

Jackson, Minnesota
October 15, 2019

The Jackson City Council met in regular session in the Council Chambers of City Hall at 6:30 p.m. on Tuesday, October 15, 2019 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, Jeffrey Gay and Dave Cushman, City Administrator Matt Skaret, City Attorney Brad Anderson, Shannon Sweeney of David Drown Associates, Community and Business Development Specialist Thomas Nelson of Community and Economic Development Associates, Engineer Greg Mitchell of Bolton and Menk, Engineer Maria Tiegs of SEH, Jackson County Sheriff Shawn Haken, Street Superintendent Phil Markman, Luke Ewald of Des Moines Valley Health and Human Services, Dave DeJong, Lynne Anderson, Jay Moore of New Fashion Pork, Jackson Assistant Fire Chief Dave Bond, Jackson Fire Department Second Assistant Chief and Jackson Parks Board Chairman Michael Haeffner, Pastor John Schuetz of Our Redeemer Lutheran Church in Jackson, City Clerk/Council Secretary Dave Maschoff, Justin Lessman of the Jackson County Pilot and Dave Schmidt of KKOJ/KUXX Radio. (Aldermen Matt Madden and Donnie Schoenrock were absent.) (A quorum of the City Council was present.)

CALL THE MEETING TO ORDER

Mayor Walter called the regular meeting of the Jackson City Council to order. He noted the roll call showed all Councilmembers were present except for Aldermen Matt Madden and Donnie Schoenrock.

PUBLIC HEARING ON STREET RECONSTRUCTION PLAN 2020-2024

Mayor Walter asked for a motion to open the public hearing on the Street Reconstruction Plan for 2020-2024.

CUSHMAN/FINCK moved and it was unanimously carried to open the public hearing.

Mayor Walter introduced Shannon Sweeney of David Drown Associates.

Sweeney explained before the City can adopt a Street Reconstruction Plan, the City is required to receive public input via the public hearing on the proposed plan.

Sweeney said the purpose of the plan is to identify over a five-year period projects the City would intent to fund with Street Reconstruction Plan bonds. He said it's a bond issue that's authorized under a Minnesota statute for the reconstruction of streets. Sweeney said it does not require special assessments. He said there are a few requirements including a capacity limitation which the City meets. Sweeney said the plan has to cover a five-year period. He said the City has just one project that's been identified within that five-year period for 2020 that includes North Highway, South Street and one block of Fourth Street.

Sweeney said the anticipated amount for the street reconstruction portion of that project isn't expected to exceed \$3.2 million, hopefully less with good bidding in the spring. He said ultimately, if the City adopts this Street Reconstruction Plan, it allows the City to issue bonds for the purpose of funding that project. Sweeney explained by adopting the Plan, the City is not obligated to issue bonds for that project. He said if the City received unfavorable bids and it was decided to do something else, whatever happens, the City is not obligated to issue bonds but will have a Street Reconstruction Plan in place that authorizes the City to issue bonds.

Sweeney said the Street Reconstruction Plan has to be approved by a two-thirds majority of the members present at the City Council meeting in order for it to be enacted. He noted there is a reverse referendum period that the City must go through of 30 days from October 15th in which a petition could be submitted requiring the City to go to a referendum on the Street Construction Plan.

Sweeney noted the City has adopted two Street Reconstruction Plans previously in 2012 and 2013 for previous projects that were undertaken as a community. He said this Street Construction Plan would ultimately provide a mechanism for doing a third large project.

Sweeney said he would be more than happy to answer questions regarding the Plan, the information it contains or the process.

Mayor Walter asked if there were any questions for Sweeney from the Councilmembers or from the public attending the meeting.

Dave DeJong asked if there was a schematic or any plans for the street project.

Sweeney explained the action being taken by the City Council at their October 15th meeting is just a mechanism for the project financing. He said ultimately a final design hasn't been done yet. He said the final design still needs to be done before there are actually plans that can be reviewed. Sweeney said ultimately the City Council wanted to get its funding house in order with regard to the mechanism that they're going to use to fund the project. He said if DeJong had input on the project itself at this time, he thinks the City Council would be glad to hear that. Sweeney said there's no design yet.

DeJong asked if there would be input on the design.

Engineer Greg Mitchell said there would be a process.

Skaret said if there's anything in particular that DeJong would like to see, the earlier that's known, the better. He said if there's anything DeJong has in mind, now would probably be a good time to address the subject.

DeJong said he would encourage continuing the sidewalk past the Jackson Pines along North Highway. He said there's currently no walkway at that location and would encourage the installation of a pathway or trail along that portion of North Highway. DeJong said that's the input he would like to offer.

Skaret said DeJong's request would be looking to connect the sidewalk that's presently on the north side of North Highway past the school and up to the hospital to Sayles Drive.

Finck noted in order to connect to a sidewalk on Sayles Drive you would have to actually have a sidewalk along Sayles Drive that would connect to Hills Avenue where there is a walking path. Finck said there's presently no sidewalk on those first two blocks of Sayles Drive coming off of North Highway. He pointed out there's no designated shoulder or anything along those first two blocks of Sayles Drive.

DeJong said he encourages whoever is planning this to either widen the street a little bit so a walking area can be painted along the side of the street or install a sidewalk.

Finck said the curve on that portion of North Highway is a bad spot.

DeJong agreed with Finck. He said besides a lot of adult motorists, there are a lot of kids that also use that street. DeJong thanked the Mayor and Council.

Hearing no more comments or questions, Mayor Walter asked for a motion to close the public hearing.

GAY/ANDERSON moved and it was unanimously carried to close the Public Hearing on the Street Reconstruction Plan 2020-2024.

There were no Bid Lettings and no Open Forum.

CONSENT AGENDA

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

Mayor Walter asked if there were any unscheduled guests in the audience. Seeing none, Mayor Walter said the Council would proceed with Council Discussion Items.

Council Discussion Items

ECONOMIC DEVELOPMENT COORDINATOR UPDATE

Community and Business Development Specialist Thomas Nelson of Community and Economic Development Associates said he wanted to update the Mayor and Council on some of the items that the Economic Development Office is working on.

Nelson reported the Economic Development Office has been following up with leads of companies that may be interested in the JEDC's 30,000 square foot spec building. He said as always, the Economic Development Office is continually trying to market that building in seeking tenants or a buyer for the building with the goal of encouraging job creation in that process.

Nelson said he's been working with a number of people to try and fill the vacant former New China Restaurant building. He said he's been going through the process and making cold calls to people to help potentially fill that building with another restaurant. Nelson said the goal with that is to really keep another restaurant in town to provide more eating options for residents.

Regarding efforts to open a laundromat in Jackson, Nelson said he's been working with about five different people since the former laundromat shut down. Throughout that process, Nelson said there have been a number of different reasons that those individuals have decided not to go forward with a laundromat primarily because those individuals have more irons in the fire. He said a lot of people looking at starting a laundromat already have some different businesses in town. Nelson explained what he's been doing recently is getting more data in place for what we're needing for a laundromat in town specifically looking at the size of the building, the number of machines needed and the approximate cash flow information that professionals in the laundromat industry have. He said as the Economic Development Office potentially finds more leads, they will have more data behind it to help out whoever may fulfill that need in the community.

Nelson said the Economic Development Office is trying to conduct a number of business visits throughout the year as they always do. He said most recently, visits have been made to Boekett Lumber, Full Tilt and New Holland. Nelson noted JEDC members generally join him on those visits to the Industrial Parkway companies.

Nelson explained visits have also been made to the commercial and retail businesses in Jackson. He said the primary purpose, besides communicating with the business, is to inform business owners of the Facade Upgrade Program for 2020 that was approved. Nelson said the big reason why those funds were requested earlier than last year is in order to let those businesses that want to take advantage of the program get contractors lined up. He said approximately 17 different businesses have inquired about the Facade Upgrade Program. Nelson said the Economic Development Office is hoping to connect those businesses with different contractors as well which has continually been the struggle with that.

Nelson reported there have been some requests to the Economic Development Office for information related to commercial rents that are in place. He said they have contacted most of the commercial or office spaces in town to develop a list of what the average commercial rents are in Jackson. Nelson said it's really hard to get any findings from that just because there's not really a lot of comparisons in town. He noted most buildings are different from each other in how they are laid out. Nelson said it's still good to compile the data because from time to time the Economic Development Office receives different requests for information.

Nelson said Minnesota Manufacturing Month is being observed during October. He said usually during the first week of October, the Economic Development Office tries to deliver cookies that have been sponsored by the JEDC as well as the Chamber of Commerce. Nelson said this year the delivery of the cookies has been pushed back to the end of the month with the hope that the new Chamber Director will be in place by that time. Nelson said it will provide a great opportunity for the new Chamber Director to join him on the visits and get to know a lot of people.

Nelson said the Economic Development Office assisted Community First Broadcasting in hosting an informational event on search engine optimization as well as some other resources in Jackson. He reported ten business owners and personnel attended the event at Santee Crossing. Nelson said he's continuing to work on bringing in some more of those type of informational sessions for the businesses in Jackson.

Nelson said he's being working with Minnesota Department of Employment and Economic Development (DEED) staff to have Jackson be a part of the tour for eight different State Commissioners that will be touring Southwest Minnesota on October 23rd and October 24th. He noted about one-third of the Governor's Cabinet will be traveling throughout Southwest Minnesota. Nelson said they will be making a stop for about 45 minutes on October 24th at AGCO. He said himself along with City Administrator Matt Skaret and Mayor Wayne Walter will be attending to welcome the Commissioners and highlight some of the activities taking place in Jackson. Nelson said he was also going to connect Minnesota West President Dr. Terry Gaalswyk with the bus portion of the tour to ride with the Commissioners and highlight the activities taking place at Minnesota West and the area.

Nelson pointed out during business visits, businesses have requested the Economic Development Office work on employee retention and recruitment. He said specifically one of the ways they have recently done that is by helping out and partnering with a number of people to start the Jackson Area Young Professionals Organization. He explained the Organization is trying to key in on some of those individuals that are maybe not from the community and try to find a way to connect them to the community.

Nelson said the kick-off event for the Jackson Area Young Professionals Organization was held on October 8th at Kat's Hog Heaven. He said nearly 40 people attended. Nelson said the purpose of the Jackson Area Young Professionals is not only to provide events for people to attend, but also provide an opportunity to connect with other people in the area and try to get them to feel more at home here. He said it's also to show them that Jackson is a good place to live. Nelson said events will be held the second Tuesday of every month. He noted future events will be held on November 12th at the American Legion which will be held just prior to the annual Chamber event, December 10th at Pillar's and January 14th at Bridget's Bucksnoarts.

Regarding the Business Challenge Contribution, Nelson explained this past year the City Council approved the EDA to set aside a pledge of \$10,000 towards the Jackson Business Challenge. He said it was put together by the Jackson Business Development Committee (JBDC). Nelson said that did go through the process. He said the JBDC had three rounds and ended up selecting a winner. Nelson said that winner was not announced as the winner was not able to find a suitable location for their business. He said as per the guidelines of the Business Challenge, the winner would not be receiving the package if they did not open up by September of 2020. Nelson said unfortunately that individual did not find a location that was suitable for them. He said that individual worked with the Economic Development Office in efforts to find a location. Nelson said the individual looked at about 12 different locations in Jackson.

Ultimately, Nelson said the JBDC is planning to conduct another Business Challenge round again this year. He noted he would not look at last year's situation as a negative. Nelson explained a lot of the different programs in different communities that were looked at as inspiration for the Business Challenge very often did not see success in their first year. He said even where there have been multiple successful years, communities have had some years where the plans don't work. Nelson said hopefully this next year the Jackson Business Challenge will be able to go forward and see a successful year.

Nelson said a lot of people had talked to him beforehand last year really expressing interest in Jackson and the Program itself. He said a couple of people have already expressed interest in applying for the program in the coming year. Nelson said hopefully the Program can again take place with the Council's approval.

Nelson explained the Artists on Main Street Program which is through the Minnesota Mainstreet Program. He said it's an opportunity to apply for grants in the amount of approximately \$25,000 for artist's projects in Jackson. Nelson said the grant funding would total \$15,000 for the first year, \$10,000 in the second year as well as \$5,000 to go towards administrative costs and fees. He said specifically it would be a grant application going through the Jackson Center for the Arts but as part of the guidelines for application it does require a letter of support from whoever the liaison to the City is. Nelson said the application does require City support in order to apply for the grant. Nelson noted October 25th is the deadline to apply and he will assist the Arts Center with the application process for the potential \$30,000 in grant funding.

Mayor Walter said as usual, Nelson did a fine job with his report.

Nelson thanked Mayor Walter.

BUSINESS CHALLENGE CONTRIBUTION

Skaret said a motion was needed from the City Council regarding the EDA's contribution of \$10,000 to the Jackson Business Challenge.

Cushman asked if the \$10,000 is being retained from last year and not another contribution of \$10,000.

Nelson noted no money that was pledged for last year's Business Challenge was ever paid out or taken out of the fund.

ANDERSON/GAY moved and it was unanimously carried to approve the EDA recommendation to roll over the \$10,000 contribution to the Jackson Business Challenge for 2020.

ARTISTS ON MAIN STREET PROGRAM

Skaret said a motion was needed to authorize Nelson to serve as the City's liaison to send a letter of support for the grant application for the Artists on Main Street Program.

CUSHMAN/FINCK moved and it was unanimously carried to authorize Community and Business Development Specialist Thomas Nelson in the Economic Development Office to serve as the City's liaison to send a letter of support for the Artists on Main Street Program Grant Application.

AMBULANCE INTERCEPT AGREEMENT WITH FARGO-MOORHEAD AMBULANCE SERVICE

Skaret said this request was brought forward by Jackson Ambulance Director Mike Muchlinski. He noted Muchlinski was unable to attend the Council meeting because he was attending an Ambulance Board meeting.

Skaret explained the Jackson Ambulance Department, particularly on behavioral issues, is having to make longer and longer transfers. He said they have been travelling as far as Hibbing, Thief River Falls and the Fargo-Moorhead area. Skaret said that gets to be a long haul for Jackson's ambulance drivers when they are going from Jackson to those locations and back. He said it can be anywhere from 11 to 13 hours round trip depending on where they are going.

Skaret said the Jackson Ambulance Department has proposed entering into an intercept agreement with the Fargo-Moorhead Ambulance Service for transfers going up into the Fargo-Moorhead area. He explained the Jackson Ambulance would meet the Fargo-Moorhead Ambulance in Watertown, South Dakota which is a little more than halfway but would save the Jackson Ambulance about 140 miles one-way.

Skaret said the Jackson Ambulance Service is requesting the City Council approve an Intercept Agreement with the Fargo-Moorhead Ambulance Service for calls related to those situations when a person needs to be transferred to Fargo-Moorhead. He said the transfer of the patient would take place in Watertown, South Dakota.

Gay said the agreement makes sense to him.

Skaret said a motion was needed to approve the Intercept Agreement.

GAY/ANDERSON moved and it was unanimously carried to approve the Jackson Ambulance Service entering into an Ambulance Intercept Agreement with the Fargo-Moorhead Ambulance Service.

Skaret noted the Jackson Ambulance Service is looking for more volunteers. He said if anyone knows of anybody who would like to volunteer and is interested to have them contact Ambulance Director Mike Muchlinski.

LEC FIELD SOBRIETY TRAINING AT FIRE HALL NOVEMBER 25TH THROUGH THE 27TH, 2019

Sheriff Shawn Haken explained the Jackson Law Enforcement Center is hosting a three-day training in Jackson.

Haken said the first day of training is at the Sheriff's Office, but the second and third day of training has to be held elsewhere. He said the Fire Department happens to be the perfect building that's big enough and can facilitate this training.

Haken said the training is called Standardized Field Sobriety Testing. He said the training has been around for probably 30 years. Haken said basically every new police officer or deputy has to have this training early on in their career.

Haken noted there are probably at least 20 Southwest Minnesota officers that are planning to attend this training. He explained the State Patrol hosts the training and they seek out three, four or five volunteers to consume alcohol. Haken explained the volunteers are given a measured amount of alcohol in several drinks. He said after several drinks, the volunteers are tested periodically to see where their alcohol level is. Haken said once the volunteers get to that .08 alcohol level that's where the training begins.

Haken said the officers then practice their instructions on the test. He explained as one officer is giving instructions, the volunteer performs the sobriety test. Haken said the rest of the officers monitor and learn. He said it takes two days to go through 20 officers for training.

Haken pointed out the City does not allow the consumption of alcohol at the Fire Hall. He said the Sheriff's Department is asking for the City Council's approval or exception in order to hold the sobriety training at the Fire Hall.

Haken said obviously the consumption of alcohol would be in a controlled environment. He said liability issues were taken care of years and years ago. Haken said there's no concerns there. He said they just need a place to do the training. Haken said the Fire Hall is the only place they have and is actually ideal. He said that's why the request was brought before the City Council.

Alderman Anderson asked if the Sheriff's Department picks up the volunteers and takes them home again.

Haken said the State Patrol has a very detailed itinerary or list of demands regarding the sobriety training.

Haken explained the Sheriff's Office checked with the Fire Chief and Ambulance Director to make sure it was OK to use the Fire Hall for the training and both gave their approval.

FINCK/ANDERSON moved and it was unanimously carried to allow the one-time exception for alcohol at the Fire Hall for the Field Sobriety Training at the Jackson Fire Hall November 25th through the 27th, 2019.

WATER STORAGE TANK PROJECT PAY APPLICATION NO. 11

Engineer Maria Tiegs of SEH gave the Mayor and City Council an update on the Water Storage Tank Project.

Tiegs said construction of the new ground storage water tank is just about completed. She said the last panel of the tank was going to be installed last week until it was discovered the panel was slightly damaged. Tiegs said a new panel is being shipped in to replace the damaged panel. She noted the new panel should be arriving the week of October 21st. Tiegs said the new panel should be put in place and the tank completed by October 23rd if the new panel is shipped on time.

Tiegs said the contractor has to cure it for five days. She explained it takes three days to fill the new tank with water. Tiegs said the new tank should be in operation on November 2nd.

Regarding the transformer, Tiegs explained it's been shipped and has arrived at the programmers who ordered it. She said they are looking at installation somewhere between October 21st and October 25th. Tiegs said Magney is going to install those final pumps the week of October 28th which will actually probably take two weeks. She said the pumps are scheduled to be started up on November 14th with the whole system being in auto-operations on November 18th. She said that's where the project is schedule-wise.

Tiegs said Water Storage Tank Project Pay Application No. 11 is in the amount of \$200,687.50. She said the work includes the ground storage reservoir concrete, some earthwork and also portions of the installation of the ground storage reservoir.

Gay asked what's going to happen to the old ground storage water tank that's at the Water Plant.

Tiegs said the old water tank will be disconnected from the project. She explained because the new and old tanks are at different heights, you don't really want to run them at the same time. Tiegs said what the City does with the old water tank is still under discussion.

Finck informed Gay there were discussions at the Finance Committee to tear the old tank town and have green space.

Mayor Walter also noted about keeping the old tank up for one year to make sure everything is working good before removing it.

FINCK/GAY moved and it was unanimously carried to approve Water Storage Tank Project Pay Application No. 11 in the amount of \$200,687.50 to Magney Construction.

WATER STORAGE TANK PROJECT CHANGE ORDER NO. 11

Engineer Maria Tiegs of SEH said this is an issue she has brought up before. She explained there's an existing meter in the Water Treatment Filter Plant that's at least 20 years old. Tiegs said as far as they know the meter really hasn't been maintained and so it may not be very accurate.

Tiegs explained they do have a meter that's the same brand as the two meters that have already been installed on site and is a 12 inch. She said they are proposing to replace the existing old meter with a new meter. Tiegs pointed out having all three meters the same will benefit being able to check the consistency of measurements.

Tiegs said the cost for the change order would be \$13,394.80. Tiegs asked the City Council if they had any questions in regard to the Change Order.

Cushman asked about the cost of \$2,800 for a sub-contractor.

Tiegs explained it's for electrical work due to re-running power and conduit to the new meter. She explained the existing meter is up high and there is a mirror used to be able to read it. Tiegs said you have to manually read the meter and then translate it backwards.

CUSHMAN/ANDERSON moved and it was unanimously carried to approve Water Storage Tank Project Change Order No. 11 in the amount of \$13,394.80 to replace the aging water meter behind the filters at the Water Plant.

City Attorney Brad Anderson asked Tiegs about an agreement regarding moving some of the neighbor's signage back and taking care of some housekeeping items when the Ground Storage Water Tank Project was completed.

Tiegs said those items were moved out of the actual contract for Magney to do. She said the City was moving Vet's Oil's sign. Tiegs said with the project, there is some grading of a driveway.

Attorney Anderson asked with freeze-up coming up on the horizon, is there anything that needs to be done to make sure that this gets all accomplished before there's a hard freeze-up. He recalled that a Vet's Oil sign had to be moved back and some holes may need to be dug after the project work is completed.

Markman said the Water Department took care of that. He said the Street Department will assist with whatever needs to be done.

Finck asked Skaret if he could check on what the agreement was with Vet's Oil regarding the Vet's Oil's signage.

Skaret said he would check with Oxborough.

Mayor Walter thanked Tiegs for her information.

RESOLUTION NO. 38-1019 APPROVING STREET RECONSTRUCTION PLAN 2020-2024

Skaret noted Resolution No. 38-1019 regarding the Street Reconstruction Plan for 2020 to 2024 is what Shannon Sweeney explained earlier in the City Council meeting. He said the Resolution is required as part of the financing of the project. Skaret said a two-thirds majority is needed from the City Council for approval of the Resolution.

Sweeney added the Street Reconstruction Plan was reviewed by the City's Bond Council who signed off on it so there's no issue when it comes time to financing the project if one comes forward. He noted the approved obligations are subject to referendum voter approval only if a petition requesting a vote and signed by five percent of the votes cast in the last municipal general election is filed with the City Clerk within 30 days of the public hearing. Sweeney said once that 30-day period expires, then it will be known that there's a funding mechanism that can be used before we get into the final design in earnest.

Skaret noted if there's changes that come in the Street Reconstruction Plan between now and 2024, those changes can be submitted.

Sweeney said that was correct. He said it's pretty tough to estimate a project out even two years these days with the way construction prices fluctuate so amending the plan in the fall prior to implementation isn't a bad thing. He said there's no cost other than the public hearing notice.

CUSHMAN/GAY moved and it was unanimously carried to approve Resolution No. 38-1019 approving Street Reconstruction Plan 2020-2024.

AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES RELATED TO THE 2020 STREET AND UTILITY IMPROVEMENTS PROJECT

Engineer Greg Mitchell of Bolton and Menk said the Mayor and City Councilmembers should have received in their Council packets the agreement for the 2020 Street Improvement Project.

Mitchell noted there's actually five projects included with that. He said there's North Highway and South Street as the overall project. Mitchell explained the paving of the library parking lot and alley, City Hall parking lot and the Water Treatment Plant parking lot have also been added for improvements.

Mitchell said the agreement for professional engineering services will cover the design services for that work. He said Bolton and Menk would like to get going on that at the end of October or November on the preliminary design so they can bring that back to the City Council for review. Mitchell said then they will get plans and specs ready for the bidding documents so those documents can get out to contractors early next year.

Mitchell said the agreement for professional engineering services would cover the design services and also the topographic information. He said the survey work would also be included in the agreement.

Skaret noted the library parking lot and alley project has been talked about on and off over the last few years. He said it's a project that the City has been waiting to wrap in with a larger project to get some economies of scale. Skaret said the paving and the curb and gutter needs to be added. He explained there is money set aside in the Library Fund for that.

Skaret said the City Hall parking lot and the Water Plant parking lot are relatively smaller projects that the City has been trying to wrap into larger paving projects to take advantage of the economies of scale. He said there needs to be some more investigation into whether it will be just an overlay or reconstruction of the City Hall and Water Plant parking lots. Skaret explained this would take these projects at least through the bidding process. He said the City is not committing to do those projects, but at least taking a look at them.

Cushman noted a concern aired earlier in the meeting by a citizen about having a sidewalk along North Highway from the hospital to Sayles Drive. He asked Mitchell if a sidewalk could be incorporated into the plans moving forward.

Finck said with that, there would need to be a sidewalk planned to go along Sayles Drive which would be an addition to the project. He said otherwise it would make no sense to have the sidewalk on North Highway just go to Sayles Drive. Finck said it would just be creating a problem of having no sidewalk in a different area. He said there would need to be a sidewalk along Sayles Drive to the stop sign on Hills Avenue to make sense.

Mayor Walter asked if approval would have to be sought from the home owners in order to install a sidewalk.

Skaret explained the sidewalk would be installed in the right-of-way. He said if the City would install the sidewalk in the right-of-way and pay for it, then the City probably doesn't have to seek permission from the homeowners. But, Skaret said it would probably be good to send the property owners a letter to let them know what's happening.

Mayor Walter said you would have a choice of which side of the street to install a sidewalk.

Finck said he would assume the sidewalk would be extended on just one side.

Mayor Walter said a decision would have to be made on what side of Sayles Drive the sidewalk would be installed.

Cushman noted locating the sidewalks wherever there's the least utilities.

Markman said it's going to be tight in that area with the curve on North Highway and the angles of the existing driveways.

Finck said extending the sidewalk along North Highway and Sayles Drive is a good idea considering the number of children that walk through and the amount of traffic that funnels through that area. He said he would assume once the project is completed, traffic flow will be even greater through that area because the street will be in better shape. Finck said it will continue to be a high, high traffic area.

Skaret said the thing to keep in mind with sidewalks, even if the homeowner is not being assessed for them or not paying for them, is the maintenance issue after the sidewalk is completed such as the snow shoveling and taking care of the ice. He said typically the homeowner is responsible for that on residential sidewalks.

Finck suggested to Mitchell that he would probably want to work with Markman on where to locate the sidewalks.

Mayor Walter asked for a motion.

FINCK/ANDERSON moved and it was unanimously carried to approve the agreement for Professional Engineering Services related to the 2020 Street and Utility Improvements Project.

Mayor Walter and City Council members thanked Shannon Sweeney for attending the meeting and providing information.

LIQUOR STORE PROJECT PAY APPLICATION NO. 4

Skaret noted this Pay Application has been tabled a couple of times by the Council. He explained he received an email on October 15th from the contractor.

Regarding the seeding, Skaret said it's going to be unknown if the seeding will be done yet this fall. He said the contractor is not happy with the way that was done by the subcontractor before. Skaret said the contractor has been in contact with Dave Polz and received a quote from Polz on doing the till and hydro seeding for the liquor store area. He said the contractor has also received a quote from Polz to install the rock and the waterway or swale to make it drain better to the pond located to the north. Skaret said that should be completed this fall.

As far as the other punch list items, Skaret said the contractor will be repairing the walls after the Liquor Store's Grand Opening which will be this Friday, October 18th. He said the other punch list items would be completed by November 15th.

Finck said he thinks that's what the City Council was looking for when the Council tabled the pay application. He said the Council was looking for some commitment.

Cushman asked how much Pay Application No. 4 was for.

Skaret said it was for \$86,839.45.

Cushman asked if there would still be some retainage left.

Skaret said there would still be a retainage of \$10,000.

FINCK/CUSHMAN moved and it was unanimously carried to approve Liquor Store Pay Application No. 4 in the amount of \$86,839.45 now that the City Council does have a commitment from the contractor as to completion of these punch list items the City Council was concerned about.

REMOVAL DATE FOR HOLIDAY DECORATIONS IN THE CITY PLANTERS

Skaret noted at the October 1st City Council meeting, the Council approved the decorating of the downtown City planters for the holidays contingent upon a removal date of the decorations by January 31st.

In speaking with Chamber Director Sharon Henning, Skaret said Henning didn't think the removal date of January 31st would work for many people. He explained a lot of those decorating put water in the planters and then put their decorations up. Skaret explained the water then freezes and it helps hold the decorations up in place.

Skaret said Henning pointed out usually by January 31st it's still cold and the decorations are still frozen in the planters and are difficult to remove. He said what businesses and groups would typically do is remove the decorations when it thaws later in the winter or spring. Skaret said a motion was being sought to amend the January 31st removal date of the holiday decorations from the City's downtown planters.

Skaret referred to a letter regarding the issue which he said he hasn't seen.

Gay said when he first came back to Jackson after being gone for a few years, you would come down the hill and it's beautiful. He said then you start seeing weeds and junk and stuff around. Gay said that irritates him. He said aesthetics is the big thing about bringing people in here and keeping people here.

Gay said downtown, you do a thing like this over Christmas, hey it's great. He said but when Christmas is over, we take the decorations down generally right after New Year's at home and on Main Street and other areas. Gay said on something like the holiday decorations in the downtown planters, he's seen some of the planter decorations still up into April and they start looking shoddy and crappy looking. He said that takes away from what our downtown looks like.

Gay said he doesn't see any reason why there can't be a different way of securing the holiday decorations in place. He suggested maybe putting a post in the center of the planter and securing all the decorations to that. Gay said to think outside the box rather than getting the decorations in there and they can't be pulled out.

Gay said another thing that he brought up that goes hand-in-hand is some of the signage around town of businesses that are gone like the Coast to Coast store. He asked how long did the Dick's Place sign hang there by a rope. Gay said he was waiting for that to fall down on somebody. He said we should be cognizance more of our aesthetics too of what it looks like. Gay said you see a business empty but their sign is still up, it seems like we're not moving forward. He said he thinks that kind of goes all hand-in-hand.

Gay said he's totally opposed to allowing the Christmas decorations in those planters be left there for that amount of time.

Gay pointed out if you look at a web site page and if it's never changed, you never go back to it and that's kind of the same way here. Or he said in marketing, you put clothes on a mannequin and they're spring clothes but come winter you haven't changed that mannequin, people aren't going to look at it anymore. Gay said he thinks the same goes for downtown.

Gay asked for any comments.

Cushman asked what started this conversation regarding the holiday decorations in the planters. He asked is it a Chamber directive or business owners or is the Council taking this on themselves. Cushman said to him it sounded like a Chamber deal.

Skaret said it's a Chamber thing but the City owns the planters. He said the Chamber again asked for permission for businesses or groups to decorate the planters that they have been doing for a number of years.

Cushman said to Gay's point, he would agree that the holiday decorations do look kind of out of place later in the season. He said maybe there's a different way to do this. Cushman said he was concerned about that as well. He said if you freeze the stems of the decorations into the soil, they will be hard to remove. Cushman said maybe there's a different way to do that. He said he doesn't know what that may be.

Gay said there's a number of ways he's considered. He explained he used to do a lot of display stuff when he was in retail. Gay said he would look at something and go how am I going to do this and then figure it out to the best possible way, but knowing he was going to have to remove it so he didn't make it permanent.

Cushman said if the Council went with the idea that they were going to allow the planters to be decorated for the holidays and the decorations had to be removed by January 31st, then let's leave that up to the individual store owner or whoever is going to decorate that planter to decide how to secure the decorations. He said he didn't think that was the City Council's job to dictate how to decorate the planters.

Skaret said the Chamber was just asking for an amendment of the date for the decorations to be removed. He said the Chamber doesn't think that people will be able to remove the decorations from the planters unless we have a really mild January.

Markman suggested people could just take a gallon or two of really hot tap water and pour that into the planters to loosen up the decorations so they could be pulled out. He noted it can't be that hard to loosen up the soil depending on what they have for decorations. Markman noted each one is different.

Gay said a business owner should be proud of what they have in front of their building. He noted having Santa Claus dance with the Easter Bunny is probably not going to look real good when Santa Claus is all shabby.

Gay said it's something he looks at to try and improve the looks of downtown and not be distracting.

Alderman Anderson said decorators probably used water to secure their decorations because it was easy to put a couple gallons of water in the planter, let it freeze and you're done. He said it was done for convenience more than anything.

Cushman said the Chamber asked for permission to decorate the downtown planters and the decorations should be removed in a timely fashion.

Gay said that was correct.

Cushman said then don't decorate them. He said it's up to the choice of the business or individual to decorate the planters if they want to or not.

Alderman Anderson agreed with Cushman. He suggested leaving the deadline to remove the decorations at January 31st.

Cushman said Gay makes a good point. He said if it's out of season, why would you leave the decorations up. Cushman said he thinks the decorations after the holiday season takes away from the downtown appearance.

ANDERSON/GAY moved and it was unanimously carried to leave the end date to remove the holiday decorations from the downtown planters at January 31st.

Gay said in line with this, he looks at the Jackson County Fair sign at the corner of Sherman and Highway 71. He noted it's mid-October and the sign is still up. Gay asked who owned that sign. He said if anything, put up next year's dates for the fair.

Skaret asked Maschoff who owns the Jackson County Fair sign.

Maschoff said he assumes it's the Jackson County Fair. He said he would check into it.

DECLARE 1991 CASE DH4B WITH HYDROSTATIC TRENCHER AND BACKHOE SURPLUS PROPERTY AND AUTHORIZE THE SOLICITATION OF BIDS

Skaret explained the Electric Department has a new Ditch Witch Mini Skid Steer that has taken this equipment's place. He said Electric Department Supervisor Jeremy Boogerd recommends the City Council declare the 1991 Case DH4B with hydrostatic trencher and backhoe as surplus property and authorize the solicitation of bids.

FINCK/ANDERSON moved and it was unanimously carried to declare the 1991 Case DH4B with hydrostatic trencher and backhoe as surplus property and authorize the solicitation of bids.

DECLARE 1993 FORD L 8000 PLOW TRUCK (AIRPORT PLOW TRUCK) SURPLUS PROPERTY AND AUTHORIZE IT BE SOLD TO A SALVAGE YARD

Skaret said this truck is the old Airport plow truck.

Markman explained the truck broke down this spring. He said the truck was in the shop for several days. Markman said the City probably has about \$5,000 into trying to repair the truck and the mechanics cannot get it to run. He said the mechanics suggested the best bet is just have a salvage company come and get it.

Markman said the Street Department will have their spare plow at the Airport for them to use until the City's new plow truck arrives hopefully in mid-December. He said the new truck chassis arrived sooner than anticipated. Markman explained Crysteel didn't have the new truck in line yet. Markman said he talked with Crysteel officials a couple of weeks ago at a truck expo in St. Cloud and Crysteel is going to get the new chassis in line sooner when they have an opening. He said Crysteel has all the pieces for new truck except for the front plow which is back ordered and should arrive in mid-December.

Markman said when the new truck is put into service, the Street Department's old number 48 truck would be moved out to the airport and the other truck would be brought back as the Street Department's spare truck. He said he is still looking for a good used plow truck specifically for the airport that they can utilize. Markman said the airport doesn't need a truck equipped with a sander. He said the airport doesn't want a sander which will reduce the price for a truck. Markman said the airport basically needs a dump truck with a 11-foot plow for the airport.

Markman said he's been working with the head mechanic at the Joint City/County Maintenance Facility who's also helping to look for a truck for the airport. Markman said Crysteel is also assisting in looking for a used plow truck through the dealerships they work with.

ANDERSON/GAY moved and it was unanimously carried to declare the 1993 Ford L 8000 Plow Truck (Airport Plow Truck) as surplus property and authorize it be sold to a salvage yard.

AMI METERING FREQUENTLY ASKED QUESTIONS INFORMATION SHEET

Skaret explained a meeting was recently held with the vendor for the City's AMI project. He said it's anticipated the first meters are going to be arriving in November or December. Skaret said the plan is to start with the businesses first, the commercial accounts, as far as changing out the meters and then move into the residential areas.

Skaret said once there are 100 water meters and 100 electric meters installed, then they can begin working on the rest of the infrastructure for the system.

Skaret said we're getting closer to implementing the new AMI system. He said it's going to be a change. Skaret said everyone is going to have their electric and water meters changed.

Skaret said the AMI Metering Frequently Asked Questions Information Sheet is part of educating everyone and getting information out to the City's residents of what will be going on and what they can expect. He noted the draft of the FAQ sheet that's proposed to be included as an insert in the utility bills to go out at the end of October as part of a public information campaign on the new metering system. Skaret explained it's a sheet of common questions and answers he compiled on both the front and back of one sheet to be sent out. He said this won't be the only public information that will be distributed but one of many venues to distribute information.

Gay asked if there will also be an information page on the City's web site.
Skaret said there would be.

Skaret said he was looking for a motion from the City Council for authorization to insert the AMI Metering Frequently Asked Questions Information Sheet in the City's utility bills at the end of the month.

GAY/ANDERSON moved and it was unanimously carried to authorize inserting the AMI Metering FAQ information sheets into the City's Utility bills at the end of October, 2019.

RESCHEDULE DATE FOR THE FIRST REGULAR CITY COUNCIL MEETING IN NOVEMBER

Skaret explained the Jackson County Central School District's special referendum election on the School District's levy will be held on Tuesday, November 5th. He explained under State law, the City cannot have a public meeting between the hours of 6 p.m. and 8 p.m. whenever there's an election within the boundaries of the City.

Skaret said he was looking to see what the City Council would like to do as an alternate meeting date.

Mayor Walter and Councilmembers looked at possible alternate meeting dates as they reviewed the calendar.

Mayor Walter suggested having the City Council meet on Monday, November 4th.

ANDERSON/CUSHMAN moved and it was unanimously carried to reschedule the first regular City Council meeting in November to Monday, November 4th, 2019 at 6:30 p.m.

SNOW REMOVAL BIDS

Skaret said the City has contracted out the last few years the snow removal at City Hall and the Library. He said the City has also agreed to take on the snow removal at the Senior Building.

Skaret said several weeks ago he sent out letters to the snow removal contractors with the bid packets on all three properties soliciting proposals. He said two bids were received for the Senior Center property. Skaret said Dave Polz bid it at \$35 a time plus 35 cents per pound for ice melt and then \$35 per time for additional snow removal. He said Polz has been removing snow at the Senior Building in the past for the Senior Club so he's familiar with that property.

Skaret said there was another bid submitted for the Senior Building but it was higher.

Skaret said he would recommend accepting the bid from Dave's Lawn Care for the Senior Center property for two winter seasons, 2019-2020 and 2020-2021.

Skaret said two proposals were submitted for snow removal at the library. He said Bryan Beckel, who has been removing snow at the Library for the last several years, bid it at \$50 per time and 50 cents per pound for ice melt and \$50 for additional times within the day if we get a real big snow. Skaret said another bid was submitted but it was higher.

Skaret said he would recommend awarding the bid to Bryan Beckel for snow removal at the Library.

Skaret said one bid was submitted for snow removal at City Hall but it was significantly higher than what the City has been accustomed to. Skaret said he would recommend after consultation with City Attorney Brad Anderson that the City Council reject the bid on the City Hall removal contract and rebid it. He said hopefully between now and November 4th we won't be having to plow a lot of snow.

Alderman Anderson said he was wondering as he looked at the bids or the Senior Building and the Library, being these properties are adjacent to each other, would the City not want to go with one entity doing both properties. He said both properties are right there on the same block and one snow removal operator could go down the sidewalk and around the corner rather than split the Senior property and the Library property. Alderman Anderson said he was just wondering.

Skaret said in the past, Beckel has done the Library and Polz has done the Senior Center. He said in theory he can understand what Alderman Anderson is saying.

Alderman Anderson said just out of simplicity is what he was thinking.

Cushman said he would have thought they would have bid that thinking that.

Alderman Anderson asked if the proposals for bids were put out that way. He asked if the contractors could bid the whole thing, both the Senior Building and the Library together, or did they have to bid them separate.

Skaret the snow removal for the Senior Building and Library were bid separately because they had been separated in the past.

Cushman said he thinks we're overthinking this. He said when the contractors bid these projects they understood where they're located.

Markman noted the snow removal has been that way since day one since the City has gone out for bids. He said the City has had all three places, the Senior Building, Library and City Hall, each have their own separate bids.

CUSHMAN/GAY moved and it was unanimously carried to accept the bid from Dave Polz of Dave's Lawn Care for snow removal at the Senior Dining Building for the 2019-2020 and 2020-2021 seasons.

ANDERSON/FINCK moved and it was unanimously carried to accept the bid from Brian Beckel for snow removal at the Library for the 2019-2020 and 2020-2021 seasons.

Mayor Walter said a motion was needed from the City Council to reject the bids for snow removal at City Hall.

GAY/ANDERSON moved and it was unanimously carried to reject the bid submitted and rebid for snow removal at City Hall.

ADJOURNMENT

With no further business, FINCK/ANDERSON moved and it was unanimously carried to adjourn the City Council meeting at 7:36 p.m.

David A. Maschoff, Council Secretary

Wayne Walter, Mayor

