

**October 1, 2024  
Jackson, Minnesota**

**The Jackson City Council met in regular session in the Council Chambers of City Hall and also by Teleconference and Zoom at 6:00 p.m. on Tuesday, October 1, 2024, with the meeting called to order by Mayor Marcus Polz. On the roll call, the following persons were present in-person, Mayor Marcus Polz, Alderwoman Sara Mix and Aldermen Mark Titus, Nathan Peterson and Joe Pell. Also attending in-person were Interim City Administrator Rick Almich, City Attorney Brad Anderson, Public Works Director Tony Oxborough, Jackson Ambulance Director Grant Landbo, Stephen Foster, Jackson County Sheriff's Deputy Riley Verbrugge, City Clerk/Council Secretary Dave Maschoff and Justin Lessman of the Jackson County Pilot. Joining the meeting via Zoom and Teleconference was Jackson EDA Administrative Assistant Shelley Pohlman and Josh Gruhlke. (Aldermen Brandon Finck and Chris Naumann were absent.) (A quorum of the City Council was present.)**

### **PLEDGE OF ALLEGIANCE**

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

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

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

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

## **Unscheduled Guests:**

Mayor Polz asked if there were any unscheduled guests in the Council Chambers.

Mayor Polz again asked if there were any unscheduled guests in the Council Chambers.

Mayor Polz asked for a third time if there were any unscheduled guests in the audience.

Seeing and hearing no unscheduled guests, Mayor Polz said the Council would move onto the Consent Agenda.

## **CONSENT AGENDA**

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Mayor Polz entertained a motion to approve the Consent Agenda as presented.

Alderman Joe Pell said he would like to amend the Council's agenda regarding the Discussion Items. He said he would like to have added Discussion Item 8(E) to ratify the Purchase Agreement with David Thorn for the purchase of Ballard Avenue property subject to EDA approval.

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

## **Council Discussion Items**

### **RESOLUTION NO. 34-0924 APPROVING ACCOUNT OPENING FOR THE JACKSON AMBULANCE DEPARTMENT AT BANK OF LAKE MILLS (TABLED FROM THE SEPTEMBER 25<sup>TH</sup> CITY COUNCIL MEETING)**

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Jackson Ambulance Director Grant Landbo said Resolution No. 34-0924 relates back to June when the Council approved the agreement between the City of Jackson and ECP Services for billing services for the Ambulance Department. He said ECP Services is requesting the establishment of a checking account that the City owns and manages.

Landbo explained one of the reasons the Ambulance Department chose ECP Services for billing services is because they would establish a checking account for all Ambulance revenue to go into.

Landbo said the City will have control over the account and the billing service has view-only access. He explained at the end of each month, the billing service will supply the City with a report that shows what they billed, what payments were reported by the payers and what funds were actually deposited to the account. Landbo explained this will allow for more transparency and ensure that everybody is paying their share. He explained for example, Medicare commonly pays 80 percent of the total charge, supplemental insurance will cover part of the left-over 20 percent, and then the patient will pay part of that 20 percent. He said with the current system, the City and Ambulance Department doesn't have a clear view of their revenue and there are inevitably things slipping through the cracks or being misplaced.

Landbo said the City can set it up so that this account is regularly transferred into the Ambulance Fund or General Fund, or manually do the transfer on a monthly basis or however it is recommended.

Landbo said all Ambulance payments will go to one place and initially be deposited into one account so the City and Ambulance Department will know exactly how much they're being paid.

**PETERSON/PELL moved and it was unanimously carried to approve Resolution No. 34-0924 approving the account opening for the Jackson Ambulance Department at the Bank of Lake Mills.**

Mayor Polz thanked Landbo for his presentation.

**APPROVE RESOLUTION NO. 37-1024 APPOINTING ELECTION JUDGES FOR THE NOVEMBER 5TH, 2024 GENERAL ELECTION**

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City Clerk Dave Maschoff said the Election Judges for the November 5<sup>th</sup> General Election are being assembled. He said a full staff of Election Judges will be needed for the November 5<sup>th</sup> General Election.

**PETERSON/PELL moved and it was unanimously carried to approve Resolution No. 37-1024 appointing Election Judges for the November 5<sup>th</sup>, 2024 General Election and thank the individuals who are volunteering to serve as Election Judges.**

**CHANGE THE DATE FOR THE FIRST REGULAR CITY COUNCIL MEETING IN NOVEMBER TO NOVEMBER 12<sup>TH</sup> 2024 AT 6 P.M. AND ALSO CANVASS THE VOTES FROM THE GENERAL ELECTION (TUESDAY, NOVEMBER 5<sup>TH</sup> IS ELECTION DAY)**

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City Clerk Maschoff noted according to State Law, the City Council has until November 15<sup>th</sup> to canvass the votes from the November 5<sup>th</sup> General Election. He explained having the City Council meeting on November 12<sup>th</sup> will allow the Jackson County Auditor's Office time to get all the information compiled for the canvass. Maschoff said instead of having two separate City Council meetings, the Council can meet on November 12<sup>th</sup> for their first regular meeting of the month and also canvass the votes from the November 5<sup>th</sup> General Election at the same time.

**PETERSON/PELL moved and it was unanimously carried to change the date for the first regular City Council meeting in November to November 12<sup>th</sup>, 2024, at 6 p.m. and also canvass the votes from the General Election at the November 12<sup>th</sup>, 2024 meeting.**

**RATIFY THE PURCHASE AGREEMENT WITH DAVID THORN FOR THE PURCHASE OF BALLARD AVENUE PROPERTY SUBJECT TO EDA APPROVAL**

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City Attorney Brad Anderson explained that on the afternoon of October 1<sup>st</sup>, 2024, he met with both Kent Bargfrede and Dave Lovell to verify everything concerning the purchase by David Thorn of the Ballard Avenue property.

Attorney Anderson said they called Mr. Thorn and sent the paperwork to him, and he signed it, scanned it back and the EDA Officers signed it, all understanding that the EDA has to approve it as well as the City.

Attorney Anderson said he understands Thorn is anxious to start working on the property. He said he's assuming Thorn probably needs the approval for his bank so they can move forward with financing.

Attorney Anderson said he thinks the EDA is well aware of this purchase and no issues are anticipated. He said the property still has to be surveyed and there's some work to be done. Attorney Anderson said he thinks Public Works Director Tony Oxborough has already marked out the boundaries he wants, and the Thorn's will get the balance of it, which is about 10 acres.

Mayor Polz entertained a motion to approve the purchase agreement with David Thorn.

**TITUS/PETERSON moved and it was unanimously carried to ratify the Purchase Agreement with David Thorn for the purchase of Ballard Avenue property subject to EDA approval.**

## **Other:**

### **Alderman Mark Titus**

Alderman Mark Titus said he wanted to thank the Street Department for fixing the potholes on Dewey Avenue.

Titus said a citizen also expressed concern about the new jail construction site security. He said there's a perimeter fence that's part-way around the construction site. Titus said part of the construction site has no fence and at one spot, there's a gate but the gate was laying flat over the weekend.

Titus said he took the liberty of talking with the construction manager about the fence and securing the construction site. He said he would assume the construction company would want a fence all around the construction site to keep children from being tempted to play in the construction area. Titus said the construction manager said he would have someone come to look at the fencing around the site.

## **Alderman Nathan Peterson**

Alderman Nathan Peterson asked if there were any updates regarding the former Coast to Coast building.

Mayor Polz said he would talk about that in just a moment.

Peterson also noted the Fire Department will be delivering pizzas next week with the Fire Trucks as part of Fire Prevention Week.

## **Alderman Joe Pell**

Alderman Joe Pell said a joint City Council and Jackson County Central Schoolboard meeting is being planned for Wednesday, November 6<sup>th</sup> at 7 p.m. to talk about the swimming pool survey results.

## **Mayor Marcus Polz**

Mayor Marcus Polz said the past week was a fun week in Jackson. He noted the groundbreaking for the new apartment complexes which was really exciting and also seeing the demolition work getting underway on the former Prairie Winds Motel.

Mayor Polz said on the afternoon of October 1<sup>st</sup>, he received a letter from the Minnesota Employment and Economic Development Office regarding the former Coast to Coast building. He said he wanted to share the letter with the Council and those attending the Council meeting.

Mayor Polz read:

*Dear Mayor Polz:*

*The Department of Employment and Economic Development (DEED) is pleased to inform you that your application for a Demolition Loan for the Jackson Coast site has been approved for a loan. DEED reviewed three loan applications, and this project was selected for approval. Everyone involved in the preparation of your application can be proud of a job well done.*

*DEED intends to lend the City of Jackson \$156,230 for the Jackson Coast site as outlined in the application. DEED will soon be contacting your organization to begin securing the required documentation necessary to proceed with issuing the loan documents.*

*Once the loan agreement is fully executed and the required documentation is in place, you can begin drawing funds.*

*For additional information, contact Kristin Lukes at 651-259-7451.*

Mayor Polz said that's good news. He said that was the third good thing in the last week of two years in the making. Mayor Polz said progress is being made. He said he wanted to share that.

### **City Clerk Dave Maschoff**

City Clerk Dave Maschoff said the City Hall Office Staff asked if Councilmembers could clean out their mailboxes at City Hall to allow for new items to be placed in them.

### **CLOSED SESSION AS PERMITTED BY ATTORNEY-CLIENT PRIVILEGE, SECTION 13D.05, SUBDIVISION 3(B) PERTAINING TO PENDING LITIGATION**

Mayor Polz asked for a motion for the City Council to go into Closed Session as permitted by Attorney-Client Privilege, Section 13D.05, Subdivision 3(B) pertaining to pending litigation.

**PELL/PETERSON moved and it was unanimously carried for the City Council to go into Closed Session at 6:15 p.m. as permitted by Attorney-Client Privilege, Section 13D.05, Subdivision 3(B) pertaining to pending litigation.**

Mayor Polz said the City Council was now in Closed Session.

## **COMING OUT OF CLOSED SESSION**

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

**PELL/TITUS moved and it was unanimously carried for the City Council to go out of Closed Session at 6:53 p.m.**

(There was no Council action following the Closed Session)

## **ADJOURNMENT**

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With no further business, Mayor Polz entertained a motion to adjourn the City Council meeting.

**PELL/PETERSON moved and it was unanimously carried to adjourn the Jackson City Council meeting at 6:54 p.m.**

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**David A. Maschoff, Council Secretary**

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**Marcus Polz, Mayor**

