

PROCEEDINGS OF THE COUNTY BOARD OF JACKSON COUNTY, MINNESOTA
December 17, 2024

The Jackson County Board of Jackson, Minnesota met in regular session, in the Jackson County Courthouse, Commissioners' Board Room, City of Jackson, Minnesota, on December 17, 2024. The following members of the Jackson County Board of Commissioners were present: Don Wachal, Roger Pohlman, Scott McClure, Phil Nasby, and James Eigenberg. County Administrator, Ryan Krosch, County Attorney, Kristi Meyeraan and Assistant to the Administrator, Brandi Bourquin were also in attendance.

CALL TO ORDER

Chair Wachal called the meeting to order at 9:00 a.m. and led the Pledge of Allegiance.

Motion was made by Commissioner McClure and seconded by Commissioner Eigenberg to adopt the agenda with the removal of 7.1. Board Action – Jackson County Agricultural Society Funding Request. The motion carried unanimously.

EMPLOYEE INTRODUCTIONS

Sheriff, Shawn Haken introduced new Deputy Sheriff, James Peterson.

EMPLOYEE RECOGNITION

Chair Wachal recognized employees for years of service with Jackson County.

5 Years:

- Daniel Bartosh, Land Management Director
- Jeremy Bartosh, Parks Supervisor
- Joseph Boyer, Land Management District Technician
- Caleb Cihak, Deputy Sheriff
- Jerrod Hansen, Heavy Equipment Operator
- Nathen Monson, Heavy Equipment Operator
- Philip Nasby, Commissioner
- Laura Rossow, Recorder
- Brennen Sandgren, Deputy Sheriff
- Riley Verbrugge, Deputy Sheriff

10 Years:

- Adam Koch, Investigator
- Taylor Martin, Investigator
- Brenda Fischer, Office Manager/Accountant

15 Years:

- Shawn Haken, Sheriff
- Jill Horn, Chief Deputy Auditor Treasurer
- Jared Baloun, GIS Technician

20 Years:

- Douglas Bratrud, Heavy Equipment Operator
- Lincoln Ferguson, PC/Network Specialist I
- Brandon Haley, Deputy Sheriff

25 Years:

- Dennis Fields, IS Manager
- Gary Reif, Emergency Management Director
- Timothy Stahl, Public Works Director

- Tamera York, Jailer/Dispatch Supervisor
- Kelly Mitchell, Chief Deputy Sheriff

30 Years:

- Jennifer Eicholz, Jailer/Dispatcher II

Outgoing Elected Officials:

- 8 Years - Scott McClure, Commissioner
- 8 Years - Jim Eigenberg, Commissioner

CONSENT AGENDA

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

Board Action 24-193 – Approve December 3rd, 2024 Board of Commissioners’ Regular Meeting Minutes.

Board Action 24-194 – Approve December 3rd, 2024 Board of Commissioner Budget and Levy Special Meeting Minutes.

Board Action 24-195 – Approve all Commissioner disbursements in accordance with Minnesota Statutes 130.01 subd. 4(b), recorded on warrants numbered 108436-108578 in the amount of \$759,275.31 for the following funds: Revenue, \$101,774.43; Public Works, \$610,395.31; 2013A GO Capital Improvement Bonds, \$1,728.34; Ditch, \$23,482.71; Agency, \$2,429.50; Library, \$648.98; Taxes & Penalties, \$827.42; Forfeited Land, \$13,012.84; and Tax Increment Financing (TIF), \$375.53. A detailed list of claims paid is available at the Auditor/Treasurer’s office upon request.

Vendor	Total
Huffcutt Concrete LLC	282,450.00
Tri-State Pump & Control Inc	117,915.25
KLJ Engineering LLC	51,725.60
Morris Seal Coat And Trucking Inc	35,536.82
Regents Of The University Of MN	34,562.36
Jackson/City Of	30,537.42
Cooperative Energy Co.	19,040.88
Treasury Division Of Mn Dept Of Finance	13,487.15
Conducive Consulting, Inc.	13,255.00
Mn Dept Of Transportation	11,112.77
RJ Thomas Mfg Co, Inc	10,073.30
I & S Group Inc	9,420.47
Jackson Co Auditor-Treasurer	6,899.36
Smith & Johnson	6,000.00
CORPORATE PAYMENT SYSTEMS	5,710.55
Marsden Bldg Maintenance LLC	5,456.46
RT Vision, Inc.	5,000.00
Federated Rural Electric Association	4,674.59
Stoneberg Giles & Stroup Pa	4,600.25
Sanford Health - Sioux Falls	4,474.25
Black Strap Inc.	4,365.45
AUTO VALUE - JACKSON	4,189.68
Stonebrooke Engineering, Inc	3,961.45
Rapp Strategies, Inc	3,600.00
Ramy Turf Products, LLC	3,520.00
Matco Tools/D&K Tools, LLC	3,490.42
Valley Asphalt Products Inc	3,389.75
Bauer Built, Inc	3,047.92
KUXX/KKOJ	2,829.75
Septic Services Unlimited	2,700.00
Nobles/County of	2,530.00

Newman Signs, Inc.	2,434.69
Livewire Printing Co	2,433.58
Ziegler Inc.	2,212.55
CHAPMAN NESSETH/ANDREW	2,187.00
Total Claims Over \$2000	718,824.72
91 Claims Under \$2000	40,450.59
Total Claims Submitted	759,275.31

Board Action 24-196 – Approve the Jackson County Investment Policy.

Resolution 24-029 – Approve the 2024 commitment and assignment of fund balance.

County of Jackson)
) SS.
State of Minnesota)

RESOLUTION 24-030
Approving Commitment and Assignment of Fund Balance

WHEREAS, the Governmental Accounting Standards Board (GASB) has issued Statement No. 54, which defines the terminology used for fund balance reporting on balance sheets of Governmental Funds, and;

WHEREAS, the terminology has been reviewed as follows; Committed funds use is restricted to a specific purpose by the County Board (action required); Assigned funds use is intended to be used for a specific purpose, intent expressed by either the County Board or another designated party (action required) and;

WHEREAS, the Auditor recommends that \$5,000,000 less funds expended for the government center in 2024 of the Unassigned Revenue General Fund be committed to General Revenue Capital Projects for the construction of a new Government Center and;

WHEREAS, the Auditor recommends that the Revenue from charges for services and miscellaneous sources from the Public Works (Road and Bridge) Special Revenue Fund be committed for wages, equipment, services and supplies for the public purpose of Road and Bridge activities and;

WHEREAS, the Auditor recommends that the Revenue from charges for services and miscellaneous sources from the Public Works Parks Department Fund be committed for wages, equipment, services and supplies for the public purpose of Parks and Trails activities and;

WHEREAS, the Auditor recommends that the Revenue from charges for services and miscellaneous sources from the Library Special Revenue Fund and Donations Fund be committed for wages, equipment, services, programs and supplies for the public purpose of Library activities and;

WHEREAS, the Auditor recommends that in order to provide support for the proper determination of the reporting status of each fund, the county board makes the following findings with respect to the resources available in the listed general funds.

ASSIGNED				
Dept	Acct Title	Resource	Determination	Ref #
01.120	Vet’s Van	Donations for Vehicles/Vehicle Expense Cumulative Amt Budgeted vs Expense Purpose: Future Van & Graphics Replacement	Assigned	2862
01.201.710	Sheriff	Take a Kid Fishing Cumulative Amount Donated vs Expended Purpose: Donations to Fund Event	Assigned	2876
01.701	Economic Development	Appropriation United Community Action Ptensp Cumulative Amt Budgeted vs Expense Purpose: Future County Share of Bus Match	Assigned	2860

COMMITTED

Dept	Acct Title	Resource	Determination	Ref
01.113	Capital Projects	Cumulative Purpose: Capital Improvement Projects Committed: Per Board Minutes	Committed	2841
01.149	General Government	Wind Energy Tax Cumulative Amt Budgeted vs Actual Purpose: Capital Improvement Project Committed per Board Minutes	Committed Brd 10-202	2841
01.149	General Government	Federated Rural Electric Border-to-Border Grant Program (\$500,000 less \$250,000 paid in 2024)	Committed Brd 23-037	2842
01.230	Jackson Sheriff	Net Amount of fund 230 that is over .5% under budget Committed: Per Contract	Committed	2874
01.396	Residential Recycling	Waste Management Agreement \$87,000 Committed: Future Solid Waste Payments	Committed	2847
01.480	Appropriation	SW MN Adult Mental Health \$24,639	Committed Brd 24-089	2843
74	Revolving Loan Fund	Cumulative Purpose: Economic Development Loans Committed: Per Board Minutes	Committed	74.2874

NOW, THEREFORE, BE IT RESOLVED that the Jackson County Board of Commissioners does hereby approve the above recommendation for funds classification of the Auditor.

Resolution 24-031 – Approve the 2025 Jackson County Attorney Salary.

County of Jackson)
) SS.
 State of Minnesota)

**RESOLUTION 24-031
 2025 Jackson County Attorney Salary**

WHEREAS, the Jackson County Board of Commissioners annually establishes compensation for elected county officials; and
WHEREAS, Minnesota Statute 388.18 states that the county board annually shall set by resolution the salary of the county attorney; and
WHEREAS, in determining the annual salary of the Jackson County Attorney, the Jackson County Board has given thorough consideration of the responsibilities and duties of said office, and the experience, qualifications and performance of the County Attorney, Kristi Meyeraan.
NOW, THEREFORE, BE IT RESOLVED, that the Jackson County Board of Commissioners does hereby set the 2025 annual salary of the Jackson County Attorney at \$129,979.20.

Resolution 24-032 – Approve the 2025 Jackson County Sheriff Salary.

County of Jackson)
) SS.
 State of Minnesota)

**RESOLUTION 24-032
 2025 Jackson County Sheriff Salary**

WHEREAS, the Jackson County Board of Commissioners annually establishes compensation for elected county officials; and
WHEREAS, Minnesota Statute 387.20 states that the county board annually shall set by resolution the salary of the county sheriff; and
WHEREAS, in determining the annual salary of the Jackson County Sheriff, the Jackson County Board has given thorough consideration of the responsibilities and duties of said office, and the experience, qualifications and performance of the County Sheriff, Shawn Haken.

NOW, THEREFORE, BE IT RESOLVED, that the Jackson County Board of Commissioners does hereby set the 2025 annual salary of the Jackson County Sheriff at \$127,857.60.

Board Action 24-197 – Approve satisfactory performance evaluation, salary step increase, and Addendum to County Administrator Employment Agreement, as presented, for County Administrator Ryan Krosch.

Board Action 24-198 – Approve annual service agreement with Safe Assure.

Board Action 24-199 – Approve final payment to Morris Sealcoat & Trucking.

Resolution 24-033 – Approve Local Bridge (LBRP) Replacement Program Agreement and Resolution for SP 032-598-018.

County of Jackson)
) SS.
State of Minnesota)

RESOLUTION 24-033
Local Bridge Replacement Program Grant Agreement
Grant Terms and Conditions
SP 032-598-018
December 17th, 2024

WHEREAS, Jackson County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund related to Bridge No. 5738; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be \$188,408.83 by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that Jackson County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the project but not required. The proper county officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

Resolution 24-034 – Approve Local Bridge (LBRP) Replacement Program Agreement and Resolution for SP 032-598-019.

County of Jackson)
) SS.
State of Minnesota)

RESOLUTION 24-034
Local Bridge Replacement Program Grant Agreement
Grant Terms and Conditions
SP 032-598-019
December 17th, 2024

WHEREAS, Jackson County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund related to Bridge No.32502; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be \$190,232.26 by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that Jackson County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the project but not required. The proper county officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

The motion carried unanimously.

AUDITOR/TREASURER

Motion was made by Commissioner McClure and seconded by Commissioner Pohlman to adopt Board action 24-200 – Approve application for Off Sale Liquor License for Loon Lake Store & Bait Shop LLC covering the period of the license approval until March 31st, 2025.

COUNTY ADMINISTRATOR

Chair Wachal opened the public hearing to receive comments regarding Ordinance #114: Cannabis Businesses Ordinance at 9:10 a.m.

There was no public present to provide comments.

Chair Wachal declared the public hearing closed at 9:10 a.m.

Motion was made by Commissioner Pohlman and seconded by Commissioner Wachal to adopt Board Action 24-201 – Approve Ordinance 114: An Ordinance of the County of Jackson, Minnesota To Regulate Cannabis Businesses. The motion carried unanimously.

Ordinance #114

AN ORDINANCE OF THE COUNTY OF JACKSON, MINNESOTA

TO REGULATE CANNABIS BUSINESSES (CANNABIS BUSINESSES ORDINANCE) - SUMMARY

The following is a summary, pursuant to Minnesota State Statutes 375.51 and 331A.01, of AN ORDINANCE TO REGULATE CANNABIS BUSINESSES:

Findings and Purpose. The purpose of this ordinance is to implement the provisions of Minnesota Statutes, chapter 342, which authorizes Jackson County to protect the public health, safety, and welfare of county residents by regulating cannabis businesses within the legal boundaries of Jackson County.

Authority & Jurisdiction. This Ordinance shall be applicable to the legal boundaries of Jackson County. Cities and townships may delegate cannabis retail registration authority to Jackson County.

Consent to registering of Cannabis Businesses. No individual or entity may operate a state-licensed cannabis retail business within Jackson County without first registering with the appropriate registration entity (township, city or county).

Limiting of Registrations. Jackson County shall limit the number of cannabis retail businesses to one registration for every 12,500 residents within Jackson County. If Jackson County has one active cannabis retail businesses registration for every 12,500 residents, Jackson County shall not register additional state-licensed cannabis retail businesses in any city or township which has delegated registration authority to Jackson County.

Zoning and Land Use. Cannabis businesses shall adhere to the Jackson County Development Code and other applicable county and local ordinances.

License or Permit Required for Temporary Cannabis Events. An interim use permit is required to be issued and approved by Jackson County prior to holding a temporary cannabis event on property under Jackson County's Development Code jurisdiction.

This is only a summary. The full ordinance is available for public inspection during regular office hours at the Jackson County Administrator's Office or by standard or electronic mail. Contact the Jackson County Administrator, 405 Fourth Street, Jackson, MN, 56143, office hours 8 a.m. – 4:30 p.m. M-F, telephone (507) 847-4182 or email county.administrator@co.jackson.mn.us.

Chair Wachal opened the public hearing to receive comments regarding Jackson County Development Code – Zoning Ordinance Amendments for Cannabis at 9:13 a.m.

There was no public present to provide comments.

Chair Wachal declared the public hearing closed at 9:13 a.m.

Motion was made by Commissioner Eigenberg and seconded by Commissioner Nasby to adopt Board Action 24-202 – Approve Jackson County Development Code – Zoning Ordinance Amendments for Cannabis. The motion carried unanimously.

Ordinance #103

AMENDMENTS TO THE JACKSON COUNTY DEVELOPMENT CODE - ZONING ORDINANCE (SUMMARY)

The following is a summary, pursuant to Minnesota State Statutes 375.51 and 331A.01, of AMENDMENTS TO THE JACKSON COUNTY DEVELOPMENT CODE - ZONING ORDINANCE:

Section 302 Definitions - Adding new definitions related to cannabis businesses.

Section 603, 604, 605, 607, 608, 612 Zoning Districts - Adding cannabis business types to Conditional Uses in Agricultural Preservation, Conservancy, Urban/Rural Residential, General Business, General Industry, and Shoreland Districts.

Section 737 Cannabis Business Development Standards - Creating a new section in Performance Standards for cannabis business development standards.

This is only a summary. The full ordinance is available for public inspection during regular office hours at the Jackson County Administrator's Office or by standard or electronic mail. Contact the Jackson County Administrator, 405 Fourth Street, Jackson, MN, 56143, office hours 8 a.m. – 4:30 p.m. M-F, telephone (507) 847-4182 or email county.administrator@co.jackson.mn.us.

CITIZEN/STAKEHOLDER/ORGANIZATION

Motion was made by Commissioner Nasby and seconded by Commissioner McClure to adopt Board Action 24-203 – Certify for United States Fish and Wildlife Services (USFWS) acquisition by easement the following described lands in Delafield Township: T104N, R36W, 5th PM, Section 11, SW 1/4, to be determined by a survey. The motion carried unanimously.

COUNTY ADMINISTRATOR

Chair Wachal opened the public hearing to receive comments regarding the Fee Schedule at 9:19 a.m.

There was no public present to provide comments.

Chair Wachal declared the public hearing closed at 9:19 a.m.

Motion was made by Commissioner Eigenberg and seconded by Commissioner Wacahl to adopt Resolution 24-035 – Approve adoption of the Jackson County Fee Schedule effective January 1, 2025. The motion carried unanimously.

County of Jackson)
) SS.
State of Minnesota)

RESOLUTION 24-035

ADOPTING THE JACKSON COUNTY FEE SCHEDULE

WHEREAS, Minnesota Statute 373.41 states a county may charge a fee to record, file, certify, or provide copies of any instrument, document, or paper that is required by law to be filed or which may be filed in any county office; and

WHEREAS, MS 373.41 also states a county may charge fees for service provided by any county office, official, department, court, or employee; and

WHEREAS, MS 373.41 states a county board may, after a public hearing, establish the amounts of fees to be charged for the services, unless a statute has specified the amount; and

WHEREAS, MS 373.41 states there must be a reasonable relation between the fee and the cost of providing the service.

NOW, THEREFORE, BE IT RESOLVED, the Jackson County Board hereby adopts the Jackson County Fee Schedule as presented with said fees to become effective January 1, 2025.

Motion was made by Commissioner Nasby and seconded by Commissioner Eigenberg to adopt Resolution 24-036 – Approve 2025 County Commissioners Compensation and Per Diem. The motion carried by a vote of 4 Ayes: Nasby, McClure, Eigenberg and Wachal; 1 Nay: Pohlman.

County of Jackson)
) SS.
State of Minnesota)

RESOLUTION 24-036

2025 Jackson County Commissioners Compensation and Per Diem

WHEREAS, Minnesota Statute 375.055 states that the county commissioners in all counties, except Hennepin and Ramsey, shall receive as compensation for services rendered by them for their respective counties, annual salaries and in addition may receive per diem payments and reimbursement for necessary expenses in performing the duties of the office as set by resolution of the county board with the salary and schedule of per diem payments not being effective until January 1 of the next year.

NOW, THEREFORE, BE IT RESOLVED, that the Jackson County Board of Commissioners does hereby adopt the following for 2025:

1. The Jackson County Board of Commissioners annual salary will be \$21,643.96 for each Commissioner with the chairperson of the Board receiving an additional \$22,643.96 annually for duties related to that position.
2. The 2025 per diem rate will be \$100 per day for attending meetings and completing duties that are eligible for a per diem payment as approved by the County Board.

Motion was made by Commissioner Nasby and seconded by Commissioner Eigenberg to adopt Resolution 24-037 – Approve adopting the 2025 Jackson County Property Tax Levy. The motion carried unanimously.

County of Jackson)
) SS.
 State of Minnesota)

RESOLUTION 24-037

ADOPTING THE 2025 JACKSON COUNTY PROPERTY TAX LEVY

WHEREAS, the Jackson County Board annually adopts a budget; and
WHEREAS, property tax revenues are needed to balance said budget; and
WHEREAS, on September 17, 2024, the County Board set a 2025 preliminary adjusted property tax levy of \$14,216,928, which is a 7.88% increase of the 2024 property tax levy; and
WHEREAS, the preliminary tax levy can be lowered but not increased when the final tax levy is approved; and
WHEREAS, a public meeting was held on December 3, 2024, to take public comment on the proposed 2025 budget and tax levy.
NOW THEREFORE, BE IT RESOLVED, that the Jackson County Board of Commissioners does hereby adopt the 2025 property tax levy for Jackson County in the amount of \$13,691,929 (3.90% increase).

<u>Fund</u>	<u>2025 Levy</u>	<u>2025 CPA Distribution</u>	<u>2025 Adjusted Levy</u>
General	\$8,039,611.00	\$420,032.00	\$7,619,579.00
Public Works	\$2,916,891.00	\$152,394.00	\$2,764,497.00
Library	\$618,521.00	\$32,314.00	\$586,207.00
Bonds	<u>\$2,871,678.00</u>	<u>\$150,032.00</u>	<u>\$2,721,646.00</u>
Total	\$14,446,701.00	\$754,772.00	\$13,691,929.00

Motion was made by Commissioner Eigenberg and seconded by Commissioner Pohlman to adopt Resolution 24-038 – Approve adopting the 2025 Jackson County Budget. The motion carried unanimously.

County of Jackson)
) SS.
 State of Minnesota)

RESOLUTION 24-038

ADOPTING THE 2025 JACKSON COUNTY BUDGET

WHEREAS, the Jackson County Board annually adopts a budget; and
WHEREAS, a budget meeting was held on December 3, 2024, to take public comment on the proposed 2025 budget and tax levy.
NOW THEREFORE, BE IT RESOLVED, that the Jackson County Board of Commissioners does hereby adopt the 2025 budget for Jackson County in the amount of \$32,964,321.

<u>Budgeted Governmental Funds</u>	<u>2025</u>
<u>Revenues</u>	
County Portion of Tax Levy	13,691,929
State Paid Portion of Tax Levy	754,772
Total Tax Levy	14,446,701
Licenses and Permits	15,420
Intergovernmental-	
Federal	1,817,000
State	9,309,932
Other	---
Charges for Services	2,410,922
Fines and Forfeits	65,442
Interest on Investments	528,965
Miscellaneous	4,369,939
Other Sources	
Proceeds from Bond Sales	0
Budgeted Use of Available Fund Balances	<u>0</u>
Total Revenues and Other Sources	32,964,321
<u>Expenditures</u>	
General Government	5,849,069
Public Safety	4,664,839
Highways and Streets	14,219,730
Health & Human Services	2,639,986
Culture and Recreation	1,251,695
Conservation of Natural Resources	941,237
General Obligation Debt Service	2,871,678

Other/Unallocated
Total Expenditures

526,087
32,964,321

BOARD REPORTS

Commissioner Eigenberg reported on meetings/events involving AMC Annual Conference, DVHHS, Joint Ditch 17, and upcoming GBERBA.

Commissioner McClure reported on meetings/events involving SWMH and DVHHS.

Commissioner Nasby reported on meetings/events involving DVHHS, Prairie Ecology Bus, AMC Annual Conference, and SWMH.

Commissioner Pohlman reported on meetings/events involving AMC Annual Conference, PUC transmission line virtual meeting, and DAC.

Commissioner Wachal reported on meetings/events involving PrimeWest, MCIT, AMC Annual Conference, DVHHS, and PIC.

ADJOURN

Motion was made by Commissioner Eigenberg and seconded by Commissioner Wachal to adjourn the meeting at 9:41 a.m. The motion carried unanimously.

JACKSON COUNTY BOARD OF COMMISSIONERS

Board Chair

ATTEST:

Ryan Krosch, County Administrator