

PROCEEDINGS OF THE COUNTY BOARD OF JACKSON COUNTY, MINNESOTA

January 4, 2022

The Jackson County Board of Jackson, Minnesota met in regular session, in the Jackson County Government Resource Center, Cafeteria Room (Door 7), 402 White Street, City of Jackson, Minnesota, on January 4, 2022. The following members of the Jackson County Board of Commissioners were present: James Eigenberg, Catherine Hohenstein, Scott McClure, Philip Nasby and Don Wachal. County Administrator, Ryan Krosch and Assistant to the Administrator, Brandi Bourquin were also in attendance.

CALL TO ORDER

County Administrator, Ryan Krosch called the first meeting of 2022 to order at 9:00 a.m. and led the Pledge of Allegiance.

County Administrator Krosch called for nominations to serve as Chair of the Jackson County Board of Commissioners. **Motion was made by Commissioner McClure and seconded by Commissioner Eigenberg** to have Commissioner Hohenstein serve as Chair of the Board for calendar year 2022. Administrator Krosch asked three times for additional nominations. No other nominations were made. Motion carried unanimously.

Chair Hohenstein assumed the position of Board Chair and called for nominations for Vice Chair. **Motion was made by Commissioner Wachal and seconded by Commissioner McClure** to have Commissioner Nasby serve as Vice Chair of the Board for calendar year 2022. Chair Hohenstein asked three times for additional nominations. No other nominations were made. Motion carried unanimously.

Motion was made by Commissioner Nasby, and seconded by Commissioner Wachal to adopt the agenda. Motion carried unanimously.

CONSENT AGENDA

Motion was made by Commissioner Eigenberg and seconded by Commissioner Wachal to approve the following Consent Agenda items:

Board Action 22-001 – Approve December 21, 2021 Board of Commissioner Regular Meeting Minutes.

Board Action 22-002 – Approve all Commissioner disbursements in accordance with Minnesota Statutes 130.01, subd. 4(b), recorded on warrants numbered 97610-97804 in the amount of \$6,407,902.24 for the following funds: Revenue \$108,246.88; Public Works \$13,697.23; Heron Lake Capital Projects \$345,100.00; Debt Service, \$890,704.39; Ditch \$4,738,828.41; Insurance Trust Fund \$305,021.00; Revolving Loan Fund \$1,198.30; Library Fund \$4,590.20; Taxes & Penalties Fund \$443.51; and Forfeited Land Fund \$72.32. A detailed listed of claims paid is available at the Auditor/Treasurer’s office upon request.

Vendor	Total
Us Bank St Paul	4,799,396.00
Northland Trust Services Inc	345,100.00

MCIT	305,021.00
Alba Grain Inc.	188,720.00
Noomen Excavating LLC	71,421.57
Reker Construction & Aggregate, LLC	62,727.19
Baumgard/Bradley Stephen	57,475.00
Obermoller/Donald J	53,485.00
Hotzler/Rodger	32,480.00
Taft Stettinius & Hollister LLP	24,000.00
Minnesota Energy Resources	23,461.30
Damm/Beverly	23,010.00
Stenzel/Donald J	21,630.00
Baumgard/James A	19,890.00
Pederson/Nila A	18,745.00
Post/John	17,980.00
Voss/Dustin D	17,745.00
Guardian Fleet Safety LLC	16,370.10
Imley Family Trust	16,005.00
Damm/Catherine M	14,980.00
Association Of Mn Counties	11,361.00
Burns-Bunkholt/Shauga Kay	11,200.00
Stenzel/Michael D.	9,155.00
Henze Farms, LLC	7,840.00
Jo's Family Farms LLC	7,800.00
Pamela K. Vulcan Share Trust	7,540.00
Obermoller/Douglas & Susan	7,135.00
Edwin F Burr & Sue V Burr Trust UTD	6,655.00
Paape Distributing Co.	6,596.00
Hussong/Evelyn	6,540.00
H2Over Viewers LLC	6,321.58
CliftonLarsonAllen LLP	6,300.00
Madsen/Mike	5,565.00
Curry/Nancy J	5,232.50
Feeny/Linda B	5,232.50
Williams/Betty	5,232.50
Jackson/City Of	5,221.46
Jackson Soil & Water Conservation Dist.	5,000.00
Cross/Richard	4,945.00
Gade/Karen	4,685.00
Diekrager/Marion L.	4,665.00
Hussong/Kyle M	4,605.00
DW Rynda & RJ Rynda Irrev Trust	4,560.00
Schmid/Kevin	4,385.00
Henning/Matthew John	4,310.00
Lange/Marles A	4,095.00
Shep's LLC	4,010.00
Blue Hawk Farms, Inc	4,005.00
Forrest D Krogh Fern M Krogh Trust	3,730.00
Madsen Bros Farms Inc	3,245.00
PJ4 Land LLC	3,140.00
M C C C Mi 33	3,083.36
Mn County Attorney's Assn	2,983.00
Damm/Dennis Paul	2,855.00
American Solutions For Business	2,849.76
Staples/Alan	2,765.00
Staples/Brent	2,765.00
Hill/Ryan J.	2,745.00
Sw Mn Workforce Council	2,730.00

Kruse/Lloyd C	2,610.00
Beck/Jerry Lee	2,565.00
RT Vision, Inc.	2,535.55
Verizon Wireless	2,325.92
Heat Tactical Team	2,260.85
S & J Cleaning	2,150.00
Best Buy	2,080.03
Christians/Charlotte A	2,025.00
Total Claims Sumbitted Over \$2000	6,351,278.17
118 Claims Submitted Under \$2000	56,624.07
Total Claims Submitted to Board	6,407,902.24

Board Action 22-003 – Adopt Robert’s Rule of Order as the official parliamentary procedures for Jackson County Board of Commissioner meetings.

Board Action 22-004 – Approve the Jackson County Board of Commissioners Board of Equalization and Drainage Authority 2022 regular meeting schedule.

Resolution 22-001 – Approve the official 2022 Newspaper used for publications and the Publication Agreement with Qualified Newspapers.

County of Jackson)
) SS.
State of Minnesota)

Resolution No. 22-001
APPROVING THE OFFICIAL 2022 NEWSPAPER USED FOR PUBLICATIONS AND
A PUBLICATION AGREEMENT WITH QUALIFIED NEWSPAPERS

WHEREAS, Minnesota Statute 375.12 states a county board shall have the official proceedings of its sessions published in a qualified newspaper of general circulation in the county. The publication shall be let annually by contract to the lowest bidder, at the first regular session of the board in January each year; and

WHEREAS, Minnesota Statute 331A.03 requires public notices of a political subdivision be published in a qualified newspaper as described in M.S. 331A.02; and

WHEREAS, M.S. 331A.04 states the priority for selecting a qualified newspaper; and

WHEREAS, the qualified newspapers located in Jackson county have submitted a publication agreement for publication of certain proceedings and notices of Jackson County; and

WHEREAS, the Jackson County Pilot has submitted a request to be the official legal paper for Jackson County in 2022.

NOW, THEREFORE, BE IT RESOLVED, the Jackson County Board of Commissioners approves the Jackson County Pilot as the official legal paper for Jackson County in 2022.

BE IT FURTHER RESOLVED, the Jackson County Board of Commissioners approves entering into the 2022 Publication Agreement as presented.

Duly passed and adopted this 4th day of January, 2022.

Board Action 22-005 – Approve setting the 2022 mileage reimbursement rate at the IRS rate of 58.5 cents/mile and setting the 2022 motor vehicle pool mileage rate at 46.5 cents/mile.

Resolution 22-002 – Approve publication of transportation project bids on Jackson County website.

County of Jackson)
) SS.

State of Minnesota)

Resolution No. 22-002

PUBLICATION OF TRANSPORTATION PROJECT BIDS ON THE JACKSON COUNTY WEBSITE

WHEREAS, M.S. 331A.12 states at the meeting of the governing body of a political subdivision at which the governing body designates its official newspaper for the year, the governing body may designate in the same manner publication of transportation projects on the political subdivision's website. Publication on the web site may be used in place of or in addition to any other required form of publication. Each year after designating publication on the website for transportation projects, the political subdivision must publish, in a qualified newspaper in the jurisdiction and on the website, notice that the political subdivision will publish advertisements for bids on its website.

THEREFORE, BE IT RESOLVED, the Jackson County Board of Commissioners approves the Jackson County Public Works Department to use the Jackson County website www.co.jackson.mn.us as the method of advertising for transportation project bids.

THEREFORE, BE IT FUTHER RESOLVED, in accordance with M.S. 331A.12, notice will be published in a qualified newspaper and on the County website that advertisements for bids for transportation projects will be published on the Jackson County website.

Duly passed and adopted this 4th day of January, 2022.

Resolution 22-003 – Approve the County Veterans Service Office Operational Enhancement Grant Program.

County of Jackson)
) SS.
State of Minnesota)

Resolution No. 22-003

COUNTY VETERANS SERVICE OFFICE OPERATIONAL ENHANCEMENT GRANT PROGRAM

BE IT RESOLVED by Jackson County that the County enter into a Grant Agreement with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: County Veterans Service Office Operational Enhancement Grant Program. The grant must be used to provide outreach to the county's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veterans service office, as specified in as specified in Minnesota Statutes 197.608 and Minnesota Laws 2021, 1st Special Session, Chapter 12, Article 1, Section 37, Subdivision 2. This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by Jackson County that Ryan Krosch, the County Administrator, be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of the County.

WHEREUPON the above resolution was adopted at a regular meeting of the County Board this 4th day of January, 2022.

Board Action 22-006 – Approve Pay Request #7 Judicial Ditch 13 Noomen Excavating LLC.

Board Action 22-007 – Approve Pay Request #4 Judicial Ditch 13 Reker Construction and Aggregate, LLC.

Board Action 22-008 – Approve \$15,000 Donation from Frank J Zaher Charitable Trust for the Lakefield Library.

Board Action 22-009 – Approve Subsurface Sewage Treatment System loan for Brian & Jennifer Anderson.

Board Action 22-010 – Approve award of the 2022 fuel bid to Cooperative Energy Company of Sibley, Iowa.

The motion carried unanimously.

SHERIFF/EMERGENCY MANAGEMENT

Motion was made by Commissioner McClure and seconded by Commissioner Wachal to adopt Board Action 22-011 – Approve hiring full time Deputy, Mark Marcy, at grade 13, step H/8. Motion carried unanimously.

COUNTY ATTORNEY

Motion was made by Commissioner Nasby and seconded by Commissioner McClure to adopt Board Action 22-012 – Approve advertising and filling the Assistant County Attorney position at the current classification of grade 19 of the county compensation schedule. Motion carried unanimously.

County Attorney, Tom Prochazka submitted his letter of resignation effective February 2, 2022.

COUNTY ADMINISTRATOR

Motion was made by Commissioner Eigenberg and seconded by Commissioner Wachal to adopt Board Action 22-013 – Approve the disclosure and consent as Third Party Payor of attorney’s fees and costs for Des Moines Valley Health and Human Services (DVHHS) hourly retainer agreement as presented. Motion carried unanimously.

Motion was made by Commissioner McClure and seconded by Commissioner Hohenstein to adopt Board Action 22-014 – Approve the IV-D Child Support Cooperative Agreement with Jackson offices of Human Services, County Sheriff and County Attorney. Motion carried unanimously.

Motion was made by Commissioner Nasby and seconded by Commissioner Wachal to adopt Resolution 22-004 – Approve setting the minimum salary for the County Attorney and County Sheriff. Motion carried unanimously.

County of Jackson)
) SS.
State of Minnesota)

**Resolution No. 22-003
SET THE MINIMUM SALARY FOR THE COUNTY SHERIFF AND COUNTY
ATTORNEY**

WHEREAS, Minnesota Statute 388.18 states at the January meeting prior to the first date on which applicants may file for the office of county attorney the county board shall set by resolution the minimum salary to be paid the county attorney for the term next following; and

WHEREAS, Minnesota Statute 387.20 states at the January meeting prior to the first date on which applicants may file for the office of county sheriff the county board shall set by resolution the minimum salary to be paid the county sheriff for the term next following; and

WHEREAS, applicants may file for the office of county attorney and county sheriff from May 17, 2022 until May 31, 2022 for a four-year term beginning January of 2023.

NOW, THEREFORE BE IT RESOLVED, the Jackson County Board of Commissioners sets the minimum annual salary for the county sheriff for the term beginning in 2023 at \$90,000.

BE IT FURTHER RESOLVED, the Jackson County Board of Commissioners sets the minimum annual salary for county attorney for the term beginning in 2023 at \$95,742.40.

Duly passed and adopted this 4th day of January, 2022.

Motion was made by Commissioner Nasby and seconded by Commissioner Eigenberg to adopt Board Action 22-015 – Approve Jackson County Vaccination, Testing and Face Covering Policy with testing details being determined at a later date. Voting in favor of the motion were Commissioners, Eigenberg, Nasby and Wachal. Voting against the motion were Commissioners Hohenstein and McClure. Motion carried.

Motion was made by Commissioner Nasby and seconded by Commissioner McClure to adopt Board Action 22-016 – Authorize per diem of \$75/ day and a mileage rate the same as the Jackson County mileage rate for laypersons serving on the following: Planning & Zoning Commissioner, Board of Adjustment, Extension Committee, Revolving Loan Fund Advisory Board, Veteran Services Van Drivers, EMS Board and other Boards, Commissioners and Committees and as approved by the County Board. Motion carried unanimously.

Motion was made by Commissioner McClure and seconded by Commissioner Eigenberg to adopt Board Action 22-017 – Approve the 2022 Board and Committee appointments. Motion carried unanimously.

BOARD REPORTS

Commissioner Eigenberg reported on meetings/events involving the Drainage Ditch Authority and Okabena City Council.

Commissioner Wachal reported on meetings/events involving the Drainage Ditch Authority and DVHHS.

Commissioner Nasby reported on meetings/events involving the Drainage Ditch Authority, Des Moines River Watershed Planning Partnership Policy Committee and DVHHS.

Commissioner McClure reported on meetings/events involving the Drainage Ditch Authority and DVHHS.

Commissioner Hohenstein reported on meetings/events involving the Drainage Ditch Authority, Historical Society, Library Board and DVHHS.

Chair Hohenstein recessed the Commissioners' meeting at 10:04 a.m.

Chair Hohenstein reconvened the Commissioners meeting at 10:10 a.m.

Motion was made by Commissioner Nasby and seconded by Commissioner Wachal to go into closed session per MN Statute 13D.05 Subd. 3 to conduct the 6-month performance evaluation of County Administrator, Ryan Krosch. Motion carried unanimously.

ADJOURN

Chair Hohenstein reopened the regular meeting at 11:05 a.m.

Motion was made by Commissioner McClure and seconded by Commissioner Nasby to adjourn the meeting at 11:05 a.m. The motion carried unanimously.

JACKSON COUNTY BOARD OF COMMISSIONERS

Catherine Hohenstein, Board Chair

ATTEST:

Ryan Krosch, County Administrator