



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

Tuesday, January 20, 2026 9:00 A.M.

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

- 9:00 a.m. Call Board of Commissioners' Meeting to Order
- 1.1. Pledge of Allegiance
 - 1.2. Adoption of Agenda
- 9:01 a.m. New Employee Introductions
- 2.1. Informational – New Employee Introductions
- 9:05 a.m. Consent Agenda
- 3.1. Board Action – Approve January 6th, 2026 Board of Commissioner Regular Meeting Minutes
 - 3.2. Board Action – Approve Claims
 - 3.3. Resolution – Reappointment of the Jackson County Veterans Service Officer
 - 3.4. Board Action – SP 032-070-005 Final Payment
 - 3.5. Board Action – Extension Committee Appointments
 - 3.6. Board Action – Library Board Member Appointments
 - 3.7. Board Action – FSN Contract with Probation
 - 3.8. Board Action – Renewal of Tobacco Retail License
- Unscheduled County Administrator, Ryan Krosch
- 4.1. Board Action – Schedule Public Comment Meeting on the Deer Hunting Shotgun Zone Repeal
 - 4.2. Board Action – Repeal of Minnesota's Moratorium on Nuclear Energy Production
- Unscheduled Committee and Board Reports
- Unscheduled Closed Session – MN Statute 13D.03
- 5.1. Labor Negotiations Strategies

Unscheduled County Administrator, Ryan Krosch
6.1. Board Action – Law Enforcement Labor Services, Inc. Local No.
233 - Supervisor's Unit Labor Agreement

Adjourn Commissioners' Meeting

Unscheduled Call the Drainage Authority Meeting to Order

1.1. Adoption of Agenda

Consent Agenda

2.1. Board Action – Approve January 6th, 2026 Drainage Authority
Regular Meeting Minutes

Unscheduled Adjourn Drainage Authority Meeting



Request for Board Action
Agenda Item No. 2.1.

Requested Board Date: 01/20/2026

Agenda Type: Regular

Estimated Time: _____

Department: Sheriff/Emergency Mgmt

Presenter: Brandon Hendrickson

Recommendation: Informational

Item: New Employee Introductions

Board Action Request:

Background & Comments:

Delaney DeGroot, Jailer Dispatcher

Luis Roman, Jailer Dispatcher

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

PROCEEDINGS OF THE COUNTY BOARD OF JACKSON COUNTY, MINNESOTA

January 6, 2026

The Jackson County Board of Jackson, Minnesota met in regular session, in the Jackson County Courthouse, Commissioners’ Board Room, City of Jackson, Minnesota, on January 6, 2026. The following members of the Jackson County Board of Commissioners were present: Roger Pohlman, Phil Nasby, Don Wachal, Kent Bargfrede, and Larry Liepold. County Administrator, Ryan Krosch, County Attorney, Kristi Meyeraan, and Assistant to the Administrator, Brandi Bourquin were also in attendance.

CALL TO ORDER

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

Commissioner Pohlman called for nominations to serve as Chair of the Jackson County Board of Commissioners. **Motion was made by Commissioner Nasby and seconded by Commissioner Bargfrede** to nominate Commissioner Wachal to serve as Chair of the Board for calendar year 2026. Commissioner Pohlman asked three times for additional nominations. No other nominations were made. Motion carried unanimously.

Chair Wachal assumed the position of Board Chair and called for nominations for Vice Chair. **Motion was made by Commissioner Liepold and seconded by Commissioner Pohlman** to nominate Commissioner Nasby to serve as Vice Chair of the Board for calendar year 2026. Chair Wachal asked three times for additional nominations. No other nominations were made. Motion carried unanimously.

Motion was made by Commissioner Pohlman and seconded by Commissioner Bargfrede to adopt the agenda. The motion carried unanimously.

CONSENT AGENDA

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

Board Action 26-001 – Approve December 16, 2025 Board of Commissioner Regular Meeting Minutes.

Board Action 26-002 – Approve all Commissioner disbursements in accordance with Minnesota Statutes 130.01 subd. 4(b), recorded on warrants numbered 112374-112693 in the amount of \$6,733,516.45 for the following funds: Revenue, \$780,493.45; Public Works, \$297,549.75; Debt Service, \$2,031,040.64; 2013A GO Capital Improvement Bonds, \$1,199,473.40; Ditch, \$2,416,806.04; Insurance Trust, \$998.85; Library, \$6,818.47; and Taxes & Penalties, \$335.85. A detailed list of claims paid is available at the Auditor/Treasurer’s office upon request.

Vendor	Total
Us Bank St Paul	3,741,411.27
Peterson Sheet Metal, Inc	550,164.19
Nobles/County of	380,578.63
J&K Masonry	281,401.50
Master Electric Co, Inc	218,575.05
Svoboda Excavating Inc	213,750.00
Pietsch Construction, Inc	180,390.75
Northern Glass & Glazing, Inc	169,100.00
Minnkota Architectural Products Co., Inc	79,800.00
Patriot Erectors, Inc	74,513.72
M C C C Mi 33	57,796.44
Contegrity Group Inc	54,969.68
TOWMASTER	54,441.00
Red Rock Rural Water Systems	50,148.38

NAC Mechanical & Electrical Service	47,500.00
Jackson Co Auditor-Treasurer	47,303.47
Guardian Fleet Safety LLC	42,972.51
KLJ Engineering LLC	42,248.76
Tri-State General Contracting	36,274.07
Midstates Equipment & Supply, Inc.	31,607.50
New Century FS	26,089.22
Association Of Mn Counties	21,284.00
VAN PORK LLC	18,567.71
Asa Auto Plaza, Inc	18,433.97
Wagner/Ray Jr	15,485.04
Truck Center Companies West	15,113.03
Rinke Noonan, Ltd.	14,246.00
NEOGOV	12,542.04
Wold Architects And Engineers	12,247.38
Minnesota Energy Resources	12,057.42
Mn Dept Of Transportation	11,289.56
SafeAssure Consultants Inc	9,509.58
I & S Group Inc	9,505.50
H&H Aggregates LLC	9,060.09
S & J Cleaning	9,032.00
M & K Bridge Construction, Inc.	8,562.22
Motorola Solutions Inc	7,810.20
Advanced Correctional Healthcare, Inc	7,639.70
Guardian RFID	7,495.00
Bauer Built, Inc	7,411.64
Jackson/City Of	6,889.87
RT Vision, Inc.	5,590.89
Prime Ed Products, LLC	5,496.25
BeyondTrust Corporation	5,023.64
MISSISSIPPI HEADWATERS BOARD	5,000.00
Heron Lake Watershed District	4,991.70
Overhead Door Company of Mankato Inc	4,816.95
CliftonLarsonAllen LLP	4,200.00
LumenServe, Inc	4,176.00
Schaap Sanitation	4,139.62
Livewire Printing Co	3,913.58
H2Over Viewers LLC	3,501.04
Plan It Software LLC	3,150.00
Muske, Muske & Suhrhoff, LTD	3,080.12
Schneider Geospatial, LLC	2,951.25
Heat Tactical Team	2,826.06
NuWay - K&H Cooperative	2,762.40
Hallberg Engineering, Inc.	2,500.00
Brothers Fire & Security	2,483.02
Verizon Wireless	2,455.85
Rons Electric Inc	2,302.28
PETTIS, DARREL	2,132.76
Total Claims Over \$2000	6,692,711.50
98 Claims Under \$2000	40,804.95
Total Claims Submitted	6,733,516.45

Board Action 26-003 – Approve the Jackson County Board of Commissioners, Board of Equalization and Drainage Authority 2026 Regular Meeting Schedule.

Resolution 26-001 – Approve Publication of Transportation Project Bids on the Jackson County Website.

County of Jackson)
) SS.
 State of Minnesota)

Resolution No. 26-001

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.

Resolution 26-002 – Approving the Official 2026 Newspaper used for Publications and a Publication Agreement with Qualified Newspapers.

County of Jackson)
) SS.
State of Minnesota)

Resolution No. 26-002

APPROVING THE OFFICIAL 2026 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 2026.

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 2026.

BE IT FURTHER RESOLVED, the Jackson County Board of Commissioners approves entering into the 2026 Publication Agreement as presented.

Board Action 26-004 – Approve a satisfactory performance evaluation for County Administrator Ryan Krosch.

Resolution 26-003 – Approve Resolution Setting the Minimum Salary for the County Attorney and County Sheriff.

County of Jackson)
) SS.
State of Minnesota)

Resolution No. 26-003

SETTING THE MINIMUM SALARY FOR THE COUNTY SHERIFF AND COUNTY ATTORNEY

WHEREAS, Minnesota Statute 388.18 states at the January meeting prior to the first date on which applicants may file for the office of county attorney the county board shall set by resolution the minimum salary to be paid the county attorney for the term next following; and

WHEREAS, Minnesota Statute 387.20 states at the January meeting prior to the first date on which applicants may file for the office of county sheriff the county board shall set by resolution the minimum salary to be paid the county sheriff for the term next following; and

WHEREAS, applicants may file for the office of county attorney and county sheriff from May 19, 2026 until June 2, 2026 for a four-year term beginning January of 2027.

NOW, THEREFORE BE IT RESOLVED, the Jackson County Board of Commissioners sets the minimum annual salary for the county sheriff for the term beginning in 2027 at \$105,726.

BE IT FURTHER RESOLVED, the Jackson County Board of Commissioners sets the minimum annual salary for county attorney for the term beginning in 2027 at \$119,912

Board Action 26-005 – Approve 2026 Policy for the Electronic Transfer of Funds.

Resolution 26-004 – Delegate Authority for Electronic Funds Transfers to Kevin Nordquist, Jackson County Auditor/Treasurer and his designees and approve that his designees may accept payments of real property taxes by credit card and/or ACH provided a fee is charged for its use.

County of Jackson)
) SS.
State of Minnesota)

Resolution No. 26-004

DELEGATE AUTHORITY FOR ELECTRONIC FUNDS TRANSFERS

WHEREAS, Minnesota Statute 276.02 states that a County Board may, by resolution, authorize the Auditor/Treasurer and/or designees to accept payments of real property taxes by credit card provided that a fee is charged for its use. The fee must be commensurate with the costs assessed by the card issuer; and

WHEREAS, Minnesota Statute 471.38 allows for the use of electronic fund transfer as means of making various payments; and

WHEREAS, Electronic funds transfer is the process of value exchange via mechanical means without the use of checks, drafts, or similar negotiable instruments; and

WHEREAS, a local government may make an electronic funds transfer for the following:

1. For a claim for a payment from an imprest payroll bank account or investment of excess money;
2. For a payment of tax or aid anticipation certificates;
3. For a payment of contributions to pension or retirement funds;
4. For vendor payments; and
5. For payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund.

WHEREAS, the County Board shall annually delegate the authority to make electronic funds transfers to the County's Auditor/Treasurer or to his/her designee.

NOW THEREFORE BE IT RESOLVED, that the Jackson County Board delegates the authority to make electronic funds transfers to Kevin Nordquist, Jackson County Auditor/Treasurer and his designees. Also, that he and his designees may accept payments of real property taxes by credit card and/or ACH provided a fee is charged for its use.

NOW THEREFORE BE IT FURTHER RESOLVED, that the Deputy Auditor/Treasurer's will:

1. Provide a copy of this resolution to the disbursing bank;
2. Provide a list of all transaction actions made by electronic funds transfer to the county board at its next regularly scheduled meeting for auditor warrants or present a listing for approval before payment for commissioner warrants.

Board Action 26-006 – Approve Public Works fuel bid for 2026 to the lowest bidder, Staple's Oil of Windom, MN.

Board Action 26-007 – Approve the application for exempt permit for Jackson County Pheasants Forever, with no waiting period, for a raffle to be held at the Horse Barn Hunt Club on April 7, 2026.

Board Action 26-008 – Approve the MPCA Delegated County Feedlot Grant Agreement with Jackson County, and that Land Management Director Dan Bartosh is authorized to electronically sign the document on Jackson County's behalf.

The motion carried unanimously.

COMMISSIONERS

Motion was made by Commissioner Liepold and seconded by Commissioner Pohlman to table Resolution 26-005 – Approve Urging Repeal of Minnesota's Moratorium on Nuclear Energy Production. The motion carried unanimously.

COUNTY ADMINISTRATOR

Motion was made by Commissioner Liepold and seconded by Commissioner Bargfrede to adopt Board Action 26-009 – Authorize a per diem of \$80/day and a mileage rate the same as the Jackson County mileage rate for lay persons appointed to serve on boards and committees in 2026. The motion carried unanimously.

Motion was made by Commissioner Nasby and seconded by Commissioner Bargfrede to adopt Board Action 26-010 – Approve the 2026 Board/Committee Appointments and Per Diem Policy. The motion carried unanimously.

BOARD REPORTS

Commissioner Bargfrede reported on meetings/events involving Labor Relations & Personnel Committee and JD9.

Commissioner Liepold reported on meetings/events involving Heron Lake Watershed and GBERBA.

Commissioner Pohlman reported on meetings/events involving the Historical Society.

Commissioner Nasby reported on meetings/events involving Des Moines River Watershed Planning Partnership Policy Committee and Family Service Network.

Commissioner Wachal reported on meetings/events involving Labor Relations & Personnel Committee.

ADJOURN

Chair Wachal adjourned the meeting at 9:40 a.m.

JACKSON COUNTY BOARD OF COMMISSIONERS

Board Chair

ATTEST:

Ryan Krosch, County Administrator



Request for Board Action
Agenda Item No. 3.3.

Requested Board Date: 01/20/2026

Agenda Type: Consent

Estimated Time: _____

Department: Administrator

Presenter: Ryan Krosch

Recommendation: Approve

Item: Reappointment of the Jackson County Veterans Service Officer

Board Action Request:

Approve resolution reappointing Dustin Hunter as the Jackson County Veterans Service Officer effective 21, 2026.

Background & Comments:

State Statute 197.60 requires that county veterans service officers (CVSO) be appointed to four-year terms by a county board. Incumbent CVSO Dustin Hunter will be completing his current four-year term on February 20, 2026. Mr. Hunter has satisfactorily completed the duties and responsibilities of the CVSO position during his current term so I would recommend the County Board reappoint him as CVSO for another four-year term effective February 21, 2026.

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. 26-
REAPPOINTING THE JACKSON COUNTY VETERANS SERVICE OFFICER**

Whereas, Minnesota Statute 197.60 states the county board of any county shall appoint a county veterans service officer (CVSO) that is qualified under Minnesota Statute 197.601; and

Whereas, the term of the appointment shall be for four years; and

Whereas, incumbent CVSO Dustin Hunter will be completing his current four-year term on February 20, 2026; and

Whereas, Mr. Hunter has satisfactorily completed the duties and responsibilities of the CVSO position during his current term.

Now, Therefore, Be It Resolved, the Jackson County Board of Commissioners approves the reappointment of Dustin Hunter as the Jackson County CVSO effective February 21, 2026.

Jackson County Board of Commissioners'
Chair

ATTEST:

Ryan Krosch, County Administrator



Request for Board Action
Agenda Item No. 3.4.

Requested Board Date: 01/20/2026

Agenda Type: Consent

Estimated Time: _____

Department: Public Works/Parks

Presenter: _____

Recommendation: Approve

Item: SP 032-070-005 Final Payment

Board Action Request:

Approve final payment to MidwestContracting,LLC. If approved sign the certification of final acceptance resolution.

Background & Comments:

Construction of a Roundabout at the intersection of CSAH 29 and CSAH 34 in Wisconsin township.

Attachments: Final payment and certification of final acceptance resolution certification

Fiscal Impact: Federal and State Aid Funds

**** 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 Public Works

Phone (507) 847-2525
 53053 780th Street
 Jackson, Minnesota 56143

Contract Number: 2024-1
Final Pay Request Number: 8

Project Number	Project Description
S.P. 032-070-005	CSAH 29-CSAH 34 Roundabout


Contractor: Midwest Contracting, LLC 2948 271st Avenue Marshall, MN 56258	Vendor Number: 1236 Up To Date: 01/07/2026
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Contract Amount		Funds Encumbered	
Original Contract	\$1,637,142.20	Original	\$1,637,142.20
Contract Changes	\$203,946.00	Additional	N/A
Revised Contract	\$1,841,088.20	Total	\$1,637,142.20

Work Certified To Date	
Base Bid Items	\$1,417,259.67
Contract Changes	\$203,946.00
Material On Hand	\$0.00
Total	\$1,621,205.67

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Total Amount Paid To Date	Amount Paid This Request
\$0.00	\$1,621,205.67	\$0.00	\$1,621,205.67	\$1,621,205.67	\$0.00
Percent: Retained: 0%				Percent Complete: 88.06%	
Amount Paid this Final Pay Request: \$0.00					

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By

 Darrell Pettis
 Jackson County Engineer

Date: 1/14/2026

Approved By Midwest Contracting, LLC


 Contractor Date: 1-8-2026

Project No. : S.P. 032-070-005
Final Pay Request No. : 8
Contract No.: 2024-1

Certificate of Final Contract Acceptance
Final Voucher Number: 8

This is to certify that to the best of my knowledge, the items of work shown in the Statement of Work Certified herein have actually furnished in accordance with the Plans and Specifications. This Project has been completed in accordance with the Laws, Standards and Procedures of as they apply to projects in this category, and if applicable, approved by the Federal Highway Administration.

Dated _____ Signature _____ County/City/Project Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract, and agrees that the Final Value of Work Certified on this Contract is \$1,621,205.67 and agrees to the amount of \$0.00 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: Midwest Contracting, LLC

By Dennis Anderson

And _____ And _____ State of ,

Minnesota
On This 8th Day January, 2026, Before me appeared Dennis Anderson To me known to

(Individual Acknowledgment)

be the person who executed the foregoing Acceptance and Acknowledged that he/she executed the same as _____ free to act and deed

(Corporate Acknowledgment)

_____ And _____, to me personally known, who, being each by me duly sworn

each did say that they are respectively the _____ and _____ of the

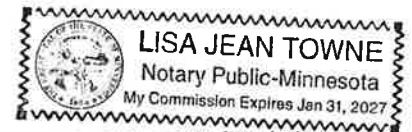
_____ Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

_____ and said _____ and _____

acknowledged said instrument to be the free act and deed of said Corporation.

Notarial My Commission as Notary Public in LYON County

Seal Expires January 31, 2027 Signature Lisa J. Towne



I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, the terms of the Contract is as shown in this Final Voucher.

This Contract is hereby accepted in accordance with the Specification 1516. Final acceptance of the Contract will be effective upon full Execution, by the Contractor and the Department, of the "Certificate of Final Acceptance" included with the Final Voucher.

Dated _____ Signature _____ District Engineer

Jackson County, MN Public Works
53053 780th St, Jackson, MN 56143
Contract No: 2024-1
Final Pay Request No. 8

**Jackson County
Certificate of Final Acceptance
Board Acknowledgment**

Contract Number: 2024-1
Contractor: Midwest Contracting, LLC
Date Certified: 1/07/2026
Payment Number: 8

Whereas; Contract No. 2024-1 has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of Jackson County and authorize final payment as specified herein.

State of _____

I, _____, Jackson County within and for said county do hereby certify that the foregoing resolution is a true and correct copy of the resolution on file in my office.

Dated this _____ day of _____, 20____

At _____,

Signed By _____

Jackson County, MN

(SEAL)

Project	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Total Amount Paid To Date	Amount Paid This Request
S.P. 032-070-005	\$0.00	\$1,621,205.67	\$0.00	\$1,621,205.67	\$1,621,205.67	\$0.00

Contract Payment Summary					
Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request	
1	2024-09-13	\$403,625.00	\$20,181.25	\$383,443.75	
2	2024-10-18	\$634,179.90	\$31,709.00	\$602,470.90	
3	2024-11-07	\$257,123.10	\$12,856.15	\$244,266.95	
4	2025-01-17	\$88,743.65	(\$50,909.68)	\$139,653.33	
5	2025-02-17	\$24,831.08	\$248.31	\$24,582.77	
6	2025-09-16	\$206,863.50	(\$14,085.03)	\$220,948.53	
7	2025-11-12	\$5,839.44	\$0.00	\$5,839.44	
8	2026-01-07	\$0.00	\$0.00	\$0.00	

Contract Funding Category Summary						
Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
Participating	1	\$1,621,205.67	\$0.00	\$1,621,205.67	\$0.00	\$1,621,205.67

Contract Funding Source Summary					
Accounting Number	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
1	Regular (CSAH)	\$0.00	\$1,841,088.20	\$1,637,142.20	\$1,621,205.67

Project Payment Summary					
Project	Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
S.P. 032-070-005	1	2024-09-13	\$403,625.00	\$20,181.25	\$383,443.75
S.P. 032-070-005	2	2024-10-18	\$634,179.90	\$31,709.00	\$602,470.90
S.P. 032-070-005	3	2024-11-07	\$257,123.10	\$12,856.15	\$244,266.95
S.P. 032-070-005	4	2025-01-17	\$88,743.65	(\$50,909.68)	\$139,653.33
S.P. 032-070-005	5	2025-02-17	\$24,831.08	\$248.31	\$24,582.77
S.P. 032-070-005	6	2025-09-16	\$206,863.50	(\$14,085.03)	\$220,948.53
S.P. 032-070-005	7	2025-11-12	\$5,839.44	\$0.00	\$5,839.44
S.P. 032-070-005	8	2026-01-07	\$0.00	\$0.00	\$0.00

Project Funding Category Summary						
Project	Funding Category Name	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
S.P. 032-070-005	Participating	\$1,621,205.67	\$0.00	\$1,621,205.67	\$0.00	\$1,621,205.67

Project Funding Source Summary					
Project	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
S.P. 032-070-005	1	\$0.00	\$1,841,088.20	\$1,637,142.20	\$1,621,205.67

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
S.P. 032-070-005	1	2021.501	MOBILIZATION	LUMP SUM	\$92,500.00	1	0	\$0.00	1	\$92,500.00
S.P. 032-070-005	2	2104.502	REMOVE BOX CULVERT END	EACH	\$450.00	2	0	\$0.00	2	\$900.00
S.P. 032-070-005	3	2104.502	REMOVE PIPE APRON	EACH	\$125.00	10	0	\$0.00	10	\$1,250.00
S.P. 032-070-005	4	2104.502	SALVAGE SIGN TYPE D	EACH	\$200.00	1	0	\$0.00	1	\$200.00
S.P. 032-070-005	5	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L F	\$7.00	101	0	\$0.00	101	\$707.00
S.P. 032-070-005	6	2104.503	REMOVE PIPE CULVERTS	L F	\$12.00	228	0	\$0.00	228	\$2,736.00
S.P. 032-070-005	7	2104.503	REMOVE CONCRETE BOX CULVERT	L F	\$65.00	45	0	\$0.00	45	\$2,925.00
S.P. 032-070-005	8	2104.604	SALVAGE BITUMINOUS PAVEMENT	SQ YD	\$4.00	8181	0	\$0.00	8181	\$32,724.00
S.P. 032-070-005	9	2105.507	COMMON EXCAVATION	C Y	\$8.85	13777	0	\$0.00	13777	\$121,926.45
S.P. 032-070-005	10	2105.507	SELECT GRANULAR BORROW (CV)	C Y	\$38.00	576	0	\$0.00	576	\$21,888.00
S.P. 032-070-005	11	2106.507	COMMON EMBANKMENT (CV)	C Y	\$4.35	12067	0	\$0.00	12067	\$52,491.45
S.P. 032-070-005	12	2118.509	AGGREGATE SURFACING CLASS 5	TON	\$40.00	466	0	\$0.00	0	\$0.00
S.P. 032-070-005	13	2123.510	2.0 CU YD SHOVEL	HOUR	\$245.00	12	0	\$0.00	4	\$980.00
S.P. 032-070-005	14	2211.509	AGGREGATE BASE CLASS 5	TON	\$22.00	8423	0	\$0.00	0	\$0.00
S.P. 032-070-005	15	2331.603	JOINT ADHESIVE	LIN FT	\$0.80	6140	0	\$0.00	6140	\$4,912.00

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
S.P. 032-070-005	16	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLONS	\$4.00	1549	0	\$0.00	1000	\$4,000.00
S.P. 032-070-005	17	2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (4,B)	TON	\$97.50	1103	0	\$0.00	1302.75	\$127,018.13
S.P. 032-070-005	18	2360.509	TYPE SP 12.5 WEARING COURSE MIX (4,F)	TON	\$116.50	2756	0	\$0.00	2407.88	\$280,518.02
S.P. 032-070-005	19	2451.507	FINE AGGREGATE BEDDING (CV)	C Y	\$40.00	106	0	\$0.00	106	\$4,240.00
S.P. 032-070-005	20	2451.507	COARSE AGGREGATE BEDDING (CV)	C Y	\$75.00	167	0	\$0.00	167	\$12,525.00
S.P. 032-070-005	21	2501.503	18" CS PIPE CULVERT	L F	\$365.00	6	0	\$0.00	6	\$2,190.00
S.P. 032-070-005	22	2501.502	18" RC PIPE APRON	EACH	\$1,150.00	1	0	\$0.00	1	\$1,150.00
S.P. 032-070-005	23	2501.502	24" RC PIPE APRON	EACH	\$1,275.00	2	0	\$0.00	4	\$5,100.00
S.P. 032-070-005	24	2501.502	72" RC PIPE APRON	EACH	\$5,750.00	2	0	\$0.00	2	\$11,500.00
S.P. 032-070-005	25	2501.511	18" CS PIPE CULVERT	LIN FT	\$75.00	198	0	\$0.00	198	\$14,850.00
S.P. 032-070-005	26	2501.503	24" RC PIPE CULVERT DES 3006 CL III	L F	\$175.00	86	0	\$0.00	164	\$28,700.00
S.P. 032-070-005	27	2501.503	72" RC PIPE CULVERT DES 3006 CL II	L F	\$850.00	72	0	\$0.00	72	\$61,200.00
S.P. 032-070-005	28	2503.503	18" RC PIPE SEWER DES 3006 CL III	L F	\$155.00	80	0	\$0.00	80	\$12,400.00
S.P. 032-070-005	29	2506.502	CASTING ASSEMBLY	EACH	\$850.00	2	0	\$0.00	2	\$1,700.00
S.P. 032-070-005	30	2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	L F	\$750.00	7	0	\$0.00	7	\$5,250.00

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
S.P. 032-070-005	31	2511.504	GEOTEXTILE FILTER TYPE 4	S Y	\$4.00	159	0	\$0.00	159	\$636.00
S.P. 032-070-005	32	2511.509	RANDOM RIPRAP CLASS III	TON	\$58.00	228	0	\$0.00	214.68	\$12,451.44
S.P. 032-070-005	33	2521.518	6" CONCRETE WALK	S F	\$7.50	9418	0	\$0.00	9418	\$70,635.00
S.P. 032-070-005	34	2521.518	7" CONCRETE WALK	S F	\$8.50	11647	0	\$0.00	11647	\$98,999.50
S.P. 032-070-005	35	2531.503	CONCRETE CURB & GUTTER DESIGN R424	L F	\$23.00	333	0	\$0.00	333	\$7,659.00
S.P. 032-070-005	36	2531.503	CONCRETE CURB & GUTTER DESIGN S524	L F	\$23.50	2347	0	\$0.00	2347	\$55,154.50
S.P. 032-070-005	37	2545.502	LIGHTING UNIT TYPE 9-40	EACH	\$4,000.00	8	0	\$0.00	8	\$32,000.00
S.P. 032-070-005	38	2545.502	LIGHT FOUNDATION DESIGN E	EACH	\$1,685.00	8	0	\$0.00	8	\$13,480.00
S.P. 032-070-005	39	2545.502	LIGHT FOUNDATION DESIGN P	EACH	\$1,650.00	1	0	\$0.00	1	\$1,650.00
S.P. 032-070-005	40	2545.502	SERVICE CABINET -TYPE L1	EACH	\$11,665.00	1	0	\$0.00	1	\$11,665.00
S.P. 032-070-005	41	2545.523	3" NON-METALLIC CONDUIT	LIN FT	\$19.00	150	0	\$0.00	150	\$2,850.00
S.P. 032-070-005	42	2545.503	UNDERGROUND WIRE 4/C 4 AWG	L F	\$17.00	5779	0	\$0.00	5779	\$98,243.00
S.P. 032-070-005	43	2554.602	GUIDE POST TYPE SPECIAL	EACH	\$100.00	5	0	\$0.00	5	\$500.00
S.P. 032-070-005	44	2563.601	TRAFFIC CONTROL	LUMP SUM	\$14,900.00	1	0	\$0.00	1	\$14,900.00
S.P. 032-070-005	45	2564.502	INSTALL SIGN TYPE D	EACH	\$2,400.00	1	0	\$0.00	1	\$2,400.00

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
S.P. 032-070-005	46	2564.618	SIGN	S F	\$100.00	419	0	\$0.00	419	\$41,900.00
S.P. 032-070-005	47	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$125.00	2	0	\$0.00	2	\$250.00
S.P. 032-070-005	48	2573.502	CULVERT END CONTROLS	EACH	\$60.00	5	0	\$0.00	6	\$360.00
S.P. 032-070-005	49	2573.503	SILT FENCE, TYPE HI	L F	\$3.15	200	0	\$0.00	0	\$0.00
S.P. 032-070-005	50	2573.503	SEDIMENT CONTROL LOG TYPE COMPOST	L F	\$3.00	1114	0	\$0.00	820	\$2,460.00
S.P. 032-070-005	52	2574.505	SUBSOILING	ACRE	\$100.00	0.8	0	\$0.00	0.8	\$80.00
S.P. 032-070-005	53	2574.505	SOIL BED PREPARATION	ACRE	\$100.00	4.5	0	\$0.00	4.5	\$450.00
S.P. 032-070-005	54	2574.508	FERTILIZER TYPE 3	LB	\$0.85	1145	0	\$0.00	1100	\$935.00
S.P. 032-070-005	55	2575.504	ROLLED EROSION PREVENTION CATEGORY 20	SY	\$1.70	778	0	\$0.00	822	\$1,397.40
S.P. 032-070-005	56	2575.505	SEEDING	ACRE	\$125.00	4.5	0	\$0.00	4.5	\$562.50
S.P. 032-070-005	57	2575.505	DISK ANCHORING	ACRE	\$60.00	4.5	0	\$0.00	4.5	\$270.00
S.P. 032-070-005	58	2575.505	WEED SPRAYING	ACRE	\$50.00	2.4	0	\$0.00	0	\$0.00
S.P. 032-070-005	59	2575.506	WEED SPRAY MIXTURE	GAL	\$50.00	1.3	0	\$0.00	0	\$0.00
S.P. 032-070-005	60	2575.508	SEED MIXTURE 25-141	LB	\$3.40	79	0	\$0.00	93	\$316.20
S.P. 032-070-005	61	2575.508	SEED MIXTURE 25-151	LB	\$3.40	33	0	\$0.00	89	\$302.60

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
S.P. 032-070-005	62	2575.508	SEED MIXTURE 33-261	LB	\$23.85	10	0	\$0.00	10	\$238.50
S.P. 032-070-005	63	2575.508	SEED MIXTURE 35-241	LB	\$13.25	95	0	\$0.00	109.5	\$1,450.88
S.P. 032-070-005	64	2575.509	MULCH MATERIAL TYPE 1	TON	\$210.00	3.2	0	\$0.00	3.2	\$672.00
S.P. 032-070-005	65	2575.509	MULCH MATERIAL TYPE 3	TON	\$230.00	5.8	0	\$0.00	7.57	\$1,741.10
S.P. 032-070-005	66	2582.503	MOBILE RETROREFLECTOMETER MEASUREMENTS	L F	\$0.20	9322	0	\$0.00	0	\$0.00
S.P. 032-070-005	67	2582.503	4" SOLID LINE PAINT (WR)	L F	\$1.50	3152	0	\$0.00	3152	\$4,728.00
S.P. 032-070-005	68	2582.503	6" SOLID LINE PAINT (WR)	L F	\$2.00	5609	0	\$0.00	5609	\$11,218.00
S.P. 032-070-005	69	2582.503	12" SOLID LINE PAINT GR IN (WR)	L F	\$23.00	100	0	\$0.00	100	\$2,300.00
S.P. 032-070-005	70	2582.503	24" SOLID LINE PAINT GR IN (WR)	L F	\$26.00	179	0	\$0.00	179	\$4,654.00
S.P. 032-070-005	71	2582.503	4" BROKEN LINE PAINT GR IN (WR)	L F	\$2.00	282	0	\$0.00	282	\$564.00
S.P. 032-070-005	72	2582.503	4" DBL SOLID LINE PAINT GR IN (WR)	L F	\$3.00	1825	0	\$0.00	1825	\$5,475.00
S.P. 032-070-005	73	2582.503	MOBILE RETROREFLECTOMETER MEASUREMENTS	L F	\$3,500.00	1	0	\$0.00	0	\$0.00
S.P. 032-070-005	74	2582.618	PAVEMENT MARKING SPECIAL	S F	\$19.00	170	0	\$0.00	170	\$3,230.00
Base Bid Totals:								\$0.00		\$1,417,259.67

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
S.P. 032-070-005		\$0.00	\$1,417,259.67

Contract Change Item Status												
Project	CC	CC#	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
S.P. 032-070-005	CO	1	75	2104.501	Placement of salvaged Bituminous and aggregate base.	Lump sum	\$203,946.00	1	0	\$0.00	1	\$203,946.00
Contract Change Totals:										\$0.00		\$203,946.00

Contract Total	\$1,621,205.67
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Contract Change Totals			
Number	Description	Amount This Request	Amount To Date
1	Placement of salvaged Bituminous and Aggregate base.	\$0.00	\$203,946.00

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining



Request for Board Action
Agenda Item No. 3.5.

Requested Board Date: 01/06/2026

Agenda Type: Consent

Estimated Time: _____

Department: Administrator

Presenter: Ryan Krosch

Recommendation: Approve

Item: Extension Committee Appointments

Board Action Request:

Approve reappointment of Angela Hinkeldey and Curt Chergosky to the Jackson County Extension Committee for three-year terms effective January 1, 2026.

Background & Comments:

Recommended Extension Committee member appointments were not finalized for the January 6 meeting where committee and board appointments were made. The recommendation is to approve reappointment of Angela Hinkeldey and Curt Chergosky to the Jackson County Extension Committee for three-year terms effective January 1, 2026.

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. 3.6.

Requested Board Date: 01/06/2026

Agenda Type: Consent

Estimated Time: _____

Department: Administrator

Presenter: Ryan Krosch

Recommendation: Approve

Item: Library Board Member Appointments

Board Action Request:

Approve appointment of Barb Bakalyar (Commissioner District 3) and re-appointment of Kristy Thurmer (Commissioner District 4) to the Jackson County Library Board for three-year terms effective January 1, 2026.

Background & Comments:

Recommended Library Board member appointments were not finalized for the January 6 meeting where committee and board appointments were made. The recommendation is to approve appointment of Barb Bakalyar (Commissioner District 3) and re-appointment of Kristy Thurmer (Commissioner District 4) to the Jackson County Library Board for three-year terms effective January 1, 2026.

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. 3.7.

Requested Board Date: 01/20/2026

Agenda Type: Consent

Estimated Time: _____

Department: Probation

Presenter: Emily Martin

Recommendation: Approve

Item: FSN Contract with Probation

Board Action Request:

Approve personal/professional service agreement between FSN (Family Service Network) and Jackson County Probation.

Background & Comments:

For the last several years, the Probation office and the County Attorney's office shared a contract with FSN for a support staff position to assist both office's in clerical duties (12 hours with the Attorney's office and 8 with probation weekly). The County Attorney's office is no longer needing this service and has declined the contract. The Probation office would greatly benefit from having a support staff assist in these daily clerical duties and would contract with FSN for 20 hours per week.

Attachments: Contract

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

Personal/Professional Service Agreement

THIS AGREEMENT is made and entered into by and between the County of Jackson, Minnesota (County), through the Jackson County Probation (formerly Court Services Office) (Department), 405 Fourth St., Jackson, Mn 56143, and Family Services Network (Contractor), 405 4th St., Bldg. 4, Jackson MN 56143.

RECITALS

WHEREAS, the County, through the Department, wishes to purchase the services of Contractor as an Administrative Assistant for Jackson County Probation Office; and

WHEREAS, there are funds available for the purchase of these services. Jackson County Probation Office shall be billed for the hours that they use of the Administrative Assistant's contracted time;

NOW, THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the County, through the Department, and the Contractor Agree as follows:

1) Term and Cost of the Agreement

The Contractor agrees to furnish services on behalf of the County during the period of January 1, 2026, through December 1, 2026.

The Contractor shall be paid an hourly rate of \$23.10 and each month shall have a base cost of \$216.88 to account for vacation and holiday pay. The cost of this Agreement shall not exceed \$27,000.00 total.

2) Services to be Provided

- A. Up to 20 hours of contracted work per scheduled work week to include the following;
- B. Jackson County Probation Office Duties
 1. Performs the system administrator responsibilities for various data and reporting systems.
 - 1.1 Serves as Systems Administrator for the Court Services Tracking System (CSTS), assuming responsibility for all aspects of this system including entering and maintaining all data, generating system reports, linking data to other state systems, ensuring agency compliance with state requirements and training agents on the system updates.
 2. Performs general administrative functions.
 - 2.1 Develops and prepares Court Orders for Judicial signature;
 - 2.2 Types court reports, correspondence, memoranda, appointment notes, and other materials for Jackson County Probation;

- 2.3 Answer telephone, greet public, clients, and professionals referring them to appropriate areas;
 - 2.4 Schedules appointments and calendar all court hearings;
 - 2.5 Process all incoming documents and mail, referring on to the appropriate area;
 - 2.6 Prepares and maintains all file folders, including all necessary documents according to Court orders.
3. Performs other duties as assigned.

3) Payment for Services

Payment for services shall be made directly to the Contractor after completion of services upon the presentation of a claim in the manner provided by law for payment of claims against the County. Each month shall have a base cost of \$216.88 for the the Jackson County Probation Office to account for vacation and holiday pay. County Office shall then only pay actual hours worker per office in additional to the base amount per month. The hours shall be paid at a rate of \$23.10 per hour.

4) Independent Contractor Status

That at all times and for all purposes hereunder, Contractor shall be an independent contractor and is not an employee of the County for any purpose. No statement contained in this Agreement shall be construed so as to find Contractor to be an employee of the County, and Contractor shall not be entitled to any of the rights, privileges, or benefits of employees of the County of Jackson, including but not limited to, worker's compensation, health/death benefits, and indemnification for third-party personal injury/property damage claims;

Contractor acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due Contractor and that it is Contractor's sole obligation to comply with the applicable provisions of all Federal and State Tax laws; and

Contractor is responsible for hiring sufficient workers to perform the services/duties required by this contract, withholding their taxes, and paying all other employment tax obligations on their behalf.

5) Indemnification and Insurance

Each party shall be responsible for the supervision and actions of the Administrative Assistant while the Administrative Assistant is scheduled with and performing Work for that party. Each party agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney fees which the other, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the party, its agents, servants or employees, in the execution, performance or failure to adequately perform its obligations pursuant to this Contract.

The parties each agree that in order to protect itself as well as the other parties under the indemnity provision set forth above, they will at all times during the term of this

contract keep in force:

- a) General Liability Insurance Policy, with minimum limits of liability as follows:
 1. \$3,000,000 Aggregate
 2. \$3,000,000 Products and Completed Operations Aggregate
 3. \$1,500,000 Personal Injury and Advertising Injury
 4. \$1 Each Occurrence
 5. \$ 100,000 Fire Damage Limit
 6. \$5,000 Medical Expenses

Excess umbrella liability coverage may be used to reach the minimum limits.

- b) Contractor shall keep in place Workers Compensation Insurance as required by law.
- c) The parties hereby expressly state that they do not waive any limitations for claims set forth in Minn. Stat. Ch. 466.

6) Data Practices

All data collected, created, received, maintained, or disseminated for any purposes by the activities of Contractor 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.

Contractor agrees to abide by the applicable provisions of the Minnesota Data Practices Act in Minnesota Statutes Chapter 13, HIPAA requirements and all other applicable state or federal rules, regulations or orders pertaining to privacy and/or confidentiality.

7) Records-Availability and Retention

Pursuant to Minn. Stat. 16C.05, subd. 5, the Contractor agrees that the County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the Contractor and involve transactions relating to this Agreement.

Contractor agrees to maintain these records for a period of six years from the date of termination of this Agreement.

8) Merger and Modification

- a) It is understood and agreed that the entire Agreement between the parties is contained here and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.

- b) Any material alterations, variations, modifications, or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing as an amendment and signed by the parties.
- c) This Agreement specifically supersedes and replaces the agreement between Jackson County Probation Office and Family Services Network for professional services signed on 12/4/2024.

9) Default and Cancellation

- a) If the Contractor fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement, this shall constitute default.

Unless the Contractor's default is excused, the County, through the Department, may, upon written notice, immediately cancel this Agreement in its entirety.

- b) This Agreement may be cancelled with or without cause by either party upon thirty days; written notice.

10) Subcontracting and Assignment

Contractor 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. Neither party may assign, delegate or otherwise transfer this agreement or any of its rights or obligations hereunder without the prior written consent of the other parties.

11) Nondiscrimination

During the performance of this Agreement, the Contractor and County agrees to the following:

No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits for be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination.

12) Counterparts

This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

FAMILY SERVICE NETWORK

Angie Titus

Angie Titus, FSN Director

Emily Martin

Emily Martin, Jackson County
Probation Director

Date: 2026-01-09

Date: 2026-01-09

Jackson County Board Chair

Date: _____

Audit trail

Details

FILE NAME Personal Professional Service Agreement - FSN Contract.docx - 1/9/26, 9:05 AM

STATUS ● Signed

STATUS TIMESTAMP 2026/01/09
16:15:12 UTC

Activity



SENT

emily.martin@co.jackson.mn.us **sent** a signature request to:

- Angie Titus (angie.titus@co.jackson.mn.us)
- Emily Martin (emily.martin@co.jackson.mn.us)

2026/01/09
15:06:11 UTC



SIGNED

Signed by Emily Martin (emily.martin@co.jackson.mn.us)

2026/01/09
15:18:05 UTC



SIGNED

Signed by Angie Titus (angie.titus@co.jackson.mn.us)

2026/01/09
16:15:12 UTC



COMPLETED

This document has been signed by all signers and is **complete**

2026/01/09
16:15:12 UTC

The email address indicated above for each signer may be associated with a Google account, and may either be the primary email address or secondary email address associated with that account.



Request for Board Action
Agenda Item No. 3.8.

Requested Board Date: 01/20/2026

Agenda Type: Consent

Estimated Time: _____

Department: Auditor/Treasurer

Presenter: _____

Recommendation: Approve

Item: Renewal of Tobacco Retail License approval for 2026

Board Action Request:

Request to approve or deny Retailer's License for Sale of Tobacco for Jackson Tobacco LLC effective January 20, 2026 to December 31, 2026.

Background & Comments:

Business has had tobacco license in past and there were no violations last year.

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. 4.1.

Requested Board Date: 01/20/2026

Agenda Type: Regular

Estimated Time: 5 minutes

Department: Administrator

Presenter: Ryan Krosch

Recommendation: Approve

Item: Schedule Public Comment Meeting on the Deer Hunting Shotgun Zone Repeal

Board Action Request:

Approve a special meeting on February 17, 2026 at the Jackson Library at a time TBD to take public comment on the deer hunting shotgun zone repeal.

Background & Comments:

The Minnesota deer hunting shotgun zone was repealed by the State Legislature as of January 1st, 2026. This repeal allows for the use of all legal firearms in the former deer hunting shotgun zone.

Starting January 1st, 2026, counties may accept the shotgun zone repeal or adopt a shotgun only ordinance. Jackson County was located in the former deer hunting shotgun zone.

The attached notice would schedule a special meeting to take public comments on this matter.

Attachments: Meeting notice, AMC handout on the shotgun zone repeal

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 OF COMMISSIONERS SPECIAL MEETING

SPECIAL MEETING NOTICE - NOTICE OF UPCOMING PUBLIC COMMENT MEETING ON DEER HUNTING SHOTGUN ZONE REPEAL

The Jackson County Board of Commissioners will hold a special meeting for the purpose of taking public comment on the State of Minnesota's repeal of the deer hunting shotgun zone.

Background:

- The Minnesota deer hunting shotgun zone was repealed by the State Legislature as of January 1st, 2026. This repeal allows for the use of all legal firearms in the former deer hunting shotgun zone.
- Starting January 1st, 2026, counties may adopt ordinances that restrict certain firearms during the deer hunting season. Jackson County is seeking public comment on accepting the shotgun zone repeal or adopting a shotgun only ordinance.

Public comment options:

1. Oral comments will be heard on Tuesday, February 17, 2026 at _____ a.m./p.m. at the Jackson Library, 311 3rd Street, Jackson, MN. Comments will be limited to three minutes or less.
2. Written comments may be submitted by email to county.administrator@co.jackson.mn.us or by mail to Jackson County Administrator, 405 Fourth Street, Jackson, MN 56143.

No official action of the County Board will be taken at this special meeting.



The Law Change

JANUARY 1,
2026

Shotgun Zone Repealed:

The statewide Shotgun Zone will be repealed as of January 1, 2026.

County Authority Begins:

Starting January 1, 2026, counties may adopt ordinances that restrict certain firearms during the deer hunting season.



MARCH 1,
2026

DNR Notification Requirement:

By March 1, 2026, the Minnesota Department of Natural Resources (DNR) will notify counties of their option to pass a restrictive ordinance and provide a model ordinance.

The DNR has indicated they plan to distribute this notice in the coming months.

County Ordinances

If a county passes a shotgun-only ordinance, it will remain in effect until the county repeals or amends it.

- No annual renewals or special state approval processes are required.
- Counties should follow their standard ordinance process, including public input.

Enforcement:

- DNR Conservation Officers will enforce shotgun-only ordinances passed under this authority.
- They will not enforce more restrictive or confusing ordinances (e.g., restrictions on caliber, ammunition type, or pistols). Enforcement would instead fall to the County Sheriff.

Communication & Notification

State (DNR):

- Counties are not required to notify the DNR, but are strongly encouraged to do so.
- Notification by May 1 of the year enacted ensures inclusion in the DNR Hunting Regulations booklet and on their website.
- A similar May 1 deadline applies if a county repeals an ordinance to have the information updated in these documents.

Public:

- The DNR will post county firearm restrictions on its website and regulations materials.
- Hunters will NOT be automatically notified when purchasing a license.
- In areas where hunting zones may be split across county lines, local awareness efforts are especially important.



Request for Board Action
Agenda Item No. 4.2.

Requested Board Date: 01/20/2026

Agenda Type: Regular

Estimated Time: 15 minutes

Department: Administrator

Presenter: Ryan Krosch

Recommendation: TBD by Board

Item: Repeal of Minnesota's Moratorium on Nuclear Energy Production

Board Action Request:

- Consensus or vote that the Nuclear Energy Moratorium agenda item is in/not in compliance with the Jackson County Policy for Requested Resolutions and Proclamations and should be/should not be considered by the Board.

Background & Comments:

In October, Sherburne County sent a letter to all Minnesota counties asking each to support a repeal of Minnesota's moratorium on nuclear power generation. The Jackson County Board discussed and tabled the request at the December 16, 2025 and January 6, 2026 meetings.

To bring a resolution to this request, I would recommend the following for the County Board:

- Determine if the request is in/not in compliance with the Jackson County Policy for Requested Resolutions and Proclamations. If not, the item will no longer appear on the agenda.

- If a majority of the Board determines this request complies with our Resolution Policy and should be considered by the Board, is there additional information you need to make a decision on the attached nuclear moratorium resolution. If more information is needed, someone from the MN Rural Electric Association has offered to present to the Board on the subject.

Attachments: Policy for requested resolutions and proclamations, 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

Jackson County Policy for Requested Resolutions and Proclamations

The Jackson County Board is a nonpartisan body that does not advocate for positions or policies that do not have a direct, definite and explicit relationship to the County's programs, services, policies, or budgets. This policy provides the County Administration with guidelines in responding to requests for resolutions and proclamations. It outlines, in general, the reasons for Board proclamations and resolutions.

Proclamations and resolutions may be considered by the County Board for:

Ceremonial Proclamations and Resolutions are documents signed by the Board Chair and issued for:

- Public awareness
- Arts and cultural celebrations
- Special honors

Resolutions:

1. Resolutions for the County Board to take affirmative action on an item of County business such as:

- Approval of the annual budget and levy
- Approval of ordinances
- Approval of commissioner's salaries, approval of official newspaper, approval of official website, and other annual requirements
- Establishing or dissolution of Joint Powers Agreements
- Enacting a State of Emergency
- Other actions required by State or Federal law or policy

2. Statements to Influence State and Federal Policy:

- Resolutions about State and Federal policy that are directly and explicitly related to the County budget, programs and services. For example, issues of importance raised by the Association of Minnesota Counties and the National Association of Counties, and funding of local projects and initiatives.

Proclamations and resolutions will not be issued for:

- Issues in which the County Board is not required by Federal law or policy, State law or policy, or local law or policy to act upon unless identified above. Examples of proclamations and resolutions that will not be considered by the County Board include, but are not limited to, the following:
 - Expressing an opinion on matters of political or ideological controversy

- Expressing an opinion on issues generally identified and known as supported by one political party and/or opposed by a political party
- Expressing an opinion or position on topics that have no direct, definite and explicit relationship to the County's programs, services, policies, or budgets
- Events or organizations with no explicit and definite relationship to the County's programs, services, policies, or budgets
- Campaigns or events contrary to County policies

Administration of the Guidelines:

Requests for County Board action on a resolution or proclamation will be processed by the County Administrator. The County Administrator will apply the guidelines of this policy and provide a reply to the requestor. This policy or the administration of this policy does not prevent anyone from being heard. Anyone may be heard by the County Board through contacting a Board Member or appearing before the Board at a scheduled open forum.

Approved and adopted by the Jackson County Board this 2nd day of November, 2021.



Jim Eigenberg, Board Chair

Attest:



Ryan Krosch, County Administrator

County of Jackson)
) **SS.**
State of Minnesota)

**Resolution No. 26-
Urging Repeal of Minnesota's Moratorium on Nuclear Energy Production**

WHEREAS, while national, state, and regional electrical demand has been historically stable or declining, recent trends in electrification, economic development, and technology demand have resulted in projected increase in electrical power needs; and

WHEREAS, reliance on carbon free-based energy production continues to increase and dependence on traditional fossil fuel-based energy production continues to decrease, despite significant concern over reliable baseline and peak demand energy; and

WHEREAS, in 2023, Minnesota's Renewable Energy Standard statute was amended to include adding a carbon-free standard that requires electric utilities to provide 100% carbon-free electricity by 2040, leading the nation with such an ambitious goal; and

WHEREAS, nuclear energy is uniquely positioned to address America's energy challenges through generation of carbon-free electricity, with a record of over 70 years of safe operation and storage - all with significant federal and state oversight; and

WHEREAS, nuclear energy already generates roughly half of Minnesota's current carbon-free electricity, with nuclear plants safely operating in Minnesota for over 50 years, providing decades of carbon-free affordable electricity for families and businesses; and

WHEREAS, a new generation of advanced nuclear technology offers enhanced safety features, flexibility in siting, and a smaller footprint, making them ideal for future energy needs; and

WHEREAS, thirty-three nations have now pledged to triple nuclear power by 2050, with America leading the charge, all while Minnesota – with a world-class engineering talent and manufacturing base - is the only state with an outright moratorium on all new nuclear reactor construction; and

WHEREAS, lifting this 30-year-old moratorium is the first step in securing the affordable, clean, and reliable energy Minnesotans needs, especially as the state undertakes its energy transition to meet the 100% carbon-free electricity goals while ensuring reliable baseload power; and

WHEREAS, under the umbrella of the Minnesota Nuclear Energy Alliance (MNEA), a diverse coalition of Minnesota governments, businesses, utilities, labor unions, and environmental advocates is calling on state lawmakers to lift Minnesota's 30-year-old moratorium on new nuclear power development.

NOW, THEREFORE, BE IT RESOLVED, that the Jackson County Board of Commissioners does hereby support the repeal of Minnesota's moratorium on nuclear energy production.

BE IT FURTHER RESOLVED, that, the Jackson County Board of Commissioners urges the Minnesota Governor, State Legislature, and regulatory agencies to accelerate soonest reconsideration of the Minnesota moratorium.

Adopted by the _____ County Board of Commissioners on this _____ day of _____, 2025.

By and on behalf of the _____ County Board of Commissioners:

Hon. xx, 2025 Chair, Board of Commissioners

Attest:

xx, County xx



Request for Board Action
Agenda Item No. 5.1.

Requested Board Date: 01/20/2026

Agenda Type: Regular

Estimated Time: 10 minutes

Department: Administrator

Presenter: Ryan Krosch

Recommendation: Approve

Item: Closed Meeting - Labor Negotiations Strategies

Board Action Request:

Approve conducting a closed meeting to discuss labor negotiation strategies.

Background & Comments:

Minnesota Statute 13D.03 allows the governing body of a public employer to hold a closed meeting to discuss labor negotiation strategies. The County has three labor contracts that expired at the end of 2025.

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. 6.1.

Requested Board Date: 01/20/2026

Agenda Type: Regular

Estimated Time: 2 minutes

Department: Administrator

Presenter: Ryan Krosch

Recommendation: Approve

Item: Law Enforcement Labor Services, Inc. Local No. 233 - Supervisor's Unit Labor Agreement

Board Action Request:

Approve Law Enforcement Labor Services, Inc. Local No. 233 - Supervisor's Unit Labor Agreement as presented effective January 1, 2026 to December 31, 2027.

Background & Comments:

The County Labor Negotiations Committee and Law Enforcement Labor Services, Inc. (LELS) Local No. 233 - Supervisor's Unit in the Sheriff's Office have reached a tentative agreement for a new labor agreement effective January 1, 2026 to December 31, 2027.

Attachments: Labor Agreement

Fiscal Impact: Salary increases for 2026 are in the 2026 budget

**** 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



AGREEMENT
BETWEEN
COUNTY OF JACKSON
AND
LAW ENFORCEMENT LABOR SERVICES, INC.
(LOCAL NO. 233)
Supervisor's Unit

January 1, 2026 to December 31, 2027

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ARTICLE 1. PURPOSE OF AGREEMENT

- 1.1. This Agreement (hereinafter referred to as Agreement) is entered into between Jackson County, Minnesota (Employer), and Law Enforcement Labor Services, Incorporated (LELS). Both parties, through this Agreement, agree to continue their dedication to the highest quality of public service. In furtherance of that goal, the parties express that the intent and purpose of this Agreement is to:
 - A. Express in written form the complete Agreement between the parties on hours, wages, and other conditions of employment and to specify the duration of this Agreement;
 - B. Establish orderly procedures for the resolution of disputes concerning the interpretation and/or application of the provisions set forth in this Agreement;
 - C. Specify the full and complete understanding of the parties; and,
 - D. Insure against any interruptions of work and interference with the efficient and effective rendering of services to the public.

ARTICLE 2. RECOGNITION

- 2.1. All essential supervisory employees of the Jackson County Sheriff Department who are public employees within the meaning Minn. § 179A.03 Subd. 14, including Sergeant, Jail/Dispatch Administrator, Jail/Dispatch Supervisor excluding confidential and all other employees.
- 2.2. In the event the Employer and LELS are unable to agree as to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination.

ARTICLE 3. DEFINITIONS

- 3.1. LELS: Law Enforcement Labor Services, Incorporated.
- 3.2. Employer: Jackson County.
- 3.3. Employee: A member of the exclusively recognized bargaining unit as defined in Article 2, Section 2.1 herein.
- 3.4. Employer Seniority: Length of continuous service with Employer from last date of hire.
- 3.5. Job Class Seniority: Length of service in any job classification covered by the Agreement.
- 3.6. Days: Unless otherwise indicated, means calendar days.
- 3.7. Lay-Off: Separation from service with the Employer by lay-off.
- 3.8. Promotion: A change of an employee from a position in one job classification to a position in another job classification within the bargaining unit.

- 3.9. Transfer: A change of employee from one position to another position in the same compensation range.
- 3.10. Probationary Period: The first one thousand and forty (1040) hours of service for an employee promoted from a position within the Jackson County Sheriff's Office, and the first two thousand and eighty (2080) hours for an employee hired from outside of the Jackson County Sheriff's Office, inclusive of paid leave, excluding all overtime hours.
- 3.11. Base Pay Rate: The employee's hourly or monthly pay rate exclusive of overtime pay or any special allowances. Base pay rate for full-time employees is calculated on an annual work schedule of fifty-two (52) forty (40) hour weeks, totaling two thousand and eighty (2,080) hours.
- 3.12. Emergency: A crisis situation or condition which may be reasonably, expected to endanger life or property as defined by the County of Jackson.
- 3.13. Pyramiding: The duplication of payments for the same hours of work.
- 3.14. Leave of Absence: An approved absence from work duty during a scheduled work period with or without compensation.

ARTICLE 4. UNION SECURITY

- 4.1. In recognition of LELS as the Exclusive Representative:
 - A. The Employer shall deduct an amount sufficient to provide the payment of regular dues established by LELS from the wages of all employees authorizing, in writing, such deduction in a form mutually agreed upon by the Employer and LELS.
 - B. The Employer shall remit such deductions monthly to the appropriate designated officer of LELS with a list of the names of the employees from whose wage's deductions were made; and
 - C. LELS shall certify to the Employer, in writing, the current amount of regular dues to be withheld.
- 4.2. LELS agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders of judgments brought or issued against the Employer under all provisions of this Article, and under provisions of Minn. § 179A.06, subdivision 3, relating to "fair share."
- 4.3. LELS may designate no more than two (2) employees from the bargaining unit to act as steward and shall, within five (5) days of such designation, certify to the employer in writing of such choice, and the designation of successors to a former steward.
 - A. The Employer agrees to recognize any steward certified by LELS as provided in this Section subject to the following stipulations:

1. LELS may designate an employee from the bargaining unit to act as representative and shall inform the Employer of such choice and of any changes in designation in writing.
 2. The steward and other LELS officers who are County employees shall not leave their work stations without prior permission of their designated supervisors and they shall notify their designated supervisors upon return to their work station. Permission to leave a work station for union business will be limited to the investigation and presentation of grievances.
 3. The Employer agrees to allow the others and representatives of the bargaining unit reasonable time off and leaves of absence, with prior approval of the Employer and without pay, for the purpose of conducting LELS business when such time off will not unduly interfere with the operations of the department.
- B. Non-employee representatives of LELS previously certified to the Employer as provided herein shall be permitted to come on the premises of the employer for the purpose of investigating grievances provided the LELS representative does not interfere with the work of employees. LELS agrees there shall not be solicitation for membership, signing up of members, collection of initiation fees, dues, fines or assessments, meetings or other LELS activities on the employee's work time.
- 4.4. The Employer agrees not to enter into any agreement with employees, individually or collectively, or with any other organization; concerning the terms and conditions of employment for employees in the bargaining unit covered by this Agreement, which in any way conflicts with the provisions of this Agreement.
 - 4.5. The Employer agrees to provide electronic copies of work rules and regulations to employees.
 - 4.6. The Employer agrees to make space available in the Law Enforcement Center on a bulletin board for the posting of union notice(s).

ARTICLE 5. EMPLOYER AUTHORITY

- 5.1. It is recognized by both parties that except as expressly stated herein, the Employer shall retain whatever rights and authority necessary to operate and direct the affairs of the Jackson County Sheriff's Office in all of its various aspects, including, but not limited to, the right to direct the working forces; to plan, direct and control all the operations and services of the office, to determine the methods, means, organization and number of personnel by which such operations and services are being conducted; to assign and transfer employees; to schedule working hours and to assign overtime as equally as practicable; to determine whether goods or services should be made or purchased; to hire, promote, suspend, discipline, discharge or relieve employees due to lack of work or other legitimate reasons, to make and enforce rules and regulations; and to change or eliminate existing methods, equipment or facilities. It is also recognized by both parties that the Employer shall retain the authority and prerogatives to:

- A. Operate and manage affairs in all respects in accordance with existing and future laws and regulations of appropriate authorities.
- B. Take whatever actions may be necessary to carry out the missions of the County in emergencies.
- C. Any terms and conditions of employment not specifically established by this Agreement shall remain solely within the discretion of the Employer to establish, modify, implement and/or eliminate.

ARTICLE 6. SENIORITY

- 6.1. The Employer shall establish seniority lists which shall:
 - A. Show employee seniority and job classifications.
 - B. Be updated annually and posted in the Sheriff's office with a copy available to LELS Representatives upon request.
- 6.2. In the event of layoff, employees with the least seniority, in the affected classification, shall be laid off first; provided, however, that an employee may bump back into a lower classification provided the employee has greater seniority and is qualified to perform all of the work of the lower classification remaining to be done. In the event of rehire, the last employee laid off shall be the first rehired, providing the employee is qualified to perform the work assignments.
- 6.3. Employees on layoff shall retain recall rights for a period of one (1) year from date of layoff. Notice of recall shall be in writing, sent by registered mail to the last known address of the employee. In the event an employee does not return to work within fourteen (14) days after the date of recall, or on any other date mutually acceptable to the employee and Employer, the employee shall be automatically terminated from employment.

ARTICLE 7. OUTSIDE EMPLOYMENT

- 7.1. An employee may accept outside employment during his or her off duty hours, provided such employment is not illegal and would not bring discredit to the employee's position or to the Employer.
- 7.2. Outside work is to be regarded as secondary to regular County employment and shall not interfere with the availability of employee for emergency or call-in duty during their regular work period.
- 7.3. The use of County property (e.g., uniforms, weapons, vehicles, etc.) shall not be allowed to be used if an employee accepts outside employment.
- 7.4. Non-County work which could create a conflict of interest with the County Government will not be allowed, and decisions on such matters shall be left to the Sheriff with assistance from the County Board. Any employee's willful failure to disclose that the employee is participating in non-County employment which may potentially be a conflict of interest may be grounds for disciplinary action, including suspension or dismissal.

ARTICLE 8. EMPLOYEE RIGHTS-GRIEVANCE PROCEDURE

8.1. DEFINITION OF A GRIEVANCE:

A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this AGREEMENT.

The EMPLOYER will recognize representatives designated by the UNION as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The UNION shall notify the EMPLOYER in writing of the names of such UNION representatives and of their successors when so designated.

8.2. PROCESSING OF A GRIEVANCE

It is recognized and accepted by the UNION and the EMPLOYER that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the EMPLOYEES and shall therefore be accomplished during normal working hours only when consistent with such EMPLOYEE duties and responsibilities. The aggrieved EMPLOYEE and the UNION REPRESENTATIVE shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the EMPLOYER during normal working hours provided the EMPLOYEE and the UNION REPRESENTATIVE have notified and received approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the EMPLOYER.

8.3. PROCEDURE

Grievances, as defined by Section 8.1, shall be resolved in conformance with the following procedure:

Step 1. An EMPLOYEE claiming a violation concerning the interpretation or application of this AGREEMENT shall, within twenty-one (21) calendar days after such alleged violation has occurred, present such grievance to the EMPLOYEE'S supervisor as designated by the EMPLOYER. The EMPLOYER-designated representative will discuss and give an answer to such Step 1 grievance within ten (10) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the AGREEMENT allegedly violated, and the remedy requested and shall be appealed to Step 2 within ten (10) calendar days after the EMPLOYER-designated representative's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the UNION within ten (10) calendar days shall be considered waived.

Step 2. If appealed, the written grievance shall be presented by the UNION and discussed with the EMPLOYER-designated Step 2 representative. The EMPLOYER-designated representative shall give the UNION the EMPLOYERS Step 2 answer in writing within ten (10) calendar days after

receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the EMPLOYER-designated representative's final Step 2 answer.

- Step 3. If appealed, the written grievance shall be presented by the UNION and discussed with the County Personnel Committee. The County Personnel Committee shall give the UNION the EMPLOYERS answer in writing within ten (10) calendar days after receipt of such Step 3 grievance. A grievance not resolved in Step 3 may be appealed to Step 4 within ten (10) calendar days following the County Personnel Committee's final answer in Step 3. Any grievance not appealed in writing to Step 4 by the UNION within ten (10) calendar days shall be considered waived.
- Step 4. A grievance unresolved in Step 3 and appealed in Step 4 shall be submitted to the Minnesota Bureau of Mediation Services. A grievance not resolved in Step 4 may be appealed to Step 5 within ten (10) calendar days following the EMPLOYER'S final answer in Step 4. Any grievance not appealed in writing to Step 5 by the UNION within ten (10) calendar days shall be considered waived.
- Step 5. A grievance unresolved in Step 4 and appealed in Step 5 shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971, as amended. The selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the Bureau of Mediation Services.

8.4. ARBITRATOR'S AUTHORITY

- A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this AGREEMENT. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the EMPLOYER and the UNION, and shall have no authority to make a decision on any other issue not so submitted.
- B. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the EMPLOYER and the UNION and shall be based solely on the arbitrator's interpretation or application of the express terms of this AGREEMENT and to the facts of the grievance presented.
- C. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the EMPLOYER and the UNION provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made,

providing it pays for the record. If both parties desire a verbatim record of the proceedings the cost shall be shared equally.

8.5. WAIVER

If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the EMPLOYERS last answer. If the EMPLOYER does not answer a grievance or an appeal thereof within the specified time limits, the UNION may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the EMPLOYER and the UNION.

ARTICLE 9. PROBATIONARY PERIOD

- 9.1. All newly hired or rehired employees shall serve a probationary period as set forth in paragraph 3.10 of this Agreement.
- 9.2. A promoted or transferred employee shall serve a trial period of one thousand forty (1040) hours, inclusive of paid leave, excluding all overtime hours. During the trial period a promoted or transferred employee may be returned to employee's former classification at the sole discretion of the employer.
- 9.3. A transferred employee who does not satisfactorily complete the probationary period shall revert back to the employee's former classification or another classification where a vacancy exists, if any.
- 9.4. During the probationary period a newly hired or rehired employee may be discharged at the sole discretion of the Employer.

ARTICLE 10. WORK SCHEDULES - PREMIUM PAY

- 10.1. This Article is intended only to define the normal hours of work and provide the basis for the calculation of overtime pay and other premium pay. Nothing herein shall be construed as a guarantee of hours of work per day or per week.
- 10.2. The normal work year for employees is two thousand eighty (2,080) hours to be accounted for by each employee through:
 - A. hours worked on assigned shifts;
 - B. holidays;
 - C. assigned training;
 - D. authorized leave time.
- 10.3. A normal workweek shall be an average of forty (40) hours.
- 10.4. Work shifts, work breaks, staffing schedules and the assignment of employees thereto shall be established by the Sheriff.

- 10.5. Employees shall be compensated at one and one-half (1 & 1/2) times the employee's regular base rate of pay for hours assigned to work in excess of an averaged forty (40) hour week. Changes in shifts at employee's request shall not qualify an employee for overtime pay.
- A. Employees shall have the right to convert overtime pay to compensatory time at the rate of one and one half (1 & 1/2) hours of compensatory time for every hour of overtime worked to a maximum of seventy (70) hours. Compensatory time shall be taken only with the approval of the Sheriff.
- 10.6. The base pay rate or premium compensation shall not be paid more than once for the same hours worked under any provision of this Agreement, nor shall there be any pyramiding of premium compensation.
- 10.7. All employees required to be on call shall be compensated at a rate of \$4.00 per hour for each hour on call.
- 10.8. Employees working any shift that begins on the same calendar day as when the County Courthouse is closed for an emergency will receive one and one-half (1 & 1/2) times pay for the same number of hours as the closing. If the employee is already on overtime pay, they shall receive double time (2 times) pay for those hours.
- 10.9. Contractual Services: The Employer and the LELS recognize that the Employer may provide contractual police services. "Contractual Police Services" shall be defined as the provision of police services to individuals or organizations for those situations which may require more than normal police services and for which the Employer charges and receives a specific fee for such services. "Contractual Police Services" does not include regularly scheduled contracted police services with cities located in the County.
- A. The Employer represents that it will make reasonable efforts to assign said contractual police services only to those employees who have volunteered to perform the same during other than normally scheduled shifts.
- B. The Employer reserves the right to assign employees to work contractual police services as determined by the Employer.
- C. Employees working the aforementioned duties and contractual police services shall be compensated at a rate of one hundred dollars (\$100.00) per hour for time worked on contractual police services.
- D. There shall be no pyramiding for overtime pay purposes.
- 10.10. Field Training Compensation: Employees designated by the County to perform field training shall receive one-quarter (.25) hours of overtime for every two (2) hour block conducting field training duties, as assigned.

ARTICLE 11. HOLIDAYS

- 11.1. Full-time employees shall be entitled to the following holidays to be observed as an eight (8) hour day off from regular duties at the employee's regular rate of pay:

New Year's Day

January 1

Martin Luther King Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving	Fourth Thursday in November
Thanksgiving Holiday	Day After Thanksgiving
Day before Christmas	December 24
Christmas Day	December 25

- 11.2. Employees shall work holidays as scheduled and shall receive one and one-half (1 & 1/2) times their regular rate of pay for all hours worked during such holidays in addition to their regular pay.
- 11.3. When a paid holiday falls during an employee's scheduled time off, that employee shall receive an additional day of paid vacation.
- 11.4. Employees working overtime hours on a holiday listed in section 11.1, will be paid two (2) times the employees' normal rate of pay for all overtime hours worked during such holiday in addition to their regular pay.
- 11.5. Employees who work a holiday and earn extra pay above their normal rate under this Article may elect to place all or a portion of that extra pay into their compensatory time bank.
- 11.6. Employees working Easter Sunday will receive premium pay of one and one-half (1 & 1/2) times their regular rate of pay for all hours worked on that day.

ARTICLE 12. VACATIONS

- 12.1. All regular full-time employees shall be eligible for vacation leave benefits immediately upon assignment to an eligible employment classification.
- 12.2. Full-time employees shall accrue monthly vacation benefits in accordance with the following scheduled based upon years of continuous service.

Period of Employment	Earn Per Mo.	Annual & Maximum Accumulation Hours	
1-5 Years	8 hours	96	192
6-10 Years	10	120	240
11-15 Years	12	144	288
16-20 Years	14	168	336
21 +Years	16	192	384

- 12.3. Vacation requests from employees for three (3) consecutive calendar days or less are to be submitted five (5) days in advance of requested vacation leave. If more than three (3)

consecutive calendar days are requested, twenty (20) days advance written request shall be submitted to the Employer. When requests for annual vacation leave are submitted in advance as outlined herein, department head approval shall be granted on a first request basis. However, in the event two (2) or more employees, on the same day, submit requests for vacation leave to be taken at the same time, the most senior employee shall be given preference.

12.4. Vacation leave shall be used in increments of no less than one-half hour (1/2).

ARTICLE 13. PERSONAL LEAVE

13.1. Regular full-time employees and regular part-time employees who are normally scheduled to work 24 hours or more per week are eligible to earn personal leave based on the number of hours they are normally scheduled to work. New employees hired on or before June 30 of any year are eligible to earn the full amount of annual personal leave. New employees hired after June 30 are eligible to earn one-half of the amount of annual personal leave. Personal leave eligibility is shown in the following schedule.

Hours scheduled per week	Personal Leave per year (hours)	Personal Leave for Employees hired after June 30 (hours)
40	16.0	8.0
32 – 39	12.0	6.0
24 – 31	8.0	4.0

13.2. Personal leave may be used immediately upon assignment to an eligible employment classification. Personal leave may be used in increments of one-half (1/2) hour.

13.3. Requests for use of personal leave must be made in writing to the employee's supervisor. All requests for use of personal leave will be evaluated based on workload and staffing needs. Any personal leave not used by the end of the calendar year shall be forfeited. Employees shall not be compensated for accrued personal leave upon termination of their employment, whether voluntary or involuntary.

ARTICLE 14. SICK LEAVE/EARNED SICK AND SAFE TIME (ESST)

14.1. Sick/ESST Leave means a single leave bank used for both sick leave and ESST purposes.

14.2. Sick leave/ESST shall be earned by permanent full-time employees at the rate of eight (8) hours for each full month of service.

14.3. Unused earned sick leave/ESST may be accumulated to a maximum of nine hundred sixty (960) hours. At the discretion of the Jackson County Board of Commissioners sick leave/ESST earned in excess of nine hundred sixty (960) hours may be allowed for catastrophic illness.

14.4. When an employee uses sick leave/ESST for more than two consecutive days, the employer may require reasonable documentation.

- 14.5. An employee injured on duty and eligible for Worker's Compensation benefits may elect to use sick leave/ESST or vacation leave to supplement Worker's Compensation benefits provided that the total leave and compensation shall not exceed the employee's normal full pay.
- 14.6. In accordance with Minn. Stat. §181.9447, subd. 12. Weather Event Exception:
- A. The parties mutually acknowledge that all employees covered by this Agreement are employed in positions whose preassigned or foreseeable work duties during a public emergency or weather event require the employee to respond to the public emergency or weather event. The parties therefore mutually agree to clearly and unambiguously waive application of Minnesota Statutes § 181.9447 Subd. 1(4) to employees covered by this Agreement. Employees covered by this Agreement are not able to utilize sick/ESST leave benefits for absences related to the closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency.
- 14.7. Employees who have an accumulated sick leave/ESST balance may trade their sick leave/ESST hours to cover the cost of health and wellness-related expenses for the employee and their eligible dependents up to one thousand five hundred (\$1,500.00) per year, provided a minimum of two weeks of sick leave/ESST hours remains after reimbursement (80 hours for full-time employees, and pro-rated for part-time employees). Reimbursements under this section shall be governed by the County ESST for Fitness Policy.

ARTICLE 15. SALARY RATES

- 15.1. Employees covered by this Agreement as defined in Article 2, Section 2.1, herein shall be compensated for each full month of services in accordance with the schedule and provisions attached to this Agreement as Appendix A.
- 15.2. Any salary adjustment provided for in this Agreement shall be effective according to the dates set forth in Appendix A attached hereto.
- 15.3. Eligible part-time employees shall be compensated in accordance with Appendix A attached hereto.

ARTICLE 16. SEVERANCE

- 16.1. Employees in the positions outlined in Appendix A of this Agreement or promoted from the bargaining unit of LELS Local #53 and were employed by Jackson County on January 10, 1998, shall have the following Severance Pay - employees shall receive a lump sum payment upon termination of employment with the Employer based upon fifty (50) percent of said employees unused accumulated Sick Leave/ESST after ten (10) years of continuous employment and one hundred (100) percent of said employee's unused accumulated Sick Leave/ESST after twenty (20) years of continuous employment. Severance pay shall not be available in any sum to said employee if said employee voluntarily terminates

employment prior to ten (10) years of continuous employment service. However, severance pay under the provisions of this paragraph shall apply in the event an employee retires at the age of sixty-two (62) years or older. In the event of a death of an employee during employment who has at least ten (10) years of service or who dies after age sixty-two (62), the severance pay otherwise due to such employees shall be paid to the estate of the employee-decedent.

- 16.2. Employees hired and/or promoted into the positions outlined in Appendix A after January 10, 1998 shall have severance pay as outlined in the County's Personnel Policy.

ARTICLE 17. POST RETIREMENT HEALTH CARE SAVINGS ARRANGEMENT

- 17.1. Establishment of VEBA: The COUNTY shall establish a Post-Retirement Health Care Savings VEBA Plan for the benefit of qualifying employees who are members of this Collective Bargaining Agreement. The COUNTY and employees assent to and ratify the appointment of the trustee and plan administrator in place on the adoption date of this agreement. It is intended that this arrangement constitute a voluntary employees' beneficiary association under Section 501(c) (9) of the Internal Revenue Code. It is further intended that the benefits offered through the VEBA Plan and Trust satisfy the requirements of Revenue Ruling 2002-41 (June 26, 2002) and IRS Notice 2002-45 (June 26, 2002).

- 17.2. Payment of Administrative Fees: Administrative fees allocable to individual accounts of active employees, if any, shall be paid by the COUNTY. Administrative fees allocable to the individual accounts of former employees, including retirees, shall be paid from individual accounts. Administrative fees shall be paid from individual accounts of all participants in the event the VEBA Plan is terminated.

- 17.3. Employer Contributions to the Post-Retirement Health Care Savings Arrangement:

- A. Unused Sick Leave/ESST. Within sixty (60) days of the effective date of an eligible employee's retirement, the COUNTY shall pay an employee's Unused Sick Leave/ESST balance, otherwise payable to qualifying employees under Article 17 of this Collective Bargaining Agreement, to individual accounts established for those employees under the Post-Retirement Health Care Savings Arrangement and in accordance with the following schedule:

Years of Service	Rate of Sick Leave/ESST Payout at Termination
6-10 years	20% of Sick Leave/ESST balance
11-15 years	25% of Sick Leave/ESST balance
16-20 years	30% of Sick Leave/ESST balance
21-25 years	35% of Sick Leave/ESST balance
26-29 years	40% of Sick Leave/ESST balance
30+ years	50% of Sick Leave/ESST balance

In addition, the COUNTY will match 8.65% of the total due and deposit that amount into the VEBA account.

Employees will not be entitled to receive this amount in the form of taxable cash compensation.

- B. Unused Paid Vacation, Compensatory Time and Holiday Bank Hours. Within sixty (60) days of the effective date of retirement, the COUNTY shall pay 100% of an employee's Unused Paid Vacation, Compensatory Time and Holiday Bank Hours balance otherwise payable to qualifying employees under Articles 12, 10 and 11 of this Collective Bargaining Agreement, to individual accounts established for those employees under the Post-Retirement Health Care Savings Arrangement.

In addition, the Employer will match 8.65% of the total due and deposit that amount into the VEBA account.

- C. Employees will not be entitled to receive this amount in the form of taxable cash compensation.

- 17.4. The County's sole obligation under this article is to deposit an eligible employee's accrued benefits pursuant to section 18.3. The County shall not be liable for any losses arising from depreciation or shrinkage in the value of any eligible employee's investments under the plan.

ARTICLE 18. DISCIPLINE

- 18.1. Employees will be disciplined only for just cause.

- 18.2. Disciplinary actions will be in one of the following forms:

- A. Discharge; or
- B. Written reprimand; or
- C. Suspension; or
- D. Oral reprimand; or
- E. Demotion

- 18.3. Employees who receive a written reprimand or who are suspended, demoted, or discharged shall have the right to appeal such disciplinary actions through the grievance procedures as established by Article 8 (Grievance Procedure).

- 18.4. Suspensions, demotions, and discharges shall be in writing and shall specify the charges, a copy of which shall be sent to the employee and LELS.

- 18.5. Employees not eligible for Minnesota Veteran's Preference Act discharge procedures requiring a sixty (60) day suspension with pay pending VPA hearing, shall be suspended for five (5) scheduled work days prior to a discharge becoming effective. The appeal of a discharge may be initiated at Step 2 of the grievance procedure.

- 18.6. An employee will not be questioned when results of such questioning could lead to the discipline of the employee unless the County affords the employee the opportunity to have a representative of LELS present during the questioning.

- A. In the event that an LELS representative may not be readily available, the employee may select some other third party to be present during the disciplinary interview.
- 18.7. Employees may examine their own personnel file under the direct supervision of a representative of the Employer. An employee may place a written response to specific charges recorded in his/her personnel file in the file.
- 18.8. During the probationary period a newly hired or rehired employee may be discharged without right of grievance or appeal.

ARTICLE 19. CONSTITUTIONAL PROTECTION

- 19.1. Employees shall have the rights granted to all citizens by the United States and the Minnesota Constitutions.

ARTICLE 20. CALL BACK/COURT TIME

- 20.1. Call Back: An employee who is called out to perform work services on other than their scheduled shift period shall receive a minimum of two (2) hours. Such hours shall count toward normal working hours for the purposes of calculation of overtime. An extension of a shift or an early start to a shift shall not be considered a call back for the purposes of this section.
- 20.2. Court Time: An employee who is required to appear in Court because of the employee’s position as an employee shall receive a minimum two (2) hours pay. Such hours shall count toward normal working hours for the purposes of calculation of overtime. Such pay shall be available only if the Court appearance is at other than scheduled duty times.
- 20.3. Jury Duty: If an employee is required to serve on a jury during scheduled work hours, the employee shall receive no extra pay from the Employer, but shall be entitled to keep compensation for jury service.

ARTICLE 21. INSURANCE (HEALTH, DENTAL, HEALTH SAVINGS ACCOUNTS)

21.1. High Deductible Group Health Plans:

2026 Health Plan Options and COUNTY Contributions:

	<u>Total</u> <u>Premium</u>	<u>Employee</u> <u>Monthly</u> <u>Premium</u>	<u>County</u> <u>Monthly</u> <u>Premium</u>	<u>County Share</u> <u>of Premium</u>
\$5000/\$10,000				
Single	\$886.41	\$44.31	\$841.93	95.00%
Family	\$2,665.36	\$266.53	\$2,398.83	90.00%
Married EE	\$2,665.36	\$133.27	\$2,532.09	95.00%

- 21.2. For 2027, with respect to qualifying employees who are members of this Collective Bargaining Agreement that select the \$5,000/\$10,000 Plan, COUNTY shall contribute an amount not to exceed ninety-five (95%) percent towards the monthly premium cost for

single group health coverage, and ninety (90%) percent towards the monthly premium cost for family group health coverage.

- 21.3. For qualifying employees who are married to another qualifying employee and who select family coverage in the \$5,000/\$10,000 Plan, one spouse shall receive an amount not to exceed ninety-five (95%) percent of the monthly premium cost for family group health coverage, and the other spouse shall receive no contribution towards group health coverage. Otherwise, each spouse may select single coverage and each shall receive the same contribution as other employees selecting single coverage.
- 21.4. **Plan Cancellation:** When a COUNTY high deductible group health plan drops below 10 employee participants, the plan will no longer be offered as a health plan option the following year.
- 21.5. **Dental Insurance:** For each qualified employee, The COUNTY shall contribute towards a monthly dental insurance premium provided through a COUNTY sponsored dental insurance plan. The COUNTY contribution will be equal to the cost of a single plan premium. Employees electing another plan option besides single (family, employee +1, etc.) will have the COUNTY's contribution applied to those premiums.
- 21.6. **Establishment of VEBA and/or Health Savings Account (HSA):** The COUNTY shall establish a VEBA and/or HSA for qualifying employees who are members of this Collective Bargaining Agreement for the benefit of providing a health savings benefit for active employees. The COUNTY and employees assent to and ratify the appointment of the trustee and Plan administrator in place on the adoption date of this agreement.

It is intended that this arrangement constitute a voluntary employees' beneficiary association under Section 501 (c)(9) of the Internal Revenue Code. It is further intended that the benefits offered through the VEBA Plan and Trust satisfy the requirements of Revenue Ruling 2002-41 (June 26, 2002) and IRS Notice 2002-45 (June 26, 2002). It is further intended that employees participating in an active HSA meet all IRS guidelines and requirements.

The Employer is not responsible for determining whether Employees are eligible to establish or contribute to an HSA. Once an HSA is established, it belongs to the Employee. The Employee has sole control and is exclusively responsible for the employee's HSA. The Employer is unable to respond to individual tax questions, and Employees should consult with a tax professional if necessary.

- 21.7. **Payment of Fees:** The County will pay for annual enrollment fees for active employees enrolling in a VEBA, and/or HSA plans and for administrative fees allocable to individual VEBA and HSA accounts of active employees. Investment fees allocable to individual accounts of active employees shall be paid from the account. Administrative fees allocable to active employees who have accrued a balance in their account but are not longer eligible to contribute shall be paid from the account. Administrative fees allocable of former employees shall be paid from the account. Administrative and investment fees shall be paid from individual accounts of all participants in the event the VEBA and/or HSA Plan is terminated.

21.8. COUNTY Contributions to the VEBA and/or HSA for Active Employees:

- A. For 2026 the Employer will make individual contributions to Active Employees' VEBA and/or HSA Plan and who are members of this Collective Bargaining Agreement in accordance with the following schedule:

Health Plan	\$5000/\$10,000
Tier of Coverage	Monthly Contribution
Single	\$200.00
Family	\$350.00
Married EE	\$ 350.00

- B. For 2027, the Employer will make individual contributions to Active Employees' VEBA and/or HSA Plan and who are members of this Collective Bargaining Agreement in accordance with the following schedule:

Health Plan	\$5000/\$10,000
Tier of Coverage	Monthly Contribution
Single	\$250.00
Family	\$400.00
Married EE	\$400.00

- C. The COUNTY will make a per pay period contribution (maximum of 24 pay periods per calendar year)

21.9. Grants. The County agrees to pass through to each individual employee's account, incentive program grants received from the SW/WC Service Cooperative.

21.10. Coordination with other Coverage: If an employee is a current or former participant of any other health savings account (i.e. VEBA, FSA, etc.) the coordination of coverage will follow applicable IRS guidelines and requirements.

ARTICLE 22. PAID FAMILY MEDICAL LEAVE (PFML)

22.1. In the event the Employer participates in the Minnesota Paid Family and Medical Leave (PFML) program or an alternative private plan, effective January 1, 2026, the Employer and employee will split the premiums for PFML, or an alternative private plan, on a 50/50 basis with the employee share payable through payroll deductions pursuant to Minn. Stat. 268B.14.

22.2. Employees may choose to use accrued paid vacation leave, ESST leave, personal leave, and banked compensatory time to make up the difference between PFML benefits and regular pay not to exceed one hundred percent (100%) of the employee's regular weekly pay.

22.3. In the event an employee is receiving PFML in relation to a County work-related injury, the total amount received from PFML, worker's compensation, disability and/or any other income replacement benefits may not exceed one hundred percent (100%) of their regular weekly pay.

ARTICLE 23. UNIFORM ALLOWANCE

- 23.1. The Employer shall designate the standard uniform required while on duty.
- 23.2. The County will furnish at its cost, leather goods and accessories, including badges, identification patches, firearms, holsters, and holster belts.
- 23.3. Employees other than Patrol Sergeants, covered under this Agreement, shall receive an annual credit for uniform items of five hundred dollars (\$500.00). Patrol Sergeants, if any, will receive an annual credit for uniform items of five hundred dollars (\$500.00).
- 23.4. Once every ten (10) years, Patrol Sergeants, if any, may use the Uniform Allowance for the purchase of one handgun for off duty or back up purposes with the approval of the Sheriff and the Firearms Instructor.
- 23.5. Any uniform credit remaining at the end of a calendar year shall roll over for a period of up to two (2) subsequent calendar years.
- 23.6. Approval of all uniform items must be obtained prior to purchase.
 - A. Each employee shall submit to Employer a request for uniform needs to be approved by the Employer. Upon Employer approval, each employee may acquire the item approved, submit a bill to the Employer from the supplier and the employee and the County shall keep track of monies expended and uniform credit remaining.
 - B. All uniform items and leather goods, firearms and accessories as purchased on behalf of each employee shall remain the property of the County and as each item is either discarded or replaced, the discarded or replaced item shall be returned to the employer in the event any such items are lost or damaged through negligence of the employee possessing said property, (reasonable wear and depreciation expected), such employee shall be financially responsible for the replacement of said negligently lost or destroyed item.

ARTICLE 24. PART-TIME EMPLOYEE BENEFITS

- 24.1. Part-time employees will receive benefits as stipulated in the County Personnel Policy.

ARTICLE 25. TRAINING

- 25.1. The Employer shall:
 - A. Be responsible for providing all training required by the Employer and P.O.S.T. and employee shall comply with all Employer and P.O.S.T. training requirements.
 - B. Pay employees for all time spent in such training at the employee's regular hourly rate of pay, for training during regularly scheduled working hours.

- 1) For all time spent in such training during employee's non-scheduled working hours, the employee shall be paid at straight time while in actual attendance during such training program's scheduled hours. Any time spent in excess of eight (8) hours per day or forty (40) hours per week during training or non-scheduled working hours shall not be considered overtime nor considered in the accumulation of hours for calculation of overtime pay.
 - C. Reimburse employees for all expenses related to Employer training as consistent with County policy.
 - D. Scheduling of all required training shall be the responsibility of the Employer.
 - 1) If an employee requests to attend training on a day or days when such employee is not scheduled to work, the employee may waive the right to pay as per paragraph 25.1, B. The Employer may, in its discretion, deny such pay provided in Section 25.1, B.
- 25.2. An Employee who voluntarily terminates employment within two and one-half (21/2) years of the beginning date of employment shall immediately reimburse Employer for all actual expenses incurred by Employer under Section 25.1 (A through C).
- A. This Article shall not apply in the event termination of employment is mutually agreed upon between Employer and employee.
 - B. Notification to employee of the provisions of this Article and compliance therewith shall be Employer's responsibility.

ARTICLE 26. COMPLETE AGREEMENT AND WAIVER OF BARGAINING

- 26.1. This Agreement shall represent the complete Agreement between LELS and the Employer.
- 26.2. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the right and opportunity to make requests and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that complete understandings and agreements arrived at by the parties after the exercise of the right and opportunity are set forth in this Agreement. Therefore, the Employer and LELS, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

ARTICLE 27. SAVINGS PROVISION

- 27.1. In the event any provision of this Agreement shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provisions shall be voided. All other provisions shall

continue in full force and effect. Any voided provisions shall be renegotiated at the written request of either party.

ARTICLE 28. JOB SAFETY

- 28.1. It shall be the responsibility of the Employer and employee to cooperate in programs to promote safety to themselves and to the public and to comply with rules promulgated to insure safety. The responsibility shall include the provision of safe equipment and the proper use of all equipment in accordance with recognized safety procedures.
- A. Whenever an employee is injured on the job, the employee shall report the injury to the supervisor immediately, if possible. The supervisor shall, if reasonably possible, first secure needed medical aid for the injured employee and then shall promptly file an accident report with the appropriate insurance carriers giving full particulars.
- 28.2. Except in cases of malfeasance in office or willful or wanton acts of negligence on or neglect of duty, the Employer shall defend employee and/or the employee's estate against any claim or demand, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance and the scope of employee's duties at no less coverage as currently provided by Employer's applicable liability insurance coverage in effect at the date of this Agreement.
- 28.3. The County shall furnish to each of its employee's conditions of employment and a place of employment free from recognized hazards that are causing or likely to cause death or serious injury or harm to its employees. No employee shall be disciplined for refusal to operate unsafe equipment after such employee has notified the Employer that such equipment is unsafe.

ARTICLE 29. INDEMNIFICATION

- 29.1. Should future amendment to Minnesota Statute 471.44 or 466.07 impact employees' terms and conditions of employment, the Union or Employer may elect to re-open the Labor Agreement to meet and negotiate issues relative to those amendments.

ARTICLE 30. LEFT BLANK

ARTICLE 31. PHYSICAL

- 31.1. Commencing January 1, 1993, during the month of January of each even numbered year, each employee will be required to submit to a physical examination from the doctor of the employee's choice located within Jackson County or within forty (40) miles of the City of Jackson, and the results filed in the office of the Jackson County Sheriff. Employer shall furnish a medical examination form to employee for completion by employee's doctor. The form shall list the required examinations and/or tests reasonably calculated to determine physical fitness for employee's job classification. The usual and customary cost of such required physical examinations and testing shall be submitted to the employee's medical insurance. Employer shall bear those costs not paid by the employee's medical insurance.

Employees shall be responsible for the cost of any medical tests and/or examinations not required by the Employer. In the event the examining physician determines that further test and/or examinations are needed as a result of Employer's required tests and/or examinations, those costs shall also be submitted to the employee's medical insurance. Employer shall bear those costs not paid by the employee's medical insurance.

- A. Each employee shall schedule an appointment for physical examination during non-scheduled working hours. Employee shall be paid straight time at said employees current pay rate for the time required to secure the physical examination. Such time shall not be included in computing overtime hours, vacation or Sick Leave/ESST.

ARTICLE 32. P.O.S.T. LICENSE

32.1. The Employer will pay the yearly cost of the P.O.S.T. license required by the State. Employees who leave the employ of the Employer prior to the license period paid for by the Employer must reimburse the Employer for such period.

ARTICLE 33. TERMS OE AGREEMENT

This Agreement shall be effective as of January 1, 2026, and shall remain in full force until December 31, 2027.

In WITNESS WHEREOF, the parties have hereto caused this Agreement to be executed this 20th day of January, 2026.

COUNTY OF JACKSON

LAW ENFORCEMENT LABOR SERVICES, INC.

BY: _____
Chair of the County Board

BY: _____
LELS Representative

BY: _____
County Administrator

BY: _____
Steward

Appendix A

2026 Salary Rates

Effective 1/1/2026

Grade	Classification	Range Steps											
		1	2	3	4	5	6	7	8	9	10	11	12
15	Jail/Dispatch Supervisor	\$32.71	\$33.80	\$34.89	\$35.98	\$37.07	\$38.17	\$39.25	\$40.34	\$41.43	\$42.52	\$43.58	\$44.67
17	Jail/Dispatch Administrator	\$37.10	\$38.34	\$39.58	\$40.81	\$42.04	\$43.29	\$44.52	\$45.75	\$47.00	\$48.23	\$49.43	\$50.68

2027 Salary Rates

Effective 1/1/2027

Grade	Classification	Range Steps											
		1	2	3	4	5	6	7	8	9	10	11	12
15	Jail/Dispatch Supervisor	\$34.92	\$36.08	\$37.24	\$38.41	\$39.58	\$40.74	\$41.90	\$43.06	\$44.23	\$45.39	\$46.52	\$47.69
17	Jail/Dispatch Administrator	\$39.60	\$40.93	\$42.25	\$43.56	\$44.88	\$46.21	\$47.53	\$48.84	\$50.17	\$51.49	\$52.77	\$54.10



**Drainage Authority Request for Action
Agenda Item No. 2.1.**

Requested Board Date: 01/20/2026

Agenda Type: Consent

Estimated Time: _____

Department: Auditor/Treasurer

Presenter: Rasche

Recommendation: Approve

Item: Approve Drainage Authority Board Minutes of January 6, 2026

Board Action Request:

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. ****

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

PROCEEDINGS OF THE JACKSON COUNTY DRAINAGE AUTHORITY, JACKSON COUNTY, MINNESOTA

January 6, 2026

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 January 6, 2026

Jackson County Drainage Authority Present

Phil Nasby, Larry Liepold, Kent Bargfrede, Don Wachal and Roger Pohlman

Others Present

Drainage Coordinator Kelly Rasche, County Administrator Ryan Krosch

CALL TO ORDER

Drainage Authority Board Chair Wachal called the meeting order at 9:22 a.m.

1.1 **Motion was made by Commissioner Nasby and seconded by Commissioner Wachal** to adopt the agenda with the addition of item 2.5 to approve and invoice for viewing of drainage systems from Thomas Peterson. Motion carried unanimously.

CONSENT AGENDA

Motion was made by Commissioner Pohlman and seconded by Commissioner Bargfrede to approve the Consent Agenda. The motion carried unanimously.

2.1 **Approval of Minutes of December 26, 2025**

2.2 **Board Action** – Resolution to appoint Joint Board Commissioners for Jackson/Cottonwood Joint Drainage Systems

2.3 **Board Action** – Resolution to appoint Joint Board Commissioners for Jackson/Martin Joint Drainage Systems

2.4 **Board Action** – Resolution to appoint Joint Board Commissioners for Jackson/Nobles Joint Drainage Systems

2.5 **Board Action** – Tom Peterson billing for 2025 Viewing Services

ADJOURN

Chair Wachal adjourned the Drainage Authority meeting at 9:44 a.m.

Approved this ___ day of _____ 2026

JACKSON COUNTY DRAINAGE AUTHORITY

Drainage Authority Chair

ATTEST: _____
Kevin Nordquist, Auditor/Treasurer