



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

Tuesday, February 6, 2024 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
- 9:00 a.m. New Employee Introductions - None
- 9:01 a.m. Consent Agenda
2.1. Board Action – Approve January 16, 2024 Board of Commissioner
 Regular Meeting Minutes
2.2. Board Action – Approve Claims
2.3. Board Action – Final Payment for SP 032-629-051
2.4. Board Action – Annual renewal of Liquor, Wine, or 3.2% Licenses
 expiring March 31, 2024
2.5. Board Action – Local Homeless Prevention Aid
2.6. Resolution – Appoint Daniel Bartosh as the County-Designated Ag
 Inspector
2.7. Board Action – Gambling Application for Exempt Permit for Jackson
 Lions Club
2.8. Resolution – All-Hazard Mitigation Plan Approval
2.9. Resolution – Aggregate Resource Mapping
- 9:02 a.m. Citizen/Stakeholder/Organization
3.1. Southwest Minnesota Small Business Development Center (SW MN
 SBDC) Presentation
- 9:22 a.m. Auditor/Treasurer, Kevin Nordquist
4.1. Board Action – Investment Advisor Agreement with PFM Asset
 Management LLC
- Unscheduled County Administrator, Ryan Krosch
5.1. Board Action – Referendum Communication Services Proposal

Unscheduled Committee and Board Reports

T: (507) 847-4182 | www.co.jackson.mn.us
405 Fourth Street Jackson, MN 56143

Committed to service, growth and tradition in a diverse rural environment

Adjourn Commissioners' Meeting

Unscheduled

Call the Drainage Authority Meeting to Order

1.1. Adoption of Agenda

Consent Agenda

2.1. Board Action – Approve January 16, 2024 Drainage Authority Regular Meeting Minutes

Unscheduled

Drainage Coordinator, Kelly Rasche

3.1. Drainage Coordinator Report

Unscheduled

Adjourn Drainage Authority Meeting

PROCEEDINGS OF THE COUNTY BOARD OF JACKSON COUNTY, MINNESOTA
January 16, 2024

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 16, 2024. The following members of the Jackson County Board of Commissioners were present: Roger Pohlman, Phil Nasby, Scott McClure and James Eigenberg. Commissioner Don Wachal was absent. County Administrator, Ryan Krosch, County Attorney, Kristi Meyeraan and Assistant to the Administrator, Brandi Bourquin were also in attendance.

CALL TO ORDER

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

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

CONSENT AGENDA

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

Board Action 24-013 – Approve January 2, 2024 Board of Commissioner Regular Meeting Minutes.

Board Action 24-014 – Approve all Commissioner disbursements in accordance with Minnesota Statutes 130.01 subd. 4(b), recorded on warrants numbered 105002-105186 in the amount of \$2,994,947.18 for the following funds: Revenue, \$307,009.91; Public Works, \$125,018.08; Debt Service, \$686,465.64; 2013A GO Capital Improvement Bonds, \$850.00; Ditch, \$1,415,764.04; Insurance Trust Fund, \$327,537.39; Agency Fund, \$2,232.50; Library, \$9,908.81; Taxes & Penalties Fund, \$120,152.56; and Tax Increment Financing (TIF), \$8.25. A detailed list of claims paid is available at the Auditor/Treasurer's office upon request.

Vendor	Total
Us Bank St Paul	1,942,567.52
MCIT	332,739.00
M C C C Mi 33	55,647.48
Midwest Contracting LLC	55,449.43
I & S Group Inc	53,764.28
Tenvoorde Ford Inc	44,089.76
Jackson County Agricultural Society	40,000.00
Jackson Co Central School District 2895	33,534.45
Lange/Marles A	26,715.52
Cooperative Energy Co.	20,370.49
Trimin Systems Inc	19,907.00
Association Of Mn Counties	19,647.00
Motorola Solutions Inc	19,199.38
Jackson/City Of	18,322.02
Ziegler Inc.	17,811.87
NEOGO	15,430.00
Lakefield/City Of	13,710.99
Heron Lake - Okabena School Isd 330	12,455.23
Rossow/Merlyn C.	12,338.36
DVHHS	12,000.00
Amendt/Richard	11,482.52
ACKERMANN/ JERRY D.	9,628.20
SafeAssure Consultants Inc	8,710.00
Herbert Peterson Trust	8,415.76

NAC Mechanical & Electrical Service	7,994.00
Swanson/Sherry	7,916.52
Ringquist/Ronald	7,519.59
Henning/Robert	7,274.64
RENTSCHLER/PAUL	7,203.32
Advanced Correctional Healthcare, Inc	6,999.91
Minnesota Energy Resources	6,118.10
Heron Lake/City Of	5,856.01
Amazon Capital Services	5,391.00
Heron Lake Watershed District	5,113.45
Mt Lake Public School District 173	4,693.71
Brunz Construction Company Inc	4,641.62
Federated Rural Electric Association	4,006.16
S & J Cleaning	3,408.50
Windom Area Schools	3,133.43
Red Rock Rural Water Systems	2,856.80
Rinke Noonan, Ltd.	2,855.00
Heat Tactical Team	2,826.06
Wold Architects And Engineers	2,756.00
The Minnesota Transportation Alliance	2,730.00
Jackson Soil & Water Conservation Dist.	2,686.02
Warrant/Tomas L.	2,681.62
Bauer Built, Inc	2,653.32
Schneider Geospatial, LLC	2,652.00
Rural Minnesota Energy Board	2,500.00
Lacanne Family Funeral Service, Inc.	2,413.00
Town of Alba	2,235.52
Dell Marketing L P	2,226.58
Treasury Division Of Mn Dept Of Finance	2,155.75
CRANSTON/MAXINE	2,139.60
Okabena/City Of	2,114.97
AUTO VALUE - JACKSON	2,085.73
Livewire Printing Co	2,018.35
Total Claims over \$2000	2,935,792.54
111 Claims Under \$2000	59,154.64
Total Claims Submitted	2,994,947.18

Board Action 24-015 – Approve the final payment to Midwest Contracting, LLC.

Resolution 24-003 – Approve establishing procedures relating to compliance with reimbursement bond regulations under the Internal Revenue Code.

County of Jackson)
) SS.
State of Minnesota)

RESOLUTION 24-003

ESTABLISHING PROCEDURES RELATING TO COMPLIANCE WITH REIMBURSEMENT BOND REGULATIONS UNDER THE INTERNAL REVENUE CODE

BE IT RESOLVED by the County Board (the "Board") of Jackson County, Minnesota (the "County"), as follows:

1. Recitals.

- (a) The Internal Revenue Service has issued Treasury Regulations, Section 1.150-2 (as the same may be amended or supplemented, the "Regulations"), dealing with "reimbursement bond" proceeds, being proceeds of the County's bonds used to reimburse the County for any project expenditure paid by the County prior to the time of the issuance of those bonds.
- (b) The Regulations generally require that the County make a declaration of intent to reimburse itself for such prior expenditures out of the proceeds of subsequently issued bonds, that such declaration be made not later than 60 days after the expenditure is actually paid, and that the bonding occur and the written reimbursement allocation be made

from the proceeds of such bonds within 18 months after the later of (1) the date of payment of the expenditure or (2) the date the project is placed in service (but in no event more than 3 years after actual payment).

2. Official Intent Declaration. The Regulations, in the situations in which they apply, require the County to have declared an official intent (the "Declaration") to reimburse itself for previously paid project expenditures out of the proceeds of subsequently issued bonds. The Board hereby authorizes the County Auditor-Treasurer to make the County's Declarations or to delegate from time to time that responsibility to other appropriate County employees. Each Declaration shall comply with the requirements of the Regulations, including without limitation the following:
 - (a) Each Declaration shall be made not later than 60 days after payment of the applicable project cost and shall state that the County reasonably expects to reimburse itself for the expenditure out of the proceeds of a bond issue or similar borrowing. Each Declaration may be made substantially in the form of the Exhibit A which is attached to and made a part of this Resolution, or in any other format which may at the time comply with the Regulations.
 - (b) Each Declaration shall (1) contain a reasonably accurate description of the "project," as defined in the Regulations (which may include the property or program to be financed, as applicable), to which the expenditure relates and (2) state the maximum principal amount of bonding expected to be issued for that project.
 - (c) Care shall be taken so that the County, or its authorized representatives under this Resolution, not make Declarations in cases where the County doesn't reasonably expect to issue reimbursement bonds to finance the subject project costs, and the County officials are hereby authorized to consult with bond counsel to the County concerning the requirements of the Regulations and their application in particular circumstances.
 - (d) The Board shall be advised from time to time on the desirability and timing of the issuance of reimbursement bonds relating to project expenditures for which the County has made Declarations.
3. Reimbursement Allocations. The designated County officials shall also be responsible for making the "reimbursement allocations" described in the Regulations, being generally written allocations that evidence the County's use of the applicable bond proceeds to reimburse the original expenditures.
4. Effect. This Resolution shall amend and supplement all prior resolutions and/or procedures adopted by the County for compliance with the Regulations (or their predecessor versions), and, henceforth, in the event of any inconsistency, the provisions of this Resolution shall apply and govern.

EXHIBIT A

Declaration of Official Intent

The undersigned, being the duly appointed and acting County Auditor-Treasurer of Jackson County, Minnesota (the "County"), pursuant to and for purposes of compliance with Treasury Regulations, Section 1.150-2 (the "Regulations"), under the Internal Revenue Code of 1986, as amended, hereby states and certifies on behalf of the County as follows:

1. The undersigned has been and is on the date hereof duly authorized by the Jackson County Board to make and execute this Declaration of Official Intent (the "Declaration") for and on behalf of the County.
2. This Declaration relates to the following project, property or program (the "Project") and the costs thereof to be financed:
 Project Name & Costs: _____

3. The County reasonably expects to reimburse itself for the payment of certain costs of the Project out of the proceeds of a bond issue or similar borrowing (the "Bonds") to be issued by the County after the date of payment of such costs. As of the date hereof, the County reasonably expects that \$ _____ is the maximum principal amount of the Bonds which will be issued to finance the Project.
4. Each expenditure to be reimbursed from the Bonds is or will be a capital expenditure or a cost of issuance, or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Regulations.
5. As of the date hereof, the statements and expectations contained in this Declaration are believed to be reasonable and accurate.

Board Action 24-016 – Approve policy #728 - Earned Sick and Safe Time for Fitness.

Board Action 24-017 – Approve 2024 Pay Equity Report.

Board Action 24-018 – Approve the application for exempt permit of Pheasants Forever #8, with no waiting period, for a raffle to be held at the Horse Barn and Hunt Club on April 6, 2024.

The motion carried unanimously.

CITIZEN/STAKEHOLDER/ORGANIZATION

MN DNR South Regional Director Scott Roemhildt, DNR Regional Planner Brooke Hacker and DNR Land and Minerals Regional Operations Coordinator Ben Schaefer provided an update on DNR lands and activities in Jackson County, strategic land asset management, payment in lieu of taxes and school trust fund payments.

LAND MANAGEMENT/SWCD

Motion was made by Commissioner Eigenberg and seconded by Commissioner Pohlman to adopt Board Action 24-019 – Approve the final plat for the Circle S Subdivision. The motion carried unanimously.

PUBLIC WORKS/PARKS

Motion was made by Commissioner Pohlman and seconded by Commissioner Nasby to adopt Board Action 24-020 – Approve service agreement with Rexnexus which will provide the ability to take on-line reservations from campers starting in the 2024 camping season. The motion carried unanimously.

Motion was made by Commissioner Nasby and seconded by Commissioner Eigenberg to adopt Board Action 24-021 – Approve advertising for bids for a new family style bathroom and shower facility at Sandy Point Park. The motion carried unanimously.

COUNTY ATTORNEY

Motion was made by Commissioner Eigenberg and seconded by Commissioner Pohlman to adopt Board Action 24-022 – Approve hiring a 3/5 time Victim/Witness Coordinator position contingent on a contract with Cottonwood County for the remaining 2/5 time of the position. The motion carried unanimously.

COUNTY ADMINISTRATOR

Motion was made by Commissioner Eigenberg and seconded by Commissioner McClure to adopt Board Action 24-023 – Appoint Jason Freking to the Heron Lake Watershed District Board for a three year term effective February 25, 2024. The motion failed by a vote of one Aye: Eigenberg; 3 Nays: Nasby, McClure and Pohlman.

Motion was made by Commissioner Nasby and seconded by Commissioner Pohlman to adopt Board Action 24-024 – Appoint Phillip Kruger to the Heron Lake Watershed District Board for a three year term effective February 25, 2024. The motion carried by a vote of 3 Ayes: Nasby, Pohlman and McClure; 1 Nay: Eigenberg.

BOARD REPORTS

Commissioner Pohlman reported on meetings/events involving DVHHS.

Commissioner Eigenberg reported on meetings/events involving District 8 Land Use & Environment Advisory Task Force, DVHHS and GBERBA.

Commissioner Nasby reported on meetings/events involving DVHHS, Prairie Ecology Bus, Friends of the Jackson County Trails, SWMHC and DVHHS.

Commissioner McClure reported on meetings/events involving DVHHS, SWMHC and FMJ Steering Committee/Drug Court Liaison.

ADJOURN

Motion was made by Commissioner Eigenberg and seconded by Commissioner Pohlman to adjourn the meeting at 10:33 a.m. The motion carried unanimously.

JACKSON COUNTY BOARD OF COMMISSIONERS

Board Chair

ATTEST:

Ryan Krosch, County Administrator

DRAFT



Request for Board Action
Agenda Item No. 2.3.

Requested Board Date: 02/06/2024

Agenda Type: Consent

Estimated Time: _____

Department: Public Works/Parks

Presenter: _____

Recommendation: Approve

Item: Final Payment for SP 032-629-051

Board Action Request:

Approve final payment to Duininck, Inc. If approved sign the certification of final acceptance resolution.

Background & Comments:

Six miles of stabilized full depth reclamation and bituminous paving on CSAH 29 from CR 85 to CSAH 36 in Kimball 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: SP 032-629-051
Final Pay Request Number: 6 .

Project Number	Project Description
SP 032-629-051	Full Depth Reclamation & Bituminous Surfacing

Contractor: Duinick, Inc. 408 6th Street Prinsburg, MN 56281	Vendor Number: 312 Up To Date: 01/09/2024
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Contract Amount		Funds Encumbered	
Original Contract	\$4,217,938.73	Original	\$4,217,938.73
Contract Changes	\$4,971.44	Additional	N/A
Revised Contract	\$4,222,910.17	Total	\$4,217,938.73

Work Certified To Date	
Base Bid Items	\$3,959,838.55
Contract Changes	\$4,971.44
Material On Hand	\$0.00
Total	\$3,964,809.99

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	\$3,964,809.99	\$0.00	\$3,925,161.89	\$ 3,964,809.99	\$ 39,648.10
Percent: Retained: 0%			Percent Complete: 93.89%		
Amount Paid this Final Pay Request: \$39,648.10					

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

 Timothy J. Stahl
 Jackson County Engineer

Date: _____

Approved By Duinick, Inc.


 _____ Date: January 24, 2024
 Contractor
 Kristopher Duinick, Vice President

Project No. : SP 032-629-051
Final Pay Request No. : 6
Contract No.: SP 032-629-051

Certificate of Final Contract Acceptance
Final Voucher Number: 6

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 \$3,964,809.99 and agrees to the amount of \$39,648.10 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: Duinick, Inc. By [Signature]

And _____ And _____ State of ,

On This _____ Day _____, _____, Before me appeared _____ 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)

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

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

Duinick Inc 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

Directors and said Vice President and _____

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

Notarial My Commission as Notary Public in Kandiyohi County

Seal Expires January 31, 2028 Signature [Signature]



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: SP 032-629-051
Final Pay Request No. 6

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

Contract Number: SP 032-629-051
Contractor: Duinick, Inc.
Date Certified: 11/09/2024
Payment Number: 6

Whereas; Contract No. SP 032-629-051 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
SP 032-629-051	\$0.00	\$3,964,809.99	(\$39,648.10)	\$3,925,161.89	\$3,964,809.99	\$39,648.10

Contract Payment Summary					
Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request	
1	2023-07-26	\$389,985.05	\$38,998.51	\$350,986.54	
2	2023-08-31	\$3,448,788.85	(\$610.77)	\$3,449,399.62	
3	2023-09-20	\$141,494.35	\$1,414.94	\$140,079.41	
4	2023-10-30	\$134,731.96	\$1,347.32	\$133,384.64	
5	2024-01-08	(\$150,190.22)	(\$1,501.90)	(\$148,688.32)	
6	2024-01-09	\$0.00	(\$39,648.10)	\$39,648.10	

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
Jackson county	1	\$3,964,809.99	\$0.00	\$3,925,161.89	\$39,648.10	\$3,964,809.99

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	Federal	\$39,648.10	\$4,222,910.17	\$4,217,938.73	\$3,964,809.99

Project Payment Summary					
Project	Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
SP 032-629-051	1	2023-07-26	\$389,985.05	\$38,998.51	\$350,986.54
SP 032-629-051	2	2023-08-31	\$3,448,788.85	(\$610.77)	\$3,449,399.62
SP 032-629-051	3	2023-09-20	\$141,494.35	\$1,414.94	\$140,079.41
SP 032-629-051	4	2023-10-30	\$134,731.96	\$1,347.32	\$133,384.64
SP 032-629-051	5	2024-01-08	(\$150,190.22)	(\$1,501.90)	(\$148,688.32)
SP 032-629-051	6	2024-01-09	\$0.00	(\$39,648.10)	\$39,648.10

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
SP 032-629-051	Jackson county	\$3,964,809.99	\$0.00	\$3,925,161.89	\$39,648.10	\$3,964,809.99

Project Funding Source Summary					
Project	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
SP 032-629-051	1	\$39,648.10	\$4,222,910.17	\$4,217,938.73	\$3,964,809.99

Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SP 032-629-051	1	2021.501	MOBILIZATION	LUMP SUM	\$135,000.00	1	0	\$0.00	1	\$135,000.00

Contract Item Status											
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date	
SP 032-629-051	2	2104.507/0081	SALVAGE AGGREGATE SHOULDERS	SY	\$8.70	23026	0	\$0.00	23026	\$200,326.20	
SP 032-629-051	3	2211.501/001	AGGREGATE BASE PLACED CLASS 5 (CV)	TON	\$37.25	500	0	\$0.00	644.22	\$23,997.20	
SP 032-629-051	4	2215.504	FULL DEPTH RECLAMATION	S Y	\$0.86	80060	0	\$0.00	80060	\$68,851.60	
SP 032-629-051	5	2215.504	STABILIZED FULL DEPTH RECLAMATION	S Y	\$1.27	108400	0	\$0.00	108400	\$137,668.00	
SP 032-629-051	6	2215.509	BITUMINOUS MATERIAL FOR MIXTURE	TON	\$660.15	1552	0	\$0.00	1164.96	\$769,048.34	
SP 032-629-051	7	2221.603	TOPSOIL SHOULDERING	LIN FT	\$1.35	63764	0	\$0.00	63764	\$86,081.40	
SP 032-629-051	8	2232.504	MILL BITUMINOUS SURFACE (2.5")	S Y	\$1.65	77934	0	\$0.00	77934	\$128,591.10	
SP 032-629-051	9	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLONS	\$0.01	12758	0	\$0.00	12275	\$122.75	
SP 032-629-051	10	2360.509	TYPE SP 9.5 WEARING COURSE MIX (3,B)	TON	\$81.35	12021	0	\$0.00	12024.26	\$978,173.55	
SP 032-629-051	11	2360.509	TYPE SP 12.5 NON-WEARING COURSE MIXTURE (3,C)	Ton	\$71.70	19551	0	\$0.00	19436.24	\$1,393,578.41	
SP 032-629-051	12	2563.601	TRAFFIC CONTROL	LS	\$14,000.00	1	0	\$0.00	1	\$14,000.00	
SP 032-629-051	13	2573.650/00300	EROSION CONTROL	LUMP SUM	\$4,000.00	1	0	\$0.00	1	\$4,000.00	
SP 032-629-051	14	2575.501	TURF ESTABLISHMENT	LS	\$20,400.00	1	0	\$0.00	1	\$20,400.00	
Base Bid Totals:								\$0.00		\$3,959,838.55	

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
SP 032-629-051		\$0.00	\$3,959,838.55

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
SP 032-629-051	CO	1	15	2105.507	COMMON BORROW (CV)	C Y	\$20.62	212	0	\$0.00	212	\$4,371.44
SP 032-629-051	CO	1	16	2575.501	TURF ESTABLISHMENT	AC	\$2,000.00	0.3	0	\$0.00	0.3	\$600.00
Contract Change Totals:								\$0.00		\$4,971.44		

Contract Total	\$3,964,809.99
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Contract Change Totals			
Number	Description	Amount This Request	Amount To Date
1	1. The Agency will Compensate Duininck Inc for extra common borrow and turf establish through the superelevation of the curve form Sta. 4+00 to Sta. 10+30. The extra work is required as the existing inslopes do meet the project required 1:4 slope. 2. The Contractor will grade and shape the area as described above to meet the 1:4 slope utilizing topsoil from the stock pile site as defined in the plans. The contractor will also be responsible the additional turf establishment at this location.	\$0.00	\$4,971.44

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. 2.4.

Requested Board Date: 02/06/2024

Agenda Type: Consent

Estimated Time: _____

Department: Auditor/Treasurer

Presenter: _____

Recommendation: Approve

Item: Annual renewal of Liquor, Wine, or 3.2% Licenses expiring March 31, 2024

Board Action Request:

Approve annual renewal of Liquor, Wine, or 3.2% Licenses expiring March 31, 2024 for FR2 LLC (Jackson Motorplex), Round Lake Vineyards & Winery LLC, Bergen Bar & Grill, Inc., Loon Lake Store and Bait Shop, Loon Lake Golf, LLC, and Hi Lo Club LLC. The licenses will be effective April 1, 2024 to March 31, 2025.

Background & Comments:

Attachments: _____

Fiscal Impact: _____

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

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



Request for Board Action
Agenda Item No. 2.5.

Requested Board Date: 02/06/2024

Agenda Type: Consent

Estimated Time: _____

Department: Administrator

Presenter: Ryan Krosch

Recommendation: Approve

Item: Local Homeless Prevention Aid

Board Action Request:

Approve using the 2023 Jackson County local homeless prevention aid for the Des Moines Valley Health & Human Services Local Homeless Prevention Aid Program/Application.

Background & Comments:

In 2023 counties started receiving local homeless prevention aid from the state. The goal of the funding is to help local governments ensure no child is homeless within a local jurisdiction by keeping families from losing housing and helping those experiencing homelessness find housing.

Jackson County received \$10,155 in 2023 and will receive \$10,877 in 2024. The 2023 aid needs to be spent by 12/31/24.

DVHHS has developed the attached program for using these funds.

Attachments: Policy/Program, Application

Fiscal Impact: None

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

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

**Des Moines Valley Health & Human Services
Local Homeless Prevention Aid Policy
Admin Policy DV 5200**

Effective Date: March 15, 2023

Responsible Party: DVHHS-Cottonwood and Jackson Counties

Scope and Audience: Cottonwood and Jackson Counties residents who qualify for funds to stabilize their housing needs.

Additional Authority: The Minnesota Department of Revenue has allocated funds to county entities to establish a process that will assist their residents in reducing homelessness.

Policy Purpose:

Local Homeless Prevention Aid was created by the 2021 Legislature to help local governments ensure no child is homeless within a local jurisdiction by keeping families from losing housing and helping those experiencing homelessness find housing.

Policy Statement:

The Department of Revenue certifies amounts for counties by August 1 each year. We base this certification on current statutes, including any changes from the most recent legislative session.

Local Homeless Prevention Aid is paid in two equal installments in the year after it is certified, which begins the calendar year 2023. The first half is paid on July 20 and the second half on December 26 of each year. The LHPA program will expire after aid is paid in 2028.

Counties must use this aid to fund new or existing family homeless prevention and assistance projects or programs. These projects or programs may be administered by a County, Group of contiguous counties acting together, City, Group of contiguous cities acting together, Tribe, Group of tribes, or Community-based nonprofit organization.

Each project or program must include plans for:

- Targeting families with children who are eligible for a prekindergarten through grade 12 academic program, individuals experiencing homelessness, and are one of the following:
 - Living in overcrowded conditions in their current housing
 - Paying more than 50 percent of their income for rent
 - Lacking a fixed, regular, and adequate nighttime residence
 - At risk of losing current housing
- Targeting unaccompanied youth in need of an alternative residential setting
- Connecting families with the social services necessary to maintain the families' stability in their homes, such as housing navigation, legal representation, and family outreach

- One or both of the following:
 - Providing rental assistance for a specified period which may exceed 24 months
 - Providing support and case management services to improve housing stability, such as housing navigation and family outreach

Counties may choose not to spend all or a portion of the distribution under this section. Any unspent funds must be returned to the Department of Revenue by December 31 of the year following the year that the aid was received.

Definitions:

Homelessness: Individuals/Families that are not currently under a lease/mortgage agreement.

Risk of Homelessness: Individuals/Families that may be evicted from their home due their inability to pay rent/mortgage, and/or utility bills.

Transition in Housing: Individuals who may need to move from their current setting due to unforeseen events (domestic abuse, dangerous environment, etc.) and do not have the ability to fund rental deposit and first month rent.

Main Topic:

In an effort to prevent homelessness through the use of Minnesota Department of Revenue Local Homeless Prevention Aid Grant, Des Moines Valley Health and Human Services has developed an application document which will be distributed to each school district within the county, United Community Action, and Des Moines Valley Health and Human Services Children’s Unit, Adult Services Unit, and Eligibility Unit, to make referrals on behalf of an individual/family to access funds.

Upon receipt of an application, DVHHS will contact the applicant to verify eligibility, collect documents, and issue payments, if approved. The application will move forward to the LHPA Screening Team for final approval.

DVHHS Local Homeless Prevention Aid Grant Screening Team is comprised of:

- DVHHS Executive Director
- DVHHS Human Services Director
- DVHHS Eligibility Unit Supervisor
- DVHHS Housing Coordinator

As allowed, a percentage of this grant will fund the Housing Coordinator position to administer this program.

Monitoring/Annual County Reporting:

Beginning in 2023, counties must report the following information to the Department of Revenue by December 31 each year:

- Each project and program funded by counties with this aid
- For each project and program:
 - Number of people served
 - Assessment of how it impacts people who are currently experiencing homelessness or are at risk of experiencing homelessness

Cottonwood County Auditor/Treasurer, will submit the report to the Department of Revenue by December 31 each year for Cottonwood County.

Jackson County Auditor/Treasurer, will submit the report to the Department of Revenue by December 31 each year for Jackson County.

The Department of Revenue will use the information provided by counties to create reports to the legislature by January 15 of 2025, 2027, and 2029.

Forms:

DVHHS Local Homeless Prevention Aid Application

DVHHS LHPA Budget Worksheet

DVHHS Local Homeless Prevention Aid Application

You may be eligible to receive financial assistance from DVHHS Local Homeless Prevention Aid. Funds have been made available, and distributed, by **Minnesota Department of Revenue**. **The legislative purpose is “to help local governments ensure no child is homeless within a local jurisdiction by keeping families from losing housing, and helping those experiencing homelessness find housing.”**

Eligibility Overview:

- CURRENT Resident of Cottonwood or Jackson County
- Loss or reduction of income (explanation will need to be provided)
- Eviction, foreclosure, utility shut-off or other housing need.
- Proof of sustainability of housing after utilizing assistance.

Household Size:	1	2	3	4	5	6	7
Annual Income:	\$43,740	\$59,160	\$74,580	\$90,000	\$105,240	\$120,840	\$136,260
Monthly Income:	\$3,645	\$4,930	\$6,215	\$7,500	\$8,785	\$10,070	\$11,355

*Income guidelines are approximations only, and use for general reference only. This is 300% FPG.

You may be required to complete a Combined Application Form (CAF) for Emergency Assistance prior to, or along with this application. Completing an application does not guarantee approval of assistance.

You will be asked to provide the following documentation (or pictures of them):

- Proof of Applicant Identity (State issued ID, Driver’s license, Passport, ITIN)
- Verification of balance owed (utility bill, past due rent/mortgage bill, etc.)
- Contact information for the organization to be paid (landlord, mortgage company, utility company, etc.)
- Proof of total gross income for the household from the past four weeks or completion of ZERO Income Statement (Section IV of this application).

I. Housing Impact
<ul style="list-style-type: none"> ○ My rent or mortgage is past due, or I cannot pay my current rent or mortgage ○ I am currently homeless, or at risk of being homeless and I cannot pay a security deposit and/or 1st month’s rent towards stable housing. ○ My utility bill(s) is past due, disconnected and may lose housing as a result. ○ I am experiencing a transition in housing (crisis). (Please explain in an attachment.)

II. Applicant Information			
Full Name:			
Street Address:	City:	State:	Zip Code:
Email Address:	Phone Number:	Primary Language:	
Are you working with an Eligibility Worker or Social Worker at DES MOINES VALLEY HHS? <input type="radio"/> Yes <input type="radio"/> No Eligibility Worker Name: _____ Social Worker Name: _____			

III. Household Members and Household Income		
Include EVERYONE living in your home. (list additional members on a separate sheet of paper)		
Primary Applicant Name:		D.O.B.:
Source of Income:	Gross Monthly Income:	Gross Annual Income:
Household Member #2:		D.O.B.:
Source of Income:	Gross Monthly Income:	Gross Annual Income:
Household Member #3:		D.O.B.:
Source of Income:	Gross Monthly Income:	Gross Annual Income:
Household Member #4:		D.O.B.:
Source of Income:	Gross Monthly Income:	Gross Annual Income:

IV. Zero Income Statement

Complete this section if you have not had any income in the past 4 weeks and share how you have paid any bills.

--

V. Housing Assistance Request

Complete this section if you are applying for assistance with your current and/or past rent or mortgage.

Past Due Amount:		Current Bill Amount:	
Mortgage Company or Landlord:			
Mortgage Company or Landlord Address:	City:	State:	Zip Code:
Phone Number:	Email:		
Proposed New Address:			

VI. Utility Assistance Request

Complete this section if you are applying for assistance with your current and/or past due utility bill(s).
Complete for EACH utility company for which you are requesting assistance.

Utility Company #1:	Utility type:
Utility Company Address: (Street, City, State, Zip Code)	
Phone Number:	
Past Due Amount:	Current Bill Amount:

Utility Company#2:	Utility type:
Utility Company Address: (Street, City, State, Zip Code)	
Phone Number:	
Past Due Amount:	Current Bill Amount:

IV. Required Documents

Include all supporting documentation for each type of assistance requested.
 If you do not include all supporting documents, your application may be delayed or denied.
 You may be required to provide additional supporting documentation.

- Identification
- Proof of loss or reduction of income
- Past 4 weeks of household income
- Mortgage statement or lease agreement
- Eviction notice/letter with the amount or rent not paid.
- Statement of deposits required for housing
- Utility Bill(s)

Have you applied for any other type of financial assistance? (Such as Emergency Assistance, Energy Assistance, Salvation Army, MVAC, etc.)

Please list:

V. Certifications

Tennessean Warning:

In accordance with [Minn Stat §13.04, subd. 2](#), you must be provided with a Tennessean Warning. The purpose of the notice is to enable you to make an informed decision about whether to give data about yourself, which could be shared with government entities and others, including the Minnesota Housing Finance Agency, the local administrator, community agencies funded from state, federal, and local resources that help provide housing assistance, and the organization(s) identified as holding the debt for which you are seeking assistance, and others Minnesota Housing deems necessary for information to be shared with in order to effectively manage and evaluate the program's effectiveness. The data could also be shared upon court order or provided to the state or legislative auditor. We are required to inform you of your rights as they pertain to the private information we collect from you. The information we collect from you is classified by law as either public (anyone can see it), private (the public is not given access, but you are), or confidential (even you cannot see the information). As an applicant of this assistance, most of the information requested about you is classified as private. You are not legally required to provide any of the requested information; however, if you do not provide requested information, we may not be able to provide you with the services or resources you are requesting.

- By checking this box, I acknowledge that I have read and understood the above Tennessean Warning.

I authorize Des Moines Valley Health and Human Services to make benefit payments directly to my landlord, mortgage company, and utility supplier. I am aware that if my application is incomplete or supporting documentation is missing, there may be a delay in processing and/or my application may be denied. I am responsible for providing accurate, complete and truthful information. I understand that if I provide incomplete or incorrect information, or if I falsify forms, I may have my benefits terminated and/or may be required to repay funds. I certify the information above is true and accurate.

- I attest that I am unable to make the payment(s) owed due to loss of income, eviction, or transition in housing status.
- I attest that the information entered on this intake form is true and accurate. I understand that I may be asked to provide further verification at a later point.
- I agree to the exchange of information between Le Sueur County Human Services and any provider/vendor in this application.

Applicant Signature:	Date:

Person/Agency Making Referral:	Date:
--------------------------------	-------

Phone:	Email:	

DVHHS OFFICE USE ONLY	
<i>Staff:</i>	
Approved: <input type="checkbox"/> Date:	Declined: <input type="checkbox"/> Date: Reason:
Vendor:	Amount Issued:
Vendor:	Amount Issued:
Vendor:	Amount Issued:
Emergency Assistance Received <input type="checkbox"/> Yes <input type="checkbox"/> No	Follow-up with Financial Worker <input type="checkbox"/> Yes <input type="checkbox"/> No



Request for Board Action
Agenda Item No. 2.6.

Requested Board Date: 02/06/2024

Agenda Type: Consent

Estimated Time: _____

Department: Land Mgmt/SWCD

Presenter: _____

Recommendation: Approve

Item: Appoint Daniel Bartosh as the County-Designated Ag Inspector

Board Action Request:

Approve resolution appointing Daniel Bartosh as the County-Designated Ag Inspector Responsible for Enforcement of Control or Eradication of Noxious Weeds

Background & Comments:

Jackson County is required under Minnesota Statute 18.80 to appoint either an agricultural inspector or a county-designated employee to carry out duties as specified in statute.

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. 24-
APPOINTING COUNTY-DESIGNATED EMPLOYEE RESPONSIBLE FOR ENFORCEMENT
OF CONTROL OR ERADICATION OF NOXIOUS WEEDS IN JACKSON COUNTY

WHEREAS, the County Board is required under Minnesota Statute 18.80 to appoint either an agricultural inspector or a county-designated employee to carry out duties as specified in statute.

NOW, THEREFORE, BE IT RESOLVED by the Jackson County Board of Commissioners that Daniel Bartosh, Land Management Director, is appointed as the County-Designated Employee Responsible for Enforcement of Control or Eradication of Noxious Weeds in Jackson County effective March 19, 2023.

Duly passed and adopted this 6th day of February, 2024.

Jackson County Board of Commissioners'
Chair

ATTEST:

Ryan Krosch, County Administrator



Request for Board Action
Agenda Item No. 2.7.

Requested Board Date: 02/06/2024

Agenda Type: Consent

Estimated Time: _____

Department: Citizen/Stakeholder/Organization

Presenter: _____

Recommendation: Approve

Item: Gambling Application for Exempt Permit for Jackson Lions Club

Board Action Request:

Approve the application for exempt permit for Jackson Lions Club, with no waiting period, for a raffle to be held at the 2024 Jackson County Fair.

Background & Comments:

This raffle is a fundraiser for the Jackson Lions Club. MS340.213 governs the local authority for gambling permits. 1st application of 2024 (allowed to approve up to 5 permit applications per year).

Attachments: Application

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

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Jackson Lions Club Previous Gambling Permit Number: X-04252-23-014

Minnesota Tax ID Number, if any: 23-7264661 Federal Employer ID Number (FEIN), if any: _____

Mailing Address: PO Box 154

City: Jackson State: Mn Zip: 56143 County: Jackson

Name of Chief Executive Officer (CEO): Mark Walter

CEO Daytime Phone: 320-212-1752 CEO Email: lionsclub56143@gmail.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): pat.barnett@compeer.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted
(for raffles, list the site where the drawing will take place): Jackson county Fairgrounds

Physical Address (do not use P.O. box): 78748 550th. ave. Jackson Mn 56143

Check one:

City: Jackson Zip: 56143 County: Jackson

Township: Wisconsin Zip: 56143 County: Jackson

Date(s) of activity (for raffles, indicate the date of the drawing): July 27, 2024

Check each type of gambling activity that your organization will conduct:

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

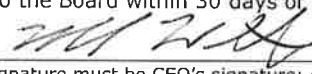
Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature:  Date: 1/8/2024

(Signature must be CEO's signature; designee may not sign)

Print Name: Mark Walter

REQUIREMENTS	MAIL APPLICATION AND ATTACHMENTS
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<p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days; or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>Mail application with:</p> <p>_____ a copy of your proof of nonprofit status; and</p> <p>_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota.</p> <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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Request for Board Action
Agenda Item No. 2.8.

Requested Board Date: 02/06/2024

Agenda Type: Consent

Estimated Time: _____

Department: Sheriff/Emergency Mgmt

Presenter: Gary Reif

Recommendation: Approve

Item: All-Hazard Mitigation Plan Approval

Board Action Request:

Approve Resolution Adopting the Jackson County All-Hazard Mitigation Plan.

Background & Comments:

The All-Hazard Mitigation Plan is required to be updated every 4 years in order to be valid. With this plan updated, Jackson County is eligible to receive FEMA funds in the event of an emergency. The plan was a cooperative effort with the County, University of Minnesota Duluth, a consulting agency hired by the State and all the cities in Jackson County to assure everyone had input into the plan.

To view a complete copy of the updated plan, please go online to
<https://jackson-county-hmp-umn.hub.arcgis.com/>

Attachments: FEMA letter, plan review tool, resolution

Fiscal Impact: Makes the County eligible for certain FEMA funding

**** 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



FEMA

January 11, 2024

Ms. Jennifer Davis
Homeland Security and Emergency Management
Minnesota Department of Public Safety
444 Cedar Street, Suite 223
Saint Paul, MN 55101

Dear Ms. Davis:

Thank you for submitting the Jackson County Multi-Hazard Mitigation Plan update for our review. The plan was reviewed based on the local plan criteria contained in 44 CFR Part 201, as authorized by the Disaster Mitigation Act of 2000. The Jackson County Multi-Hazard Mitigation Plan met the required criteria for a multi-jurisdiction hazard mitigation plan. Formal approval of this plan is contingent upon the adoption by the participating jurisdictions of this plan. Once FEMA Region 5 receives documentation of adoption from the participating jurisdictions, we will send a letter of official approval to your office.

An approved local mitigation plan, including adoption by the local government, is one of the conditions for applying for and/or receiving FEMA mitigation grants from the following programs:

- Hazard Mitigation Grant Program (HMGP)
- HMGP Post-Fire
- Building Resilient Infrastructure and Communities
- Flood Mitigation Assistance

Please note that participating jurisdictions that adopt the plan more than one year after APA status has been issued must either:

- Validate that their information in the plan remains current with respect to both the risk assessment (no recent hazard events, no changes in development) and their mitigation strategy (no changes necessary); or
- Make the necessary updates before submitting the adoption resolution to FEMA.

We look forward to receiving the adoption resolution(s) and discussing options for implementing this mitigation plan. If there are any questions from either you or the communities, please contact Meghan Cuneo at (202) 615-5294 or email at Meghan.cuneo@fema.dhs.gov.

Sincerely,

JOHN A
WETHINGTON

Digitally signed by
JOHN A WETHINGTON
Date: 2024.01.11
17:15:21 -06'00'

John Wethington
Chief, Risk Analysis Branch
Mitigation Division

Attachment: Local Plan Review Tool

Local Mitigation Plan Review Tool

Cover Page

The Local Mitigation Plan Review Tool (PRT) demonstrates how the local mitigation plan meets the regulation in 44 CFR § 201.6 and offers states and FEMA Mitigation Planners an opportunity to provide feedback to the local governments, including special districts.

1. The Multi-Jurisdictional Summary Sheet is a worksheet that is used to document how each jurisdiction met the requirements of the plan elements (Planning Process; Risk Assessment; Mitigation Strategy; Plan Maintenance; Plan Update; and Plan Adoption).
2. The Plan Review Checklist summarizes FEMA’s evaluation of whether the plan has addressed all requirements.

For greater clarification of the elements in the Plan Review Checklist, please see Section 4 of this guide. Definitions of the terms and phrases used in the PRT can be found in Appendix E of this guide.

Plan Information	
Jurisdiction(s)	Jackson County, Minnesota
Title of Plan	Jackson County 2023 Hazard Mitigation Plan
New Plan or Update	Update
Single- or Multi-Jurisdiction	Multi-jurisdiction
Date of Plan	12/20/2023
Local Point of Contact	
Title	Gary Reif, Emergency Management Director
Agency	Jackson County Emergency Management
Address	405 4th Street, Resource Center, Jackson, MN 56143
Phone Number	507-847-4774
Email	gary.reif@co.jackson.mn.us

Additional Point of Contact	
Title	Click or tap here to enter text.
Agency	Click or tap here to enter text.
Address	Click or tap here to enter text.
Phone Number	Click or tap here to enter text.
Email	Click or tap here to enter text.

Review Information	
State Review	
State Reviewer(s) and Title	Kristy Dellwo, Hazard Mitigation Planner
State Review Date	12/26/2023
FEMA Review	
FEMA Reviewer(s) and Title	Meghan Burrows, Community Planner
Date Received in FEMA Region	12/26/2023
Plan Not Approved	Click or tap to enter a date.
Plan Approvable Pending Adoption	1/9/2024
Plan Approved	Click or tap to enter a date.

Multi-Jurisdictional Summary Sheet

#	Jurisdiction Name	Requirements Met (Y/N)						
		A. Planning Process	B. Risk Assessment	C. Mitigation Strategy	D. Plan Maintenance	E. Plan Update	F. Plan Adoption	G. State Requirements
1	Jackson County	Y	Y	Y	Y	Y		N/A
2	City of Alpha	Y	Y	Y	Y	Y		N/A
3	City of Heron Lake	Y	Y	Y	Y	Y		N/A
4	City of Jackson	Y	Y	Y	Y	Y		N/A
5	City of Lakefield	Y	Y	Y	Y	Y		N/A
6	City of Okabena	Y	Y	Y	Y	Y		N/A
7	City of Wilder	Y	Y	Y	Y	Y		N/A
8								
9								
10								
11								
12								

Plan Review Checklist

The Plan Review Checklist is completed by FEMA. States and local governments are encouraged, but not required, to use the PRT as a checklist to ensure all requirements have been met prior to submitting the plan for review and approval. The purpose of the checklist is to identify the location of relevant or applicable content in the plan by element/sub-element and to determine if each requirement has been “met” or “not met.” FEMA completes the “required revisions” summary at the bottom of each element to clearly explain the revisions that are required for plan approval. Required revisions must be explained for each plan sub-element that is “not met.” Sub-elements in each summary should be referenced using the appropriate numbers (A1, B3, etc.), where applicable. Requirements for each element and sub-element are described in detail in Section 4: Local Plan Requirements of this guide.

Plan updates must include information from the current planning process.

If some elements of the plan do not require an update, due to minimal or no changes between updates, the plan must document the reasons for that.

Multi-jurisdictional elements must cover information unique to all participating jurisdictions.

Element A: Planning Process

Element A Requirements	Location in Plan (section and/or page number)	Met / Not Met
A1. Does the plan document the planning process, including how it was prepared and who was involved in the process for each jurisdiction? (Requirement 44 CFR § 201.6(c)(1))		
A1-a. Does the plan document how the plan was prepared, including the schedule or time frame and activities that made up the plan's development, as well as who was involved?	<p>Section 2.1 - Planning Team Information, p. 4</p> <p>Section 2.2 - Review of Existing Plans, Capabilities & Vulnerabilities, p. 5</p> <p>Section 2.3 - Planning Process Timeline and Steps, p. 6</p> <p>Section 2.3.1 - County Stakeholder Coordination, p.6</p> <p>Section 2.3.2 - Overview of Jurisdictional Participation, p.7</p> <p>Appendix C - Local Mitigation Survey Report</p> <p>Appendix F - Planning Team Meetings</p> <p>Appendix G- Public Outreach & Engagement Documentation</p>	Met
A1-b. Does the plan list the jurisdiction(s) participating in the plan that seek approval, and describe how they participated in the planning process?	<p>Section 1.1.1 - Scope, p. 2</p> <p>Section 2.3.2 - Overview of Jurisdictional Participation, p. 7</p>	Met

Element A Requirements	Location in Plan (section and/or page number)	Met / Not Met
<p>A2. Does the plan document an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development as well as businesses, academia, and other private and non-profit interests to be involved in the planning process? (Requirement 44 CFR § 201.6(b)(2))</p>		
<p>A2-a. Does the plan identify all stakeholders involved or given an opportunity to be involved in the planning process, and how each stakeholder was presented with this opportunity?</p>	<p>Section 2.1 - Planning Team Information, p. 4</p> <p>Appendix F - Planning Team Meetings</p> <p>Appendix C - Local Mitigation Survey Report</p>	<p>Met</p>
<p>A3. Does the plan document how the public was involved in the planning process during the drafting stage and prior to plan approval? (Requirement 44 CFR § 201.6(b)(1))</p>		
<p>A3-a. Does the plan document how the public was given the opportunity to be involved in the planning process and how their feedback was included in the plan?</p>	<p>Section 2.3 - Planning Process Timeline and Steps, p. 6</p> <p>Appendix G - Public Outreach & Engagement Documentation</p> <p><i>(See Record of Public Input & Incorporation)</i></p>	<p>Met</p>

Element A Requirements	Location in Plan (section and/or page number)	Met / Not Met
A4. Does the plan describe the review and incorporation of existing plans, studies, reports, and technical information? (Requirement 44 CFR § 201.6(b)(3))		
<p>A4-a. Does the plan document what existing plans, studies, reports and technical information were reviewed for the development of the plan, as well as how they were incorporated into the document?</p>	<p>Section 2.2 - Review of Existing Plans, Capabilities & Vulnerabilities, p. 5</p> <p>Section 3.1 - Hazard Identification & Prioritization, p. 9-11</p> <p>Section 3.4 – Jurisdictional Change in Risk or Vulnerability Assessment, p. 13- 15</p> <p>Section 5.1 - Community Capability Assessments, p. 36-39</p> <p>Section 5.1.2 - Plans and Ordinances, p. 40</p> <p>Section 5.1.3 - Plans & Programs in Place to Address Natural Hazards, p. 40</p> <p>Appendix C - Local Mitigation Survey Report</p> <p>Appendix D - Plans & Programs in Place</p>	<p>Met</p>
ELEMENT A REQUIRED REVISIONS		
<p>Required Revision: Click or tap here to enter text.</p>		

Element B: Risk Assessment

Element B Requirements	Location in Plan (section and/or page number)	Met / Not Met
B1. Does the plan include a description of the type, location, and extent of all natural hazards that can affect the jurisdiction? Does the plan also include information on previous occurrences of hazard events and on the probability of future hazard events? (Requirement 44 CFR § 201.6(c)(2)(i))		
B1-a. Does the plan describe all natural hazards that can affect the jurisdiction(s) in the planning area, and does it provide the rationale if omitting any natural hazards that are commonly recognized to affect the jurisdiction(s) in the planning area?	Section 3.1 - Hazard Identification & Prioritization, p. 9- 10 Section 3.4 Jurisdictional Change in Risk or Vulnerability Assessment, p. 13- 15 Appendix C - Local Mitigation Survey Report Appendix F - Planning Team Meetings	Met
B1-b. Does the plan include information on the location of each identified hazard?	Section 3.4 Jurisdictional Change in Risk or Vulnerability Assessment Section 4.1 – 4.8 (Hazards), p. 18- 35 Appendix C - Local Mitigation Survey Report	Met
B1-c. Does the plan describe the extent for each identified hazard?	Section 4.1 – 4.8 (Hazards), p. 18- 35 (see each hazard page)	Met
B1-d. Does the plan include the history of previous hazard events for each identified hazard?	Section 3.1.2 – FEMA- and Minnesota- Declared Disasters and Assistance, p. 10-11 Section 4.1 – 4.8, p. 18-35 see each hazard page)	Met

Element B Requirements	Location in Plan (section and/or page number)	Met / Not Met
<p>B1-e. Does the plan include the probability of future events for each identified hazard? Does the plan describe the effects of future conditions, including climate change (e.g., long-term weather patterns, average temperature and sea levels), on the type, location and range of anticipated intensities of identified hazards?</p>	<p>Section 3.3 Climate Change, p. 12</p> <p>Section 3.4 Jurisdictional Change in Risk or Vulnerability Assessment, p. 13- 17</p> <p>Sections 4.1-4.1.2 (Probability of Occurrence, vulnerability) through 4.8.1 – 4.8.2 (see each hazard page), p. 18- 35</p> <p>https://Jackson-county-hmp-umn.hub.arcgis.com/pages/climatechange</p>	<p>Met</p>
<p>B1-f. For participating jurisdictions in a multi-jurisdictional plan, does the plan describe any hazards that are unique to and/or vary from those affecting the overall planning area?</p>	<p>Section 3.1 - Hazard Identification & Prioritization, p. 9-10</p> <p>Section 3.4 Jurisdictional Change in Risk or Vulnerability Assessment, p. 13- 17</p> <p>Appendix C - Local Mitigation Survey Report</p>	<p>Met</p>
<p>B2. Does the plan include a summary of the jurisdiction’s vulnerability and the impacts on the community from the identified hazards? Does this summary also address NFIP-insured structures that have been repetitively damaged by floods? (Requirement 44 CFR § 201.6(c)(2)(ii))</p>		
<p>B2-a. Does the plan provide an overall summary of each jurisdiction’s vulnerability to the identified hazards?</p>	<p>Sections 4.1.2 through– 4.8.2 (Vulnerability, see each hazard page), p. 18-35</p> <p>Appendix C – Local Mitigation Survey Report (local vulnerabilities sections)</p>	<p>Met</p>

Element B Requirements	Location in Plan (section and/or page number)	Met / Not Met
<p>B2-b. For each participating jurisdiction, does the plan describe the potential impacts of each of the identified hazards on each participating jurisdiction?</p>	<p>Sections 4.1.2 through– 4.8.2 (Vulnerability), p. 18-35 (see each hazards page)</p> <p>Section 3.4 Jurisdictional Change in Risk or Vulnerability Assessment, p. 13-35</p> <p>Appendix C - Local Mitigation Survey Report (local vulnerabilities sections)</p>	<p>Met</p>
<p>B2-c. Does the plan address NFIP-insured structures within each jurisdiction that have been repetitively damaged by floods?</p>	<p>Section 5.1.1 National Flood Insurance Program (NFIP), p. 36 - 40</p>	<p>Met</p>
<p>ELEMENT B REQUIRED REVISIONS</p>		
<p>Required Revision: Click or tap here to enter text.</p>		

Element C: Mitigation Strategy

Element C Requirements	Location in Plan (section and/or page number)	Met / Not Met
C1. Does the plan document each participant’s existing authorities, policies, programs and resources and its ability to expand on and improve these existing policies and programs? (Requirement 44 CFR § 201.6(c)(3))		
C1-a. Does the plan describe how the existing capabilities of each participant are available to support the mitigation strategy? Does this include a discussion of the existing building codes and land use and development ordinances or regulations?	Section 2.2 - Review of Existing Plans, Capabilities & Vulnerabilities, p. 5-6 Section 5.1 Community Capability Assessments, p. 36 Section 5.3 Mitigation Action and Project Strategies, p. 46-58 (Table 11) Appendix C - Local Mitigation Survey Report, (local vulnerabilities sections) Appendix D - Plans & Programs in Place	Met
C1-b. Does the plan describe each participant’s ability to expand and improve the identified capabilities to achieve mitigation?	Section 5.3 Mitigation Action and Project Strategies, p. 46-58 Appendix C - Local Mitigation Survey Report Appendix H – Mitigation Actions by Jurisdiction	Met
C2. Does the plan address each jurisdiction’s participation in the NFIP and continued compliance with NFIP requirements, as appropriate? (Requirement 44 CFR § 201.6(c)(3)(ii))		
C2-a. Does the plan contain a narrative description or a table/list of their participation activities?	Section 5.1.1 National Flood Insurance Program (NFIP) (table 8), p. 36- 40	Met

Element C Requirements	Location in Plan (section and/or page number)	Met / Not Met
C3. Does the plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards? (Requirement 44 CFR § 201.6(c)(3)(i))		
C3-a. Does the plan include goals to reduce the risk from the hazards identified in the plan?	Section 5.2 Mitigation Goals, p. 45-46	Met
C4. Does the plan identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure? (Requirement 44 CFR § 201.6(c)(3)(ii))		
C4-a. Does the plan include an analysis of a comprehensive range of actions/projects that each jurisdiction considered to reduce the impacts of hazards identified in the risk assessment?	Section 5.3 Mitigation Action and Project Strategies, p.46- 58. Table 11 Appendix H – Mitigation Actions by Jurisdiction https://Jackson-county-hmp-umn.hub.arcgis.com/pages/mitigation-actions	Met
C4-b. Does the plan include one or more action(s) per jurisdiction for each of the hazards as identified within the plan’s risk assessment?	Appendix H – Mitigation Actions by Jurisdiction Section 5.3 Mitigation Action and Project Strategies, p.46- 58. Table 11 https://Jackson-county-hmp-umn.hub.arcgis.com/pages/mitigation-actions	Met
C5. Does the plan contain an action plan that describes how the actions identified will be prioritized (including a cost-benefit review), implemented, and administered by each jurisdiction? (Requirement 44 CFR § 201.6(c)(3)(iv)); (Requirement §201.6(c)(3)(iii))		
C5-a. Does the plan describe the criteria used for prioritizing actions?	Section 5.3 Mitigation Action and Project Strategies, p. 46- 50, Table 10	Met

Element C Requirements	Location in Plan (section and/or page number)	Met / Not Met
C5-b. Does the plan provide the position, office, department or agency responsible for implementing/administrating the identified mitigation actions, as well as potential funding sources and expected time frame?	Section 5.3 Mitigation Action and Project Strategies, Table 11. P. 50-58 Appendix H – Mitigation Actions by Jurisdiction https://Jackson-county-hmp-umn.hub.arcgis.com/pages/mitigation-actions	Met
ELEMENT C REQUIRED REVISIONS		
Required Revision: Click or tap here to enter text.		

Element D: Plan Maintenance

Element D Requirements	Location in Plan (section and/or page number)	Met / Not Met
D1. Is there discussion of how each community will continue public participation in the plan maintenance process? (Requirement 44 CFR § 201.6(c)(4)(iii))		
D1-a. Does the plan describe how communities will continue to seek future public participation after the plan has been approved?	Section 6.1 Monitoring, Evaluation, and Updating the Plan, p.59-60 Section 6.3 Continued Public Involvement, p. 61 Two Surveys at: <ul style="list-style-type: none"> • <i>Mitigation Idea or Comments about Hazards</i> • <i>Feedback on the HMP</i> 	Met

Element D Requirements	Location in Plan (section and/or page number)	Met / Not Met
D2. Is there a description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a five-year cycle)? (Requirement 44 CFR § 201.6(c)(4)(i))		
D2-a. Does the plan describe the process that will be followed to track the progress/status of the mitigation actions identified within the Mitigation Strategy, along with when this process will occur and who will be responsible for the process?	<p>Section 6.1 Monitoring, Evaluation, and Updating the Plan, p. 59-60</p> <p>Section 5.3 Mitigation Action and Project Strategies, p. 48- 50</p> <p>Appendix H – Mitigation Actions by Jurisdiction</p> <p>https://Jackson-county-hmp-umn.hub.arcgis.com/pages/mitigation-actions</p>	Met
D2-b. Does the plan describe the process that will be followed to evaluate the plan for effectiveness? This process must identify the criteria that will be used to evaluate the information in the plan, along with when this process will occur and who will be responsible.	<p>Section 5.3 Mitigation Action and Project Strategies, p. 48- 50</p> <p>Section 6.1 Monitoring, Evaluation, and Updating the Plan, p. 59-60</p> <p>Appendix H – Mitigation Actions by Jurisdiction</p> <p>https://Jackson-county-hmp-umn.hub.arcgis.com/pages/mitigation-actions</p>	Met
D2-c. Does the plan describe the process that will be followed to update the plan, along with when this process will occur and who will be responsible for the process?	Section 6.1 Monitoring, Evaluation, and Updating the Plan, p. 59- 60	Met
D3. Does the plan describe a process by which each community will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate? (Requirement 44 CFR § 201.6(c)(4)(ii))		
D3-a. Does the plan describe the process the community will follow to integrate the ideas, information and strategy of the mitigation plan into other planning mechanisms?	Section 6.2 Implementation, p. 60	Met

Element D Requirements	Location in Plan (section and/or page number)	Met / Not Met
D3-b. Does the plan identify the planning mechanisms for each plan participant into which the ideas, information and strategy from the mitigation plan may be integrated?	Section 6.2 Implementation, p. 60 Appendix H- Mitigation Actions by Jurisdiction	Met
D3-c. For multi-jurisdictional plans, does the plan describe each participant's individual process for integrating information from the mitigation strategy into their identified planning mechanisms?	Section 6.2 Implementation, p. 60 Appendix H- Mitigation Actions by Jurisdiction	Met
ELEMENT D REQUIRED REVISIONS		
<p>Required Revision: Click or tap here to enter text.</p>		

Element E: Plan Update

Element E Requirements	Location in Plan (section and/or page number)	Met / Not Met
E1. Was the plan revised to reflect changes in development? (Requirement 44 CFR § 201.6(d)(3))		
E1-a. Does the plan describe the changes in development that have occurred in hazard-prone areas that have increased or decreased each community's vulnerability since the previous plan was approved?	Section 3.4 Jurisdictional Change in Risk or Vulnerability Assessment, p. 16-17 Appendix C - Local Mitigation Survey Report, Part A, Question 5	Met

Element E Requirements	Location in Plan (section and/or page number)	Met / Not Met
E2. Was the plan revised to reflect changes in priorities and progress in local mitigation efforts? (Requirement 44 CFR § 201.6(d)(3))		
E2-a. Does the plan describe how it was revised due to changes in community priorities?	Section 3.1 - Hazard Identification & Prioritization, p. 9 Section 3.4 – Jurisdictional Change in Risk or Vulnerability Assessment, p. 17	Met
E2-b. Does the plan include a status update for all mitigation actions identified in the previous mitigation plan?	Appendix E - Past Mitigation Action Review Status Report Section 5.3 Mitigation Action and Project Strategies, p. 48-50 Appendix H - Mitigation Actions by Jurisdiction	Met
E2-c. Does the plan describe how jurisdictions integrated the mitigation plan, when appropriate, into other planning mechanisms?	Section 1.1.1- Scope, p. 2 Section 5.1.3- Plans and Programs in Place to Address Natural Hazards, p. 40-45 Section 6.2 Implementation, p. 60 Appendix E - Past Mitigation Action Review Status Report Appendix H - Mitigation Actions by Jurisdiction	Met
ELEMENT E REQUIRED REVISIONS		
Required Revision: Click or tap here to enter text.		

Element F: Plan Adoption

Element F Requirements	Location in Plan (section and/or page number)	Met / Not Met
F1. For single-jurisdictional plans, has the governing body of the jurisdiction formally adopted the plan to be eligible for certain FEMA assistance? (Requirement 44 CFR § 201.6(c)(5))		
F1-a. Does the participant include documentation of adoption?	Click or tap here to enter text.	Choose an item.
F2. For multi-jurisdictional plans, has the governing body of each jurisdiction officially adopted the plan to be eligible for certain FEMA assistance? (Requirement 44 CFR § 201.6(c)(5))		
F2-a. Did each participant adopt the plan and provide documentation of that adoption?	Click or tap here to enter text.	Choose an item.
ELEMENT F REQUIRED REVISIONS		
Required Revision: Click or tap here to enter text.		

Element G: High Hazard Potential Dams (Optional)

HHPD Requirements	Location in Plan (section and/or page number)	Met / Not Met
HHPD1. Did the plan describe the incorporation of existing plans, studies, reports and technical information for HHPDs?		
HHPD1-a. Does the plan describe how the local government worked with local dam owners and/or the state dam safety agency?	N / A	Choose an item.
HHPD1-b. Does the plan incorporate information shared by the state and/or local dam owners?	N / A	Choose an item.
HHPD2. Did the plan address HHPDs in the risk assessment?		
HHPD2-a. Does the plan describe the risks and vulnerabilities to and from HHPDs?	N / A	Choose an item.
HHPD2-b. Does the plan document the limitations and describe how to address deficiencies?	N / A	Choose an item.

HHPD Requirements	Location in Plan (section and/or page number)	Met / Not Met
HHPD3. Did the plan include mitigation goals to reduce long-term vulnerabilities from HHPDs?		
HHPD3-a. Does the plan address how to reduce vulnerabilities to and from HHPDs as part of its own goals or with other long-term strategies?	N / A	Choose an item.
HHPD3-b. Does the plan link proposed actions to reducing long-term vulnerabilities that are consistent with its goals?	N / A	Choose an item.
HHPD4-a. Did the plan include actions that address HHPDs and prioritize mitigation actions to reduce vulnerabilities from HHPDs?		
HHPD4-a. Does the plan describe specific actions to address HHPDs?	N / A	Choose an item.
HHPD4-b. Does the plan describe the criteria used to prioritize actions related to HHPDs?	N / A	Choose an item.
HHPD4-c. Does the plan identify the position, office, department or agency responsible for implementing and administering the action to mitigate hazards to or from HHPDs?	N / A	Choose an item.
HHPD Required Revisions		
<p>Required Revision: Click or tap here to enter text.</p>		

Element H: Additional State Requirements (Optional)

Element H Requirements	Location in Plan (section and/or page number)	Met / Not Met
This space is for the State to include additional requirements		
Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.

Plan Assessment

These comments can be used to help guide your annual/regularly scheduled updates and the next plan update.

Element A. Planning Process

Strengths

- The planning process, including who was involved, planning activities, and plan preparation are thoroughly documented through narrative descriptions and supplemental materials found in the appendices.
- The plan documents how existing plans, studies, reports and technical information were utilized and incorporated into the planning process

Opportunities for Improvement

- The planning team should consider including more diverse stakeholders and community representatives in future updates to strengthen community lifelines and illustrate that in the plan.

Element B. Risk Assessment

Strengths

- The plan outlines the hazard identification and risk assessment process well, distinguishing how hazards were prioritized and included in the plan.
- The hazard profile sections provide an overview of each hazard, along with a probability of occurrence, vulnerabilities, and program gaps and deficiencies. In addition to the hazard sections in the plan, more detailed hazard information is provided on the plans associated website.

Opportunities for Improvement

- While major portions of the risk assessment are covered on the plans associated website, it might be beneficial to provide more of the analysis and those more vulnerable populations within the actual .pdf version of the plan. This would provide context and extra accessibility of that analysis when there is lack of access to the internet.

Element C. Mitigation Strategy

Strengths

- The goals of the HMP are linked to clear, actionable benefits and a goal is included for each identified hazard.

- The Mitigation Action Chart clearly links hazards, strategies, actions, responsible parties and funding sources.

Opportunities for Improvement

- The mitigation goals associated with each natural hazard are repetitive. To make the goals section more succinct for future reviews, consider restructuring them to primarily cover the main points in each hazard specific goal, such as the reduction of death, injuries, property loss, natural resources, and economic disruption. For example: Goal 1: Reduce death and injury related to natural disasters, Goal 2: Reduce property damage and loss, Goal 3: Reduce loss of natural resources, etc. This would remove any redundancies and hazards can be linked to the goals via mitigation strategies in the Mitigation Action Chart.

Element D. Plan Maintenance

Strengths

- The process for plan monitoring and evaluation is provided through a narrative description, specifically identifying responsible parties and tasks. This will help to ensure that the plan is utilized to deal with the impact of both current and future hazards for those in the county.

Opportunities for Improvement

- For future updates make sure the plan includes a clear and detailed timeline for maintaining the HMP. As new stakeholders engage with the HMP, it will be helpful to have the process for when evaluation or monitoring items should take place.

Element E. Plan Update

Strengths

- Outreach, continued public involvement, and updating components is an ongoing element of the planning process and Jackson County HMP team has documented those steps and measures will continue to the next plan update.
- The plan describes various plan implementation tools available to aid in addressing hazards and integration of the hazard mitigation plan into other planning components.

Opportunities for Improvement

- For future updates consider including a chart or timeline table to help illustrate the entire plan update process. This would provide a clear picture for new stakeholders.

Element G. HHPD Requirements (Optional)

Strengths

- [insert comments]

Opportunities for Improvement

- [insert comments]

Element H. Additional State Requirements (Optional)

Strengths

- [insert comments]

Opportunities for Improvement

- [insert comments]

County of Jackson)
) SS.
State of Minnesota)

**Resolution No. 24-
ADOPTION OF THE JACKSON COUNTY ALL-HAZARD MITIGATION PLAN**

WHEREAS, Jackson County has participated in the hazard mitigation planning process as established under the Disaster Mitigation Act of 2000, and

WHEREAS, the Act establishes a framework for the development of a County Hazard Mitigation Plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and businesses; and

WHEREAS, the Jackson County Plan includes a risk assessment including past hazards, hazards that threaten the County, an estimate of structures at risk, a general description of land uses and development trends; and

WHEREAS, the Jackson County Plan includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the Jackson County Plan includes a maintenance or implementation process including plan updates, integration of the plan into other planning documents and how Jackson County will maintain public participation and coordination; and

WHEREAS, the Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

WHEREAS, the Jackson County All-Hazard Mitigation Plan will make the county and participating jurisdictions eligible to receive FEMA hazard mitigation assistance grants; and

WHEREAS, this is a multi-jurisdictional Plan and cities that participated in the planning process may choose to also adopt the County Plan.

NOW THEREFORE BE IT RESOLVED that Jackson County supports the hazard mitigation planning effort and wishes to adopt the Jackson County All-Hazard Mitigation Plan.

This Resolution was declared duly passed and adopted and was signed by the Board Chair and attested to by the County Administrator this 6th day of February, 2024.

Jackson County Board of Commissioners'
Chair

ATTEST:

Ryan Krosch, County Administrator



Request for Board Action
Agenda Item No. 2.9.

Requested Board Date: 02/06/2024

Agenda Type: Consent

Estimated Time: _____

Department: Public Works/Parks

Presenter: Tim Stahl

Recommendation: Approve

Item: Aggregate Resource Mapping

Board Action Request:

Approve resolution requesting the Minnesota Department of Natural Resources conduct aggregate resource mapping in Jackson County.

Background & Comments:

Followup to the DNR presentation at the 1/16/24 meeting. Information about the program can be found on the DNR website:
https://www.dnr.state.mn.us/lands_minerals/aggregate_maps/index.html

Attachments: Resolution

Fiscal Impact: Costs of mapping paid for by DNR

**** 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. 24-
AGGREGATE RESOURCE MAPPING**

WHEREAS, Jackson County desires information relating to the location, amount, and quality of its remaining aggregate resources, and

WHEREAS, the Legislature has directed the Minnesota Department of Natural Resources to map the aggregate resources of the State of Minnesota as more fully described in Minnesota Statutes section 84.94, and

WHEREAS, aggregate resource mapping of the County would help ensure continued economical aggregate resources for economic development, and

THEREFORE, BE IT RESOLVED, The Jackson County Board of Commissioners requests that the Minnesota Department of Natural conduct aggregate resource mapping of the County as authorized by Minnesota Statutes section 84.94 and, upon receipt of the information, the County must consider the protection of identified and important aggregate resources in the County's land use decisions.

Duly passed and adopted this 6th day of February, 2024.

Jackson County Board of Commissioners'
Chair

ATTEST:

Ryan Krosch, County Administrator



Request for Board Action
Agenda Item No. 3.1.

Requested Board Date: 02/06/2024

Agenda Type: Regular

Estimated Time: 20 minutes

Department: Citizen/Stakeholder/Organization

Presenter: Christine Fischer

Recommendation: Informational

Item: Southwest Minnesota Small Business Development Center (SW MN SBDC) Presentation

Board Action Request:

Background & Comments:

SW MN SBDC Regional Director Christine Fischer and SBDC Associate Director Kris Boedigheimer will attend the meeting and give a presentation on the SBDC's services.

Attachments: Handouts provided at the meeting

Fiscal Impact: \$2,000 appropriation in the 2024 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



Request for Board Action
Agenda Item No. 4.1.

Requested Board Date: 02/06/2024

Agenda Type: Regular

Estimated Time: 5 minutes

Department: Auditor/Treasurer

Presenter: Kevin Nordquist

Recommendation: Approve

Item: Investment Advisor Agreement with PFM Asset Management LLC

Board Action Request:

Approve Investment Advisor Agreement with PFM Asset Management LLC to manage an Individual Managed Portfolio for the 2024A Jail Bond Funds that is tailored to the disbursement schedule. The funds will be tied to the existing MAGIC Jail Bond project account. The company will also handle arbitrage calculations.

Background & Comments:

Individually Managed Portfolios

MAGIC offers investors the option to contract with PFMAM to have an individual portfolio managed to meet specific investment objectives. An individually managed portfolio provides an investor with:

- *The investment advisory resources of PFMAM, a leading investment advisory firm serving the public sector
- *Investments tailored to meet the Investor's liquidity needs or specific draw schedule
- *Professional portfolio management to focused on enhancing earnings and managing risks
- *Investment purchases determined by the Investor's investment policy or bond documents
- *Competitive shopping for every security to seek the most favorable price and execution
- *Third-party custody of all assets at US Bank N.A.
- *Investment management and custody services at a reasonable cost
- *Individually managed portfolios are automatically linked to the investor's MAGIC Fund account so that maturities and coupon payments are invested at all times.

Attachments: Investment Advisor Agreement, PFM Sample Portfolio

Fiscal Impact: Estimated fee of \$20,561

**** 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



January 25, 2024

County of Jackson, MN

2024A General Obligation Jail Bonds

Sample Portfolio

**NOT FDIC INSURED :
NO BANK GUARANTEE :
MAY LOSE VALUE**

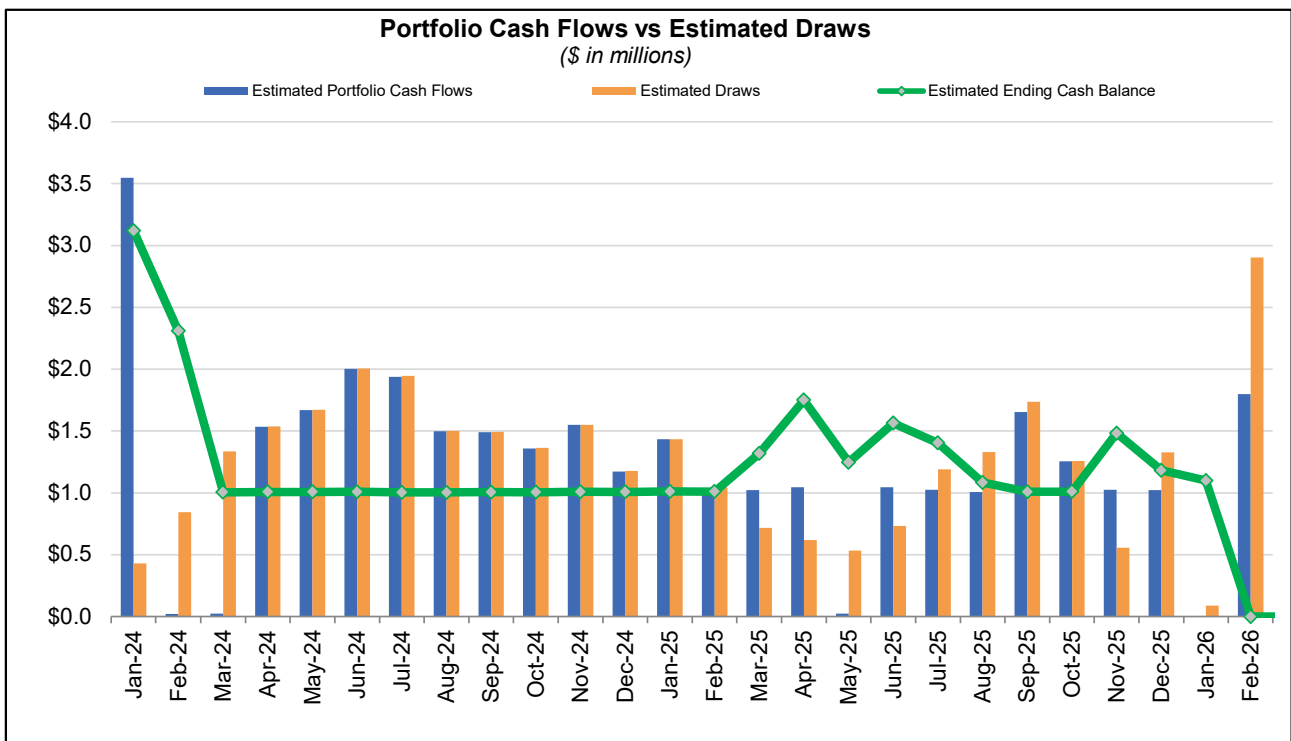
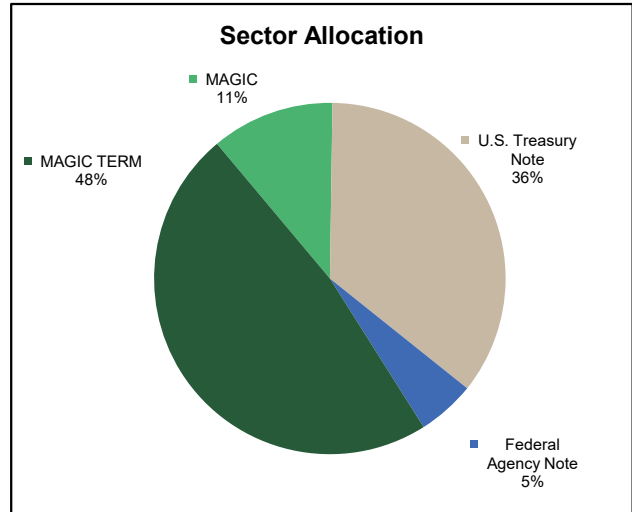
For Institutional Investor or
Investment Professional Use
Only – This material is not for
inspection by, distribution to, or
quotation to the general public

PFM Asset Management LLC

213 Market Street
Harrisburg, PA 17101
717-232-2723
www.pfmam.com

County of Jackson, MN
2024A General Obligation Jail Bonds
Sample Portfolio

Portfolio Statistics Summary	
Par Amount (Total) ¹	\$31,089,894
Original Cost (Total) ¹	\$30,847,606
Weighted Average Maturity	345 days
Average Life of Draw Schedule	341 days
Average Gross Yield (IRR)	4.76%
Average Net Yield (IRR)	4.69%
Estimated Gross Earnings ²	\$1,501,780
Estimated Portfolio Fees ²	\$20,561
Estimated Net Earnings ²	\$1,481,219



[1] Sample portfolio as of January 25, 2024, including cash balances.

[2] Estimated gross earnings and estimated portfolio fees are for the period January 26, 2024 through February 28, 2026.

[3] Please see important disclosures on the following pages.

**County of Jackson, MN
2024A General Obligation Jail Bonds
Sample Portfolio**

Security Type	Coupon	Maturity Date	Par Amount	Estimated Gross Yield	Estimated Net Yield	Estimated Security Cost
MAGIC		1/27/2024	3,524,894	5.41%	5.41%	3,524,894
MAGIC TERM		4/30/2024	1,470,000	5.33%	5.33%	1,470,000
MAGIC TERM		5/31/2024	1,615,000	5.24%	5.24%	1,615,000
MAGIC TERM		6/30/2024	1,915,000	5.23%	5.23%	1,915,000
MAGIC TERM		7/31/2024	1,865,000	5.20%	5.20%	1,865,000
MAGIC TERM		8/31/2024	1,435,000	5.13%	5.13%	1,435,000
MAGIC TERM		9/30/2024	1,420,000	5.08%	5.08%	1,420,000
MAGIC TERM		10/31/2024	1,265,000	5.08%	5.08%	1,265,000
MAGIC TERM		11/30/2024	1,465,000	4.91%	4.91%	1,465,000
MAGIC TERM		12/31/2024	1,080,000	4.87%	4.87%	1,080,000
MAGIC TERM		1/25/2025	1,345,000	4.83%	4.83%	1,345,000
U.S. Treasury Note	2.750%	2/28/2025	1,020,000	4.70%	4.60%	1,010,447
U.S. Treasury Note	3.875%	3/31/2025	1,000,000	4.63%	4.53%	1,003,860
U.S. Treasury Note	2.875%	4/30/2025	1,000,000	4.61%	4.51%	985,778
U.S. Treasury Note	4.625%	6/30/2025	1,000,000	4.51%	4.41%	1,004,866
U.S. Treasury Note	4.750%	7/31/2025	1,000,000	4.48%	4.38%	1,026,972
U.S. Treasury Note	0.250%	8/31/2025	1,000,000	4.47%	4.37%	936,837
Federal Agency Note	0.375%	9/23/2025	1,650,000	4.47%	4.37%	1,545,326
U.S. Treasury Note	5.000%	10/31/2025	1,225,000	4.40%	4.30%	1,251,842
U.S. Treasury Note	4.875%	11/30/2025	1,000,000	4.37%	4.27%	1,016,342
U.S. Treasury Note	4.250%	12/31/2025	1,000,000	4.34%	4.24%	1,001,278
U.S. Treasury Note	0.500%	2/28/2026	1,795,000	4.28%	4.18%	1,664,164
Total			31,089,894			30,847,606

Average Maturity	Modified Duration	Average Gross Yield	Average Net Yield
345 Days	0.90 Years	4.76%	4.69%

Estimated Gross Earnings	Estimated Portfolio Fees	Estimated Net Earnings
1,501,780	20,561	1,481,219

[1] Estimated market yields as of January 25, 2024. Source: Bloomberg.

Investments have not been executed. Actual rates and security availability may vary at time of placement.

[2] Estimated earnings are based on settlement on January 26, 2024, and assumes no trading in the portfolio.

[3] MAGIC is quoted on a net yield basis as of January 24, 2024. See important note below regarding 7-day net yield.

[4] Reinvestment and average yields are calculated assuming a constant overnight interest rate of 5.41%. Actual reinvestment rates will vary.

[5] Yields on investments are presented based on corresponding basis (actual/actual, actual/360, 30/360) depending on security type.

The Average Gross and Net Yields are computed on the internal rate of return of the cashflows generated by the portfolio, on an actual/actual basis.

[6] Investment management fees are estimated at 0.100% for individual securities.

[7] Past performance is not indicative of future results.

The current seven day yield, also referred to as current annualized yield, represents the net change, exclusive of capital changes and income other than investment income, in the value of a hypothetical account with a balance of one share (normally \$1.00 per share) over a seven-day base period expressed as a percentage of the value of one share at the beginning of the seven-day period. This resulting net change in account value is then annualized by multiplying it by 365 and dividing the result by 7. Past performance is not indicative of future results and yields may vary. The yields shown above may reflect fee waivers by the Fund's current or prior service providers. When such waivers occur, they reduce the total operating expenses of the Fund, and the Fund's yields would have been lower if there were no such waivers. Refer to the Fund's Information Statement for further information on the expenses of the Fund and fees of its service providers.

This information is for institutional investor use only, not for further distribution to retail investors, and does not represent an offer to sell or a solicitation of an offer to buy or sell any fund or other security. Investors should consider the investment objectives, risks, charges and expenses before investing in any of the Fund's portfolios. This and other information about the Fund's portfolios is available in the Fund's current Information Statement, which should be read carefully before investing. A copy of the Fund's Information Statement may be obtained by calling 1-800-731-7150 or is available on the Fund's website at www.magicfund.org. While the MAGIC Portfolio seeks to maintain a stable net asset value of \$1.00 per share and the MAGIC Term Portfolio seeks to achieve a net asset value of \$1.00 per share at the stated maturity, it is possible to lose money investing in the Fund. An investment in the Fund is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Shares of the Fund's portfolios are distributed by PFM Fund Distributors, Inc., member Financial Industry Regulatory Authority (FINRA) (www.finra.org) and Securities Investor Protection Corporation (SIPC) (www.sipc.org). PFM Fund Distributors, Inc. is an affiliate of PFM Asset Management LLC.

PFM Asset Management LLC ("PFMAM") is an investment adviser registered with the U.S. Securities and Exchange Commission and a subsidiary of U.S. Bancorp Asset Management, Inc. ("USBAM"). USBAM is a subsidiary of U.S. Bank National Association ("U.S. Bank"). U.S. Bank is a separate entity and subsidiary of U.S. Bancorp. U.S. Bank is not responsible for and does not guarantee the products, services or performance of PFMAM.

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**County of Jackson, MN
2024A General Obligation Jail Bonds
Analysis of Cash Flow Sufficiency**

Date	Estimated Beginning Pool Balance	Estimated Portfolio Cash Flow	Projected Draw	Estimated Reinvestment Rate	Estimated Monthly Dividend	Estimated Ending Pool Balance
1/26/2024	30,847,606	(27,322,712)		5.410%		3,524,859
1/31/2024	3,524,859	23,750	(431,008)	5.410%	2,612	3,120,039
2/28/2024	3,120,039	19,763		5.410%		3,138,828
2/29/2024	3,138,828		(843,326)	5.410%	13,414	2,308,881
3/23/2024	2,308,881	3,094		5.410%		2,311,175
3/31/2024	2,311,175	19,375	(1,335,600)	5.410%	10,612	1,005,283
4/30/2024	1,005,283	1,535,393	(1,536,061)	5.410%	4,470	1,008,042
5/31/2024	1,008,042	1,668,588	(1,672,707)	5.410%	4,632	1,007,476
6/30/2024	1,007,476	2,002,181	(2,004,949)	5.410%	4,480	1,008,145
7/31/2024	1,008,145	1,938,436	(1,946,651)	5.410%	4,632	1,003,484
8/31/2024	1,003,484	1,498,730	(1,501,500)	5.410%	4,611	1,004,247
9/23/2024	1,004,247	3,094		5.410%		1,006,541
9/30/2024	1,006,541	1,488,388	(1,492,940)	5.410%	4,468	1,006,214
10/31/2024	1,006,214	1,359,121	(1,363,600)	5.410%	4,623	1,005,280
11/30/2024	1,005,280	1,550,270	(1,550,468)	5.410%	4,470	1,008,509
12/31/2024	1,008,509	1,173,369	(1,178,108)	5.410%	4,634	1,007,326
1/25/2025	1,007,326	1,409,964		5.410%		2,416,420
1/31/2025	2,416,420	23,750	(1,434,833)	5.410%	5,882	1,011,011
2/28/2025	1,011,011	1,039,763	(1,043,870)	5.410%	4,196	1,010,125
3/23/2025	1,010,125	3,094		5.410%		1,012,483
3/31/2025	1,012,483	1,019,375	(718,165)	5.410%	4,644	1,318,082
4/30/2025	1,318,082	1,045,000	(618,128)	5.410%	5,861	1,749,937
5/31/2025	1,749,937	24,375	(534,100)	5.410%	8,041	1,247,432
6/30/2025	1,247,432	1,044,375	(732,637)	5.410%	5,547	1,563,921
7/31/2025	1,563,921	1,023,750	(1,191,062)	5.410%	7,186	1,403,059
8/31/2025	1,403,059	1,005,738	(1,329,959)	5.410%	6,447	1,084,633
9/23/2025	1,084,633	1,653,094		5.410%		2,737,306
9/30/2025	2,737,306		(1,735,556)	5.410%	6,538	1,008,192
10/31/2025	1,008,192	1,255,625	(1,258,198)	5.410%	4,632	1,009,824
11/30/2025	1,009,824	1,024,375	(556,416)	5.410%	4,490	1,481,961
12/31/2025	1,481,961	1,021,250	(1,326,919)	5.410%	6,809	1,182,864
1/31/2026	1,182,864		(88,481)	5.410%	5,435	1,099,665
2/28/2026	1,099,665	1,799,488	(2,903,579)	5.410%	4,564	0
Total		1,353,852	(32,328,825)		147,928	

[1] Estimated earnings are based on the sample portfolio provided and on current market yields as of January 25, 2024. Source: Bloomberg.

[2] We cannot guarantee earnings, which are subject to market fluctuations, and changes to cash flows and reinvestment rates.

[3] Draws are based upon the expenditure schedule provided by the client, which is subject to change.

[4] Reinvestment and average yields are calculated assuming a constant overnight interest rate of 5.41%. Actual reinvestment rates will vary.

[5] Investment earnings are computed on a daily simple interest basis, aggregated monthly, and reinvested at month-end.

The current seven day yield, also referred to as current annualized yield, represents the net change, exclusive of capital changes and income other than investment income, in the value of a hypothetical account with a balance of one share (normally \$1.00 per share) over a seven-day base period expressed as a percentage of the value of one share at the beginning of the seven-day period. This resulting net change in account value is then annualized by multiplying it by 365 and dividing the result by 7. Past performance is not indicative of future results and yields may vary. The yields shown above may reflect fee waivers by the Fund's current or prior service providers. When such waivers occur, they reduce the total operating expenses of the Fund, and the Fund's yields would have been lower if there were no such waivers. Refer to the Fund's Information Statement for further information on the expenses of the Fund and fees of its service providers.

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PFM Asset Management LLC ("PFMAM") is an investment adviser registered with the U.S. Securities and Exchange Commission and a subsidiary of U.S. Bancorp Asset Management, Inc. ("USBAM"). USBAM is a subsidiary of U.S. Bank National Association ("U.S. Bank"). U.S. Bank is a separate entity and subsidiary of U.S. Bancorp. U.S. Bank is not responsible for and does not guarantee the products, services or performance of PFMAM.

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Request for Board Action
Agenda Item No. 5.1.

Requested Board Date: 02/06/2024

Agenda Type: Regular

Estimated Time: 10 minutes

Department: Administrator

Presenter: Ryan Krosch

Recommendation: Approve

Item: Referendum Communication Services Proposal

Board Action Request:

Approve the proposal from Rapp Strategies, Inc. to provide referendum communications services and authorize the County Administrator to enter into a contract for these services.

Background & Comments:

As you know, Jackson County received legislative approval in 2023 to ask voters to approve a 1% local option sales tax to help fund the new jail and government center. Attached is an informational letter and proposal from a firm, Rapp Strategies, Inc., that provides referendum communication services to local governments. Rapp has provided these services to many cities, counties and schools including Itasca County for a sales tax referendum to help fund their new jail.

The cost for the scope of services in the proposal is \$32,400. The return on investment is a 1% sales tax, if approved, that will generate an estimated \$16,000,000 to use for the project costs with an estimated \$4 - \$4.8 million coming from non-county residents. If a sales tax is not approved, this project funding will need to come from property taxes. Additional benefits to hiring Rapp to provide these communication services are that the public will be provided with more information and have greater transparency about the project and sales tax.

Attachments: Letter, proposal

Fiscal Impact: \$32,400 (funds are available in the 2024 approved professional and technical services budgets)

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

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



RAPP STRATEGIES

December 6, 2023

Ryan Krosch, County Administrator
Jackson County
405 Fourth Street
Jackson, MN 56143

Dear Ryan:

As Jackson County moves forward with its sales tax proposal to build a new law enforcement center, we're sure you have begun to consider how best to engage and inform your residents about the project and the sales tax referendum to help finance it. Many local governments turn to outside counsel in an effort to meet the public's expectations for accurate and timely information, as well as to address unexpected challenges that may emerge during the months leading up to Election Day.

Rapp Strategies is a full-service public affairs agency with a record of success serving clients with strategy, public communications, media relations, material development, opinion research and polling analysis. During the past 20 years, we have assisted clients with a wide range of public affairs challenges and opportunities across the state of Minnesota, including the approval and/or construction of private/public partnerships, such as the new Vikings stadium and the rebuild of the I-35W bridge.

Further, we have extensive experience developing strategic communications plans and preparing public information materials for local governments during a referendum election. In fact, **we have provided communications support for 107 referenda by local units of government in the Upper Midwest, winning approval from voters in 72% of cases totaling more than \$2.5 billion. Ten of the referenda were LOST proposals, with our clients winning nine times and receiving approval for \$746 million in projects, including Itasca County's new justice center project.** In this most recent election, we assisted Edina, Golden Valley, Rochester and Bloomington with their successful sales tax referenda.

As you know, local governments have a responsibility to inform their residents about significant investments of public resources. Your residents will be looking to you and your county commissioners to provide accurate information about the law enforcement center project and the plan to pay for it. A sub-par communication plan is one of the primary reasons that local governments fail to receive voter approval for good projects.

When we work with local governments on referenda, we have found that every community and proposal bring different challenges, so we work closely with staff and elected leaders to build the right plan for each opportunity. Because we work directly with the responsible local government,

we focus on developing the best community outreach and public engagement plan for your residents, consistent with the limitations of Minnesota Statutes 297A.99.

Typically, the core of your public information will include most or all of the following types of outreach:

- Project website
- Brochure/fact sheet
- FAQ
- Social media
- Newsletter articles
- Informational videos
- Local media stories and letters
- Community presentations
- Personal meetings with local leaders
- Feedback mechanism

We can get you and your staff started with the right strategy and the right materials to help you launch a public information effort. Further, if you have the need, we can provide communications support throughout the election season – from managing all communications for the referendum to providing specialized services that supplement your staff's strengths.

At your convenience, we would enjoy a chance to meet with you to talk about your plans. Please feel free to reach out to Todd Stone if you have any questions or would like to schedule a discussion (toddstone@rappstrategies.com or 832-710-5885).

Regards,



Todd Rapp
CEO



Todd Stone
Managing Director and Chief of Staff

Rapp Strategies, Inc. Proposal to Provide Referendum Communications Services for Jackson County

January 17, 2024

CONTACT:

Todd Stone, Managing Director & Chief of Staff | 832.710.5885 | toddstone@rappstrategies.com

Todd Rapp, CEO | 651.270.1071 | toddrapp@rappstrategies.com

333 South Seventh Street, Suite 2120 | Minneapolis, MN 55402

www.rappstrategies.com

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INTRODUCTION

Rapp Strategies, Inc. is pleased to submit a proposal to ~~Jackson County~~Jackson County for professional communications services to help the county inform its residents about the local option sales tax (LOST) questions that will appear on the November 2024 election ballot to support a new law enforcement/government center.

Rapp Strategies is a full-service public affairs agency with a strong record of success serving clients with strategy, public communications, media relations, material development, and opinion research and analysis. During the past 20 years, we have assisted clients with a wide range of public affairs challenges and opportunities across the Minnesota, including the approval and/or construction of landmark projects with public participation, such as Rochester's Destination Medical Center, the new Vikings stadium and the rebuild of the I-35W bridge.

No Minnesota firm has a broader background in recent local government referendum work than Rapp Strategies. We have provided communications support for 107 referenda by local units of government in the Upper Midwest, winning approval from voters in 72% of cases totaling more than \$2.5 billion. Much of this referenda work was in Greater Minnesota, including Blue Earth Area Schools, Worthington Public Schools and Marshall Public Schools. **Ten of these were support for LOST proposals, with our clients winning nine times and receiving approval for \$746 million in projects.**

In 2022, we assisted Edina, Maple Grove, Litchfield and Itasca County with their successful sales tax referenda. During the Nov. 7 elections, we supported Bloomington, Golden Valley, Rochester and Edina (new ballot question) as their sales tax projects won voter approval. Looking ahead to November 2024, we have been retained to work with other cities on LOST referendum, including Dilworth, Roseville and Hibbing.

REFERENDUM EXPERIENCE

Many local governments turn to outside counsel in an effort to meet the public's expectations for accurate and timely information leading up to a referendum election. At Rapp Strategies, we have extensive experience developing strategic communications plans and preparing public information materials for local governments to use for community outreach and engagement during a referendum.

Our experience includes developing a wide range of materials for local governments to use in communicating about a referendum. We have produced a diverse portfolio of websites, brochures, direct mail pieces, annual reports, newsletters and other publications. We have also developed community outreach and public engagement plans, prepared external messaging guides, addressed potential crises and trained staff and leaders to manage media interviews.

Further, Rapp Strategies can provide the direction and oversight of independent community research that can inform communications initiatives and messaging, including qualitative research, scientific polling and other forms of survey work.

OUR APPROACH TO REFERENDA

Local governments have a responsibility to inform their residents about significant investments of public resources, and your residents will be looking for accurate information about the law enforcement/government center and sales tax to support it. In Rapp Strategies' experience, insufficient communication is the most common reason a local government referendum fails.

That is why we work closely with local government leaders to develop and implement a community outreach and public engagement plan that informs residents about the value and scope of a project, explains how the referendum will finance it and provides answers to questions that residents have. All county communication must conform to the requirements of Minnesota Statutes 297A.99, so Rapp Strategies will work with you to ensure that all communication is informative in nature.

Every public referendum is unique, based on the community and the nature of each project. However, we have found that local governments are most successful when the core of their community outreach and public engagement plan includes the following elements:

- Vision for the community
- Challenges that have been identified
- Process to develop a plan
- Details of the plan
- Expected benefits of the plan
- Cost and tax impact
- Consequences of not moving forward
- Where to find more information
- How and where residents can vote

It's important to use a variety of media to ensure that your message reaches potential voters on the communications platforms that they prefer. We have found from past experience that residents who support a referendum have concluded the following:

- County leadership has a track record of decision-making that residents support.
 - Investments have community-wide benefits.
 - Tax dollars are used wisely.
 - Residents are engaged as part of county decision-making.
- Residents are given easy access to project information and answers to questions.
- The investment plan provides high value for additional tax dollars invested.

Every local government has different communications skills and capacity. **Rapp Strategies is flexible in structuring a scope of services plan and budget that meets the needs of our clients.** We look forward to the opportunity to further discussions with the county to understand its needs and how best to meet them.

STAFF PROFILES



TODD STONE, MANAGING DIRECTOR

Todd is an MBA-trained news leader with 20 years of service in management positions within news organizations throughout the country, including the Star Tribune and Houston Chronicle. He offers strong experience in writing and editing, project management, media relations, research, social media and digital news reporting. Todd helped lead the public communications efforts for Itasca County's sales tax referendum in November 2022 as well as successful sales tax elections in Maple Grove, Edina and Rochester, among others.



TODD RAPP, PRESIDENT & CEO

With three decades in public service and the private sector, Todd has been part of strategies that have addressed some of our region's most complex and important issues. For the past 22 years, Todd has served as Managing Director, President and now President and CEO of Rapp Strategies and its predecessor firms. Prior to joining the firm in 2001, Todd was Director of Minnesota Public Affairs for Northern States Power and served in leadership positions in state government and politics, including as Executive Director to former House Speaker Phil Carruthers.



ANNA SHAY, SENIOR ACCOUNT EXECUTIVE

Before joining Rapp Strategies in 2016, Anna was as an editor for bestselling author Julie Klassen. In her current role, Anna leads project work for public and nonprofit organizations. Anna offers expertise in writing, research, media relations, digital advocacy and social media. She has managed social media channels, developed original content, promoted media coverage, and produced letters to the editor, advocacy emails and press releases. Over the past two years, Anna has been the day-to-day lead over-for several successful communications efforts for school district referendums and played a key role in communications for Maple Grove and Edina sales tax referenda.

REFERENCES

BRETT SKYLES

County Administrator, Itasca County

Brett.Syles@CO.ITASCA.mn.us

218-327-7363

JOHN MAGAS

Superintendent, Duluth Public Schools

john.magas@isd709.org

218-336-8752

JAY BELCASTRO

Superintendent, Lake Superior School District

jbelcastro@isd381.org

218-834-8201 (ext. 8213)

JENNA BOWMAN

Strategic Communications & Engagement Director, Rochester

JBowman@rochestermn.gov

507-328-2913

HEIDI NELSON

City Administrator, Maple Grove


hnelson@maplegrovern.gov

763-494-6001

WORK SAMPLES



For your consideration, we have provided a variety of examples of our work producing referendum materials, including fact sheets, brands/logos and websites.

ITASCA COUNTY JUSTICE CENTER



Making Justice Safer and More Efficient in Itasca County

As part of the Nov. 8 general election, Itasca County voters will decide whether to use a 1% local option sales tax to finance the new Itasca County Justice Center under construction in downtown Grand Rapids. The \$75 million Justice Center project includes an expanded and redesigned jail and new courtrooms to improve the efficiency of the county justice system.

What are Itasca County voters going to decide?
Voters are being asked to choose how to pay for the new Justice Center. On the ballot is a proposal to use a countywide 1% sales tax to finance the project. If the referendum is approved, revenue from the tax will be used to pay the bonds issued to finance construction. If the sales tax is rejected, the county will implement a property tax increase of approximately 10% to raise the revenue to repay the bonds. The referendum is NOT a vote to approve the project — only how to pay for it.

Why is the Justice Center being built?
The current Itasca County jail will lose its license to operate on May 1, 2023, because it no longer meets mandatory standards set by the Minnesota Department of Corrections (MDOC). State inspections in 2019 found critical operational and safety issues that could not be addressed without a significant remodel or construction of a new facility. The county's 70-year-old courtrooms also were deemed to be unsafe and deficient. The poor state of both the jail and the courtrooms ultimately led to the decision to build the Justice Center to address the needs of the county's criminal justice system.

What is the Justice Center Project?
When completed in the fall of 2023, the new Justice Center will provide an additional 74,000 square feet of new jail and courtroom space.

Other improvements include:

- Eighty new jail beds and a redesigned jail to improve safety and security for inmates and staff
- Proper spaces for inmate medical treatment and DOC-required mental health, chemical dependency, and reintegration programming
- One fully renovated and three new courtrooms to accommodate increasing caseloads
- Consolidated space for county and state probation offices
- Upgraded security throughout the building



PROJECTED REVENUE SHARE OF A 1% SALES TAX



Why propose a local sales tax to finance the new Justice Center?
County leaders wanted to give residents the chance to decide whether nonresidents should help pay for the project. A sales tax would spread the cost among residents and nonresidents who buy goods or services in the county.

If the 1% sales tax is approved, nonresidents would contribute 40% of the proceeds — approximately \$30 million — for the cost of the \$75 million Justice Center, according to research by the University of Minnesota Extension Center for Community Viability. A property tax would put the cost burden solely on those who own property within the county.

How would a sales tax impact Itasca County residents?
The 1% sales and use tax would apply to the sale of the same goods and services within the county as the state's general sales tax. The sales tax would cost the average resident \$32.96 per year.

In comparison, the alternative property tax increase would cost the average Itasca County homeowner approximately \$90 per year.

Would the sales tax be permanent? What would the money be used for?
By law, revenue from the proposed sales tax could only be used to pay down the bonds for the Justice Center. The sales tax would remain in place for a 30-year term or until the bonds for the project have been paid off. Based on current projections, the bonds would be repaid in 20 to 25 years.


Is there another way to pay for the Justice Center?
Not at this time. Itasca County must establish a stable funding source to make the bond payments. The only funding options that allow the county to make these payments and meet the state's deadline for an upgraded facility are a local option sales tax or a property tax increase.

In the future, the county may have an opportunity to explore other funding sources to help pay off the bonds more quickly, such as state bonding money, federal grants, selling assets or other revenue ideas.

When does voting begin?
Early voting begins on Friday, Sept. 23 via absentee ballot or in-person at the Itasca County auditor's office. Election Day is Tuesday, Nov. 8. The sales tax referendum will appear on the same ballot as the candidates for the general election.

WANT TO LEARN MORE?
To find more information on the proposed sales tax and the Justice Center Project, visit:
ItascaCountyJusticeCenter.org

FACT SHEETS



SALES TAX REFERENDUM TO FUND THE ITASCA COUNTY JUSTICE CENTER 2023 JAIL AND COURT EXPANSION

Why is Itasca County investing in a new Justice Center?
The current Itasca County jail will lose its license to operate on May 1, 2023 as a result of being out of compliance with mandatory standards set by the Minnesota Department of Corrections (MDOC). MDOC inspection reports note that many instances of non-compliance cannot be addressed without a significant remodel or construction of a new jail facility.

In addition, Itasca County judges and the 9th Judicial District also issued a letter deeming Itasca County's 70-year-old courtrooms to be unsafe and deficient.

Who Developed The Plan To Build the Justice Center?
Using input from a citizen survey, 35 town hall meetings, correctional staff and court personnel working with the Justice Review Committee and Jail Task Force, the Itasca County Board of Commissioners analyzed multiple options and ultimately approved the plan to expand the jail and courts next to the current location at 123 4th Street in Grand Rapids.

CURRENT FACILITIES DEFICIENCIES INCLUDE:


- Outdated jail design limits the ability to properly classify and house inmates
- Insufficient capacity to house an increasing number of jail inmates
- Failing HVAC and plumbing systems
- Electrical security systems are outdated and pose a safety risk
- Roofing deterioration is causing extensive water intrusion
- Inadequate courtroom security
- Insufficient court and office space to manage increasing caseloads
- Lack of ADA compliance

Voters will decide if the project will be financed with a proposed 1% local option sales and use tax as of November 8, 2022 election.

What's included in the Justice Center?
The new Justice Center project will improve the safety and efficiency of Itasca County's jail and court services through the renovation of the existing courthouse and additional 74,000 square feet of new jail and courtroom space, including:

- A new jail that will expand inmate capacity by 80 new jail beds, designed to improve safety for inmates and staff and provide more efficient inmate supervision
- Each jail unit will be designed to allow correctional staff to house any level of inmate classification, maximizing the usability of the facility
- Proper spaces for inmate medical treatment and DOC-required mental health, chemical dependency, and reintegration programming
- One fully renovated and three new courtrooms to accommodate increasing caseloads
- Space to consolidate county and state probation offices, eliminating the need for existing probation office across the street
- Upgraded security throughout the building

The Itasca County Jail's inability to meet mandatory state standards for inmate security forces the county to regularly rent space to house inmates in jails outside the county at an average cost of \$550,000 per year. The new Justice Center will eliminate this major expense.



Revenue from the additional 1% sales tax will be used only to pay for the bonds that financed the Justice Center construction project.

If approved by voters, the proposed 1% sales tax cannot be extended for other purposes without being reauthorized by the state legislature and re-approved by Itasca County voters.

When Will the Justice Center Be Built?
Due to the DOC order that will prohibit the use of the current jail after May 1, 2023, construction on the new Justice Center project has already begun. The facility is projected to finish by May 2023.

How Much Will the Justice Center Project Cost?
The total cost of the construction project is \$75 million.

How Will the Project Be Paid For?
Itasca County has issued bonds to finance the cost of the \$75 million project over 30 years.

Why is a Sales Tax Increase Being Proposed?
1% local option sales and use tax would raise \$4 million annually, which is the minimum needed to pay for the bonds issued to finance the construction.

How much more will I pay in sales tax if voters approve the additional 1%?
Consumers would pay an additional tax of \$1 per \$100 in taxable purchases made in Itasca County.

A 1% sales and use tax would apply to the same goods and services as Minnesota's general sales tax. Motor vehicle sales would not be subject to the additional 1% sales tax.

If voters approve the 1% sales and use tax increase, the tax will not be permanent. It will expire in 30 years or when the bonds for the project have been retired, whichever comes first. Itasca County has never had a local option sales and use tax, but over half of Minnesota's 87 counties currently employ voter-approved local option sales taxes to fund local projects.

What If the Sales Tax Isn't Approved?
If voters do not approve the proposed 1% sales and use tax increase on Nov. 8, Itasca County will need to find another way to finance the project. For example, raising the county's property tax levy by 10% would provide the \$4 million annually needed to finance the project.

On Nov. 8, Itasca County voters will decide whether to increase the sales and use tax in Itasca County by 1% to finance the Justice Center construction project.

VOTE ON OR BEFORE NOVEMBER 8
Election Day is Tuesday, Nov. 8, 2022
Vote early in-person or by absentee ballot starting Friday, Sept. 23

FOR MORE INFORMATION, VISIT:
ItascaCountyJusticeCenter.org

ITASCA COUNTY RESIDENTS WILL DECIDE HOW TO PAY FOR THE NEW COUNTY JUSTICE CENTER

The new Itasca County Justice Center is under construction in downtown Grand Rapids to replace the aging and outdated county jail and courthouse. The facility will reduce jail overcrowding, support inmate rehabilitation programs, feature additional courtroom space, and offer advanced security systems to protect law enforcement and the public.

As part of the Nov. 8 General Election, county residents will consider whether to approve a countywide 1% sales tax to raise the revenue needed to pay for the \$75 million project.

We want to answer your questions about the Justice Center and the sales tax referendum – below are answers to several of the most common questions we are receiving. If you have other questions, please contact County Administrator Brett Skyles at brett.skyles@co.itasca.mn.us.

Why is the Justice Center being built?
The county's old jail and courthouse faced serious challenges such as overcrowding, falling infrastructure, and security risks due to the buildings' age, heavy use and antiquated design. The Justice Center will replace these old facilities and meet state and professional standards for safety and security.

What exactly will Itasca County voters be deciding?
Voters are deciding how to pay for the new Justice Center. If approved, the 1% local sales tax will pay for the project. If the sales tax isn't approved, a property tax increase of approximately 10% will be used instead.

Are residents voting on whether they support the project?
No. The ballot question will only determine how the county generates the revenue needed to repay the bonds used to finance construction.

How would a sales tax impact residents and businesses?
The average county resident would pay about \$4.41 per month for the sales tax, according to the University of Minnesota's analysis. In other communities across Minnesota, local sales taxes had no measurable effect on overall gross sales, researchers with the University of Minnesota concluded.

Why propose a sales tax?
A sales tax would share the costs of the Justice Center between residents and nonresidents. According to a study by the University of Minnesota, 40% of the sales tax – or \$30 million – would be paid by nonresidents who purchase goods and services in Itasca County.

A property tax increase would place the cost solely on those who own property in the county.

Would food and clothing be exempt under this sales tax?
The sales tax would apply to the same goods and services as the state's general sales tax. Many essential products would be exempt, including most groceries, clothing, prescription and over-the-counter drugs, feminine hygiene products and baby products.

Would the sales tax be permanent?
No. The sales tax would expire when the bonds for the Justice Center have been repaid. Reauthorization would require approval from both the State Legislature and Itasca County voters.

LEARN MORE ABOUT THE JUSTICE CENTER PROJECT & THE SALES TAX REFERENDUM AT:
ItascaCountyJusticeCenter.org

- Early voting continues until Nov. 7
- Election Day is Nov. 8

Prepared and paid for by Itasca County. This publication is not considered in behalf of any candidate or ballot question.



**PAID
ADS**

GENERAL ELECTION 2022 HOW TO PAY FOR THE NEW COUNTY JUSTICE CENTER

ON THE BALLOT
Itasca County is proposing a 1% local sales tax to finance the new \$75 million Itasca County Justice Center under construction in Grand Rapids.

THE CHOICE FOR VOTERS

IF VOTERS APPROVE:
A countywide 1% sales tax will pay for the Itasca County Justice Center. The sales tax would apply to the same goods and services as the state's general sales tax and be paid by both county residents and visitors. The tax would expire once the bonds for the Justice Center have been fully paid.

IF VOTERS REJECT:
The Justice Center will be paid for using revenue from county property taxes. A property tax increase of approximately 10% would generate the funds required to make the bond payments for the project.

ABOUT THE JUSTICE CENTER
The Itasca County Justice Center will replace the county's outdated and undersized jail and courthouse. The jail was declared no longer functional and failing to meet professional standards by the Minnesota Department of Corrections. The new facility will include enhanced security and safety systems, a modernized jail to address overcrowding, and three new courtrooms to improve judicial efficiency and to protect the public.

ITASCA COUNTY WOULD LIKE TO THANK RESIDENTS
for their feedback and continued interest in the Justice Center project. If you have additional questions or comments, please contact county staff at ItascaCountyJusticeCenter.org/connect.

VOTING
Election Day is Tuesday, Nov. 8 from 7 a.m. 8 p.m. Absentee ballots must be returned to the Itasca County Auditor's office by 3 p.m. on Nov. 8. Visit pollfinder.sos.state.mn.us to find your polling location.

LEARN MORE
Visit ItascaCountyJusticeCenter.org for more information about the Justice Center, how it will impact criminal justice in Itasca County and the sales tax referendum.

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GENERAL ELECTION 2022 HOW TO PAY FOR THE NEW COUNTY JUSTICE CENTER

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A countywide 1% sales tax will pay for the Itasca County Justice Center. The sales tax would apply to the same goods and services as the state's general sales tax and be paid by both county residents and visitors. The tax would expire once the bonds for the Justice Center have been fully paid.

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ITASCA COUNTY RESIDENTS WILL DECIDE HOW TO PAY FOR THE NEW COUNTY JUSTICE CENTER

For the past several years, the Itasca County Jail was operating far past its useful life. The jail's outdated design and severe overcrowding created major safety and security challenges for law enforcement. Decades of heavy use led to infrastructure and air quality problems that would require major renovations and repairs. In 2016, the Minnesota Department of Corrections ordered the jail to cease operations by May 2023.

Recognizing the importance of having a modern jail and courts system, Itasca County moved forward with a comprehensive review of options to address the need for a new jail as well as long-standing challenges in our county courthouses. In June 2020, the County Commission approved a plan to build a new \$75 million Justice Center that will house both the jail and county courts. The facility is under construction in downtown Grand Rapids.

To finance the cost of construction, the County Commission identified two reliable, long-term revenue sources – an increase in property taxes or a local sales tax.

During the Nov. 8 General Election, Itasca County voters will consider a single ballot question seeking a local sales tax of 1% to finance the county's new Justice Center. If the sales tax isn't approved, the County Commission plans to use property taxes, which will increase the county's property tax levy by approximately 10%.

WHY PROPOSE A LOCAL SALES TAX?
Itasca County is proposing the sales tax because it recognizes the regional significance of a new jail and courts facility. The State Legislature reviewed the county's plan, agreed it had regional impact and authorized the county in 2021 to present the sales tax proposal to county voters.

A sales tax impacts all people who shop and enjoy this area, not just local residents. Visitors would contribute 40% of the sales tax revenue, according to research by the University of Minnesota Extension Center. The sales tax would cost the average county resident \$4.41 a month, according to the university's research.

If approved, the 1% local sales tax would be in place for up to 30 years to provide the revenue to repay the bonds for the construction of the Justice Center and would expire once the bonds have expired. The sales tax cannot be extended or used for any other purpose unless authorized by the Minnesota Legislature and Itasca County voters.

TERRY SNYDER
Itasca County Commissioner

"Itasca County wants to give our residents the chance to decide how to pay for the new Justice Center. The two options are the local sales tax on the ballot. In November, or a property tax increase if the referendum fails."

LEARN MORE ABOUT THE JUSTICE CENTER PROJECT & THE SALES TAX REFERENDUM AT:
ItascaCountyJusticeCenter.org

- Early voting continues until Nov. 7
- Election Day is Nov. 8

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EDINA SALES TAX REFERENDUM

LOGO



Braemar Arena and Park + Fred Richards Projects

FACT SHEET



A New Way to Play in Edina

In Edina, our residents embrace the chance to get outdoors, exercise, connect with friends and compete. Now, residents have an opportunity to invest in the way they play for generations to come.

City leaders have put forward a \$64.6 million investment plan to complete the conversion of the shuttered Fred Richards golf course into a multi-faceted city park and to reinvest in Braemar Park and Arena with a wide range of amenities and improvements. To finance this investment, the City will ask Edina voters to consider a local half-percent sales tax option as part of the general election on Nov. 8, 2022.

What the plan will do

- \$17.7 million to repurpose Fred Richards Park:**
 - New trails, pickleball and basketball courts.
 - Natural restoration, inclusive playgrounds, a pavilion and a great lawn area.
 - New lighting, seating, signs, infrastructure and parking.
- \$8.1 million to invest in Braemar Park:**
 - New trail system for walking, biking and cross-country skiing.
 - New playground, pickleball and tennis courts, and upgrades to baseball complex.
 - Restored natural resources and improved parking.
- \$13.5 million to update Braemar Arena:**
 - New HVAC system, updated roof and improved energy efficiency.
 - Upgraded restrooms, locker rooms, rink surfaces and rink cooling system.
- \$25.3 million to expand Braemar Arena***
 - A fourth sheet of ice, a safe drop-off and pick-up area, a larger lobby and more parking.

*Still requires approval by the Legislature before it can be put on the November ballot.

Needs and priorities

Edina's vibrant quality of life continues to make it a destination to live, work and play, as the city's population has increased 13% over the past decade. Investing in Edina's parks and recreation will allow the city to continue serving its growing population, attract new residents, draw visitors to local businesses and support the local economy.

The planning process

Through meetings and online surveys, Edina residents highlighted important needs, including more sports and recreation programming for adults and seniors, more playground areas, more shade and picnic shelters, new lighting, more ice time and natural restoration. Using this feedback, City leaders developed an investment plan to address these needs and prepare for the future.

The cost and tax impact

If voters approve at least one ballot question, collections from the half-percent sales tax would be used to finance the cost of the projects. The tax will expire in 17 years.

According to research by the University of Minnesota.

60%

of the half-percent sales tax increase would be paid by nonresidents.

Why use a local option sales tax?

A sales tax would spread the cost of improvement projects among both residents and nonresidents. The sales tax would cost Edina residents an average of **\$2.62 per month per resident**. In contrast, a property tax increase would only apply solely to those who own or rent property in Edina. Such an increase would cost the owner of a median value home of \$57,000 an additional \$190.37 per year.

What if the referendum does not pass?

If voters do not approve the sales tax referendum, the City will reengage residents about how to move forward with investments in both parks and explore other funding options, the amount of the investment and/or the package of improvement projects.

Your vote matters!

- Vote on or before Nov. 8, 2022
- Early voting begins on Friday, Sept. 23, 2022

Visit the project website, EdinaAtPlay.org to learn more!





EdinaAtPlay.org | Facebook | @EdinaMN
Prepared and paid for by the City of Edina, 4601 W. 109th St., Edina, MN 55424. This publication is not controlled on behalf of any candidate or ballot question.

WORKPLAN

Communications Workplan 2022

The following work plan was developed to guide the city of Edina and Rapp Strategies as they work together on communications strategy to help inform residents about the parks investment plan and the sales tax referendum to support it. This document is meant to be fluid and will be adapted as city staff and RSI identify and refine tactical work as well as when new issues arise.

	FEBRUARY	MARCH	APRIL
FEBRUARY	Several communications efforts will move forward this month, including the scientific survey that will go into the field, completion of the first round of core messaging and the development of a brand/logo for the referendum.		
Communications work plan	<ul style="list-style-type: none"> Complete working draft of communications work plan by Feb. 1. Review and revise work plan with Jennifer B. 		
Communications materials	<ul style="list-style-type: none"> Complete first phase of core messaging that focuses on process for developing the plan, the need/benefits and why a sales tax referendum. Development of project brand, including logo and style guide. City staff/RSI will determine a date, preparation and process for the media training, including who will participate. 		
Microsite	<ul style="list-style-type: none"> Provide advisory for city on recommended features and structure for a referendum microsite by Feb. 4. City staff/RSI to decide best platform strategy. RSI will begin drafting the outline for the microsite, including FAQs. Confirm city's preferred website vendor will design and build the microsite. <ul style="list-style-type: none"> Determine who will be responsible for regular updates, including new voting information, additions to the FAQ and other communications material that may emerge. Identify target date for public debut of microsite – RSI recommends aiming for the week of April 18. 		
Survey	<ul style="list-style-type: none"> Draft in the field by early February. Results to the city by Feb. 28. RSI will begin analysis of the results. 		

Updated: February 1, 2022 DRAFT 1

MAPLE GROVE SALES TAX REFERENDUM

LOGO



GROWING TOGETHER
Maple Grove Community Center Project



GROWING TOGETHER
Maple Grove Community Center Project

A BRIGHTER FUTURE for the Maple Grove Community Center

Since 1997, the Community Center has brought our community together and contributed to the quality of life that residents enjoy today. After gathering input from residents and users, the City of Maple Grove developed a long-term plan to invest \$116 million to expand the Community Center and the services and activities it supports.

Why reinvest now?
A total of 450,000 local and regional guests visit the Community Center every year for sporting events, conferences, expos and recreation - all of which helps support our local economy. After 25 years of heavy use, the Community Center requires additional space, repairs and upgrades to support the city's growing population in the many years to come.

Why a local sales tax option?
A half-cent sales tax ensures that people who use the Community Center including non-residents, share in the cost to reinvest in it. Based on research by the University of Minnesota, non-residents would contribute an estimated \$48.5 million toward the project through a sales tax. The sales tax is estimated to cost an additional \$3.20 a month per resident. If the project was paid with property taxes, the cost burden would fall solely on Maple Grove residents who own or rent residential or commercial property in the city.

Who would pay for the local sales tax option?

Maple Grove residents	45%
Non-residents	55%

According to a 2021 analysis by the University of Minnesota Extension Center.

Highlights of the plan:

- New swimming pools
- More space for senior programs
- Expanded event and banquet space
- Space for the arts
- An indoor walking track
- A third sheet of ice
- Infrastructure improvements such as updated roofs and mechanical systems

Residents have the final say
On Nov. 8, 2022, Maple Grove voters will consider a half-cent local option sales tax to finance \$90 million of the Community Center project. The sales tax would expire within 20 years. Other funding sources include:

- \$18 million in state bonding funds, if approved by the Minnesota Legislature in 2022.
- \$8 million in sponsorships and donations, including contributions from athletic associations.

What if the sales tax option isn't approved?
After 25 years of heavy use, significant problems with the aging Community Center will still need to be addressed, including roof repairs, improving air quality control systems and other structural upgrades. If the sales tax isn't approved, city leaders would consider various options, including an increase in property taxes to support a construction project that focused on the facility's infrastructure.

Make your voice heard!
Early voting begins on Friday, Sept. 23, 2022
Election Day is Tuesday, Nov. 8, 2022

GROWING TOGETHER
Maple Grove Community Center Project

LEARN MORE ABOUT THE COMMUNITY CENTER PROJECT:
Visit the project website: growingtogethermaplegrove.org
Follow us on social media: www.facebook.com/growingtogethermaplegrove
Dedicated email about the project: growingtogether@maplegrove.org
Dedicated toll-free line: 763-684-8619

MORE ICE TIME at the Maple Grove Community Center

In response to the growing demand for ice time in the region, the City of Maple Grove has proposed adding a third ice rink to the Maple Grove Ice Arena as part of the Community Center reinvestment project. A third sheet of ice would help support our local hockey and skating associations and clubs who often must travel far beyond the city to get time on the ice.

About the investment plan
After 23 successful years, the Community Center requires repairs and updates to ensure it provides the wide range of activities and fun our residents expect. After gathering valuable input from residents and users, the City of Maple Grove has developed a long-term plan to invest \$116 million to expand the Community Center and the services and programs it supports.

Highlights of the plan:

- A third sheet of ice
- New swimming pools and family locker rooms
- Space for senior programs
- Expanded event and banquet space
- Space for the arts
- An indoor walking track
- Infrastructure improvements such as updated roofs and mechanical systems

Maple Grove residents have the final say
On Nov. 8, 2022, voters will consider a half-cent local option sales tax to finance \$90 million of the Community Center project. The sales tax would expire within 20 years. Other funding sources to help fund the project include:

- \$18 million in state bonding funds, if approved by the Minnesota Legislature in 2022.
- \$8 million in sponsorships and donations, including contributions from athletic associations.

Did you know?
The Duluth Maple Grove Hockey Association (DMGHA) is the second-largest youth hockey association in the country, with about 1,500 skaters and 85 teams. In addition, the Maple Grove Skating School is the state's largest skating school, with over 1,500 participants from 17 communities.

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FACT SHEETS

MORE SPACE FOR SENIORS at the Maple Grove Community Center

At the Maple Grove Community Center, our senior residents enjoy a wide range of social activities, including games, lunches, trips and a variety of classes and clubs. Recognizing the growing need for more services and activities for seniors, the long-term investment plan for the Community Center includes more space to support senior programming.

About the investment plan
The Community Center requires repairs and updates to ensure it provides the wide range of activities and fun our residents expect. After gathering valuable input from residents and users, the City of Maple Grove developed a long-term plan to invest \$116 million to expand the Community Center and the services and programs it supports.

Highlights of the plan:

- More space for senior programs, clubs, classes and support groups
- New swimming pools and family locker rooms
- An indoor walking track
- Expanded space for meetings, events and banquets
- Space for the arts
- A third sheet of ice
- Infrastructure improvements such as updated roofs and mechanical systems

Maple Grove residents have the final say
On Nov. 8, 2022, voters will consider a half-cent local option sales tax to finance \$90 million of the Community Center project. The sales tax would expire within 20 years. Other funding sources to help fund the project include:

- \$18 million in state bonding funds, if approved by the Minnesota Legislature in 2022.
- \$8 million in sponsorships and donations, including contributions from athletic associations.

Did you know?
A total of 450,000 local and regional guests visit the Maple Grove Community Center every year for sporting events, conferences, expos and recreation.

Make your voice heard!
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MORE ACTIVITIES & FUN at the Maple Grove Community Center

A growing number of families and kids enjoy all the fun that the Maple Grove Community Center offers, from playtime to swimming to skating. As part of the Maple Grove Community Center reinvestment project, the city has proposed updating and adding amenities important to children and families.

About the investment plan
After a quarter of a century, the Community Center requires repairs and updates to ensure it provides the wide range of activities and fun our visitors expect. After gathering valuable input from residents and users, the City of Maple Grove has developed a long-term plan to invest \$116 million to expand the Community Center and the services and programs it supports.

Highlights of the plan:

- New swimming pools and family locker rooms
- A third sheet of ice
- Updated Maple Grove indoor playground
- Expanded teen center
- More event space for birthday parties, anniversaries and other milestones
- Space for the arts
- An indoor walking track
- More space for senior programs
- Infrastructure improvements such as updated roofs and mechanical systems

Maple Grove residents have the final say
On Nov. 8, 2022, voters will consider a half-cent local option sales tax to finance \$90 million of the Community Center project. The sales tax would expire within 20 years. Other funding sources to help fund the project include:

- \$18 million in state bonding funds, if approved by the Minnesota Legislature in 2022.
- \$8 million in sponsorships and donations, including contributions from athletic associations.

Did you know?
Maple Grove's population has increased by 28% since 1997, when the Community Center first opened. A total of 450,000 local and regional guests visit the Maple Grove Community Center every year for sporting events, conferences, expos and recreation.

Make your voice heard!
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BANNER

GROWING TOGETHER
Maple Grove Community Center Project

VOTE ON THE FUTURE OF THE Maple Grove Community Center

A Plan to Reinvest
Guided by feedback from residents, the city developed a long-term plan to invest \$116 million to expand and renovate the Community Center.

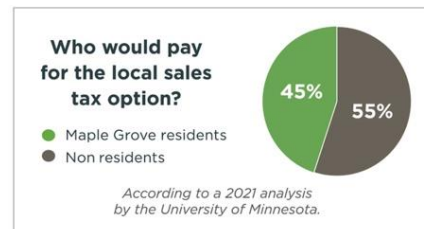
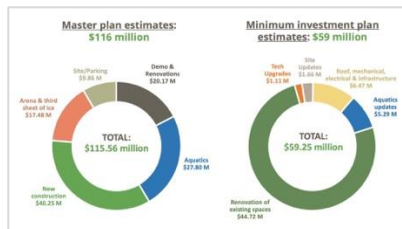
HIGHLIGHTS OF THE PROJECT:

- New pools + new family locker rooms
- More space for senior programs
- Expanded event and banquet space
- More space for the arts
- Walking track
- Third sheet of ice
- Infrastructure investments such as updated roofs and mechanical systems

Residents Have the Final Say
On November 8, 2022, Maple Grove voters will consider a half-cent local option sales tax that would finance \$90 million of the \$116 million project.

LEARN MORE
GrowingTogetherMapleGrove.org

SOCIAL MEDIA



SCOPE, COSTS AND CALENDAR

We consciously work to provide high quality services that meet or exceed client expectations, delivered on time and within budget. If selected, Rapp Strategies will work with county staff to develop a comprehensive communications plan, supporting materials and research.

We recommend bi-weekly meetings working toward the launch of a referendum communications materials in April/May 2024. The central goal of this initiative would be to build public awareness and understanding of the referendum through the summer that peaks at the start of early voting and continues through Election Day, Nov. 5.

RSI's work on the communications program from March - November 2024 would include:

- Lead bi-weekly planning and strategy meetings with the county after March 1.
 - Pivot to weekly meetings in August 2024.
- Draft messaging to inform voters about the project and referendum.
- Create a month-by-month communications workplan, including editorial calendar, using county tools (newsletters social media, email, video) through Election Day.
- Develop and design a referendum brand/logo.
- Design and populate a referendum website, including an evolving FAQ.
- Draft one press release announcing the launch of the website and the county's public information program about the project and referendum.
- Draft a series of social media posts announcing the public information plan, and two to three social media posts a week through Election Day (after debut of website).
- Create one fact sheet describing the project and referendum.
- Develop one slide presentation (12-14 slides) for community meetings.
- Create one mailer to all postal customers regarding the project and referendum.
- Write two guest columns by a government leader for local media.
- Lead training sessions for county commissioners and key county staff to prepare for public questions and interviews.

Rapp Strategies proposes a **monthly fixed fee of \$3,600**, invoiced monthly from March through November 2024, with no additional charge for planning meetings prior to March 1, 2024.

Video production: Rapp Strategies can oversee the production of videos to further support communications efforts. At the county's request, Rapp Strategies would work with the county to outline the parameters of such a project, and both parties would agree on a separate budget outside of the scope of services and the fee described above.

Additional services: Over time, the county may request additional services or communications materials that extend beyond the scope of services described. Fixed fees for some additional communications materials are:

- Fact sheet, \$650
- Column/newsletter article, \$450
- Print ad, poster or yard sign, \$400
- Internal or external emails and letters to the editor, \$200



Request for Board Action
Agenda Item No. 2.1.

Requested Board Date: 02/06/2024

Agenda Type: Consent

Estimated Time: _____

Department: Auditor/Treasurer

Presenter: _____

Recommendation: Approve

Item: Approve Drainage Authority Board Minutes of January 16, 2024

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 16, 2024

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 16, 2024.

Jackson County Drainage Authority Present

Phil Nasby, James Eigenberg, Scott McClure, and Roger Pohlman

Others Present

County Attorney Kristie Meyeraan, Drainage Coordinator Kelly Rasche, County Administrator Ryan Krosch

CALL TO ORDER

Drainage Authority Board Chair Don Wachal called the meeting order at 10:35 a.m.

1.1 **Motion was made by Commissioner Nasby and seconded by Commissioner McClure** to adopt the agenda. Motion carried unanimously.

CONSENT AGENDA

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

2.1 **Approval of Minutes of January 2, 2024**

ADJOURN

Vice Chair McClure closed the meeting at 10:39 a.m.

Approved this ___ day of _____ 2023

JACKSON COUNTY DRAINAGE AUTHORITY

Don Wachal, Drainage Authority Chair

ATTEST: _____
Kevin Nordquist, Auditor/Treasurer