

**PROCEEDINGS OF THE COUNTY BOARD OF JACKSON COUNTY, MINNESOTA**

**December 15, 2020**

The County Board of Jackson County, Minnesota met in regular session, in the Jackson County Government Resource Center, Cafeteria Room (Door 7), 402 White Street, City of Jackson, Minnesota, on December 15, 2020. The following members of the Jackson County Board of Commissioners were present: Catherine Hohenstein, James Eigenberg, Scott McClure, Philip Nasby and Don Wachal. County Coordinator Steven Duncan and Trish Schulz, Deputy County Coordinator, were also in attendance.

**CALL TO ORDER**

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

**Motion was made by Commissioner Hohenstein and seconded by Commissioner Wachal to adopt the agenda. The motion carried unanimously.**

**CONSENT AGENDA**

**Motion was made by Commissioner Nasby and seconded by Commissioner Eigenberg to approve the consent agenda. The motion carried unanimously.**

Board Action 20-312: Approve the December 1, 2020 Board of Commissioners regular meeting minutes.

Board Action 20-313: Approve December 1, 2020 Board of Commissioners special meeting minutes.

Board Action 20-314: Approve all Commissioner disbursements in accordance with Minnesota Statutes 130.01, subd. 4(b), recorded on warrants numbered 93737 through 93895 in the amount of \$477,043.58. For the following funds: General Revenue, \$98,885.04; Road & Bridge/Public Works, \$308,348.46; Ditch, \$61,889.21; Revolving Loan, \$245.00; Library, \$3,050.14; Taxes and Penalties, \$4,625.73. A complete listing of the claims is available upon request at the Auditor/Treasurer's office.

Midwest Contracting LLC	\$ 142,679.02
Bolton & Menk Inc	\$ 30,200.50
I & S Group Inc	\$ 28,259.43
Midstates Equipment & Supply	\$ 26,480.45
Pearson Bros.	\$ 22,247.05
Minnesota Paving & Materials	\$ 20,717.18
Ron's Electric Inc	\$ 18,269.87
Heron Lake Watershed District	\$ 17,444.53
B & W Control Specialists Inc	\$ 13,940.29

Contech Engineered Solutions	\$ 12,013.51
Mn Office Of the Secretary of State	\$ 11,909.08
Minnesota Energy Resources	\$ 8,437.88
Livewire Printing Co	\$ 7,359.59
Marsden Bldg Maintenance LLC	\$ 6,533.10
Jackson/City Of	\$ 5,957.45
Dell Marketing L P	\$ 5,441.86
Family Services Network	\$ 5,024.00
Brennan Construction of MN, Inc	\$ 5,000.00
Converged Technologies LLC	\$ 4,582.50
Election Systems & Software LLC	\$ 3,682.66
Keltek Incorporated	\$ 3,679.20
Zep Manufacturing Co	\$ 3,420.49
Maximus Inc	\$ 3,350.00
MEnD Correctional Care PLLC	\$ 3,136.50
Istate Truck Center	\$ 3,066.99
Iowa Bankers Mortgage Corp	\$ 2,812.00
Federated Rea	\$ 2,628.81
Bauer Built	\$ 2,518.40
Staples Oil	\$ 2,235.72
Rinke Noonan Attorneys At Law	\$ 2,212.50
NuWay Cooperative	\$ 2,120.99
<b>Total Claims Over \$2000</b>	<b>\$ 427,361.55</b>

**116 Claims Under \$2000** \$ 49,682.03

Board Action 20-315: Approve utility permit for:

Svoboda Excavating Inc. – Tile Line – CSAH 4 – Petersburg Township

Board Action 20-316: Approve Brennan Construction of MN, Inc., from Mankato, MN, payment application #6 (as related to Courthouse re-roof and mechanical upgrade project; closeout of Brennan’s portion of the project) in the amount of \$5,000.00.

Board Action 20-317: Approve retailer’s license for sale of tobacco, as follows: Casey’s Retail Company, DBA Casey’s General Store #1660; Family Dollar, Inc., DBA Family Dollar #26341; Staples Enterprises, Inc., DBA Expressway Jackson; C & M of Jackson, LLC, DBA Speedway #4703; and Vet’s Oil Company, Inc., DBA Vet’s Whoa-N-Go Fuel Stop, all effective January 1, 2021 to December 31, 2021.

Board Action 20-318: Approve the 2021 Summary Budget for Jackson County.

**PUBLIC NOTICE**

The following is a summary budget for the 2021 fiscal year for Jackson County, Minnesota. This summary is published in accordance with Minnesota Statute 375.169. The detail of the County budget is on file in the County Auditor's Office at the Courthouse in the City of Jackson,

Minnesota, and may be viewed during normal business hours.

**JACKSON COUNTY SUMMARY BUDGET**

<b>Budgeted Governmental Funds</b>	<b><u>2020</u></b>	<b><u>2021</u></b>
<b>Revenues</b>		
County Portion of Tax Levy	10,855,145	11,045,152
State Paid Portion of Tax Levy	569,655	578,158
Total Tax Levy	11,424,800	11,623,310
Licenses and Permits	15,710	15,615
Intergovernmental-		
Federal	18,000	18,000
State	6,024,486	6,014,800
Other	---	---
Charges for Services	1,429,594	1,504,658
Fines and Forfeits	22,395	22,395
Interest on Investments	109,195	168,143
Miscellaneous	2,405,983	2,386,987
Other Sources		
Proceeds from Bond Sales	-	-
Budgeted Use of Available Fund Balances	169,091	2,897,358
Total Revenues and Other Sources	21,619,254	24,651,266
<b>Expenditures</b>		
General Government	3,927,441	4,022,116
Public Safety	3,501,093	3,594,613
Highways and Streets	8,096,568	10,846,367
Health & Human Services	2,751,815	2,631,315
Culture and Recreation	992,254	1,157,040
Conservation of Natural Resources	753,244	791,116
General Obligation Debt Service	1,057,627	1,054,597
Other/Unallocated	539,212	554,102
Total Expenditures	21,619,254	24,651,266

Board Action 20-319: Approve the 2020 reaffirmation of the Jackson County Investment Policy as adopted by Resolution 19-050 on December 5, 2019 (no changes made).

Board Resolution 20-248: Approve resolution 20-248 setting the 2021 final tax levy in the amount of \$11,045,152.00.

**RESOLUTION 20-248**  
**Resolution of Final Tax Levy for Taxes Collectible in 2021**

**BE IT HEREBY RESOLVED** by the County Board of Commissioners of Jackson County, Minnesota, duly convened in regular session this 15th day of December, 2020, that the following amounts be, and the same hereby are, offered as the final levy of taxes for the County of Jackson for the fiscal year 2021, to-wit:

	<u>Final Levy</u>
General Fund	\$7,181,552
Road & Bridge Fund	\$2,388,123
Library Fund	\$ 473,337
Bond Fund	<u>\$1,002,140</u>
	\$11,045,152

Duly Passed and Adopted this 15th day of December, 2020.

\_\_\_\_\_  
Jackson County Board of Commissioners  
Scott McClure, Chair

ATTEST:

\_\_\_\_\_  
Steven Duncan, County Coordinator  
(SEAL)

Board Resolution 20-249: Approve resolution 20-249, approving the 2020 commitment and assignment of fund balances.

**Resolution 20-249**  
**Approving Commitment and Assignment of Fund Balance**

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

**WHEREAS**, the new 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 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**

<u>Dept</u>	<u>Acct Title</u>	<u>Resource</u>	<u>Determination</u>	<u>Ref #</u>
01.2848	Lakes Improvement	Cumulative Funds Purpose: County Lake Improvement Projects	Assigned	2848
01.041	Auditor/Treasurer	Office Supplies Cumulative Amt Budgeted vs Expenses Purpose: Purchase/Replace Office Equipment	Assigned	2873
01.041	Auditor/Treasurer	Non-Expendable Supplies Under \$300 Cumulative Amt Budgeted vs Expenses Purpose: Purchase/Replace Office Equipment	Assigned	2873
01.061	Information Systems	Conference, Training, Registration Cumulative Amt Budgeted vs Expense Purpose: Technology Training for IS Dept & other Dept Staff	Assigned	2844
01.061	Information Systems	Data Processing Services Cumulative Amt Budgeted vs Expense Purpose: Contingency Services (Prof. Assistance Unforeseen Projects)	Assigned	2844
01.061	Information Systems	Computer Software Cumulative Amt Budgeted vs Expense	Assigned	2844

Purpose: Avenue Tax System Replacement

<u>Dept</u>	<u>Acct Title</u>	<u>Resource</u>	<u>Determination</u>	<u>Ref #</u>
01.061	Information Systems	Non-Expendable Supplies < \$300 Cumulative Amt Budgeted vs Expense Purpose: Equipment Replacements	Assigned	2844
01.061	Information Systems	Capital Outlay \$300 to \$4999 Cumulative Amt Budgeted vs Expense Purpose: Equipment Replacements	Assigned	2844
01.061	Information Systems	Fixed Assets in Excess of \$5000 Cumulative Amt Budgeted vs Expense Purpose: Equipment Replacements	Assigned	2844
01.063	Elections and Redistricting	Fixed Assets in Excess of \$5,000 Cumulative Amt Budgeted vs Expense Purpose: Purchase/Replace Election Equipment	Assigned	2875
01.103	Assessor	Conference, Training, Registration Amt Budgeted vs Expense Purpose: Educational Related Expense	Assigned	2870
01.103	Assessor	Travel Expense - Room and Board Amt Budgeted vs Expense Purpose: Educational Related Expense	Assigned	2870
01.103	Assessor	Travel Expense – Mileage Amt Budgeted vs Expense Purpose: Educational Related Expense	Assigned	2870
01.105	Planning & Zoning	Professional & Technical Service Cumulative Amt Budgeted vs Expense Purpose: Outside Comprehensive Review of Ordinances	Assigned	2872
01.111	County Buildings/Imprvmt	Cumulative Amt Budgeted vs Expense Purpose: Continued Building Maintenance and Small Projects	Assigned	2846
01.119	Drivers License	Capital Outlay \$300 - \$4999 Cumulative Amt Budgeted vs Expense Purpose: Purchase/Replace Office Furniture/Equipment	Assigned	2858
01.120	Vet's Van	Donations for Vehicles/Vehicle Expense Cumulative Amt Budgeted vs Expense Purpose: Future Van & Graphics Replacement	Assigned	2862

01.121 Veteran's Services	Capital Outlay Cumulative Amt Budgeted vs Expense Purpose: Purchase/Replace Office Furniture/Equipment	Assigned	2868
01.149 General Government	Health Insurance Expense Cumulative Amt Budgeted vs Expense Purpose: Employee Health & VEBA Insurance	Assigned	2877
<u>Dept</u>	<u>Acct Title</u>	<u>Resource</u>	<u>Determination</u>
01.149 General Government	Unemployment Expense Cumulative Amt Budgeted vs Expense Purpose: Fund Unexpected Future Unemployment	Assigned	2852
01.149 General Government	Severance Pay Expense Cumulative Amt Budgeted vs Expense Purpose: Fund Unexpected Future Severance Payments	Assigned	2852
01.149 General Government	Compensation Plan Pool Expense Cumulative Amt Budgeted vs Expense Purpose: Fund Unexpected Employee Compensation	Assigned	2861
01.149 General Government	Refunds & Reimbursements Expense Cumulative Amt Budgeted vs Expense Abatement Funds Only Purpose: Fund Economic Development Tax Abatements	Assigned	2851
01.208 Rural Addressing/Signs	Cumulative Amt Budgeted vs Expense Purpose: Maintain Fund for Rural Signage	Assigned	2863
01.213 K-9	Cumulative Amt Budgeted vs Expense Purpose: Continued Program Funding & Growth	Assigned	2850
01.281 Emergency Management Operations Center and Command Trailer	Federal Grants Cumulative Amt Budgeted vs Expense Less Grants Funds Utilized in EM Office Operations and Needs  +/- Fixed Assets in Excess of \$5000 Purpose: Emergency Operations Center Update/Remodel & Equipment Needs	Assigned	2867
01.281 Emergency Management	Travel Expense – Room & Board Cumulative Amt Budgeted vs Expense Purpose: Educational Related Expense	Assigned	2867
01.281 Emergency Management	Travel Expense – Mileage Cumulative Amt Budgeted vs Expense	Assigned	2867

Purpose: Educational Related Expense

01.281 Emergency Management Capital Outlay \$300 - \$4999 Assigned 2867  
Cumulative Amt Budgeted vs Expense  
Purpose: Purchase/Replace Office Furniture/Equipment

01.480 DVHHS Appropriation Assigned 2856  
Cumulative Amount Budgeted vs. Expenses  
Purpose: Fund Future DVHHS Appropriations

01.701 Economic Development Approp. United Community Action Ptnsp Assigned 2860  
Cumulative Amt Budgeted vs Expense  
Purpose: Future County Share of Bus Match

<u>Dept</u>	<u>Acct Title</u>	<u>Resource</u>	<u>Determination</u>	<u>Ref #</u>
13.521	Parks	Gifts and Donations	Assigned	13.2853
		Cumulative		
		Purpose: Donor Specified		

72	Insurance Trust Fund	Cumulative	Assigned	72.2738
		Purpose: Workman's Compensation and Property & Casualty Insurance		

75	Landfill Assurance Fund	Cumulative	Assigned	75.2857
		Purpose: Maintenance of Closed Landfill		

77	Septic Loan Fund	Cumulative	Assigned	77.2855
		Purpose: County Septic Loan Program Request Funding		

**Committed**

<u>Dept</u>	<u>Acct Title</u>	<u>Resource</u>	<u>Determination</u>	<u>Ref#</u>
01.113	Capital Projects	Cumulative	Committed	2841
		Jackson Speedway Funds from Sale (Brd 15-086)		
		Net Bus Storage Facility Revenue (Brd 16-138) (Brd16-305)		
		Purpose: Capital Improvement Projects		
		Committed: Per Board Minutes		

01.149	General Government	Wind Energy Tax	Committed	2841
		Cumulative Amt Budgeted vs Actual		
		Purpose: Capital Improvement Project		
		Committed per Board Minutes (Brd 10-202)		

01.230	Jackson Sheriff	Net Amount of fund 230 that is over 5% under budget	Committed	2874
		Committed: Per Contract		



74 Revolving Loan Fund Cumulative Committed 74.2874  
Purpose: Economic Development Loans  
Committed: Per Board Minutes

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

Adopted this 15th day of December, 2020

\_\_\_\_\_  
Scott McClure, Chairman

ATTEST: \_\_\_\_\_  
Steve Duncan, County Coordinator

Recognition of Years of Service of Jackson County Employees:

**25 Years of Service**

Becky McCann Recorder's Office

**15 Years of Service**

Sonja Koch Land Management Office  
Wes Liepold Public Works Department

**10 Years of Service**

Heather Hummel Auditor/Treasurer's Office  
Cole Rossow Public Works Department

**5 Years of Service**

Chris Cain Information Systems  
Doug Dean Public Works Department  
Mike Diekman Public Works Department  
Steve Duncan County Coordinator  
Bryce Freking Public Works Department  
Elyse Holm Sheriff's Office  
Nicole Howard Information Systems  
Don Wachal County Commissioner

**Sheriff Reserves 5 Years of Service**

Rod Paplow

**PUBLIC WORKS**

**Motion was made by Commissioner Nasby and seconded by Commissioner Wachal** to adopt Board Action 20-320: Approve City of Jackson request, on behalf of the Friends of the Jackson County Trails, to authorize County Public Works Department to administer, design and inspect trail project (Related to applying for Transportation Alternative Funding from the Area

Transportation Partnership for the Sunrise Extension Trail along TH 71). The motion carried unanimously.

**Motion was made by Commissioner Hohenstein and seconded by Commissioner Eigenberg** to adopt Board Action 20-321: Approve contract and bond for SAP 032-599-105 and SAP 032-599-106 (replacing existing bridges L5173 and L5174). The motion carried unanimously.

**Motion was made by Commissioner Nasby and seconded by Commissioner Wachal** to adopt Board Resolution 20-250: Approve resolution 20-250, authorizing final payment to Pearson Bros., Inc. (related to work completed on SAP 032-030-027, 2020 Seal Coating Project). The motion carried unanimously.

### **RESOLUTION 20-250**

**WHEREAS:** Contract No. has in all things been completed, and the County Board being fully advised in the premises,

**NOW THEN BE IT RESOLVED,** that we do hereby accept said completed project for and in behalf of the Jackson County Highway Department and authorize final payment as specified herein.

Adopted this 15th day of December 2020

\_\_\_\_\_  
Scott McClure, Chair

ATTEST: \_\_\_\_\_  
Steve Duncan, County Coordinator (SEAL)

**Motion was made by Commissioner Eigenberg and seconded by Commissioner Hohenstein** to adopt Board Resolution 20-251: Approve resolution 20-250 authorizing payment to R & G Construction Co. (Related to work completed on SAP 032-604-050, grading and culvert replacement on CSAH 4 from CR 67 to Highway 86. The motion carried unanimously.

### **RESOLUTION 20-251**

**WHEREAS:** Contract No. has in all things been completed, and the County Board being fully advised in the premises,

**NOW THEN BE IT RESOLVED,** that we do hereby accept said completed project for and in behalf of the Jackson County Highway Department and authorize final payment as specified herein.

Adopted this 15th day of December 2020

\_\_\_\_\_  
Scott McClure, Chair

ATTEST: \_\_\_\_\_  
Steve Duncan, County Coordinator (SEAL)

**Motion was made by Commissioner Wachal and seconded by Commissioner Nasby** to adopt Board Resolution 20-252: Approve resolution 20-252 authorizing final payment to ID Sign Solutions, LLC (related to work completed on SP 032-070-002, replaced stop ahead, stop and yield signs). The motion carried unanimously.

**RESOLUTION 20-252**

**WHEREAS:** Contract No. has in all things been completed, and the County Board being fully advised in the premises,

**NOW THEN BE IT RESOLVED,** that we do hereby accept said completed project for and in behalf of the Jackson County Highway Department and authorize final payment as specified herein.

Adopted this 15th day of December 2020

\_\_\_\_\_  
Scott McClure, Chair

ATTEST: \_\_\_\_\_  
Steve Duncan, County Coordinator (SEAL)

**LAND MANAGEMENT/SWCD**

**Motion was made by Commissioner Eigenberg and seconded by Commissioner Wachal** to adopt Board Action 20-322: Approve update to Greater Blue Earth River Basin Alliance joint powers agreement. The motion carried unanimously.

**Motion was made by Commissioner Hohenstein and seconded by Commissioner Eigenberg** to adopt Board Action 20-323: Approve the 2020 Aquatic Invasive Species Plan. The motion carried unanimously.

**COUNTY COORDINATOR**

**Motion was made by Commissioner Hohenstein and seconded by Commissioner Wachal** to adopt Board Action 20-324: Approve setting the mileage reimbursement rate at the IRS mileage rate for 2021, as released by the IRS and as applicable per County policy & setting the County's motor vehicle pool mileage rate for 2021, as recommended by the Public Works Department and as applicable per County policy. The motion carried unanimously.

**Motion was made by Commissioner Nasby and seconded by Commissioner Hohenstein** to adopt Board Action 20-325: Approve at-large appointment of Anne Wagner and Bev Hussong to the Jackson County Extension Committee for 3-year terms, expiring the first Tuesday after the first Monday in January, 2024. The motion carried unanimously.

Coordinator Duncan informed the County Board of his plans to resign from County employment with a soft, target date of May 7, 2021. The Coordinator called it a soft, target date as his personal

situation may call for a slightly revised date (but no earlier than 4/16/20) or, if available, he may be able to continue past 5/7/20 for a period of time and if deemed needed by the County Board. The Coordinator informed the Board of his plans so that the Board has time to discuss, evaluate and give direction on the County organizational structure and pursue recruitment of personnel as determined to be needed.

The Board directed Coordinator Duncan to solicit a proposal from DDA Human Resources, Inc., to perform recruitment services.

### **BOARD REPORTS**

Commissioner McClure reported on meetings/events involving Judicial Ditch 13, Judicial Ditch 9, Southwest Mental Health Center Governing Board, Des Moines Valley Health and Human Services (DVHHS), DVHHS-Public Health weekly update, 2021 budget and tax levy hearing, County Drainage Ditch Committee and County Personnel Committee.

Commissioner Eigenberg reported on meetings/events involving the 2021 budget and tax levy hearing, Association of Minnesota Counties (AMC), Judicial Ditch 13, Judicial Ditch 9 and DVHHS.

Commissioner Wachal reported on meetings/events involving the 2021 budget and tax levy hearing, AMC, DVHHS collective bargaining, DVHHS, Minnesota Counties Intergovernmental Trust (MCIT) and County Personnel Committee.

Commissioner Hohenstein reported on meetings/events involving the 2021 budget and tax levy hearing, PrimeWest, DVHHS, County Drainage Ditch Committee and MCIT.

Commissioner Nasby reported on meeting/events involving the 2021 budget and tax levy hearing, AMC, Jackson County Friends of the Trails, Judicial Ditch 13, DVHHS, Fair Board and Southwest Mental Health Center Governing Board.

### **ADJOURN**

**Motion was made by Commissioner Nasby and seconded by Commissioner Wachal to adjourn the meeting at 10:22 a.m. The motion carried unanimously.**

JACKSON COUNTY BOARD OF COMMISSIONERS

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Scott McClure, Chair

ATTEST:

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Steven Duncan, County Coordinator