



JACKSON COUNTY
MINNESOTA

**BOARD OF COMMISSIONERS REGULAR MEETING
DRAINAGE AUTHORITY REGULAR MEETING**

Tuesday, January 3, 2023 9:00 A.M.

**Jackson County Courthouse, Commissioners Board Room
405 Fourth Street Jackson, MN**

- 8:30 a.m. Oath of Office
- 9:00 a.m. Call Board of Commissioners' Meeting to Order
1.1. Pledge of Allegiance
1.2. Adoption of Agenda
- 9:02 a.m. New Employee Introductions - *None*
- 9:02 a.m. Consent Agenda
2.1. Board Action – Approve December 20th, 2022 Board of Commissioner Regular Meeting Minutes
2.2. Board Action – Approve Claims
2.3. Board Action – Approve the Jackson County Board of Commissioners, Board of Equalization and Drainage Authority 2023 Regular Meeting schedule
2.4. Board Action – 2023 Per Diem and Mileage Rate for Lay Persons on Boards and Commissions
2.5. Resolution – Publication of Transportation Project Bids on the Jackson County Website
2.6. Resolution – Approving the Official 2023 Newspaper
2.7. Board Action – Satisfactory Performance Evaluation and Salary Step Increase for County Administrator, Ryan Krosch
2.8. Board Action – Legal Services Contract
- 9:03 a.m. Land Management/SWCD, Andy Geiger
3.1. Board Action – Recycling Quotes
- 9:13 a.m. Sheriff/Emergency Management, Shawn Haken
4.1. Board Action – Advanced Correctional Healthcare, Inc quote for Jail Medical Services

- 9:26 a.m. County Administrator, Ryan Krosch
- 5.1. Board Action – County Logo Apparel
 - 5.2. Board Action – 2023 Board and Committee Appointments
 - 5.3. State Legislative Update - Sales Tax and State Bonding Requests
- Unscheduled Committee and Board Reports
- Adjourn Commissioners' Meeting
- Unscheduled Call the Drainage Authority Meeting to Order
- 1.1. Adoption of Agenda
- Consent Agenda
- 2.1. Board Action – Approve December 20th, 2022 Drainage Authority Regular Meeting Minutes
 - 2.2. Board Action – Appoint Joint Board Commissioners for Jackson/Cottonwood Joint Drainage Systems
 - 2.3. Board Action – Appoint Joint Board Commissioners for Jackson/Martin Joint Drainage Systems
 - 2.4. Board Action – Appoint Joint Board Commissioners for Jackson/Nobles Joint Drainage Systems
- Unscheduled Adjourn Drainage Authority Meeting

**PROCEEDINGS OF THE COUNTY BOARD OF JACKSON COUNTY, MINNESOTA
December 20, 2022**

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 20, 2022. The following members of the Jackson County Board of Commissioners were present: James Eigenberg, Catherine Hohenstein, Scott McClure, Phil Nasby and Don Wachal. County Administrator Ryan Krosch, Assistant to the Administrator Brandi Bourquin and County Attorney Kristi Meyeraan were also in attendance.

CALL TO ORDER

Chair Hohenstein 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 Wachal to adopt the agenda with the addition of consent agenda item 2.9. Board Action – CliftonLarsenAllen LLP Master Service Agreement and Statement of Work and removal of agenda item 4.2. Board Action – Recycling Quote Review. The motion carried unanimously.

EMPLOYEE RECOGNITION

Chair Hohenstein recognized the following employees for years of service with Jackson County:

Edith Behr	5 years
Valerie Cihak	5 years
James Eigenberg	5 years
Scott McClure	5 years
Cory Weir	5 years
Tanner McClain	10 years
Mackenzie Schley	10 years
Dannelle Swanson	10 years
Carrie Dose	15 years
Sunny Osland	15 years
Dawn Skow	15 years
Jamie Morin	20 years

Chair Hohenstein recognized the following Sheriff Reserve members for years of service:

Tracy Skrove	15 years
Dave Doppenberg	29 years

Vice Chair Nasby recognized Chair Hohenstein for her 12 years of service as a Jackson County Commissioner and thanked her for her mentorship.

CONSENT AGENDA

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

Board Action 22-220 – Approve December 8th, 2022 Board of Commissioner Regular Meeting Minutes.

Board Action 22-221 – Approve December 8th, 2022 Board of Commissioner Budget and Levy Special Meeting Minutes.

Board Action 22-222 – Approve all Commissioner disbursements in accordance with Minnesota Statutes 130.01 subd. 4(b), recorded on warrants numbered 101242-101400 in the amount of \$1,179,740.31 for the following funds: Revenue, \$55,971.12; Public Works, \$529,039.54; Ditch, \$583,522.62; Agency Fund, \$3,248.62; Library Fund, \$7,873.41; and Forfeited Land Fund, \$85.00. A detailed list of claims paid is available at the Auditor/Treasurer’s office upon request.

Vendor	Total
Noomen Excavating LLC	427,035.65
Asphalt Surface Tech Corp A/K/A Astech	274,505.75
Midstates Equipment & Supply, Inc.	69,096.89
Brock White Co Llc	60,393.00
Reker Construction & Aggregate, LLC	45,736.88
Jackson Co Auditor-Treasurer	34,560.50
I & S Group Inc	32,434.64
Cooperative Energy Co.	31,012.40
MOHNS/BRADLEY	21,109.89
Regents Of The University Of MN	19,237.25
KRUMMEN/JENNIFER LYN	12,960.00
MARLIS J LING REV LIV TRUST	10,144.97
Equipment Blades Inc.	9,780.00
EnviroTech Services, Inc.	9,030.96
Braun Intertec Corporation	9,000.00
MARIAN TUINSTRAL FAMILY TRUST	7,261.63
Traffic Logix Corporation	5,981.00
Jo's Family Farms LLC	5,728.83
Rinke Noonan, Ltd.	5,256.00
Minnesota Paving & Materials	5,184.25
JENSEN/BETHEL A.	4,807.16
Stonebrooke Engineering, Inc	4,334.29
LUITJENS/CLAUDETTE JEAN	4,193.63
ROLPH/CAROLYN DEE	4,193.63
Treasury Division Of Mn Dept Of Finance	3,078.62
Sanford Health - Sioux Falls	3,078.38
LING/ALLAN	2,649.45
Verizon Wireless	2,376.82
BAUMGARN/MARLENE	2,287.63
WENDLAND/BRADLEY R	2,201.73
American Solutions For Business	2,193.00
Dell Marketing L P	2,187.88
Federated Rural Electric Association	2,177.49
CORPORATE PAYMENT SYSTEMS	2,137.19
Bauer Built, Inc	2,063.81
Total Claims Over \$2000	1,139,411.20
109 Claims Under \$2000	40,329.11
Total Claims Submitted	1,179,740.31

Board Action 22-223 – Approve subsurface sewage treatment loan for Randall & Cynthia Henry for the amount of \$15,000.00.

Resolution 22-036 – Approve the 2022 commitment and assignment of fund balances.

County of Jackson)
) SS.
 State of Minnesota)

Resolution 22-036

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 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
01.061	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 Purpose: Avenu Tax System Replacement	Assigned	2844
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
<u>Dept</u>	<u>Acct Title</u>	<u>Resource</u>	<u>Determination</u>	<u>Ref #</u>
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	Assigned	2870

		Purpose: Educational Related Expense		
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
01.120	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
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
<u>Dept</u>	<u>Acct Title</u>	<u>Resource</u>	<u>Determination</u>	<u>Ref #</u>
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
01.701	Economic Development	Appropriation United Community Action Ptensp Cumulative Amt Budgeted vs Expense Purpose: Future County Share of Bus Match	Assigned	2860
72	Insurance Trust Fund	Cumulative Purpose: Workman’s Compensation and Property & Casualty Insurance	Assigned	72.2738
75	Landfill Assurance Fund	Cumulative Purpose: Maintenance of Closed Landfill	Assigned	75.2857

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

<u>Dept</u>	<u>Acct Title</u>	<u>Resource</u>	<u>Determination</u>	<u>Ref</u>
01.113	Capital Projects	Cumulative 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	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
01.230	Jackson Sheriff	Net Amount of fund 230 that is over 5% under budget Committed: Per Contract	Committed	2874
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.

Board Action 22-224 – Approve final payment to Asphalt Surface Technologies Corp. for SAP 032-030-029.

Board Action 22-225 – Approve the 2023 Non-union Salary Schedule as presented.

Resolution 22-037 – Approve endorsing the efforts of the AMC Community Supervision Work Group and urging the Legislature to pass a new funding formula and significant appropriation during the 2023 legislative session.

County of Jackson)
) SS.
State of Minnesota)

Resolution 22-037

Endorsing the efforts of the Community Supervision Work Group and urging the legislature to pass a new funding formula and significant appropriation during the 2023 legislative session.

WHEREAS, community supervision is a fundamental part of the criminal justice system in Minnesota and funding sufficient to ensure effective services is vital to public safety in all communities across the state; and

WHEREAS, community supervision includes services such as probation, supervised release, and intensive supervised release; and

WHEREAS, Minnesota’s counties provide essential community supervision services both as mandated by M.S. Chapter 244.19 and also as delegated by the Department of Corrections under M.S. Chapter 401; and

WHEREAS, when the Legislature decided that community supervision was best delivered through a state-county partnership, it stated a clear intent that the state would provide significant funding to the counties for the operation of local programs; and

WHEREAS, over the past 20 years, Minnesota has become the state with the lowest level of corrections funding in the nation because the Legislature has not upheld its promise to provide adequate state resources to support community supervision; and

WHEREAS, the Legislature’s failure to adequately fund community supervision has increased local property taxes on residents and businesses; and,

WHEREAS, a revised community supervision funding formula is necessary to ensure that all communities in Minnesota have enough state funding to provide a consistent standard for effective, evidence-based community supervision services, regardless of local capacity to pay; and

WHEREAS, the Association of Minnesota Counties assembled the Community Supervision Work Group including county leaders and experts in community supervision from all three supervision delivery systems to study the needs of community supervision departments statewide and develop a single funding formula that is transparent, needs based, and equitable among county and state supervision providers; and,

WHEREAS, the Community Supervision Workgroup has taken up its charge to convene stakeholders across the three probation delivery systems to oversee a study to create a unified recommendation for an equitable and adequate funding formula and appropriation; and,

WHEREAS, the Board of Directors of the Association of Minnesota Counties that represents the diverse interests of Minnesota’s 87 counties, voted to support a new funding formula that provides counties with the resources needed to keep communities safe; now, therefore,

BE IT RESOLVED, the Jackson County Board of Commissioners endorses the efforts of the Community Supervision Work Group and urges the Legislature to pass a new funding formula and significant appropriation during the 2023 legislative session.

Board Action 22-226 – Approve CliftonLarsenAllen LLP Master Service Agreement and Statement of Work for the 2022 Audit.

The motion carried unanimously.

SHERIFF/EMERGENCY MANAGEMENT

Motion was made by Commissioner Wachal and seconded by Commissioner McClure to adopt Board Action 22-227 – Appoint Chief Deputy Kelly Mitchell as Deputy Emergency Management Director. The motion carried unanimously.

LAND MANAGEMENT/SWCD

Motion was made by Commissioner Wachal and seconded by Commissioner McClure to adopt Board Action 22-228 – Approve the 2022 Aquatic Invasive Species Plan. The motion carried unanimously.

COUNTY ADMINISTRATOR

Motion was made by Commissioner Wachal and seconded by Commissioner McClure to adopt Resolution 22-040 – 2023 County Commissioners Compensation and Per Diem. The motion carried unanimously.

County of Jackson)
) SS.
State of Minnesota)

Resolution 22-040

2023 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 2023:

1. The Jackson County Board of Commissioners annual salary will be \$20,401.50 for each Commissioner with the chairperson of the Board receiving an additional \$1,000.00 annually for duties related to that position.
2. The 2023 per diem rate will be \$100.00 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 McClure and seconded by Commissioner Wachal to adopt Resolution 22-041 – 2023 annual salary for County Sheriff. The motion carried unanimously.

County of Jackson)
) SS.
State of Minnesota)

Resolution 22-041

2023 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 2023 annual salary of the Jackson County Sheriff at \$114,337.60.

Motion was made by Commissioner McClure and seconded by Commissioner Wachal to adopt Resolution 22-042 – 2023 annual salary for County Attorney. The motion carried unanimously.

County of Jackson)
) SS.
State of Minnesota)

Resolution 22-042

2023 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 2023 annual salary of the Jackson County Attorney at \$112,153.60.

Motion was made by Commissioner Nasby and seconded by Commissioner Eigenberg to adopt Resolution 22-043 – Adopting the 2023 Jackson County Property Tax Levy. The motion carried unanimously.

County of Jackson)
) SS.
State of Minnesota)

Resolution 22-043

ADOPTING THE 2023 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 6, 2022, the County Board set a 2023 preliminary property tax levy of \$12,474,574, which is an 8.98% increase of the 2022 property tax levy; and

WHEREAS, a public meeting was held on December 8, 2022, to take public comment on the proposed 2023 budget and tax levy.

NOW THEREFORE, BE IT RESOLVED, that the Jackson County Board of Commissioners does hereby adopt the 2023 property tax levy for Jackson County in the amount of \$12,474,574 (8.98% increase).

Fund	2023 Levy	2023 CPA Distribution	2023 Adjusted Levy
General	\$9,154,828.00	\$403,418.00	\$8,751,410.00
Public Works	\$2,495,505.00	\$109,966.00	\$2,385,539.00
Library	\$563,349.00	\$24,825.00	\$538,524.00
Bonds	\$835,938.00	\$36,837.00	\$799,101.00
Total	\$13,049,620.00	\$575,046.00	\$12,474,574.00

Motion was made by Commissioner Wachal and seconded by Commissioner McClure to adopt Resolution 22-044 – Adopting the 2023 Jackson County Budget. The motion carried unanimously.

County of Jackson)
) SS.
State of Minnesota)

Resolution 22-044

ADOPTING THE 2023 JACKSON COUNTY BUDGET

WHEREAS, the Jackson County Board annually adopts a budget; and

WHEREAS, a budget meeting was held on December 8, 2022, to take public comment on the proposed 2023

budget and tax levy.

NOW THEREFORE, BE IT RESOLVED, that the Jackson County Board of Commissioners does hereby adopt the 2023 budget for Jackson County in the amount of \$32,571,680.

Budgeted Governmental Funds	<u>2023</u>
Revenues	
County Portion of Tax Levy	\$ 12,474,574
State Paid Portion of Tax Levy	\$ 575,046
Total Tax Levy	\$ 13,049,620
Licenses and Permits	\$ 15,615
Intergovernmental-	
Federal	\$ 18,000
State	\$ 6,014,800
Other	---
Charges for Services	\$ 1,504,658
Fines and Forfeits	\$ 22,395
Interest on Investments	\$ 168,143
Miscellaneous	\$ 2,386,987
Other Sources	
Proceeds from Bond Sales	\$ -
Budgeted Use of Available Fund Balances	\$ 9,391,462
Total Revenues and Other Sources	\$ 32,571,680
Expenditures	
General Government	\$ 5,298,020
Public Safety	\$ 4,313,722
Highways and Streets	\$ 16,755,803
Health & Human Services	\$ 2,751,815
Culture and Recreation	\$ 1,153,258
Conservation of Natural Resources	\$ 995,623
General Obligation Debt Service	\$ 835,938
Other/Unallocated	\$ 467,501
Total Expenditures	\$ 32,571,680

Motion was made by Commissioner McClure and seconded by Commissioner Wachal to adopt Board Action 22-229 – Approve the LELS Local 233 Supervisor's Unit Union Labor Contract as presented effective January 1, 2023 to December 31, 2025. The motion carried unanimously.

County Administrator, Ryan Krosch discussed the upcoming 2023 State Legislative Session and the possibility of Jackson County making a State boning funds request and/or local options sale tax approval request to the State Legislature to help fund the jail, law enforcement center and government center project.

PUBLIC HEARING
FEE SCHEDULE

Chair Hohenstein opened the public hearing to receive comments regarding the fee schedule at 9:36 a.m.

Roger Pohlman inquired about licensing fees for the sale of THC and cannabis products.

Chair Hohenstein declared the public hearing closed at 9:45 a.m.

Motion was made by Commissioner Eigenberg and seconded by Commissioner Wachal to adopt Resolution 22-038 – Adopt the Jackson County Fee Schedule effective January 1, 2023. Motion carried unanimously.

County of Jackson)
) SS.
 State of Minnesota)

Resolution 22-038

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, 2023.

PUBLIC WORKS/PARKS

Motion was made by Commissioner Nasby and seconded by Commissioner Wachal to adopt Resolution 22-039 – Approve the Five-year Bridge Plan. The motion carried unanimously.

County of Jackson)
) SS.
 State of Minnesota)

RESOLUTION NO. 22-039

WHEREAS, Jackson County has determined that the following deficient bridges on the CSAH, County Road, and Township systems are a high priority and require replacement, rehabilitation, or removal within the next five (5) years, and;

Old Bridge Number	Road number and Name	Crossing	LPI	Total Project Cost	Township or State Bridge	Federal Funds	Local or State Aid	Proposed Const Year
89247	CSAH 18	Okabena Creek	38	\$1,007,789	\$171,141	\$806,231	\$30,417	2023
L5200	890th St	N FK Jack Creek	63	\$254,958	\$234,958		\$20,000	
3xCMP	CSAH 5	JD #28		\$276,715	\$152,937		\$123,778	
L5233	360th Ave	JD #28	63	\$194,354	\$174,354		\$20,000	
3xPipe	700th St	JD #6		\$106,932	\$86,932		\$20,000	
R0247	760th St	Unnamed Stream	42	\$78,040	\$58,040		\$20,000	
6x8 Box	750th St	JD #35		\$250,000	\$230,000		\$20,000	2024
89264	CSAH 24	Unnamed Stream	45	\$500,000	\$150,000		\$350,000	
88995	CSAH 14	Unnamed Stream	44	\$250,000	\$90,000		\$160,000	
5738	CR 66	Little Sioux River	54	\$650,000	\$550,000		\$100,000	
32502	CR 67	Little Sioux	46	\$650,000	\$550,000		\$100,000	2025
5937	CSAH 9	Jack Creek	59	\$760,000	\$220,000		\$540,000	
5938*	CSAH 9	Unnamed Stream	61	\$350,000	\$150,000		\$200,000	
88991*	CSAH 9	Little Sioux River	64	\$250,000	\$80,000		\$170,000	2026
88992	CSAH 9	Little Sioux River	38	\$286,000	\$114,400		\$171,600	
4196	CSAH 4	JD 6	46	\$199,000	\$79,600		\$119,400	2027
89250	CSAH 22	S FK Elm Creek	46	\$271,000	\$108,400		\$162,600	
32508	CR 61	N BR Jack Creek	57	\$286,000	\$228,800		\$57,200	
89256	CR 63	Jack Creek	57	\$700,000	\$520,000		\$180,000	2027
L8960	400th Ave	Skunk Creek	54	\$670,000	\$510,000		\$160,000	
89004	CSAH 23	Unnamed Stream	32	\$150,000	\$150,000			
89005	CSAH 23	Unnamed Stream	36	\$150,000	\$150,000			
89002	CSAH 23	Unnamed Stream	74	\$150,000	\$150,000			
89003	CSAH 23	Unnamed Stream	77	\$150,000	\$150,000			
L5234	360th Ave	JD #28	48	\$250,000	\$230,000		\$20,000	

* Bridge replacement based upon sufficiency rating within sunset date

WHEREAS, Local roads play an essential role in the overall state transportation network and local bridges are the critical component of the local road systems, and;

WHEREAS, State support for the replacement or rehabilitation of local bridges continues to be crucial to maintaining the integrity of the local road systems and is necessary for the County and townships to proceed with the replacement and rehabilitation of the high priority deficient bridges described above, and;

WHEREAS, Jackson County intends to proceed with replacement or rehabilitation of these bridges as soon as possible when State Transportation Bond Funds are available;

BE IT RESOLVED, that Jackson County commits the Engineer will proceed with the design, contract documents, and advertisement for these bridges immediately after being notified that funds are available in order to permit construction to take place.

Motion was made by Commissioner McClure and seconded by Commissioner Wachal to adopt Board Action 22-230 – Approve selling the Robertson Park house to L.C.I. Movers (Jay Hall, Owner) for the amount of \$100.00 as stated in the submitted bid. The motion carried unanimously.

Public Works Director, Tim Stahl provided information on the County Mailbox Policy and let the Board know that residents may be receiving letters informing that their mailboxes do not meet current County and State mailbox requirements and that they are responsible for ensuring compliance.

BOARD REPORTS

Commissioner Eigenberg reported on meetings/events involving the Budget & Levy Meeting and GBERBA.

Commissioner Wachal reported on meetings/events involving the Budget & Levy Meeting, Rural MN Energy Board, P.A.C.E and PIC.

Commissioner Hohenstein reported on meetings/events involving the Budget & Levy Meeting.

Commissioner McClure reported on meetings/events involving the Budget & Levy Meeting, SWMH and Ditch 24.

Commissioner Nasby reported on meetings/events involving the Budget & Levy Meeting, Fair Board, Friends of Jackson County Trails, SWMH, Des Moines River Watershed Planning Partnership Policy Committee and Federated REA.

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

Chair Hohenstein reconvened the meeting at 10:15 a.m.

Motion was made by Commissioner Hohenstein and seconded by Commissioner Nasby to go into closed session at 10:15 a.m. per MN Statute 13D.05 Subd. 3 to conduct the annual performance evaluation of County Administrator, Ryan Krosch. The Motion carried unanimously.

Chair Hohenstein opened the meeting at 10:42 a.m.

ADJOURN

Motion was made by Commissioner Wachal and seconded by Commissioner Hohenstein to adjourn the meeting at 10:42 a.m. The motion carried unanimously.

JACKSON COUNTY BOARD OF COMMISSIONERS

Board Chair

ATTEST: _____
Ryan Krosch, County Administrator



Request for Board Action
Agenda Item No. 2.3.

Requested Board Date: 1/3/2023

Agenda Type: Consent

Estimated Time: _____

Department: Administrator

Presenter: Ryan Krosch

Recommendation: Approve

Item: Board of Commissioners 2023 Regular Meeting Schedule

Board Action Request:

Approve the Jackson County Board of Commissioners, Board of Equalization and Drainage Authority 2023 Regular Meeting schedule

Background & Comments:

Annual approval requested.

Attachments: Meeting schedule

Fiscal Impact: _____

**** Requests must be received by the Administrator's Office by 12:00 p.m. the Wednesday that is a week PRIOR to the regularly scheduled board meeting. ****

Complete and email this form to: County.Administrator@co.jackson.mn.us

PUBLIC NOTICE
Jackson County Board of Commissioners,
Board of Equalization & Drainage Authority
2023 Regular Meeting Schedule

The regular meetings of the Jackson County Board of Commissioners and the Drainage Authority will be held at 9:00 a.m. on the dates specified below, unless otherwise noticed. Meeting times are subject to change with notice. Meetings will take place in the Jackson County Courthouse, County Board Room, Jackson, Minnesota, unless otherwise specified. **Please note Drainage Authority meetings will run concurrently with Regular Board of Commissioners meetings. Drainage Authority hearings requiring notice will have specific times scheduled with the hearing notice.**

Notice is also hereby given that attendance by Commissioner(s) may be via electronic means in accordance with Minnesota Statutes § 13D.02 or 13D.021. Agendas may be accessed in advance of meetings on the Jackson County, MN, website, <https://www.co.jackson.mn.us/> , or at the Jackson County Courthouse. Questions can be directed to Ryan Krosch, Jackson County Administrator, at (507) 847-4182.

Meeting Schedule

Department Visit @ 8:30 a.m.

Tuesday	January	3 rd	
Tuesday	January	17 th	
Tuesday	February	7 th	
Tuesday	February	21 st	
Tuesday	March	7 th	
Tuesday	March	21 st	
Tuesday	April	4 th	County Assessor
Tuesday	April	18 th	Court Services
Tuesday	May	2 nd	Sheriff
Tuesday	May	16 th	Public Works
Tuesday	June	6 th	County Auditor/Treasurer
Tuesday	June	13th	Board of Equalization @ 7:00 p.m.
Tuesday	June	20 th	Land Management/SWCD
Wednesday	July	5th	Extension
Tuesday	July	18 th	Information Systems
Tuesday	August	1 st	Veteran Services
Tuesday	August	15 th	Library
Tuesday	September	5 th	County Recorder
Tuesday	September	19 th	County Attorney
Tuesday	October	3 rd	
Tuesday	October	17 th	
Tuesday	November	7 th	
Tuesday	November	21 st	
Thursday	December	7th	Regular Meeting @ 3:00 p.m.
Thursday	December	7th	2024 Budget & Tax Levy Presentation & Public Comment @ 6:00 p.m.
Tuesday	December	19 th	



Request for Board Action
Agenda Item No. 2.4.

Requested Board Date: 1/3/2023

Agenda Type: Consent

Estimated Time: _____

Department: Administrator

Presenter: Ryan Krosch

Recommendation: Approve

Item: 2023 Per Diem and Mileage Rate for Lay Persons on Boards and Commissions

Board Action Request:

Authorize a per diem of \$75/day and a mileage rate the same as the Jackson County mileage rate for lay persons appointed to serve on boards and committees.

Background & Comments:

Lay persons serve on the Planning & Zoning Commission, Board of Adjustment, Extension Committee, Revolving Loan Fund Advisory Board, Veteran Services Van Drivers and EMS Board.

In 2022 the per diem rate was increased from \$60 to \$75 for Veteran Service Van Drivers and from \$50 to \$75 for other lay committee and board members.

Attachments: _____

Fiscal Impact: Budgeted

**** Requests must be received by the Administrator's Office by 12:00 p.m. the Wednesday that is a week PRIOR to the regularly scheduled board meeting. ****

Complete and email this form to: County.Administrator@co.jackson.mn.us



Request for Board Action
Agenda Item No. 2.5.

Requested Board Date: 1/3/2023

Agenda Type: Consent

Estimated Time: _____

Department: Administrator

Presenter: Ryan Krosch

Recommendation: Approve

Item: Publication of Transportation Project Bids on the Jackson County Website

Board Action Request:

Approve Resolution Approving Publication of Transportation Project Bids on the Jackson County Website

Background & Comments:

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 project advertisements for bids be published on the Jackson County Website instead of in the official newspaper.

Attachments: Resolution

Fiscal Impact: _____

**** Requests must be received by the Administrator's Office by 12:00 p.m. the Wednesday that is a week PRIOR to the regularly scheduled board meeting. ****

Complete and email this form to: County.Administrator@co.jackson.mn.us

County of Jackson)
) SS.
State of Minnesota)

Resolution No. 23-001
RESOLUTION APPROVING 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.



Request for Board Action
Agenda Item No. 2.6.

Requested Board Date: 1/3/2023

Agenda Type: Consent

Estimated Time: _____

Department: Administrator

Presenter: Ryan Krosch

Recommendation: Approve

Item: Resolution Approving the Official 2023 Newspaper

Board Action Request:

Approve the Resolution Approving the Official 2023 Newspaper used for Publications and a Publication Agreement with Qualified Newspapers

Background & Comments:

Each year the County Board must select an official newspaper for required legal publications and notices. As in the past, the Jackson County Pilot has requested to be the official legal paper for Jackson County. The Jackson County Pilot, Lakefield Standard and Tri-County News have again submitted a publication agreement to publish the monthly Board proceedings, financial statement and delinquent taxes. The publication costs in the agreement include a 5% increase from 2022.

Attachments: Resolution, publication agreement, letter from the Jackson County Pilot

Fiscal Impact: 5% increase in publication costs

**** Requests must be received by the Administrator's Office by 12:00 p.m. the Wednesday that is a week PRIOR to the regularly scheduled board meeting. ****

Complete and email this form to: County.Administrator@co.jackson.mn.us

County of Jackson)
) SS.
State of Minnesota)

Resolution No. 23-002
APPROVING THE OFFICIAL 2023 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 2023.

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 2023.

BE IT FURTHER RESOLVED, the Jackson County Board of Commissioners approves entering into the 2023 Publication Agreement as presented.

PUBLICATION AGREEMENT
Financial statement/delinquent taxes/monthly proceedings

THIS AGREEMENT, made and entered into this 3rd day of January 2023 by and between Justin R. Lessman, publisher of the Jackson County Pilot and Lakefield Standard, and on behalf of Gerald Johnson, publisher of the Tri-County News, as parties of the first part, and the Jackson County Board of Commissioners, party of the second part.

WITNESSETH, that the parties of the first part agree to print and publish in each and all of the newspapers above mentioned, printed and published in said County, all of the proceedings of the said County Board for the year 2023, the annual financial statement to be published during the year 2023 and the notice and list of real estate taxes remaining delinquent on the first Monday of January 2023, for the said County, all for the legal rate as specified by law. The composition and billing procedures of the financial statement, delinquent tax list, and monthly proceedings are provided on attached copy. Other necessary publications are contracted to be printed and published in the official newspaper.

Legal charges are determined by type size and column inch. The charges of the respective type sizes are:

- 9 pt. \$11.15/column inch
- 8 pt. \$13.34/column inch
- 7 pt. \$15.46/column inch
- 6 pt. \$17.57/column inch

Payment for publication of said proceedings, financial statement, and list of real estate taxes remaining delinquent is to be made as follows:

Jackson County Pilot, Jackson, Minnesota	45%
Lakefield Standard, Lakefield, Minnesota	32%
Tri-County News, Heron Lake, Minnesota	23%

Said proceedings of the Jackson County Board are to be published in each of the three newspapers within fifteen (15) days after copy has been furnished to the official newspaper by the County Administrator.

IN WITNESS WHEREOF, the representative of the first part have hereunto set their hands and the part of the second party has caused this contract to be signed by its Chairman and the Administrator and attested by its corporate seal.

by: _____
Publisher, Jackson County Pilot

Date

JACKSON COUNTY BOARD
Jackson, Minnesota

by: _____
Chairman

ATTEST: _____

County Administrator

Attached documents:

- Minutes of the Jackson County Editorial Group
- Agreed order of publication of legal materials

Minutes of the Jackson County Editorial Group

The annual meeting of the Jackson County Editorial Group was held December 14, 2022.

Officers for the ensuing year were elected as follows:

President: Justin R. Lessman, Jackson County Pilot, Jackson, Minnesota, and Lakefield Standard, Lakefield, Minnesota

Secretary: Gerald Johnson, Tri-County News, Heron Lake, Minnesota

The following order was decided on publications of legal materials:

FINANCIAL STATEMENT:

COMPOSITION:

2023 Composition for Financial Statement – Lakefield Standard

BILLING:

The Jackson County Pilot submits a statement to the Jackson County Administrator for composition, printing and distribution for one week. The financial statement is billed at the legal rate of two publications. The second publication charge is at a discounted rate. The statement is published in all three county newspapers.

The proceeds are distributed as indicated on the agreement, based on circulation.

DELINQUENT TAXES:

COMPOSITION:

2023 Composition for Delinquent Tax List – Jackson County Pilot

BILLING:

The Jackson County Pilot submits a statement to the Jackson County Administrator for the composition, printing and distribution. It is published for two consecutive weeks in all three county papers. This is billed as a two-week legal.

The proceeds are distributed as indicated on the agreement, based on circulation.

MONTHLY PROCEEDINGS:

COMPOSITION:

Proceedings are sent to the Jackson County Pilot by the Jackson County Administrator as an email attachment. The Jackson County Pilot formats and distributes them to the Lakefield Standard and the Tri-County News.

BILLING:

The proceedings are charged at legal rate for one publication and published in the three county newspapers, two at no charge.

The proceeds are distributed as indicated on the agreement, based on circulation.

SUMMARY:

- a.) The percentage of revenue distribution was agreed upon as follows:
Jackson County Pilot 45% Lakefield Standard 32% Tri-County News 23%
- b.) The benefits to Jackson County from our agreement are maximum distribution and readership of the county proceedings, financial statement, and delinquent tax list for substantially reduced costs.
- c.) The proceedings and delinquent tax list are published in three publications for the price of one.
- d.) The financial statement is published in three publications for the price of two.
- e.) All financial statements, delinquent tax lists, and proceedings are posted to each publication's website.

It was moved and seconded that all the above sequences be followed for publication and billing in 2023 with subsequent years as noted.

Meeting adjourned.

Gerald Johnson
Secretary

The following order is agreed to on publications of legal materials:

FINANCIAL STATEMENT:

COMPOSITION:

2023 Composition for Financial Statement – Lakefield Standard
2024 Composition for Financial Statement – Tri-County News
2025 Composition for Financial Statement – Jackson County Pilot

BILLING:

The Jackson County Pilot submits a statement to the Jackson County Administrator for composition, printing, and distribution for one week. The financial statement is billed at the legal rate of two publications. The second publication charge is at a discounted rate. The statement is published in all three county newspapers.

The proceeds are distributed as indicated on the agreement, based on circulation.

DELINQUENT TAXES:

COMPOSITION:

2023 Composition for Delinquent Tax List – Jackson County Pilot
2024 Composition for Delinquent Tax List – Lakefield Standard
2025 Composition for Delinquent Tax List – Tri-County News

BILLING:

The Jackson County Pilot submits a statement to the Jackson County Administrator for the composition, printing, and distribution. It is published for two consecutive weeks in all three county papers. This is billed as a two-week legal.

The proceeds are distributed as indicated on the agreement, based on circulation.

MONTHLY PROCEEDINGS:

COMPOSITION:

Proceedings are sent to the Jackson County Pilot by the Jackson County Administrator as an email attachment. The Jackson County Pilot formats and distributes them to the Lakefield Standard and the Tri-County News.

BILLING:

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b.) The benefits to Jackson County from our agreement are maximum distribution and readership of the county proceedings, financial statement, and delinquent tax list for substantially reduced costs.

c.) The proceedings and delinquent tax list are published in three publications for the price of one.

d.) The financial statement is published in three publications for the price of two.

e.) All proceedings are posted to each publication's website.

January 3, 2023

To the Honorable Board of County Commissioners
Jackson County, Minnesota

RE: Official County Newspaper

Commissioners:

As has been done in the past, it is requested that you appoint the Jackson County Pilot as the official newspaper for Jackson County.

In addition to publishing the legals on a timely basis, we will also be posting the legals on the Jackson County Pilot website. The legals printed in the Jackson County Pilot will be referenced that they can be seen on www.jacksoncountypilot.com 24 hours per day.

Thank you for the cooperation we receive in all areas of county government. We appreciate the opportunity to serve you and the citizens of Jackson County.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Lessman". The signature is written in a cursive, flowing style.

Justin R. Lessman
Publisher



Request for Board Action
Agenda Item No. 2.7.

Requested Board Date: 1/3/2023

Agenda Type: Consent

Estimated Time: _____

Department: Commissioners

Presenter: _____

Recommendation: Approve

Item: Satisfactory Performance Evaluation and Salary Step Increase for County Administrator Ryan Krosch

Board Action Request:

Approve a satisfactory performance evaluation and salary step increase for County Administrator Ryan Krosch

Background & Comments:

In accordance with MN Statute 13D.05, the County Board held a closed session on December 20, 2022 to conduct County Administrator Ryan Krosch's performance evaluation. MS 13D.05 requires that, at its next meeting, the Board summarize the conclusions of the evaluation.

Attachments: _____

Fiscal Impact: _____

**** Requests must be received by the Administrator's Office by 12:00 p.m. the Wednesday that is a week PRIOR to the regularly scheduled board meeting. ****

Complete and email this form to: County.Administrator@co.jackson.mn.us



Request for Board Action
Agenda Item No. 2.8.

Requested Board Date: 1/3/2023

Agenda Type: Consent

Estimated Time: 5 minutes

Department: Attorney

Presenter: Kristi Meyeraan

Recommendation: Approve

Item: Legal Services Contract

Board Action Request:

Approve the Legal Services Contract with Kayla M. Johnson, Attorney at Law

Background & Comments:

This contract will allow the County Attorney's Office to continue to operate efficiently while being short staffed.

Attachments: Legal Services Contract

Fiscal Impact: The Assistant County Attorney's salary can be used to pay Mrs. Johnson

**** Requests must be received by the Administrator's Office by 12:00 p.m. the Wednesday that is a week PRIOR to the regularly scheduled board meeting. ****

Complete and email this form to: County.Administrator@co.jackson.mn.us

Legal Services Agreement

This agreement made and entered into this ____ day of December, 2022, by and between the County of Jackson, hereinafter referred to as the “County,” Kayla M. Johnson, an attorney with Smith and Johnson Law Firm, (“Independent Contractor,” attorney or firm of attorney’s licensed to practice in the State of Minnesota) hereinafter referred to as “Attorney” or “Firm.”

The parties hereby agree as follows:

1. It is agreed that this Agreement shall commence on January 1, 2023, and will expire on December 31, 2023. The Agreement may be terminated earlier upon sixty (60) days written notice to all other parties. The Agreement shall be renewed upon written agreement of all parties.
2. The Attorney shall provide legal services to the County for Child in Need of Protection or Services matters, Commitment matters, and miscellaneous matters as assigned by the Jackson County Attorney’s Office.
3. The Attorney shall be paid \$120.00 per hour for services as provided in this agreement. The Attorney will submit a monthly bill to be paid within the normal business course of the County.
4. Attorney agrees to be available to handle these cases as scheduled (or such other day if the regularly scheduled day is changed by the Court) and to cooperate in the scheduling of matters on other such days as necessary. The Court Administrator shall be responsible for the general administration of Attorneys and other administrative matters.
5. This contract can be terminated by either party upon sixty (60) days written notice to the other party with or without cause. If the agreement is terminated, the County will be responsible for paying Attorney for services performed through the date of termination and during any additional period (if any) for which Attorney makes other reasonable arrangements that the County specifies, such as transferring the matters to successor counsel. If the agreement is terminated, the Attorney will return all original materials they maintain for the County and destroy all materials not returned to the County.
6. The County sets no specific time or place for the fulfillment of duties performed herein, that being in the sole discretion of the Attorney as an independent contractor.
7. The Attorney will be reimbursed for mileage at the IRS mileage rate for travel that is necessary to perform the services under this contract.

8. This Agreement does not make the Attorney an employee, agent, partner, joint venture or legal representative of the County for any purpose whatsoever. The Attorney is not granted any right or authority to assume or create any obligation, responsibility, express or implied, on behalf of or in the name of the County.
9. The Attorney and the County agree that the County shall not be liable for any other term insurance, PERA, unemployment insurance, worker's compensation, professional liability insurance, or any other benefits which are afforded to employees of the County.
10. The Attorney acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTH, or otherwise, will be made from the payments due Attorney and that it is Attorney's sole obligation to comply with the applicable provisions of all Federal and State Tax laws.
11. The Attorney agrees it will defend, indemnify and hold harmless the County, its officers and employees against any and all liability, loss, costs, damages, and expenses which the County, its officers or employees may hereafter sustain, incur, or be required to pay arising out of the Attorney's performance or failure to adequately perform its obligations pursuant to this contract.
12. Attorney further agrees that in order to protect itself as well as the County under the indemnity provision set forth above, it will at all times during the term of this contract keep in force professional liability insurance that is sufficient to cover the statutory maximums set forth in Minnesota Statutes Chapter 466. The County does not waive any limitations.
13. Attorney is additionally required to notify the County of any changes, cancellations or failure to renew at least thirty days prior to the effective date of that change in insurance.
14. This section is not as to third parties, a waiver of any defense or immunity otherwise available to the County and Attorney in defending any action on behalf of the County, and the County shall be entitled to assert in any action every defense or immunity that the County should assert on its own behalf.
15. All data collected, created, received, maintained, or disseminated for any purposes by the activities of the Attorney because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.
16. Attorney shall not enter into any subcontract for performance of any services contemplated under this Contract without the prior written approval of the County and subject to such conditions and provisions as the County may deem necessary.

Unless otherwise terminated in writing as provided for herein, this contract will commence on January 1, 2023 and terminate on December 31, 2023.

IN WITNESS WHEREOF, the parties have executed this agreement this ____ day of December, 2022.

INDEPENDENT CONTRACTOR

BY: Kayla M. Johnson
Kayla Johnson, Attorney at Law

COUNTY OF JACKSON

Chair
Jackson County Board of Commissioners

ATTEST:

Ryan Krosch
Jackson County Administrator

Approved as to Form & Execution:

Kristi L. Meyeraan
Jackson County Attorney



Request for Board Action
Agenda Item No. 3.1.

Requested Board Date: 1/3/2023

Agenda Type: Regular

Estimated Time: 10 minutes

Department: Land Mgmt/SWCD

Presenter: Andy Geiger

Recommendation: Approve

Item: Recycling Quote Review

Board Action Request:

Approve Quote and authorize the Land Services Director & County Administrator to enter contract with the selected hauler.

Background & Comments:

The Land Management Office has requested quotes from four different haulers that perform recycling collection services in our region. Two haulers submitted quotes. Waste Management and West Central Sanitation. Waste Management submitted a quote as requested as did West Central. West Central also submitted an alternative quote in which West Central would only provide the collection of materials but Jackson County would own and be responsible for marketing them after collection.

Low quote was provided by Waste Management for the services as we requested them.

Attachments: Proposals submitted by haulers, Proposal evaluation

Fiscal Impact: _____

**** Requests must be received by the Administrator's Office by 12:00 p.m. the Wednesday that is a week PRIOR to the regularly scheduled board meeting. ****

Complete and email this form to: County.Administrator@co.jackson.mn.us



4809 ABBOTT DRIVE ■ P.O. BOX 796 ■ WILLMAR, MINNESOTA 56201 ■ (320) 235-7630 ■ FAX (320) 235-5715

December 16th, 2022

Jackson County
Attn: Andy Geiger
Director
Jackson County Land Management
603 South Highway 86
Lakefield, MN 56150

Dear Jackson County:

We want to thank you for the opportunity to provide a proposal of recycling collection services for your consideration. We have considered all services currently provided to the County by your current hauler. We believe we will provide great value and a local option to your residents.

West Central Sanitation is a local, family-owned and operated business. Don, Carol, and Taylor Williamson, alongside experienced staff, work every day to continually provide the absolute best service at a reasonable price. Serving communities and counties just like Jackson County is the foundation of our business.

We're proud to say West Central Sanitation is in its 43rd year of providing services in central Minnesota. We provide county-wide recycling service to many Minnesota Counties, such as: Kandiyohi, McLeod, Redwood, Renville, and Yellow Medicine. We operate in 22 Minnesota counties and have many municipal and county relationships we highly value and appreciate.

We are excited for this opportunity; we want to partner with your community in the days ahead.

West Central Sanitation – *“Good Neighbors You’ve Come to Trust”*.

Best wishes,

A handwritten signature in blue ink that reads "Don Williamson". The signature is fluid and cursive, written in a professional style.

Don Williamson
President & Owner
320-235-7630 ext. 105

Enclosures



We help keep America beautiful.
With your help.

PROPOSAL – SUMMARY OF QUALIFICATIONS

WEST CENTRAL SANITATION

“GOOD NEIGHBORS YOU’VE COME TO TRUST”

Founded in 1979 by Don Williamson of Willmar, MN, West Central Sanitation (WCS) has 43 years of continuous, and expanding, experience in providing residential, commercial, and industrial solid waste and recyclable collection services. Still owned and operated by Don and Carol Williamson, WCS is a company highly focused on family values and personal service, something we’ve termed *“Good Neighbor”* service. Daily management is executed by Ray Sweetman and Taylor Williamson, both having many years of progressive responsibility. Additionally, there are four operation managers working alongside customer service, accounting, sales, and maintenance managers.

With a staff of over 140 full time employees, and a fleet of more than 80 trucks, we cover 22 counties in Minnesota and 140+ communities through contract or subscription services. We utilize specialized equipment, consisting of the following: Automated Side Load, Front Load, Rear Load, Roll-off, Walking Floor Trailers, Dry Vans, and other supporting trucks and equipment necessary for our five transfer station operations.

West Central Sanitation currently operates four separate locations throughout west central Minnesota: Willmar, Alexandria, Redwood Falls, and Mankato. We run 80 routes, daily, out of these four service locations. In four of these locations we either own or operate a transfer station facility. We are the largest private hauler in rural Minnesota.

WCS maintains and services over 150,000 carts of combined trash and recycling services. All 7,000 of our commercial customers have either front or rear load dumpsters, which we own and maintain. We manage an inventory of an estimated 500 roll-off boxes. In all, we service and maintain 155,000 containers.

Customer service is our key to success. All our employees are seen as being in the customer service business. 28% of our workforce has been with us for over 10 years, demonstrating our strong culture and focus on family values. Our employees recognize their worth and enjoy remaining part of our team.

As evidence of our high operating standards, **West Central Sanitation can proudly state that we currently hold all municipal contracts we have ever been awarded in our 43-year history.**

When West Central Sanitation comes to your community, you **will** receive the service and attention expected from a *Good Neighbor*.



PROPOSAL – SUMMARY OF QUALIFICATIONS

Qualifications

1. General Management Capability

Don Williamson – Owner and President of West Central Sanitation has 43 years of experience in the solid waste industry. Don has been inducted into the Environmental Industries Association Hall of Fame in 2013, served as chairman of the National Waste and Recycling Association, Washington D.C., for 2010-2012, and a former chairman of the NWRA Minnesota Chapter.

Ray Sweetman – Ray Sweetman is the Operations Manager of West Central Sanitation and has 22 years of experience in the waste industry, having spent 10 years with WCS and previously working with Waste Management as an Operations Improvement Manager where he helped oversee 29 sites, covering MN, IA, WI, NE, ND, SD, & Sioux City, NE.

Taylor Williamson – Taylor Williamson has been with WCS for 6 years and is currently the Office Manager. Taylor has both an understanding of our operational capabilities and is always available to help resolve customer issues in a very hands-on manner.

2. Recyclables Collection Experience

WCS is actively involved in the management and transportation of Recyclable Materials, Municipal Solid Waste, Industrial Solid Waste, Construction and Demolition debris and operates multiple waste and recycling transfer facilities.



Recyclable Materials for Transfer in Willmar Transfer Station

WCS understands the services outlined in Jackson County's RFP and provides the same or similar services to many other counties, such as Kandiyohi, McLeod, Redwood, Renville, and Yellow Medicine Counties. WCS will provide carts for every-other-week recyclable collection services. WCS is prepared to provide communication and educational materials with residents and deliver new equipment seamlessly. Sequential routing and implementation will take place before contract service formally begins.

3. Cart Management

WCS has successfully delivered up to 15,000 carts for a single County-wide recycling program and is well prepared to distribute and deliver the carts necessary for Jackson County. Carts are inventoried in the WCS warehouse in Willmar, Minnesota. We currently have three full time staff that support cart management of deliveries and replacements as necessary.



PROPOSAL – SUMMARY OF QUALIFICATIONS

4. Operations Management Plan

Mistakes and breakdowns will occur, but what sets us apart is how we correct our mistakes and handle unforeseen events.

Management Structure: Key management personnel are just a phone call or email away. We frequently communicate with city clerks and public works personnel to resolve issues, as they arise. Available contacts are Don Williamson (Owner), Jeff Bertram (Company Representative), Ray Sweetman (Operations Manager), and Taylor Williamson (Office Manager). Billing & Customer Service managers are available as contacts as well.

Absenteeism & Breakdowns: Jackson County fits nicely into our existing service area. We have two truck yards (Redwood Falls and Mankato) only an hour away from Jackson County. In the event of a delayed route, we are capable of re-routing our existing drivers to complete our work in a timely manner.

Applicable Technology & Modern Equipment

In-Truck Tablets

West Central Sanitation consistently focuses on being a first-adopter of technology in the waste and recycling industry. In 2013, WCS began investment in on-board tablets and mobile technology. Since then, we have fully deployed tablets in each of our trucks, and at all sites, eliminating paper routes and allowing for constant connection with our main office. The benefits of this technology are as follows:

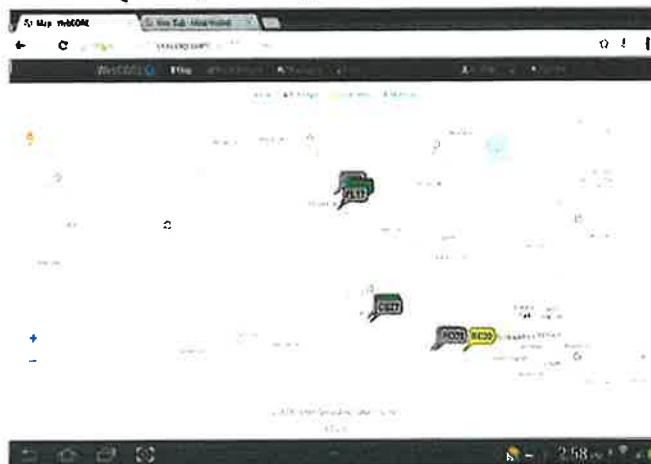
- **GPS Location:** Tablets are equipped with GPS location services, allowing for real-time viewing of the location, and travelling speed, of each truck.
- **Safety & Compliance:** Our office and staff can now instant message each driver via their tablet, removing the need for cell phone use and handheld communication.
- **Better Customer Service:** Stops on each driver's route are completed in real-time, as the driver marks each stop complete. This allows us to better respond to customers when asked about current route status.



Example of West Central Sanitation Tablet

PROPOSAL – SUMMARY OF QUALIFICATIONS

- **Documentation:** Each tablet has the capability to take photos, allowing for drivers to document materials found or left at each location, as well as making notes as to what was done and why. Photos and other documentation is available to customers upon request.



Live Truck Locations

- **Financial and Environmental Stewardship:** Tangible results have shown a 20% reduction in route times, thus improving efficiency and reducing environmental impact.
- **Accuracy:** Completed stops are time-stamped as of completion and are geographically marked for accuracy. This allows for better route integrity and employee performance review.

In-truck tablets provide the best in current route technology, gathering real-time information on many metrics and data points. This accuracy is extremely beneficial for both West Central Sanitation and the municipalities we serve. Data collected, which is retroactively reviewable and available for analysis, include:

- **Route Review:** Routes actually travelled and collected via GPS tracking are stored digitally for months to come, allowing for review of actual routes travelled, down to the minute.
- **Participation Rates:** Routes are viewable in total, and participation and set-out rates are determined in real-time, viewable retroactively via our reporting function.
- **Houses Per Route**
- **Pounds Per House**
- **Miles Travelled Per Route**

West Central Sanitation consistently pushes the envelope in adoption of new technology that will improve our operational efficiency and transparency.



Meeting Jackson County's Goals Today and Tomorrow

Adding Long Term Value

West Central Sanitation will bring great value to a partnership with Jackson County. We realize the bottom line is always important but there are some things it is difficult to put a price on. Our driving passion is to not only meet but exceed your community's goals. Following are noteworthy benefits West Central Sanitation brings to Jackson County:

Stability & Proven Performance – We are the **only** company that can claim **all** the following:

- ✓ Local – Family owned, with our main headquarters in Willmar, MN.
- ✓ Celebrating 42 years of continuous service in central Minnesota
- ✓ We still service every municipal contract we have **ever** been awarded in our 43-year history!
- ✓ One phone call can put you in touch with the Owner and top management.

Environmentally Responsible – West Central Sanitation will utilize a **Compressed Natural Gas** truck to service Jackson County.

- ✓ Cleaner, Greener, Quieter and lowering your County's carbon footprint.
- ✓ Safer – CNG fuel tanks are built significantly stronger than diesel tanks, reducing the chances for an accidental leak. In an accident, gas is released into the air, harmlessly.
- ✓ Economical – Over the last decade, natural gas prices have been stable. Diesel has gone up and down 140% - mostly up!
- ✓ Most of our CNG trucks are produced in Dodge Center, MN, supporting local jobs.

Safety & Protection

- ✓ Our insurance package indemnifies Jackson County for up to \$5 million.
- ✓ DOT certified mechanics on staff keep our equipment well maintained.

Prompt & Responsive Service

- ✓ Our large inventory of trucks and equipment means we can accommodate any need.
- ✓ Our Willmar office is staffed 8AM to 5PM, Monday-Friday. When a customer calls, they will speak to one of our experienced customer service representatives, who will help them with their request. **They do not get a call center in another state.** Emergency Voicemail system after hours is available.
- ✓ Toll Free & Local telephone numbers available, plus our website.

State-of-the-Art

- ✓ Trucks are connected, live, to our central office and our central information system.
- ✓ All trucks are GPS-equipped and each stop is time and location stamped, within seconds of service.

Proposal

Residential Curbside Collection PLUS Drop-off Site Collection

Proposer (Company Name): WEST CENTRAL SANITATION, INC.

Curbside Collection PLUS Drop-off Site Collection	
Proposed price per household per month (for every-other-week collection) based on 2,684 households for 2023:	\$ <u>5.47</u> per RDU per month
Proposed price for eleven Rural Recycling Drop-off Site Collections per month (for weekly collection) for 2023:	\$ <u>4,895.00</u> per month

Curbside Collection PLUS Drop-off Site Collection	
Proposed price per household per month (for every-other-week collection) based on 2,684 households for 2024:	\$ <u>CPI **</u> per RDU per month
Proposed price for eleven Rural Recycling Drop-off Site Collections per month (for weekly collection) for 2024:	\$ <u>CPI **</u> per month

Curbside Collection PLUS Drop-off Site Collection	
Proposed price per household per month (for every-other-week collection) based on 2,684 households for 2025:	\$ <u>CPI **</u> per RDU per month
Proposed price for eleven Rural Recycling Drop-off Site Collections per month (for weekly collection) for 2025:	\$ <u>CPI **</u> per month

Attachment A

Curbside Collection PLUS Drop-off Site Collection	
Proposed price per household per month (for every-other-week collection) based on 2,684 households for 2026:	\$ <u> CPI ** </u> per RDU per month
Proposed price for eleven Rural Recycling Drop-off Site Collections per month (for weekly collection) for 2026:	\$ <u> CPI ** </u> per month

Curbside Collection PLUS Drop-off Site Collection	
Proposed price per household per month (for every-other-week collection) based on 2,684 households for 2027:	\$ <u> CPI ** </u> per RDU per month
Proposed price for eleven Rural Recycling Drop-off Site Collections per month (for weekly collection) for 2027:	\$ <u> CPI ** </u> per month

If a vendor plans to impose a fuel surcharge as a part of their proposal, the schedule and rate must be outlined in detail for all five (5) years of the contract. Submit the chart depicting the schedule and rate as an attachment to your submittal.

** A consumer price adjustment may be requested annually.

There will be a 5% CPI cap per calendar year. CPI overages will roll over into subsequent years. For example, if we experience an 8% CPI in 2022 there will be a 5% increase and a 3% rollover or "banking" of CPI.

In year 2023 if we have a 3% CPI increase, WCS will be allowed a 5% increase, which would use up 2% of our "banked" CPI and leave 1% remaining.

Attachment A
ALTERNATE BID PROPOSAL
Proposal

Residential Curbside Collection PLUS Drop-off Site Collection

Proposer (Company Name): WEST CENTRAL SANITATION, INC.

Curbside Collection PLUS Drop-off Site Collection	
Proposed price per household per month (for every-other-week collection) based on 2,684 households for 2023:	\$ <u>4.31</u> per RDU per month
Proposed price for eleven Rural Recycling Drop-off Site Collections per month (for weekly collection) for 2023:	\$ <u>3,854.00</u> per month

Curbside Collection PLUS Drop-off Site Collection	
Proposed price per household per month (for every-other-week collection) based on 2,684 households for 2024:	\$ <u>CPI **</u> per RDU per month
Proposed price for eleven Rural Recycling Drop-off Site Collections per month (for weekly collection) for 2024:	\$ <u>CPI **</u> per month

Curbside Collection PLUS Drop-off Site Collection	
Proposed price per household per month (for every-other-week collection) based on 2,684 households for 2025:	\$ <u>CPI **</u> per RDU per month
Proposed price for eleven Rural Recycling Drop-off Site Collections per month (for weekly collection) for 2025:	\$ <u>CPI **</u> per month

Attachment A

Curbside Collection PLUS Drop-off Site Collection	
Proposed price per household per month (for every-other-week collection) based on 2,684 households for 2026:	\$ <u> </u> CPI ** per RDU per month
Proposed price for eleven Rural Recycling Drop-off Site Collections per month (for weekly collection) for 2026:	\$ <u> </u> CPI ** per month

Curbside Collection PLUS Drop-off Site Collection	
Proposed price per household per month (for every-other-week collection) based on 2,684 households for 2027:	\$ <u> </u> CPI ** per RDU per month
Proposed price for eleven Rural Recycling Drop-off Site Collections per month (for weekly collection) for 2027:	\$ <u> </u> CPI ** per month

If a vendor plans to impose a fuel surcharge as a part of their proposal, the schedule and rate must be outlined in detail for all five (5) years of the contract. Submit the chart depicting the schedule and rate as an attachment to your submittal.

** A consumer price adjustment may be requested annually. There will be a 5% CPI cap per calendar year. CPI overages will roll over into subsequent years.

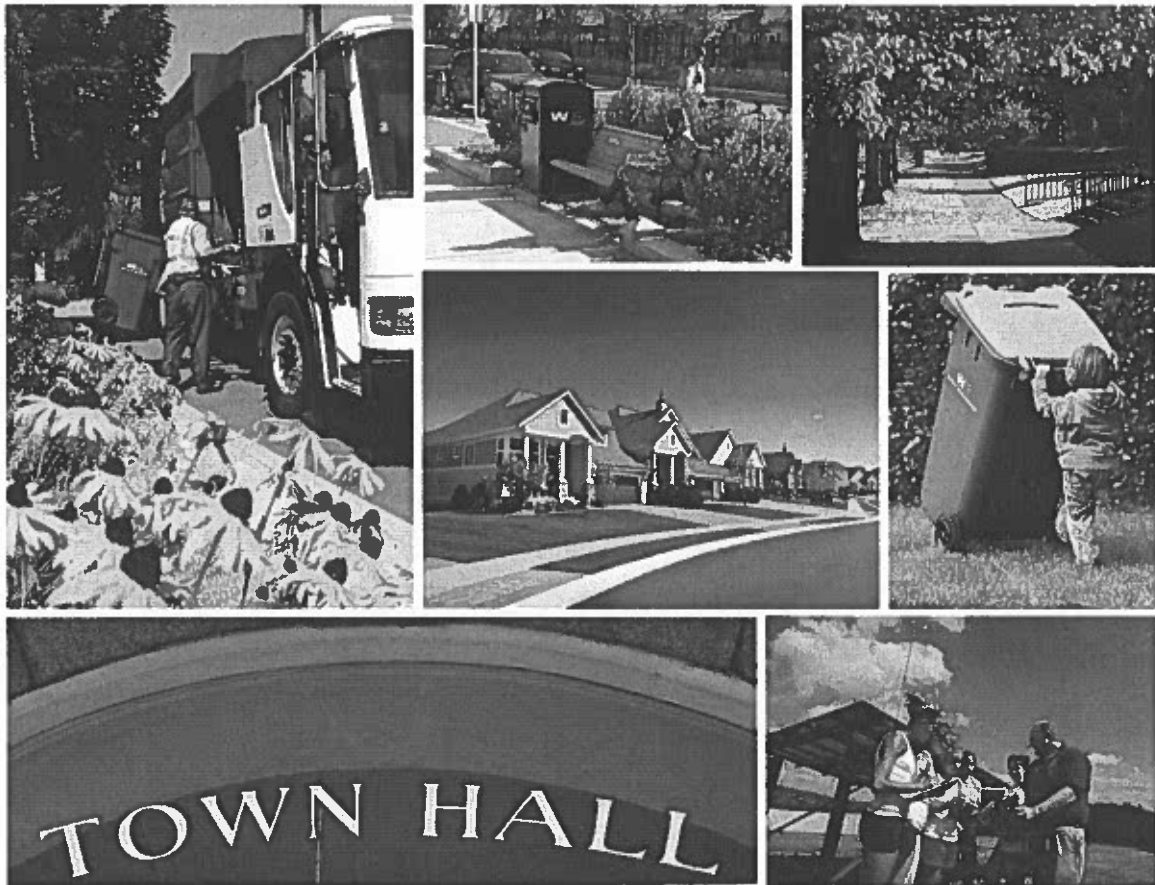
For example, if we experience an 8% CPI in 2022 there will be a 5% increase and a 3% rollover or "banking" of CPI.

In year 2023 if we have a 3% CPI increase, WCS will be allowed a 5% increase, which would use up 2% of our "banked" CPI and leave 1% remaining.

UNDER THIS ALTERNATE BID PROPOSAL, JACKSON COUNTY WILL OWN ALL RECYCLABLE MATERIAL COLLECTED UNDER THE CONTRACT.

RECYCLABLE MATERIAL WILL GO TO THE REDWOOD/RENVILLE REGIONAL SOLID WASTE AUTHORITY TRANSFER STATION IN REDWOOD FALLS AND BE CHARGED OR CREDITED TO JACKSON COUNTY BASED ON THE POSTED GATE RATE FOR RECYCLING, PER TON.

PUBLIC SECTOR SOLUTIONS



Residential Recycling Service

Jackson County

Community and environmental stewardship at its best.

December 16, 2022

Jason Nieson, Public Sector Representative

jnieson@wm.com | 612 430 4780



Letter of Transmittal

December 16, 2022

Andy Geiger
Jackson County LMO
603 South Hwy 86
Lakefield, MN 56150

Dear Mr. Geiger:

We appreciate the opportunity to offer our Proposal for the Jackson County Residential Recycling Contract in response to Jackson County's Request for Proposals (RFP). We believe that we present the best overall value to the County, and we believe that our Proposal meets the requirements of the Request for Proposals.

Waste Management acknowledges that it will be able to fulfill all requirements of the Contract, as stated in the Request for Proposals. Additionally Waste Management acknowledges that it has no conflict of interest with regards to any other work performed by Waste Management, for the County.

Our Fairmont location is fully staffed and we are ready to continue to provide the type of safe and efficient service that has allowed us to honor our contract pricing even through the multitude of challenges that have been thrown at us, including staffing challenges, drastic cost increases and recycling market and processing cost increases. We will continue to lean on our highly trained staff and technologies to continue to provide the residents of Jackson County with the premium service that they have grown accustomed to.

If awarded the contract, Jackson County will be serviced from our Waste Management of Minnesota, Inc. Fairmont Hauling Site located at 1839 110th Ave, Fairmont, MN 56031, telephone: 507-235-9898.

Jay Nieson, Public Sector Representative is the Waste Management contact person for this Proposal. He can be reached via telephone at 612-430-4780, email at jnieson@wm.com, or by mail at 739 Beaver Avenue, Mankato, MN 56001.

We look forward to the opportunity to continue to expand and strengthen our recycling services that we provide to the residents of Jackson County. We have worked diligently over the past several years to improve on efficiencies and we look forward to providing the residents of Jackson county with the type of service, safety and value they have come to expect from WM.

Sincerely,



Jay Nieson

Waste Management

Public Sector Services

612-430-4780

Attachment A

Proposal

Residential Curbside Collection PLUS Drop-off Site Collection

Proposer (Company Name): Waste Management of Minnesota, Inc.

Curbside Collection PLUS Drop-off Site Collection	
Proposed price per household per month (for every-other-week collection) based on 2,684 households for 2023:	\$3.77 _____ per RDU per month
Proposed price for eleven Rural Recycling Drop-off Site Collections per month (for weekly collection) for 2023:	\$6637.58 _____ per month

Curbside Collection PLUS Drop-off Site Collection	
Proposed price per household per month (for every-other-week collection) based on 2,684 households for 2024:	\$3.96 _____ per RDU per month
Proposed price for eleven Rural Recycling Drop-off Site Collections per month (for weekly collection) for 2024:	\$6969.46 _____ per month

Curbside Collection PLUS Drop-off Site Collection	
Proposed price per household per month (for every-other-week collection) based on 2,684 households for 2025:	\$4.16 _____ per RDU per month
Proposed price for eleven Rural Recycling Drop-off Site Collections per month (for weekly collection) for 2025:	\$7317.93 _____ per month

Attachment A

Curbside Collection PLUS Drop-off Site Collection	
Proposed price per household per month (for every-other-week collection) based on 2,684 households for 2026:	\$4.37 _____ per RDU per month
Proposed price for eleven Rural Recycling Drop-off Site Collections per month (for weekly collection) for 2026:	\$7683.83 _____ per month

Curbside Collection PLUS Drop-off Site Collection	
Proposed price per household per month (for every-other-week collection) based on 2,684 households for 2027:	\$4.59 _____ per RDU per month
Proposed price for eleven Rural Recycling Drop-off Site Collections per month (for weekly collection) for 2027:	\$8068.02 _____ per month

If a vendor plans to impose a fuel surcharge as a part of their proposal, the schedule and rate must be outlined in detail for all five (5) years of the contract. Submit the chart depicting the schedule and rate as an attachment to your submittal.

a. **Fuel Table.** All service fees are subject to a monthly fuel surcharge when diesel fuel reaches a price of \$5.00 per gallon (see table below).

Diesel Fuel Price per Gallon	Fuel Surcharge
<\$5.00	0 Percent
\$5.00 to \$5.24	2 Percent
\$5.25 to \$5.49	4 Percent
\$5.50 to \$5.74	5 Percent
For each additional \$0.25 the fuel surcharge will increase by 1 Percent	

The published index for determining monthly diesel fuel prices will be the Department of Energy’s (DOE) “Weekly Retail On-Highway Diesel Prices” for the Midwest region. The price published for the first Monday of the month will be used as that month’s diesel fuel price. The prices can be viewed at the DOE’s website: <http://www.eia.gov/petroleum/gasdiesel/>.



Greetings from your WM team,

We're honored to help you and your neighbors keep our community clean and green. This 2023 Service Guide contains your every-other week recycling collection schedule and tips to help you recycle right. See the inside panel to learn what materials are acceptable to recycle and remember - don't bag your recyclables. Place them loose in your recycling cart.

Please keep this Guide handy.

Should you have any questions, contact WM at:

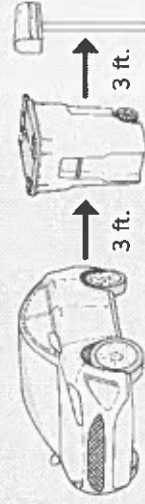
Email: wmeservice@wm.com

Toll Free: (888) 960-0008

2023 Service Guide

Please help our drivers work safely and efficiently by placing your recycling cart properly at the curb.

Remember to place your cart at least 3 feet away from any obstacles (trees, cars, mailboxes, etc.) to allow the automatic arm to lift and empty the cart. The wheels of the cart should face the house. In inclement weather, please do not place your carts on top of snowbanks.



1901 Ames Dr.
Burnsville, MN 55306

RECYCLE RIGHT

To learn more visit wm.com/recycleright



Great things happen when communities Recycle Right. When individuals recycle everyday items like those shown below, tons of raw materials, time, energy and money are saved. Plus, the recycled materials become new products, and the cycle continues.

- Empty recyclable materials directly into your recycling cart - don't bag recyclables
- Containers that held food should be rinsed and free of food debris

The following items may be recycled:



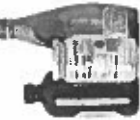
Always Recycle



Plastic Bottles & Containers



Paper



Glass Bottles & Containers



Flattened Cardboard & Paperboard



Food & Beverage Cans



Do Not Include In Your Recycling Container



NO Food or Liquids



NO Foam Cups & Containers



NO Green Waste



NO Batteries
Check local drop-off programs for proper disposal



NO Loose Plastic Bags, Bagged Recyclables or Film
Empty recyclables directly into your bin.



NO Clothing, Furniture & Carpet

2023 Every-other-week Recycling Collection Schedule

Green Recycling Collection

Observed Holidays

Observed Holiday Week

January 2023							February 2023							March 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					26	27	28					26	27	28	29	30	31	

April 2023							May 2023							June 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	1	2	3	4	5	6		
8	9	10	11	12	13	14	7	8	9	10	11	12	7	8	9	10	11	12		
15	16	17	18	19	20	21	14	15	16	17	18	19	14	15	16	17	18	19		
22	23	24	25	26	27	28	21	22	23	24	25	26	18	19	20	21	22	23		
29	30	31					28	29	30	31			25	26	27	28	29	30		

July 2023							August 2023							September 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	1	2	3	4	5	6		
8	9	10	11	12	13	14	7	8	9	10	11	12	7	8	9	10	11	12		
15	16	17	18	19	20	21	13	14	15	16	17	18	10	11	12	13	14	15		
22	23	24	25	26	27	28	20	21	22	23	24	25	17	18	19	20	21	22		
29	30	31					27	28	29	30	31		24	25	26	27	28	29		

October 2023							November 2023							December 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	1	2	3	4	5	6		
8	9	10	11	12	13	14	8	9	10	11	12	13	8	9	10	11	12	13		
15	16	17	18	19	20	21	15	16	17	18	19	20	15	16	17	18	19	20		
22	23	24	25	26	27	28	22	23	24	25	26	27	22	23	24	25	26	27		
29	30	31					29	30	31				29	30	31					

Observed 2023 Holidays

Please note, if a holiday falls on or before your collection day, service will be delayed by one day that week only.

- New Year's Day: Sunday January 1, 2023 No service delays
- Memorial Day: Monday May 29, 2023 No service delays
- Independence Day: Tuesday July 4, 2023 Tuesday - Friday service will be delayed one day
- Labor Day: Monday September 4, 2023 No service delays
- Thanksgiving Day: Thursday November 23, 2023 Thursday - Friday service will be delayed one day
- Christmas Day: Monday December 25, 2023 No service delays

2023 Curbside PLUS Rural Drop-off Site Proposals

Curbside							
Proposer	Year 1 Cost (per HH/Mo)	Year 2 Cost	Year 3 Cost	Year 4 Cost	Year 5 Cost	5-year Average	Assessment Estimate
Waste Management*	\$3.77	\$3.96	\$4.16	\$4.37	\$4.59	\$4.17	\$51.86
West Central Sanitation	\$5.47	\$5.74	\$6.02	\$6.32	\$6.63	\$6.04	\$75.01
Rural Drop Sites							
Proposer	Year 1 Cost (Total All Sites/Mo)	Year 2 Cost	Year 3 Cost	Year 4 Cost	Year 5 Cost	5-year Average	Assessment Estimate
Waste Management*	\$6,637.58	\$6,969.46	\$7,317.93	\$7,683.83	\$8,068.02	\$7,335.36	\$41.92
West Central Sanitation	\$4,895.00	\$5,139.75	\$5,396.73	\$5,666.57	\$5,949.90	\$5,409.59	\$30.91
Total Cost to the County							
Proposer	Year 1 Cost	Year 2 Cost	Year 3 Cost	Year 4 Cost	Year 5 Cost	Total Contact Cost	
Waste Management*	\$201,075.12	\$211,177.20	\$221,800.44	\$232,954.92	\$244,650.96	\$1,111,658.64	
West Central Sanitation	\$234,917.76	\$246,550.92	\$258,652.92	\$271,553.40	\$284,937.84	\$1,296,612.84	

***Waste Management Fuel Surcharge:** *(not figured into the information above)*

There will be a fuel surcharge added if diesel fuel reaches \$5.00 per gallon (see table below).

Prices are calculated on the first Monday of each month using the Dept. of Energy (DOE) National Average for Weekly Retail on Highway Prices, Midwest Region.

<http://www.eia.gov/oog/info/wohdp/diesel.asp>

FUEL SURCHARGE TABLE

Diesel Fuel Price Per Gallon	Fuel Surcharge
<\$5.00	0%
\$5.00 to \$5.24	2%
\$5.25 to \$5.49	4%
\$5.50 to \$5.74	5%

For each additional \$0.25 the fuel surcharge will increase by 1%

West Central Sanitation Alternate Proposal (see alternate proposal attachment)

Curbside

Proposer	Year 1 Cost (per HH/Mo)	Year 2 Max* Cost	Year 3 Max Cost	Year 4 Max Cost	Year 5 Max Cost	5-year Ave	Assessment
West Central Sanitation	\$4.31	\$4.53	\$4.76	\$5.00	\$5.25	\$4.77	\$57.24

Rural Drop Sites

Proposer	Year 1 Cost (Total All Sites/Mo)	Year 2 Max* Cost	Year 3 Max Cost	Year 4 Max Cost	Year 5 Max Cost	5-year Ave	Assessment***
West Central Sanitation	\$3,854	\$4,046.70	\$4,249.04	\$4,461.49	\$4,684.56	\$4,259.16	\$24.33

***Rural Assessment calculated using 2,100 rural residents. Annual Assessment Estimate.

Total Cost to the County

Collection Type	Year 1 Cost	Year 2 Max Cost	Year 3 Max Cost	Year 4 Max Cost	Year 5 Max Cost	Total Contact Cost
Curbside	\$138,816.48	\$145,902.24	\$153,310.08	\$161,040.00	\$169,092.00	\$768,160.80
Drop-off Site	\$46,248.00	\$48,560.40	\$50,988.48	\$53,537.88	\$56,214.72	\$255,549.48
				Curbside + Drop-off Site		\$1,023,710.20

UNDER THIS PROPOSAL JACKSON COUNTY WILL OWN THE RECYCLABLES

Total Contract Cost Comparison

Curbside Plus Rural Drop-Off Sites

Proposal	Total Contract Cost - 5-year
Waste Management (WM)	\$1,111,658.60
West Central Sanitation	\$1,296,612.00
West Central Sanitation (Alternate)	\$1,023,710.20



Request for Board Action
Agenda Item No. 4.1.

Requested Board Date: 1/3/2023

Agenda Type: Regular

Estimated Time: 10 min

Department: Sheriff/Emergency Mgmt

Presenter: Shawn Haken

Recommendation: Approve

Item: Approve/Deny Advanced Correctional Healthcare, Inc quote for Jail Medical Services

Board Action Request:

Approve Advanced Correctional Healthcare, Inc. quote for Jail Medical Services

Background & Comments:

Per MN statute 2911.5800, all jails in MN must provide health care services including medical, dental, and mental health services. We have contracted with MEnD Correctional Care since 2018 for our jail medical and mental health services. On Dec. 1, 2022, we were given written notice from MEnD that they are terminating their correctional care services with our jail in 90 days with the last day of service being March 1, 2022. They are accepting negotiations to end their services earlier. Advanced Correctional Healthcare, Inc. is the only other provider available in SW MN. ACH has provided an annual quote for 2023 to provide these services for \$79,999.

Attachments: ACH 2023 Quote

Fiscal Impact: \$79,999; increase of approx. \$40,000 from 2022 MEnD contract

**** Requests must be received by the Administrator's Office by 12:00 p.m. the Wednesday that is a week PRIOR to the regularly scheduled board meeting. ****

Complete and email this form to: County.Administrator@co.jackson.mn.us

Jackson County, Minnesota 12/22/2022

<i>Price(s) good for 60 days.</i>	Proposal TBD-12/31/2023
Annual Price	\$79,999
Average Daily Population	7
Per Diem Rate (med/mal & civil rights insurance)	\$0.43
Prescriber	One time per month + unlimited 24/7/365 on-call by phone
Nursing	8 hr/wk Wages up to \$60/hr
Qualified Mental Health Professional (QMHP) (minimum Master's level)	Not Included Recommend 3 hours every other week Add \$9,999/year
On-call QMHP	\$150 per hour (minimum 1 hour) In-person or via telehealth (as mutually agreed upon) Responsiveness depends upon amount of notice given
Officer Training Spark Training, LLC	Included On-site and online LMS (learning management system)
Officer Wellness	Included CIERR Program (Critical Incident Employee Rapid Response)
Medical Claims Re-pricing (bill scrubbing)	Included upon request for a % of savings
Mental Health First Aid (MHFA) Certification Training	Included for your officers MHFA is an 8-hour course that teaches you how to identify, understand and respond to signs of mental illnesses and substance use disorders. The training gives you the skills you need to reach out and provide initial help and support to someone who may be developing a mental health or substance use problem or experiencing a crisis.
Telehealth (upon request)	Included
DetainEMR Advanced Inmate Medical Management, LLC	Not Included Software updates/upgrades are automatic and free, online training is free and unlimited, troubleshooting is free and unlimited
Medication-Assisted Treatment (MAT)	Interested in MAT? We have solutions MAT is the use of medications, in combination with counseling and behavioral therapies, to provide a "whole-patient" approach to the treatment of substance use disorders
Addiction Professional (Substance Abuse Counselor/Substance Use Disorder Evaluator)	Not Included This professional evaluates the presence of substance abuse and addiction; creates individualized treatment plans; coordinates with community treatment resources; and provides stabilization, treatment, and support for those struggling with an addiction to drugs or alcohol.
Discharge Planner	Not Included This professional assists patients with re-entry and release planning. Components include patient education and connection to needed community resources.
Co-Responder Consultant to Arresting Agency	Not Included – cost based on site analysis Behavioral Health Specialists partner with dispatch or arresting professionals to ensure appropriate disposition of individuals presenting with mental health crises.

Holiday and/or quick startups (less than 120 days between signed contract and startup date) require an additional fee of 2 weeks' contract price to mobilize extra startup team members.

Proposal agreed to by: Sign: _____ Print: _____ Date: _____

Dave Tedrow (Retired – Anoka County MN), Program Consultant
612.747.7056 / David.Tedrow@advancedch.com



Request for Board Action
Agenda Item No. 5.1.

Requested Board Date: 1/3/2023

Agenda Type: Regular

Estimated Time: 5

Department: Administrator

Presenter: Ryan Krosch

Recommendation: Approve

Item: County Logo Apparel

Board Action Request:

Approve expenditure of funds for the embroidery or screen printing of the County's logo on work apparel purchased by employees with a maximum of three embroideries/screen printings per year per employee paid for by the County.

Background & Comments:

It is common for counties and cities to provide work apparel options for their employees that includes the county or city logo. Jackson County developed a new logo in 2022. The Daily Hustle here in Jackson, which already does embroidery of the Sheriff's Office logo, has quoted a price of \$15/embroidery. This would be the County's cost per item ordered. The employee would need to purchase the article of clothing on their own. The Daily Hustle has a large catalog of apparel items to choose from.

Attachments: _____

Fiscal Impact: \$2000-\$2250 (Funds are available in the Commissioner and Admin. budgets)

**** Requests must be received by the Administrator's Office by 12:00 p.m. the Wednesday that is a week PRIOR to the regularly scheduled board meeting. ****

Complete and email this form to: County.Administrator@co.jackson.mn.us



Request for Board Action
Agenda Item No. 5.2.

Requested Board Date: 1/3/2023

Agenda Type: Regular

Estimated Time: 20 minutes

Department: Administrator

Presenter: Administrator

Recommendation: Approve

Item: 2023 Board and Committee Appointments

Board Action Request:

Approve the 2023 Board/Committee Appointments and Per Diem Policy

Background & Comments:

The attached 2022 board and committee list needs to be reviewed and updated for 2023.

I have also attached some proposed revisions to our per diem policy.

Attachments: 2022 Board and Committee List, Per Diem Policy

Fiscal Impact: _____

**** Requests must be received by the Administrator's Office by 12:00 p.m. the Wednesday that is a week PRIOR to the regularly scheduled board meeting. ****

Complete and email this form to: County.Administrator@co.jackson.mn.us

Board or Committee	Appointment	Alternate	Term	County Per Diem
60/90 Corridor Initiative	Eigenberg	Nasby	2022	Y
Aquatic Invasive Species Committee	McClure		2022	Y
Area Transportation Partnership – District 7 (ATP7)	Wachal		2022	Y
Association of Minnesota Counties (AMC) Up to 8 Voting Delegates	Eigenberg Pohlman McClure Nasby Wachal Ryan Krosch		2022	Y
Association of Minnesota Counties (AMC) Policy Committee <i>Public Safety</i> <i>Health & Human Services</i> <i>General Government</i> <i>Environment & Natural Resources</i> <i>Transportation</i>	McClure Hohenstein Eigenberg Nasby Wachal		2022	Y
Behavioral Health Task Force	McClure		2022	
Benefits Committee	Hohenstein Wachal Ryan Krosch Brandi Bourquin		2022	Y
Board of Adjustment <i>1st District</i> <i>2nd District</i> <i>3rd District</i> <i>4th District</i> <i>5th District</i>	Rich Erickson Doug Schuett Richard Doescher Michael Haefner Jason Espenson		Expires 10/5/2027 Expires 10/5/2025 Expires 10/5/2024 Expires 10/5/2023 Expires 10/5/2026	
Broadband Committee <i>County Administrator</i>	Eigenberg Nasby Ryan Krosch		2022	Y
Budget Committee	Hohenstein Wachal Ryan Krosch Kevin Nordquist		2022	Y
Building Committee <i>Administrator</i> <i>Building Maintenance Supervisor</i> <i>IS Manager</i>	McClure Eigenberg Ryan Krosch Chadd Preuss Dennis Fields Department Heads as assigned based on the project		2022	Y
Chief Elected Officials Board to SW MN Workforce Development Board/Private Industry Council (SWMN Workforce \$)	Wachal		2022	\$
City/County Law Enforcement Liaison Committee	Wachal Nasby Doug Schuett (citizen representative)		2022	Y
Comprehensive Water Mgmt. Advisory Committee	Wachal	Eigenberg	2022	Y
County Housing and Redevelopment Authority	VACANT VACANT VACANT Rocky Sieler VACANT		Expires 2/28/2019 Expires 2/28/2020 Expires 2/28/2020 Expires 2/28/2023 Expires 2/28/2021	
County Lakes Planning Team	Eigenberg Pohlman McClure Nasby Wachal		2022	Y
County Officers (Board Appointed) <i>Assessor</i> <i>Highway Engineer</i> <i>Veterans Service Officer</i>	Karla Ambrose Tim Stahl Dustin Hunter		Expires 12/31/2024 Expires 4/30/2024 Expires 2/20/2026	
Department of Natural Resources Matters	Eigenberg Hohenstein McClure Nasby Wachal		2022	Y
Des Moines River Watershed Planning Partnership Policy Committee	Nasby	Hohenstein	2022	Y
Developmental Achievement Center (DAC)	Hohenstein		2022	Y
District 8 Land Use & Environment Advisory Task Force	Eigenberg		2022	Y

Drainage Authority (Drainage System(s) \$)	Eigenberg Pohlman McClure Nasby Wachal		2022	\$
Drainage Ditch Committee <i>Auditor/Treasurer</i> <i>Public Works Director</i> <i>County Attorney</i> <i>Land Management Director</i> <i>Land Management Assistant Director</i> <i>Drainage Ditch Supervisor</i> <i>Drainage Coordinator</i>	McClure Hohenstein Kevin Nordquist Tim Stahl Kristi Meyeraan Andy Geiger Daniel Bartosh Dave Macek Kelly Rasche		2022	Y
DVHHS Joint Powers Board (DVHHS \$)	Eigenberg Pohlman McClure Nasby Wachal		2022	\$
Emergency Preparedness Task Force	McClure		2022	Y
Emergency Sick Leave Committee <i>County Administrator</i> <i>HR (Ex-Officio)</i>	Personnel Committee Commissioners Ryan Krosch Brandi Bourquin		2022	Y
Extension Committee 3 year terms MS 38.36	Board Chair - Vice Chair - County Auditor or their designee Alan Schulz Angela Hinkeldey Bev Hussong Curt Chergosky Jeremy Michelson Michael Nesselth		2022	Y
Fair Board (Liaison)	Nasby	Wachal	2022	Y
Family Services Network	Nasby		2022	Y
FMJ Steering Committee/Drug Court Liaison	McClure		2022	Y
Fort Belmont/JCT Inc. (Liaison)	Eigenberg	Wachal	2022	Y
Friends of the Jackson County Trails (Liaison)	Nasby	Hohenstein	2022	Y
Gravel Committee	Eigenberg Nasby		2022	Y
Greater Blue Earth River Basin Alliance (GBERBA)	Eigenberg	McClure	2022	Y
Heron Lake Watershed District Board Refer to M.S 103D.311 Appointments must be made by County Board @ least 30 days before term expires. Notice must be published @ least 15 days prior to appointment being made. After appointment send letter to BWSR. Appointments must live in Watershed District. No term limits.	Eigenberg Jason Freking Wayne Rasche	Hohenstein	2022	Y
Highway & Drainage Matters & Inspection	Eigenberg Pohlman McClure Nasby Wachal		2022	Y
Historical Society (Liaison)	Hohenstein	Eigenberg	2022	Y
ITC Huntley-Lakefield Junction Transmission Project	Nasby	Wachal	2022	Y
Jackson City/County Joint Facilities Committee	Hohenstein Wachal		2022	Y
Jackson/Cottonwood Transit Advisory Board	Wachal		2022	Y
Labor Relations & Personnel Committee	McClure Wachal		2022	Y
Law Library Board	Board Chair -		2022	Y
Library Board <i>Heron Lake</i> <i>Lakefield</i> <i>Jackson</i> <i>District 1</i> <i>District 2</i> <i>District 3</i> <i>District 4</i> <i>District 5</i> <i>Jackson County Board Liaison</i> <i>Plum Creek Governing Board</i>	 Gloria Van Voorst Karen Zoch David Voehl Cindy Albrecht Mary Schmid Hohenstein Hohenstein	 Eigenberg Eigenberg	 Expires 12/31/2023 Expires 12/31/2022 Expires 12/31/2023 Expires 12/31/2024 Expires 12/31/2024 2022 2022	 Y Y

Local Mental Health Advisory Council	Board Chair -		2022	Y
MCCC				
CAMA Alt.	Karla Ambrose		2022	
Correction Alt.	Bob Jirele		2022	
Delegate	Dennis Fields		2022	
Finance & General Government Alt.	Kevin Nordquist		2022	
Property Info Alt.	Jared Baloun		2022	
Tax Alt.	Karla Ambrose		2022	
Minnesota County Intergovernmental Trust (MCIT)	Hohenstein	Nasby	2022	Y
Minnesota Transportation Alliance	Eigenberg Pohlman		2022	Y
	McClure			
	Nasby			
	Wachal			
Missouri River Water Basin One Watershed/One Plan Policy Committee	McClure	Eigenberg	2022	Y
National Association of Counties (NACo)	Eigenberg Pohlman		2022	Y
	McClure			
	Nasby			
	Wachal			
Parks	Nasby		2022	Y
Planning and Zoning Board	Board Chair - VACANT (District 1)	Vice Chair -	2022	Y
	Dan Riley		Expires 10/5/2026	
	Kurt Swanson		Expires 10/5/2023	
	Dawn Ascheman		Expires 10/5/2023	
	Jason Espenson		Expires 10/5/2024	
	John Hay		Expires 10/5/2026	
	Rob Arp		Expires 10/5/2024	
	Robert Hartman		Expires 10/5/2025	
	Syd Malchow		Expires 10/5/2027	
	Tara Hansen		Expires 10/5/2025	
Prairie Ecology Bus Center	Nasby		2022	Y
PrimeWest	Hohenstein	Wachal	2022	
Public Health Advisory Council	Nasby		2022	
Regional Trails Plan Committee (If needed by SRDC)	Nasby	Hohenstein	2022	Y
Revolving Loan Fund Advisory Board	Hohenstein		2022	Y
	McClure			
Alpha	Paul Meium		Expires 5/18/2023	
Heron Lake	Andrew Rasche		Expires 5/18/2022	
Jackson	Sara Dvorak		Expires 5/18/2021	
Lakefield	Jesse Ackermann		Expires 5/18/2023	
Okabena	Laura Post		Expires 5/18/2022	
Wilder	Micky Masters		Expires 5/18/2021	
At-Large	Carly Pohlmann		Expires 5/18/2022	
Rural Minnesota Energy Board & SW Regional Solid Waste Commission	Wachal	Eigenberg	2022	Y
Safety Committee	Scott McClure		2022	Y
Building Operations Supervisor	Chadd Preuss			
Courthouse Representative	Danni Swanson			
DVHHS Representative	Angela Naumann			
Human Resources Coordinator	Brandi Bourquin			
Land Management Representative	Joey Boyer			
Public Works Representative	Kayle Koep			
Safety Coordinator	Gary Reif			
Sheriff Representative	Elyse Holm			
Library Rep.	Carrie Dose			
AFSCME Rep.	Ryan Koep			
LELS 233 Rep.	Brandon Hendrickson			
LELS 53 Rep.	Nolan Schuller			
Southern Minnesota Adult Mental Health Consortium (NEW)				
Southern Prairie Community Care (DVHHS \$)	Hohenstein	Wachal	2022	\$
Southwest Mental Health Center Governing Board (SWMHC \$)	McClure		2022	\$
	Nasby			
Lay Member	Sandy Hartman		Expires 12/31/2022	
Southwest Regional Radio Board & Local Radio Board	McClure			Y
Statewide Health Improvement Program (SHIP) (DVHHS \$)	Nasby	Wachal	2022	\$
SW Minnesota EMS Corporation Board	John Hay - Alternate		Expires 8/21/2022	
	Jeremy Fricke - Primary		Expires 1/1/2025	

SW Regional Development Commission (SRDC \$)	Wachal	Eigenberg	2022	\$
U.S. Highway 71 Association	Wachal		2022	Y
United Community Action Partnership	Nasby		2022	Y
Watowan Watershed Planning Partnership Committee	Eigenberg	McClure	2022	Y
Joint County Drainage Boards				
Jackson/Martin Joint Drainage Board (#11, 48) (Drainage System(s) \$)	Nasby McClure Wachal			\$
Jackson/Martin Joint Drainage Board (#75) (Drainage System(s) \$)	Nasby Pohlman Wachal			\$
Martin/Jackson Joint Drainage Board (#15,91) (Drainage System(s) \$)	Pohlman Wachal			\$
Martin/Jackson Joint Drainage Board (#105) (Drainage System(s) \$)	Nasby Wachal			\$
Martin/Jackson Joint Drainage Board (#350) (Drainage System(s) \$)	Wachal			\$
Martin/Jackson Joint Drainage Board (#53) (Drainage System(s) \$)	McClure			\$
Jackson/Nobles Joint Drainage Board (#13, 24) (Drainage System(s) \$)	Eigenberg McClure Nasby			\$
Jackson/Nobles Joint Drainage Board (#45) (Drainage System(s) \$)	Eigenberg Pohlman Nasby			\$
Jackson/Nobles Joint Drainage Board (#44) (Drainage System(s) \$)	Eigenberg McClure Pohlman Wachal			\$
Nobles/Jackson Joint Drainage Board (#4,9, 76) (Drainage System(s) \$)	Eigenberg McClure			\$
Nobles/Jackson Joint Drainage Board (#17,1) (Drainage System(s) \$)	Eigenberg			\$
Nobles/Jackson Joint Drainage Board (#10) (Drainage System(s) \$)	McClure			\$
Cottonwood/Jackson Joint Drainage Board (#12,27,40,54,79) (Drainage System(s) \$)	Eigenberg Pohlman			\$
Cottonwood/Jackson Joint Drainage Board (#39) (Drainage System(s) \$)	Pohlman Nasby			\$
Cottonwood/Jackson Joint Drainage Board (#85) (Drainage System(s) \$)	Pohlman Wachal			\$
Jackson/Cottonwood Joint Drainage Board (#1) (Drainage System(s) \$)	Pohlman Eigenberg Nasby			\$
Jackson/Cottonwood Joint Drainage Board (#16) (Drainage System(s) \$)	Pohlman Nasby Wachal			\$

Per Diems and Mileage – what should be submitted?

Yes	No
<ul style="list-style-type: none"> Committees authorized by the Board 	<ul style="list-style-type: none"> When meeting with a constituent or group (Unless authorized by the Board of a committee – see Yes column.)
<ul style="list-style-type: none"> Special & Emergency Board <u>and Drainage Authority</u> Meetings 	<ul style="list-style-type: none"> Regular Board <u>and Drainage</u> meetings – per diem and mileage <u>is are</u> paid automatically with your regular pay – you do not need to submit <u>mileage these</u>.
<ul style="list-style-type: none"> Board Work Sessions 	<ul style="list-style-type: none"> Board of Auditors Board of Equalization Canvassing Board
<ul style="list-style-type: none"> DVHHS Board and Committee Meetings – submit per diem and mileage to DVHHS Board Secretary 	<ul style="list-style-type: none"> Joint Powers Boards (JPB), if the JPB sets a per diem. The commissioner cannot claim the county per diem, even if it is higher, and cannot claim the difference.
<ul style="list-style-type: none"> Trainings, <u>conferences, AMC District Meetings, meetings with state and federal officials regarding county business</u> 	<ul style="list-style-type: none"> Social events, such as parties, employee appreciation events, county fairs, parades, etc.
<ul style="list-style-type: none"> Meetings with a constituent or group ONLY IF the Board or a committee authorizes a commissioner to meet with a group or a single person to obtain information for a matter under consideration before the board or committee, then a per diem payment is appropriate. The minutes should note the authorization of the meeting by the board or committee and should later reference the commissioner's report regarding the results of the meeting. 	<ul style="list-style-type: none"> <u>Township and city council</u> meetings – unless the Board designates one or more commissioners to perform some fact-finding or liaison function which would necessitate attendance at meetings. <u>Meetings and site visits with county staff regarding roads, bridges, drainage, land use or other county matters being addressed in a commissioner's district.</u>
<ul style="list-style-type: none"> Multiple meetings – only one per diem can be claimed per day 	



Drainage Authority Request for Action
Agenda Item No. 2.1.

Requested Board Date: 1/3/2023

Agenda Type: Consent

Estimated Time: 1 minute

Department: Auditor/Treasurer

Presenter: Kelly Rasche

Recommendation: Approve

Item: Drainage Authority Minutes of December 20, 2022

Drainage Authority Action Request:

Approve the Drainage Authority Board Minutes of December 20, 2022

Background & Comments:

Attachments: Minutes Draft

Fiscal Impact: _____

**** Requests must be received by the Administrator's Office by 12:00 p.m. the Wednesday that is a week PRIOR to the regularly scheduled board meeting. ****

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**PROCEEDINGS OF THE JACKSON COUNTY DRAINAGE AUTHORITY, JACKSON COUNTY, MINNESOTA
December 20, 2022**

DRAFT

The Drainage Authority of Jackson County, Minnesota met in regular session, in the Jackson County Courthouse Board Room, 405 Fourth Street, City of Jackson, Minnesota, on December 20, 2022.

Jackson County Drainage Authority Present

Catherine Hohenstein, James Eigenberg, Scott McClure, Phil Nasby and Don Wachal

Others Present

County Engineer Tim Stahl, County Auditor/Treasurer Kevin Nordquist, Drainage Supervisor Dave Macek, Drainage Coordinator Kelly Rasche, County Administrator Ryan Krosch

CALL TO ORDER

Drainage Authority Board Chair Catherine Hohenstein called the meeting order at 10:10 a.m.

1.1 **Motion was made by Commissioner McClure and seconded by Commissioner Wachal** to adopt the agenda. 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.

2.1 **Approval of Minutes of December 8, 2022**

2.2 **Judicial Ditch 8 Repair Pay Request #1 from Nooman Excavating**

REGULAR AGENDA

3.1 **Board Action – Judicial Ditch 2 Repair Project Bid Award Consideration** – Two bids were received. Rickert Excavating Inc at \$307,815.40 and Svoboda Excavating Inc at \$343,967.00; the engineer’s estimate was \$294,027.24. ISG recommends awarding the contract to Rickert Excavating as the low bidder. ISG has worked with Rickert in other projects and had favorable outcomes. If awarded the contractor will begin ordering materials as soon as possible with work expected to being in the spring 2023. Motion to award the contract for JD 2 repairs to Rickert Excavating Inc in the amount of \$307,815.40 made by Commissioner Eigenberg with a second by Commissioner Nasby, all yes, motion carried.

ADJOURN

Motion was made by Commissioner Eigenberg and seconded by Commissioner Wachal to adjourn the meeting. The motion carried unanimously.

Approved this ___ day of _____ 2022

JACKSON COUNTY DRAINAGE AUTHORITY

Chair

ATTEST: _____

Kevin Nordquist, Auditor/Treasurer



Drainage Authority Request for Action
Agenda Item No. 2.2.

Requested Board Date: 1/3/2023

Agenda Type: Consent

Estimated Time: 2 minutes

Department: Auditor/Treasurer

Presenter: Kelly Rasche

Recommendation: Approve

Item: Appoint Joint Board Commissioners for Jackson/Cottonwood Joint Drainage Systems

Drainage Authority Action Request:

Approve Resolution 2023-01

Background & Comments:

Appoint Commissioners as listed:

Majority of acres in Cottonwood County:

Commissioners Eigenberg and Pohlman to represent Judicial Ditches 12, 27, 40, 54, and 79;

Commissioners Pohlman and Nasby to represent Judicial Ditch 39;

Commissioners Pohlman and Wachal to represent Judicial Ditch 85;

Majority of acres in Jackson County:

Commissioners Eigenberg, Pohlman and Nasby to represent Consolidated Ditch 1;

Commissioners Pohlman, Nasby and Wachal to represent Judicial Ditch 16

Attachments: Resolution 2023-01

Fiscal Impact: None

**** Requests must be received by the Administrator's Office by 12:00 p.m. the Wednesday that is a week PRIOR to the regularly scheduled board meeting. ****

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STATE OF MINNESOTA
COUNTY OF JACKSON

JACKSON COUNTY BOARD OF COMMISSIONERS SITTING AS
THE DRAINAGE AUTHORITY FOR JACKSON COUNTY

RESOLUTION #2023-01

WHEREAS, joint county ditches exist between Jackson County and Cottonwood County and require representation from both counties as a Joint County Drainage Board; and

WHEREAS, Judicial Ditches 12, 27, 39, 40, 54, 79, and 85 have a majority of the ditches in Cottonwood County and require two Jackson County Commissioners to represent these ditches; and

WHEREAS, the Jackson County Auditor/Treasurer recommends Commissioners Eigenberg and Pohlman to represent Judicial Ditches 12, 27, 40, 54, and 79; Commissioners Pohlman and Nasby to represent Judicial Ditch 39; Commissioners Pohlman and Wachal to represent Judicial Ditch 85 due to the ditches being in their represented territory or closest in proximity to their represented territory; and

WHEREAS, Consolidated Ditch 1 and Judicial Ditch 16 have a majority of the ditches in Jackson County and require three Jackson County Commissioners to represent these ditches; and

WEREAS, the Jackson County Auditor/Treasurer recommends Commissioners Eigenberg, Pohlman and Nasby to represent Consolidated Ditch 1; and Commissioners Pohlman, Nasby and Wachal to represent Judicial Ditch 16 due to the ditches being in their represented territory or closest in proximity to their represented territory.

NOW, THEREFORE, BE IT RESOLVED that the Jackson County Drainage Authority hereby appoints Commissioners as listed above to the Joint County Drainage Boards between Jackson County and Cottonwood County.

Duly Passed and Adopted this 3rd day of January, 2023.

Jackson County Drainage Authority

Board Chair

ATTEST: _____
Kevin Nordquist, Auditor/Treasurer



Drainage Authority Request for Action
Agenda Item No. 2.3.

Requested Board Date: 1/3/2023

Agenda Type: Consent

Estimated Time: 2 minutes

Department: Auditor/Treasurer

Presenter: Kelly Rasche

Recommendation: Approve

Item: Appoint Joint Board Commissioners for Jackson/Martin Joint Drainage Systems

Drainage Authority Action Request:

Approve Resolution 2023-02

Background & Comments:

Appoint Commissioners as listed:

Majority of acres in Martin Co.

Commissioners Wachal and Pohlman to JD 15 and 91;

Commissioners Eigenberg and Wachal to JD 105;

Commissioner Wachal to JCD 350, JD 53

Majority of acres in Jackson Co.

Commissioner McClure, Wachal and Nasby to JD 11, 48;

Commissioners Eigenberg, Nasby and Wachal to JD 75

Attachments: Resolution 2023-02

Fiscal Impact: None

**** Requests must be received by the Administrator's Office by 12:00 p.m. the Wednesday that is a week PRIOR to the regularly scheduled board meeting. ****

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STATE OF MINNESOTA
COUNTY OF JACKSON

JACKSON COUNTY BOARD OF COMMISSIONERS SITTING AS
THE DRAINAGE AUTHORITY FOR JACKSON COUNTY

RESOLUTION #2023-02

WHEREAS, joint county ditches exist between Jackson County and Martin County and require representation from both counties as a Joint County Drainage Board; and

WHEREAS, Judicial Ditches 15, 91, and 105 have a majority of the ditches in Martin County and require two Jackson County Commissioners to represent these ditches; Joint County Ditch 350 and County Ditch 53 each have a majority of the ditch in Martin County and requires only one Jackson County Commissioner to represent it; and

WHEREAS, the Jackson County Auditor/Treasurer recommends Commissioners Wachal and Pohlman to represent Judicial Ditch 15 and 91; Commissioners Nasby and Wachal to represent Judicial Ditch 105; Commissioner Wachal to represent Joint County Ditch 350; Commissioner McClure to represent County Ditch 53 due to the ditches being in their represented territory or closest in proximity to their represented territory; and

WHEREAS, Judicial Ditches 11, 48, and 75 have a majority of the ditches in Jackson County and require three Jackson County Commissioners to represent these ditches; and

WEREAS, the Jackson County Auditor/Treasurer recommends Commissioners McClure, Wachal and Nasby to represent Judicial Ditches 11 and 48; and Commissioners Pohlman, Nasby and Wachal to represent Judicial Ditch 75 due to the ditches being in their represented territory or closest in proximity to their represented territory.

NOW, THEREFORE, BE IT RESOLVED that the Jackson County Drainage Authority hereby appoints Commissioners as listed above to the Joint County Drainage Boards between Jackson County and Martin County.

Duly Passed and Adopted this 3rd day of January 2023.

Jackson County Drainage Authority

Board Chair

ATTEST: _____
Kevin Nordquist, Auditor/Treasurer



Drainage Authority Request for Action
Agenda Item No. 2.4.

Requested Board Date: 1/3/2023

Agenda Type: Consent

Estimated Time: 2 minutes

Department: Auditor/Treasurer

Presenter: Kelly Rasche

Recommendation: Approve

Item: Appoint Joint Board Commissioners for Jackson/Nobles Joint Drainage Systems

Drainage Authority Action Request:

Approve Resolution 2023-03

Background & Comments:

Appoint Commissioners as listed:

Majority of Acres in Nobles County

Commissioner McClure JCD 10

Commissioner Eigenberg to JD 17 and 1

Commissioners McClure and Eigenberg to JD 4, 9, 76

Majority of Acres in Jackson County

Commissioners McClure, Eigenberg and Nasby to JD 13, 24

Commissioners Eigenberg, Pohlman and Nasby to JD 45

Commissioners Eigenberg, McClure, Pohlman and Wachal to JD 44

Attachments: Resolution 2023-03

Fiscal Impact: None

**** Requests must be received by the Administrator's Office by 12:00 p.m. the Wednesday that is a week PRIOR to the regularly scheduled board meeting. ****

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STATE OF MINNESOTA
COUNTY OF JACKSON

JACKSON COUNTY BOARD OF COMMISSIONERS SITTING AS
THE DRAINAGE AUTHORITY FOR JACKSON COUNTY

RESOLUTION #2023-03

WHEREAS, joint county ditches exist between Jackson County and Nobles County and require representation from both counties as a Joint County Drainage Board; and

WHEREAS, Judicial Ditches 4, 9, and 76 have a majority of the ditches in Nobles County and require two Jackson County Commissioners to represent these ditches; and

WHEREAS, Joint County Ditch 10, Judicial Ditches 1, and 17 each have a majority of the ditch in Nobles County and requires only one Jackson County Commissioner to represent it; and

WHEREAS, the Jackson County Auditor/Treasurer recommends Commissioners McClure and Eigenberg to represent Judicial Ditches 4, 9, and 76 due to the ditches being in their represented territory or closest in proximity to their represented territory; and recommends Commissioner Eigenberg to represent Judicial Ditch 17 and 1; and recommends Commissioner McClure to represent Joint County Ditch 10; and

WHEREAS, Judicial Ditches 13, 24 and 45 have a majority of the ditches in Jackson County and require three Jackson County Commissioners to represent these ditches; and

WHEREAS, the Jackson County Auditor/Treasurer recommends Commissioners McClure, Eigenberg and Nasby to represent Judicial Ditches 13 and 24; and recommends Commissioners Eigenberg, Pohlman and Nasby to Judicial Ditch 45 due to the ditches being in their represented territory or closest in proximity to their represented territory.

WHEREAS, Judicial Ditch 44 has a majority of the ditch and Jackson County and requires four Jackson County Commissioners to represent this ditch; and

WHEREAS, the Jackson County Auditor/Treasurer recommends Commissioners Eigenberg, McClure, Pohlman and Wachal represent Judicial Ditch 44 due to the ditch being their represented territory or closest in proximity to their represented territory.

NOW, THEREFORE, BE IT RESOLVED that the Jackson County Drainage Authority hereby appoints Commissioners as listed above to the Joint County Drainage Boards between Jackson County and Nobles County.

Duly Passed and Adopted this 3rd day of January, 2023.

Jackson County Drainage Authority

Board Chair

ATTEST: _____
Kevin Nordquist, Auditor/Treasurer