

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

May 19, 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 May 19, 2020. The following members of the Jackson County Board of Commissioners were present: Catherine Hohenstein, James Eigenberg, Scott McClure, Don Wachal and Philip Nasby. 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 20-121: Approve the May 5, 2020 Board of Commissioners regular meeting minutes.

Board Action 20-122: Approve all Commissioner disbursements in accordance with Minnesota Statutes 130.01, subd. 4(b), recorded on warrants numbered 91690 through 91810 in the amount of \$578,868.80. For the following funds: General Revenue, \$140,024.21; Road & Bridge/Public Works, \$134,507.40; Ditch, \$292,800.22; Revolving Loan Fund, \$50.00; Library, \$2,811.47; Taxes & Penalties, \$8,595.50; and Forfeited Land, \$80.00. A complete listing of the claims is available upon request at the Auditor/Treasurer's office.

Claims over \$2,000.00:

| | |
|----------------------------------|---------------|
| Heron Lake Watershed District | \$ 243,601.59 |
| Brennan Construction of MN, Inc. | \$ 90,582.50 |
| Frontier Precision, Inc. | \$ 34,894.80 |
| I & S Group Inc. | \$ 29,120.39 |
| Noomen Excavating LLC | \$ 25,107.89 |
| Ron's Electric Inc. | \$ 17,663.00 |
| Contech Engineered Solutions | \$ 16,052.43 |
| Wold Architects And Engineers | \$ 13,002.50 |
| Rdo Equipment Co | \$ 12,103.65 |

| | | |
|-----------------------------------|----|-------------------|
| Staples Oil | \$ | 10,666.22 |
| American Engineering Testing Inc. | \$ | 6,760.00 |
| Jackson/City Of | \$ | 6,207.96 |
| Marsden Bldg Maintenance LLC | \$ | 6,146.80 |
| Golden Fenders | \$ | 4,403.36 |
| Tri-State Pump & Control Inc. | \$ | 4,301.29 |
| Corelogic Refunds | \$ | 4,073.00 |
| Dell Marketing L P | \$ | 3,929.16 |
| S & J Cleaning | \$ | 3,309.25 |
| Federated REA | \$ | 3,236.76 |
| Thurmurs Plumbing & Heating | \$ | 3,152.28 |
| MENd Correctional Care PLLC | \$ | 3,136.50 |
| Ziegler Inc. | \$ | 2,989.49 |
| Bauer Built | \$ | 2,962.08 |
| Gervais/Sandy | \$ | 2,314.00 |
| Total Claims over \$2000 | | 549,716.90 |

90 Claims Under \$2000 \$ 29,151.90

Board Action 20-123: Approve utility permits:

- Great River Energy – install power pole – CR 63 – Alba Township
- Great River Energy – install temporary structure – CR 63 – Ewington Township
- Great River Energy – install power pole – CSAH 5 & 12 – Ewington Township
- Great River Energy – install power pole – CSAH 5 – Ewington Township
- Southwest Minnesota Broadband Service – fiber line – CSAH 34 & 5 – Ewington Township

Board Action 20-124: Approve one-step increase (end of evaluation period, May 7, 2020) for Caleb Cihak (Part-time Jailer, Sheriff’s Office), setting wage at \$19.70 per hour, effective with the May 17, 2020 payroll period, for the successful completion of the evaluation period.

Board Action 20-125: Approve Brennan Construction of MN, Inc., from Mankato, Minnesota, Payment Application #2 (as related to Courthouse re-roof and mechanical upgrade project) in the amount of \$90,582.50.

Board Action 20-126: Approve payment, in the amount of \$25,107.89, to Noomen Excavating, construction contractor for the new drainage system known as County Ditch 125.

Board Action 20–127: Approve Jackson County Revolving Loan Fund, COVID-19 Servicing Request Form (Offering up to three months principal and interest deferment to all Jackson County RLF loan clients for the months of June, July and August 2020).

Board Action 20–128: Approve Workforce Development Area #6 SW Minnesota, Workforce Innovation and Opportunity Act Joint Powers Agreement for a renewal period of July 1, 2020 to June 30, 2022.

COUNTY COORDINATOR

Motion was made by Commissioner McClure and seconded by Commissioner Wachal to adopt Board Action 20–129: Approve hiring Karla Ambrose to serve as Jackson County Assessor, at a starting wage of \$41.44 per hour (step H/8) and 80 hours of vacation leave granted upon her start date, contingent on her acceptance of the position and a start date no later than June 22, 2020. The motion carried unanimously.

LAND MANAGEMENT

Motion was made by Commissioner Nasby and seconded by Commissioner Wachal to adopt Board Action 20–130: Approve low income Subsurface Sewage Treatment System cost share grant program application to be made by Land Management. The motion carried unanimously.

AUDITOR/TREASURER

Motion was made by Commissioner Eigenberg and seconded by Commissioner Hohenstein to adopt Board Action 20–131: Approve purchase of Manatronics Mailing Systems, Inc., folder/insertor, at a cost of \$10,069.00, to be paid with election reserve funds. The motion carried unanimously.

Motion was made by Commissioner Wachal and seconded by Commissioner Hohenstein to adopt Board Action 20–132: Approve purchase of Manatronics Mailing Systems, Inc. letter opener, at a cost of \$1,926.00, to be paid from election reserve funds. The motion carried unanimously.

SHERIFF

Motion was made by Commissioner Hohenstein and seconded by Commissioner Nasby to adopt Board Resolution 20 – 021: Authorizing execution of sub-grant agreement and letter of commitment of funds for Public Works facility backup generators. The motion carried unanimously.

RESOLUTION 20-021

AUTHORIZING EXECUTION OF SUB-GRANT AGREEMENT

BE IT RESOLVED that Public Works and Emergency Management of Jackson County Minnesota enter into a Sub-grant agreement with the Division of Homeland Security and Emergency Management in the Minnesota Department of Public Safety for the program entitled Hazard Mitigation Assistance; and

Tawn Hall, Emergency Management Director is hereby authorized to execute and sign such sub-grant agreements and any amendments hereto as are necessary to implement the project on behalf of Public Works and Emergency Management of Jackson County Minnesota.

Passed and adopted by the Board of Commissioners of the County of Jackson, Minnesota this 19th day of May 2020.

Scott McClure, Chair
Jackson County Board of Commissioners

ATTEST:

(SEAL)
Steven J. Duncan
County Coordinator of Jackson County, Minnesota

Motion was made by Commissioner Wachal and seconded by Commissioner Eigenberg to adopt Board Action 20 – 133: Approve extending Emergency Management Director, Tawn Hall’s work hours at 40 Hours per week, from May 31, 2020 to a date to be determined by the Sheriff, but not exceeding October 1, 2020, so as to continue working on the County’s response to the COVID-19 emergency declaration and subsequent reimbursement through Federal emergency relief funds and continuing work as related to the NexGen 911 work project as reimbursed by that grant. The motion carried unanimously.

COUNTY COORDINATOR

Motion was made by Commissioner Eigenberg and seconded by Commissioner Wachal to adopt Board Resolution 20-022: Approving directives as impacted by Emergency Executive Order 20-56 and the Public Health Emergency Pandemic as related to COVID–19. The motion carried unanimously.

County of Jackson)
) SS.
State of Minnesota)

**RESOLUTION 20- 022 APPROVING
DIRECTIVES AS IMPACTED BY EMERGENCY EXECUTIVE ORDER 20-56 & THE
PUBLIC HEALTH EMERGENCY PANDEMIC AS RELATED TO COVID-19**

WHEREAS, Executive Emergency Executive Order 20-56, was established by the State of Minnesota beginning on Sunday, May 17, 2020 at 11:59 p.m. through Sunday, May 31, 2020 at 11:59 p.m., and has been imposed by the State of Minnesota to help slow the spread of the COVID-19 virus; and

WHEREAS, the Jackson County Board of Commissioners approved Resolution 20-020 to be reviewed at the May 19, 2020 regular meeting of the Jackson County Board of Commissioners to evaluate the applicability of the directive at that time;

NOW, THEREFORE, BE IT RESOLVED, that the Jackson County Board of Commissioners has reviewed Resolution 20-020 and the current state of issues surrounding the public health emergency pandemic and direct the following:

1) Directs all department heads to continually re-assess which employee tasks meet the definitions of the Critical Sectors Exemptions contained in the Emergency Executive Order 20-48, and any applicable emergency executive order, with Department Heads to direct employees to work from home to the extent able and practical, either completely or partially; and

2) Authorizes the full payment of salaries and benefits to employees who are directed to work from home; and

3) Re-affirms authorizing the personnel committee to implement temporary personnel policies as may be deemed needed to address personnel issues as caused by the Coronavirus (COVID 19) pandemic; and

4) Re-affirms authorizing County Department Heads to be able to direct employees that are sick to go home and follow CDC recommendations about when they can return to work, authorizing the Coordinator to be able to direct Department Heads that are sick to go home and follow CDC recommendations about when they can return to work and authorizing the personnel committee to be able to direct the County Coordinator to go home when sick and follow CDC recommendations about when he/she can return to work; and

5) Re-affirms that Jackson County offices will not necessarily be able to be physically accessed by the public, with County offices still operating per normal schedules, except for public contact with such offices to be done by phone, email or special appointment, with this action being taken so as to provide a level of protection to County staff and the general public from exposure to Coronavirus (COVID 19) and potentially spreading the virus with the action being taken under the guidance of strategies recommended by both the Minnesota Department of Health (MDH) and Center for Disease Control (CDC) in addition to the Governor of Minnesota and the Commissioner of Health; and

6) This resolution shall be in effect until further action is taken by the Board of Commissioners.

Passed and adopted by the Board of Commissioners of the County of Jackson, Minnesota this 19th day of May 2020.

Scott McClure, Chair
Jackson County Board of Commissioners

ATTEST:

(SEAL)
Steven J. Duncan
County Coordinator of Jackson County, Minnesota

CLOSED MEETING

Motion was made by Commissioner Nasby and seconded by Commissioner Wachal to close the meeting at 10:19 a.m., as permitted by Minnesota Statutes Section 13D.05, (3)(b) under attorney-client privilege, litigation. The motion carried unanimously.

Motion was made by Commissioner Hohenstein and seconded by Commissioner Eigenberg to re-open the meeting at 10:50 a.m. The motion carried unanimously.

Motion was made by Commssioner Hohenstein and seconded by Commissioner Nasby directing special counsel John Kolb to proceed as directed. The motion carried unanimously.

BOARD REPORTS

Commissioner Nasby reported on meetings/events involving Parks, Friends of the Jackson County Trails, South West Mental Health Center Governing Board, Des Moines Valley Health and Human Services (DVHHS) and Prairie Ecology Bus Center.

Commissioner McClure reported on meetings/events involving two Revolving Loan Fund Advisory Committee meetings, County Personnel Committee, South West Mental Health Center Governing Board, DVHHS and a drainage meeting.

Commissioner Eigenberg reported on meetings/events involving Heron Lake City Council, Greater Blue Earth River Basin Alliance, Fort Belmont, County Building Committee, DVHHS and Okabena City Council.

Commissioner Hohenstein reported on meetings/events involving Jackson County Historical Society, two Revolving Loan Fund Advisory Committee meetings, PrimeWest, DVHHS and a drainage meeting.

Commissioner Wachal reported on meetings/events involving Clean Energy, MCIT claims committee, County Personnel Committee and DVHHS.

ADJOURN

Motion was made by Commissioner Eigenberg and seconded by Commissioner Wachal to adjourn the meeting at 11:48 a.m. The motion carried unanimously.

JACKSON COUNTY BOARD OF
COMMISSIONERS

Scott McClure, Chair

ATTEST:

Steven Duncan, County
Coordinator