

The Jackson City Council met in regular session in the Council Chambers of City Hall and also by Teleconference and Zoom at 6:30 p.m. on Tuesday, August 4, 2020 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, Nathan Peterson and via Zoom Alderman Jeffrey Gay. Also attending in-person were City Administrator Matt Skaret, Street Superintendent Phil Markman, Jackson Ambulance Director Stephanie Beranek, Mike Muchlinski, Shannon Sweeney of David Drown Associates, Paul Hargus, Rick Reed and City Clerk/Council Secretary Dave Maschoff. Also attending via Teleconference and Zoom were City Attorney Brad Anderson, Mari Harries of River City Eatery in Windom, Justin Lessman of the Jackson County Pilot and Dave Schmidt of KKOJ/KUXX Radio. (Aldermen Brandon Finck and Dave Cushman were absent.) (A quorum of the City Council was present.)

PLEDGE OF ALLEGIANCE

Mayor Walter announced the Pledge of Allegiance would be said before the Council meeting was called to order.

Those attending the meeting in-person and also via Zoom and Teleconference recited the Pledge of Allegiance.

CALL THE MEETING TO ORDER

Mayor Walter called the regular meeting of the Jackson City Council to order. He said the roll call showed Alderman Brandon Finck and Alderman Dave Cushman were absent.

Mayor Walter noted City Attorney Brad Anderson was attending the Council meeting via Zoom.

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

CONSENT AGENDA

Mayor Walter said he would entertain a motion to approve the Consent Agenda.

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

Unscheduled Guests

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

Council Discussion Items

RESOLUTION NO. 28-0820 AWARDDING THE SALE OF GENERAL OBLIGATION STREET RECONSTRUCTION AND UTILITY REVENUE BONDS, SERIES 2020A, IN THE ORIGINAL AGGREGATE PRINCIPAL AMOUNT OF \$5,095,000; FIXING THEIR FORM AND SPECIFICATIONS; DIRECTING THEIR EXECUTION AND DELIVERY; AND PROVIDING FOR THEIR PAYMENT

Financial Consultant Shannon Sweeney of David Drown Associates greeted Mayor Walter and City Councilmembers.

Sweeney said August 4th is kind of the culmination of the process of putting financing in place for the North Highway and South Street projects which is a large street and utility reconstruction project that has been in the planning for a couple of years.

Sweeney noted through the planning process, David Drown Associates has provided updates on estimates regarding project financing.

Sweeney said bids were accepted on August 4th for the purchase of the bond sale for \$5,095,000 in project financing over a 20-year term. Sweeney said four bids were received with the low bid being submitted by Northland Securities, Incorporated at an interest rate of 1.4422 percent.

Sweeney noted there's probably only a handful of issues that have been under two percent for this term that he's worked on. He said if we were going to go to market for a large project, today (August 4th) was the day to do it.

Sweeney said the result is excellent and is probably historic in some sense just because of the interest rate that was achieved. He pointed out even a little over a month ago when he provided the Mayor and Council a preliminary estimate, the interest rate was at about 1.89 percent.

Sweeney explained the 1.44 percent interest rate will reduce interest expense even over the 1.89 percent projection by \$252,000 over the life of the issue. He said that's a lot of money.

Sweeney said David Drown Associates recommends awarding sale of the bonds to Northland Securities, Incorporated by approving Resolution No. 28-0820.

Sweeney noted during the bonding process, the City had their credit rating downgraded by Standard and Poor's. He explained Standard and Poor's cited issues that they've talked about in essentially all of the City's ratings over the past 15 years that the City has actually used the credit rating process. Sweeney noted the City's top ten taxpayers make up 40 percent of the City's tax base which Standard and Poor's considers concentrated and a weakness. Sweeney said he thinks few of us would say we have a weak economy in the City of Jackson and we differ in that opinion, but ultimately that's the way Standard and Poor's evaluates cities that they provide credit ratings for.

Sweeney noted the City is elevating their debt level as the North Highway and South Street reconstruction is a large project. He explained in light of Standard and Poor's considering the City of Jackson to have a weak economy, they decided to decrease the City's credit rating by one notch. As mentioned in his memo to the Mayor and Council, Sweeney said that typically means something in the neighborhood of one-tenth of one percent difference on the interest rate verses the credit rating the City used to have which was Double-A-minus.

In the full scheme of things, Sweeney said what matters more is going to market at a time like this when the City can achieve 1.44 percent more so than the credit rating. He noted the credit rating is still an important part of that process and it probably still reduces that interest rate by more than a half percent which amounts to close to a half-million dollars in this instance.

Sweeney said it's worth pursuing that credit rating even though we don't always like what they do tell us.

Sweeney said he'd be more than happy to answer questions about the award resolution or the credit rating process.

Skaret commented the City started looking at financing scenarios for this project last summer. He noted since that time, items were added to the scope of the project and bids came in high by over \$400,000. But, Skaret said because of the super-low interest rates, the City's annual debt service is going to be \$20,000 or more less than what had been anticipated back a year ago when the process was just getting started.

Mayor Walter asked the Council if there were any questions for either Sweeney or Skaret. If not, Mayor Walter said he would entertain a motion to approve the bid from Northland Securities, Incorporated.

PETERSON/GAY moved and it was unanimously carried to approve Resolution No. 28-0820 awarding the sale of General Obligation Street Reconstruction and Utility Revenue Bonds, Series 2020A, in the original aggregate principal amount of \$5,095,000; fixing their form and specifications; directing their execution and delivery; and providing for their payment to Northland Securities, Incorporated at a net interest rate of 1.4422 percent.

PEDDLERS LICENSE REQUEST FROM RIVER CITY EATERY OF WINDOM – MARI HARRIES

Mari Harries of River City Eatery in Windom said they would like to bring their food truck or trailer into the City of Jackson. She said they would like to bring their food truck or trailer to Jackson on a regular basis maybe once or twice a week depending on demand.

Skaret asked Harries if they will be stationed at a particular location in Jackson.

Harries said she was thinking of having their food truck located at the Schwalbach Ace Hardware parking lot. She noted she knows Mike Schwalbach and plans to talk with him. Harries said she plans to be located at Ace Hardware's parking lot if Schwalbach allows them to do so.

Alderman Anderson asked Harries if she knew what days of the week they plan to be in Jackson.

Harries said she didn't know exactly what days they would be in Jackson at this time. She said they plan to be in Jackson most likely during the lunch hour. Harries said they are also looking into having their food truck in other cities as well. She said their schedule in Jackson will be based on availability, staff and what days will work out to be in Jackson.

ANDERSON/MADDEN moved and it was unanimously carried to approve a Peddler's License for River City Eatery of Windom.

Harries thanked Mayor Walter and the City Council.

RICK REED – REQUEST FOR BLOCK PARTY WITH BAND AT 113 POND DRIVE FROM 8 P.M. TO 12 MIDNIGHT ON FRIDAY, AUGUST 14, 2020

Rick Reed explained a neighborhood block party is being planned to be held at his residence at 113 Pond Drive on Friday, August 14th. He said his son is a musician with the Jeremy DeWall Band who is scheduled to play at the block party.

Reed said he thought it would be good to get the neighborhood together. He noted the block party won't be advertised and will not be open to the public. Reed said they have a large back yard along with the adjacent neighbor and social distancing should not be a problem.

Alderman Anderson asked Reed if his request included blocking off a portion of Pond Drive.

Reed said they are not requesting to block off Pond Drive. He said the event will be held in the back yard.

Alderman Anderson asked Reed if he has checked with the neighbors located to the south and west of them about the block party.

Reed said he hasn't. He noted he wanted to get approval from the City Council before talking with the neighbors.

Madden asked if the band would play until midnight.

Reed said the band plans to play until midnight.

Madden asked how late a band or event can be held according to the noise ordinance.

Skaret said the ordinance has a cutoff at 10 p.m. However, Skaret said the ordinance has a provision for the City Council to grant an exception to the noise ordinance. He explained that essentially is what's bringing Reed to the City Council meeting.

MADDEN/ANDERSON moved and it was unanimously carried to grant an extension of the City's noise ordinance from 10 p.m. to 12 midnight for a block party at the Rick Reed residence at 113 Pond Drive on Friday, August 14, 2020.

Reed said flyers will be distributed to all the neighbors inviting them and informing them about the block party.

Reed thanked Mayor Walter and the City Council.

Mayor Walter thanked Reed.

SILVER FOX AMBULANCE CONSULTING SERVICE PROPOSAL

Jackson Ambulance Department Director Stephanie Beranek explained the Ambulance Department is proposing to enter into a contract with the Silver Fox Safety Consulting Service.

Beranek explained Silver Fox Safety provides services for ambulance departments to help them look at sustainability and any type of benefits the Jackson Ambulance Department can get to make the Ambulance Department run more smoothly and to make it better for Ambulance Department members and the community.

Beranek asked if there were any questions.

Alderman Anderson asked if the Ambulance Department has worked with Silver Fox Safety in the past.

Beranek said she has not personally worked with them before but knows Ambulance Department member Carey Simmons has attended training with Silver Fox Safety at previous events.

Alderman Anderson asked what the cost of entering into a contract with Silver Fox Safety would be.

Beranek said the cost is \$500 for the initial contract.

Alderman asked if the funding would come out of the Ambulance Department Fund.

Skaret said it would.

Madden asked if the cost would then be based on an hourly rate or yearly fee after the initial contract cost.

Beranek explained there are different levels of service that the Ambulance Department can enter into with Silver Fox Safety. She said there are hourly rates or there are extended contract periods.

Madden asked if the initial \$500 fee is for Silver Fox Safety to just come in and evaluate and see where the Jackson Ambulance Service is at right now and then go from there.

Beranek said that was correct. She said the \$500 would be the initial evaluation.

Ambulance Department member Michael Muchlinski said the initial evaluation would be three or four hours. He noted he had emailed City Administrator Matt Skaret the contract.

Skaret said the contract was included in the amended Council information packet that was emailed to the Mayor and City Councilmembers today.

Skaret said Jackson has a great ambulance crew and great Department, but in looking at the August 4th Council Consent Agenda, the Ambulance Department unfortunately lost two more members who are moving out of Jackson.

Skaret said we have a great Ambulance Department crew, but more members need to be added. He noted every rural EMS is struggling with the same problem regarding recruitment. Skaret said he thinks that's a large part of why the Ambulance Department is proposing to contract with Silver Fox Safety.

Beranek said that was correct.

ANDERSON/PETERSON moved and it was unanimously carried for the Jackson Ambulance Department to approve the consulting service contract with Silver Fox Safety.

Mayor Walter thanked Beranek and Muchlinski for attending the Council meeting.

SOUTH HIGHWAY BICYCLE LANE STRIPING

Skaret said the second layer of asphalt has been installed on South Highway. He said it looks great. Skaret said it's been a long project and thanked the residents along South Highway for their patience putting up with the hassle and the mess during the construction project.

Skaret said he spoke with County Highway Engineer Tim Stahl on August 3rd. He said the County would like to install bicycle lanes on the north and south sides of South Highway. Skaret noted there is room to accommodate bike lanes on both sides of the road.

Skaret said adding the bike lanes on South Highway would certainly enhance Jackson's designation as a bicycle friendly community. He noted it would also benefit the residents and people traveling through the area.

Skaret said Jackson County is supportive of installing the bike lanes but also wanted the blessing of the City Council before moving forward.

Madden asked Skaret if the County would take care of all the striping for the bike lanes or if the City had any obligation.

Skaret said he believes the County will take care of the striping because it's their road.

Alderman Anderson asked how wide the bike lanes would be.

Skaret said he believes the lanes are 12 feet wide. He said the lanes would have the bicycle symbol on the lane.

Markman said it would be similar to the bicycle lane on Sayles Drive where it's a solid line designating the bicycle lane and the bicycle stencil painted on the lane.

MADDEN/ANDERSON moved and it was unanimously carried to approve Jackson County striping bicycle lanes on the north and south sides of South Highway.

HIGHWAY 71 SHERMAN STREET TRAFFIC SIGNAL PROJECT PRE-AGREEMENT LETTER

Skaret said the Highway 71 Sherman Street Traffic Signal Project has been talked about several times during the past year or so.

In November, Skaret said the State will be going out to bid on the replacement of the traffic signals at Highway 71 and Sherman Street in Jackson.

Skaret said the State will be paying for the two traffic signals on Highway 71 and the City is responsible for the traffic signals on Sherman Street.

Skaret explained what was included in the City Council's informational packet was basically a letter stipulating what the terms of the agreement will be and what the City's cost share is estimated to be. He said right now the City's cost is estimated to be \$120,000. Skaret noted there will also be some minor utility work. He said moving a fire hydrant appears to be the main thing and perhaps some electrical work. Skaret noted those items should be able to be taken care of by City crews.

Skaret said once the traffic signal project is done, the City will be responsible for providing a power supply and paying for the electrical power. He said the City will also be responsible for replacing the traffic signal bulbs when they go bad and maintaining the sidewalk crossings on Highway 71 when they are completed.

Skaret noted there will be another formal agreement forthcoming in September. He explained before the Mayor and Council now is a pre-agreement letter.

Peterson asked if the improvements are for both traffic signals or just the traffic signal at Highway 71 and Sherman Street.

Skaret said it's just for the traffic signal at the intersection of Highway 71 and Sherman Street.

Alderman Anderson noted when this was first discussed a year or year-and-a-half ago, funds were going to be set aside for this project.

Skaret said that was correct. He said funds were set aside for the traffic signal project in the City's 2020 budget. Skaret noted earlier the State indicated the City's cost would be \$170,000 so half of that amount was budgeted this year and the other half is going to be budgeted for next year. He noted the City is already \$85,000 towards the State's revised estimate of \$120,000. Skaret commented it was nice to see an estimated cost go down for a change.

Skaret said a motion was not needed for this Council agenda item. He said this was an informational item for the Mayor and Council. Skaret noted there will be bidding by the State in November and the project will take place during the 2021 construction season. He said a motion and action by the City Council will be needed when the agreement arrives in September.

Alderman Anderson asked if the traffic signals would remain the same or if they would be upgraded.

Markman said there will be new poles and updating of the traffic signals. According to the preliminary information he's received, Markman said the State is going to add what's known as "bump-outs". He described it as an eight-foot finger sidewalk that will have a lot to do with ADA compliance and will shorten the time that a person will be walking across the traffic lane. Markman said it's the new DOT standard and believes the "bump-outs" will be a drive over curb to allow for snow plowing.

Skaret said the "bump-outs" will be on both sides of the intersection on Sherman Street. He said it's his understanding the actual traffic lights will not be a lot different but the ADA accessibility will be improved with the "bump-outs".

SEWER JETTER TRUCK QUOTE

Skaret said replacement of the City's sewer jetter truck has been something Street Superintendent Phil Markman and the Street Department has been working on.

Skaret said the City's current sewer jetter truck is a 1994 GMC and is in bad shape. He said it doesn't hold water anymore and leaks badly and is not really fixable. Skaret said the City has gotten as much use out of it as they can.

Skaret said the Street Department initially started looking at new jetter trucks last year. He said a brand new truck is almost \$400,000.

Markman said the cost was \$370,000 for a new, no frills, bare bones truck. He said the Finance Committee said to go back and look for a used jetter truck. Markman noted it has taken over a year to find a used jetter truck. He said the truck they found was priced exactly to what the City had budgeted. Markman said there will be a little bit of overage for the license but noted the City would have to pay that and the taxes on it regardless. He said the City will only be paying tax on the chassis of the truck and not on the unit itself, just the chassis.

Skaret said the City has the money set aside for the used jetter truck.

Skaret said the price for the used jetter truck is \$76,400. He said the Finance Committee reviewed it at their meeting on July 20th and recommended approving the quote. Skaret said good used trucks are hard to find. He said this truck is probably as good a deal the City is going to get.

Markman said the used jetter truck is a 2003 GMC with only 32,000 miles on it. He said that's what they were looking for.

Hargus asked if there was a listing of how many hours of usage the jetter truck had.

Markman said he didn't think the jetter truck had an hour meter on it. He said the Street Department test drove the truck and it does everything the City needs it to do. Markman noted the head mechanic from the County looked the truck over and said the truck was pretty sound. He said the truck was at the City/County Maintenance Facility for two weeks and there wasn't a drop of water or a drop of oil underneath it for those two weeks.

Alderman Anderson asked if the old jetter truck would be sold as surplus.

Markman said it would. He said the City asked about trading in the old jetter truck but no one wanted it as a trade-in. Markman said the main reason is because there's no parts available for a lot of the truck's components anymore and any parts would have to be specially made. He said Guzzler doesn't make some of the parts for the current jetter truck anymore. Markman said they had an issue with one of the components on the truck and the Street Department had to wait six weeks for Guzzler to make the component. Markman also said the switches on the old truck aren't made anymore and are not in-stock. He said the old jetter truck just keeps costing more money and more money.

Markman said the 2003 jetter truck was updated from the original 2003 model with all new components and everything that was done to the truck is available and current.

MADDEN/ANDERSON moved and it was unanimously carried to approve the sewer jetter truck quote for \$76,400.

COVID-19 BUSINESS OPERATIONS PLAN UPDATE

Skaret explained the State requires the City to have a Covid-19 Business Operations Plan. He noted the City adopted a Covid-19 Business Operations Plan earlier this spring, but with the additional Executive Orders and the mask mandate set forth by Executive Order 20-81 the City had to update the Operations Plan some more.

Skaret said the mask mandate has taken some adjusting to get used to. He explained in City Hall, there is an exemption for office staff who are working at their desk in a cubicle away from everyone else. Skaret said the City Hall staff wears a mask whenever they have to go out into the hallway or talk with someone. He said the City staff is also separated by plexiglass from the public visiting City Hall. Skaret said City Hall staff also wear masks if they are moving about the building and might not be able to socially distance to speak.

At the Liquor Store, Skaret said their employees are required to wear masks at all times and customers are also required to wear masks.

Regarding Public Works, Skaret said if the Street, Water/Wastewater and Electric Department crews are working outside and are able to social distance, they're not required to wear a mask. He said if they're driving a vehicle by themselves, they are not required to wear a mask. But Skaret said if there's two or more people in a vehicle, then they are all required to wear masks. He said the same rule applies in the Fire Hall or any other building, City Staff are supposed to wear a mask. Skaret said he thinks everyone is doing the best they can.

Skaret said the Covid-19 Business Operations Plan basically incorporates what the City is already doing in the various City Departments.

Skaret said the City is not required to submit the plan to the State, but are required to have it on file.

ANDERSON/PETERSON moved and it was unanimously carried to accept the City of Jackson's Covid-19 Business Operations Plan Update.

STORM SEWER REPAIR QUOTE – ALICE STREET AND HIGHWAY 71

Skaret explained if you've driven south out of Jackson by the intersection of Alice Street and Highway 71, you've noticed a sink hole with some safety cones around it. He said there is a culvert at that location that's falling in.

Markman said three weeks ago Water Department employee Ron Bezdicek noticed a hole in the street when he was out doing rounds for the Water Department. He said Bezdicek put a cone around the hole. Markman said the hole became larger due to a 24-inch galvanized culvert that runs under the road and has rusted.

Markman said he contacted the Minnesota Department of Transportation because the hole in the road and culvert are in the State's right-of-way. He said the City has no record of the culvert belonging to the City and the State has no record of the culvert belonging to the State.

Markman said the State noted the City was granted a permit back in 1982 to dig in that location. He said no one can prove it's not the City's culvert and no one can prove it is the City's culvert. Markman noted the City does have two intakes that connect into that culvert.

Markman said he had Paul Fishel from Svoboda Excavating look at the culvert and said it would cost \$7,000 to dig up and replace the culvert all the way across the Alice Street entrance and outlet it into Nelson Creek where it currently is and install a new piece of pipe connecting the two storm sewers that it services. He explained there's also a manhole located there where it connects into. Markman said the top of the manhole has tilted so there's kind of a bump there. He said the plan is to hopefully straighten that out as well salvaging the manhole without having to replace it. He said the culvert would be replaced with high quality plastic culvert which should last a lifetime instead of the galvanized culvert.

Markman said it's a situation that needs to be fixed. He said Alice Street will be patched once the repairs are made. Markman said Alice Street will need to be closed while the culvert is replaced but residents in that area will have the use of Spirit Lake Drive so there shouldn't be much inconvenience.

Mayor Walter said he wouldn't anticipate that Alice Street will be shut down very long.

Markman said it shouldn't take more than a couple of days as Svoboda's has the equipment to make the repairs. He said Paul Fishel of Svoboda's has been talking with Marc Fischer of the D.O.T. (Department of Transportation) regarding making the repairs in the Department of Transportation's right of way.

ANDERSON/MADDEN moved and it was unanimously carried to approve the quote of \$7,000 from Svoboda Excavating of Jackson for the repair of the storm sewer at Alice Street and Highway 71.

VOLUNTEER RECOGNITION PROGRAM

Skaret said this is typically the time of year when the City Council starts soliciting nominations for the City's Volunteer Recognition Program. He said nominations have been sought for a Youth Award, Senior Citizen's Award and Adult Award. Skaret said he wanted to check with the Mayor and City Council on whether it's a program they would like to do again this year.

In the past Skaret said the City has solicited nominations for the various categories of awards. He said a committee has then reviewed the nominations to select the award recipients. Skaret said usually in December, the City Council hosts a presentation and small open house to honor the award winners.

Alderman Anderson said he thinks the City Council should continue the recognition program.

Madden agreed and said he thinks it's a nice thing to do.

Mayor Walter asked who would like to volunteer to serve on the committee to review the nominations.

Alderman Anderson said he would volunteer to be on the committee.

Mayor Walter thanked Alderman Anderson.

ANDERSON/MADDEN moved and it was unanimously carried to hold the Volunteer Recognition Program for 2020 with Alderman Larry Anderson serving as the City Council's representative and spearheading the Volunteer Recognition Committee.

Other:

City Administrator Matt Skaret

North Highway

Skaret reported the contractor plans to start the week of August 17th on the North Highway reconstruction project. He said once that's officially confirmed, the City will try to have a neighborhood meeting with the residents, school and hospital along North Highway. Skaret noted he and Engineer Greg Mitchell of Bolton and Menk will be meeting with hospital representatives on Monday, August 10th to go over the project and talk about the storm sewer and trail extension.

Sealcoating completed

Skaret said the seal coating has been completed by Pearson Brothers on Belmont Drive, Homedale Drive, Torgerson Lane and Prospect Lane.

Splashpad Project update

Skaret reported work on the splashpad has been inching along. He said he's been doing a lot of urging of the contractor to complete the project. Skaret said the last report he had from the contractor was on Friday, July 31st who said the splashpad project would be completed by the end of this week. He said we'll wait and see.

ADJOURNMENT

With no further business, MADDEN/PETERSON moved and it was unanimously carried to adjourn the Jackson City Council meeting at 7:11 p.m.

David A. Maschoff, Council Secretary

Matt Madden, Mayor Pro-Tem

