



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

Tuesday, May 5, 2026 9:00 A.M.

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

- 8:30 a.m. Department Visit – Public Works
- 9:00 a.m. Call Board of Commissioners’ Meeting to Order
1.1. Pledge of Allegiance
1.2. Adoption of Agenda
- 9:01 a.m. Consent Agenda
2.1. Board Action – Approve April 21, 2026 Board of Commissioner Regular Meeting Minutes
2.2. Board Action – Approve Claims
2.3. Board Action – Jackson County Library Grant
2.4. Board Action – Jackson County Revolving Loan Fund (RLF) Advisory Board Member Appointment
2.5. Resolution – Reappoint Darrell Pettis as Interim County Engineer
- 9:02 a.m. Citizen/Stakeholder/Organization
3.1. PowerOn Midwest Update
- 9:22 a.m. Public Hearing – Subsurface Septic Treatment System Loan Program Ordinance
4.1. Board Action – Amendments to an Ordinance Regulating a Subsurface Septic Treatment System Loan Program
- Unscheduled Land Management/SWCD, Valerie Cihak
5.1. Board Action – Conditional Use Permit - Isaiah Schmid Gunsmithing Business
- Unscheduled County Administrator, Ryan Krosch
6.1. Board Action – Finance Director and Assistant Finance Director Job Descriptions

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

- Unscheduled Committee and Board Reports
- Adjourn Commissioners' Meeting
- Unscheduled Call the Drainage Authority Meeting to Order
- 1.1. Adoption of Agenda
- Consent Agenda
- 2.1. Board Action – Approve April 21, 2026 Drainage Authority
 Regular Meeting Minutes
- Unscheduled Adjourn Drainage Authority Meeting

PROCEEDINGS OF THE COUNTY BOARD OF JACKSON COUNTY, MINNESOTA

April 21, 2026

The Jackson County Board of Jackson, Minnesota met in regular session, in the Jackson County Courthouse, Commissioners' Board Room, City of Jackson, Minnesota, on April 21, 2026. The following members of the Jackson County Board of Commissioners were present: Don Wachal, Phil Nasby, Kent Bargfrede, Roger Pohlman and Larry Liepold. County Administrator, Ryan Krosch; County Attorney, Kristi Meyeraan; and Assistant to the Administrator, Brandi Bourquin were also in attendance.

CALL TO ORDER

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

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

CONSENT AGENDA

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

Board Action 26-056 – Approve April 7, 2026 Board of Commissioner Regular Meeting Minutes.

Board Action 26-057 – Approve all Commissioner disbursements in accordance with Minnesota Statutes 130.01 subd. 4(b), recorded on warrants numbered 113434-113506 in the amount of \$680,464.71 for the following funds: Revenue, \$485,736.85; Public Works, \$74,583.86; 2013A GO Capital Improvement Bonds, \$4,855.03; Ditch, \$98,605.30; Revolving Loan Fund, \$157.00; Agency, \$2,982.00; Library, \$8,872.67; and Taxes & Penalties, \$4,672.00. A detailed list of claims paid is available at the Auditor/Treasurer's office upon request.

Vendor	Total
Motorola Solutions Inc	424,920.95
Jackson Co Auditor-Treasurer	50,008.56
ISG	27,545.00
Staples Oil Co - Fuel Acct	25,621.06
Heron Lake Watershed District	19,108.28
CORPORATE PAYMENT SYSTEMS	12,478.68
Chosen Valley Testing, Inc.	8,730.00
Erickson Engineering Co LLC	7,898.00
Advanced Correctional Healthcare, Inc	7,789.70
Mn Dept Of Transportation	7,414.99
Johnson Feed, Inc.	6,615.52
Marsden Bldg Maintenance LLC	6,012.50
Newman Signs, Inc.	6,011.17
Federated Rural Electric Association	5,150.62
Shi Corp	4,683.45
Livewire Printing Co	4,385.05
Mark Ringkob	4,122.00
Rinke Noonan, Ltd.	3,556.00
Fruendt, Lundquist & Gustafson, Ltd.	3,271.00
4Imprint, Inc	3,102.52
RT Vision, Inc.	3,022.39
Treasury Division Of Mn Dept Of Finance	2,982.00
Bauer Built, Inc	2,303.20
Dell Marketing L P	2,252.32
S & J Cleaning	2,215.00
Amazon Capital Services	2,195.36
Waste Management	2,027.20

Total Claims Over \$2000	655,422.52
84 Claims Under \$2000	25,042.19
Total Submitted to Board	680,464.71

Board Action 26-058 – Approve lease amendment No. 11 with the United States Department of Agriculture effective October 1, 2025 through July 31, 2030 for office space.

Board Action 26-059 – Approve resolution recommending the appointment of Andy Geiger to the Red Rock Rural Water System.

Board Action 26-060 – Approve the Opioid Settlement Advisory Council Bylaws amendments.

Board Action 26-061 – Accept annual gravel quotes received by Public Works.

Board Action 26-062 – Accept quote for application of Magnesium chloride.

The motion carried unanimously.

COUNTY ADMINISTRATOR

Chair Wachal opened the public hearing to receive comments regarding the proposed Ordinance No. 115: An Ordinance Limiting the Type of Firearms that may be used to Hunt Deer within Jackson County at 9:01 a.m.

There were no public comments.

Chair Wachal declared the public hearing closed at 9:02 a.m.

Motion was made by Commissioner Bargfrede and seconded by Commissioner Liepold to adopt Board Action 26-063 – Approve Ordinance No. 115 limiting the type of firearms that may be used to hunt deer in Jackson County. The motion carried with 4 Ayes: Bargfrede, Liepold, Wachal, and Pohlman; 1 Nay: Nasby.

**ORDINANCE NO. 115
AN ORDINANCE LIMITING THE TYPE OF FIREARMS THAT MAY BE USED TO
HUNT DEER WITHIN JACKSON COUNTY - SUMMARY**

The following is a summary, pursuant to Minnesota State Statutes 375.51 and 331A.01, of AN ORDINANCE LIMITING THE TYPE OF FIREARMS THAT MAY BE USED TO HUNT DEER WITHIN JACKSON COUNTY:

AUTHORITY. Jackson County has the authority to limit the type(s) of firearms used to hunt deer within the county pursuant to Minnesota Statute 97B.031, subdivision 7.

FIREARMS LIMITED. During the regular firearms deer hunting season, only legal shotguns loaded with single-slug shotgun shells, legal muzzle-loading long guns, and legal handguns may be used for taking deer. Legal shotguns include those with rifled barrels.

JURISDICTION. This ordinance shall be applicable within the legal boundaries of Jackson County, Minnesota without regard to any deer permit area established by the DNR.

PROHIBITED ACTS. It shall be unlawful to use a firearm, other than those described above, to take deer in the county.

VIOLATION A MISDEMEANOR. A violation of this ordinance shall be a misdemeanor having a penalty of not more than ninety (90) days in jail, a fine up to \$1,000, or both.

ENFORCEMENT. The Jackson County Sheriff's Office and DNR Conservation Officers shall each have the independent authority to enforce provisions of this ordinance.

EFFECTIVE DATE. This ordinance shall be in full force and effect from and after its adoption and publication as required by law. This ordinance shall remain in effect until modified or repealed as provided by law.

This is only a summary. The full ordinance is available for public inspection during regular office hours at the Jackson County Administrator's Office or by standard or electronic mail. Contact the Jackson County Administrator, 405 Fourth Street, Jackson, MN, 56143, office hours 8 a.m. – 4:30 p.m. M-F, telephone (507) 847-4182 or email county.administrator@co.jackson.mn.us.

BOARD REPORTS

Commissioner Bargfrede reported on meetings/events involving DVHHS, Fair Board, and Fort Belmont.

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

Commissioner Pohlman reported on meetings/events involving Historical Society, AMC webinars & updates, Library Board, PrimeWest, Opioid Advisory Council, and Blue Earth River One Watershed/One Plan Policy Committee.

Commissioner Nasby reported on meetings/events involving ElevaCare, DVHHS, Public Health Advisory Council, Southern Minnesota Adult Mental Health Consortium, Opioid Advisory Council, AMC Legislative Update, and Des Moines River Watershed Planning Partnership Policy Committee.

Commissioner Wachal reported on meetings/events involving ElevaCare, DVHHS, and MCIT.

ADJOURN

Chair Wachal adjourned the meeting at 9:27 a.m.

JACKSON COUNTY BOARD OF COMMISSIONERS

Board Chair

ATTEST:

Ryan Krosch, County Administrator



Request for Board Action
Agenda Item No. 2.3.

Requested Board Date: 05/05/2026

Agenda Type: Consent

Estimated Time: _____

Department: Library

Presenter: Carrie Dose

Recommendation: Approve

Item: Jackson County Library Grant

Board Action Request:

Approve \$900 grant agreement for the Jackson Library system from the Southwest Initiative Foundation and Jackson Area Community Foundation.

Background & Comments:

A \$900.00 grant has been awarded to the Jackson Library System to purchase library branded canvas book bags.

Attachments: Email

Fiscal Impact: \$900.00 grant

**** 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



Brandi Bourquin <brandi.bourquin@co.jackson.mn.us>

Grant Award Notification from Southwest Initiative Foundation

1 message

Nancy Fasching <nancyf@swifoundation.org>

Mon, Apr 27, 2026 at 4:13 PM

To: "county.administrator@co.jackson.mn.us" <county.administrator@co.jackson.mn.us>, "carrie.dose@co.jackson.mn.us" <carrie.dose@co.jackson.mn.us>

15 3rd Avenue NW
Hutchinson, MN 55350
(800) 594-9480 or (320) 587-4848swifoundation.org

Ryan Krosch

Jackson County

App: GN-00150154

Title: Jackson Library Bridge: Connecting Families to Books & Resources

Dear Ryan Krosch,

Congratulations! It is my pleasure to inform you that a grant to Jackson County in the amount of \$900.00 has been approved from the Jackson Area Community Foundation to purchase library branded canvas book bags. Our understanding is that funding for this project will begin 5/1/2026 and continue through 8/31/2027.

Before we can pay the grant, we will need a Grant Agreement signed by the highest-ranking officer at Jackson County. Please access the electronic version of the grant agreement by clicking on this link [Grant Agreement](#). Within the linked site you'll be asked to digitally sign the agreement. If you do not have contract signatory authority, please respond to this email as soon as possible with the name and email address of the appropriate signer.

As you complete this project, **please acknowledge this grant award from the Southwest Initiative Foundation and Jackson Area Community Foundation in all publicity and printed materials.**

Southwest Initiative Foundation Contacts for this Award:

- Project-related questions should be directed to Nancy Fasching at nancyf@swifoundation.org.
- Payment, reporting and administrative questions should be directed to the Grants Administrator at grants@swifoundation.org.

The Foundation is privileged to join you in this project. We wish you success in your project.

Sincerely,

Nancy Fasching

Vice President, Community Impact

If you are having difficulty using the grant agreement link above, copy and paste this URL into your browser. <https://swifoundation.tfaforms.net/4762028?ActionID=006UU00000Qowg9>



Confirmed in Compliance with National Standards for U.S. Community Foundations.
An Equal Opportunity Provider and Employer.

This e-mail message and any attachments are for the sole use of the intended recipient(s) and may contain proprietary, confidential, trade secret or privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited and may be a violation of law. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.



Request for Board Action
Agenda Item No. 2.4.

Requested Board Date: 05/05/2026

Agenda Type: Consent

Estimated Time: _____

Department: Administrator

Presenter: Ryan Krosch

Recommendation: Approve

Item: Jackson County Revolving Loan Fund (RLF) Advisory Board Member Appointment

Board Action Request:

Re-appoint Shawn Foster to a three-year term on the Jackson County RLF Advisory Board effective May 19, 2026.

Background & Comments:

The County Board appoints members to the Jackson County Revolving Loan Fund Advisory Board. Members can serve up to three, three-year terms. Board member Shawn Foster, Senior Vice President of Farmers & Merchants State Bank of Alpha, has his current term ending on May 18, 2026. Mr. Foster has said he would be willing to serve another three-year term.

Attachments: None

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



Request for Board Action
Agenda Item No. 2.5.

Requested Board Date: 05/05/2026

Agenda Type: Consent

Estimated Time: _____

Department: Administrator

Presenter: Ryan Krosch

Recommendation: Approve

Item: Resolution Re-appointing Darrell Pettis as Interim County Engineer

Board Action Request:

Approve Resolution Re-appointing Darrell Pettis as Interim County Engineer.

Background & Comments:

Darrell Pettis was appointed as interim county engineer on July 15, 2025. State Statute 163.07 states the initial appointment of a county engineer is for one year and then re-appointments are for four-year terms. Per statute, all appointments are done in the month of May.

Mr. Pettis has agreed to be re-appointed as interim, part-time county engineer as we continue to recruit for a full-time person to fill the position.

Attachments: Resolution

Fiscal Impact: _____

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

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

County of Jackson)
) SS.
State of Minnesota)

**Resolution No. 26-
Resolution Re-appointing Darrell Pettis as Interim County Engineer**

WHEREAS, Minnesota Statute 163.07 states the county board of each county shall appoint and employ, a county highway engineer; and

WHEREAS, Minnesota Statute 163.07 states the county highway engineer shall be a registered highway or civil engineer, registered under the laws of the state of Minnesota; and

WHEREAS, Minnesota Statute 163.07 states the county board may appoint a new county engineer for a term of only one year. All re-appointments shall be for a term of four years, and shall be made in May of the year in which the term expires; and

WHEREAS, while recruiting a full-time county highway engineer the Jackson County Board appointed Darrell Pettis as an interim, part-time county highway engineer on July 15, 2025; and

WHEREAS, Darrell Pettis is a registered civil engineer under the laws of Minnesota; and

WHEREAS, Darrell Pettis has agreed to be re-appointed as Jackson County’s interim, part-time county highway engineer.

NOW, THEREFORE, BE IT RESOLVED, the Jackson County Board of Commissioners re-appoints Darrell Pettis as Jackson County Interim Highway Engineer for a four-year term effective May 5, 2026.

BE IT FURTHER RESOLVED, Darrell Pettis’ appointment shall end upon the appointment of a full-time county highway engineer or termination of Pettis’ employment agreement, whichever occurs first.

Duly passed and adopted this 5th day of May, 2026.

Jackson County Board of Commissioners’
Chair

ATTEST:

Ryan Krosch, County Administrator



Request for Board Action
Agenda Item No. 3.1.

Requested Board Date: 05/05/2026

Agenda Type: Regular

Estimated Time: 20 minutes

Department: Citizen/Stakeholder/Organization

Presenter: PowerOn Midwest Reps.

Recommendation: Informational

Item: PowerOn Midwest Update

Board Action Request:

None

Background & Comments:

PowerOn Midwest is a series of new electric transmission projects anchored by a 765 kV backbone transmission line being developed by Great River Energy, ITC Midwest, Otter Tail Power Company and Xcel Energy. The projects will connect eastern South Dakota, southern Minnesota and the broader region, enhancing grid reliability in the Upper Midwest to meet growing and evolving energy needs in the coming decades. One segment of this project involves a junction substation near Lakefield.

An update on the PowerOn Midwest project will be provided by:

- Dan Leshner, Great River Energy - Transmission Permitting & Land Rights
- Mike Frank, ITC Midwest - Local Government & Community Affairs Area Manager

Attachments: Presentation

Fiscal Impact: _____

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

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



Request for Board Action
Agenda Item No. 4.1.

Requested Board Date: 05/05/2026

Agenda Type: Regular

Estimated Time: 5 minutes

Department: Administrator

Presenter: Ryan Krosch

Recommendation: Approve

Item: Amendments to an Ordinance Regulating a Subsurface Septic Treatment System Loan Program

Board Action Request:

1. Conduct a public hearing
2. Approve, as presented, amendments to Ordinance No. 105: An Ordinance Regulating a Subsurface Septic Treatment System Loan Program.

Background & Comments:

At the March 17 County Board meeting, the Board discussed changes to the County's septic system loan program. Those changes include:

- Increase the maximum loan amount from \$15,000 to 100% of the septic system's construction costs.
- Increase the estimated market value requirements of the property where the septic system will be installed from \$17,500 to twice the amount of the loan.
- Other miscellaneous wording changes to make the ordinance align better with state statutes and rules and with current loan processing practices.

Attachments: Marked-up ordinance with proposed changes, hearing notice

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
STATE OF MINNESOTA**

ORDINANCE NUMBER 105

**AN ORDINANCE REGULATING A SUBSURFACE SEPTIC TREATMENT
SYSTEM LOAN PROGRAM.**

WHEREAS, the Jackson County Board of Commissioners finds that a need exists for the creation of a public loan program that assists property owners to finance site evaluation, design, installation, repair and replacement of Subsurface Sewage Treatment System (SSTS);

WHEREAS, the County incorporates the [Minnesota](#) State SSTS Statute, Minn. Stat. §§ 115.55 & 115.57 (2010), et. sec., and the Minnesota Pollution Control Agency (MPCA) Rules, Chapter 7080 [through 7083](#), by reference into this ordinance;

WHEREAS, the purpose of this ordinance is to provide for the creation of a public loan program that assists property owners to finance the site evaluation, design, installation, repair and replacement of individual sewage treatment systems; and

WHEREAS, such a public program promotes the public health and welfare by furthering the policy of the State of Minnesota to prevent, reduce, and eliminate water pollution,

THEREFORE, Pursuant to Minnesota Statutes, section 375.51 [and 115.57](#), the County Board of Jackson County ordains:

SECTION 1 - DEFINITIONS

- Improvement - means the site evaluation, design, installation, repair, or replacement of individual sewage treatment system.
- Municipality - means a township, city, county, or any other governmental subdivision of the state responsible by law for the prevention, control, and abatement of water pollution in any area of the state.
- Property owner - means the owner or owners as recorded on the tax roll of the county where the real property on which the individual sewage treatment system is installed, repaired, or replaced is located.
- In addition to the above definitions this ordinance incorporates by reference all of the definitions found in the Jackson County Development Code.

SECTION 2 - ELIGIBILITY

~~201—Individual Eligibility~~

~~All property in Jackson County is eligible for this loan program. All individuals having an ownership interest in the parcel must sign the required documents for this loan application.~~

~~202—Property Eligibility~~

To be eligible for this program the property must meet the following requirements:

- (1) prove ownership of the property;
- (2) be in compliance with all applicable ordinances;
- (3) have appropriate permits and fees paid;
- (4) all owner's property taxes for all county parcels must be current;
- (5) the parcel must not have any state or federal tax liens;
- (6) the property must lie within Jackson County;
- (7) ~~an the~~ existing SSTS on the property which is failing or non-complying ~~which is being and will be~~ replaced by a complying system. ~~A system for a new home which is not replacing an existing non-complying system is not eligible for this program. The loan cannot be used to facilitate new building construction. New building construction includes increasing capacity of a subsurface sewage treatment system beyond what is reasonably required to serve existing buildings and lots in existing recorded plats.~~
- (8) this program shall not be used to refinance or payoff an existing septic system;
- (9) the estimated market value of this property must be equal to or exceed ~~twice the amount of the loan~~\$17,550; and
- (10) applicants must provide an accurate & recorded legal description of the parcel at the time of the application. If the parcel has been sold, split, divided, contracted for deed or transferred any portion of the parcel; the applicant must provide a new, accurate, legal description of the parcel that will contain the SSTS at the time of the application. The applicant may split a parcel, so long as the applicant retains the portion of the parcel containing the SSTS.
- (11) Corporations, non-profits, and public entities are not eligible for the SSTS fund.
- ~~(10)~~(12) All individuals having an ownership interest in the parcel must sign the required documents for this loan application.

SECTION 3 - CONTRACTOR REQUIREMENTS

- (1) The contractor must be licensed by the Minnesota Pollution Control Agency (MPCA) for the planned work and must not start work on the

project until after the qualified borrower has received written notice of approval from Jackson County.

- (2) The County incorporates the standards of MPCA Rule 7080 through 7083 by reference and all work must conform to MPCA 7080 through 7083 construction standards.
- ~~(3)~~ No work shall be done before the applicant obtains pre-loan approval from designated county staff.

SECTION 4 - LOAN APPLICATIONS

- (1) No eligible applicant shall be selected or rejected on the basis of judgments as to personal character or life-style.
- (2) Applications will be rated on a first come first serve basis as per date of completed application.
- (3) Letters of rejection will be issued by Jackson County Land Management Office to applicants who are not selected stating the reason for rejection.
- ~~(4)~~ ~~Applications must be accompanied by a site evaluation and system design which have been completed and signed by an individual licensed by the MPCA to complete that work.~~
- ~~(5)~~(4) All fees must be timely paid. Fees include recording fees, site inspection fee and site evaluation fee. Fees paid for services are non-refundable if the application is rejected.

SECTION 5 - LOAN TERMS

- (1) ~~The maximum amount of the loan shall be 100% of the \$15,000 necessary SSTS construction which can include site evaluation, engineering, inspection fees and installation costs. All related costs which exceed the \$15,000 will be the responsibility of the property owner.~~
- (2) The interest rate shall be three percent (3%). Regardless of the date when the loan funds are disbursed, interest will commence on January 1 of the year of disbursement. Interest will be calculated annually and will be due and payable on the same dates as property taxes for the parcel are due in the following year. If the entire principal balance is paid no later than December 31st, the interest for the current year will be forgiven. The principal balance remaining at close of business on December 31st will be used to calculate the interest due in the following year.
- (3) Loans shall be paid over a 10-year time period although the property owner will be allowed to pre-pay the loan without a penalty. The loan principal will be amortized in equal yearly payments. In the event of a partial pre-payment of the principal, the remaining balance will be

amortized in equal yearly payments for the balance of the years remaining in the original 10-year term of the loan.

- (4) Principal and interest will be collected as a special assessment on the property taxes and will be reflected as such on the real estate tax statement. Objections to this special assessment will result in the loan becoming payable in full.
- (5) The applicant must pay all applicable~~the~~ recording fees plus the current mortgage registration tax for each dollar of the loan amount. Upon payment of the loan a fee for the satisfaction of mortgage is due.
- (6) The loan is not assumable.
- (7) The loan is not eligible for subordination.
- (8) Following the issuance of a Certificate of Compliance an itemized statement from the contractor(s) must be submitted to the Jackson County Land Management Office. ~~approval of the septic system design and the loan, Jackson County Auditor shall notify the qualifying borrower in writing of the following:~~
 - a. ~~the amount to be specially assessed against the property.~~
 - b. ~~the right of the property owner to prepay the entire assessment.~~
 - c. ~~the public official to whom prepayment must be made.~~
 - d. ~~the time within which prepayment must be made without the assessment of interest.~~
 - e. ~~the rate of interest to be accrued if the assessment is not prepaid within the required time period.~~
 - f. ~~the period of the assessment.~~

SECTION 6 - FUND DISBURSEMENT

~~Following the completion of the installation of the system and the completion of the final inspection by the county, the borrower must bring an itemized statement from the contractor to the Land Management Office.~~ Upon approval by the Jackson County Board of Commissioners Land Management Office a check for the amount stated on the itemized statement from the contractor(s) not to exceed \$15,000 shall be issued to the contractor(s) by the Jackson County Auditor/Treasurer. The Jackson County Auditor shall notify the qualifying borrower in writing of the following:

- a. the amount to be specially assessed against the property;
- b. the right of the property owner to prepay the entire assessment;
- c. the public official to whom prepayment must be made;
- d. the time within which prepayment must be made without the assessment of interest;
- e. the rate of interest to be accrued if the assessment is not prepaid within the required time period; and

~~a.f. the period of the assessment. At that time a notice will be sent to the borrower showing the payment schedule for 10 years along with a statement that there is no penalty for early payment.~~

SECTION 7 – APPLICABILITY

This ordinance applies to all areas of the county other than cities or towns that have adopted ordinances that comply with Minn. Stat. § 115.55 and are as strict as the applicable county ordinances.

SECTION 8 – VARIANCE AND DEVIATION PROCEDURE

The Jackson County Board of Commissioners reserves the right to grant variances and deviations from this ordinance by resolution of ~~four-fifths~~^{3/4} of the board members.

EFFECTIVE DATE

This ordinance shall be in full force and effect from and after its adoption and publication as required by law. This ordinance shall remain in effect until modified or repealed as provided by law.

Adopted by the Jackson County Board of Commissioners this _____ day of _____, 2026.

Don Wachal, Jackson County Board Chair

Attest: _____
Ryan Krosch
Jackson County Administrator

**NOTICE OF PUBLIC HEARING AND INTENT TO ENACT AMENDMENTS
TO AN ORDINANCE REGULATING A SUBSURFACE SEPTIC TREATMENT
SYSTEM LOAN PROGRAM**

NOTICE IS HEREBY GIVEN pursuant to the provisions of Minnesota Statute 375.51 Subdivision 2 and Minnesota Statute 115.57, that the Jackson County Board of Commissioners intends to enact amendments to Ordinance No. 105: An Ordinance Regulating a Subsurface Septic Treatment System Loan Program. The proposed ordinance will be considered at a meeting held at the Jackson County Courthouse, County Board Room, 405 Fourth Street, Jackson, MN on Tuesday, May 5, 2026 at 9:00 a.m. or soon thereafter.

The purpose of this ordinance is to make amendments to Ordinance No. 105 including, but not limited to, changes to septic system loan eligibility and terms.

Anyone interested in viewing the proposed ordinance may do so at the Jackson County Administrator's Office, County Courthouse, 405 Fourth Street, Jackson, MN Monday – Friday, 8:00 a.m. – 4:30 p.m. or online at www.co.jackson.mn.us. All interested persons are invited to comment at the hearing on May 5th or submit written comments by 4:30 p.m. on May 1st to the County Administrator's Office, 405 Fourth Street, Jackson, MN 56143 or by email at county.administrator@co.jackson.mn.us.

Dated: April 23, 2026
Ryan Krosch
County Administrator



Request for Board Action
Agenda Item No. 5.1.

Requested Board Date: 05/05/2026

Agenda Type: Regular

Estimated Time: 10 min

Department: Land Mgmt/SWCD

Presenter: Val Cihak

Recommendation: Approve

Item: Isaiah Schmid Gunsmithing Business CUP

Board Action Request:

Approve the Conditional Use Permit request from Isaiah Schmid for a gunsmithing business in the Agricultural Protection District.

Background & Comments:

4/29/26 Public Hearing - Planning Commission recommended approval with 4 conditions from the Staff Report.

Attachments: Staff Report

Fiscal Impact: _____

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

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

Jackson County Planning Commission

Staff Report: Schmid CUP



Meeting Details: April 29th, 2026; 6:30 pm; Minnesota West Multipurpose Room, Jackson

Property Owner/Applicant: Isaiah and Christine Schmid

Property Location: Pt NE1/4 SE1/4; Section 28, Ewington Township.

Parcel Number: 07.028.0800

Property Address: 77397 340th Ave; Worthington, MN 56187

Request: Isaiah Schmid would like to operate a gunsmithing business out of a space in his existing garage. This business would primarily involve repairing and servicing firearms. While some of the guns would need to be fired to test them, the business would not include a shooting range. He is also not intending to be a retail business, although he may, from time to time, act as an intermediary in gun sales. (Holding a weapon during the mandatory time which is required for a gun sale and transferring it to the new owner) Isaiah is seeking the appropriate Federal Firearms License through the Bureau of Alcohol, Tobacco, and Firearms (ATF). This permit will also include manufacturing, as things like placing a new barrel on an old gun meets the manufacturing definition from the ATF. However, he will not be producing new weapons from this business. Receiving local zoning approval is part of the ATF's licensure process.

Zoning District(s) and Purpose: Agricultural Preservation

Agricultural Preservation areas are established for the purpose of preserving, promoting, maintaining and enhancing the use of land for commercial agricultural purposes, to prevent scattered and leap-frog non-farm growth, to protect and preserve natural resource areas and to stabilize increases in public expenditures for such public services as roads and road maintenance, police and fire protection, and schools.

Development Code Requirements: *603.4 Agricultural Preservation; Conditional Uses – Businesses.* Businesses are allowed uses in the Ag District, however they are not generally consistent with the district's particular zoning. A Conditional Use Permit for any business in the Agricultural District better protects the health, safety, and general welfare of people living and traveling within Jackson County.

County Comprehensive Land Use Plan (Main Goals):

1. Preservation of commercial agriculture as a viable, permanent land use and an essential long-term permanent activity in the county.
2. Protection of major natural resource areas in the county to serve as a basis for recreation and tourism in the county.
3. Location of urban density development near the cities where urban services can easily be provided and extended.

Jackson County Planning Commission Staff Report: Schmid CUP



FINDINGS OF FACT

1. **Has it been determined that this use will not create an excessive burden or hazard on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area?**

Things to Consider:

- What are the public facilities that serve the area?
- Township Road – has enough consideration been given to the potential traffic brought in by the business so that we can reasonably agree that it will not create an excessive burden or hazard?
- Electricity and Water – Could this business impact these two public facilities?

Yes: It has been determined the use will NOT create a burden as the proposed use would only bring in minimal amount of traffic and there are no other public facilities in the area.

No: It has NOT been determined the use with NOT create a burden (In other words, the use could cause a burden or hazard) because...

2. **Will the use and appearance of the site be sufficiently compatible or separated by distance or screening from the agricultural or residentially zoned or used land so that existing homes and adjacent residential properties will not be depreciated in value or adversely affected and there will be no deterrence to development of vacant land?**

Things to Consider:

- Agricultural Land: The parcel is surrounded by agricultural land. Will this business affect the use of the land?
- Residential Land: There is a residence adjacent to the proposed business. Are there concerns regarding additional noise from firing guns-arguably more often than the current residential property would have? Are there any safety concerns regarding a business that handles firearms?
- Development of Vacant Land: The land immediately surrounding the business is agricultural and would likely not be developed for any other purpose.

Yes: There are very minimal parts of this business that take place outside of a building which appears residential in nature. Additionally, there were no noise or safety concerns regarding this type of business [or] noise and safety concerns are mitigated by conditions of this permit.

No: This gunsmithing business is not compatible with the uses of the surrounding land as it would disrupt the residential property next door and this business does not support the surrounding agricultural land uses.

Jackson County Planning Commission

Staff Report: Schmid CUP



3. Has it been determined that the proposed use will not have a detrimental environmental effect?

Things to Consider:

- What are the potential environmental effects from this type of business? Are there hazardous materials which need to be disposed of?

Yes: The gunsmithing business will not have a detrimental environmental effect because any hazardous materials used will be properly disposed of.

No: The gunsmithing business could have detrimental environmental effects and there are no satisfactory ways to mitigate the concerns presented at this hearing. The environmental effect(s) are:

4. Has it been determined that business or advertising signs will not be visible to adjacent dwellings?

Things to Consider:

- While it may be possible for the neighbor to see a business sign from his property, there is quite a bit of tree cover between the neighboring dwelling and the proposed business.
- Business signs in this case would help customers identify the correct location of the business and reduce instances where they accidentally drive onto the wrong property.

Yes: The visibility of business or advertising to adjacent dwellings is minimal.

No: The business or advertising signs will be visible to adjacent dwellings and cause considerable issues with those living there.

5. Is the use, in the opinion of the Planning Commission, reasonably related to the overall needs of the County, the existing land use, and the County Comprehensive Land Use Plan?

Things to Consider:

- One of the main goals of the County Comprehensive Land Use Plan is to preserve commercial agriculture. Is there a need in agriculture to possess a firearm for rodent control? (coyotes/cattle)
- Locating a licensed firearms business away from a population center, as feasible, means fewer residents who may feel negatively affected by such a business.

Yes: A gunsmithing business in the Agricultural Protection District is reasonably related to the overall needs of the County because...

No: A gunsmithing business in the Agricultural Protection District is not reasonably related to the overall needs of the County because...

Jackson County Planning Commission

Staff Report: Schmid CUP



6. **Is the use consistent with the purposes of the zoning code and the purposes of the zoning district in which the applicant intends to locate the propose use?**

Things to Consider:

- The purposes of the Agricultural District are preserving, promoting, maintaining and enhancing the use of land for commercial agricultural purposes.
- The business will not take any farmland out of production.
- Businesses are allowed conditional uses within the Ag Protection District.

Yes: A gunsmithing business is consistent with the purposes of the Agricultural Protection district because...

No: A gunsmithing business is not consistent with the purposes of the Agricultural Protection district because...

7. **Has it been determined that the use will not cause a traffic hazard or congestion?**

Things to Consider:

- This question was likely addressed in Finding #1.
- Has enough consideration been given to the potential traffic brought in by the business so that we can reasonably agree that it will not create an excessive burden or hazard?

Yes: It has been determined the use will NOT create a burden because a gunsmithing business would bring in minimal traffic, mostly one customer at a time.

No: It has NOT been determined the use with NOT create a burden (In other words, the use could cause a burden or hazard) because...

8. **Has it been determined that existing businesses nearby will not be adversely affected because of curtailment of customer trade brought about by intrusion of noise, glare, or general unsightliness?**

Things to Consider:

- There are no permitted businesses in the vicinity of this parcel.

Yes: The business will not negatively affect nearby customer trade because there are no permitted businesses in the vicinity of this parcel.

No: The business will affect nearby customer trade because...

Possible Conditions for the Variance if granted: (optional)

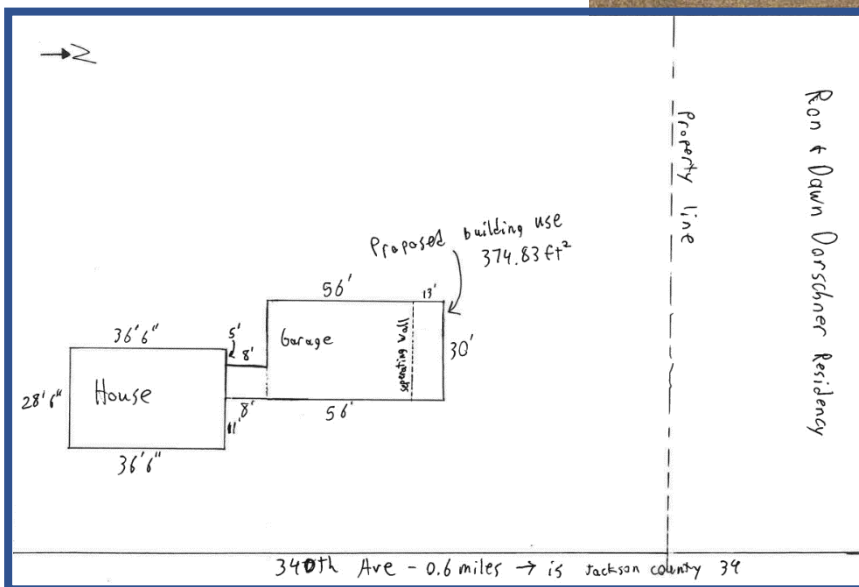
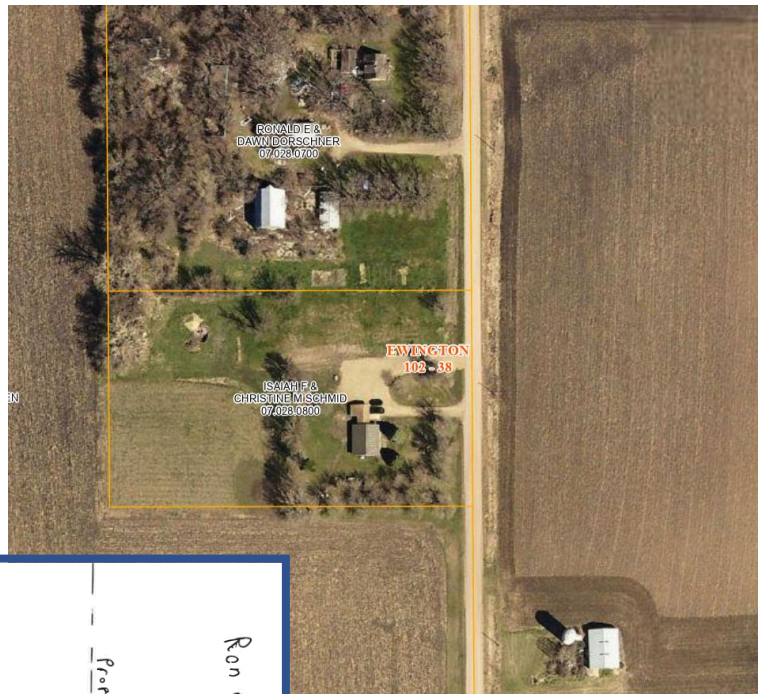
1. All County, State, and Federal laws, regulations, and ordinances shall be complied with. All necessary permits, licensures, and certifications, including but not limited to any that may be required by the Minnesota Pollution Control Agency, Minnesota Department of Natural Resources, Minnesota Department of Labor and Industry, Minnesota

Jackson County Planning Commission Staff Report: Schmid CUP



Department of Health, Minnesota Department of Transportation, Jackson County Soil and Water Conservation District, or Jackson County shall be secured and maintained.

2. The performance standards outlined in Jackson County's Development Code shall be complied with. In particular, but not limited to: Sections 703, Refuse; 704, Screening; 706, Glare; 707, Parking; 726, Access Drives and Access; 729, Sign Regulations.
3. Refuse: All waste material, debris, refuse (as defined in the Jackson County Solid Waste Ordinance) or garbage shall be kept in an enclosed building or properly contained in a closed container designed for such purposes.
4. All refuse and waste must be properly disposed of. No on-site burning or burial of any materials. Any hazardous waste must be disposed of in a manner consistent with the Minnesota Pollution Control Agency's regulations.





Request for Board Action
Agenda Item No. 6.1.

Requested Board Date: 05/05/2026

Agenda Type: Regular

Estimated Time: 10 minutes

Department: Administrator

Presenter: Ryan Krosch

Recommendation: Approve

Item: Finance Director and Assistant Finance Director Job Descriptions

Board Action Request:

Approve the Finance Director and Assistant Finance Director job descriptions as presented.

Background & Comments:

With the occupancy of the new government center soon approaching, steps are being taken to prepare for the reorganization of the Administration, Auditor/Treasurer, Recorder and Assessor Departments. Part of the reorganization includes all the Auditor/Treasurer finance and accounting duties moving to the Administration office and creating a Finance Director and Assistant Finance Director positions to oversee these tasks. The Finance Director will be filled by an internal promotion. The Assistant Finance Director will be recruited. Both of these positions are accounted for in the budget.

Attachments: Job descriptions, new department organizational chart

Fiscal Impact: Positions are in the 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

JACKSON COUNTY JOB DESCRIPTION



Position: Finance Director

Department: Administration

Supervisor: County Administrator

FLSA Status: Exempt

Union Status: None

Grade: 19

Adoption Date:

Revision Date:

Prepared by: County Administrator

JOB SUMMARY:

The Finance Director is responsible for overseeing all aspects of the County's financial operations. This role provides strategic financial leadership, manages financial planning and analysis, ensures compliance with regulations, and supports executive decision-making.

SCOPE OF RESPONSIBILITY:

The Finance Director is responsible for the quality and timeliness of his or her own work, supervising finance staff in the Administration Department and providing work direction to finance and accounting staff in other departments. Work is performed independently under general supervision of the County Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

1. Coordinates preparation of the County budget and monitors and reports on the fiscal execution of the budget.
2. Oversee audits and acts as the primary liaison with external auditors.
3. Directs accounts receivable and payable functions and payroll processes.
4. Oversees all county accounting functions.
5. Maintains financial records, spreadsheets, and documentation.
6. Coordinates with internal departments and external vendors on billing and payments.
7. Prepares accurate and timely budget, investment and financial reports for the County Administrator, department heads, and County Board.
8. Oversees investments and asset management.

9. Advises the County Administrator on financial matters.
10. Oversees capital improvement planning.
11. Manages county debt.
12. Oversees cash flow, working capital, and liquidity.
13. Develops, monitors and recommends changes to the County's internal financial controls and financial policies.
14. Ensures compliance with county policies, government accounting standards, tax regulations, and statutory requirements.
15. Oversees state and federal funding and non-departmental county grant administration and reporting.
16. Supervises employees including hiring, discharge, assignment, training, performance evaluation, discipline, and grievance adjustment.
17. Assists with labor negotiation payroll, benefits, and budget information.
18. Performs other related functions as apparent or assigned.

MINIMUM QUALIFICATIONS:

This position requires a bachelor's degree in accounting, finance or a related field and five years of recent accounting or finance experience, or equivalent. Licensed certified public accountant (CPA) preferred but not required.

KNOWLEDGE, SKILLS, AND ABILITIES INCLUDE:

- Strong knowledge of accounting principles and the ability to apply them;
- Strong analytical skills to evaluate accounting problems and interpret financial reports;
- Ability to communicate effectively in both oral and written forms;
- Strong organizational skills and attention to detail;
- Strong knowledge of computer hardware, technology, programs/software, and systems generally used in both an office environment and specific to the department's operations;
- Knowledge of applicable Federal, State of Minnesota and local laws, rules and regulations;
- Ability to understand and keep current on applicable policies, regulations, statutes, practices and procedures;
- Ability to interpret and follow complex oral and written instructions;
- Ability to maintain clerical records and a filing system in strict confidentiality;
- Ability to prioritize based on deadlines;
- Ability to effectively and efficiently provide staff supervision and work direction;

- Ability to maintain positive, effective work relationships with others;
- Create a positive work environment of equity and inclusion;
- Promote a spirit of teamwork and cooperation among all employees and provide a work environment of mutual respect;
- Maintains appropriate professional boundaries.

Physical Demands & Working Conditions:

Work is performed in a normal office environment. Physical activity is light and sedentary, with significant computer use. Requires the ability to occasionally lift and carry 15 pounds. Travel is intermittently required.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The County Board and County Administrator retain the discretion to add duties or change the duties of this position at any time.

JACKSON COUNTY JOB DESCRIPTION



Position: Assistant Finance Director

Department: Administration

Supervisor: Finance Director

FLSA Status: Exempt

Union Status: None

Grade: 15

Adoption Date:

Revision Date:

Prepared by: County Administrator

JOB SUMMARY:

The Assistant Finance Director supports the Finance Director in managing the organization's financial operations, ensuring strong financial controls, accurate reporting, and compliance with statutory and internal requirements. This position performs complex work in the completion of day-to-day finance and accounting duties to include; payroll processing, budget tracking, account reconciliations, etc.

SCOPE OF RESPONSIBILITY:

The incumbent is responsible for the quality and timeliness of his or her own work and provides work direction to finance and accounting staff in other departments. Work is performed independently under general supervision of the Finance Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

1. Oversees all payroll functions.
2. Processes invoices, payments, and expense reports in a timely and accurate manner.
3. Maintains financial records, spreadsheets, and documentation.
4. Assists with accounts payable and accounts receivable tasks.
5. Coordinates with internal departments and external vendors on billing and payments.
6. Supports budget tracking and financial reporting.
7. Reconciles bank statements and financial accounts.
8. Assists with cash, investment and asset management.

9. Prepare financial summaries and assist with audits.
10. Ensure compliance with county policies and accounting standards.
11. Serves as a backup to the HR Director in completing employee benefits administration.
12. Assists with labor negotiation payroll, benefit and budget information.
13. Perform general administrative support for the Administration Department as needed.
14. Performs other related functions as apparent or assigned.

MINIMUM QUALIFICATIONS:

This position requires a bachelor's degree in accounting, finance or a related field and three years of recent accounting or finance experience, or equivalent.

KNOWLEDGE, SKILLS, AND ABILITIES INCLUDE:

- Strong knowledge of accounting principles and the ability to apply them;
- Strong analytical skills to evaluate accounting problems and interpret financial reports;
- Ability to communicate effectively in both oral and written forms;
- Strong organizational skills and attention to detail;
- Knowledge of computer hardware, technology, programs/software, and systems generally used in both an office environment and specific to the department's operations;
- Knowledge of applicable Federal, State of Minnesota and local laws, rules and regulations;
- Ability to understand and keep current on applicable policies, regulations, statutes, practices and procedures;
- Ability to interpret and follow complex oral and written instructions;
- Ability to maintain clerical records and a filing system in strict confidentiality;
- Ability to prioritize based on deadlines;
- Ability to maintain positive, effective work relationships with others;
- Create a positive work environment of equity and inclusion;
- Promote a spirit of teamwork and cooperation among all employees and provide a work environment of mutual respect;
- Maintains appropriate professional boundaries.

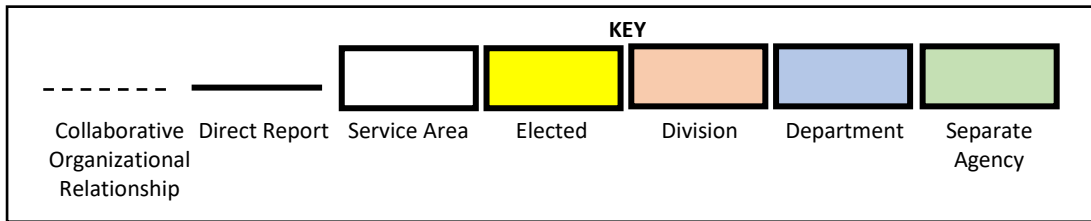
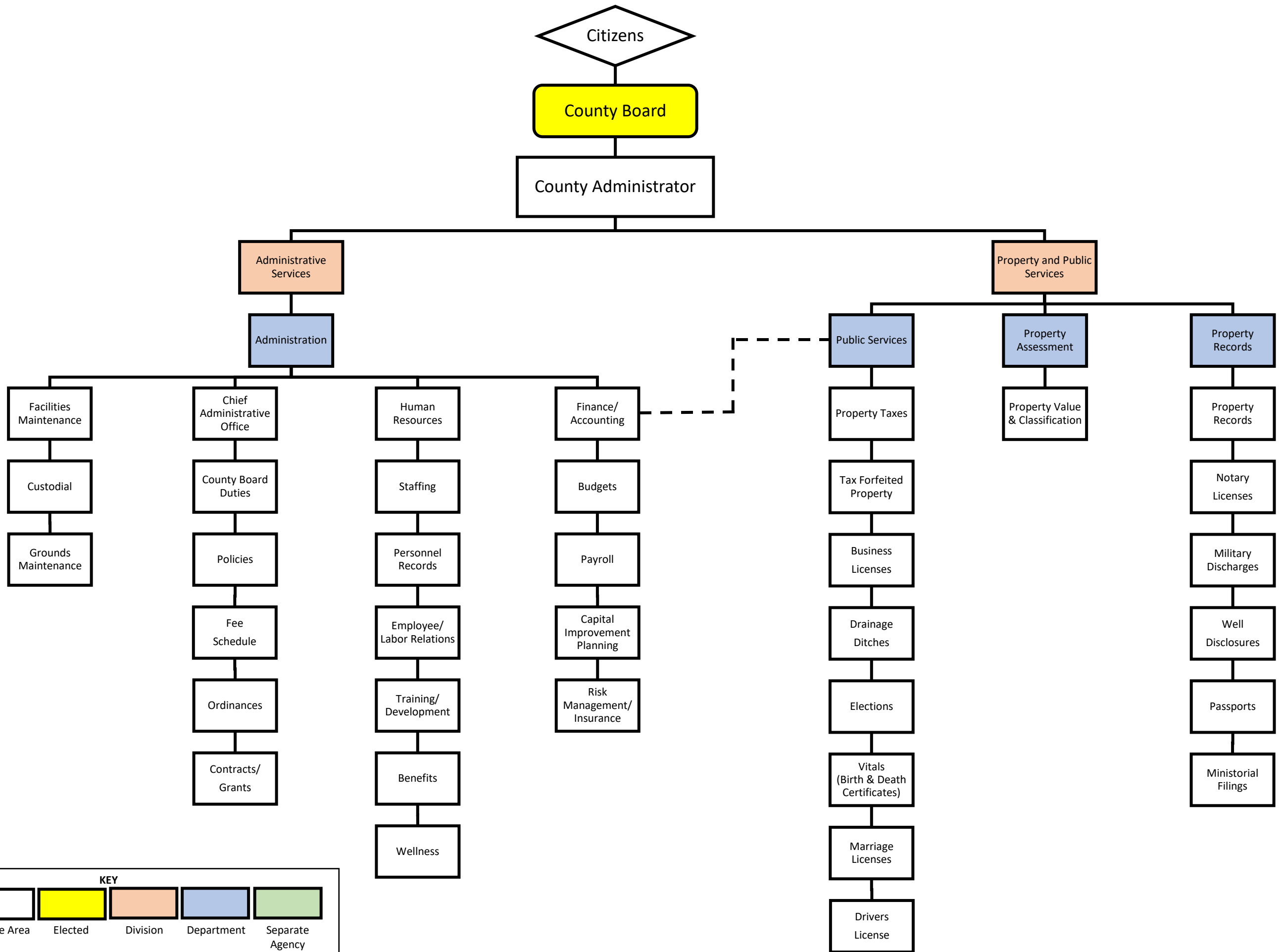
Physical Demands & Working Conditions:

Work is performed in a normal office environment. Physical activity is light and sedentary, with significant computer use. Requires the ability to occasionally lift and carry 15 pounds. Travel is intermittently required.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The County Board and County Administrator retain the discretion to add duties or change the duties of this position at any time.





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

Requested Board Date: 05/05/2026

Agenda Type: Consent

Estimated Time: _____

Department: Auditor/Treasurer

Presenter: Rasche

Recommendation: Approve

Item: Approve Drainage Authority Board Minutes of April 21, 2026

Board Action Request:

Background & Comments:

Attachments: Minutes Draft

Fiscal Impact: _____

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

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

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

April 21, 2026

DRAFT

The Drainage Authority of Jackson County, Minnesota met in regular session, in the Jackson County Courthouse Board Room, 405 Fourth Street, City of Jackson, Minnesota, on April 21, 2026

Jackson County Drainage Authority Present

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

Others Present

County Administrator Ryan Krosch

CALL TO ORDER

Drainage Authority Board Chair Wachal called the meeting order at 9:27 a.m.

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

CONSENT AGENDA

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

2.1 **Approval of Minutes of April 2, 2206**

ADJOURN

Chair Wachal adjourned the Drainage Authority meeting at 9:28.

Approved this ___ day of _____ 2026

JACKSON COUNTY DRAINAGE AUTHORITY

Drainage Authority Chair

ATTEST: _____
Kevin Nordquist, Auditor/Treasurer