

PROCEEDINGS OF THE COUNTY BOARD OF JACKSON COUNTY, MINNESOTA

October 6, 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 October 6, 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 Eigenberg and seconded by Commissioner Wachal to adopt the agenda per revision #1. The motion carried unanimously.

CONSENT AGENDA

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

Board Action 20-238: Approve the September 15, 2020 Board of Commissioners regular meeting minutes.

Board Action 20-239: Approve all Commissioner disbursements in accordance with Minnesota Statutes 130.01, subd. 4(b), recorded on warrants numbered 92937 through 93126 in the amount of \$494,763.92. For the following funds: General Revenue, \$164,539.29; Road & Bridge/Public Works, \$190,321.87; Ditch, \$73,194.25; Revolving Loan Fund, \$195.00; Septic System Fund, \$53,423.23; Agency Fund, \$3,723.50; Library Fund, \$8,921.78; and Taxes and Penalties, \$445.00. A complete listing of the claims is available upon request at the Auditor/Treasurer's office.

Claims over \$2,000.00:

| | |
|---------------------------------|--------------|
| AAA Striping Service Co | \$ 86,272.00 |
| Stenzel/Donald J | \$ 26,780.00 |
| Hohenstein Septic Services LLC | \$ 26,512.43 |
| Jackson Co Historical Soc | \$ 25,500.00 |
| L & M Boiler Systems Inc | \$ 19,114.18 |
| Regents Of The University Of Mn | \$ 18,813.99 |
| Edlin/Carl | \$ 14,460.38 |
| Duininck Incorporated | \$ 13,589.60 |
| Mills & Miller Inc | \$ 13,491.10 |
| Staples Oil | \$ 13,076.49 |
| Jasper/James Mitchell | \$ 12,635.00 |

| | |
|---|--------------|
| Crysteel Truck Equipment Inc | \$ 12,390.44 |
| Polzine/Fredrick F & Joann C | \$ 11,780.00 |
| Freking/Marion J | \$ 11,590.00 |
| Miranowski/Marjorie | \$ 10,490.00 |
| Livewire Printing Co | \$ 9,247.93 |
| Jackson/City Of | \$ 7,725.73 |
| Marsden Bldg Maintenance LLC | \$ 6,832.24 |
| Stenzel/David Charles | \$ 6,720.00 |
| Federated Rea | \$ 6,613.81 |
| Girard's Business Solutions, Inc | \$ 6,230.00 |
| Wold Architects And Engineers | \$ 6,080.00 |
| Midstates Equipment & Supply | \$ 5,652.60 |
| Erickson Engineering Co LLC | \$ 4,897.50 |
| Green Earth Recycling | \$ 4,886.00 |
| Jackson Good Samaritan Center | \$ 4,456.75 |
| Jones Law Office | \$ 4,236.72 |
| I & S Group Inc | \$ 3,991.25 |
| Tritech Software Systems | \$ 3,960.00 |
| Amazon/Syncb | \$ 3,822.71 |
| Treasury Division Of Mn Dept Of Finance | \$ 3,596.00 |
| Contech Engineered Solutions | \$ 3,504.00 |
| Daberkow/Jerry | \$ 3,500.00 |
| Verizon Wireless | \$ 3,476.04 |
| Cohrs Construction Inc | \$ 3,393.84 |
| CORPORATE PAYMENT SYSTEMS | \$ 3,278.67 |
| WORTHINGTON GLASS | \$ 3,075.00 |
| Junior Library Guild | \$ 2,609.25 |
| Bauer Built | \$ 2,498.65 |
| Baker & Taylor Entertainment | \$ 2,365.43 |
| M C C C Mi 33 | \$ 2,193.29 |
| Rostomily/Eva K | \$ 2,093.00 |

Total Claims Over \$2000 \$ 437,432.02

127 Claims Under \$2000 \$ 57,331.90

Board Action 20-240: Approve utility permits:

- SEI – replace tile intake, build berm around intake – CR 85 – Enterprise Township
- SEI – clean ditch – CR 85 – Enterprise Township
- Frontier – Place Fiber Line – CSAH 29 – Kimball Township

Board Action 20-241: Approve subsurface sewage treatment system loan, in the amount of \$14,460.38, for Richard and Mary Johnson.

Board Action 20-242: Approve subsurface sewage treatment system loan, in the amount of \$13,200.42, for Steve and Ann Johnson.

Board Action 20-243: Contract and Bond for SP 032-070-003 (Intersection improvement project converting skewed intersections to tee intersections.)

Board Action 20-244: Approve Contract and Bond for SAP 032-604-051 (grading and culvert replacement on CSAH 4 from CSAH 5 to CSAH 9 South.)

Board Action 20-245: Approve request to advertise SAP 032-604-053 (Paving Project on CSAH) and SAP 032-624-037 (Mill and Overlay on CSAH 24) at Engineer’s discretion.

Board Action 20-246: Approve the request that the second installment of the 2020 Historical Society appropriation payment, in the amount of \$25,500, be paid out as approved in the 2020 budget.

Board Action 20-247: Approve the Jackson County semi-annual financial report and contracts payable report for publication.

Pursuant to law, I present below, a statement showing the amount of taxes levied for County Purposes for the current year, the amounts collected and apportioned to date, and the balances Uncollected, together with the actual cash balances remaining to the credit of each County Fund at the close of business on the 30th day of June, 2020.

Funds Levied and Collected Summary

| FUNDS | Amount Levied for Current Year | Amount Collected & Apportioned | Balance Uncollected Or Unapportioned |
|------------------|--------------------------------|--------------------------------|--------------------------------------|
| Revenue | \$ 6,864,860 | \$ 4,126,630 | \$ 2,738,230 |
| Road & Bridge | \$ 2,210,313 | \$ 1,328,671 | \$ 881,642 |
| Library | \$ 452,122 | \$ 274,218 | \$ 177,904 |
| Bonds | \$ 971,901 | \$ 584,232 | \$ 387,669 |
| Fleet Management | \$ - | \$ - | \$ - |
| Total | \$ 10,499,196 | \$ 6,313,751 | \$ 4,185,445 |

Balances remaining to the credit of each Fund are as follows:

| FUNDS | Balances | |
|------------------|---------------|--------|
| | Debit | Credit |
| Revenue | \$ 13,885,576 | |
| Road & Bridge | \$ 7,683,583 | |
| Library | \$ 249,338 | |
| Bonds | \$ 1,419,389 | |
| Fleet Management | \$ 184,594 | |

Board Action 20-248: Approve personnel request authorizing County Coordinator’s office to fill Public Works Department, Assistant Highway Maintenance Supervisor position (full-time).

Board Action 20-249: Approve personnel request authorizing County Coordinator’s office to fill Heavy Equipment Operator - seasonal position(s).

Board Action 20-250: Approve personnel request authorizing County Coordinator’s office to fill Jailer/Dispatcher position in the Sheriff’s Department (full-time).

Board Resolution 20-038: Approve Resolution 20-038 to open “Jackson County Attorney’s Office” checking account at Bank Midwest in Jackson and the listing of authorized signers.

CORPORATE AUTHORIZATION RESOLUTION 20-038

I, Steven Duncan, certify that I am the Coordinator of the County of Jackson, Minnesota organized under the laws of Minnesota, Federal I.D. Number 41-6005813, engaged in business under the trade name of County of Jackson and that the resolution on this document are a correct copy of the resolutions adopted at a meeting of the Board of Commissioners of Jackson County Minnesota duly and properly called on October 6, 2020. These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

Authorization to open a checking account for the Jackson County Attorney’s Office at Bank Midwest, located at 509 3rd Street, Jackson, MN 56143.

Powers Granted (Indicate Power of Signers using descriptive letter assigned on Authorized Signers Page.)

- A, B (1) Enter stop payments on checks (single authorization)
- A, B (2) Open deposit or share account(s) in the name of the Corporation
- A, B (3) Endorse Checks and orders for the payment of money (single authorization)
- A, B (4) Transfer funds on deposit with the Financial Institution (dual authorization)

- A, B (5) Close the account (single authorization)
- A, B (6) Access account bank statements for the purpose of reconciliation

RESOLUTION

The Corporation named on this record resolves that:

- (1) The Financial Institution is designated as a depository for the funds of the Corporation and to provide other financial accommodations indicated in the resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Board of Commissioners of the County of Jackson and certified to the Financial Institution as governing the operation of this corporation's account(s), are in full force and effect, until the Financial Institution received and acknowledges an express written notice of its revocation, modification, or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority of the change.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Corporation. Any Agent, so long as they act in a representative capacity as agents of the Corporation, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated above, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Corporation with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (5) The Corporation agrees to the terms and conditions of any account agreement, properly opened by an Agent of the Corporation. The Corporation authorizes the Financial Institution, at any time, to charge the Corporation for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Corporation acknowledges and agrees that the financial Institution may furnish at its discretion automated access devices to Agents of the Corporation to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, on-line banking access.
- (7) The Corporation acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Corporation with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile

signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file.

CERTIFICATION OF AUTHORITY

I further certify that the Board of Commissioners of the Corporation has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolution and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same.

In Witness Whereof, I have subscribed my name to this document and affixed the seal of the Corporation on October 6, 2020.

Steve Duncan, Coordinator, County of Jackson, MN

Board Resolution 20-039: Approve Resolution 20-039, re-appointment of Francis Engels, Janice Moen, and J. Brent Feikema to the Lincoln Pipestone Rural Water System Board of Commissioners for a 4-year term which shall commence on January 1, 2021, and shall expire at midnight on December 31, 2024.

RESOLUTION 20-039 RECOMMENDING THE APPOINTMENT OF FRANCIS ENGELS, JANICE MOEN, AND J. BRENT FEIKEMA TO THE LINCOLN PIPESTONE RURAL WATER SYSTEM BOARD OF COMMISSIONERS

WHEREAS, Francis Engels' 4-year term as a Commissioner on the Lincoln Pipestone Rural Water System ("LPRW") Board of Commissioners is scheduled to expire at midnight on December 31, 2020; and

WHEREAS, Janice Moen's 4-year term as a Commissioner on the LPRW Board of Commissioners is scheduled to expire at midnight on December 31, 2020; and

WHEREAS, J. Brent Feikema 4-year term as a Commissioner on the LPRW Board of Commissioners is scheduled to expire at midnight on December 31, 2020; and

WHEREAS, on June 29, 2020 the LPRW Board of Commissioners unanimously adopted a Motion which recommends that Francis Engels, Janice Moen, and J. Brent Feikema each be re-appointed to another 4-year term on the LPRW Board of Commissioners; and

WHEREAS, the County Board of Commissioners believes that Francis Engels, Janice Moen, and J. Brent Feikema are qualified to act as Commissioners on the Lincoln Pipestone Rural Water System Board of Commissioners and are all worthy of appointment.

RESOLUTION

NOW BE IT NOW RESOLVED, that the Jackson County Board of Commissioners hereby recommends that Francis Engels, Janice Moen, and J. Brent Feikema be appointed to the Lincoln Pipestone Rural Water System Board of Commissioners pursuant to and provided for by Minnesota Statutes 5116A et seq., for a 4-year term which shall commence on January 1, 2021 and shall expire at midnight on December 31, 2024.

I hereby certify that the foregoing Resolution was approved by the Jackson County Board of Commissioners _____ on _____ by a vote of _____ for, _____ against, absent, and abstaining.

Steven Duncan
Jackson County Coordinator

Board Resolution 20-040: Approve Resolution 20-040 declaring Resolution 20-008 no longer in effect and certify the appointment of Kevin Nordquist, Heather Hummel, Jill Horn, Kelly Rasche and Stephanie Sauter to the Absentee Ballot Board, UOCAVA Absentee Ballot Board and Mail Ballot board for the 2020 general election.

County of Jackson)
) SS.
State of Minnesota)

Resolution No. 20-040

Resolved by the Board of Commissioners, County of Jackson, and State of Minnesota:

WHEREAS, the County Board of Commissioners of the County of Jackson, desires to establish an Absentee Ballot Board, UOCAVA Absentee Ballot Board and Mail Ballot Board for the 2020 General election, and;

WHEREAS, there has been a change in staff in the Auditor/Treasurer’s office since Resolution 20-008 was approved setting the Absentee Ballot Board, UOCAVA Absentee Ballot Board and Mail Ballot Board for the 2020 General election, and;

WHEREAS, said board must examine all return envelopes and accept or reject the absentee or mail ballots in the manner provided in Minnesota Statutes 203B.121, subd. 1 and 204B.45, subd. 2;

NOW, THEREFORE, BE IT RESOLVED, that the Jackson County Board of Commissioners hereby declares Resolution 20-008 no longer in effect and certify the Absentee Ballot Board, UOCAVA Absentee Ballot Board and Mail Ballot Board for the 2020 General election shall consist of the following members:

Kevin Nordquist
Heather Hummel
Jill Horn
Kelly Rasche
Stephanie Sauter

Passed and adopted by the Board of Commissioners of the County of Jackson, Minnesota this 6th day of October 2020.

Scott McClure, Chair
Jackson County, Minnesota Board of Commissioners

ATTEST:

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

COUNTY ATTORNEY

County Attorney Sherry Haley was in attendance and announced her plans to accept a position to serve as circuit court judge. She recommended that Assistant County Attorney Thomas Prochazka be appointed as County Attorney once a transition date was known.

Motion was made by Commissioner Hohenstein and seconded by Commissioner Wachal to adopt Board Action 20-251: Authorize the County Coordinator's office to fill the Assistant County Attorney position in the County Attorney's office (full-time, exempt position), as deemed needed. The motion carried unanimously.

PUBLIC WORKS

Motion was made by Commissioner Eigenberg and seconded by Commissioner Wachal to adopt Board Action 20-252: Approve award of Courthouse Campus Snow Removal Contract to DAVE'S SNOW REMOVAL, for all designated sidewalks and steps, per the following schedule: \$400.00/single maintenance activity for snow and ice clearing removal and \$.35/lb. salt and grit and/or potash estimated at "to be determined" lbs. for a single maintenance activity. The motion carried unanimously.

LAND MANAGEMENT - INCLUDING PUBLIC HEARING/LOCAL REVIEW OF THE WATONWAN RIVER WATERSHED COMPREHENSIVE WATERSHED MANAGEMENT PLAN

Motion was made by Commissioner Eigenberg and seconded by Commissioner Wachal to open the public hearing to receive public comments on the local review of the Watonwan River One

Watershed/One Plan Comprehensive Watershed Management Plan at 9:43 a.m. The motion carried unanimously.

Land Management Director, Andy Geiger and Assistant Director, Chris Bauer, provided a brief overview of the plan. There were no comments from the public.

Motion was made by Commissioner Nasby and seconded by Commissioner Hohenstein to declare the public hearing closed at 9:50 a.m. The motion carried unanimously.

Motion was made by Commissioner Hohenstein and seconded by Commissioner Eigenberg to adopt Board Action 20-253: Approve recommendation to the Watonwan River One Watershed/One Plan Policy Committee to submit final draft of the Watonwan River Comprehensive Watershed Management Plan to the Minnesota Board of Water and Soil Resources. The motion carried unanimously.

Motion was made by Commissioner McClure and seconded by Commissioner Wachal to adopt Board Action 20-254: Approve subsurface sewage treatment system loan, in the amount of \$12,045.01, for Daniel Strom. Commissioner Hohenstein recused herself from discussion and voting due to a familial relationship to the vendor. The motion carried with four “ayes”, no “nays,” and one “recuse” (Hohenstein).

Motion was made by Commissioner Nasby and seconded by Commissioner Wachal to adopt Board Action 20-255: Approve subsurface sewage treatment system loan, in the amount of \$13,717.42, for Richard and Tammy Erickson. Commissioner Hohenstein recused herself from discussion and voting due to a familial relationship to the vendor. The motion carried with four “ayes”, no “nays,” and one “recuse” (Hohenstein).

COUNTY SHERIFF

Motion was made by Commissioner Nasby and seconded by Commissioner Hohenstein to adopt Board Action 20-256: Approve agreement to temporarily provide supervision for Lakefield Police Department. The motion carried unanimously.

Motion was made by Commissioner Wachal and seconded by Commissioner Eigenberg to adopt Board Action 20-257: Approve extending Emergency Management Director’s work hours at 40 hours per week, from 10/1/2020 to a date to be determined by Sheriff, but not exceeding March 31, 2022 (Note: Earliest the Sheriff may determine that 40 hours per week is no longer necessary would be December 31, 2020 with a maximum date of March 31, 2022). The motion carried unanimously.

COUNTY COORDINATOR

Motion was made by Commissioner Nasby and seconded by Commissioner Eigenberg to adopt Board Action 20-258: Approve revised Personnel Policy No. 709 (Health Reimbursement Arrangement for Active Employees - VEBA) and Policy No. 709A (Health Savings Accounts for Active Employees –HSA), effective retroactively to January 1, 2020. The motion carried unanimously.

Motion was made by Commissioner Hohenstein and seconded by Commissioner Wachal to adopt Board Action 20-259: Approve accepting Blue Cross/Blue Shield Group Medicare renewal rates for 2021. The motion carried unanimously.

Motion was made by Commissioner Wachal and seconded by Commissioner Nasby to adopt Board Action 20-260: Approve request to make available up to \$49,000.00 in CARES Act Funds to Des Moines Valley Health and Human Services Network for eligible CARES Act expenditures and as documentation and eligibility is determined by Jackson County. The motion carried unanimously.

Motion was made by Commissioner Nasby and seconded by Commissioner Hohenstein to adopt Board Action 20-261: Approve appointment of Doug Schuett to the Board of Adjustment for a 5-year term to begin October 5, 2020 and expire October 5, 2025. The motion carried unanimously.

Motion was made by Commissioner McClure and seconded by Commissioner Eigenberg to adopt Board Action 20-262: Approve appointment of Robert Hartman to the Planning and Zoning Board for a 5-year term to begin October 5, 2020 and expire October 5, 2025. The motion carried unanimously.

BOARD REPORTS

Commissioner Nasby reported on meetings/events involving Judicial Ditch (JD) 9 & 13, Prairie Ecology Bus Center, CARES Act Committee, United Community Action Partnership and Family Services Network.

Commissioner McClure reported on meetings/events involving JD 9 & 13 and County Building Committee.

Commissioner Eigenberg reported on meetings/events involving Heron Lake Watershed District, JD 9 & 13, Library Board and County Building Committee.

Commissioner Wachal reported on meetings/events involving the Area Transportation Partnership-District 7, SW Minnesota Workforce, SW Regional Solid Waste Commission and Rural Minnesota Energy Board.

Commissioner Hohenstein reported on meetings/events involving Jackson County Historical Society and CARES Act Committee.

ADJOURN

Motion was made by Commissioner Eigenberg and seconded by Commissioner Hohenstein to adjourn the meeting at 10:20 a.m. The motion carried unanimously.

JACKSON COUNTY BOARD OF COMMISSIONERS

Scott McClure, Chair

ATTEST:

Steven Duncan, County Coordinator