give an update when he has something new to present.

Gay noted to have Nelson attend the Council meetings when he has something to report.

Finck said Nelson could be scheduled monthly. He said Skaret could check with Nelson and if he doesn't have anything new to present, then Nelson would not need to attend.

**ADJOURNMENT**

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**With no further business, SCHOENROCK/FINCK moved and it was unanimously carried to adjourn the City Council meeting at 7:24 p.m.**

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**David A. Maschoff, Council Secretary**

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**Wayne Walter, Mayor**

