

Jackson, Minnesota  
October 1, 2019

The Jackson City Council met in regular session in the Council Chambers of City Hall at 6:30 p.m. on Tuesday, October 1, 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, Brandon Finck, Jeffrey Gay, Donnie Schoenrock and Dave Cushman, City Administrator Matt Skaret, City Attorney Brad Anderson, Jackson Ambulance Department Director Michael Muchlinski, Engineer Greg Mitchell of Bolton and Menk, Jackson County Sheriff Shawn Haken, Craig Miller of AGCO, Jackson Fire Department Second Assistant Chief and Jackson Parks Board Chairman Michael Haeffner, Jackson Assistant Fire Chief Dave Bond, Street Superintendent Phil Markman, 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. (Alderman Larry Anderson was absent.) (A quorum of the City Council was present.)

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

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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 Alderman Larry Anderson.

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

#### **CONSENT AGENDA**

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**CUSHMAN/SCHOENROCK 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**

### **MICHAEL MUCHLINSKI – PURCHASE OF ADMINISTRATIVE VEHICLE FOR THE AMBULANCE DEPARTMENT**

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Muchlinski explained at the September 3<sup>rd</sup> City Council meeting, Ambulance Department Assistant Director Carey Simmons and Ambulance Department Trustee Ron Richards spoke to the Council about the purchase of an administrative vehicle that would be used for Ambulance Department members to travel to training, conferences, meetings and the like.

Muchlinski said the intent then was to ask the Council for approval to purchase a vehicle at the September 3<sup>rd</sup> meeting. However, Muchlinski said there was some confusion and the request that was approved was for the Ambulance Department to apply for a Health Care Foundation grant to go towards the purchase of an administrative vehicle.

Muchlinski said he was attending the October 1<sup>st</sup> meeting to seek City Council approval for the Ambulance Department to purchase an administrative vehicle not to exceed \$25,000. He said if the Ambulance Department receives a Health Care Foundation Grant, the grant funds will be applied towards the purchase of the vehicle. Muchlinski said they should know by the end of October if they were approved for a Health Care Foundation grant.

**SCHOENROCK/FINCK moved and it was unanimously carried to approve the Jackson Ambulance Department's request to purchase an administrative vehicle.**

### **AGCO TILING OF LAND LEASED FROM THE AIRPORT**

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Craig Miller said he was appearing before the Council on behalf of AGCO.

Miller explained AGCO is looking to tile a field in which AGCO owns 64 acres of it and the other 10 acres is leased from the airport. He said that field has been incredibly wet for what AGCO uses it for. Miller said it's believed the current tile has basically been destroyed below it.

Miller said AGCO is looking to tile that entire field. He AGCO has already started tiling on their portion of the field. Miller said approval is being sought from the City Council to tile the additional 10 acres that AGCO leases. He explained AGCO is already assuming all the costs for installing the tile. Miller said AGCO is seeking approval from the City to complete the tiling in the remaining 10 acres.

Miller said he sent the information regarding the tiling to City Administrator Skaret.

Skaret said the information was included in the City Councilmembers' packets.

Miller explained the 10 acres they lease from the City that they are looking to tile is the wettest portion of that field. He said AGCO is looking to try and dry out that portion and make it more useable for them.

Finck said he would make a motion for approval considering AGCO is covering all the costs for tiling.

**FINCK/GAY moved and it was unanimously carried to approve the request from AGCO to tile the 10 acres of land that AGCO leases from the Airport.**

#### **LAW ENFORCEMENT CONTRACT AMENDMENT**

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Skaret explained at the September 3<sup>rd</sup> City Council meeting, the Council approved the law enforcement contract for 2020 through 2022. He said there were some questions that came up afterward between the staffs regarding the Capital Equipment Fund and thought it was prudent to add some clarifying language in the event that the City did terminate its contract with the County for law enforcement services.

Skaret explained basically it stipulates that the remaining funds in the Capital Equipment Fund shall be returned to the City upon termination of the agreement. He said the City and County shall determine the Capital Equipment Fund termination date balance within a reasonable time after the termination date. Skaret went on to explain all proper and reasonable revenues and expenses will be accounted for, including but not limited to, a prorated share of the 5 percent administration fee.

Skaret said County staff have indicated they are in agreement with this language. He noted City Attorney Brad Anderson actually composed the contract language.

Skaret said a motion was needed from the City Council to approve the amendment to the contract.

**CUSHMAN/FINCK moved and it was unanimously carried to approve the Law Enforcement Contract Amendment.**

### **RESOLUTION NO. 36-1019 CALLING FOR A PUBLIC HEARING ON STREET RECONSTRUCTION PLAN 2020-2024**

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Skaret said at the last City Council meeting, approval was given to continue planning for the 2020 Street Project which includes North Highway, South Street and a block of Fourth Street before it enters into South Street.

Skaret said according to State Statutes, assuming the project comes to fruition and the City would be bonding for over \$4 million, the City needs to adopt a Street Reconstruction Plan. He said as part of that, the City needs to have a public hearing.

Skaret said Resolution No. 36-1019 calls for a public hearing on the City's Street Reconstruction Plan for the years 2020 through 2024. He said that public hearing would be held at the next City Council meeting on October 15<sup>th</sup> at 6:30 p.m.

Schoenrock noted the Street Reconstruction Plan includes the reconstruction of North Highway and South Street. He asked if any other reconstruction projects are planned for the years 2022, 2023 or 2024.

Skaret said the City doesn't have any other projects included in the plan right now but it can always be amended.

**SCHOENROCK/MADDEN moved and it was unanimously carried to approve Resolution No. 36-1019 setting a Public Hearing on Street Reconstruction Plan 2020 through 2024 for Tuesday, October 15, 2019 at 6:30 p.m.**

**SECOND CONSIDERATION: ORDINANCE 101 AMENDING CHAPTER 94.01 OF THE JACKSON CODE OF ORDINANCES PERTAINING TO THE HOLDING OF SPECIAL EVENTS, PRIVATE OR PUBLIC, THAT MAY CONFLICT WITH THE PUBLIC NUISANCE CODES OF THE CITY OF JACKSON, MINNESOTA**

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Skaret noted Ordinance 101 was explained and First Consideration given at the September 17th City Council meeting. He said it pertains particularly to the City's Nuisance Code, Chapter 94. Skaret explained it basically gives the Council the authority to waive, by special permit, the enforcement of Code restrictions by granting a special event waiver for special outdoor activities pertaining to the extension of the noise ordinance. Skaret said the City will now formally have a process to address such requests. He noted Ordinance 101 also allows the City Council to add any additional stipulations depending on the event.

Schoenrock asked if Ordinance 101 would also address waiving the requirement of vehicles having to be parked on improved surfaces so people could park a camper in a yard during the Jackson Nationals or does Ordinance 101 basically pertain to noise.

Skaret said Ordinance 101 pertains to noise. He said the issue of allowing campers and vehicles to park on unimproved surfaces during the Jackson Nationals will be addressed in another ordinance still to come before the Council.

**CUSHMAN/GAY moved and it was unanimously carried to approve Second Consideration of Ordinance 101 amending Chapter 94.01 of the Jackson Code of Ordinances pertaining to the holding of Special Events, Private or Public, that may conflict with the Public Nuisance Codes of the City of Jackson, Minnesota.**

**CHAMBER OF COMMERCE REQUEST TO RUN THE "ADOPT A PLANTER" PROGRAM AGAIN THIS YEAR TO HAVE LOCAL BUSINESSES AND ORGANIZATIONS DECORATE A PLANTER FOR THE HOLIDAY SEASON**

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Skaret explained for the last several years, the Chamber of Commerce allows businesses to adopt a planter and decorate it for the holiday season. He said it beautifies the downtown. Skaret said a motion is being sought to allow the Chamber to continue the program this holiday season.

**MADDEN/FINCK moved to allow the Chamber of Commerce to continue the downtown Adopt the Planter Program for the Holiday Season.**

Gay asked if there would be an end date so when a certain date arrives the holiday decorations are removed from the planters. He said in the past, it seems like the decorations stay in the planters quite a while after the holidays are over.

Madden said he would amend his motion to include an end date of January 31<sup>st</sup> to remove the decorations from the planters.

Schoenrock said in the past he believes the Chamber made it a contest for businesses to create the best holiday planter decorations. He asked if the City could do something like award \$100 in Jackson Bucks to the winning business or to the charity of their choice for the best judged holiday planter decoration. Schoenrock said the decorations beautifies the City's Main Street for the holidays and adds to the beauty during the Holiday Day Fest Parade. Schoenrock said the City awarding a prize could be part of a different motion.

Mayor Walter said the Council needed to vote on the amendment to Madden's original motion to add an end date of January 31<sup>st</sup> for the decorations to be removed.

**MADDEN/FINCK moved and it was unanimously carried to amend Alderman Madden's original motion to allow the Chamber of Commerce to continue the Adopt the Planter Program downtown for the Holiday Season by adding an end date of January 31<sup>st</sup>, 2020 to have the decorations removed from the planters.**

Mayor Walter said a vote was now needed on the amended motion.

**MADDEN/FINCK moved and it was unanimously carried to allow the Chamber of Commerce to continue the Adopt the Planter Program downtown for the Holiday Season with an end date of January 31<sup>st</sup>, 2020 to have the decorations removed from the planters.**

Mayor Walter said Schoenrock could now bring forward the proposal of awarding \$100 in Jackson Bucks to the winner of the best holiday planter decorations.

Schoenrock said he could bring that up at another time.

## **JCC MUSIC BOOSTERS FUNDRAISER LOGO PAINTING ON SIDEWALKS**

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Skaret explained the JCC Music Boosters are conducting a fundraiser where they are painting the Husky logo on sidewalks.

Skaret explained the City owns the downtown sidewalks. He said there has been a request from a downtown business wanting to participate in the fundraiser and having the Husky logo painted on the sidewalk at their business.

Skaret said there should be City Council authorization to allow the business and other businesses to paint the Husky logo on the sidewalks in front of their business if the Council so desires to do so. He said it's a paint that he's been told lasts one to two years.

Finck said painting the Husky logo on sidewalks is good community spirit and a good fundraiser.

Gay said he's seen it and it looks like a really nice logo, nicely done.

**FINCK/GAY moved and it was unanimously carried to allow the JCC Music Boosters to paint Husky logos on the downtown sidewalks as part of the JCC Music Boosters fundraiser.**

## **CITY BANNERS**

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Skaret said earlier this year, the Chamber of Commerce requested authorization to purchase new banners downtown. He said Chamber Director Sharon Henning had offered to sell sponsorships to local businesses to pay for them. Skaret said the City Council indicated the City would pay for the banners and requested Henning work on a design.

Skaret said Henning has worked in designing logos for the banners. He noted there are both summer and winter banners. Skaret said the summer banner is a racing theme consistent with the Jackson Nationals and the winter banners have a snowflake design on them.

Skaret said action is requested for the Council to approve the designs and also approving the revised quotes for the banners based on the latest information regarding the cost. He said the cost will be \$2,416.60.

**SCHOENROCK/FINCK moved and it was unanimously carried to approve the purchase of the City Banners.**

#### **MEMORIAL PARK PROJECT PAY APPLICATION NO. 4**

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Skaret reported there has been a lot of work done in Memorial Park in the last month. He noted the recent rainfall has benefited the newly seeded grass.

Skaret said Memorial Park Project Pay Application No. 4 is in the amount of \$114,946.14 to Svoboda Excavating. He explained this pay application covers the paving of the trails, tree planting and seeding. Skaret said there is still some turf maintenance that will need to be completed due to washouts. He said the quantities still need to be finalized. Skaret said SEH Engineer Scott LaVoy recommends payment of Pay Application No. 4.

**MADDEN/CUSHMAN moved and it was unanimously carried to approve Memorial Park Project Pay Application No. 4 in the amount of \$114,946.14 to Svoboda Excavating of Jackson.**

#### **LIQUOR STORE PROJECT PAY APPLICATION NO. 5**

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Skaret said at the last City Council meeting, the Council considered a Pay Application for \$86,839.45. He said the Council tabled action on the Pay Application pending receiving a more detailed schedule on when the contractor plans to come back and finish the punch list items for the project.

Skaret said he didn't have any updates for the Council. He said the architect and contractor were informed of the Council's decision following the September 17<sup>th</sup> Council meeting. He said the contractor was not happy but he did not give the City the information that was required.

Skaret said he spoke with the architect on September 30<sup>th</sup> and indicated the City still hasn't heard anything from the contractor other than the contractor was upset about the pay application being tabled. Skaret said he has not heard anymore.

**CUSHMAN/GAY moved and it was unanimously carried to table Liquor Store Project Pay Application No. 5.**



#### **ELECTRIC DISTRIBUTION CONVERSION 2018-2019 PAY ESTIMATE NO. 4**

Skaret reported the City has a pay application in the amount of \$114,521.27 to Casterjon Incorporated for the Electric Distribution Project. He said Project Manager Isaac Rinkenberger with DGR recommends payment.

Skaret said the project continues to progress, although at a slower pace in that part of town due to the gravel and rocky nature of the soil. He said it's still anticipated that the project will be completed by the end of October.

**SCHOENROCK/MADDEN moved and it was unanimously carried to approve Electric Distribution Conversion 2018-2019 Project Pay Application No. 4 in the amount of \$114,521.27 to Casterjon Incorporated.**

#### **SOUTH HIGHWAY PROJECT PAY APPLICATION NO. 5**

Engineer Greg Mitchell of Bolton and Menk explained the City's portion of the overall amount for South Highway Project Pay Application No. 5 is \$177,015.93. He said the accumulated payments to date represents about 85 percent of the project. He noted there is roughly about \$150,000 left to go on the project as far as the City's portion. Mitchell said there's still a lot of work to be done.

Right now, Mitchell said there's about a half-a-block of storm sewer that's left, about a half-dozen catch basins, a final connection with the water main at Third Avenue and then some water and sewer services. He said that will pretty much wrap up the underground portion of the project. Mitchell said then it's just a matter of Svoboda Excavating getting in there to finish the surface improvements.

Mitchell said the weather has been hampering the project. He said it will be sometime next week when the utility work is completed unless we continue to get more rain.

**MADDEN/GAY moved and it was unanimously carried to approve South Highway Project Pay Application No. 5 in the amount of \$177,015.93.**

#### **SENIOR CENTER BUILDING RENTAL RULES AND WAIVER AND RELEASE OF CLAIMS**

Skaret explained at the September 17<sup>th</sup> City Council meeting, among other things, the Council had agreed to have City Hall take over the administration of the rental of the Senior Center Building.

Skaret said he and City Attorney Brad Anderson worked on formulating a set of building rental rules and regulations along with a rental agreement that also indemnifies, releases and waives the renter's rights for claims against the City. He said they were trying to keep the rental agreement as simple as possible keeping the rental fees at \$40 a day plus a \$20 cleaning deposit. Skaret said that's similar to what the Senior Center has already been collecting.

Skaret said the renter may cancel the rental agreement by giving notice to the City. However, he said if the notice is 10 days or more prior to the rental date, the City will refund 50 percent of the rental fee. Skaret said the rental fee is non-refundable if the renter cancels less than 10 days prior to the rental date unless the City is able to re-rent the building for the same day.

Skaret pointed out the rental agreement also stipulates that the clean-up of the Senior Building must take place immediately following the event. He said the renter must clean off all tables, chairs and return them to their original locations and trash containers must be emptied. Skaret said the renter must provide their own cleaning supplies.

Skaret said all items brought in by the renter must be removed. He noted if the items remain in the building after 6 a.m. the following day, the renter will forfeit their cleaning deposit. Skaret said if cleanup in addition to the normal cleanup is necessary the renter will be charged a minimum of \$40 plus an additional \$20 per hour.

Skaret said the rental agreement also states that the renter must pick up keys to the Senior Center Building at City Hall during regular business hours the last business day before the event. He said the keys shall be returned to City Hall prior to the end of the next business day.

Cushman asked if the rent check for the building will be made out to the City of Jackson.

Skaret said it will be from this point moving forward.

**SCHOENROCK/FINCK moved and it was unanimously carried to approve the Senior Center Building Rental Rules and Regulations, Waiver and Release of Claims.**

**MAYOR'S PROCLAMATION OF MINNESOTA MANUFACTURING WEEK OCTOBER 1<sup>ST</sup> THROUGH OCTOBER 7<sup>TH</sup>, 2019**

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Mayor Walter said he had a proclamation to read regarding Minnesota Manufacturing Week.

Mayor Walter read:

*Whereas: Manufacturing is a dynamic and robust industry, crucial to the health and strength of Minnesota's diverse economy; and*

*Whereas: Manufacturing added \$52.7 billion to Minnesota's economy in 2018, representing the second-largest contribution (14 percent) to the state's gross domestic product by any industry; and*

*Whereas: Workers took home \$21.6 billion in wages from Minnesota manufacturing jobs in 2018, the second-largest total payroll among private sector industries; and*

*Whereas: Manufactured exports brought \$21 billion into the Minnesota economy in 2018; and*

*Whereas: Manufacturing in Minnesota pays an average annual wage of \$67,098, which is 15 percent higher than the state's overall average wage; and*

*Whereas: Manufacturing provides 322,000 highly skilled, well-paying jobs, which significantly contribute to Minnesota's high standard of living and economic vitality.*

*Now, therefore, I, Wayne Walter Mayor of Jackson, do hereby proclaim that the week of October 1 to October 7, 2019 shall be observed as:*

***Minnesota Manufacturing Week***

*In the City of Jackson on this 1<sup>st</sup> day of October, Two Thousand and Nineteen.*

Mayor Walter asked for a motion to approve the proclamation.

**GAY/FINCK moved and it was unanimously carried to approve the Mayor's Proclamation of Minnesota Manufacturing Week October 1<sup>st</sup> through October 7<sup>th</sup>, 2019.**

**LIQUOR STORE GRAND OPENING ON FRIDAY, OCTOBER 18<sup>TH</sup>, 2019 FROM 4 P.M. TO 7 P.M.**

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Skaret said this was an informational item for the Council. He said the Grand Opening of the new Liquor Store is scheduled for Friday, October 18<sup>th</sup> from 4 p.m. to 7 p.m.

Skaret said plans call to serve hot dogs and light snacks. He said vendors will also be on hand with samples of product and everyone is invited to attend.

## **Other:**

### **Councilman Donnie Schoenrock**

#### **JEDC Update**

Schoenrock asked if a couple JEDC members could attend a City Council meeting to update the Council on projects and programs the JEDC are working on.

Finck noted right now it's pretty quiet on the local economic development front. He said that reflects what's going on nationally.

#### **Street Committee Meeting**

Schoenrock also asked if a Street Committee meeting could be scheduled before it snows to review the City's snow removal policy and talk about cleaning the trails, or some of them, during the winter.

Skaret said a Street Committee meeting will be scheduled.

### **City Administrator Matt Skaret**

#### **Airport Runway Update**

Skaret updated Mayor Walter and the City Council that he and Airport FBO Paul Sanders, Airport Commission Chairman Chris Handevitd and HDR Engineer Eric Hanson will be travelling to the Twin Cities on Thursday, October 3<sup>rd</sup>, to meet with the MnDOT (Minnesota Department of Transportation) and the FAA regarding the Airport's long-awaited runway project.

## **City Group Health Insurance Rates**

Skaret reported the City received the PEIP Employee Group Health Insurance Renewal Rates for 2020. He said this would be the first time for a renewal since the City started having the PEIP Employee Group Health Insurance. Skaret said the renewal rates are an increase of anywhere from 3.2 percent to 5.5 percent depending on the insurance plan the employee is on. He explained under the Union Contract for 2020 the increase is split 50/50 between the City and the employee.

Cushman asked what the percentage increases were over the prior two years.

Skaret said last year's health insurance rate increase was 25 percent and the year before it was in the 30's.

Mayor Walter said the City needs to thank Skaret for finding the PEIP Health Insurance. He said that was a big savings for everyone, employees and the City.

## **ADJOURNMENT**

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**With no further business, SCHOENROCK/FINCK moved and it was unanimously carried to adjourn the meeting at 7:03 p.m.**

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**David A. Maschoff, Council Secretary**

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**Wayne Walter, Mayor**

